




**Edward Byrne Memorial Justice Assistance Grant  
(JAG) Program - Local Solicitation** 2016-H3578-MD-DJ

[Application](#)
[Correspondence](#)

 Switch to ... 
**Review SF-424** [Print a Copy](#)
[Application Handbook](#)
[Overview](#)
[Applicant  
Information](#)
[Project Information](#)
[Budget and  
Program  
Attachments](#)
[Assurances and  
Certifications](#)
[Review SF 424](#)
[Submit Application](#)
[Help/Frequently  
Asked Questions](#)
[GMS Home](#)
[Log Off](#)

<b>APPLICATION FOR FEDERAL ASSISTANCE</b>	<b>2. DATE SUBMITTED</b>	<b>Applicant Identifier</b>
<b>1. TYPE OF SUBMISSION</b> Application Non-Construction	<b>3. DATE RECEIVED BY STATE</b>	<b>State Application Identifier</b>
	<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	<b>Federal Identifier</b>
<b>5. APPLICANT INFORMATION</b>		
<b>Legal Name</b> Anne Arundel County, Maryland		<b>Organizational Unit</b> Criminal Justice Coordinating Council
<b>Address</b> 44 Calvert Street Arundel Center Annapolis, Maryland 21401-1930		<b>Name and telephone number of the person to be contacted on matters involving this application</b>  Tringali, Michele (410) 222-8657
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN)</b> 52-6000878		<b>7. TYPE OF APPLICANT</b> County
<b>8. TYPE OF APPLICATION</b> New		<b>9. NAME OF FEDERAL AGENCY</b> Bureau of Justice Assistance
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE</b> NUMBER: 16.738 CFDA Edward Byrne Memorial Justice Assistance TITLE: Grant Program		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT</b> FY2016 Byrne JAG Program Local Solicitation-CJCC Coordination
<b>12. AREAS AFFECTED BY PROJECT</b> Anne Arundel County, Maryland		
<b>13. PROPOSED PROJECT</b> Start Date: October 01, 2015 End Date: September 30, 2019		<b>14. CONGRESSIONAL DISTRICTS OF</b>  a. Applicant b. Project MD03
<b>15. ESTIMATED FUNDING</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>  This preapplication/application was made available to the state executive order 12372
Federal	\$175,174	
Applicant	\$0	
State	\$0	
Local	\$0	

Other	\$0	process for review on 06/27/2016
Program Income	\$0	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b>
TOTAL	\$175,174	
N		
<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.</b>		

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**Edward Byrne Memorial Justice Assistance Grant Program FY 2016 Local Solicitation**

**Anne Arundel County, Maryland – Application # 2016-H3578-MD-DJ**

**ABSTRACT**

Anne Arundel County, Maryland will administer the Edward Byrne Memorial Justice Assistance Grant: FY 2016 Local Solicitation with the goal of providing funding to organizations within the Criminal Justice Coordinating Council (CJCC) to promote efficient and effective processing of criminal and juvenile cases from arrest through ultimate disposition.

The CJCC Coordination Program seeks to break the criminal justice cycle through treatment and family intervention programs funded by the grant. This is primarily accomplished through the Adult and Juvenile Drug Court programs and the Teen Court Program. Costs funded by the grant related to these special courts include salary and fringe for treatment case managers, court coordinator, and paralegal staff. In addition, the CJCC Coordination Program includes funding a contract with the local mental health agency for treatment of incarcerated individuals with co-occurring disorders. The Partnership for Children Youth and Families will use their FY16 BJAG allotment for the Community Conferencing Program, a restorative justice juvenile diversion program. These programs will serve the citizens of Anne Arundel County and those who visit and work here as well.

Project Identifiers

Co-Occurring Disorders  
Drug Courts  
Mental Health  
Restorative Justice  
Teen Court

**Edward Byrne Memorial Justice Assistance Grant Program FY 2016 Local Solicitation**

**Anne Arundel County, Maryland – Application # 2016-H3578-MD-DJ**

**2016 BYRNE JAG APPLICATION PROGRAM NARRATIVE**

Anne Arundel County is centrally located in the state of Maryland. Anne Arundel County consists of 416 miles of land area, 533.5 linear miles of tidal shoreline, and 172 miles of water area, including portions of the Chesapeake Bay and is home to Annapolis, the County seat, and Maryland's state capital. The County is situated between the two urban areas of Baltimore City, and the nation's capital of Washington, DC. The County is home to the United States Naval Academy, BWI-Thurgood Marshall Airport, Fort George Meade, and the National Security Agency.

Based on US Census Bureau data, the population estimate for Anne Arundel County in 2012 was 546,581 people. The per capita money income for Anne Arundel County was \$60,065 in 2012. Approximately 5.5% of the population lives below the poverty line. Juveniles under the age of 18 comprise approximately 23% of the population.

The Anne Arundel County Criminal Justice Coordinating Council (CJCC) was created in 1991 to:

- Identify and address the mutual concerns confronting the agencies responsible for the administration of the criminal and juvenile justice systems in Anne Arundel County
- Facilitate the coordination of the programs and activities of the criminal and juvenile justice agencies operating in Anne Arundel County
- Promote the efficient and effective processing of criminal and juvenile justice cases from arrest through ultimate disposition, including correctional programs

Members of the Council include:

Deputy County Attorney, as chair  
Police Chiefs for Anne Arundel County and Annapolis City Police Departments  
Sheriff for Anne Arundel County  
State's Attorney for Anne Arundel County  
Health Officer for Anne Arundel County  
Executive Director of the Anne Arundel County Mental Health Agency  
Superintendent of Detention Facilities  
Executive Director of the Partnership for Children, Youth and Families  
Administrative Judges for both the Circuit Court and District Court of MD  
Master in Chancery for Circuit Court  
Clerk of the Circuit Court for Anne Arundel County  
Circuit Court Administrator  
Supervisors from Parole and Probation and the Department of Juvenile Services  
Anne Arundel County District Public Defender  
A representative from the Anne Arundel County Bar Association  
A representative from the Anne Arundel County Board of Education  
Anne Arundel County Grant Administrator

**Edward Byrne Memorial Justice Assistance Grant Program FY 2016 Local Solicitation**

**Anne Arundel County, Maryland – Application # 2016-H3578-MD-DJ**

The Council meets monthly to provide input and guidance for the development of county wide strategies and programs to enhance existing efforts or creating additional new programs to focus on the use of crime control and judicial resources.

**FY 2016 Goals and Priorities of the CJCC:**

**Recidivism Reduction**

Mental Health and Co-Occurring Disorders  
Drug Courts – Assessment and Case Management  
Teen Court  
Restorative Justice Diversionary Program-Community Conferencing

The Anne Arundel County, Maryland FY 2016 Edward Byrne Memorial Justice Assistance Grant Program Allocation of \$175,174 will be used to support programs to assist with the implementation and funding the goals and objectives of the CJCC for the benefit of all citizens living and working within Anne Arundel County.

**Recidivism Reduction**

Each year approximately 5,000 offenders are released to the supervision of the State Division of Parole and Probation and Drug Court in the County. Few have regular jobs, about half have their high school diploma, many have spouses, and most have children. Numerous strategies are in place to assist these individuals, while still incarcerated, to prepare for re-entry and help them to learn the tools necessary to return to the community. Without the knowledge of available resources to make a difference in their behaviors and actions, these individuals may re-offend and repeat the cycle. Anne Arundel County's strategy to reduce recidivism includes the following projects.

The Anne Arundel County Health Department, in collaboration with the Anne Arundel County Mental Health Authority will continue to address those persons incarcerated who have existing co-occurring disorders, meaning that these individuals are in need of both substance abuse treatment, as well as assessment of mental health issues. The funding will be used to provide mental health services to approximately 75 incarcerated Anne Arundel County residents who are uninsured and have mental illness and substance dependence. The services are comprised of psychiatric evaluations and co-occurring mental health therapy. These services will coincide with substance abuse treatment provided by the health department. Funding will support programs for service improvements to stabilize incarcerated persons, followed with additional resources once released. The Anne Arundel County Mental Health Agency will receive funding via the Anne Arundel County Health Department.

Anne Arundel County has three Drug Court Programs in existence. The Circuit Court for Anne Arundel County operates the Circuit Court Juvenile Treatment Court and the Adult Drug Treatment Court. The Adult Drug Court's mission is to improve our community through enhanced public safety by providing judicially supervised treatment to substance abusing offenders, thereby reducing the social and economic cost of criminal

**Edward Byrne Memorial Justice Assistance Grant Program FY 2016 Local Solicitation**

**Anne Arundel County, Maryland – Application # 2016-H3578-MD-DJ**

activity. The mission of the Juvenile Treatment Court is to reduce substance abuse and delinquent conduct among juvenile offenders through individualized therapeutic interventions and intensive judicial supervision of children and families. The adult program has the capacity to serve 100 offenders and the juvenile program can accommodate 40 participants. Admissions are on a rolling schedule so participants are usually able to enter when referred and graduate at the time they complete the program requirements. The District Court operates an Adult Drug Court and a DWI Court.

The combined Drug Court Programs have established key partnerships with community stakeholders including the Department of Health, the States Attorney's Office, the Division of Parole and Probation, the Office of the Public Defender, the Department of Juvenile Services, and local law enforcement agencies. These partnerships have enabled the Drug Courts to be successful in the goals of providing alternatives to incarceration, reducing recidivism and increasing public safety.

The Anne Arundel County Police Department's portion of the award includes funding for the Teen Court. The Teen Court is a diversion program designed for juvenile first time, misdemeanor offenders. The juveniles undergo a trial process complete with a judge and jury and must comply with the court's decision. It is estimated that approximately 140 juveniles will use the Teen Court in a funding year.

All of these specialty courts have been operational for a number of years and have proven to be effective in providing community based treatment and supervision to the targeted populations. These programs require support to help with operational costs of salaries, education materials, graduation and office supplies, and communications expenses.

The Anne Arundel County Partnership for Children, Youth and Families will use their requested allotment of funds for a continuation of the Community Conferencing Program, a restorative justice juvenile diversion program that has been in operation for over a year. Community Conferencing aims to bring the victim, offender and interested community stakeholders, including parents, together with a trained facilitator.

Funding will provide a part time Community Conferencing Coordinator who works with the parties to assist them in responding to destructive behavior in constructive ways and to build connections that serves the well being of all. Community Conferencing adheres to Restorative Justice Principles that emphasize offender accountability and responsibility.

The Partnership chose the Community Conferencing Program to help with the Disproportionate Minority Contact Initiative in the Anne Arundel County. Outcomes after the first year are very positive; 250 youth have been diverted, of which 201 are minorities; 98% of the conferences resulted in an agreement with 95% of offenders in compliance with the agreement.

**Edward Byrne Memorial Justice Assistance Grant Program FY 2016 Local Solicitation**

**Anne Arundel County, Maryland – Application # 2016-H3578-MD-DJ**

**Grant Administration**

The Criminal Justice Coordinating Council will be assisted by the Anne Arundel County Police Department's Grants Coordinator, Cpl. Michele Tringali, in the administration of this grant. Cpl. Tringali will coordinate expenditures for each participating agency's financial department and will compile an accurate quarterly financial report including all expenditures for the grant. Each agency will be required by the Chair of the CJCC, to supply Cpl. Tringali with quarterly financial reports, including documentation for audit purposes. These reports will be due from the participating agencies by the 15<sup>th</sup> of the month following the close of the quarter in order for adequate time to compile the financial report to USDOJ prior to the submission deadline.

Cpl. Tringali is proficient in the use of the Federal on-line reporting system and will assure that all reports are submitted as required and that the paperless request for reimbursement is also completed to assure that the funds are reimbursed to Anne Arundel County by wire transfer.

Each agency will also be required to submit a bi-annual progress report document to be compiled into the bi-yearly grant progress report that is due. There will be no costs associated with the administration of this grant.





**C. Travel--** Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meetings, etc. Show the basis of computation (e.g., six people 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects travel and meals for trainees should be listed separately. Show the number of trainees and unit cost involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation		Cost
		Airfare	\$0.00	1	\$0.00
		Hotel	\$0.00	1	\$0.00
		Meals	\$0.00	1	\$0.00
<b>TOTAL</b>					<b>\$0.00</b>

**D. Equipment--** List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used. Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation		Cost
	\$0.00	0	\$0.00
<b>TOTAL</b>			<b>\$0.00</b>

**E.-Supplies--**List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation		Cost
Ink	\$112.50	4	\$450.00
NA Books	\$10.00	100	\$1,000.00
<b>TOTAL</b>			<b>\$1,450.00</b>

**F. Construction--** As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
		\$0.00
	<b>TOTAL</b>	<b>\$0.00</b>

**G. Consultants/Contracts--** Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisitions

**Consultant Fee:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
		\$0.00	\$0.00

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
		\$0.00      1	\$0.00
		Subtotal	<b>\$0.00</b>

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost
Co-Occurring Disorders	\$25,436.00
<b>CONSULTANTS/ CONTRACTS TOTAL</b>	<b>\$25,436.00</b>

**H. Other Costs**-- List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot rent, and provide a monthly rental cost and how many months to rent.

Description	Computation		Cost
3 Cell Phones	\$150.00	12	\$1,800.00
<b>TOTAL</b>			<b>\$1,800.00</b>

**I. Indirect Cost**--Indirect costs are allowed only if the applicant has Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation		Cost
	\$0.00	1%	\$0.00
<b>TOTAL</b>			<b>\$0.00</b>

**Budget Summary**--When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	\$117,161.00
B. Fringe Benefits	\$29,327.00
C. Travel	\$0.00
D. Equipment	\$0.00
E. Supplies	\$1,450.00
F. Construction	\$0.00
G. Consultants/Contracts	\$25,436.00
H. Other	\$1,800.00
<b>Total Direct Costs</b>	<b>\$175,174.00</b>
I. Indirect Costs	\$0.00
 <b>TOTAL PROJECT COSTS</b>	 <b>\$175,174.00</b>
 <b>Federal Request</b>	 <b>\$175,174.00</b>
<b>Non-Federal Amount</b>	<b>\$0.00</b>

**NOTE:** If a Non-Federal amount is entered, make sure those items for which they will be used must be incorporated into your overall budget. Indicate clearly throughout you budget narrative and detail worksheet for which items these funds will be used.



**Edward Byrne Memorial Justice Assistance Grant Program FY 2016 Local Solicitation - Anne Arundel County, Maryland – Application #2016-H3578-MD-DJ**

operation of the Drug Court Programs. The BJAG grant will be used to fund approximately 45% of the Drug Court Coordinator's salary and related fringe cost.

Drug Court Coordinator's Salary @ 45% = \$38,860  
Drug Court Coordinator's FICA @ 7.65% = \$2,973  
Drug Court Coordinator's Benefits @ 45% = \$15,697

**NARRATIVE – Salary and Fringe Benefits (continued)**

**Drug Courts (continued):**

Also, included in the Health Department's portion of the BJAG grant is a subsidy (.20 FTE) of a Health Department Drug Treatment Case Manager that is assigned to the District Drug Court. The BJAG funds are required because a grant from the Office of Problem Solving Courts only funds about 60% of the case manager's salary. The BJAG grant funds will be used to fund the remaining portion of the full time case manager's salary and fringe costs, totaling \$16,000.

Case Manager Salary @ 20% = \$11,000  
Case Manager FICA @ 7.65% = \$840  
Case Manager Benefits @ 15% = \$4,160

In the State's Attorney Office (SAO), the grant funds the employment of a part-time (.5 FTE) Paralegal who vets participants for legal qualifications into the drug courts. This position is shared between the Adult and Juvenile Courts.

Paralegal Salary @ 50% = \$17,847  
Paralegal FICA @ 7.65% = \$1,365  
Paralegal Benefits @ 15% = \$788

**Teen Court:**

The Police Department's portion of the BJAG grant includes the funding support for the Teen Court. Teen Court is a diversion program designed for juvenile first time, misdemeanor offenders. It offers teenage offenders a chance to learn from their mistakes in lieu of obtaining a criminal record with the Department of Juvenile Services. The juveniles undergo a trial process complete with a judge and jury. Youth are required to respond to a series of questions from a jury of their peers and comply with sanctions as rendered by the judge.

The program requires a full time coordinator to screen cases for referral to this program. The program also uses an actual courtroom so there are uniform police officers present to complete entry screenings and provide security during the hearings. An estimated 140 juveniles will be seen in the Teen Court in a funding year. The BJAG grant

**Edward Byrne Memorial Justice Assistance Grant Program FY 2016 Local Solicitation - Anne Arundel County, Maryland – Application #2016-H3578-MD-DJ**

will be used to fund 100% of the Teen Court Coordinator’s salary and FICA, totaling \$33,092.

Teen Court Coordinator Salary @ 100% = \$31,000  
Teen Court Coordinator FICA @ .0765 = \$2,092

**Restorative Justice:**

The Anne Arundel County Partnership for Children, Youth and Families is requesting a continuation of the Community Conferencing Program, a restorative justice juvenile diversion program that has been in operation for over a year. Community Conferencing aims to bring the victim, offender and interested community stakeholders, including parents, together with a trained facilitator.

Funding will provide a part time (40%) Community Conferencing Coordinator who works with the parties to assist them in responding to destructive behavior in constructive ways and to build connections that serves the well being of all. Community Conferencing adheres to Restorative Justice Principles that emphasize offender accountability and responsibility.

The Partnership chose the Community Conferencing Program to help with the Disproportionate Minority Contact Initiative in the Anne Arundel County. Outcomes after the first year are very positive; 118 youth have been diverted, of which 114 are minorities; 98% of the conferences resulted in an agreement with 98% of offenders in compliance with the agreement.

Community Conferencing Coordinator Salary @ 40% = \$18,454  
Community Conferencing Coordinator FICA @ 7.65% = \$1,412

**C. TRAVEL**

**TOTAL - Travel** **\$0**

**D. EQUIPMENT**

**TOTAL – Equipment** **\$0**

**E. SUPPLIES**

Circuit Court – Drug Court – Office & Educational Supplies **\$1,450**

**TOTAL-Supplies** **\$ 1,450**

**Edward Byrne Memorial Justice Assistance Grant Program FY 2016 Local Solicitation - Anne Arundel County, Maryland – Application #2016-H3578-MD-DJ**

**NARRATIVE - Supplies**

**Drug Courts:**

The Juvenile and Adult Drug Courts are operated out of the Circuit Court for Anne Arundel County. These programs are totally funded with grant funding and have proven to be a successful program in reducing recidivism rates for those in the criminal justice system as a result of behaviors associated with their addiction.

**Drug Courts (continued):**

Circuit Court - Office Supplies \$450 & Educational Supplies \$1,000

These funds pay for the cost of producing adult and juvenile drug court participant calendars, participant handbooks, graduation invitations and programs in addition to day to day office supplies for the case managers and drug court assessors. .

The Drug Courts also provide educational materials to their participants. Each participant receives books published by Alcoholics Anonymous and Narcotics Anonymous. These materials include lessons on the “Twelve Steps”, inspirational readings, and “how to” information about recovery and rebuilding your life and community.

**F. CONSTRUCTION**

**TOTAL - CONSTRUCTION \$0**

**G. CONSULTANTS/CONTRACTS**

Health Department

Anne Arundel County Mental Health Agency Co-Occurring Disorders	\$25,436
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<b>TOTAL-CONSULTANTS/CONTRACTS</b>	<b>\$25,436</b>
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**NARRATIVE – Consultants/Contracts**

**Mental Health/Co-Occurring Disorders:**

The Anne Arundel County Health Department will coordinate working with the Anne Arundel County Mental Health Agency to administer funding to support assistance for those in the criminal justice system who are exhibiting Co-occurring Disorders. Not only are these individuals facing drug or other addictions but they are experiencing other issues that are affecting their mental health. Without intervention these individuals often



**Edward Byrne Memorial Justice Assistance Grant Program FY 2016 Local Solicitation - Anne Arundel County, Maryland – Application #2016-H3578-MD-DJ**

find themselves as part of the criminal justice system and are often incarcerated without treatment.

The Anne Arundel County Mental Health Agency will utilize several providers as well as the vendor “Interventions” to serve this population. The \$25,43 allotment will support assessment and up to 12 visits to assist this population and arrange for referrals or other programs to provides services to 75 individuals so they will not become an additional burden on the criminal justice system. This contractor will invoice Anne Arundel County through the Anne Arundel County Mental Health Agency who will provide the financial and programmatic reporting.

**H. OTHER COSTS**

<u>ITEM – COMPUTATION</u>	<u>COST</u>
Circuit Court - Cell Phone Expenses – Drug Court - Case Managers and Coordinator	\$1,800
<b>TOTAL – OTHER COSTS</b>	<b>\$ 1,800</b>

**NARRATIVE – Other Costs**

**Drug Courts:**

There will be five (4) cell phones supplied to the employees of the drug court programs. The phones are for daily call-ins, including nights and weekends, by drug court participants and for urgent communications between the case managers and the program coordinator. Case managers often do home visits and the phones provide a level of security for the employee.

4 phones @ \$37(approx.) per month X 12 months =\$1,800

**I. INDIRECT COSTS**

**TOTAL \$0**

**Edward Byrne Memorial Justice Assistance Grant Program FY 2016 Local  
Solicitation - Anne Arundel County, Maryland – Application #2016-H3578-MD-DJ**

**BUDGET SUMMARY**

<b><u>BUDGET CATEGORY</u></b>	<b><u>AMOUNT</u></b>
A. PERSONNEL	\$ 117,161
B. FRINGE BENEFITS	\$ 29,327
C. TRAVEL	\$ 0
D. EQUIPMENT	\$ 0
E. SUPPLIES	\$ 1,450
F. CONSTRUCTION	\$ 0
G. CONSULTANT/CONTRACTS	\$ 25,436
H. OTHER	\$ 1,800
<b>TOTAL DIRECT COSTS</b>	<b>\$175,174</b>
I. INDIRECT COSTS	\$ 0
<b>TOTAL PROJECT COSTS</b>	<b>\$175,174</b>
<b>FEDERAL REQUEST</b>	<b>\$175,174</b>
<b>NON-FEDERAL REQUEST</b>	<b>\$ 0</b>

**Edward Byrne Memorial Justice Assistance Grant Program FY 2016 Local Solicitation**  
**Anne Arundel County, Maryland – Application # 2016-H3578-MD-DJ**

**Disclosure of Pending Applications**

Anne Arundel County, Maryland does not have pending applications submitted within the last 12 months for federally funded grants or sub-grants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

**6Edward Byrne Memorial Justice Assistance Grant Program FY 2015 Local Solicitation**

**Anne Arundel County, Maryland – Application # 2016-H3578-MD-DJ**

**SAM CERTIFICATE/DUNS NUMBER**

Anne Arundel County, Maryland's SAM Certificate is active, approved and expires on December 6, 2016. Our DUNS number is 064875974.

# Entity Dashboard

- Entity Summary
- Entity Record
  - Core Data
  - Assertions
  - Reps & Certs
  - POCs
- Reports
  - Service Contract Report
  - BioPreferred Report
  - Exclusions
    - Active Exclusions
    - Inactive Exclusions
  - Excluded Family Members

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ANNE ARUNDEL COUNTY FIN DEPT  
 01/07/2015 12:07:00 PM  
 STATUS: Active

12/06/2016  
 Exp. Date: 12/06/2016

## Entity Overview

### Entity Information

**Name:** ANNE ARUNDEL COUNTY OF  
**Doing Business As:** ANNE ARUNDEL COUNTY FIN DEPT  
**Business Type:** US Local Government  
**POC Name:** Barbara Blum  
**Registration Status:** Active  
**Activation Date:** 12/07/2015  
**Expiration Date:** 12/06/2016

### Exclusions

Active Exclusion Records? No



Expiration  
12/6/16



**Edward Byrne Memorial Justice Assistance Grant  
(JAG) Program - Local Solicitation** 2016-H3578-MD-DJ


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To the best of my knowledge and belief, all data in this application/preapplication is true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.

[Applicant Information](#)
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Your typed name, in lieu of your signature represents your legal binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the following:

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1. [Assurances](#)
2. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace requirements.](#)

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If you are an applicant for any Violence Against Women grants, this includes the Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act.

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*Prefix:	Other <input type="button" value="v"/>
Prefix (Other):	Mr. <input type="text"/>
*First Name:	Mark <input type="text"/>
Middle Initial:	D <input type="text"/>
*Last Name:	Hartzell <input type="text"/>
Suffix	Suffix: <input type="button" value="v"/>
Suffix (Other):	<input type="text"/>
*Title:	Chief Administrative Off <input type="text"/>
*Address Line 1:	44 Calvert Street <input type="text"/>
Address Line 2:	<input type="text"/>
*City:	Annapolis <input type="text"/>
County:	<input type="text"/>
*State:	Maryland <input type="button" value="v"/>
*Zip Code:	21401 <input type="text"/> -1930 <input type="text"/> <a href="#">Zip+4 Lookup</a>
*Phone:	410 <input type="text"/> -222 <input type="text"/> -1821 <input type="text"/> Ext : <input type="text"/>

Fax:	<input type="text" value="410"/>	-	<input type="text" value="222"/>	-	<input type="text" value="8626"/>
*E-mail:	<input type="text" value="exhart56@aacounty.org"/> <a href="#">Email Help</a>				
<p><input checked="" type="checkbox"/> I have examined the information provided here regarding the signing authority and certify it is accurate. I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority of official, to provide the information requested throughout this application system on behalf of this jurisdiction. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.</p>					



STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.

2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

3. It will give the awarding agency or the Government Accountability Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.

4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63, and the award term in 2 C.F.R. § 175.15(b).

5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).

6. It will comply (and will require any subgrantees 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. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); 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); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).

7. If a governmental entity:

- a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
- b. it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

APPROVED FOR FORM 100 LEGAL SUFFICIENCY

By: Jason E. Fetters  
Anne Arundel County, Maryland  
Office of Law  
Date

Chy J. [Signature]  
Signature

5-18-16  
Date

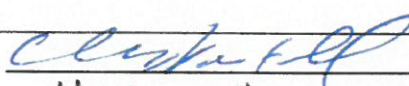


## DISCLOSURE OF LOBBYING ACTIVITIES



Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB  
0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: _____  Congressional District, if known: 4c	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b> Anne Arundel County, Maryland Arundel Center, 44 Calvert Street Annapolis, Maryland 21404-1930  Congressional District, if known: _____	
<b>6. Federal Department/Agency:</b> National Institute of Justice	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: 16.738	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$ 175,174.00	
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI):	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u></u> Print Name: <u>Mack D. Haetzell</u> Title: <u>Chief Administrative Officer</u> Telephone No.: <u>(410) 222-3478</u> Date: <u>5/18/16</u>	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

APPROVED FOR FORM AND LEGAL SUFFICIENCY

By:         
 Jason E. Fefferman      Date  
 Anne Arundel County, Maryland  
 Office of Law

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE CHIEF FINANCIAL OFFICER

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. Acceptance of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 2 CFR Part 2867, "DOJ Implementation of OMB Guidance on Nonprocurement Debarment and Suspension," and 28 CFR Part 83, "Government-wide Debarment and Suspension," 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)

Pursuant to Executive Order 12549, Debarment and Suspension, implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Section 2867.20(a), and other requirements:

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, 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) Have not within a two-year period preceding this application been convicted of a felony criminal violation under any Federal law, unless such felony criminal conviction has been disclosed in writing to the Office of Justice Programs (OJP) at [Ojpcmpliancereporting@usdoj.gov](mailto:Ojpcmpliancereporting@usdoj.gov), and, after such disclosure, the applicant has

received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

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

(e) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

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. FEDERAL TAXES

A. If the applicant is a corporation, the applicant certifies that either (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to OJP at [Ojpcompliancereporting@usdoj.gov](mailto:Ojpcompliancereporting@usdoj.gov), and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

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.

### 4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, Subpart F, for grantees, as defined at 28 CFR Sections 83.620 and 83.650:

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;

(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 receiving 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: Department of Justice, Office of Justice Programs, ATTN:

Control Desk, 810 7th Street, N.W., Washington, D.C. 20531. 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

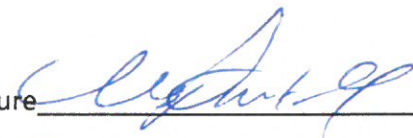
(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(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).

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

Mark D. Hartzell  
Chief Administrative Officer  
Anne Arundel County, Maryland

Signature   
Date 5.18.16

APPROVED FOR FORM AND LEGAL SUFFICIENCY

By:  Date 5/18/16  
Jason E. Fetterman  
Anne Arundel County, Maryland  
Office of Law