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WWW.WASHCO-MD.NET

BOARD OF COUNTY COMMISSIONERS

October 22, 2024

OPEN SESSION AGENDA

- 9:00 AM INVOCATION AND PLEDGE OF ALLEGIANCE
 CALL TO ORDER, *President John F. Barr*
 APPROVAL OF MINUTES: *October 8, 2024*
- 9:05 AM COMMISSIONERS' REPORTS AND COMMENTS
- 9:15 AM STAFF COMMENTS
- 9:20 AM CITIZEN PARTICIPATION
- 9:30 AM BID AWARD (PUR-1710) SWIMMING POOL RESURFACING AND
 ASSOCIATED IMPROVEMENTS
*Brandi Naugle, Buyer, Purchasing; Danny Hixon, Deputy Director, Buildings,
 Grounds and Facilities*
- INTERGOVERNMENTAL COOPERATIVE PURCHASE (INTG-24-0163) ONE (1)
 TORO GROUNDS MASTER 4500 MOWER FOR THE BLACK ROCK GOLF
 COURSE
Brandi Naugle, Buyer, Purchasing; George Sweitzer, Golf Course Superintendent
- 9:40 AM GOVERNOR'S OFFICE FOR CHILDREN ENOUGH CAPACITY GRANT
Richard Lesh, Grant Manager, Grant Management
- 9:45 AM CONSTRUCTION BID AWARD – AIRPORT PARKING LOT PAY SYSTEM
*Scott Hobbs, Director, Engineering; Andrew Eshleman, Director, Public Works; Neil
 Doran, Director, Hagerstown Regional Airport*
- 9:50 AM WASHINGTON COUNTY ICE CREAM TRAIL 2024 UPDATE
*Danielle Weaver, Director, Public Relations and Marketing; Katie Yoder, Multimedia
 Specialist, Public Relations and Marketing*
- 10:00 AM AGRICULTURE – FACES OF FARMING PRESENTATION
Kelsey Keadle, Business Specialist – Agriculture, Business and Economic Development
- 10:05 AM PROCLAMATION FOR ECONOMIC DEVELOPMENT WEEK
*Washington County Board of County Commissioners to Jonathan Horowitz, Director,
 Business and Economic Development*

10:15 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.*

- *Permission to advertise/overlap position at WCSO*
- *Hiring discussion for WCSO*
- *County Agricultural Land Preservation Advisory Board Appointment*
- *Hiring Recommendation for position in Department of Budget and Finance*
- *Discussion of personnel matter within Department of Public Works*
- *Discussion of personnel matters (2) affecting specific individuals.*
- *Employee performance review.*

11:50 AM RECONVENE IN OPEN SESSION

11:50 AM SECOND STAFF COMMENTS

RECESS

EVENING MEETING AT THE TOWN OF CLEAR SPRING
Location: 146 CUMBERLAND STREET, CLEAR SPRING, MARYLAND

6:00 PM INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President John F. Barr*

6:05 PM TOWN OF CLEAR SPRING LEADERS' REPORTS AND COMMENTS

6:20 PM COMMISSIONERS' REPORTS AND COMMENTS

6:30 PM CITIZENS PARTICIPATION

7:00 PM ADJOURNMENT



Agenda Report Form

Open Session Item

SUBJECT: Bid Award (PUR-1710) Swimming Pool Resurfacing and Associated Improvements

PRESENTATION DATE: October 22, 2024

PRESENTATION BY: Brandi Naugle, CPPO, Buyer, Purchasing Department; Danny Hixon, Deputy Director, Buildings, Grounds and Facilities

RECOMMENDED MOTION: Move to award the contract for Swimming Pool Resurfacing and Associated Improvements at the Martin L. "Marty" Snook Pool to the responsible, responsive vendor Winkler Pool Management, Inc. of Hyattsville, MD for the lump sum amount of \$92,335.88 and for the square footage price of \$14.40 for possible contingent work.

The Martin L. "Marty" Snook Pool is a 186,000-gallon outdoor public pool with a stainless-steel gutter system, located at 17901 Halfway Boulevard in Hagerstown, Maryland. The contractor shall provide all necessary mobilization, site preparation, labor, materials, equipment, and related services necessary to complete the work as outlined in the scope of work/specifications.

REPORT-IN-BRIEF: The County accepted bids on October 2, 2024. The Invitation to Bid (ITB) was advertised on the State of Maryland's (eMMA) "*eMaryland Marketplace Advantage*" website, on the County's website, in the local newspaper, and on the County's new online bidding site, Ionwave. Twenty-three (23) persons/companies registered/downloaded the bid document online. Three (3) bids were received.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted in the Department's Capital Improvement Plan (CIP) account (REC057) in the amount of \$125,000.

CONCURRENCES: Public Works Director

ALTERNATIVES: N/A

ATTACHMENTS: Bid Tabulation Matrix

PUR-1710
SWIMMING POOL ESURFACING AND ASSOCIATED IMPROVEMENTS

| Item No. | Item Description | | | | | |
|----------|--|-----|----------|----------------|----------------|--|
| 1 | Swimming Pool Repairs and Resurfacing—all necessary mobilization, site preparation, labor, materials, equipment, and related services necessary to complete the work. | | | | | |
| | Supplier | QTY | UOM | Unit Price | Total Price | Supplier Notes |
| | The Pool People, Inc. Sykesville, MD | 1 | Lump Sum | \$118,750.00 | \$118,750.00 | |
| | USA Construction LLC Cumming, GA | 1 | Lump Sum | \$1,994,729.00 | \$1,994,729.00 | |
| | Winkler Pool Management, Inc. Hyattsville, MD | 1 | Lump Sum | \$92,335.88 | \$92,335.88 | Within 45 Days of Acceptance, Weather Permitting |

| 2 | CONTINGENT-Removal and Repair of Unbonded Plaster in Excess of 100 Square Foot Included in Lump Sum Price | | | | | |
|---|--|-----|-----|--------------|--------------|---|
| | Supplier | QTY | UOM | Unit Price | Total Price | Supplier Notes |
| | The Pool People, Inc. Sykesville, MD | 1 | EA | \$5.40 | \$5.40 | S.F. is per layer/coat of delaminated plaster. Example: 1 layer= \$5.40 per s.f.; 2 layer=\$10.80 per s.f; etc.Areas with 2 or more layers/coats of plaster delaminated will require parging to build up the surface. Parging is per sqft at the rate of \$5.40 per s.f. |
| | USA Construction LLC Cumming, GA | 1 | EA | \$352,011.00 | \$352,011.00 | |
| | Winkler Pool Management, Inc. Hyattsville, MD | 1 | EA | \$14.40 | \$14.40 | |



Agenda Report Form

Open Session Item

SUBJECT: Intergovernmental Cooperative Purchase (INTG-24-0163) One (1) Toro Grounds Master 4500 Mower for the Black Rock Golf Course.

PRESENTATION DATE: October 22, 2024

PRESENTATION BY: Brandi Naugle, CPPO, Buyer, Purchasing Department; George Sweitzer, Golf Course Superintendent

RECOMMENDED MOTION: Move to authorize by Resolution, the approval to purchase one (1) Toro Grounds Master 4500 mower for the Black Rock Golf Course in the amount of \$91,082.69 and to utilize another jurisdiction's contract that was awarded by the State of Maryland (contract #001B0600308) to Turf Equipment and Supply Company of Jessup, MD.

REPORT-IN-BRIEF: The Code of Public Laws of Washington County, Maryland (the Public Local Laws) 1-106.3 provides that the Board of County Commissioners 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 part to the original contract. The state of Maryland solicited the resulting agreement. If the Board of County Commissioners determines that participation by Washington County would result in cost benefits or administrative efficiencies, it could approve the procurement of the equipment in accordance with the Public Local Laws referenced above that participation would result in cost benefits or in administrative efficiencies.

The County will benefit with the direct cost savings in the purchase of this equipment because of economies of scale this contract has leveraged. Additionally, the County will realize savings through administrative efficiencies as a result of not preparing, soliciting and evaluating a bid. Acquisition of the equipment by utilizing the State of Maryland contract and eliminating our County's bid process would result in an administrative and cost savings for the Highway Department and Purchasing Department in preparing specifications.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted in the Capital Improvement Program (CIP) budget account EQP053.

CONCURRENCES: Public Works Director

ALTERNATIVES: N/A

ATTACHMENTS: Turf Equipment and Supply Company quote dated 10/3/2024

RESOLUTION NO. RS-2024-

***(Intergovernmental Cooperative Purchase [INTG-24-0163] One [1] Toro Grounds
Master 4500 Mower for Black Rock Golf Course)***

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.”

Black Rock Golf Course is requesting to purchase one (1) Toro Grounds Master 4500 mower in the amount of \$91,082.69, and to utilize another jurisdiction’s contract that was awarded by the State of Maryland (contract #001B0600308) to Turf Equipment and Supply Company of Jessup, Maryland.

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 Public Local Laws, that Black Rock Golf Course is hereby authorized to purchase one (1) Toro Grounds Master 4500 mower for the Black Rock Golf Course in the amount of \$91,082.69, and to utilize another jurisdiction’s contract that was awarded by the State of Maryland (contract #001B0600308) to Turf Equipment and Supply Company of Jessup, Maryland.

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

October 3, 2024

Mr. George Sweitzer
Black Rock Golf Course
20025 Mt. Aetna Road
Hagerstown, MD 21742

Thank you for your interest in new Toro Equipment distributed by Turf Equipment and Supply Company. As requested, I am pleased to provide you with the following equipment pricing which is based on Toro's Maryland State Mower Contract (21% off MSRP). **State of Maryland Contract #1B0600308**

- This quote is good until October 31, 2024.
- Pricing does not include any applicable sales tax.
- All Toro equipment quoted comes with a 2-year/1,500-hour Manufacturer's Warranty.
- A 2.5% Processing Fee applies to any commercial equipment purchases made by credit card.

| Quantity | Equipment Description | Price |
|----------|--|---|
| 1 | <p><u>Toro Groundsmaster 4500</u> <i>Large Area Contour Rough Mower</i> Model #30885</p> <ul style="list-style-type: none"> • 55HP Yanmar Diesel Engine – Tier 4 Final • 5 x 27" Contour Plus Rotary Decks • Leaf Mulching Kits and Atomic Mulching Blades <p><i>Product Availability: In-Stock at Turf Equipment and Supply company</i></p> | New Unit Price |
| | | |
| | | Toro MSRP |
| | | \$115,294.55 |
| | | MD State Contract Price (21% Off MSRP) |
| | | \$91,082.69 |

Please contact me with any questions regarding this quote.

Mike Huey
Commercial Territory Manager
mikehuey@turf-equipment.com
443.896.7172

This quote is confidential and prepared exclusively for Black Rock Golf Course

JESSUP
8015 Dorsey Run Rd
Jessup, MD 20794
800.827.3711

WEST CHESTER
16 Hagerty Blvd
West Chester, PA 19382
888.384.8676

FAIRFAX
2825 B & C Dorr Ave
Fairfax, VA 22031
703.573.2977

FRANKFORD
33180 Dupont Blvd
Frankford, DE 19945
302.732.9290



Open Session Item

SUBJECT: Governor's Office for Children Enough Capacity Grant

PRESENTATION DATE: October 22nd, 2024

PRESENTATION BY: Richard Lesh, Grant Manager, Office of Grant Management

RECOMMENDED MOTION: Move to approve the submission of the FY25 ENOUGH Capacity Building proposal to the Governor's Office for Children requesting \$186,500 and accept funding as awarded.

REPORT-IN-BRIEF: The Washington County Office of Grant Management, on behalf of and at the direction of the Local Management Board, requests approval to submit a Capacity Building Grant Proposal to the Governor's Office for Children, for fiscal year 2025 in response to their Notice of Funding Availability through the ENOUGH Act. The proposal requests funding for partner organizations to provide assistance in capacity building towards eliminating poverty in designated communities in Washington County as well as support for County administrative expenses.

DISCUSSION: The ENOUGH Act is a new grant program administered by the Maryland Governor's Office for Children to end Child Poverty by Engaging Neighborhoods, Organizations, Unions, Governments and Households. The (ENOUGH) Initiative is a state-led, place-based investment strategy designed to create poverty-fighting opportunities driven by communities, data and cross-sector partnerships. Included in the ENOUGH Act is the Capacity Building Grant that provides funding for Local Management Boards to assist Track 1 applicants of the ENOUGH grant program with community needs assessments, collaboration with other local organizations and other technical assistance. The state allocated funding requested by the Local Management Board will be used to assist all Track 1 applicants.

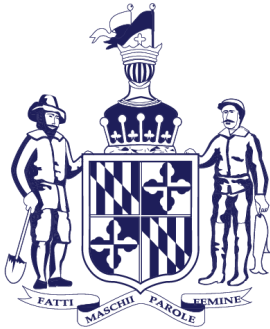
FISCAL IMPACT: There is no fiscal impact to Washington County.

CONCURRENCES: The Local Management Board approved the submission of the proposal and recommends the acceptance of this award.

ALTERNATIVES: Deny approval of application submission and award of funds.

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



THE OFFICE OF GOVERNOR WES MOORE

GOVERNOR'S OFFICE FOR CHILDREN

FY 2025 Engaging Neighborhoods, Organizations, Unions, Governments, and Households (ENOUGH) Local Management Board Capacity Building Grant Program

Notice of Funding Availability (NOFA) **Revised August 15, 2024**

Application Due Date: **November 1, 2024**

Funded by:
State of Maryland

Governor's Office for Children
45 Calvert Street
Annapolis, Maryland 25401
(410) 697-9235

Wes Moore, Governor
Aruna Miller, Lt. Governor
Carmel M. Martin, Special Secretary

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1. Executive Summary

For too long, high rates of concentrated, generational child poverty have persisted in communities across the state of Maryland and denied too many of our state's children the ability to achieve their full potential and determine their own futures. The **Engaging Neighborhoods, Organizations, Unions, Governments and Households (ENOUGH) Initiative** reflects the Moore-Miller Administration's commitment to ending child poverty and ensuring that all Marylanders, regardless of where they call home, have what they need to live healthy and successful lives. The ENOUGH Initiative invites community-driven, cross-sector **partnerships** in eligible urban, suburban, and rural communities to plan and advance place-based strategies that reduce child poverty and increase economic mobility.

ENOUGH focuses on [communities](#) that have been disproportionately impacted by decades of disinvestment and harmful public policies that often systematized and reinforced race-based discrimination, limited wealth creation, and blocked pathways to economic mobility. As Governor Wes Moore has said, "there's a measure of intentionality that drives concentrated poverty – so there needs to be a measure of intentionality in how we're going to address it."

The ENOUGH Initiative supports Maryland communities through two funding streams:

1. **The ENOUGH Grant Program** [Competitive] provides direct funding to community-based, cross-sector partnerships via three (3) competitive grant tracks tailored to the eligible community's stage of readiness and capacity for collaborative action (partnership development, plan development, and implementation) to plan and advance place-based strategies that reduce child poverty and increase economic mobility. A separate [Notice of Funding Opportunity](#) (NOFO), released on July 1, 2024, provides guidance for the competitive ENOUGH Grant Program, which solicits applications from local partnerships serving eligible communities.
2. **The Local Management Board (LMB) Capacity Building Grant** [Formula] leverages the local infrastructure and expertise of LMBs to build the capacity of high-poverty communities within their jurisdictions to design and implement strategies that increase economic mobility and reduce child poverty.

This **Notice of Funding Availability (NOFA)** includes program requirements and application guidance for the Local Management Board Capacity Building Grant. Each LMB may submit one (1) application for formula funding. All jurisdictions will receive funds regardless of whether they have communities eligible for the competitive ENOUGH Grant Program. This funding will provide resources to LMBs to:

- Support ENOUGH Grant Program Track 1 - Partnership Development grantees in their jurisdictions as they build their capacity and advance toward Track 2: Plan Development
- Build the collaborative capacity of ENOUGH Grant Program Track 1: Partnership Development Grant applicants and other high-poverty communities to plan and implement community-driven, collaborative action strategies that advance place-based strategies designed to tackle concentrated poverty.

2. Purpose and Background

“Communities across Maryland will provide the vision, and the state will provide the support.”
- Governor Wes Moore

2.1 ENOUGH Initiative

Signed into law by Governor Wes Moore on May 9, 2024, the **Engaging Neighborhoods, Organizations, Unions, Governments and Households (ENOUGH) Act** offers a first-of-its-kind, state-led response to the profound challenge of childhood poverty. Building on the landmark [Blueprint for Maryland's Future](#) focused on public education, the ENOUGH Initiative extends state investments into the communities where children grow, live, and play. The **ENOUGH Initiative** includes the competition for the ENOUGH Grant Program (separate Notice of Funding Opportunity), as well as this **Local Management Board (LMB) Capacity Building Grant**, and robust, tailored technical assistance support.

The ENOUGH Initiative envisions Maryland communities where:

- All residents feel welcomed, valued, and have a role in the growth of their community.
- All children have access to high quality education and care while ensuring smooth transitions from birth until working in a career.
- All families have access to affordable high-quality health care, including maternal, mental, and behavioral health care.
- All families can meet their needs, work with dignity, and build wealth for the future.
- All residents of a community feel safe and have access to high-quality, affordable housing, a thriving commercial core, recreational spaces, nutritious food, and transportation.

ENOUGH Theory of Action

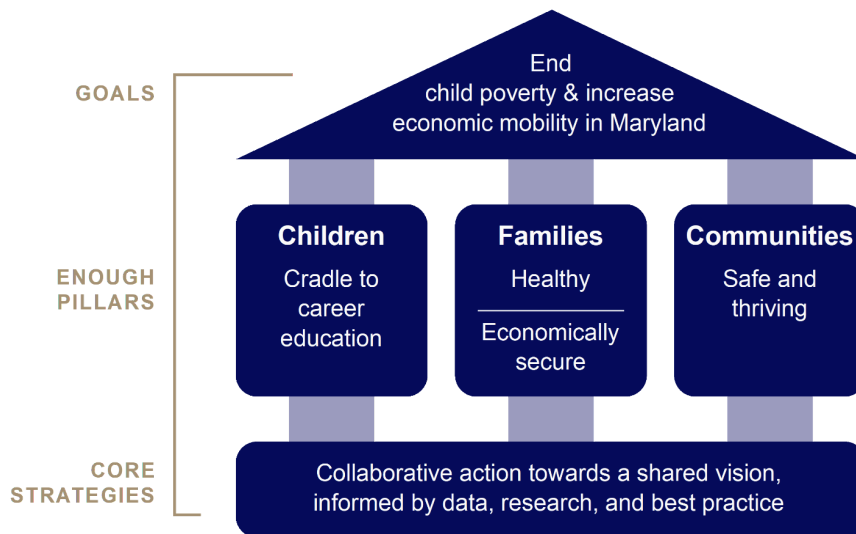


Figure 1: ENOUGH Theory of Action

ENOUGH LMB Capacity Building Grant Notice of Funding Availability

The **ENOUGH Theory of Action** calls for cross-sector, diverse partnerships to engage in collaborative action with community residents to drive decisions for place-based investments and strategies that increase economic mobility to end child poverty in Maryland.

Communities will have the opportunity to build partnerships and develop and/or implement a Neighborhood Action Plan aligned with **four (4) ENOUGH Result Areas**:

1. **Cradle to Career Education** - Unlocking children’s potential through early care and education from birth until working in a career, including ensuring smooth transitions to and through kindergarten, middle school, and high school graduation with a pathway to college and/or career.
2. **Healthy Families** - Ensuring community member and family access to high-quality, comprehensive healthcare with goals of decreasing infant mortality, increasing life expectancy, and improving behavioral health, which includes mental health.
3. **Economically Secure Families** - Ensuring higher employment and entrepreneurship resulting in livable and family-sustaining wages, and stable, thriving households where families can provide for necessities, weather hard times, and build wealth.
4. **Safe and Thriving Communities** - Creating communities where residents feel safe and where the built environment supports their ability to thrive, including high-quality, affordable housing; a thriving commercial core; and access to recreational spaces, nutritious food, and transportation.

To see additional metrics aligned with each ENOUGH Result Area, view the framework for the [ENOUGH Data Dashboard](#). Each LMB will receive, upon request, a data dashboard for the high-poverty communities they are supporting through the ENOUGH Local Management Board Capacity Building Grant.

2.2 ENOUGH Grant Program Tracks

The ENOUGH Grant Program [Competitive] includes three (3) competition tracks based on a community’s readiness and capacity to advance through the ENOUGH Theory of Action. Each track has unique qualifying criteria, and the [ENOUGH Track Selector](#) can help LMBs and communities evaluate community readiness. Most communities will start with Track 1: Partnership Development to establish a formal partnership governance structure, then engage in collaborative activities to pursue Track 2: Plan Development and, later, Track 3: Implementation.



Track 1: Partnership Development grantees will strengthen the capacity of the Community Quarterback organization and build a shared vision for increasing economic mobility and ending child poverty within their community.

During the grant project period, these grantees will create processes and structures of partnership accountability, resource alignment, community engagement, and data-driven reflection and improvement, including examination of local disaggregated data.

ENOUGH LMB Capacity Building Grant Notice of Funding Availability

Applicants to Track 1: Partnership Development must demonstrate in their applications:

- a Community Quarterback with a history of successful collaboration with other local organizations,
- letters of commitment from organizations representing the three (3) core partners (see the list of core partners under the definition of ENOUGH Partnership Collaborative in [Appendix A](#)),
- community readiness to address at least one (1) ENOUGH Result Area, and
- clear plans for engaging community residents in reviewing and interpreting community needs and assets.

This track relies heavily on the expertise, convening authority, and infrastructure of the Local Management Board (LMB) to deliver technical assistance for grant recipients.



Track 2: Plan Development invites a formal partnership network or consortium to design a plan of action tailored to local needs and assets. The ENOUGH Partnership Collaborative (“Partnership”) should include organizations, institutions, and individuals representing a wide range of local perspectives and interests. (See partner suggestions under the definition of ENOUGH Partnership Collaborative in [Appendix A](#)). During the grant project period, Partnerships will conduct needs assessment and asset mapping activities, formalize community engagement and governance norms, refine and tailor partnering and data sharing agreements, and create a [Neighborhood Action Plan](#) with progress measures and outcome indicators aligned with all ENOUGH Result Areas.

In addition to meeting requirements for Track 1: Partnership Development, applicants to Track 2: Plan Development must demonstrate in their applications:

- a signed partnering agreement (e.g., Memorandum of Understanding) in place that defines roles, responsibilities, and commitments for a broad cross-sector of partners to support a clearly defined geographic area; and
- capacity to analyze community needs and assets, engage residents in planning, and leverage multiple funding streams.



Track 3: Implementation grantees will activate place-based strategies and capture benchmark data identified in their approved Neighborhood Action Plan, identify and leverage additional public and private funding streams, and formalize processes and structures for ongoing progress monitoring, improvement, and community leadership.

Applicants to Track 3: Implementation must provide in their applications:

ENOUGH LMB Capacity Building Grant Notice of Funding Availability

- documentation of a formal, cross-sector partnership with an executed partnership agreement and history of collaboration;
- description and documentation of completed community needs assessments and asset mapping activities;
- demonstrated qualifications and capacity of the Community Quarterback organization to lead the Neighborhood Action Plan;
- details of the proposed Neighborhood Action Plan, including a Logic Model and multi-year Work Plan; and
- assurance that prioritized interventions are evidence-based.



Figure 2: Qualifying Criteria for ENOUGH Grant Program Tracks

3. Eligibility and Priority Communities

3.1 Eligible Applicants

Entities designated as the Local Management Board (LMBs) by a local jurisdiction in accordance with [Md. Human Services Code Ann. §8-301](#) are eligible to apply for the LMB Capacity Building Grant.

3.2 Community Prioritization Criteria

All LMBs will receive an allocated portion of funding to support capacity building for the following prioritized communities within their jurisdictions. If there is a Priority 1 community in the LMB's jurisdiction, resources should first be deployed to support that community. If additional resources are available and/or the LMB does not have a Priority 1 community in its jurisdiction, the LMB can move down the list of prioritized communities as outlined below.

- **Priority 1:** Track 1: Partnership Development Grant recipients*

ENOUGH LMB Capacity Building Grant Notice of Funding Availability

- **Priority 2:** Communities with at least one Census tract where more than 30% of children are living in poverty + a community school with a concentration of poverty level of at least 80% that did not receive funding through the ENOUGH Grant Program [Competitive]
- **Priority 3:** Communities with at least one Census tract where more than 30% of children are living in poverty (not currently eligible for ENOUGH Grant Program)
- **Priority 4:** Communities with at least one Census tract where more than 20% of children are living in poverty (not currently eligible for ENOUGH Grant Program)

*LMBs will be notified of any potential Track 1: Partnership Development applicants in their jurisdictions who have submitted Notices of Intent to Apply, in order to support planning and application development. See the Maryland Department of Planning [ENOUGH Initiative: Community Eligibility Map](#) to view eligible geographies. You may also utilize the [ENOUGH Census Tract Data](#) (Excel) file.

Please note, an ENOUGH Grant Program applicant will self-identify its community's geographic boundaries. These boundaries can reach beyond the eligible Census tract(s). However, ENOUGH Grant Program applicants are encouraged to be mindful of organizational capacity and logistical feasibility of implementing a focused, place-based initiative when identifying the geographic scope and scale of proposed activities. The ENOUGH Grant Program applicant's focus geography should be an appropriate size that allows for effective implementation of selected strategies and aligns with the community's impact goals. LMBs should apply the same geographic and organizational capacity considerations when identifying other high poverty communities to be supported through the LMB Capacity Building Grant.

4. Award Information

4.1 Timeline

Important Dates:

| | |
|---|--|
| Issue of Notice of Funding Availability: | July 10, 2024 |
| Training Hub and Resource Library Live: | July 10, 2024 |
| Applications Due: | November 1, 2024 - Submit via Online Form * |
| Grant Award Notifications: | Winter 2024 |

*LMBs will receive an email notification from GOC providing the online application submission link.

4.2 Anticipated Awards

Per state legislation, \$5,000,000 is added to the Children's Cabinet Interagency Fund (CCIF) to LMBs and allocated in the same proportion as other FY25 CCIF awards to LMBs. The FY25 allocation for each jurisdiction is identified in the chart below.

ENOUGH LMB Capacity Building Grant Notice of Funding Availability

| Jurisdiction | FY25 Allocation Amount | Jurisdiction | FY25 Allocation Amount |
|---------------------------|------------------------|-----------------|------------------------|
| Allegany | \$128,000 | Harford | \$158,000 |
| Anne Arundel | \$343,000 | Howard | \$124,000 |
| Baltimore City | \$807,500 | Kent | \$104,000 |
| Baltimore | \$386,000 | Montgomery | \$422,000 |
| Calvert | \$98,500 | Prince George's | \$476,500 |
| Caroline | \$156,000 | Queen Anne's | \$92,500 |
| Carroll | \$142,000 | St. Mary's | \$111,000 |
| Cecil | \$146,000 | Somerset | \$80,000 |
| Charles | \$106,000 | Talbot | \$130,000 |
| Dorchester | \$120,000 | Washington | \$186,500 |
| Frederick | \$109,000 | Wicomico | \$211,500 |
| Garrett | \$146,500 | Worcester | \$215,500 |
| Total: \$5,000,000 | | | |

Funding in State Fiscal Year 2025 (FY25) will cover the period of July 1, 2024 - June 30, 2025*.

*FY25 ends 6/30/25, but no-cost extensions may be granted to allow up to 9 months of capacity building and planning activities.

4.3 Grant Activities

Through this LMB Capacity Building Grant, all LMBs must propose to support high-poverty communities within their jurisdictions as they pursue place-based strategies that increase economic mobility and reduce child poverty. LMBs with ENOUGH eligible communities will support Track 1: Partnership Development applicants and grantees as they build the capacity of a local [Community Quarterback](#) organization to manage grant funded activities. LMBs will provide the Community Quarterback and ENOUGH partners with training, technical assistance, and capacity-building support. LMBs without ENOUGH eligible communities will support other high-poverty communities within their jurisdictions to build capacity to do place-based, cross-sector anti-poverty work, aligned with the ENOUGH Theory of Action.

All LMBs are expected to engage experienced trainers, consultants, and practitioners to provide capacity building and technical assistance in pertinent areas like: building the capacity of the community quarterback organization, convening partners, activating and engaging community leaders, and developing a formal partnership network or consortium structure to conduct a

ENOUGH LMB Capacity Building Grant Notice of Funding Availability

place-based initiative around a shared vision for the high-poverty communities within their jurisdictions.

LMBs will also receive robust training and technical assistance support to strengthen and expand current LMB expertise and capacity to identify priorities and target resources for local communities in each jurisdiction they serve. These supports will include, but are not limited to:

- Online learning hub with resources and training from experts on best practices;
- Data dashboards to aid communities in identifying inequities, prioritizing local needs, and making data-driven decisions; and
- Hands-on coaching and technical assistance from local and national experts through the Governor's Office for Children (GOC), and other relevant state and local agencies.

LMBs will develop learning cohorts to provide training and technical assistance to high-poverty communities in their jurisdiction based on the community's level of readiness. Activities include:

1. LMBs will support *prospective* Track 1: Partnership Development applicants to build their capacity and readiness to apply for Track 1: Partnership Development grants. LMBs will work with communities to:
 - Establish a Community Quarterback with a history of successful collaboration with other local organizations,
 - Establish partnerships and obtain letters of commitment from organizations representing the three (3) core partners,
 - Demonstrate community readiness to address at least one (1) ENOUGH Result Area, and
 - Develop a clear plan for engaging community residents in reviewing and interpreting community needs and assets.
2. LMBs will support Track 1: Partnership Development ENOUGH Grant Program grantees to build their capacity and readiness to apply for Track 2: Plan Development. LMBs will work with communities to:
 - Establish strong partnerships and signed partnering agreements (e.g., Memorandum of Understanding) that define roles, responsibilities, and commitments for a broad cross-sector of partners who are all committed to supporting a clearly defined geographic area; and
 - Grow their capacity to analyze community needs and assets, engage residents in planning, and leverage multiple funding streams.
3. LMBs with no community eligible for the competitive ENOUGH Grant Program will build the capacity of [other high-poverty communities](#) to plan and implement community-driven, collaborative action strategies aligned with the ENOUGH Theory of Action and the 8 technical assistance categories outlined below.

4.4 LMB Technical Assistance

As LMBs develop learning cohorts to provide training and technical assistance to the high-poverty communities within their jurisdictions, the technical assistance provided should be aligned to 8 categories: the 4 ENOUGH qualifying criteria and the 4 ENOUGH Result Areas, as illustrated in the graphic below.

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Figure 3: ENOUGH Learning Categories

Each LMB will engage in the following activities in high-poverty communities in its jurisdiction:

- Engage experienced trainers, consultants, and practitioners to provide capacity building and technical assistance in pertinent areas that align with the 4 ENOUGH qualifying criteria like: participatory processes and authentic engagement practices, equitable governance and partnership structures, coalition building, fiscal mapping to identify sources of leveraged funding, financial management and budgeting, proposal writing, and/or development of a data infrastructure. The goal of this technical assistance is to help address the root causes of poverty at the community level by strengthening the capacity for collaborative action across sectors - including education, health, workforce, housing, and community safety.
- Strengthen interdisciplinary, place-based, anti-poverty, community revitalization work to advance one or more of the ENOUGH Result Areas:
 - Cradle to Career Education
 - Healthy Families
 - Economically Secure Families
 - Safe and Thriving Communities
- Help communities to identify existing public funding that flows into their jurisdiction, new funding opportunities, and more effectively deploy existing funding to support community revitalization work aligned with the ENOUGH Result Areas.

Technical Support for LMBs through GOC and Partners

LMBs will be provided with training and technical assistance from local and national experts through the Governor’s Office for Children (GOC) and other relevant state and local agencies to strengthen their support of communities with the highest rates of child poverty.

To promote data fidelity and facilitate access to systems level indicators, GOC has partnered with Clear Impact to develop the [ENOUGH Data Dashboard](#). This Data Dashboard synthesizes progress and outcome indicators across all ENOUGH Result Areas to help communities identify structural barriers and inequities, as well as establish benchmarks for improvement. Each LMB

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will receive, upon request, data dashboards for the high-poverty communities they are supporting through the ENOUGH Local Management Capacity Building Grant within their jurisdictions.

5. Application Information

5.1 Application Checklist and Formatting Requirements

Using this **LMB Capacity Building Grant Notice of Funding Availability (NOFA)**, LMBs can begin planning for and developing a successful application submission. **The [online submission](#) has a series of form fields to be completed prior to uploading application materials. Form field questions for the application submission are previewed in [Appendix B](#).** LMBs will receive an email notification from GOC providing the online [application submission link](#). Applications are due by **November 1, 2024**.

Please note that the individual submitting the application will need a Google/Gmail account. See instructions for creating a Google account [here](#).

Formatting Requirements and Page Limits

1. Application Cover Page

- Use Template in [Appendix B](#).

2. Project Narrative (20 Pages Maximum)

Please format the application as follows:

- Organize the narrative with headings aligned with instructions (*i.e., Part 1: Community and Community Quarterback*) and consecutively number all pages
- Use 8.5 x 11 sized pieces of paper with 1" margins, single-spaced
- Use Times New Roman or Arial font, minimum 11-point, black.
- Provide any workflow diagrams, charts, graphs, or citations within the identified page limit.

3. Line-Item Budget and Narrative

- Use Excel Budget Form template.
- See [Appendix C](#) for budget narrative instructions.

4. Letters of Commitment/MOUs

- Submit letters of commitment, contracts or memorandums of understanding (MOUs) signed by partners who will participate in the execution of the project or whose cooperation or support is helpful for its success.

5. Additional Supporting Documents

- Examples include organizational documents, current needs assessments, community planning activities, data-sharing agreements, or strategic plans.

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Full Application Checklist

Multiple documents need to be uploaded/submitted. The chart below outlines what materials are required at the time of submission.

| Application Requirements | | Submission Format |
|--|----------|-------------------|
| • Application Cover Page | Required | Form |
| • Project Narrative | Required | Upload |
| • Line Item Budget and Narratives | Required | Upload |
| • Letters of Commitment/MOUs | Optional | Upload |
| • Additional Supporting Documents - <i>Examples include organizational documents, current needs assessments, community planning activities, data-sharing agreements, or strategic plans.</i> | Optional | Upload |

5.2 Project Narrative Instructions

Instructions: Prepare narrative responses to prompts below. Regardless of whether your jurisdiction has an ENOUGH Grant Program eligible community, your Project Narrative should provide the Governor’s Office for Children with a clear picture as to how you will prepare high-poverty communities within your jurisdiction to design and implement strategies that increase economic mobility and reduce child poverty. See Appendices for Application Templates.

PART 1 | COMMUNITY AND COMMUNITY QUARTERBACK

1-A. Community Geography and Profile

Requirement: LMBs must serve communities with the greatest concentrations of generational poverty, as outlined in the [Community Prioritization Criteria](#). As applicable, LMBs will receive information submitted through the Notice of Intent to Apply (NOIA) relating to potential Track 1: Partnership Development applicants in their jurisdictions to support planning and application development. See the Maryland Department of Planning [ENOUGH Initiative: Community Eligibility Map](#) to view ENOUGH Grant Program eligible geographies. You may also utilize our [ENOUGH Census Tract Data](#) (Excel) file. LMBs without ENOUGH eligible communities will select communities to partner with based on the Community Prioritization Criteria.

1. Describe which high-poverty communities the LMB projects to serve using the information provided through the Notice of Intent to Apply (NOIA) and/or other information collected by or available to the LMB. Indicate whether the identified community(ies) align with [Community Prioritization Criteria](#) #1, #2, #3, or #4.

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2. Provide specific background information on the identified high-poverty communities, including but not limited to historic root causes of child poverty and barriers to economic mobility.
3. Describe current LMB efforts in the identified high-poverty communities, aligned with the [4 ENOUGH Result Areas](#) (Cradle to Career Education, Healthy Families, Economically Secure Families, Safe and Thriving Communities).
4. Based on available data and information, what supports are needed to build the capacity of the identified high-poverty communities, with a focus on the [4 ENOUGH Result Areas](#) (Cradle to Career Education, Healthy Families, Economically Secure Families, Safe and Thriving Communities).

1-B. Community Quarterback Qualifications and Leadership Role

Requirement: Each high-poverty community must identify a [Community Quarterback](#) organization that will be responsible for coordinating across partner organizations, receiving training and technical assistance, and driving plan implementation. The Community Quarterback may be any of the following: community-based organization; non-profit organization; local government organization; Local Management Board; or Community Action Agency. The Community Quarterback organization should have deep relationships in the focus community and the capacity to drive implementation across multiple partners. The Community Quarterback organization is presumed to be responsible for compliance, reporting, and financial stewardship of any ENOUGH Grant Program award, but a separate Fiscal Sponsor organization is permitted.

1. Describe how the LMB will help high-poverty communities within their jurisdiction that have already identified a Community Quarterback organization to strengthen its ability to deliver on the above qualities and competencies.
2. Describe how the LMB will help high-poverty communities within their jurisdiction without an identified Community Quarterback organization to identify one with the above qualities and competencies.

PART 2 | CAPACITY FOR COLLABORATIVE ACTION

2-A. Partner Engagement and Community Co-Creation

1. Describe existing local partnerships in the jurisdiction, how the LMB has been involved in the work of those partnerships, and how these partnerships can be leveraged to support the high-poverty communities within their jurisdiction.
2. Describe how the LMB will expand and/or build partnerships in high-poverty communities within their jurisdiction that can achieve impact through collaborative action aligned with the ENOUGH Result Areas.

2-B. Governance Structure

1. Describe how the LMB will help high-poverty communities within their jurisdiction to establish an effective governance structure aligned with the requirements outlined in the

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[ENOUGH Grant Program NOFO](#) (e.g., systems of accountability, roles for people with lived experience, organizational charts, data sharing agreements, signed partnering agreements, etc.)

2-C. Data Capacity and Fiscal Infrastructure

1. Describe how the LMB will help high-poverty communities within their jurisdiction to use and share data to inform efforts, promote transparency and accountability, and monitor progress towards shared goals.
2. Identify any existing or planned technology platforms, data systems, or financial management software that is currently used, or could be used, by high-poverty communities within the LMB's jurisdiction to:
 - a. Create a connected continuum of services designed to support children living in poverty and their families,
 - b. Manage and/or distribute public or philanthropic funds,
 - c. Monitor progress on priority outcomes, or
 - d. Improve the community's capacity for collaborative action.

2-D. Challenges and Gaps

1. Identify and describe any anticipated barriers, challenges, or gaps that may be encountered when analyzing the needs of high-poverty communities within the LMB's jurisdiction and engaging in a participatory community planning process.
2. For each identified barrier, challenge, or gap, describe potential solutions and how ENOUGH grant funds would strengthen the LMB's capacity to support communities in mitigating barriers and bridging gaps.

PART 3 | NEEDS ANALYSIS AND PROPOSED PLAN

3-A. Plans for Community Assessment and Capacity Building

1. Describe how the LMB will support high-poverty communities in their jurisdiction to identify the needs of the community and to engage in a community-driven planning process aligned with one or more ENOUGH Result Areas.
2. Identify existing data tools, disaggregated data (including from the [ENOUGH Data Dashboard](#)), and analyses that could be used to help high-poverty communities within the LMB's jurisdiction to conduct needs assessments.

PART 4 | LEVERAGED RESOURCES AND CIVIC INFRASTRUCTURE

4-A. Leveraged Assets and Funding

1. Describe how the LMB will support the identification of community assets and other resources and supports (including programs funded by Federal, State, and local

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sources) within or accessible to the community. How will the capacity building funded through ENOUGH complement and build on the assets within the LMB and/or community?

2. Identify existing data tools, asset mapping, needs assessments, disaggregated data (included from the [ENOUGH Data Dashboard](#)), and analyses that could be leveraged to advise high-poverty communities in their jurisdiction to conduct asset mapping.

4-B. Sustainability Plan

1. Describe how the LMB will support engagement with funders/investors to support the high-poverty community's Community Quarterback and community partners engaging in cross-sector, place-based anti-poverty work across the Result Areas??
2. How does the LMB plan to support high-poverty communities within their jurisdiction in sustaining the momentum of the work?

PART 5 | ADDITIONAL INFORMATION

5-A. Additional Information

1. Describe how the LMB will identify and partner with local experts in community engagement, coalition building, and place-based anti-poverty work to provide technical assistance to high-poverty communities in their jurisdiction.
2. (Optional) Provide any additional information that explains how the LMB will support high-poverty communities in building their capacity to do place-based, cross-sector anti-poverty work, aligned with the ENOUGH Theory of Action. For example, LMBs may provide a timeline of proposed activities with projected milestones.

6. Financial Due Diligence

The Governor's Office for Children (GOC) staff will perform a cost analysis of the budget to ensure that costs clearly relate to the activities and objectives of the grant, are reasonable, allowable, and allocable. Budget requests may be altered based on this review.

Appendix A | Definitions

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 head of the entity receiving the grant.

Collaborative Action: When community leaders and organizational partners collectively adopt aligned tools, processes, and skill sets to make powerful contributions that shift policies, practices, resources, and power structures leading to more equitable outcomes. Partnerships often form networks or collaboratives that focus on improving particular outcomes or eliminating disparities in a system. Collaborative action requires that community members come together to collect, interpret, and act on local data in a continuous process of improvement and iteration to drive outcomes for agreed upon priorities. They use continuous improvement practices to test strategies, with the goal of scaling what works and shifting or abandoning what doesn't.

Communities: Recognizing that communities (including neighborhoods) are resident-identified social constructs with variable and dynamic geographic markers and characteristics, the ENOUGH Grant Program requires that applicants identify the community(ies) of focus using verifiable geographic boundaries such as Census tracts, city blocks, street boundaries, government-endorsed "zones," or planning districts.

Community-Based Organization: A community-based organization is an organization that is responsive to, and governed by, community residents. By that we mean:

- It is preferred that the governing body and/or staff leadership include community members and individuals with lived experience;
- The organization has a strong, established presence in the identified high-poverty community;
- Priority issue areas are identified and defined by residents;
- Solutions to address priority issues are developed with residents; and
- Program design, implementation, and evaluation components have residents intimately involved, in leadership positions with authority to make critical decisions.

Community Quarterback: The Community Quarterback may be any of the following: community-based organization; non-profit organization; local government organization; Local Management Board; or Community Action Agency. The Community Quarterback organization should have deep relationships in the focus community and the capacity to drive implementation across multiple partners. The Community Quarterback will be responsible for coordinating partner organizations and, under Tracks 2 and 3, the responsible entity for driving Neighborhood Action Plan planning, development, and implementation. The Community Quarterback must have capacity to administer grant funds and generate reporting data or demonstrate that these functions can be executed through a partnership with a fiscal sponsor. The Community Quarterback (or the fiscal sponsor where relevant) will serve as the primary grant recipient for the ENOUGH Grant Program, but may transfer, subcontract, or sub-grant funds to Partnership member organizations to accomplish grant-funded activities.

Community School: A local public school that establishes a set of strategic partnerships between the school and other community resources that promote student achievement, positive learning conditions, and the well-being of students by providing wraparound services. A community school is a whole school model designed to promote positive, equitable outcomes by providing students and families with the physical and mental health, academic, and extracurricular supports needed to thrive. In Maryland, community schools receive annual, formula-based Concentration of Poverty Grants (CPGs). Eligibility is based on the four-year average of the percentage of the school's students living in poverty, as determined by compensatory education enrollment. See also the [Blueprint for Maryland's Future](#).

ENOUGH Partnership Collaborative: The ENOUGH Partnership Collaborative (Partnership) must include at least one community-based non-profit organization, one local government entity, and one local public school as core partners. Partnerships may include, among others, local community leaders and residents, faith-based organizations, businesses and employers, unions or worker organizations, local government, tribal entities,

institutions of higher education, health care and care management organizations, community development organizations (like Community Development Enterprises or Community Development Financial Institutions), philanthropy and donor collaboratives, civic groups, entrepreneur support organizations, workforce investment boards, chamber organizations, local law enforcement and justice system offices, schools and school districts, community-based organizations, community-based non-profit organizations and other non-profit partners.

The term “local” for partnership members means residing in the defined eligible area or serving members of the defined community. The community school serving the geography should be a member of the partnership, but another local public school may serve as the required local public school.

Fiscal Mapping: A fiscal map documents and analyzes the various sources of funding that support programs and services for children and youth in a state, city, or county. The map can include public dollars from federal, state, and local sources and sometimes private dollars from foundations and other philanthropies if appropriate. It answers a fundamental question: WHO invests HOW MUCH money and in WHAT? See also [“Understanding Fiscal Maps”](#) and other resources available from the [Children’s Funding Project](#).

Fiscal Officer: The person who will be responsible for financial reporting and record keeping for the project. The Fiscal Officer is a primary contact for the grant who will receive communications from the Office and will be responsible for disseminating information to others within the Applicant Agency as needed.

Fiscal Sponsor: An entity with capacity to manage the financial stewardship, reporting, and compliance aspects of an awarded grant. This can be the Community Quarterback, a non-profit or county/municipal government or quasi-government actor, including a Local Management Board or Community Action Agency. The fiscal sponsor for the grant must have the capacity to:

- Implement controls to ensure that grant funds are expended in ways consistent with legislative requirements and the commitments made in the application or otherwise negotiated upon award.
- Track and report data across outcome indicators and progress measures.
- Support community groups in building capacity to participate in the ENOUGH activities – including their “back office” capacity to administer grant funds and generate reporting data.
- Identify and braid in other funding sources in alignment with the ENOUGH award.

Lived Experience: Refers to understanding yielded from an individual’s human experiences, personal identities, history, and options. People with lived experience are those directly affected by social, economic, health, or other issues and by the strategies that aim to address those issues. This gives them insights that can inform and improve systems, research, policies, practices, and programs. Centering lived experience helps develop a deeper understanding of the conditions affecting certain populations, the solutions that are most appropriate for those impacted by the issue, and the potential harm or unintended consequences of actions.

Local Management Board (LMB): LMBs were established to change the way services are provided to Maryland children and their families. They identify priorities and target resources for their assigned jurisdiction’s communities, while also coordinating child and family services and administering state resources. They improve coordination across agencies and ensure local stakeholders are empowered to drive local priorities. There is an LMB in each county and in Baltimore City.

Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA): A formal partnering agreement (MOU/MOA) signed by organizational partners that: (1) defines the purpose or vision of the cross-sector partnership as it relates to place-based work conducted in the focus community; (2) details the roles, responsibilities, and commitments of partnering organizations; and (3) describes any agreed upon norms or protocols related to collaborative decision-making, establishing and refining partnership priorities, community engagement, data sharing, equitable practices, or other mutual understandings or agreements. The MOU/MOA does not have to be developed specifically for the ENOUGH Grant Program application, but it should be broad enough to cover proposed grant-funded activities.

Neighborhood Action Plan: A community-driven, place-based plan of action that was developed based on a comprehensive asset mapping and needs analysis, including an assessment of physical, behavioral, mental health, education, housing, economic, and safety needs of the community. A Neighborhood Action Plan should include: (1) immediate action items and long-term goals for the community; (2) geographic boundaries for requested state investment; (3) evidence-based strategies and interventions that are tied to clear outcome metrics across ENOUGH Result Areas; (4) processes for ongoing progress monitoring, ensuring mutual accountability, and engaging community leadership; (5) identification of the community-based organizations, municipal entities, and anchor institutions engaged in the planning process and their proposed roles for implementation; and (6) evidence that residents were actively involved in developing the plan. The Neighborhood Action Plan should include a detailed Work Plan and Logic Model, and should acknowledge and supplement existing needs assessments, including those conducted for the community school serving the eligible community. Neighborhood Action Plans developed for the purposes of the ENOUGH Initiative and ENOUGH Grant Program are subject to approval by the GOC.

Outcome Indicator: The population-level data point which helps quantify the amount of impact a strategy has yielded within a particular Result Area. Outcome indicators show what has increased/decreased/improved, by how much, and for whom. Outcome indicators are often longer-term, and it may take time to see results. Examples include, increased high school graduation rates, decreased infant mortality, increased household income, and reductions in crime.

Progress Measure: The measure or metric that tells us how well a program, agency, or services system is working and if the project is on track to succeed as planned. Progress measures are often more immediate and can be tracked throughout the duration of a project. They can also help identify when to look for problems and consider tactical pivots during implementation. Examples of progress measures include increased access to after-school programs, increased reported consumption of nutritious food, increased enrollments in job training, and increased availability of affordable housing.

Project Director: The person who will be responsible for oversight and administration of the project on behalf of the applicant organization. The Project Director is a primary contact for the grant who will receive communications from the Office and will be responsible for disseminating information to others within the Applicant organization as needed.

Result Area: Aligned with the ENOUGH Theory of Action, Result Areas describe the broader systems, structures, and social determinants that will be changed or improved through ENOUGH. Collectively, the Result Area indicators describe the condition of well-being for children, families, or the focus community. ENOUGH Result Areas include Cradle-to-Career Education, Healthy Families, Economically Secure Families, and Safe and Thriving Communities.

Systems Measure: A data point used to assess the performance and functionality of a system to equitably deliver information, benefits, and/or services to a population. System measures are qualitative and quantitative measurements that can reveal inequities in how resources, decision-making power, and opportunities are distributed to inform policies and practices within institutions, organizations, and programs that are interdependent and/or related. When systems measures are coupled with individual indicators, institutions and organizations can be held accountable to create conditions where every child, every family, and every community member has the opportunity to thrive regardless of race or place.

Appendix B | Application [Form Preview]

In order to submit an application, the individual completing the submission will need a Google/Gmail account.

Section 1: Local Management Board Information

- Organization Name: [text]
- Employer Identification Number (EIN): [text]
- Website: [text]
- Address: [text]
- City: [text]
- State: [text]
- Zip: [text]
- Telephone: [text]
- Authorized Official Name: [text]
- Authorized Official's Title: [text]
- Authorized Official Email: [text]
- Project Director Name: [text]
- Project Director's Title: [text]
- Project Director Email: [text]
- Fiscal Officer Contact Name: [text]
- Fiscal Officer's Title: [text]
- Fiscal Officer Email: [text]

Appendix C | Budget Instructions

Each application must include a detailed budget including budget narratives in the provided budget template. The budget narrative column should provide sufficient detail to enable reviewers and the Governor's Office for Children (GOC) staff to understand how requested funds will be used and how costs were calculated or projected. The budget also provides an opportunity for the applicant to describe the proposed funding request in the context of leveraged resources and assets.

Funds awarded to the LMB as primary grantee may be transferred, subcontracted, or sub-granted to partners to accomplish proposed activities.

Matching Funds

- No matching funds are required.
- All non-ENOUGH Grant Program revenue that is paid/awarded/administered to and by the LMB in support of a program/strategy/planning activity must be identified as one of the following types of leveraged resources.
 - Cash Contributions: Funding that flows directly through/to the LMB to support the LMB Capacity Building Grant activities. This can include philanthropic funding, corporate earned revenue or funding; earned revenue or funding, and/or government revenue or funding.
 - In-Kind: Donation or provision of goods or services other than cash contribution. Examples include supplies, furniture, facilities or services/labor.

Ensuring Funds are Allowable, Allocable and Reasonable

Funds received, expended and/or sub-granted under the LMB Capacity Building Grant must be monitored, tracked, and reported using Generally Accepted Accounting Principles, as well as systems and protocols in full compliance with the State of Maryland Finance and Procurement statutes. The Generally Accepted Accounting Principles - commonly known as GAAP - are a set of agreed-upon accounting standards that provide a framework for recording and reporting financial information. They ensure consistency and comparability in financial management among all organizations in the United States, both for-profit and non-profit. All direct costs must be reasonable, allowable, and allocable expenditures detailed by budget category and line item, as applicable.

Please provide an **itemized budget breakdown** for the grant period and the **basis for estimating the costs** of all cost categories, including personnel salaries, benefits, project staff travel, materials and supplies, consultants and subcontracts, indirect costs, and any other projected expenditures.

The Office reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.

Personnel

Project personnel salaries, wages, and fringe benefits only. Include fees and expenses for consultants under the Contractual Services category. For each position, list salary and fringe benefits (e.g., employer-provided health insurance) as separate line items.

Note: You may request partial full-time Equivalent (FTE) compensation and benefits of existing staff, but Time and Effort reports (Timesheets) must be maintained for all personnel included in the grant project.

- For each salary line item, you must include the **full annual salary amount, the percentage of time that will be spent on the project, and the hourly rate**. Full-time weekly commitment is assumed to be 40 hours per week, and an hourly rate can be calculated using a person's annual salary divided by 2,080.
- Fringe benefits may not exceed 35% of reported salary costs. For each line item of personnel, please connect the staff member's function and role to the activities described in your Project Narrative.

Example justifications based on the Personnel category:

- Justification (line 1): The Community Outreach Coordinator helps prepare, schedule, and develop training targeted for hospitals and other medical facilities. Annual salary is \$60,000. She will be devoting 33.33% of her time to this project. We are requesting $\$60,000 * .3333 = \$19,998$, rounded to \$20,000, in grant funds to support her time on this project. Her hourly rate is \$28.85.
- Justification (line 2): Fringe benefits @ 10% of salary. $\$20,000 * .10 = \$2,000$
- Justification (line 3): The Community Outreach Trainer makes presentations at hospitals and other medical facilities. This position is supported with cash match funds from a private donor. Annual salary is \$40,000. She will be devoting 25% of her time to this project. We are contributing $\$40,000 * .25 = \$10,000$ to support her time on this project. Her hourly rate is \$19.23.
- Justification (line 4): Fringe benefits @ 10% of salary. $\$10,000 * .10 = \$1,000$

Operating Expenses

This includes project supplies, expendable materials, information technology, software, dedicated or allocable office rental, printing, telephone, fax, postage, photocopying, and other coordination and communication expenses. Provide calculation and rationale for each line item, including how the expense directly connects to activities described in the Project Narrative.

Travel

Travel expenses may include mileage and/or other transportation costs, meals, and lodging consistent with the local jurisdiction's travel regulations and may not exceed the State of Maryland reimbursement rate specified below.

For each line item entered, you must include a justification that ties that item to the activities described in your Project Narrative. **Dates for travel and training must be provided in the justification and must fall within the award period.**

- Mileage Reimbursement Allowance cannot exceed the \$.67 cents/mile rate as of 1/1/2024.
 - Current mileage rates can be located at: [Fleet Management Services](#)
- Per Diem/Meal Allowance cannot exceed the State's Meal & Incidental Expenses Reimbursement Rates.
 - Current per diem rates can be located at: <https://dbm.gov/Pages/MealTipReimbursement.aspx>.
- Lodging Per Diem Allowance cannot exceed the U.S. General Services Administration (GSA) rates (excluding taxes).
 - Current lodging rates can be located at: [Per Diem Rates | GSA](#).

Contractual Services

The contractual category should include consultant, service provider, and vendor contracts for services like training, evaluation, program delivery, or website design. Payments to an outside agency for the work of their employee(s) or any other services are considered Contractual Services. Include consultant fees, expenses, and travel costs in this category if the consultant's services are obtained through a written binding agreement or contract.

For this line item description, provide the agency (consulting firm, temporary agency, etc.), a dash, and then the nature of the service to be provided (e.g., Consultants ABC – training for Seminar). Each contractual line item requires the following budget narrative details:

- Identify the name(s) of the contracting party, including consultants, if available.
- Provide the cost per contractor.
- Provide the amount of time that the project will be working with the contractor(s).
- For professional services contracts, provide the amount of time to be devoted to the project, including the costs to be charged to this proposed grant award.
- Provide the basis for cost estimates or computations.

Note: For the LMB Budget, **partner organization** subcontract or sub-grant budgets are detailed in separate tabs that roll up into a “Partner Summary” tab. These partner budgets should not be included in the LMBs’s Contractual Services budget category.

Equipment

Equipment is defined as having a useful life in excess of one year and a procurement cost of \$5,000 or more per unit. Costs may include taxes, delivery, installation and similarly related charges. Equipment with a unit cost less than \$5,000 should be recorded in the ‘Other’ category (see below).

Indicate the cost of tangible, non-expendable personal property that has a usefulness greater than one year and acquisition costs that are the lesser of the capitalization level established by the applicant entity for financial statement purposes or \$5,000 per article. Lower limits may be established to maintain consistency with the applicant’s policy.

Equipment Calculation and Rationale

- Indicate the estimated unit cost for each item to be purchased.
- Identify each type of equipment.
- Provide the basis for cost estimates or computations.

Maintaining internal inventory records for equipment procured under this funding source is mandatory.

Other

Indicate all direct costs not covered above. Examples include food, facilities or event space rental (not rent/mortgage), and professional dues/subscriptions, and **equipment with a useful life less than one year and a procurement cost of less than \$5,000**. *Do not include costs that are included in the indirect cost rate.*

- Provide the cost per item (e.g. food = \$500, subscriptions = \$100).
- Provide the basis for cost estimates or computations.

Allowable costs include:

- Food and beverages under the following circumstances:
 - Those incurred by LMB Board members and employees traveling overnight on official Board business;
 - Bulk drinking water for coolers where tap water is not potable;
 - Those routine expenses for the operation of a program serving children and youth (e.g. snacks served to children on a regular basis at an out-of-school time program funded by the organization;
 - Meetings/focus groups/forums where the majority of attendees expected are family and/or youth; and/or,
 - Special events where the majority of attendees are not partnership members or staff or State/local Agency representatives.
- Gift Card expenditures (in any form or format) are allowable for incentives for participants attending meetings/focus groups/forums where:
 - Only the necessary number of gift cards are purchased based on the number of participants;
 - The organization, or its vendor/consultant, does not establish or maintain an inventory of gift cards; and,
 - The participants are families and or children/youth

Indirect Costs

- Up to 15% of Modified Total Direct Costs (MTDC)* may be requested for indirect costs if the grantee or sub-grantee is a non-profit organization.
- Indirect costs are those incurred for a common or joint purpose benefiting more than one cost objective, and not readily assignable to the cost objectives specifically benefited.
- Calculation of indirect costs must comply with [State Finance and Procurement Article § 2–208](#) of the

Annotated Code of Maryland and the U.S. Office of Management and Budget (OMB) definition of Modified Total Direct Costs (MTDC) per the [OMB Guidance for Grants and Agreements](#).

*If there are no individual subcontracts over \$50,000 then it is presumed that applicants may calculate indirect costs using their total project direct costs (LMB direct costs + partner budgets). If any single subcontract/sub-grant exceeds \$50,000 you must “modify” the cost base by subtracting the amount over \$50,000 from the total project direct cost base before calculating indirect cost. For example:

- A project with \$300,000 total direct costs includes a \$75,000 subcontract. To calculate indirect costs the applicant would subtract the extra \$25,000 (amount above \$50,000) from their total direct costs before calculating the 15% indirect line item. So they would use $\$275,000 \times 0.15 = \$41,250$ in indirect costs.

Unallowable Costs

Funding from the Governor’s Office for Children will not be used for unallowable costs including, but not limited to:

1. Alcoholic beverages;
2. Bad debts;
3. Contributions and donations to charitable organizations not in support of a defined activity;
4. Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringement;
5. Entertainment costs; Personal use by employees of organization-furnished automobiles (including transportation to and from work) and other assets;
6. Fines and penalties and interest on fines and penalties;
7. Assets, goods or services for personal use;
8. Interest on borrowed capital/lines of credit;
9. Costs of organized fundraising events (galas, auctions, tournaments);
10. Costs of investment counsel/management;
11. Lobbying;
12. Losses on other awards;
13. Renovation/remodeling and capital projects;
14. Gifts for Board members and/or Board employees;
15. Costs of training/technical assistance offered by consultants that the Office and/or the Children’s Cabinet or one of its member Agencies makes available at no cost. A list of offerings will be made available by the Office;
16. Any plaque or item presented to a speaker, official, legislator, vendor, or other person in recognition of service provided with a value in excess of \$50;
17. Any expenses relating to the establishment, maintenance or liquidation of foundation or other accounts used for the purpose of maintaining earned reinvestment and other State funds;
18. Investment fees and losses;
19. Flex fund expenditures;
20. For fee-for-service contracts, vendor staff vacation, sick leave and other leave time during which services were not provided.
21. Trinkets/promotional/giveaway items (e.g., pens, notepads, hats, mugs, portfolios, t-shirts, coins, gift bags, etc., whether or not they include the program/vendor name and/or logo).



Agenda Report Form

Open Session Item

SUBJECT: Construction Bid Award – Airport Parking Lot Pay System

PRESENTATION DATE: October 22, 2024

PRESENTATION BY: Scott Hobbs, Director of Engineering; Andrew Eshleman, Director of Public Works; Neil Doran, Airport Director

RECOMMENDED MOTION: Move to award the bid for the Airport Parking Lot Pay System contract to the lowest responsive, responsible bidder, WPS North American Parking Systems USA DBA WPS USA Corp. of Eldersburg, Maryland in the amount of \$79,992.

REPORT-IN-BRIEF: The project was advertised in the Herald Mail, on the County’s website and portal, and on the State of Maryland’s website, e-Maryland Marketplace Advantage. Six (6) bids were received on Friday, October 11, 2024, as listed below. Bids were evaluated and the low bid is in order.

| <u>Contractor:</u> | <u>Total Bid:</u> |
|--------------------------------|-------------------|
| WPS USA Corp. | \$79,992.00 |
| Parking Boxx Corp. | \$98,928.00 |
| PSX Inc. | \$99,725.00 |
| IP Parking NA, Inc. | \$108,969.49 |
| Flowbird America, Inc. | \$111,350.00 |
| Advanced Control Systems, Inc. | \$122,220.88 |

DISCUSSION: Hagerstown Regional Airport is making improvements to its terminal parking lot to support commercial air operations, and the long-term maintenance/development of its parking facilities. This includes a phased approach to implement paid parking with facility improvements and paving the existing gravel parking lot area. This first phase involves installation of ticketing facilities and reducing the number of parking access points such that ingress/egress is limited to the locations with the ticketing facilities. The bid award for the parking lot pay system includes the ticketing facilities and supporting hardware and software. The first work phase involves running conduits for electric and fiber optic, placement of traffic delineators and barriers, fence, and installing the entry/exit gates. The next phases of work will include paving the existing gravel lot, lighting, security cameras, and improved pedestrian facilities. This is a 75 consecutive calendar day contract, and the project is scheduled to begin in November. The bid documents include liquidated damages in the amount of \$250.00 per calendar day for work beyond the completion date. This work is associated with implementation of the Airport’s Strategic Plan to allow commercial air service operations to be more self-sufficient and scalable in its operation. The daily maximum rate will be \$5 with the first hour fee for the pickup/drop off of passengers.

FISCAL IMPACT: Budgeted Capital Improvement Plan project – Airport Systemic Improvement Projects (BLD088) - local funding. Average of 200-250 daily cars will yield \$365,000-\$456,250 annually.

CONCURRENCES: Airport Advisory Commission

ALTERNATIVES: N/A

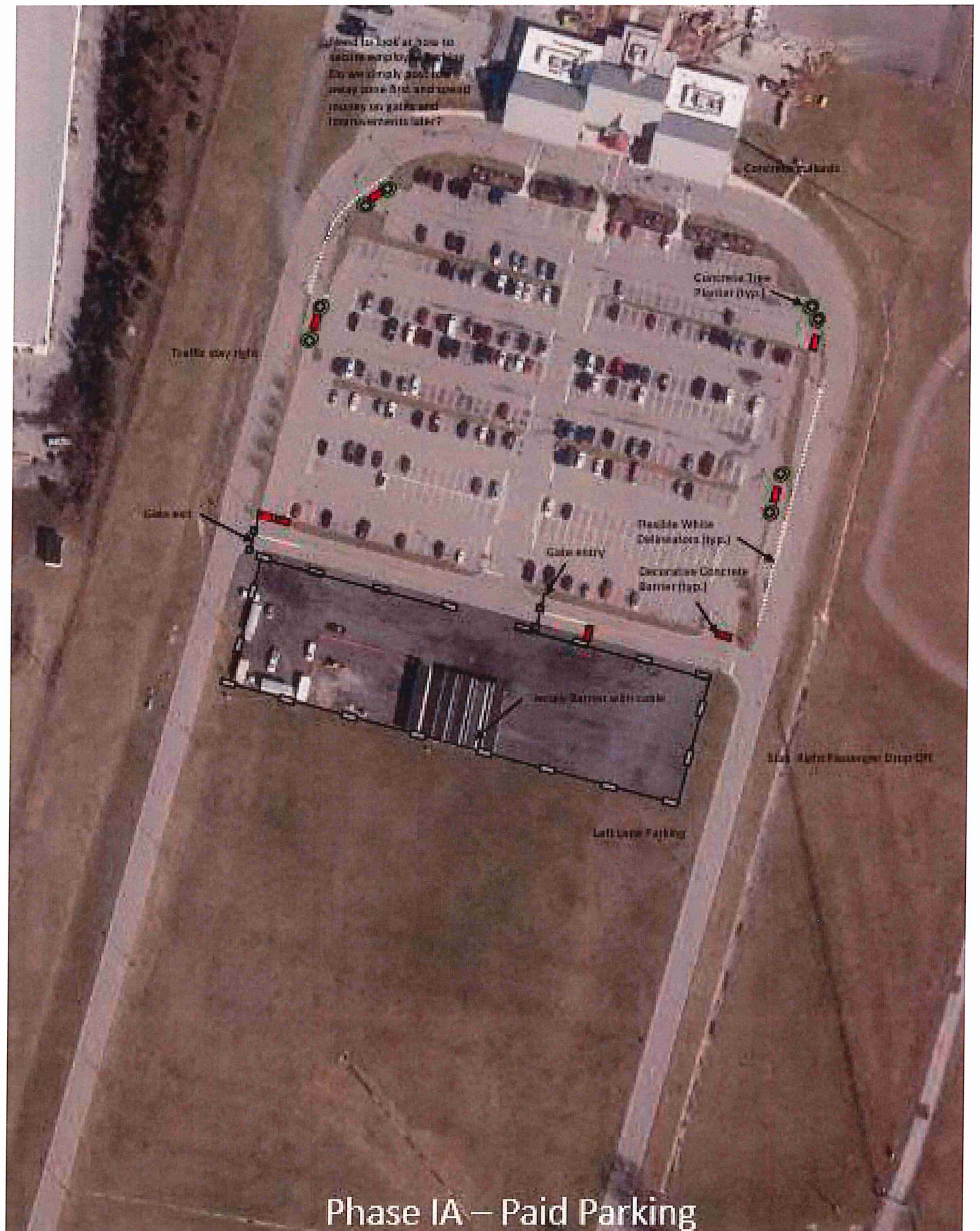
ATTACHMENTS: Bid Tabulation, Aerial Map

AUDIO/VISUAL TO BE USED: Aerial Map

Event Number ENG-24-02 Contract No. AP-PG-18-084
Event Title Airport Parking Lot Pay System
Event Description Airport Parking Lot Pay System
Event Type ITB
Issue Date 9/5/2024 06:00:01 PM (ET)
Close Date 10/11/2024 02:00:00 PM (ET)

Organization Washington County, MD
Workgroup Purchasing
Event Owner Division of Engineering
Email mlindsay@washco-md.net
Phone (240) 313-2460
Fax n/a

| Responding Supplier | City | State | Country | Response Submitted | Lines Responded | Response Total |
|--|------------|-------|---------|--------------------------|-----------------|----------------|
| WPS USA Corp. | Eldersburg | MD | US | 10/11/2024 01:25 PM (ET) | 1 | \$ 79,992.00 |
| Parking Boxx | Sarnia | ON | CA | 10/10/2024 09:44 AM (ET) | 1 | \$ 98,928.00 |
| PSX Inc. | Landover | MD | US | 10/11/2024 01:44 PM (ET) | 1 | \$ 99,725.00 |
| IP Parking NA, Inc. | Sterling | VA | US | 10/10/2024 11:07 AM (ET) | 1 | \$ 108,969.49 |
| Flowbird America Inc. | Moorestown | NJ | US | 10/11/2024 01:18 PM (ET) | 1 | \$ 111,350.00 |
| Advanced Control Systems Inc (Raphael) | Woodstock | MD | US | 10/11/2024 01:56 PM (ET) | 1 | \$ 122,220.88 |





Open Session Item

SUBJECT: Washington County Ice Cream Trail 2024 Update

PRESENTATION DATE: Tuesday, October 22, 2024

PRESENTATION BY: Danielle Weaver, Director, Public Relations and Marketing and Katie Yoder, MultiMedia Specialist

RECOMMENDED MOTION: N/A

REPORT-IN-BRIEF: The Washington County Ice Cream Trail, created in 2021 by the Public Relations Department, continues to promote local, small businesses and community engagement. The 2024 Ice Cream Trail has been the most successful year to date, with 581 participants. This year's prizes include completer t-shirts sponsored by 29 local businesses, raising a total of \$5,450 in sponsorship funding.

DISCUSSION: Since its inception, the Ice Cream Trail has supported small, locally-owned ice cream shops and has grown each year. The 2024 edition saw the highest number of participants at 581, compared to previous years:

- 2021: 40 participants
- 2022: 305 participants
- 2023: 144 participants
- 2024: 581 participants

The Public Relations Department also worked closely with local businesses to sponsor this year's t-shirts, providing advertising space on the shirts and through the County's media outlets. Participant feedback has been overwhelmingly positive, indicating the Ice Cream Trail's value in the community. With this success, the Public Relations Department looks forward to continued growth and increased community participation in future years.

FISCAL IMPACT: The Ice Cream Trail program raised \$5,450 from sponsorships, which covered a portion of the cost of participant t-shirts. Additional minimal budgetary support was used to manage the program's logistical needs.

CONCURRENCES: N/A

ATTACHMENTS: Ice Cream Trail Infographic



Washington County, Maryland 2024 Ice Cream Trail



The Washington County Ice Cream Trail, launched in 2021 by the Washington County Public Relations Department, was created to support small, locally-owned ice cream shops and encourage positive community engagement during the COVID-19 pandemic.



2024 has been the BIGGEST year for the Ice Cream Trail. With the completed trail submissions, participants will receive a completer t-shirt that will be mailed to them this Fall. The total participants this year is **581!**



This year, the PR Department hit the streets and asked local businesses to help sponsor the t-shirts as the budget for this initiative is small. The fundraising from 29 sponsorships reached a total of **\$5,450!** We cannot thank the sponsors enough for their contributions. Each business sponsor was given advertisement on the back of the t-shirts and through our media outlets.

2024 REVIEWS

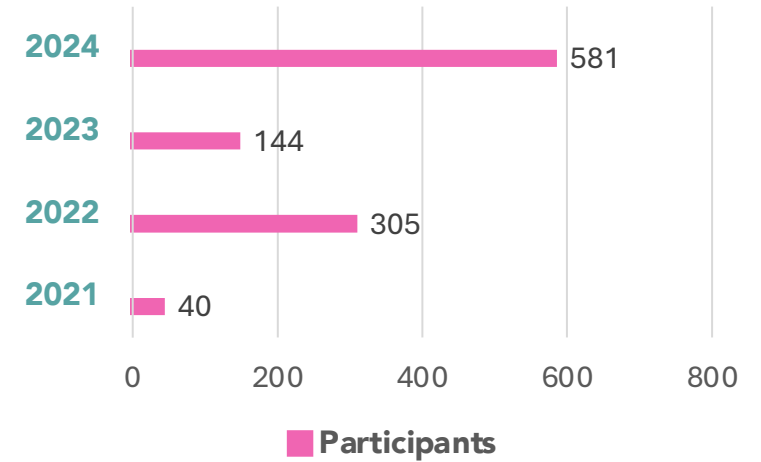
"First time doing the trail and I enjoyed all the places. I'd have to say Buddy Lou's was probably my overall favorite. ❤️ there were some I've never been to and it was cool getting to try and see new places!" – Sarah Schickle

"Finished our last stop on the trail this week at Deliteful Dairy. We look forward to participating again next year!!!" – Kim Tribett

"This was my 3rd year it's now a fun summer tradition... Thanks for another great summer of ice cream. I am so excited that you are having the shirts again. I'll wear my 2022 shirt as I fill in my map this year." – Lisa Taylor

"We visited Cow's Cones today and enjoyed some delicious treats to cool off on this hot day! Can't wait to see where our ice cream adventures take us next!" – Claire Kieffer

Ice Cream Trail Participation



Prizes Throughout the Years

2021: 3 winners received gift cards to their choice ice cream shop.

2022: T-shirts

2023: Prizes donated by local businesses/organizations

2024: T-shirts



Washington County, Maryland 2024 Ice Cream Trail



Thank you
for another
great year!



Agenda Report Form

Open Session Item

SUBJECT: Agriculture – Faces of Farming Presentation

PRESENTATION DATE: Tuesday, October 22, 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.



Open Session Item

SUBJECT: Proclamation for Economic Development Week

PRESENTATION DATE: October 22, 2024

PRESENTATION BY: Washington County Board of County Commissioners to Jonathan Horowitz, Director, Business and Economic Development

RECOMMENDED MOTION: None

PROCLAMATION:

WHEREAS, our Department of Business and Economic Development is an active member of the Maryland Economic Development Association (MEDA), a nonprofit organization established in 1961 whose mission is to enhance the knowledge and skills of its members, encourage partnerships and networking among people committed to bringing jobs and capital to Maryland, and promotes economic development as an investment in Maryland, and;

WHEREAS, MEDA members promote statewide economic well-being by working to improve Maryland's business climate and the professionalism of those in the field of economic development - including other professionals with a direct interest in the economy of Maryland – through its regular educational meetings, special programs, and community-driven projects, members address diverse issues, and;

WHEREAS, Economic Development Week provides the opportunity for community-minded organizations to collaborate and share strategies, programs, and best practices on advancing Maryland's economy, and;

WHEREAS, the economic growth and stability of the State affect all regions and jurisdictions of Maryland, and our Department of Business and Economic Development is an important component of the State's economic success.

NOW THEREFORE, we, the Board of County Commissioners of Washington County, Maryland, hereby proclaim the week of October 21st – 25th, 2024, as “Economic Development Week” in Washington County and encourage all citizens to join us in recognizing and reaffirming the importance of business development locally and statewide during this celebration.