



**BJA FY 19 Edward Byrne Memorial Justice Assistance Grant  
(JAG) Program - Local Solicitation 2019-H3752-MC-DJ**



[Help/Frequently  
Asked Questions](#)

[GMS Home](#)

[Log Off](#)

**Submit Application**

Your application for the BJA FY 19 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation has been successfully submitted. You will no longer be able to edit any information submitted. However, you can log in any time to view the application information.

You will be contacted by the Program Office when your application is processed or any other action is required by you.

**Resolution No. 35-19  
EXHIBIT A**

**Edward Byrne Memorial Justice Assistance Grant Program FY 2019 Local Solicitation**

**Anne Arundel County, Maryland – Application # 2019-H3752-MD-DJ**

**ABSTRACT**

Anne Arundel County, Maryland will administer the Edward Byrne Memorial Justice Assistance Grant: FY 2019 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 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 Drug Court programs. 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 FY19 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

Drug Courts

Mental Health

Co-Occurring Disorders

Restorative Justice

**Edward Byrne Memorial Justice Assistance Grant Program FY 2019 Local Solicitation - Anne Arundel County, Maryland – Application #2019-H3752-MD-DJ**

**BUDGET DETAIL WORKSHEET AND NARRATIVE**

**A. PERSONNEL**

<u>ITEM - COMPUTATION</u>	<u>COST</u>
Circuit Court - Drug Court Coordinator Salary (50%) of actual \$100,815 X 50% (approx.) = \$50,554	\$50,554
SAO - Paralegal for Drug Court – (39%) of actual \$42,962 X 39% (approx.) = \$16,754	\$16,754
Health Dept. - Health Dept. Drug Treatment Case Manager (17%) of actual salary. \$62,450 X 17% (approx.) = \$10,326	\$10,326
Partnership for Children Youth & Families – Community Conferencing Coordinator (32%) of salary. \$54,100 X 32% (approx.) = \$17,324	\$17,324
<b>SUB-TOTAL PERSONNEL</b>	<b>\$94,958</b>

**B. FRINGE BENEFITS**

<u>ITEM - COMPUTATION</u>	<u>COST</u>
Circuit Court-FICA for Drug Court Coordinator \$50,554 x 0.0765	\$ 3,868
Circuit Court-Benefits for Drug Court Coordinator	\$ 20,420
States Attorney -FICA \$16,754 x .0765	\$ 1,282
States Attorney- Health Benefits	\$ 740
Health Dept.-FICA \$10,326 x .0765	\$ 790
Health Department Benefits	\$ 3,901
Partnership for Children, Youth & Families-FICA \$17,324 x .0765	\$ 1,326
<b>SUB-TOTAL FRINGE BENEFITS</b>	<b>\$32,327</b>

**TOTAL PERSONNEL & FRINGE BENEFITS** **\$127,285**

**NARRATIVE – Salary and Fringe Benefits**

**Drug Courts:**

The Adult Drug Court operates under the Circuit Court for Anne Arundel County. The majority of the Drug Court expenses are funded through the Office of Problem Solving Court (OPSC) grants. The BJAG funding will support costs unfunded by the reduced OPSC grants in order to provide for the continued operation of the Drug Court Programs. The BJAG grant will be used to fund approximately 50% of the Drug Court Coordinator’s salary and related fringe cost, totaling \$74,842

Drug Court Coordinator’s Salary @ 50% = \$50,554

Drug Court Coordinator’s FICA @ 7.65% = \$3,868

**Edward Byrne Memorial Justice Assistance Grant Program FY 2019 Local Solicitation - Anne Arundel County, Maryland – Application #2019-H3752-MD-DJ**

Drug Court Coordinator's Benefits @ 40% = \$20,420

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

**Drug Courts (continued):**

Also, included in the Health Department's portion of the BJAG grant is a subsidy (.17 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 part of the remaining portion of the full time case manager's salary and fringe costs, totaling \$15,017.

Case Manager Salary @ 17% = \$10,326  
Case Manager FICA @ 7.65% = \$790  
Case Manager Benefits @ 15% = \$3,901

In the State's Attorney Office (SAO), the grant funds the employment of a part-time (.39 FTE) Paralegal who vets participants for legal qualifications into the drug courts. The BJAG funds will fund 39% of the paralegal's salary and related fringe cost, totaling \$18,776.

Paralegal Salary @ 39% = \$16,754  
Paralegal FICA @ 7.65% = \$1,282  
Paralegal Benefits @ 4.42% = \$740

**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 (32%) 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 BJAG funds will fund 32% of the Community Conferencing Coordinator's salary and related fringe cost, totaling \$18,650.

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 were very positive; 250 youth have been diverted, of which 201 are

**Edward Byrne Memorial Justice Assistance Grant Program FY 2019 Local Solicitation - Anne Arundel County, Maryland – Application #2019-H3752-MD-DJ**

minorities; 98% of the conferences resulted in an agreement with 95% of offenders in compliance with the agreement.

Community Conferencing Coordinator Salary @ 32% = \$17,324

Community Conferencing Coordinator FICA @ 7.65% = \$1,326

**C. TRAVEL**

**TOTAL - Travel \$0**

**D. EQUIPMENT**

**TOTAL – Equipment \$0**

**E. SUPPLIES**

Circuit Court – Drug Court – Office & Educational Supplies \$1,253

**TOTAL-Supplies \$ 1,253**

**NARRATIVE - Supplies**

**Drug Courts:**

The 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 \$333 & Educational Supplies \$920.

These funds pay for the cost of producing adult 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.

**Edward Byrne Memorial Justice Assistance Grant Program FY 2019 Local Solicitation - Anne Arundel County, Maryland – Application #2019-H3752-MD-DJ**

**F. CONSTRUCTION** **TOTAL - CONSTRUCTION \$0**

**G. CONSULTANTS/CONTRACTS**

Health Department	
Anne Arundel County Mental Health Agency	\$23,880
Co-Occurring Disorders	
<b>TOTAL-CONSULTANTS/CONTRACTS</b>	<b>\$23,880</b>

**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 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 \$23,880 allotment will support assessment and up to 12 visits to assist this population and arrange for referrals to other programs to provide services to up 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 four (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

**Edward Byrne Memorial Justice Assistance Grant Program FY 2019 Local Solicitation - Anne Arundel County, Maryland – Application #2019-H3752-MD-DJ**

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**

**BUDGET SUMMARY**

<b><u>BUDGET CATEGORY</u></b>	<b><u>AMOUNT</u></b>
A. PERSONNEL	\$ 94,958
B. FRINGE BENEFITS	\$ 32,327
C. TRAVEL	\$ 0
D. EQUIPMENT	\$ 0
E. SUPPLIES	\$ 1,253
F. CONSTRUCTION	\$ 0
G. CONSULTANT/CONTRACTS	\$ 23,880
H. OTHER	\$ 1,800
<b>TOTAL DIRECT COSTS</b>	<b>\$154,218</b>
I. INDIRECT COSTS	\$ 0
<b>TOTAL PROJECT COSTS</b>	<b>\$154,218</b>
<b>FEDERAL REQUEST</b>	<b>\$154,218</b>
<b>NON-FEDERAL REQUEST</b>	<b>\$ 0</b>

**Budget Detail Worksheet**

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel--List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation		Cost
Paula Fish/Drug Court Coordinator	\$100,185.00	50%	\$50,554.00
Malcolm Greene/ Drug Court Paralegal	\$42,962.00	39%	\$16,754.00
TBD/ Health Department	\$62,450.00	17%	\$10,326.00
Vince Taylor/Partnership for CY&F	\$54,100.00	32%	\$17,324.00
			<b>TOTAL</b>
			<b>\$94,958.00</b>

B. Fringe Benefits--Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Paula Fish		Actual		Cost
Employer's FICA	\$50,554.00	7.65%		\$3,868.00
Retirement	\$50,554.00	18.75%		\$9,478.00
Health Insurance	\$50,554.00	21.64%		\$10,942.00
				<b>Subtotal</b>
<b>Malcolm Greene</b>				
Employer's FICA	\$16,754.00	7.65%		\$1,282.00
Health Insurance	\$16,754.00	4.42%		\$740.00
				<b>Subtotal</b>
<b>TBD (Health Department)</b>				
Employee FICA	\$10,326.00	7.65%		\$790.00
Employee Retirement	\$10,326.00	18.75%		\$1,936.00
Health Insurance	\$10,326.00	19.00%		\$1,965.00
				<b>Subtotal</b>
<b>Vince Taylor</b>				
Employee FICA	\$17,324.00	7.65%		\$1,326.00
				<b>Subtotal</b>
<b>Total Fringe Benefits</b>				<b>\$32,327.00</b>
<b>Total Personnel &amp; Fringe Benefits</b>				<b>\$127,285.00</b>



Anne Arundel County, Maryland - FY 2019 BJAG Budget  
 Application # 2019-H3752-MD-DJ

**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	\$111.00 3	\$333.00
NA Books	\$10.00 92	\$920.00
<b>TOTAL</b>		<b>\$1,253.00</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	\$23,880.00
	1
<b>CONSULTANTS/ CONTRACTS TOTAL</b>	
	<b>\$23,880.00</b>

Anne Arundel County, Maryland - FY 2019 BJAG Budget  
Application # 2019-H3752-MD-DJ

**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
4 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
<b>A. Personnel</b>	\$94,958.00
<b>B. Fringe Benefits</b>	\$32,327.00
<b>C. Travel</b>	\$0.00
<b>D. Equipment</b>	\$0.00
<b>E. Supplies</b>	\$1,253.00
<b>F. Construction</b>	\$0.00
<b>G. Consultants/Contracts</b>	\$23,880.00
<b>H. Other</b>	\$1,800.00
<b>Total Direct Costs</b>	<b>\$154,218.00</b>
<b>I. Indirect Costs</b>	\$0.00
 <b>TOTAL PROJECT COSTS</b>	 <b>\$154,218.00</b>
 <b>Federal Request</b>	 <b>\$154,218.00</b>
<b>Non-Federal Amount</b>	\$0.00

**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 2019 Local Solicitation - Anne Arundel County, Maryland – Application # 2019-H3752-MD-DJ**

**2018 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 2018 was 576,031 people. Approximately 6.1% of the population lives below the poverty line. Juveniles under the age of 18 comprise approximately 22.2% of the population. The per capita money income for Anne Arundel County was \$43,258 from 2013 – 2017.

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 2019 Local Solicitation - Anne Arundel County, Maryland – Application # 2019-H3752-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 2019 Goals and Priorities of the CJCC:**

**Recidivism Reduction**

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

The Anne Arundel County, Maryland FY 2019 Edward Byrne Memorial Justice Assistance Grant Program Allocation of \$154,218 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 two Drug Court Programs in existence. The Circuit Court for Anne Arundel County operates 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 activity. The adult program has the capacity to serve 100 offenders. Admissions are on a rolling schedule so participants are

**Edward Byrne Memorial Justice Assistance Grant Program FY 2019 Local Solicitation - Anne Arundel County, Maryland – Application # 2019-H3752-MD-DJ**

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.

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 two years. 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 were 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.

**Grant Administration**

The Criminal Justice Coordinating Council will be assisted by the Anne Arundel County Department of Health, Agency Grants Specialist of Finance Sun Jang in the administration of this grant. Mr. Jang 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 Mr. Jang 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.

**Edward Byrne Memorial Justice Assistance Grant Program FY 2019 Local Solicitation - Anne Arundel County, Maryland – Application # 2019-H3752-MD-DJ**

Mr. Jang 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.

**Edward Byrne Memorial Justice Assistance Grant Program FY 2019 Local  
Solicitation - Anne Arundel County, Maryland – Application # 2019-H3752-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.



**⚠ ALERT:** SAM.gov will be down for scheduled maintenance Saturday, 09/14/2019, from 8:00 AM to 1:00 PM (EDT).

**⚠ ALERT:** Due to increased volume and additional security requirements, a high number of entity registrations are pending CAGE review. Processing time currently exceeds the normal window of ten business days. Some users may experience processing delays of up to four weeks. Respond promptly if you are contacted by a CAGE Technician for additional information. Contact the [CAGE Help Desk](#) with urgent questions about a registration pending CAGE review.

## Entity Dashboard

Anne Arundel, County of  
DUNS: 064875974 CAGE Code: oYVZo  
Status: Active  
Expiration Date: 01/08/2020  
Purpose of Registration: All Awards

44 Calvert St Ste 1  
Annapolis, MD, 21401-1930,  
UNITED STATES

▶ [Entity Overview](#)

▶ [Entity Registration](#)

▶ [Core Data](#)

▶ [Assertions](#)

▶ [Reps & Certs](#)

▶ [POCs](#)

▶ [Exclusions](#)

▶ [Active Exclusions](#)

▶ [Inactive Exclusions](#)

▶ [Excluded Family Members](#)

[RETURN TO SEARCH](#)

### Entity Overview

#### Entity Registration Summary

**Name:** Anne Arundel, County of  
**Doing Business As:** Anne Arundel County Finance Department  
**Business Type:** US Local Government  
**Last Updated By:** Barbara Blum  
**Registration Status:** Active  
**Activation Date:** 01/08/2019  
**Expiration Date:** 01/08/2020

#### Exclusion Summary

**Active Exclusion Records?** No

**2019 MARYLAND LOCAL JAG ALLOCATIONS**

Listed below are all jurisdictions in the state that are eligible for FY 2019 JAG funding, as determined by the JAG formula. For additional details regarding the JAG formula and award calculation process, with examples, please refer to the JAG Technical report here: <https://www.bja.gov/jag/pdfs/JAG-Technical-Report.pdf> and current JAG Frequently Asked Questions here: <https://www.bja.gov/Funding/JAGFAQ.pdf>.

Finding your jurisdiction:

(1) Disparate jurisdictions are listed in shaded groups below, in alphabetic order by county.

(2) Direct allocations are listed alphabetically below the shaded, disparate groupings.

(3) Counties that have an asterisk (\*) under the "Direct Allocation" column did not submit the level of violent crime data to qualify for a direct award from BJA, but are in the disparate grouping indicated by the shaded area. The JAG legislation requires these counties to remain a partner with the local jurisdictions receiving funds and must be a signatory on the required Memorandum of Understanding (MOU). A sample MOU is provided online at: <https://www.bja.gov/Funding/JAGMOU.pdf>. Disparate jurisdictions do not need to abide by the listed individual allocations, which are provided for information only. Jurisdictions in a funding disparity are responsible for determining individual amounts within the Eligible Joint Allocation and for documenting individual allocations in the MOU.

State	Jurisdiction Name	Government Type	Direct Allocation	Joint Allocation
MD	ANNAPOLIS CITY	Municipal	\$17,205	
MD	ANNE ARUNDEL COUNTY	County	\$154,218	
MD	BALTIMORE CITY	Municipal	\$859,773	
MD	BALTIMORE COUNTY	County	\$321,731	
MD	CHARLES COUNTY	County	\$40,796	
MD	HAGERSTOWN CITY	Municipal	\$18,769	
MD	HARFORD COUNTY	County	\$30,239	
MD	HOWARD COUNTY	County	\$57,349	
MD	LAUREL CITY	Municipal	\$10,062	
MD	MONTGOMERY COUNTY	County	\$133,989	
MD	PRINCE GEORGES COUNTY	County	\$199,889	
MD	ST MARYS COUNTY	County	\$16,762	
MD	WASHINGTON COUNTY	County	\$17,075	
	<b>Local total</b>		<b>\$1,983,770</b>	



**Background**

Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).

Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the OJP recipient.
- (7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.
- (8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

1. Name of Organization and Address:

Organization Name: Anne Arundel County, Maryland  
 Street1: 44 Calvert Street  
 Street2:  
 City: Annapolis  
 State: MARYLAND  
 Zip Code: 21401

2. Authorized Representative's Name and Title:

Prefix: Mr First Name: Ben Middle Name: J  
 Last Name: Birge Suffix:  
 Title: Chief Administrative Officer

3. Phone: (410) 222-1182 4. Fax:

5. Email: exbirg99@aacounty.org

6. Year Established: 1967	7. Employer Identification Number (EIN): 526000878	8. DUNS Number: 64875974
------------------------------	---	-----------------------------

9. a) Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)?  Yes  No

If "No" skip to Question 10.  
 If "Yes", complete Questions 9. b) and 9. c).



**AUDIT INFORMATION**

9. b) Does the applicant nonprofit organization maintain offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. 511(a)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>9. c) With respect to the most recent year in which the applicant nonprofit organization was required to file a tax return, does the applicant nonprofit organization believe (or assert) that it satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to the reasonableness of compensation of certain individuals)?</p> <p>If "Yes", refer to "Additional Attachments" under "What An Application Should Include" in the OJP solicitation (or application guidance) under which the applicant is submitting its application. If the solicitation/guidance describes the "Disclosure of Process related to Executive Compensation," the applicant nonprofit organization must provide -- as an attachment to its application -- a disclosure that satisfies the minimum requirements as described by OJP.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>For purposes of this questionnaire, an "audit" is conducted by an independent, external auditor using generally accepted auditing standards (GAAS) or Generally Governmental Auditing Standards (GAGAS), and results in an audit report with an opinion.</p> <p>10. Has the applicant entity undergone any of the following types of audit(s)(Please check all that apply):</p> <p><input checked="" type="checkbox"/> "Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200</p> <p><input checked="" type="checkbox"/> Financial Statement Audit</p> <p><input type="checkbox"/> Defense Contract Agency Audit (DCAA)</p> <p><input type="checkbox"/> Other Audit &amp; Agency (list type of audit):</p> <p style="background-color: #cccccc; height: 20px; margin-left: 20px;"></p> <p><input type="checkbox"/> None (if none, skip to question 13)</p>	
<p>11. Most Recent Audit Report Issued:    <input type="checkbox"/> Within the last 12 months    <input checked="" type="checkbox"/> Within the last 2 years    <input type="checkbox"/> Over 2 years ago    <input type="checkbox"/> N/A</p> <p>Name of Audit Agency/Firm:    <b>Clifton, Larson, Allen LLP</b></p>	
<b>AUDITOR'S OPINION</b>	
<p>12. On the most recent audit, what was the auditor's opinion?</p> <p><input checked="" type="checkbox"/> Unqualified Opinion    <input type="checkbox"/> Qualified Opinion    <input type="checkbox"/> Disclaimer, Going Concern or Adverse Opinions    <input type="checkbox"/> N/A: No audits as described above</p>	
<p>Enter the number of findings (if none, enter "0"): <b>0</b></p> <p>Enter the dollar amount of questioned costs (if none, enter "\$0"): <b>\$ 0</b></p>	
<p>Were material weaknesses noted in the report or opinion?    <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>13. Which of the following best describes the applicant entity's accounting system:</p> <p><input type="checkbox"/> Manual    <input checked="" type="checkbox"/> Automated    <input type="checkbox"/> Combination of manual and automated</p>	
14. Does the applicant entity's accounting system have the capability to identify the receipt and expenditure of award funds separately for each Federal award?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
15. Does the applicant entity's accounting system have the capability to record expenditures for each Federal award by the budget cost categories shown in the approved budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
16. Does the applicant entity's accounting system have the capability to record cost sharing ("match") separately for each Federal award, and maintain documentation to support recorded match or cost share?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure



<p>17. Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>18. Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>19. Is applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R Part 200?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<b>PROPERTY STANDARDS AND PROCUREMENT STANDARDS</b>	
<p>20. Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds (1) a description of the property; (2) an identification number; (3) the source of funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of the acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>21. Does the applicant entity maintain written policies and procedures for procurement transactions that – (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for analysis of lease versus purchase alternatives; (3) set out a process for soliciting goods and services, and (4) include standards of conduct that address conflicts of interest?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>22. a) Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>22. b) Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<p>23. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system (<a href="http://www.sam.gov">www.sam.gov</a>) for suspended or debarred sub-grantees and contractors, prior to award?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p>
<b>TRAVEL POLICY</b>	
<p>24. Does the applicant entity:</p> <p>(a) maintain a standard travel policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(b) adhere to the Federal Travel Regulation (FTR)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<b>SUBRECIPIENT MANAGEMENT AND MONITORING</b>	
<p>25. Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award – (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p> <p><input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards</p>



26. Is the applicant entity aware of the differences between subawards under federal awards and procurement contracts under federal awards, including the different roles and responsibilities associated with each?

- Yes  No  Not Sure
- N/A - Applicant does not make subawards under any OJP awards

27. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from making a subaward under a federal award to any entity or individual is suspended or debarred from such subawards?

- Yes  No  Not Sure
- N/A - Applicant does not make subawards under any OJP awards

**DESIGNATION AS 'HIGH-RISK' BY OTHER FEDERAL AGENCIES**

28. Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.)

- Yes  No  Not Sure

If "Yes", provide the following:

(a) Name(s) of the federal awarding agency:

[Redacted]

(b) Date(s) the agency notified the applicant entity of the "high risk" designation:

[Redacted]

(c) Contact information for the "high risk" point of contact at the federal agency:

Name:

[Redacted]

Phone:

[Redacted]

Email:

[Redacted]

(d) Reason for "high risk" status, as set out by the federal agency:

[Redacted]

**CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY**

(Must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOR"), or other official with the requisite knowledge and authority)

On behalf of the applicant entity, I certify to the U.S. Department of Justice that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority and information to make this certification on behalf of the applicant entity.

Name: Mr. Ben J. Birge

Date: 2019-07-31

Title:  Executive Director  Chief Financial Officer  Chairman

Other: CAO

Phone: (410) 222-1182

APPROVED FOR FORM AND LEGAL SUFFICIENCY  
GREGORY J. SWAIN, COUNTY ATTORNEY

BY:

Jason E. Fetterman

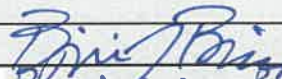
Date

## DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB  
0348-0046

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

(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:  Anne Arundel County, Maryland Arundel Center, 44 Calvert Street Annapolis, Maryland 21404-1930  Congressional District, if known: 4c		<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>   Congressional District, if known:
<b>6. Federal Department/Agency:</b> U.S. Department of Justice	<b>7. Federal Program Name/Description:</b> Edward Byrne Memorial Justice Assistance Grant  CFDA Number, if applicable: 16.738	
<b>8. Federal Action Number, if known:</b> BJA-2019-15141	<b>9. Award Amount, if known:</b> \$ 154,218.00	
<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>Benjamin Birge</u> Title: <u>Chief Administrative Officer</u> Telephone No.: <u>(410) 222-1182</u> Date: <u>8/19/19</u>	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

APPROVED FOR FORM AND LEGAL SUFFICIENCY  
GREGORY J. SWAIN, COUNTY ATTORNEY

BY:   
 Jason E. Petterman  
 Senior Assistant County Attorney

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

Edward Byrne Justice Assistance Grant Program FY 2019 Local Solicitation

Certifications and Assurances by the Chief Executive of the Applicant Government

On behalf of the applicant unit of local government named below, in support of that locality's application for an award under the FY 2019 Edward Byrne Justice Assistance Grant ("JAG") Program, and further to 34 U.S.C. § 10153(a), I certify to the Office of Justice Programs ("OJP"), U.S. Department of Justice ("USDOJ"), that all of the following are true and correct:

1. I am the chief executive of the applicant unit of local government named below, and I have the authority to make the following representations on my own behalf as chief executive and on behalf of the applicant unit of local government. I understand that these representations will be relied upon as material in any OJP decision to make an award, under the application described above, to the applicant unit of local government.
2. I certify that no federal funds made available by the award (if any) that OJP makes based on the application described above will be used to supplant local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for law enforcement activities.
3. I assure that the application described above (and any amendment to that application) was submitted for review to the governing body of the unit of local government (e.g., city council or county commission), or to an organization designated by that governing body, not less than 30 days before the date of this certification.
4. I assure that, before the date of this certification— (a) the application described above (and any amendment to that application) was made public; and (b) an opportunity to comment on that application (or amendment) was provided to citizens and to neighborhood or community-based organizations, to the extent applicable law or established procedure made such an opportunity available.
5. I assure that, for each fiscal year of the award (if any) that OJP makes based on the application described above, the applicant unit of local government will maintain and report such data, records, and information (programmatic and financial), as OJP may reasonably require.
6. I have carefully reviewed 34 U.S.C. § 10153(a)(5), and, with respect to the programs to be funded by the award (if any), I hereby make the certification required by section 10153(a)(5), as to each of the items specified therein.

  
\_\_\_\_\_  
Signature of Chief Executive of the Applicant Unit of  
Local Government


Benjamin J. Birge  
\_\_\_\_\_  
Printed Name of Chief Executive

Anne Arundel County, Maryland  
\_\_\_\_\_  
Name of Applicant Unit of Local Government

8/19/19  
\_\_\_\_\_  
Date of Certification

Chief Administrative Officer  
\_\_\_\_\_  
Title of Chief Executive

APPROVED FOR FORM AND LEGAL SUFFICIENCY  
GREGORY J. SWAIN, COUNTY ATTORNEY

BY:   
\_\_\_\_\_  
Jason E. Fetterman  
Senior Assistant County Attorney



## U.S. DEPARTMENT OF JUSTICE

### **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. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Department of Justice ("Department") determines to award the covered transaction, grant, or cooperative agreement.

#### 1. LOBBYING

As required by 31 U.S.C. § 1352, as implemented by 28 C.F.R. Part 69, the Applicant certifies and assures (to the extent applicable) the following:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, 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, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If the Applicant's request for Federal funds is in excess of \$100,000, and 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 Applicant shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its (and any DOJ awarding agency's) instructions; and
- (c) The Applicant shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) funded with Federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontractors) are made and filed in accordance with 31 U.S.C. § 1352.

#### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

A. Pursuant to Department regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 2867, and to other related requirements, the Applicant certifies, with respect to prospective participants in a primary tier "covered transaction," as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals—

- (a) is 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) has within a three-year period preceding this application been convicted of a felony criminal violation under any Federal law, or been convicted or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, tribal, or local) transaction or private agreement or transaction;

violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice, or commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects its (or its principals') present responsibility;

(c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, tribal, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and/or

(d) has within a three-year period preceding this application had one or more public transactions (Federal, State, tribal, or local) terminated for cause or default.

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application. Where the Applicant or any of its principals was convicted, within a three-year period preceding this application, of a felony criminal violation under any Federal law, the Applicant also must disclose such felony criminal conviction in writing to the Department (for OJP Applicants, to OJP at [Ojpcompliancereporting@usdoj.gov](mailto:Ojpcompliancereporting@usdoj.gov); for OVW Applicants, to OVW at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov); or for COPS Applicants, to COPS at [AskCOPSRC@usdoj.gov](mailto:AskCOPSRC@usdoj.gov)), unless such disclosure has already been made.

### 3. FEDERAL TAXES

A. If the Applicant is a corporation, it certifies either that (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 the Department (for OJP Applicants, to OJP at [Ojpcompliancereporting@usdoj.gov](mailto:Ojpcompliancereporting@usdoj.gov); for OVW Applicants, to OVW at [OVW.GFMD@usdoj.gov](mailto:OVW.GFMD@usdoj.gov); or for COPS Applicants, to COPS at [AskCOPSRC@usdoj.gov](mailto:AskCOPSRC@usdoj.gov)).

B. Where the Applicant is unable to certify to any of the statements in this certification, it 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, as implemented at 28 C.F.R. Part 83, Subpart F, for grantees, as defined at 28 C.F.R. §§ 83.620 and 83.650:

A. The Applicant certifies and assures 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 its 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 Applicant'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 award 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 award, the employee will—

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

(2) Notify the employer in writing of the employee's 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 Department, 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 of any such convicted employee to the Department, as follows:

For COPS award recipients - COPS Office, 145 N Street, NE, Washington, DC, 20530;

For OJP and OVW award recipients - U.S. 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 award;

(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; and

(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).

##### 5. COORDINATION REQUIRED UNDER PUBLIC SAFETY AND COMMUNITY POLICING PROGRAMS

As required by the Public Safety Partnership and Community Policing Act of 1994, at 34 U.S.C. § 10382(c)(5), if this application is for a COPS award, the Applicant certifies that there has been appropriate coordination with all agencies that may be affected by its award. Affected agencies may include, among others, Offices of the United States Attorneys; State, local, or tribal prosecutors; or correctional agencies.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

 2/19/19



OMB APPROVAL NUMBER 1121-0140

EXPIRES 05/31/2019

**U.S. DEPARTMENT OF JUSTICE**

**CERTIFIED STANDARD ASSURANCES**

On behalf of the Applicant, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of Justice ("Department"), that all of the following are true and correct:

(1) I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any Department decision to make an award to the Applicant based on its application.

(2) I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.

(3) I assure that, throughout the period of performance for the award (if any) made by the Department based on the application--

- a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;
- b. the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and
- c. the Applicant will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.

(4) The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition--

- a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
- b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;

- c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and
- d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.

(5) The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 28 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).

(6) I assure that the Applicant will assist the Department as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. §§ 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321-4335), and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands).

(7) I assure that the Applicant will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by the Department based on the application.

(8) I assure that, if the Applicant is a governmental entity, with respect to the award (if any) made by the Department based on the application--

- a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655), 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. §§ 1501-1508 and 7324-7328, 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.

(9) If the Applicant applies for and receives an award from the Office of Community Oriented Policing Services (COPS Office), I assure that as required by 34 U.S.C. § 10382(c)(11), it will, to the extent practicable and consistent with applicable law--including, but not limited to, the Indian Self-Determination and Education Assistance Act--seek, recruit, and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions, as provided under 34 U.S.C. § 10382(c)(11).

(10) If the Applicant applies for and receives a DOJ award under the STOP School Violence Act program, I assure as required by 34 U.S.C. § 10552(a)(3), that it will maintain and report such data, records, and information (programmatic and financial) as DOJ may reasonably require.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

*Jim Bin* 8/19/19

## Appendix C

### Information regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE)

Each applicant must provide responses to the following questions as an attachment to the application:

- (1) Does your jurisdiction have any laws, policies, or practices related to whether, when, or how employees may communicate with DHS or ICE? *No*
- (2) Is your jurisdiction subject to any laws from a superior political entity (e.g., a state law that binds a city) that meet the description in question 1? *No*
- (3) If yes to either:
  - Please provide a copy of each law or policy;
  - Please describe each practice; and
  - Please explain how the law, policy, or practice complies with section 1373.

Note: Responses to these questions must be provided by the applicant to BJA as part of the JAG application. Further, the requirement to provide this information applies to all tiers of JAG funding, for all subawards made to state or local government entities, including public institutions of higher education. All subrecipient responses must be collected and maintained by the direct recipient of JAG funding and must be made available to DOJ upon request. Responses to these questions are not required from subrecipients that are either a tribal government/organization, a nonprofit organization, or a private institution of higher education.

*Jim Pine* 1/14/19

<b>APPLICATION FOR FEDERAL ASSISTANCE</b>		2. DATE SUBMITTED August 21, 2019	Applicant Identifier
1. TYPE OF SUBMISSION Application Non-Construction	3. DATE RECEIVED BY STATE		State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier
<b>5. APPLICANT INFORMATION</b>			
Legal Name Anne Arundel County, Maryland		Organizational Unit Office of Finance	
Address 44 Calvert Street 3rd Floor Annapolis, Maryland 21401-1930		Name and telephone number of the person to be contacted on matters involving this application  Jang, Sun (410) 222-4144	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 52-6000878		7. TYPE OF APPLICANT County	
8. TYPE OF APPLICATION New		9. NAME OF FEDERAL AGENCY Bureau of Justice Assistance	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.738 CFDA Edward Byrne Memorial Justice Assistance TITLE: Grant Program		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT FY2019 Byrne JAG Program Local Solicitation – CJCC Coordination	
12. AREAS AFFECTED BY PROJECT Anne Arundel County, Maryland			
13. PROPOSED PROJECT Start Date: October 01, 2018 End Date: September 30, 2022		14. CONGRESSIONAL DISTRICTS OF a. Applicant b. Project MD03	
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?  This preapplication/application was made available to the state executive order 12372 process for review on 08/21/2019	
Federal	\$154,218		
Applicant	\$0		
State	\$0		
Local	\$0		
Other	\$0		
Program Income	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
TOTAL	\$154,218	N	



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.

Close Window