

## **NOTICES:**

1. On January 22, 2014, the Board of Estimates approved the Resolution on the Regulation of Board of Estimates Meetings and Protests, effective February 05, 2014. Pursuant to the Resolution:

a. Anyone wishing to speak before the Board, whether individually or as the spokesperson of an entity must notify the Clerk of the Board in writing no later than noon on the Tuesday preceding any Board meeting, or by an alternative date and time specified in the agenda for the next scheduled meeting. The written protest must state (1) whom you represent and the entity that authorized the representation; (2) what the issues are and the facts supporting your position; and (3) how the protestant will be harmed by the proposed Board action.

b. Matters may be protested by a person or any entity directly and specifically affected by a pending matter or decision of the Board. In order for a protest to be considered, the protestant must be present at the Board of Estimates meeting at 9:00 A.M., in Room 215, City Hall.

c. A Procurement Lobbyist, as defined by Part II, Sec. 8-8 (c) of The City Ethics Code must register with the Board of Ethics as a Procurement Lobbyist in accordance with Section 8-12 of The City Ethics Code.

The full text of the Resolution is posted in the Department of Legislative Reference, the President of the Board's web site, (<http://www.baltimorecitycouncil.com/>) and the Secretary to the Board's web site (<http://comptroller.baltimorecity.gov/files/resolution-protestspdf>).

Submit Protests to:  
Attn: Clerk,  
Board of Estimates  
Room 204, City Hall  
100 N. Holliday Street  
Baltimore, Maryland 21202

**NOTICES** - cont'd:

2.

**BOARD OF ESTIMATES' RECESS  
MAY 24, 2017**

The Board of Estimates is scheduled to be in recess at 9:00 a.m. and 12:00 noon on May 24, 2017.

The Board of Estimates will not receive or open bids on May 24, 2017. The Board of Estimates will reconvene on May 31, 2017.

3.

**BOARD OF ESTIMATES SUBMISSION DEADLINE FOR  
MAY 31, 2017 AGENDA IS  
WEDNESDAY, MAY 24, 2017 BY 12:00 NOON**

## **BOARD OF ESTIMATES' AGENDA - MAY 17, 2017**

### **BOARDS AND COMMISSIONS**

#### **1. Prequalification of Contractors**

In accordance with the Rules for Prequalification of Contractors, as amended by the Board on October 30, 1991, the following contractors are recommended:

Bay Associates Environmental, Inc.	\$ 1,500,000.00
Brayman Construction Corporation	\$ 1,500,000.00
Casper Colosimo & Son, Inc.	\$109,458,000.00
Chilmar Corporation	\$ 8,000,000.00
Environmental Quality Resources, LLC	\$134,920,000.00
Grunley Construction Company, Inc.	\$343,440,000.00
Kinsley Construction, Inc.	\$620,870,000.00
Meadville Land Service, Inc.	\$ 1,500,000.00
Micon Constructions, Inc.	\$ 1,500,000.00
Robert Whalen Company, Inc.	\$ 810,000.00
Ruff Roofers, Inc.	\$ 8,000,000.00
Simon Development & Construction Corporation	\$ 7,090,000.00
Weeks Marine, Inc.	\$794,400,000.00

#### **2. Prequalification of Architects and Engineers**

In accordance with the Resolution Relating to Architectural and Engineering Services, as amended by the Board on June 29, 1994, the Office of Boards and Commissions recommends the approval of the prequalification for the following firms:

ATCS, P.L.C.	Engineer
BLV Engineering Associates, Inc.	Engineer

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**BOARD OF ESTIMATES**

**05/17/2017**

**BOARDS AND COMMISSIONS** - cont'd

BrightFields, Inc.	Engineer
DM Enterprises of Baltimore, LLC	Engineer
Mercado Consultants, Inc.	Engineer Land Survey Property Line Survey
Mincin Patel Milano, Inc.	Engineer
Morabito Consultants, Inc.	Engineer
RJM Engineering, Inc.	Engineer
Schrader Group Architecture, LLC	Engineer Architect
Skarda And Associates, Inc.	Engineer
Transviron, Inc.	Engineer Land Survey
Wallace, Montgomery & Associates, LLP	Engineer Land Survey
WFT Engineering, Inc.	Engineer

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**BOARD OF ESTIMATES**

**05/17/2017**

Law Department - Settlement Agreement and Release

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Settlement Agreement and Release for the action brought by Makia Smith, Plaintiff, against the Baltimore City Police Department and the Mayor and City Council of Baltimore City for alleged battery and state and federal constitutional torts.

**AMOUNT OF MONEY AND SOURCE:**

\$220,000.00 - 1001-000000-2041-716700-603070

**BACKGROUND/EXPLANATION:**

On March 8, 2012, at about 4 o'clock in the afternoon, the Plaintiff was driving in the 2800 block of Harford Road. The Plaintiff stopped her car in the street after observing some non-party Baltimore City police officers interacting with another individual not connected with this case. The Plaintiff then proceeded to use her cell phone camera to make a video of what was happening in that interaction. Officers demanded that the Plaintiff move her vehicle from the roadway. The Plaintiff contends that the defendant officers destroyed her cell phone in the process of arresting her and acted in retaliation for her making the video. The Plaintiff also alleges that she was pulled from the vehicle and assaulted by excessive means. The officers deny the Plaintiff's contentions and contend that they acted properly in all respects, and that there was no excess force used. The Plaintiff sought medical treatment at Good Samaritan Hospital. The Plaintiff was arrested and charged with second-degree assault, resisting/interfering with arrest, failing to display a license on demand, willfully disobeying a lawful order, and obstructing the flow of traffic. All charges were subsequently dismissed by the State's Attorney's Office.

As a result of the incident, the Plaintiff filed suit in Federal court seeking over \$1,000,000.00 in compensatory and punitive

**AGENDA**

**BOARD OF ESTIMATES**

**05/17/2017**

Law Department - cont'd

damages and attorneys' fees. Because of conflicting factual issues and given the uncertainties and unpredictability of jury verdicts, the parties propose to settle the matter for a total sum of \$220,000.00 in return for a dismissal of the litigation.

Based on a review of the facts and legal issues specific to this case, the Settlement Committee of the Law Department recommends that the Board of Estimates approve the settlement of this case as set forth herein.

**APPROVED FOR FUNDS BY FINANCE**

(The Settlement Agreement and Release has been approved by the Law Department as to form and legal sufficiency.)

## AGENDA

### BOARD OF ESTIMATES

05/17/2017

#### Baltimore Development Corporation - Office Lease Agreement

##### **ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Office Lease Agreement with R.E. Harrington Plumbing and Heating Company, Tenant, in Suite A46 of the Business Center @ Park Circle located at 2901 Druid Park Drive. The period of the Office Lease Agreement is June 1, 2017 through May 31, 2018, with an option to renew for one additional 1-year term.

##### **AMOUNT OF MONEY AND SOURCE:**

<u>Annual Rent</u>	<u>Monthly Installment</u>
\$3,906.00	\$325.50

The rent will escalate 4% annually to allow for any increases in the Landlord's operating costs.

##### **BACKGROUND/EXPLANATION:**

R.E. Harrington Plumbing and Heating Company is working on a City contract and is leasing space for the Baltimore City Inspectors.

The space is leased on an "AS IS" basis and does not require the landlord to make any modifications. The Tenant will be responsible for any improvements or build-out of the premises.

All other Landlord services such as utilities, limited janitorial services, maintenance and repairs to the premises are included in the initial base rent.

In addition, the Tenant is obligated to maintain and keep in force general public liability, contractual liability and

**AGENDA**

**BOARD OF ESTIMATES**

**05/17/2017**

Baltimore Development Corporation - cont'd

property damage insurance protection for the premises and name the City as additionally insured under the insurance policies.

(The Office Lease Agreement has been approved by the Law Department as to form and legal sufficiency.)



EXTRA WORK ORDERS

\* \* \* \* \*

The Board is requested to approve the  
Extra Work Orders  
as listed on the following pages:

8 - 9

The EWOs have been reviewed and approved  
by the Department of  
Audits, CORC, and MWBOO  
unless otherwise indicated.

**AGENDA**

**BOARD OF ESTIMATES**

**05/17/2017**

**EXTRA WORK ORDERS**

<u>Contract</u> <u>Awd. Amt.</u>	<u>Prev. Apprvd.</u> <u>Extra Work</u>	<u>Contractor</u>	<u>Time %</u> <u>Ext. Compl.</u>
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Department of Transportation

- |    |   |                         |         |
|----|---|-------------------------|---------|
| 1. | EWO #001, (\$27.04) - TR 15017, Conduit Manhole Reconstruction at Various Locations |                         |         |
|    | \$ 1,441,526.00 -   | Cuddy & Associates, LLC | 0 65.50 |

This authorization is a request by Department's Technical Engineering and Construction Division for an electrical manhole at the southwest corner of Conway Street and Light Street to be constructed to facilitate the proposed development at 414 Light Street. The Contractor was directed by the Department to accelerate construction of this new manhole by working seven days/week, 12 hours/day. The Contractor's cost proposal to install this manhole was reviewed and found to be acceptable. There are portions of unused contract bid items which will be used to offset the cost of this additional work. An Engineer's Certificate of Completion has not been issued.

Department of Public Works/Office of Engineering and Construction

- |    |  |                   |       |
|----|--|-------------------|-------|
| 2. | EWO #043, \$110,723.59 - WC 1160R, Montebello Plant 2 Finished Water Reservoir Cover |                   |       |
|    | \$36,922,950.00 \$6,921,473.70   | Alan A. Myers, LP | - 100 |

The Finished Water Reservoir at Montebello Plant 2 consists of a cast in place reinforced concrete slab, walls, and a precast concrete cover. Sections of this precast cover are

## AGENDA

BOARD OF ESTIMATES

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### EXTRA WORK ORDERS

Contract <u>Awd. Amt.</u>	Prev. Apprvd. <u>Extra Work</u>	<u>Contractor</u>	Time % <u>Ext. Compl.</u>
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Department of Public Works/Office of - cont'd  
Engineering and Construction

connected together by means of embedded plates and welded connections. As work progressed, the Office of Engineering and Construction learned that the embedded plates may have lacked sufficient strength to meet the contract requirements. The Contractor was directed to provide the services of a testing agency acceptable to the City, and to test-in-place some of the connection points. The results of this on-site test showed that the connection points met the contract requirements. The Contractor's original cost proposal for this work was \$234,970.00. After review by the engineer and negotiation, this cost has reduced to \$110,723.59. This work is now completed and the project is beyond the warranty phase. The Certificate of Completion form will not be completed until a scheduled time after final payment and final completion has been given by the Agency.

## AGENDA

### BOARD OF ESTIMATES

05/17/2017

#### Department of Real Estate - Deed

#### **ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Deed to Central Avenue, LLC relating to the condemnation and closing all interest in certain parcels of land known as a portion of South Eden Street, extending from Lancaster Street northerly 308± ft. to Aliceanna Street and a portion of Aliceanna Street, extending from South Central Avenue easterly 170± ft., to South Eden Street and are no longer needed for public use.

#### **AMOUNT OF MONEY AND SOURCE:**

\$95,000.00

#### **BACKGROUND/EXPLANATION:**

On August 4, 2016, the City entered into a closing agreement with Central Avenue, LLC. Central Avenue, LLC would like to acquire a portion of S. Eden Street between Aliceanna Street and Lancaster Street, and a portion of Aliceanna Street between S. Central Avenue and S. Eden Street as part of a development proposal to build a new 22 story building with ground floor commercial and residences (the project). In order to accommodate the construction of the new Whole Foods Store and the Project, a larger footprint for the structure is needed. The acquisition of the additional parcels will provide the necessary square footage for the Project.

The sale was authorized by means of Sales Ordinance No. 16-561 approved on November 1, 2016.

(The Deed has been approved by the Law Department as to form and legal sufficiency.)

## AGENDA

### BOARD OF ESTIMATES

05/17/2017

#### Department of Real Estate - Agreement of Sale

##### **ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement of Sale with 12460 Dulaney, LLC, Purchaser, for the sale of the property described as the former bed of a portion of Dulaney Valley Road within the Loch Raven Reservoir, adjacent to 12460 Dulaney Valley Road being approximately 3,838 ± sq. ft.

##### **AMOUNT OF MONEY AND SOURCE:**

\$20,752.20

##### **BACKGROUND/EXPLANATION:**

The authority to sell this property was approved by City Council Ordinance No. 16-563, on November 1, 2016. The property described as the former bed of a portion of Dulaney Valley Road within the Loch Raven Reservoir, adjacent to 12460 Dulaney Valley Road being approximately 3,838 ± sq. ft.

The Purchaser will use the property as part of the operation of a restaurant, which is the current use. The Purchaser accepts the property "as is" in its present condition.

(The Agreement of Sale has been approved by the Law Department as to form and legal sufficiency.)

## AGENDA

### BOARD OF ESTIMATES

05/17/2017

#### Department of Real Estate - Agreement of Sale

#### **ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement of Sale with The New Mt. Zion Baptist Church, Purchaser, for the sale of the City-owned property known as Block 86, Lot 48E.

#### **AMOUNT OF MONEY AND SOURCE:**

\$2,000.00 - Sale price

#### **BACKGROUND/EXPLANATION:**

The authority to sell this property was approved by City Council Ordinance No. 17-004 on March 24, 2017. The property is known as Block 86, Lot 48E, which contains 2,700 square feet. The Purchaser will use the property for parking the church van, off-street parking, community outreach programs, and outdoor services for The New Mt. Zion Baptist Church. The Purchaser accepts the property in its "as is" present condition. The Purchaser will provide, construct, and maintain all necessary footways which abut on and from the perimeter of the property.

#### **STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE APPRAISED VALUE:**

Pursuant to the Appraisal Policy of Baltimore City, the value determined by the appraisal was \$3,000.00. The property will be sold to The New Mt. Zion Baptist Church for \$2,000.00. The vacant lot will be sold below the price determined by the appraisal because of the following reasons:

- (1) The New Mt. Zion Baptist Church has been maintaining the property for over 25 years,

**AGENDA**

**BOARD OF ESTIMATES**

**05/17/2017**

Department of Real Estate - cont'd

(2) the Trustees have been cutting the grass and hedges and maintaining the cleanliness of the area by removing trash and debris throughout the year, and

(3) the sale will continue the elimination of blight.

(The Agreement of Sale has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**05/17/2017**

Space Utilization Committee - Transfer of Jurisdiction

**ACTION REQUESTED OF B/E:**

The Board is requested to approve the Transfer of Jurisdiction for the property known as 800 W. North Avenue (Block 3434, Lot 002) from the inventory of the Baltimore City Board of School Commissioners to the inventory of the Department of Housing and Community Development (DHCD).

**BACKGROUND/EXPLANATION:**

The property is scheduled for demolition by the developer under a Demolition Right-of-Entry. The property will be developed into a mixed use parcel.

The Space Utilization Committee approved this transfer of jurisdiction on May 9, 2017.



**AGENDA****BOARD OF ESTIMATES****05/17/2017**

Department of Housing and - HOME Investment Partnerships Loan  
Community Development

**ACTION REQUESTED OF B/E:**

The Board is requested to approve a HOME Investment Partnerships Program Loan in the amount of \$1,250,000.00 (the HOME Loan) to Metro Heights Limited Partnership, (the Borrower). Proceeds of the HOME Loan will be used to support a portion of the construction and construction-related costs of 70 affordable and market rate rental housing units known as Metro Heights at Mondawmin Apartments, to be located at 2700 Reisterstown Road in the Liberty Square neighborhood of West Baltimore (the Project).

The Board is also requested to authorize the Commissioner of the Department of Housing and Community Development to execute any and all legal documents to effectuate this transaction subject to legal review and approval for form and legal sufficiency.

**AMOUNT OF MONEY AND SOURCE** (all amounts approximate):

	<u>Source of Funds</u>		<u>Uses of Funds</u>
First Loan	\$ 1,825,000.00	Constr.	\$15,914,818.00
		Costs	
HOME Funds	1,250,000.00	Constr.	1,492,252.00
		Related	
		Fees	
CDA/Rental	2,000,000.00	Financing	1,468,946.00
Housing		Fees &	
		Charges	
FHLB AHP	500,000.00	Acquisition	493,000.00
		Costs	
Deferred	649,417.00	Syndication	117,500.00
Developer		Related	
Fee			
Tax Credit	<u>16,050,000.00</u>	Reserves	436,869.00
Equity			
		Developer	<u>2,351,032.00</u>
		Fee	
<b>TOTAL</b>	<b>\$22,274,417.00</b>	<b>TOTAL</b>	<b>\$22,274,417.00</b>

Account: 9910-925100-9610

## AGENDA

### BOARD OF ESTIMATES

05/17/2017

DHCD - cont'd

#### **BACKGROUND/EXPLANATION:**

Metro Heights at Mondawmin (Metro Heights) is a proposed 70-unit affordable rental housing development located in the Liberty Square neighborhood of West Baltimore City. Metro Heights is being developed by Enterprise Homes, Inc. (Enterprise Homes).

The site for the Project (the Site) is currently comprised of 12 individual lots totaling approximately one acre and is located in the 2700 block of Reisterstown Road, which is also the intersection of Reisterstown Road and Liberty Heights Avenue. The 12 lots currently consist of vacant and abandoned lots and structures that have been or are being acquired from the City's Department of Housing and Community Development (the DHCD) through its Vacants to Value program and will be conveyed through a Land Disposition Agreement (the LDA).

The Site is located directly across the street from the Mondawmin Mall and Metro Station in West Baltimore City. The area has been the focus of substantial investment encompassing a myriad of project types including residential, retail, office, institutional, and cultural. By strategically placing Metro Heights, Enterprise Homes fulfills The Greater Mondawmin Area Master Plan's goal of addressing pockets of blight by strategically placing new development in areas where they can utilize area amenities.

Metro Heights Limited Partnership (the Borrower), a newly-created "single purpose entity" that is an affiliate of Enterprise Homes will construct and operate Metro Heights. Metro Heights will be comprised of 70 units of general multifamily occupancy and consists of a mix of one-bedroom, two-bedroom, and three-bedrooms; will have 43 surface parking spaces, of which 33 spaces will be in a below grade parking garage and the remaining 10 spaces will be in

## AGENDA

### BOARD OF ESTIMATES

05/17/2017

#### DHCD - cont'd

a surface parking lot; and offer a number of on-site amenities including open space, a multi-purpose room, fitness center, and a TV lounge. Of the 70 units, 18 units will be reserved for households with incomes at or below 30% of the area median income (AMI), adjusted for family size AMI, 14 units be reserved for households with incomes at 40% or less of AMI, 20 units will be reserved for households with incomes of 50% or less of AMI, 11 units be reserved for households with incomes of 60% or less of AMI, and 7 units will not have any income restrictions. The project also will be built in conformance with LEED Silver standards, creating a healthier and more energy efficient environment for the residents.

As a condition for receiving the HOME Loan, the Borrower has agreed to provide not less than 15% of the one-bedroom units (i.e. 11 units) targeted and restricted to Non-Elderly Disabled residents (NEDs) earning 30% or less of the AMI. The Borrower has further agreed to provide an additional 7 units, of which 2 are to be one-bedroom units, 2 are to be two-bedroom units, and 3 are to be three-bedroom units, that will be targeted and restricted to individuals or families who meet the definition of "chronically homeless" as set forth by the United States Department of Housing and Urban Development (the "CH Units"). The Housing Authority of Baltimore City (HABC) intends to support the Project by providing Project-Based Section 8 subsidies for these 18 units.

Prior to leasing any of the CH Units, the Borrower will contact the Mayor's Office of Human Services (MOHS), or its designee to obtain referrals of applicants who are eligible to lease the CH Units (each, a CH Applicant and collectively, the CH Applicants). The MOHS will continue to refer CH Applicants until the Borrower leases all of the CH Units to qualified applicants. Once a CH Unit is leased by a CH Applicant, the CH Units then become designated for CH Applicants under the terms of the HAP Contract for the project.

The NEDs units be restricted for at least 15 years in accordance with meeting the requirement of the Bailey Consent Decree. The term NEDs (or Non Elderly Person with Disabilities) means a household that meets the following criteria: (i) the sole member,

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### BOARD OF ESTIMATES

05/17/2017

DHCD - cont'd

head of household, or head of household's spouse has a disability and is under age 62, (ii) the household is eligible for a one-bedroom public housing unit or for a two-bedroom public housing unit because a second bedroom is needed for disability-related reasons; and (iii) the household is on the HABC waiting list for public or Section 8 subsidized housing.

The HOME Loan will be used solely to finance a portion of the hard construction costs of the Project.

Novogradac & Company, prepared an appraisal for Sun Trust Bank (defined herein) dated November 18, 2016. The estimated market value of the subject property as if completed and stabilized at restricted rents with consideration to the tax credits is \$5,500,000.00. The appraisal has been submitted to the Real Estate Department. The appraised value is below the total development cost of the Project which is common for transactions involving LIHTCs, subsidized rents and preferred governmental financing. The LIHTCs provide equity and are not considered as long-term debt to the property. The rents are considered restricted because they are supported with financing that requires long-term income and rent restrictions. As a result, the rent levels are set below the market rate thereby decreasing the property's appraised value. Gap financing, such as the HOME Loan and the other governmental sources are in place in order to allow for continuing affordability. The appraised value meets the underwriting standards for the must-pay permanent superior lender. The Department is comfortable with recommending the HOME Loan as described under these circumstances.

### **PARTICIPATING PARTIES:**

- A. Developer – Metro Heights Limited Partnership, a single purpose entity will act as the owner/borrower for the project. Enterprise Homes, Inc. will guarantee construction completion.

DHCD - cont'd

- B. General Contractor – Harkins Builders, Inc. will act as the general contractor and post a payment and performance bond. Marks Thomas Architects will provide architectural services.

C. **Participating Lenders**

**SunTrust Bank – 1st lien construction loan; 3<sup>rd</sup> lien bridge loan**

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SunTrust Bank, or its affiliate (SunTrust), is providing two loans during construction: a construction loan in the approximate amount of \$1,825,000.00 (the First Loan) and a construction bridge loan in the approximate amount of \$12,175,000.00 (the Third Loan).

The First Loan will be in first-lien position, have an interest rate equal to the 30-day LIBOR Market Index Rate plus approximately 280 basis points, and have a loan term of 24 months plus extensions. The First Loan is expected to be repaid from the proceeds of a permanent loan from Bellwether Enterprise Mortgage Investment, LLC, or its affiliate, following stabilization. The permanent loan is expected to be in an approximate amount of \$1,825,000.00, accrue interest at a rate of approximately 325 basis points over the current rate on 10-year US Treasuries and will have a term of 15 years, with principal amortizing over 35 years. The permanent take-out loan will be in first mortgage lien position following execution.

The Third Loan will be in third-lien position, have an interest rate equal to the 30 day LIBOR Market Index Rate plus approximately 280 basis points, and have a term of 24 months plus extensions. Interest only payments will be required. The principal of the Third Loan is expected to be repaid from installments of tax credit equity.

DHCD - cont'd**MD CDA RENTAL HOUSING PROGRAM - 2nd lien Construction/  
permanent**

The Community Development Administration (CDA), a unit of the Division of Development Finance of the Maryland Department of Housing and Community Development, will be providing a loan from its Rental Housing Program funds in an approximate amount of \$2,000,000.00 (the State Loan). The State Loan will be in second-lien position. Interest on the State Loan will accrue on sums advanced at the rate of 0% during construction and an interest rate of approximately 4.0% during a 40-year permanent loan period. The Borrower will make annual payments of principal and interest out of available cash flow (in an amount required by CDA) following payment of Project expenses authorized by CDA (including superior loan payments) so as to fully amortize the principal sum by the maturity date. Any interest and principal not paid because of insufficient surplus cash will accrue and defer and be paid each subsequent payment date to the extent there is sufficient surplus cash. The State Loan will be long-term, subordinate, non-recourse debt.

**CITY HOME PROGRAM - 4th lien construction/3rd lien  
permanent**

The City is making a construction/permanent loan from amounts available under the HOME Program in the principal amount not to exceed \$1,250,000.00 (the HOME Loan). The HOME Loan will be in fourth-lien position until the repayment of the Third Loan. During the construction loan period, which will be for a term not to exceed 24 months from the date of closing (the HOME Loan Construction Loan Period), interest will accrue at the rate of 0% per annum on sums advanced. The permanent loan period will be 40 years commencing at the end of the HOME Loan Construction Loan Period (the HOME Loan Permanent Loan Period), the interest rate charged will be 0% per annum. The

## AGENDA

### BOARD OF ESTIMATES

05/17/2017

DHCD - cont'd

final day of the Permanent Loan Period is the HOME Loan Maturity Date. No payments on the HOME Loan will be required during construction, but during the HOME Loan Permanent Loan Period, annual payments of principal and interest will be due from 25% of the available cash flow (or as otherwise required by CDA) following payment of authorized Project expenses. To the extent such cash flow is not available, required payments due and owing be deferred. The outstanding principal balance, plus any deferred and accrued payments, will be due and payable on the HOME Loan Maturity Date. The HOME loan be long-term, subordinate, non-recourse debt.

#### **FHLB AHP PROGRAM – 5<sup>th</sup> lien construction/4<sup>th</sup> lien permanent**

Metro Heights Limited Partnership provide a deferred loan in the approximate amount of \$500,000.00 (the AHP Loan) with proceeds of a grant from the Federal Home Loan Bank of Atlanta's Affordable Housing Program. The AHP Loan be in the fifth-lien position until the repayment of the Third Loan. During the construction loan period of the AHP Loan, no interest will be charged on the outstanding principal balance of the AHP Loan. The Permanent loan period of the AHP Loan will be at least 40 years commencing at construction completion and during such period, interest on the AHP Loan will accrue at 8.00% simple interest per annum contingent on available cash flow.

#### **MBE/WBE PARTICIPATION:**

Article 5, Subtitle 28 of the Baltimore City Code Minority and Women's Business Program is fully applicable and no request for a waiver or exception has been made.

**THE DIRECTOR OF FINANCE REVIEWED AND RECOMMENDS APPROVAL.**

**AGENDA****BOARD OF ESTIMATES****05/17/2017**DHCD - cont'd**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<b>\$1,250,000.00</b>	9910-923006-9609	9910-925100-9610
Federal HOME	HOME FY 2017	Metro Heights at
FY 2017	Reserve	Mondawmin Apartments

This transfer will provide Federal HOME funds to Metro Heights Limited Partnership to support a portion of the construction and construction-related costs of Metro Heights at Mondawmin Apartments.

(In accordance with Charter requirements, a report has been requested from the Planning Commission, the Director of Finance having reported favorably, thereon.)



## AGENDA

### BOARD OF ESTIMATES

05/17/2017

Department of Housing and - Land Disposition Agreement  
Community Development

#### **ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Land Disposition Agreement with Ms. Naomi Obutu, Developer, for the sale of the City-owned properties located at 1314 Edmondson Avenue.

#### **AMOUNT OF MONEY AND SOURCE:**

\$2,500.00 - Purchase price

#### **BACKGROUND/EXPLANATION:**

The project will consist of the rehabilitation of one vacant property. The project will be privately funded.

The City is authorized to dispose of the property by virtue of the provisions of Article II, Section 15 of the Charter of Baltimore City (as amended); Article 13 of the Baltimore City Code (as amended), which established the Department of Housing and Community Development; and Ordinance No. 64-234, the Harlem Park Project II Urban Renewal Plan, approved by the Mayor and City Council of Baltimore on July 6, 1960 (as amended).

#### **STATEMENT OF PURPOSE AND RATIONALE FOR SALE BELOW THE PRICE DETERMINED BY THE WAIVER VALUATION PROCESS:**

Pursuant to the Appraisal Policy of Baltimore City, the price determined by the Waiver Valuation Process for 1314 Edmondson Avenue is \$4,700.00 and the property will be sold to Ms. Obutu for \$2,500.00. The property will be sold below the Waiver Valuation price because of the following reasons:

- the sale will help to promote a specific benefit to the immediate community,

## AGENDA

### BOARD OF ESTIMATES

05/17/2017

DHCD - cont'd

- the sale and rehabilitation will help to eliminate blight from the neighborhood, and
- the sale and rehabilitation will promote economic development through the placement of the subject property on the City's tax rolls.

#### **MBE/WBE PARTICIPATION:**

The Developer, will purchase this property for a price that is less than \$50,000.00 and will receive no City funds or incentives for the purchase or rehabilitation, therefore MBE/WBE is not applicable.

(The Land Disposition Agreement has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**05/17/2017**

Mayor's Office of Human Services - Agreements

The Board is requested to approve and authorize execution of the various agreements.

AGREEMENTS

1. **NEW VISION HOUSE OF HOPE, INC.** **\$ 28,835.56**

Account: 1001-000000-3572-772800-603051

New Vision House of Hope, Inc. will use funds to provide management and supportive services to homeless individuals formerly residing in an outdoor encampment and have been moved into temporary housing until permanent housing options can be located through the City's Coordinated Access System. The period of the agreement is March 1, 2017 through June 30, 2017.

The agreement is late because of a delay in budget negotiations with New Vision House of Hope, Inc.

2. **DANIEL GORE** **\$ 13,200.00**

Account: 4000-407017-3574-754700-603051

Daniel Gore will provide technical assistance, help desk support, online user training and other tasks as assigned to the Homeless Management Information Systems Unit of the Mayor's Office of Human Services. The period of the agreement is May 1, 2017 through August 31, 2017.

The agreement is late because of a delay at the administrative level.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

(The agreements have been reviewed by the Law Department as to form and legal sufficiency.)

**AGENDA****BOARD OF ESTIMATES****05/17/2017****OPTIONS/CONDEMNATION/QUICK-TAKES:**

	<u>Owner(s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>Department of Housing and Community Development - Options</u>				
1.	Louis Friedman, Trustee of the Marshall and Joanne Family Discretionary Trust (Under the Last Will and Testament of William S. Rief)	1327½ Myrtle Avenue	G/R \$60.00	\$ 550.00
Funds are available in account no. 9910-905142-9588-900000-704040, Upton Ball Fields Project.				
2.	Turf LLC	1508 Traction Street	G/R \$54.00	\$ 495.00
Funds are available in account no. 9910-908636-9588-900000-704040, Traction North Project.				
3.	Miguel DeLuna	2510 E. Biddle Street	F/S	\$63,800.00
Funds are available in account no. 9910-910634-9588-900000-704040, FY14 Whole Block Demo Project.				
4.	John L. Reese	1203 W. Lexington Street	F/S	\$ 4,180.00
5.	John L. Reese	1205 W. Lexington Street	L/H	\$64,200.00

Funds are available in City Bond Funds in account no. 9910-914135-9588-900000-704040, Poppleton Project.

In the event that the option agreement/s fail/s and settlement cannot be achieved, the Department requests the Board's approval to purchase the interest in the above property/ies by condemnation proceedings for an amount equal to or lesser than the option amount/s.

**AGENDA****BOARD OF ESTIMATES****05/17/2017****OPTIONS/CONDEMNATION/QUICK-TAKES:**

	<u>Owner (s)</u>	<u>Property</u>	<u>Interest</u>	<u>Amount</u>
<u>DHCD - Condemnations</u>				
6.	Catherine C. Collins	1500 Traction Street	L/H	\$ 3,720.00
7.	Danelle Rachon James	1508 Traction Street	L/H	\$ 3,340.00

Funds are available in account no. 9910-908636-9588-900000-704040, Traction North Project.

DHCD - Condemnation or Redemption

8.	Banker's Resolu- tion Corporation	215 N. Carrollton Avenue	G/R \$120.00	\$ 800.00
9.	Banker's Resolu- tion Corporation	217 N. Carrollton Avenue	G/R \$120.00	\$ 800.00
10.	Banker's Resolu- tion Corporation	219 N. Carrollton Avenue	G/R \$120.00	\$ 800.00

Funds are available in City Bond Funds in account no. 9910-914135-9588-900000-704040, Poppleton Project.

The Board is requested to approve acquisition of the ground rent interest by condemnation, or in the alternative may, SUBJECT to the prior approval of the Board, make application to the Maryland Department of Assessments and Taxation to redeem or extinguish the ground rent interest for these properties.

## AGENDA

### BOARD OF ESTIMATES

05/17/2017

#### Department of Planning - Report on Previously Approved Transfers of Funds

1. At previous meetings, the Board of Estimates approved Transfers of Funds subject to receipt of favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter. Today, the Board is requested to **NOTE 21** favorable reports by the Planning Commission on April 13, 2017, on Transfers of Funds approved by the Board of Estimates at its meetings on March 29, April 5, and April 12, 2017.
2. At previous meetings, the Board of Estimates approved Transfers of Funds subject to receipt of favorable reports from the Planning Commission, the Director of Finance having reported favorably thereon, as required by the provisions of the City Charter. Today, the Board is requested to **NOTE 13** favorable reports by the Planning Commission on May 4, 2017, on Transfers of Funds approved by the Board of Estimates at its meetings on April 26 and May 3, 2017.

## AGENDA

### BOARD OF ESTIMATES

05/17/2017

Parking Authority of - Parking Facility Rate Adjustment  
Baltimore City (PABC)

#### **ACTION REQUESTED OF B/E:**

The Board is requested to approve an adjustment to the monthly rate at the City-owned Franklin Street Garage that is managed by the PABC. The Parking Facility Rate Adjustment is effective upon Board approval.

#### **AMOUNT OF MONEY AND SOURCE:**

N/A

#### **BACKGROUND/EXPLANATION:**

The PABC is charged with managing the City of Baltimore's parking assets. Proper stewardship of those assets requires that the PABC realize the best possible return on the City's parking investments.

Pursuant to Article 31, §13(f)(2) of the Baltimore City Code, subject to the approval of the Board of Estimates, the PABC may set the rates for any parking project. The PABC believes that a rate adjustment at this parking facility is warranted at this time.

To bring the monthly rate charged at the Franklin Street Garage in line with its surrounding facilities, the PABC staff developed the rate adjustment recommendation submitted hereto. This rate adjustment was unanimously approved by the PABC Board of Directors.

**AGENDA****BOARD OF ESTIMATES****05/17/2017**PABC - cont'd

Location	Proposed Transient Rate Changes	Proposed Monthly Rate Changes			
Franklin Street Garage	No proposed rate adjustments	<b>Regular Monthly Rate</b>			
		Regular Rate	Current Rate	Proposed Rate	Last Rate Change
			\$135.00	\$140.00	February 2016

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**



## AGENDA

### BOARD OF ESTIMATES

05/17/2017

Parking Authority of - Parking Facility Rate Adjustment  
Baltimore City (PABC)

#### **ACTION REQUESTED OF B/E:**

The Board is requested to approve an adjustment to the transient rate at the City-owned Baltimore Street Garage that is managed by the PABC. The Parking Facility Rate Adjustment is effective upon Board approval.

#### **AMOUNT OF MONEY AND SOURCE:**

N/A

#### **BACKGROUND/EXPLANATION:**

The PABC is charged with managing the City of Baltimore's parking assets. Proper stewardship of those assets requires that the PABC realize the best possible return on the City's parking investments.

Pursuant to Article 31, §13(f)(2) of the Baltimore City Code, subject to the approval of the Board of Estimates, the PABC may set the rates for any parking project. The PABC believes that a rate adjustment at this parking facility is warranted at this time.

To bring the transient rate charged at the Baltimore Street Garage in line with its surrounding facilities, the PABC staff developed the rate adjustment recommendation submitted hereto. This rate adjustment was unanimously approved by the PABC Board of Directors.

**AGENDA****BOARD OF ESTIMATES****05/17/2017**PABC - cont'd

<b>Location</b>	<b>Proposed Transient Rate Changes</b>				<b>Proposed Monthly Rate Changes</b>
Baltimore Street Garage	<b>Regular Transient Rates</b>				<b>Regular Monthly Rate</b>
		Current Rate	Proposed Rate	Last Rate Change	No Proposed Changes
	3 hour rate	\$15.00	\$16.00	August 2015	

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

## AGENDA

### BOARD OF ESTIMATES

05/17/2017

Parking Authority of Baltimore - Maintenance Agreement  
City (PABC)

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#### **ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of a Maintenance Agreement with CALE America, Inc. (CALE). The period of the Maintenance Agreement is June 1, 2017 through May 31, 2020.

#### **AMOUNT OF MONEY AND SOURCE:**

\$256,032.00 - 2076-000000-2321-252800-607001  
(with Consumer Price Index adjustments in years two and three; any increase will require additional Board of Estimates approval)

#### **BACKGROUND/EXPLANATION:**

On July 19, 2006, the Board approved the Agreement for Pay-and-Display Parking Stations with CALE Parking Systems USA, Inc. The Board approved amendments on October 17, 2007, July 30, 2008, April 8, 2009, February 17, 2010, August 25, 2010, April 25, 2012, October 3, 2012, and July 23, 2014.

On February 15, 2012, the Board approved the assignment of the Agreement for Pay and Display Parking Station and the Meter Maintenance Agreement from CALE Parking Systems USA, Inc. to CALE America, Inc. The Agreement for Pay-and-Display Parking Stations allowed the City, through the Parking Authority, to purchase and install 887 multi-space meters (EZ Park Meters) throughout the City. The benefits associated with these meters have been recognized by the City's agencies, citizens, businesses, and visitors.

On May 26, 2010, the Board approved the current meter maintenance agreement. On February 5, 2014, the Board approved the amendment to agreement, which had an initial term of 5 years through May 31, 2015. The current meter maintenance agreement allowed the PABC to extend the term of the agreement for two 1-year periods by providing notice to CALE and obtaining approval from the Board. The PABC, with the Board approval, exercised both extensions through May 30, 2017.

## **AGENDA**

### **BOARD OF ESTIMATES**

**05/17/2017**

PABC - cont'd

The Maintenance Agreement now before the Board, will ensure continued success of the EZ Park program by requiring regular preventive maintenance on EZ Park meters, tracking repair alarms/complaints, and requiring response times by CALE technicians when meters require repairs. Maintenance will be performed by the manufacturer and distributor of the equipment.

CALE meters are meeting expectations and the PABC believes that this Meter Maintenance Agreement is in the best interest of the City. As a result of the EZ Park meter program, annual parking meter revenues have increased by \$3,500,000.00.

Therefore, the PABC respectfully requests the approval of this Maintenance Agreement.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

(The Maintenance Agreement has been approved by the Law Department as to form and legal sufficiency.)

TRANSFERS OF FUNDS

\* \* \* \* \*

The Board is requested to approve  
the Transfers of Funds  
listed on the following pages:

36 - 37

In accordance with Charter provisions  
reports have been requested from the  
Planning Commission, the Director  
of Finance having reported  
favorably thereon.

**AGENDA****BOARD OF ESTIMATES****05/17/2017****TRANSFERS OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
<u>Department of Transportation</u>		
1. <b>\$ 15,000.00</b>	9950-916073-9509	9950-905559-9508
State Const.	Construction	Concrete Slab
Rev.	Reserve-Concrete	Repairs Citywide
	Roadway Slab	III
	Repairs	

This transfer will cover the costs of prints and preliminary expenses and other related costs necessary to advertise project TR17009 Concrete Slab Repairs Citywide III.

2. <b>\$ 15,000.00</b>	9950-916029-9509	9950-903497-9508
General Funds	Construction	Utility Locating
(HUR)	Reserve-Materials	Test Holes & Borings
	& Compliance	
	Testing	

This transfer will cover the costs of prints and preliminary expenses and other related costs necessary to advertise project TR17020 Utility Locating Test Holes & Borings for Engineering Projects.

Department of Housing and Community Development

3. <b>\$4,000,000.00</b>	9910-922012-9587	9910-909128-9588
1 <sup>st</sup> Community &	Whole Block	Whole Block
Economic	Demolition	Demolition
Development Bonds	Reserve	FY17

This transfer will provide funds to support the Citywide Whole Block Demolition Program.

**AGENDA****BOARD OF ESTIMATES****05/17/2017****TRANSFERS OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
<u>Department of Planning</u>		
4. <b>\$100,000.00</b>	9905-924004-9186	9905-922004-9188
Other Fund	Critical Area	Critical Area
Revenue	Buffer Offset	Buffer Offset
	Program (Reserve)	Program (Active)
 <b>\$120,000.00</b>	9905-928005-9186	9905-926005-9188
Other Fund	Critical Area	Critical Area
Revenue	Stormwater Offset	Stormwater Offset
	Program (Reserve)	Program (Active)

This transfer will provide appropriations to support and improve water quality, restore habitat and provide environmental education through restoration projects. It will also support administration of the critical area program.

## AGENDA

### BOARD OF ESTIMATES

05/17/2017

Mayor's Office of Employment - Agreements and Amendments to  
Development (MOED) Agreements

The Board is requested to approve and authorize execution of the various Agreements and Amendments to Agreements.

#### AGREEMENT

1. **JOB OPPORTUNITIES TASK FORCE, INC. (JOTF)** **\$ 93,895.00**

Account: 4000-809917-6312-726805-603051

The JOTF will provide highway or capital transit credentialed transportation construction-related training with a defined curriculum designed for hard-to-serve, low-skill, unemployed or underemployed Baltimore City residents. The JOTF will recruit, screen, and enroll 15 Baltimore City residents, conduct a 15 week project-based transportation construction-related occupational skills training program, provide job readiness, comprehensive case management, employment, and retention services.

The funds will be drawn from Federal funding received through the Maryland Department of Labor Licensing and Regulation. The period of the Agreement is March 1, 2017 through September 30, 2017.

This agreement is late because additional time was required in reaching a comprehensive understanding.

#### MBE/WBE PARTICIPATION:

N/A - This is a professional service agreement.

#### INTERGOVERNMENTAL AGREEMENT

2. **MARYLAND STATE DEPARTMENT OF HUMAN RESOURCES/BALTIMORE CITY DEPARTMENT OF SOCIAL SERVICES (DHR/BCDSS)** **\$11,938,939.00**

Account: 4000-808217-6392-456000-404001

This Inter-Governmental Agreement will provide support services to enrolled Temporary Cash Assistance (TCA) applicants and recipients who will actively participate in



## AGENDA

### BOARD OF ESTIMATES

05/17/2017

#### MOED - cont'd

work preparation programs and services leading to full-time unsubsidized employment. The period of agreement is July 1, 2016 through June 30, 2018, with a renewal option of two years, at sole discretion of the DHR/BCDSS.

The amount of this Inter-Governmental Agreement will not exceed: for the base of this contract period covering July 1, 2016 through June 30, 2018, \$5,825,025.00, with one-two year option period covering July 1, 2018 through June 30, 2020 not to exceed \$6,113,964.00. The total contract dollar amount will not exceed, \$11,938,989.00 of Federal funds.

The Agreement is late because the required information by the vendor that was needed to be completed before submission to the Board.

#### **AUDITS REVIEWED AND HAD NO OBJECTION.**

#### AMENDMENTS TO AGREEMENTS

##### **3. ASSOCIATED CATHOLIC CHARITIES, INC. \$0.00**

Account: 4000-807416-6312-781105-603051

On October 28, 2015, the Board approved the original agreement which terminated on April 30, 2017. This first amendment will extend the term of the agreement from November 1, 2015 through October 31, 2017.

##### **4. JANE ADDAMS RESOURCES CORPORATION \$0.00**

Account: 4000-807416-6312-781305-603051

On February 10, 2016, the Board approved the original agreement which terminated on April 30, 2017. This first amendment will extend the term of the agreement from November 1, 2015 through October 31, 2017.

**AGENDA**

**BOARD OF ESTIMATES**

**05/17/2017**

MOED - cont'd

**5. NEW PATHWAYS, INC. \$0.00**

Account: 4000-807416-6312-781505-603051

On December 23, 2015, the Board approved the original agreement which terminated on April 30, 2017. This first amendment will extend the term of the agreement from November 1, 2015 through June 30, 2017.

**6. STRONG CITY BALTIMORE, INC. \$0.00**

Account: 4000-807416-6312-790305-603051

On November 2, 2016 the Board approved the original agreement which terminated on April 30, 2017. This first amendment will extend the term of the agreement from July 1, 2016 through October 31, 2017.

The above-listed organizations (item no. 3-6) provides training programs with defined curricula that are designed for hard-to-serve, low-skill, underemployed or unemployed Baltimore residents with a focus on individuals between ages 16 to 29 years old. The total obligation level of the agreements will not exceed \$250,000.00. All other terms and conditions of the agreement will remain unchanged.

**APPROVED FOR FUNDS BY FINANCE.**

**AUDITS NOTED THE NO-COST TIME EXTENSION.**

(The Agreements and First Amendments to Subgrant Agreements have been approved by the Law Department as to form and legal sufficiency.)

## AGENDA

### BOARD OF ESTIMATES

05/17/2017

Mayor's Office of Employment - First Amendment to Agreement  
Development (MOED)

#### **ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the First Amendment to Agreement with Towson University. The First Amendment extends the Agreement through June 30, 2018.

#### **AMOUNT OF MONEY AND SOURCE:**

\$ 18,700.00 - FY17

\$104,200.00 - FY18

Accounts: 4000-807517-6312-467253-603051  
4000-806517-6312-467253-603051  
4000-807115-6312-467253-603051  
5000-535916-6311-454200-603051  
2026-000000-6311-734100-603051

#### **BACKGROUND/EXPLANATION:**

On September 28, 2016, the Board approved the original agreement in the amount of \$85,000.00. Under the agreement, Towson University provides training in those areas specified on the Maryland Higher Education Commission list of approved training providers.

The purpose of this amendment is to increase the funding by \$18,700.00 for the period July 1, 2016 through June 30, 2017, from \$85,500.00 to \$104,200.00. This amendment also includes an extension of 12 months through June 30, 2018 and an additional increase of \$104,200.00 to support the upcoming fiscal year July 1, 2017 through June 30, 2018.

The total obligation level of agreement will not exceed \$208,400.00. The source of funding remains the same (Federal Funds and Casino Support Funds) and the amounts drawn from those accounts cannot be determined until the participants are registered.

**AGENDA**

**BOARD OF ESTIMATES**

**05/17/2017**

MOED - cont'd

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

(The First Amendment to Agreement has been approved by the Law Department as to form and legal sufficiency.)

## **AGENDA**

### **BOARD OF ESTIMATES**

**05/17/2017**

Mayor's Office of Employment - First Amendment to Agreement  
Development (MOED)

#### **ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the First Amendment to Agreement with BIO Technical Institute of Maryland, Inc. The First Amendment extends the Agreement through June 30, 2018.

#### **AMOUNT OF MONEY AND SOURCE:**

\$98,628.00 - 4000-807416-6312-670505-603051

#### **BACKGROUND/EXPLANATION:**

On October 28, 2015, the Board approved the original agreement in the amount of \$232,288.00. The agreement authorizes Bio Technical Institute of Maryland, Inc. to provide BIO Start and Lab Associates training with a defined curriculum designed for hard-to-serve, low-skilled, unemployed or underemployed Baltimore City residents.

The purpose of this amendment is to extend the period of the agreement from November 1, 2015 through April 30, 2017 to November 1, 2015 through October 31, 2017, increase the number of enrollees by 16, from 30 to 46 City residents, and to increase the amount of the original agreement by \$98,628.00. The total obligation level of agreement will not exceed \$330,916.00. All other terms and conditions of agreement will remain unchanged.

#### **APPROVED FOR FUNDS BY FINANCE**

#### **AUDITS REVIEWED AND HAD NO OBJECTION.**

(The First Amendment to Agreement has been approved by the Law Department as to form and legal sufficiency.)

## AGENDA

### BOARD OF ESTIMATES

05/17/2017

Mayor's Office of Employment - Second Amendment to Agreement  
Development (MOED)

#### **ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Second Amendment to Customized Training (Second Amendment to Agreement) with Johns Hopkins Health System Corporation (JHHS). The Second Amendment extends the Agreement through December 31, 2018.

#### **AMOUNT OF MONEY AND SOURCE:**

(\$1,785.80) - Slots reduced from 10 to 9

Account: 4000-807516-6312-773605-603051

#### **BACKGROUND/EXPLANATION:**

On April 27, 2016, the Board approved the original agreement with the JHHS, for the period March 7, 2016 through August 31, 2016. Under the agreement, the JHHS is authorized to provide Pharmacy Technician training for 14 eligible residents of Baltimore City. The obligation for this agreement was \$43,475.60.

On October 5, 2016, the Board approved a ratification of an amendment to decrease the number of enrollees by four, from 14 to 10 Baltimore City residents and to decrease the amount of the agreement in the not to exceed amount \$34,054.40.

The purpose of this Second Amendment to Agreement is to extend the agreement term from March 7, 2016 to December 31, 2017 and reduce

**AGENDA**

**BOARD OF ESTIMATES**

**05/17/2017**

MOED - cont'd

the number of slots from 10 to 9, which reduces the total contract amount from \$34,054.40 to \$32,268.60, and increases the participant wage per hours from \$13.46 to \$14.21 per hour. All other terms and conditions of the agreement will remain unchanged.

**MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

(The Second Amendment to Customized Training Agreement has been approved by the Law Department as to form and legal sufficiency.)

## AGENDA

### BOARD OF ESTIMATES

05/17/2017

#### Health Department - Agreements, Amendment to Agreement and Ratification of an Agreement

The Board is requested to approve and authorize execution of the Agreements, Amendment to Agreement and ratify an Agreement.

#### AGREEMENTS

1. **ASSOCIATED BLACK CHARITIES, INC.** **\$ 590,170.00**

Accounts: 4000-498717-3023-606101-603051	\$ 32,787.00
4000-498717-3023-606102-603051	\$ 557,383.00

The organization, as the Fiscal Agent for Minority AIDS Initiative (MAI) will be responsible for providing the day-to-day fiscal administration, contracting and monitoring of provider expenditures to ensure the reasonableness of reimbursements requested by direct services providers and to be in compliance with contractual fiscal requirements. During this term, the Department will be responsible for the programmatic services of Ryan White Part A, including the request for proposals, selection of direct service providers, review of programmatic reports, and programmatic monitoring of providers. The purpose of the Ryan White Part A MAI program is to improve HIV-related health outcomes to reduce existing racial and ethnic health disparities. The period of the Agreement is March 1, 2017 through February 28, 2018.

2. **ASSOCIATED BLACK CHARITIES, INC.** **\$6,252,765.00**

Accounts: 4000-427717-3023-273302-603051	\$ 301,272.00
4000-427717-3023-273303-603051	\$5,951,493.00

The organization, as the Fiscal Agent will be responsible for providing the day-to-day fiscal administration, contracting and monitoring of provider expenditures to ensure the reasonableness of reimbursement requested by direct service providers and to be in compliance with contractual fiscal



## AGENDA

### BOARD OF ESTIMATES

05/17/2017

#### Health Department - cont'd

requirements. During this term, the Department will be responsible for the programmatic services of Ryan White Part A, including the request for proposal, selection of direct service providers, review of programmatic reports, and programmatic monitoring of providers. The period of the Agreement is March 1, 2017 through February 28, 2018.

The Agreements are late because of the Subgrantee, budgets were being prepared.

#### 3. **KENNEDY KRIEGER INSTITUTE, INC.** **\$66,493.00**

Accounts: 4000-427117-3080-294300-603051	\$53,204.00
4000-428217-3080-294300-603051	\$13,289.00

The organization will coordinate family support services with the Baltimore Infants and Toddlers Program. These services will include early intervention and coordination of services to infants and toddlers and their families in the Hispanic/Latino and Orthodox Jewish communities. The period of the Agreement is July 1, 2016 through June 30, 2017.

The Agreement is late because review and approval of budgets delayed the processing.

#### 4. **THE JOHNS HOPKINS UNIVERSITY** **\$98,790.00**

Account: 5000-569717-3023-274406-603051

The organization's HIV Women's Health Program provides community-based, culturally sensitive, coordinated and flexible care for women HIV-infected women. Women who are HIV-infected and become pregnant and choose to continue their pregnancy are followed for on-going antenatal, intrapartum, and post-partum care in the Obstetrical clinic and inpatient Labor and Delivery suite. HIV medical care is provided by board-certified obstetricians in maternal fetal medicine as

## AGENDA

### BOARD OF ESTIMATES

05/17/2017

#### Health Department - cont'd

part of a multidisciplinary team that also includes nursing, social work, medical case management and non-medical case management (NMCM). The NMCM focuses on adherence to appointments and HIV treatment during pregnancy including initial assessment and care plans reflecting the psychological needs and potential barriers to care. The period of the Agreement is July 1, 2016 through June 30, 2017.

The Agreement is late due to the administrative review process.

**MWBOO GRANTED A WAIVER.**

#### AMENDMENT TO AGREEMENT

##### 5. **ROSEMARIE MANOR, LLC** **(\$6,590.00)**

Account: 5000-534017-3254-767804-607001

On October 5, 2016, the Board approved an agreement in the amount of \$163,800.00 for the period of July 1, 2015 through June 30, 2017. This amendment will decrease the funding amount by (\$6,590.00) making the new total \$157,210.00.

The organization is enrolled in the Senior Assisted Living Group Home Subsidy Program and provides subsidized senior assisted housing services for individuals age 62 and over, who have temporary or periodic difficulties with the activities in daily living. The Senior Assisted Housing residents receive shelter, meals, housekeeping, personal care services, and 24-hour on-site supervision.

**MWBOO GRANTED A WAIVER.**

**AGENDA**

**BOARD OF ESTIMATES**

**05/17/2017**

Health Department - cont'd

RATIFICATION OF AGREEMENT

**6. THE JOHNS HOPKINS UNIVERSITY**

**\$2,457.00**

Account: 5000-569716-3023-274452-603051

The organization's HIV Women's Health Program provided comprehensive health services to HIV-infected women during pregnancy to minimize the risk of mother to child transmission of HIV to the infant with antiretroviral therapy while maintaining optimal health outcomes for the mother during and after pregnancy.

This ratification is needed to allow the Department to reimburse the organization for services it provided in fiscal year 2016. The period of the agreement was July 1, 2015 through July 31, 2015.

The agreement is late because the request was not processed.

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

(The Agreements and Amendment to Agreement have been approved by the Law Department as to form and legal sufficiency.)

## **AGENDA**

**BOARD OF ESTIMATES**

**05/17/2017**

Department of Public Works - Expenditure to Pay Agreement  
Office of Engineering and  
Construction

### **ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize payment to CSX Transportation, Inc. (CSX) for utility application review for Sanitary Contract No. 940 - Wastewater Engineering Service for Sewer Capacity for Improvements in the Upper Gwynns Falls Area of the High Level Sewershed.

### **AMOUNT OF MONEY AND SOURCE:**

\$4,000.00 - 9956-906647-9551-900020-703040

### **BACKGROUND/EXPLANATION:**

The scope of work under SC 940 involves installing a new 42-inch gravity pipe inside a 60 inch steel casing in a CSX right-of-way crossing. In order to get the right-of-way from CSX, their approval on the design drawings is needed. Once the application fee is paid, CSX will review the design drawings and provide comments and then approve the work that needs to be done in their right-of-way.

The project's scope of work includes replacement of 12" to 30" sanitary sewers by open cut method; new installation of sanitary sewer manholes; design of 42" relief sewer with 60" casing pipe by tunneling; and restoration of pavement, alleys, sidewalks and site restoration, including planting trees.

### **MBE/WBE PARTICIPATION:**

N/A

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

(The Agreement has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**05/17/2017**

Department of Public Works/Office - Partial Release of Retainage  
of Engineering and Construction Agreement

**ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement for the Partial Release of Retainage to SAK Construction for Sanitary Contract No. 906 - Improvement to Sanitary Sewers in the West Baltimore Region of the High Level Sewershed.

**AMOUNT OF MONEY AND SOURCE:**

\$639,179.50 - 9956-905620-9551-000000-200001

**BACKGROUND/EXPLANATION:**

As of July 1, 2016, SAK Construction has completed 100% of all work for SC 906. The Contractor has requested a Partial Release of Retainage. Currently, the City is holding \$913,863.50 retainage for the referenced project and the contractor is requesting to reduce the amount of Retainage to \$274,684.00. The remaining \$274,684.00 is sufficient to protect the interest of the City.

**MWBOO GRANTED A WAIVER.**

**APPROVED FOR FUNDS BY FINANCE**

**AUDITS REVIEWED AND HAD NO OBJECTION.**

(The Agreement has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**05/17/2017**

**INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS**

<b><u>VENDOR</u></b>	<b><u>AMOUNT OF AWARD</u></b>	<b><u>AWARD BASIS</u></b>
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Bureau of Purchases

- |  |              |         |
|--|--------------|---------|
| 1. GARTNER, INC.   | \$124,700.00 | Renewal |
| Contract No. 08000 - Gartner for IT Executives and Leaders Agreement - Mayor's Office of Information Technology - P.O. No. P528566 |              |         |

On August 14, 2013, the Board approved the initial award in the amount of \$33,800.00. The award contained one-year renewal options at the sole discretion of the City. Three renewal options have been exercised. This fourth renewal is necessary for the continuation of access to Gartner's unique research database which will enhance the Mayor's Office of Information Technology in areas including enterprise architecture, applications, network security and risk management for key initiative that will improve stability and further advance the City's network infrastructure. This fourth renewal is for the period August 1, 2017 through July 31, 2018, with one-year renewals at the sole discretion of the City.

**MBE/WBE PARTICIPATION:**

Not applicable. This meets the requirement for certification as a sole source procurement. The proprietary database library is only available from the vendor and is not available from subcontractors.

- |   |             |         |
|---|-------------|---------|
| 2. ABBOTT INFORMATICS CORPORATION   | \$ 7,193.00 | Renewal |
| Contract No. 06000 - STAR Laboratory Information Management System (STARLIMS) - Department of Health - P.O. No. P535998 |             |         |

On June 29, 2016, the Board approved the initial award in the amount of \$210,207.52. The award contained four 1-year renewal options. This first renewal is for the period June 29, 2017 through June 28, 2018, with three 1-year renewal options remaining.

**AGENDA**

**BOARD OF ESTIMATES**

**05/17/2017**

**INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS**

<b><u>VENDOR</u></b>	<b><u>AMOUNT OF AWARD</u></b>	<b><u>AWARD BASIS</u></b>
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Bureau of Purchases

It is hereby certified, that the above procurement is of such a nature that no advantage will result in seeking nor would it be practical to obtain competitive bids. Therefore, pursuant to Article VI, Section 11 (e)(i) of the City Charter, the procurement of the equipment and/or service is recommended.

**MBE/WBE PARTICIPATION:**

Not applicable. This meets the requirement for certification as selected source procurement. This proprietary software is only available from the vendor and is not available from subcontractors.

- |    |   |                     |                |
|----|---|---------------------|----------------|
| 3. | <u>DEMOUSA, INC.</u>  | <u>\$100,000.00</u> | <u>Renewal</u> |
|    | Contract No. B50004582 - Services for Debris Cleanup in Middle Branch, Canton and Fells Point - Department of Public Works - Bureau of Solid Waste - P.O. No. P535768 |                     |                |

On June 8, 2016, the Board approved the initial award in the amount of \$164,103.00. The award contained four 1-year renewal options. This first renewal is for the period June 8, 2017 through June 7, 2018, with three 1-year renewal options remaining. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

On March 29, 2016, it was determined that no goals would be set because of no opportunity to segment the contract.

- |    |  |                |                |
|----|--|----------------|----------------|
| 4. | <u>HOMESERVE USA, COPRORATION</u>  | <u>\$ 0.00</u> | <u>Renewal</u> |
|    | Contract No. B50003190 - Residential Water and Sewer Service Line Protection Program - Department of Public Works - P.O. No. P527649 |                |                |

05/17/2017

VENDOR	AMOUNT OF AWARD	AWARD BASIS
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**AGENDA**

**BOARD OF ESTIMATES**

**05/17/2017**

**INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS**

<b><u>VENDOR</u></b>	<b><u>AMOUNT OF AWARD</u></b>	<b><u>AWARD BASIS</u></b>
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Bureau of Purchases

The State of Maryland must license all air ambulance service companies. The company named above is licensed by the State of Maryland. The DHMH protocol further states, "This unit (City Health Department) will screen all calls as to eligibility and medical necessity and the appropriate transportation will be arranged when approved." This final renewal is for the period July 11, 2017 through July 10, 2018. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

Not applicable. This meets the requirement for certification as selected source procurement. These services are only available from the vendor and are not available from subcontractors.

6. CROWLEY MICROGRAPHICS  
d/b/a THE CROWLEY COMPANY                      \$      0.00                      Extension  
Contract No. B50004117 - Conversion of Microfilm & Microfiche to Digital Format - Department of Housing and Community Development - P.O. No. P533588

On December 16, 2015, the Board approved the initial award in the amount of \$209,661.00. An increase and extension was approved by the Board on December 7, 2016. This extension is necessary to allow for additional time to complete the conversion of microfilm and microfiche images into a digital format. The extension is for the period July 1, 2017 through August 31, 2017. The above amount is the City's estimated requirement.

**MBE/WBE PARTICIPATION:**

MWBOO set goals of 0% MBE and 7% WBE.

**AGENDA**

**BOARD OF ESTIMATES**

**05/17/2017**

**INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS AND EXTENSIONS**

<b><u>VENDOR</u></b>	<b><u>AMOUNT OF AWARD</u></b>	<b><u>AWARD BASIS</u></b>
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Bureau of Purchases

	<u>Commitment</u>	<u>Performed</u>	
<b>MBE:</b> 1 <sup>st</sup> Choice, LLC	7%	\$14,571.57	10.6%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

7. MARYLAND SMALL ARMS  
RANGE, INC. \$28,437.50 Low Bid  
Solicitation No. B50004977 - Duty Belt Equipment - Sheriff's  
Department - Req. No. R758850

Vendors were solicited by posting on CitiBuy. The nine bids received were opened on April 25, 2017. The first through fifth lowest bidders did not bid all items and were found non-responsive. Award is recommended to be made to the sixth lowest responsive and responsible bidder. The period of the award is effective upon Board approval for two years. The above amount is the City's estimated requirement.

8. JANI-KING OF BALTIMORE \$ 30,655.00 Ratification  
Contract No. B50001751 - Janitorial Services for Area D -  
Department of General Services - Req. No. P518313

On July 13, 2011, the Board approved the initial award in the amount of \$0.00. The award contained two renewal options. Subsequent actions have been approved and both renewals have been exercised. A ratification is being requested as additional funds are required to make a final payment under the contract which expired on December 31, 2016. A new contract has been awarded. The period of the ratification is October 16, 2016 through October 31, 2016.

It is hereby certified, that the above procurement is of such a nature that no advantage will result in seeking nor would it be practical to obtain competitive bids. Therefore, pursuant to Article VI, Section 11 (e)(i) of the City Charter, the procurement of the equipment and/or service is recommended.

## AGENDA

BOARD OF ESTIMATES

05/17/2017

Department of Transportation - Memorandum of Understanding

### **ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Memorandum of Understanding (MOU) with Southeast Community Development Corporation. The period of the MOU is effective upon Board approval for a period of ten years, with an option to renew for an additional ten years.

### **AMOUNT OF MONEY AND SOURCE:**

No funds are required.

### **BACKGROUND/EXPLANATION:**

The purpose of this MOU establishes the framework for the owner to install sculpture art in the existing fenced area on the sidewalk adjacent to 3601 Eastern Avenue.

Subsequently for the owner to perform ongoing maintenance of all aspects of the Project during the term of the Agreement, all such work and maintenance is at the cost of the owner.

### **MBE/WBE PARTICIPATION**

N/A

(The Memorandum of Understanding has been approved by the Law Department as to form and legal sufficiency.)

## **AGENDA**

**BOARD OF ESTIMATES**

**05/17/2017**

Department of Transportation - Memorandum of Understanding

### **ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of the Memorandum of Understanding (MOU) with Balti-West, 300 LLC (Owner) in connection with the maintenance of landscaping and hardscaping at 325 W. Baltimore Street. The period of the MOU is effective upon Board approval for a ten-year period with an additional renewal period of ten years unless terminated earlier in accordance with this Agreement.

### **AMOUNT OF MONEY AND SOURCE:**

No funds are required.

### **BACKGROUND/EXPLANATION:**

The MOU establishes the framework for the Owner to maintain landscaping and hardscaping at 325 W. Baltimore Street.

The owner will perform ongoing maintenance of all aspects of the Project during the term of the Agreement, all such work and maintenance is at the cost of the owner.

### **MBE/WBE PARTICIPATION**

N/A

(The Memorandum of Understanding has been approved by the Law Department as to form and legal sufficiency.)

## **AGENDA**

**BOARD OF ESTIMATES**

**05/17/2017**

Department of Transportation - Developer's Agreement No. 1503

### **ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Developer's Agreement No. 1503 with FRP Hollander 95, LLC developer.

### **AMOUNT OF MONEY AND SOURCE:**

\$30,000.00

### **BACKGROUND/EXPLANATION:**

FRP Hollander 95, LLC would like to install new utilities to their proposed new building located in the vicinity of 1901 and 1921 62<sup>nd</sup> Street. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

An Irrevocable Letter of Credit in the amount of \$30,000.00 has been issued to FRP Hollander 95, LLC which assumes 100% of the financial responsibility.

### **MBE/WBE PARTICIPATION:**

City funds will not be utilized for this project, therefore, MBE/WBE participation is not applicable.

(The Developer's Agreement has been approved by the Law Department as to form and legal sufficiency.)

## **AGENDA**

**BOARD OF ESTIMATES**

**05/17/2017**

### Department of Transportation - Task Assignment

#### **ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 10 to KCI/STV Joint Venture, under Project No. 1190, On-Call Consultant Engineering Design, Review and Evaluation Services-Conduit. The period of Task No. 10 is approximately 7.5 months.

#### **AMOUNT OF MONEY AND SOURCE:**

\$477,459.02 - 9962-904056-9562-900000-703032

#### **BACKGROUND/EXPLANATION:**

This authorization provides for engineering services, which allows for editing the Department's Conduit Geodatabase and providing Geographic Information System (GIS) support. The geodatabase is used to track the Department's conduit assets as well as its users. Services include, but are not limited to attending meetings, assisting staff with complex GIS editing, review and process field inspection records, and performing GIS technical updates to maintain the accuracy of the conduit geodatabase.

#### **MBE/WBE PARTICIPATION:**

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement.

**MBE: 27%**

**WBE: 10%**

**AUDITS REVIEWED AND FOUND THE BASIS FOR COMPENSATION CONSISTENT WITH CITY POLICY.**

**AGENDA****BOARD OF ESTIMATES****05/17/2017**Department of Transportation - cont'd**TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
<b>\$477,459.02</b>	9962-903521-9563 Constr. Res. - Conduit Manhole Reconstr.	9962-904056-9562-3 Design Conduit Occupancy Survey

This transfer will provide funds to cover the costs associated with Task No. 10 Project No. 1190, On-Call Consultant Engineering Design, Review and Evaluation Services-Conduit with KCI/STV Joint Venture.

(In accordance with Charter requirements, a report has been requested from the Planning Commission, the Director of Finance having reported favorably, thereon.)

## **AGENDA**

**BOARD OF ESTIMATES**

**05/17/2017**

Department of Transportation - Task Assignment

### **ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 09 to KCI/STV Joint Venture, under Project No. 1190, On-Call Consultant Engineering Design, Review and Evaluation Services-Conduit. The period of Task No. 09 is approximately one year.

### **AMOUNT OF MONEY AND SOURCE:**

\$1,053,024.39 - 9962-904056-9562-900000-703032

### **BACKGROUND/EXPLANATION:**

This authorization provides for continued inventory of conduit manhole occupancy and condition inspection necessary to maintain the existing conduit manager program, identify unknown cable owners by tracking cable routes, and determining manhole structural adequacy.

### **MBE/WBE PARTICIPATION:**

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement.

**MBE: 27%**

**WBE: 10%**

**AUDITS REVIEWED AND FOUND THE BASIS FOR COMPENSATION CONSISTENT WITH CITY POLICY.**



AGENDA

BOARD OF ESTIMATES

05/17/2017

Department of Transportation - cont'd

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$ 556,231.05 Other	9962-903521-9563 Constr. Res. - Conduit Manhole Reconstr.	
496,793.34 <u>Other</u>	9962-941002-9563 Conduit Replacement Program	
<b>\$1,053,024.39</b>	-----	9962-904056-9562-3 Design Conduit Occupancy Survey

This transfer will provide funds to cover the costs associated with Task No. 9 Project No. 1190, On-Call Consultant Engineering Design, Review and Evaluation Services-Conduit with KCI/STV Joint Venture.

(In accordance with Charter requirements, a report has been requested from the Planning Commission, the Director of Finance having reported favorably, thereon.)

## **AGENDA**

**BOARD OF ESTIMATES**

**05/17/2017**

Department of Transportation - Task Assignment

### **ACTION REQUESTED OF B/E:**

The Board is requested to approve the assignment of Task No. 07 to Prime AE Group, Inc./Hardesty & Hanover, LLC (Joint Venture), under Project No. 1175, On-Call Bridge Design Services. The period of Task No. 7 is approximately 30 months.

### **AMOUNT OF MONEY AND SOURCE:**

\$636,998.96 - 9960-906629-9557-900000-703032

### **BACKGROUND/EXPLANATION:**

This authorization provides for the recommendation and design of a full bridge replacement for the existing Phoenix Rd. Bridge over Gunpowder Falls located north of the Loch Raven Reservoir in the Phoenix area of Baltimore County. This task includes the estimated scope and fee to capture out-of-scope work which was identified during the Type, Size and Location phase of the project, and to identify scope and fee to take the project to advertisement.

### **MBE/WBE PARTICIPATION:**

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals established in the original agreement.

**MBE: 27%**

**WBE: 10%**

**AUDITS REVIEWED AND FOUND THE BASIS FOR COMPENSATION CONSISTENT WITH CITY POLICY.**

AGENDA

BOARD OF ESTIMATES

05/17/2017

Department of Transportation - cont'd

**TRANSFER OF FUNDS**

<u>AMOUNT</u>	<u>FROM ACCOUNT/S</u>	<u>TO ACCOUNT/S</u>
\$445,446.75	9960-902070-9558	
(Revenue	(Constr. Res.)	
Bonds)	Watershed Road &	
	Bridge Repairs	
304,553.25		
<u>Counties</u>		
<b>\$750,000.00</b>		
\$636,998.96	-----	9960-906629-9557-3
		Engineering
113,001.04	-----	9960-906629-9557-9
<b>\$750,000.00</b>		Administration

The funds are required to cover the cost of Project 1175 Task No. 07, Design for the replacement of BC 6507, Phoenix Road Bridge over Gunpowder Falls and the current account deficit.

(In accordance with Charter requirements, a report has been requested from the Planning Commission, the Director of Finance having reported favorably, thereon.)

**AGENDA****BOARD OF ESTIMATES****05/17/2017**Department of Transportation - Minor Privilege Permit Applications

The Board is requested to approve the following applications for a Minor Privilege Permit. The applications are in order as to the Minor Privilege Regulations of the Board and the Building Regulations of Baltimore City.

<u>LOCATION</u>	<u>APPLICANT</u>	<u>PRIVILEGE/SIZE</u>
1. 2127 E. Monument Street	Dogwood Sunset, LLC	Two single face electric signs, one at 37.3', one at 25.8'
Flat Charge: \$1,003.29		
2. 3044 W. North Avenue	North Avenue Gateway II, LP	Canopy 18.25' x 2.3' Two handicap ramps, two retaining walls, one at 105 sq. ft., one at 318 sq. ft two sets of steps, one at 24 sq. ft., one at 48 sq. ft.

Annual Charge: \$1,138.00

Since no protests were received, there are no objections to approval.

## AGENDA

### BOARD OF ESTIMATES

05/17/2017

#### Department of Transportation - Agreement

#### **ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with MRA Digital, LLC in connection with Project 1246, Automated Traffic Violation Enforcement System (ATVES). The period of the Agreement is effective upon Board approval for five years with the option to extend the period for two additional 2-year periods.

#### **AMOUNT OF MONEY AND SOURCE:**

\$80,000.00 - 1001-000000-6971-659100-603051

#### **BACKGROUND/EXPLANATION:**

On January 22, 2016, the Department advertised a Request for Proposals (RFP) in connection with Project 1246, the ATVES. In response to the RFP, the City is procuring the services of two vendors to provide both Fixed and Portable School Zone and Work Zone Speed Cameras for the City. Pursuant to the Maryland Annotated Code, Transportation Article §§ 21-809 and 21-810, the Contractor will provide annual calibration checks for both Fixed and Portable School Zone and Work Zone Speed Cameras.

The Department determined through research that MRA Digital, LLC is the only company that has the expertise, business structure, past performance record, and calibration equipment available to service both selected vendors.

It is hereby certified, that the above procurement is of such a nature that no advantage will result in seeking nor would it be practical to obtain competitive bids. Therefore, pursuant to Article VI, Section 11 (e)(i) of the City Charter, the approval of this agreement is recommended.

**AGENDA**

**BOARD OF ESTIMATES**

**05/17/2017**

Department of Transportation - cont'd

**MBE/WBE PARTICIPATION:**

Not applicable. This meets the requirement for certification as a selected source procurement. These services are only available from the vendor and are not available from subcontractors.

**APPROVED FOR FUNDS BY FINANCE**

(The Agreement has been approved by the Law Department as to form and legal sufficiency.)

## AGENDA

### BOARD OF ESTIMATES

05/17/2017

#### Department of Transportation - Agreement

#### **ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an Agreement with Conduent State & Local Solutions, Inc. for Project No. 1246, Automated Traffic Violation Enforcement System. The period of the Agreement is effective upon Board approval for five years with two 2-year renewal options.

#### **AMOUNT OF MONEY AND SOURCE:**

\$4,167,600.00 - 1001-000000-6971-659100-603051

#### **BACKGROUND/EXPLANATION:**

On January 22, 2016, the Department advertised a Request for Proposals (RFP) for Project No. 1246, Automated Traffic Violation Enforcement System. On March 9, 2016, in response to the RFP, the Office of Boards and Commissions received seven responses comprised of technical and price proposals, offering to provide a new digital Automated Traffic Violation Enforcement System, including Fixed and Portable School Zone and Work Zone Speed Cameras, Red Light Enforcement Cameras and Commercial Vehicle (Truck Enforcement) Cameras.

The Department together with its Proposal Analysis Panel, evaluated the eligible responses. This evaluation included; written technical proposals, oral presentations, reference checks, hardware and software testing of the finalists, and price proposals with best and final offers. The outcome of this analysis is that two contractors are recommended for this program with split awards. This includes one Contractor for Fixed and Portable School Zone and Work Zone Speed Cameras, and another Contractor for Red Light Enforcement Cameras and Commercial Vehicle (Truck Enforcement) Cameras. Splitting the award between two vendors provides assurance that if one vendor fails to perform, another vendor under contract ready to provide these services.

Conduent State & Local Solutions, Inc. (Conduent) was selected for Red Light and Commercial Vehicle cameras. Under this agreement, Conduent will provide all fixed and portable red light and vehicle

## AGENDA

### BOARD OF ESTIMATES

05/17/2017

#### Department of Transportation - cont'd

cameras at designated locations selected by the Department along with public information and outreach campaign ("PI&O") public relations and advertising, study of prospective locations, preparation and submission of all permits and required documents, installation, maintenance, testing, and certification of equipment (with the exception of State mandated annual calibrations), installing, removing, and relocating of equipment at the direction of the city, replacement of damaged or destroyed equipment for any reason, capturing violations (including photographs and video) for all violations including multiple violator vehicles in up to six lanes in all weather and in all light conditions using threshold speeds specified by law or by the City, transmitting violations, photographs, and video, from the camera to a processing facility located in the City, provide and maintain a web-based automated system to track, process, and identify violating vehicles and the vehicle owners, process violations including allowance for two independent levels of City review, and mail City approved violations to vehicle owners or violators within the time limits established by law, transmit to the City, all contractor and City non-approved violations or events to a specialized City evaluation queue, transfer of all violation data and images to the City, in the format and interface necessary to conform to the City's database and security requirements, prepare and provide evidence for court and testify as required, provide statistics and prepare reports on systems operations and effectiveness of the program as requested by the City and/or as required by law, including the preparation of all State mandated reports.

#### MBE/WBE PARTICIPATION:

Conduent State & Local Solutions, Inc. will comply with Article 5, Subtitle 28, of the Baltimore City Code and is committed to utilizing the following minority companies to meet the established contract goals of 4% MBE and 1% WBE.

<b>MBE:</b> Plexus Installation, Inc.	\$114,499.00	2.75%
Calmi Electrical Company, Inc.	114,499.00	2.75%
	<u>\$228,998.00</u>	



**AGENDA**

**BOARD OF ESTIMATES**

**05/17/2017**

Department of Transportation - cont'd

**WBE:** Sandy Hillman Communications, LLC     \$625,000.00     15%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

**APPROVED FOR FUNDS BY FINANCE**

(The Agreement has been approved by the Law Department as to form and legal sufficiency.)

## AGENDA

### BOARD OF ESTIMATES

05/17/2017

Department of Transportation - Agreement

#### **ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of an agreement with American Traffic Solutions, Inc., for Project 1246, Automated Traffic Violation Enforcement System (ATVES). The period of the agreement is effective upon Board approval for five years, with two 2-year options.

#### **AMOUNT OF MONEY AND SOURCE:**

\$5,400,000.00 - 1001-000000-6971-659100-603051

#### **BACKGROUND/EXPLANATION:**

On January 22, 2016, the Department advertised a Request for Proposals (RFP) for the subject project. In response to the RFP, the Office of Boards and Commissions received seven responses comprised of technical and price proposals, on March 9, 2016, offering to provide a new digital Automated Traffic Violation Enforcement System, including Fixed and Portable School Zone and Work Zone Speed Cameras, Red Light Enforcement Cameras and Commercial Vehicle (Truck Enforcement) Cameras.

The Department, together with its Proposal Analysis Panel, evaluated the eligible responses. This evaluation included, written technical proposals, oral presentations, reference checks, hardware and software testing of the finalists, and price proposals with best and final offers. The outcome of this analysis is that two contractors are recommended for this program with split awards. This includes one Contractor for Fixed and Portable School Zone and Work Zone Speed Cameras, and another Contractor for Red Light Enforcement Cameras and Commercial Vehicle (Truck Enforcement) Cameras. Splitting the award between two vendors provides assurance that if one vendor fails to perform, we have another vendor under contract ready to provide these services.

The Contractor chosen for Fixed and Portable School Zone and Work Zone Speed Cameras is American Traffic Solutions, Inc. (ATS). Under an agreement, the ATS will provide all fixed and portable school zone and work zone speed cameras, public information and outreach

## AGENDA

### BOARD OF ESTIMATES

05/17/2017

DOT - cont'd

campaign (PI&O) public relations and advertising, study of prospective locations, preparation and submission of all permits and required documents, installation, maintenance, testing, and certification of equipment (with the exception of state mandated annual calibrations), installing, removing, and relocating of equipment at the direction of the city, replacement of damaged or destroyed equipment for any reason, capturing violations (including photographs and video) for all violations including multiple violator vehicles in up to six lanes in all weather and in all light conditions using threshold speeds specified by law or by the city, transmitting violations, photographs, and video, from the camera to a processing facility located, web-based automated system to track, process, and identify violating vehicles and the vehicle owners, process violations including allowance for two independent levels of city review, and mail city approved violations to vehicle owners or violators within the time limits established by law, transmit to the city, all contractor and city non-approved violations or events to a specialized city evaluation queue, transfer of all violation data and images to the city, in the format and interface necessary to conform to the city's database and security requirements, prepare and provide evidence for court and testify as required, provide statistics and prepare reports on systems operations and effectiveness of the program as requested by the city and/or as required by law, including the preparation of all state mandated reports.

#### MBE/WBE PARTICIPATION:

The agreement provider, ATS will adhere to Article 5, Subtitle 28, and in doing so is committed to utilizing the following minority companies to meet the established contract goals of MBE 4% and WBE 1%.

<b>MBE:</b> Mimar Architects & Engineers, Inc.	\$ 40,000.00	0.74%
Calmi Electrical Co., Inc.	<u>216,000.00</u>	<u>4.00%</u>
.	<b>\$256,000.00</b>	<b>4.74%</b>

**AGENDA**

**BOARD OF ESTIMATES**

**05/17/2017**

DOT - cont'd

**WBE:** Greibo K. Designs, Inc.           \$ 54,000.00           1%

**APPROVED FOR FUNDS BY FINANCE**

(The Agreement has been approved by the Law Department as to form and legal sufficiency.)

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

\* \* \* \* \*

The Board is requested to  
approve award of  
the formally advertised contracts  
listed on the following pages:  
76 - 79  
to the low bidder meeting specifications,  
or reject bids on those as indicated  
for the reasons stated.  
In connection with the Transfers of Funds,  
reports have been requested  
from the Planning Commission,  
the Director of Finance having reported favorably  
thereon, as required by the provisions  
of the City Charter.

**AGENDA****BOARD OF ESTIMATES****05/17/2017****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Department of Public Works/Office  
of Engineering and Construction

1. WC 1293, Water J. Fletcher Creamer \$6,617,470.00  
 Infrastructure & Son, Inc.  
 Rehabilitation  
 Various Locations

**MBE:** Manuel Luis Construction \$620,000.00 9.36%  
 Co., Inc.

**WBE:** R&R Contracting \$140,000.00 2.11%

**MWBOO FOUND VENDOR IN COMPLIANCE.**

2. **TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
<b>\$8,961,012.00</b>	9960-909100-9558	
Water Revenue	Constr. Reserve	
Bonds		
\$ 661,747.00	-----	9960-922101-9557-900020-2 Extra Work
661,747.00	-----	9960-922101-9557-900020-3 Engineering
623,000.00	-----	9960-922101-9557-900020-5 Inspection
6,617,470.00	-----	9960-922101-9557-900020-6 Construction
397,048.00	-----	9960-922101-9557-900020-9 Administration
<b>\$8,961,012.00</b>		

**AGENDA****BOARD OF ESTIMATES****05/17/2017****RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Department of Public Works/Office - cont'd  
of Engineering and Construction

The funds are required to cover the cost for the award of WC 1293, Water Infrastructure Rehabilitation at Various Locations.

Department of Transportation

3. TR 17006, Urgent Need P. Flanigan & Sons, \$1,196,735.50  
 Contract Citywide II Inc.

**MBE:** Priority Construction \$263,400.00 22%  
 Corp.

**WBE:** Fallsway Construction \$ 32,000.00 2.67%  
 Co., LLC

B&J Sweeping & Sons, Inc. 19,800.00 1.65%

River Transport, Inc. 56,000.00 4.68%

**\$107,800.00 9.00%**

**MWBOO FOUND VENDOR IN COMPLIANCE.**

4. **TRANSFER OF FUNDS**

<b><u>AMOUNT</u></b>	<b><u>FROM ACCOUNT/S</u></b>	<b><u>TO ACCOUNT/S</u></b>
<b>\$1,436,082.60</b>	9950-956002-9515	
State Con-	Resurfacing JOC	
struction	Urgent Needs -	
Revenue	Constr. Reserve	

**AGENDA**

**BOARD OF ESTIMATES**

**05/17/2017**

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Department of Transportation - cont'd

\$1,196,735.50	-----	9950-916005-9514-6 Structural and Improvements
179,510.32	-----	9950-916005-9514-5 Inspection
59,836.78	-----	9950-916005-9514-2 Contingencies Resur- facing Urgent Needs Citywide
<b>\$1,436,082.60</b>		

This transfer will fund costs associated with Award of TR 17006, Resurfacing Urgent Needs Citywide with P. Flanigan & Sons, Inc.

Bureau of Purchases

5. B50004958, Fire Hydrants and Replacement Parts	HD Supply Waterworks, LTD  Ferguson Enterprises, Inc. d/b/a Ferguson Waterworks  L/B Water Service, Inc.	\$ 3,000,000.00
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(Dept. of Public Works, Bureau of Water & Wastewater)

**MWBOO GRANTED A WAIVER**

6. B50004886, Coveralls for Baltimore City Fire Department	Municipal Emergency Services, Inc.	\$ 93,246.00
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(Fire Dept.)



**AGENDA**

**BOARD OF ESTIMATES**

**05/17/2017**

**RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS**

Bureau of Purchases

7. B50004973, Iron Pipe and Fittings \$ 300,000.00
- Ferguson Enterprises,  
Inc. d/b/a Ferguson  
Waterworks
- HD Supply Waterworks,  
LTD
- L/B Water Service,  
Inc.

(Dept. of Public Works)

**MWBOO GRANTED A WAIVER**

Department of General Services

8. GS 16808, Roof Replacement & Repairs at the EPFL Branch #13
- REJECTION** - On April 26, 2017, the Board opened one bid for GS 16808. The bid was beyond the acceptable cost range for the project. The Department of General Services determined that it is in the best interest of the City to reject the bid. The Department of General Services will request permission to re-bid at a future date.

## AGENDA

BOARD OF ESTIMATES

05/17/2017

Bureau of Purchases - Acceptance of Technical Proposals  
and Opening of Price Proposals

### ACTION REQUESTED OF B/E:

The Board is requested to accept the technical proposals submitted in response to Solicitation No. B50004537 - Diversity and Labor Compliance System and authorize the opening of the envelope "B" containing the price proposals of the following vendors:

AskReply, Inc. d/b/a B2Gnow  
Early Morning Software, Inc.

The Board is further requested to authorize the return of the remaining price proposal to the proposer, Laisar Management Group, LLC, which did not meet the minimum technical score.

### AMOUNT OF MONEY AND SOURCE:

N/A

### BACKGROUND/EXPLANATION:

On August 24, 2017, the Board opened the Technical proposals for the above referenced solicitation B50004537. The three technical proposals received were found responsive and subsequently reviewed by the evaluation committee for technical scoring. Out of the three responsive proposals scored by the evaluation committee, two met the City's technical score requirements for price opening.

## AGENDA

### BOARD OF ESTIMATES

05/17/2017

Department of Finance - Revised Administrative Manual Policies -  
AM 413-00 through AM 413-70

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#### **ACTION REQUESTED OF B/E:**

The Board is requested to approve the following revised Administrative Manual Policies:

- AM 413-00 Grant Management & Administration
- AM 413-10 Grant Identification
- AM 413-20 Grant Screening & Evaluation
- AM 413-30 Grant Preparation & Application
- AM 413-40 Grant Management Review
- AM 413-50 Grant Award
- AM 413-60 Grant Documentation
- AM 413-61 Grant Management Financial Reporting
- AM 413-70 Grant Closeout

These policies are effective upon Board Approval.

#### **AMOUNT AND SOURCE OF FUNDS:**

There are no costs associated with these actions.

#### **BACKGROUND/EXPLANATION:**

The Administrative Manual (AM) communicates official City policies and procedures that affect the City's operations and its employees. Through the authority of the Board of Estimates, the published policies provide uniform and consistent operating rules. The enclosed policies reflect updates and removes obsolete procedures and will provide greater clarity as well as a standardized and centralized approach to grants management operations, functions and requirements.

The revisions are being submitted in groups addressing similar subject matter. This collection of AM revisions pertains to the City's grants management operations. All policies in this set are in the 413 series and the proposed changes in each are listed below:

Department of Finance - cont'dAM 413-00 (Grants Management & Administration):

This policy establishes a grants management committee within each agency, organization and/or entity that oversees grant activities and ensures compliance with all grant-related City of Baltimore AM Policies and Office of Management and Budget (OMB) circulars. The revisions to this policy are as follows:

- Establishes an internal grants management committee (GMC) and designates a senior staff member with authority to make grant(s)-related decisions, to serve as chairperson.
- Committee monitors and ensures agency/entity compliance with all AM and OMB grant management policies.

AM 413-10 (Grant Identification):

This policy uses early identification and proactive planning to forecast opportunities and capture grants. This pre-planning process optimizes the opportunity for success when applying for grants.

- Designates an individual to track all germane grant announcements, via the Internet (e.g., Grants.gov or Grantfinder.com), electronic or standard mail, by telephone, through professional contacts or other sources.
- Identifies and tracks all grant opportunities that align with the organization's long-range strategic plans and/or the agency's mission as far in advance as possible.

AM 413-20 (Grants Screening & Evaluation):

This policy promotes a proactive assessment and determination of each grant's requirements to minimize confusion and maximize preparation time prior to submitting an application:

- Requires grant management staff to determine all grant application requirements, to include determining whether the grant application requires sustainability or matching funds.

## AGENDA

### BOARD OF ESTIMATES

05/17/2017

#### Department of Finance - cont'd

##### AM 413-30 (Grants Preparation & Application):

The purpose of this policy is to generate a checklist of requirements as detailed in a Scope of Work (SOW), Notice of Funding Availability (NOFA) or Request for Proposal (RFP) and to collaborate with the Bureau of the Budget and Management Research (BBMR) when preparing a grant application's budget proposal, as follows:

- identifies and designates a grant proposal manager as early as possible;
- designates a grant writer(s) and/or budget proposal manager; and,
- identifies key hires as soon as possible.

##### AM 413-40 (Grant Management Review):

This policy provides management with an opportunity to review all grant applications and ensure the quality and completeness of all required supporting documentation, (e.g., technical and cost proposals) prior to submission, as follows:

- ensures grant submission meets the requirements detailed in the Scope of Work, in collaboration with the agency/entity's BBMR Budget Analyst prior to senior management review; then,
- returns draft document(s) to budget proposal manager for correction, if necessary.

##### AM 413-50 (Grant Award):

The purpose of this policy is to expedite the award process, obtaining a project number and establishing a budget account number allows an agency/entity to begin grant operations as soon as possible, as follows:

- upon receipt of grant award updates award information in CRM software;
- forwards copies of the award letter and sub-recipient agreement(s) to the law department for review; and,
- forwards approved grant award notification and sub-recipient agreement(s) to the Board of Estimates (BOE) for approval.

## AGENDA

### BOARD OF ESTIMATES

05/17/2017

#### Department of Finance - cont'd

##### AM 413-60 (Grant Documentation):

The purpose of this policy is to ensure proper documentation to avoid audit findings, disallowed costs and/or non-compliance issues, as follows:

- conducts ongoing monitoring and control of all reimbursement receipts and deposits until grant ends; as well as all program and sub-recipient documentation; and,
- establishes and maintains a hardcopy desk-reference audit file.

##### AM 413-61 (Grant Management Financial Reporting):

To establish a Citywide financial reporting approach for all grants that is accurate and allowable based on the specific terms and conditions of each grant, and reviewed and approved by appropriate City of Baltimore supervisory personnel. This policy was previously approved by the Board of Estimates (as policy number 404-2). It has been renumbered with minor content edits to match the grants management policies.

##### AM 413-70 (Grant Closeout):

The purpose of this policy is to ensure a proper and timely closeout of all ending grants and to identify grants that should be renewed, as follows:

- determines if a grant will be ending or renewed. If the grant is ending, the grant manager pulls together details of the grant's operations; to include, financial transactions, program narrative and/or required grantor closeout information; and,
- completes an Internal Closeout Checklist to ensure all activities and transmittals have been completed, documented and submitted timely.

With the approval of the Board of Estimates, the above-listed AM Policies, **400-3 Indirect Cost Reimbursement for Federal Grants and Contracts, AM 404-1 Financial Grants, AM 404-1-1 Applying for Grants, and AM 404-1-1 Action upon Receiving Grant Approval** are rescinded.

#### MBE/WBE PARTICIPATION:

N/A

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AM 413-00

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### ***Grants Management & Administration***

#### **PURPOSE**

To establish a *grants management committee* within each agency, organization and/or entity (hereafter referred to as agency/entity) that oversees grant activities and ensures compliance with all relevant (Federal) Office of Management and Budget (OMB) circulars, grant-related City of Baltimore Administrative Manual (AM) policies, and applicable State and/or foundation requirements.

#### **SCOPE**

This policy is applicable to all City of Baltimore agencies/entities that use grant funding, as well as any organizations for which the City serves as grantor or contributes resources. Moreover, this policy supersedes and replaces AM 404-1 Financial Grants, AM 404-1-1 Applying for Grants and AM 404-1-2 Action upon Receiving Grant Approval.

#### **POLICY STATEMENT**

Each agency/entity must establish and maintain a Grants Management Committee (GMC) that meets at least quarterly or in the event, a grant exceeds its monthly budget by 20% or if a grant is within 60-days of its start/end date. Committee membership must include at least one senior manager with authority to make grant-related decisions for the agency/entity, at least one senior fiscal representative; as well as a representation of key grant manager(s) and/or responsible (grants management) supervisory staff. At a minimum, the committee should:



- Review potential grant applications, renewals and grant budgets (active & planned);
- Ensure the agency/entity is meeting its ongoing documentation requirements;
- Match grantee billings to the general ledger;
- Ensure the proper and timely closeout of all grants;
- Review grant outcome measures, audit results, drawdowns, and extension requests;
- Maximize opportunities for positive public relations/lobbying efforts; and,
- Ensure compliance with all OMB, State, foundation and AM policies.

In addition, each agency/entity's GMC chairperson is required to serve on a citywide *Grants Management Steering Committee* that meets at least quarterly or based on need with the Finance Department's grants management staff and senior management - with the aim of fostering a healthy standardized and centralized grants management culture throughout the City.

*a*

AM 413-00

*m****Grants Management & Administration*****PROCEDURES****NOTE**

- Procedural items preceded by this symbol  are designated as quality issues. Failure to adhere to this requirement can impact the overall quality of this policy.
- Procedural items preceded by this symbol  are designated as risk issues. Failure to monitor this requirement can create an unwarranted risk.

**Agency/Entity:**

1. Establishes an internal Grants Management Committee (GMC) and designates a senior staff member with authority to make grant-related decisions to serve as chairperson.

**Grants Management Committee (GMC):**

2. Monitors and ensures agency/entity compliance with all relevant (Federal) Office of Management and Budget (OMB) circulars, all grant-related City of Baltimore Administrative Manual (AM) policies as well as all applicable State and/or foundation requirements;
3. Designates a committee member to document and archive the minutes of each GMC meeting on the City's grants management SharePoint site, at:  
<https://portal.baltimorecity.gov/dof/GM/SitePages/Home.aspx>;



4. Ensures the agency/entity maintains a cadre of trained grant managers, grant writers and (grant) budget proposal managers to prepare and/or submit grant applications;
5. Retains documented evidence of training(s) in a (hardcopy) file and on the City's grants management SharePoint site;

6. Keeps current *all* active grants, grant activity and assigned grant managers on the City's grants management Customer Relationship Management (CRM) site, at:  
<https://bmore.crm9.dynamics.com/main.aspx>; and,



***a***

AM 413-00

***m******Grants Management & Administration***

- 7. Ensures all single audit and grants management office findings are immediately corrected.
- 8. Reviews, at a minimum, the following information during each GMC meeting:

**Applications**

- 9. Projects what new or renewal grant applications are forthcoming and determines:
  - a. What resources will be needed;
  - b. What (key) staff, sub-recipients or consultants are required; and,
  - c. Whom to designate as application manager and/or budget proposal manager(s).
- 10. Follows the steps detailed in AM policies: **413-10 Grant Identification; 413-20 Grant Screening & Evaluation; 413.30 Grant Application & Preparation** and **413.40 Grant Management Review** when making a grant application;
- 11. In the event of a non-awarded grant, requests a debrief from reviewer(s) to learn about the application's content weaknesses and/or to obtain feedback on the budget that negatively impacted the submission; and,
- 12. Retains all debrief notes on the City's SharePoint site along with the original grant application so that appropriate adjustments can be made to optimize the agency/entity's chances for future grant awards.

**Budgets**

- 13. Reviews budget charts/graphs or data to highlight and focus upon areas of concern; e.g., over- or under-spending - in collaboration with the agency/entity's fiscal staff and/or their assigned Bureau of the Budget and Management Research (BBMR) Budget Analyst; and,
- 14. Ensures all grant-related primary accounts and subaccounts are closed within 45-days of the grant's end date and that all receipts, invoices or charges received or posted after the grant's closure were incurred within the grant's period of performance.

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AM 413-00

*m****Grants Management & Administration*****Tracking**

15. Maintains a shared calendar to project new and renewal applications, anticipated audits, expiration dates for Grant Services Specialist (GSS) positions (if applicable), grant closeout dates, grant extensions, periodic reports as required by the grantor, and forecasted GMC meeting dates.

**Public Relations**

16. Periodically submits success stories generated from their grants management efforts to the grants management office and mayor's director of communications. Each submission should describe who was involved, what happened and when and where the activity took place. To submit success stories, click the **Send Email Alert** and **Submit Success Story** buttons on the City's grants management SharePoint site;
17. Depending upon the number of grants an agency manages, the committee and/or a designated staff member(s) should submit the following number of public relations articles annually, for:
  - 0-10 grants - 1 per year;
  - 11-25 grants - 2 per year;
  - 26-50 grants - 3 per year;
  - 51-75 grants - 4 per year;
  - 76-100 grants - 5 per year; or,
  - 100+ grants - 6 per year.
18. Committees are encouraged to exceed recommended success story submission requirements.

**Lobbying**

19. In the event the GMC feels that external lobbying on the agency/entity's behalf will help ensure a successful grant award, submits a lobbying request to the Deputy Mayor of Government Relations and Labor. To submit lobbying requests, click the **Send Email Alert** and **Request Grant Support** buttons on the City's grants management SharePoint site.

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AM 413-00

*m****Grants Management & Administration*****Grants Manager:**

20. Takes corrective action based on audit results or feedback from grantor, auditing or the grants management office; and,
21. Follows **AM Policies 413-50 Grant Award; 413.60 Grant Documentation; 413.61 Grant Management Financial Reporting** and **413-70 Grant Closeout** for the daily operation and ultimate closure of each grant.

**Grants Management Office:**

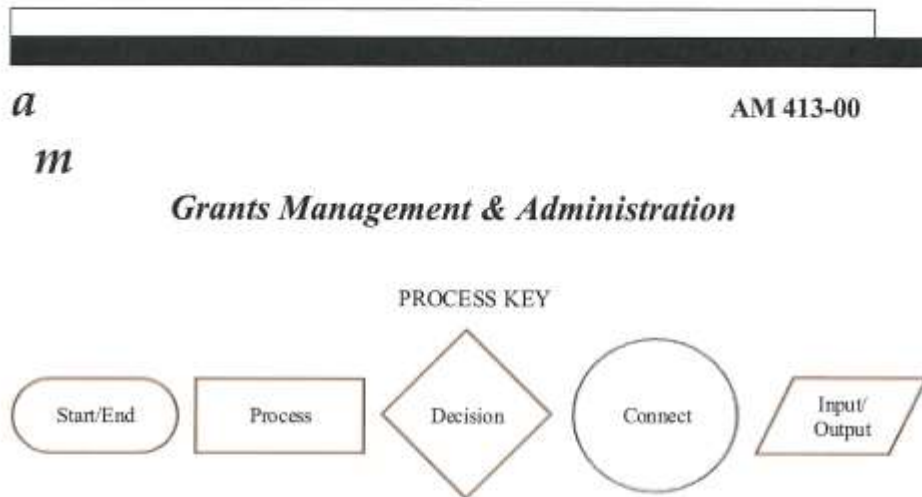
22. Monitors each agency/entity's grants management activities and provides database access, guidance, support and resources as needed;
23. Performs internal control testing in accordance with applicable OMB circulars and the City's grants management policies and procedures;
24. Monitors all grant accounts to ensure drawdowns and expenditures are timely, occur within the grant's period of performance, are appropriately charged and minimize unspent funds and/or negative budget variances;
25. Conducts annual compliance reviews of the City's agency/entities with grants, to monitor compliance with all applicable grants management Administrative Manual (AM) policies, OMB circulars, State or foundation requirements;
26. As necessary, submits a corresponding compliance report to each agency/entities' head and GMC for corrective action; and,
27. Chairs periodic grants management steering committee meetings.

**POLICY OWNER**

The City of Baltimore grants management office is responsible for all changes and/or updates to this policy.

**WORKFLOW PROCESS**

A flowchart displays workflow graphically, using some or all of the following process symbols.



**Figure 1**, below, graphically displays the primary steps followed in the **Grants Management & Administration** process.

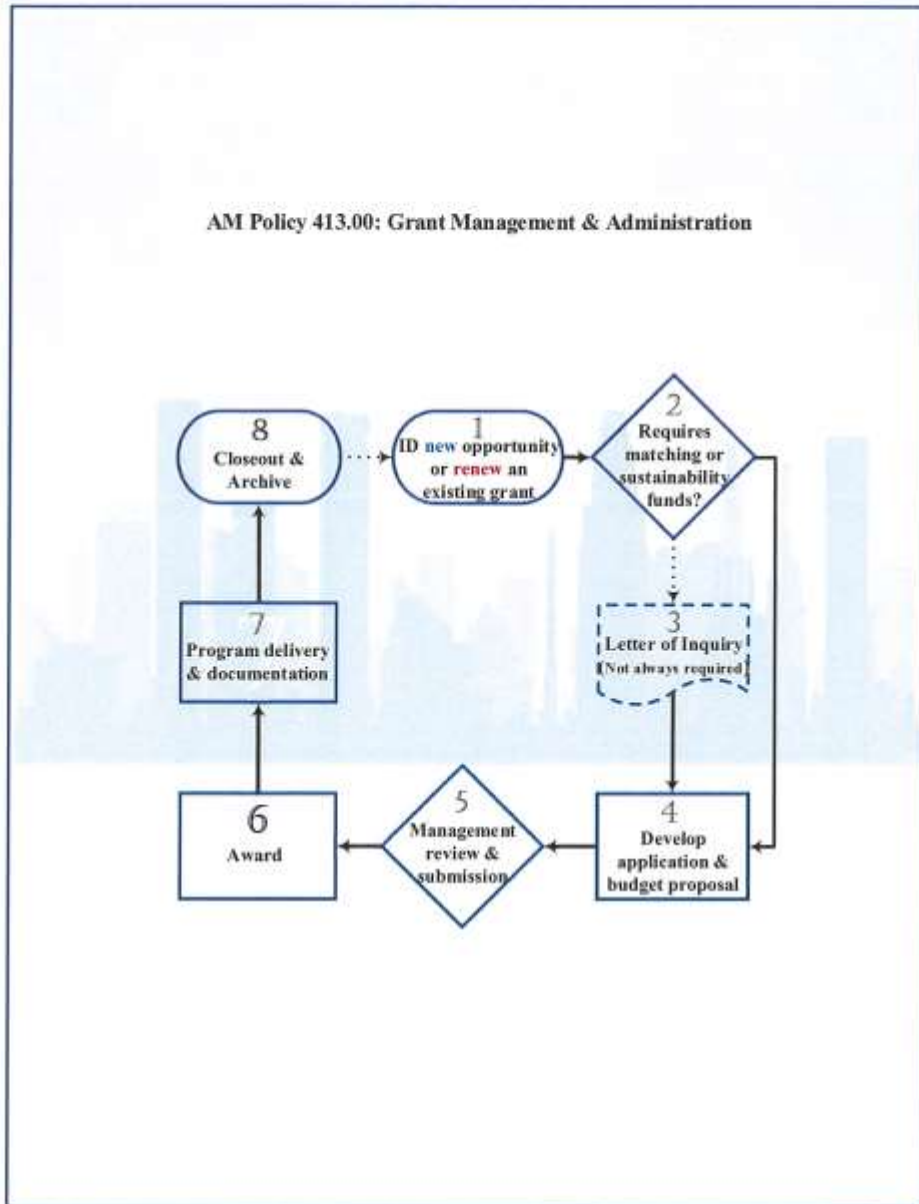


Figure 1: *Grant Management & Administration* reflects the macro-level steps of the grants management process.

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AM 413-10

*m****Grant Identification*****PURPOSE**

Early identification and proactive planning are key to forecasting and capturing grant awards. This policy establishes a preplanning process that optimizes the opportunity for success when applying for a grant.



**SCOPE**

This policy is applicable to all City of Baltimore agencies/entities that use grant funding, as well as any other organizations for which the City serves as grantor or contributes resources. Moreover, this policy supersedes and replaces **AM 404-1 Financial Grants, AM 404-1-1 Applying for Grants** and **AM 404-1-2 Action upon Receiving Grant Approval**.

**POLICY STATEMENT**

Each City of Baltimore agency/entity that receives grant funding must form a grants management committee to support the early identification and vetting of all relevant grant opportunities. For an explanation of the grant management committees' roles and responsibilities, see **Administrative Manual (AM) Policy 413-00, Grants Management & Administration**.

**PROCEDURE****NOTE**

- Procedural items preceded by this symbol  are designated as quality issues. Failure to adhere to this requirement can impact the overall quality of this policy.
- Procedural items preceded by this symbol  are designated as risk issues. Failure to monitor this requirement can create an unwarranted risk.

**Grants Management Committee:**

1. Designates at least one individual to track all germane grant announcements, via the Internet (e.g., Grants.gov or Grantfinder.com), electronic or standard mail, by telephone, through professional contacts or other sources. This designee must:



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AM 413-10

*m****Grant Identification***

- a. Be a member of the agency/entity's grants management committee;
- b. Create a grant record in the City's Customer Relationship Management (CRM) software immediately after identifying the candidate grant. The grants management CRM can be accessed at <https://bmore.crm9.dynamics.com/main.aspx>;



- c. Maintain and periodically update a comprehensive listing of agency/entity specific keywords and/or search terms in SharePoint for use when searching for grants;



- d. Negotiate with other agencies/entities in the event two or more entities wish to apply for the same grant. Synergistic alliances that benefit the City are encouraged;

- 2. Determine if the grant opportunity is a *new* or *renewal* application. For renewal applications, skip forward to **AM Policy 413-30, Grant Preparation & Application**;
- 3. Identify and track all grant opportunities that align with the organization's long-range strategic plans and/or the agency's mission as far in advance as possible;
- 4. Determine if the new grant application aligns with the Mayor's Priority Outcomes and/or the agency's mission. If an agency/entity wishes to apply for a grant that does not align with the Mayors' Priority Outcomes and/or the agency's mission, the grants management committee chairperson must obtain and keep on file a written exemption to this requirement from the appropriate Deputy Mayor;
- 5. Document all grant targets in the CRM database then advance to **AM Policy 413-20, Grant Screening and Evaluation**; also,



- 6. In the event the grants management committee feels additional, external support is warranted to ensure a successful grant application, refer to **AM Policy 413-00, Grants Management & Administration: Lobbying**.

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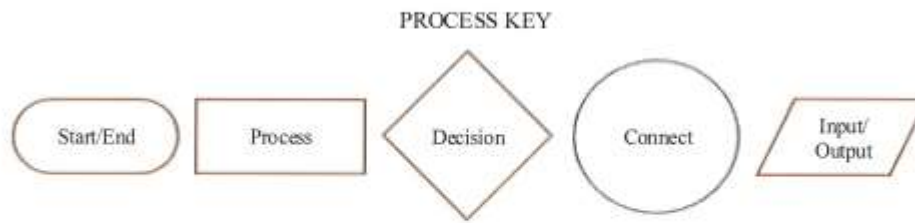
AM 413-10

*m****Grant Identification*****POLICY OWNER**

The grants management office is responsible for all changes and/or updates to this policy.

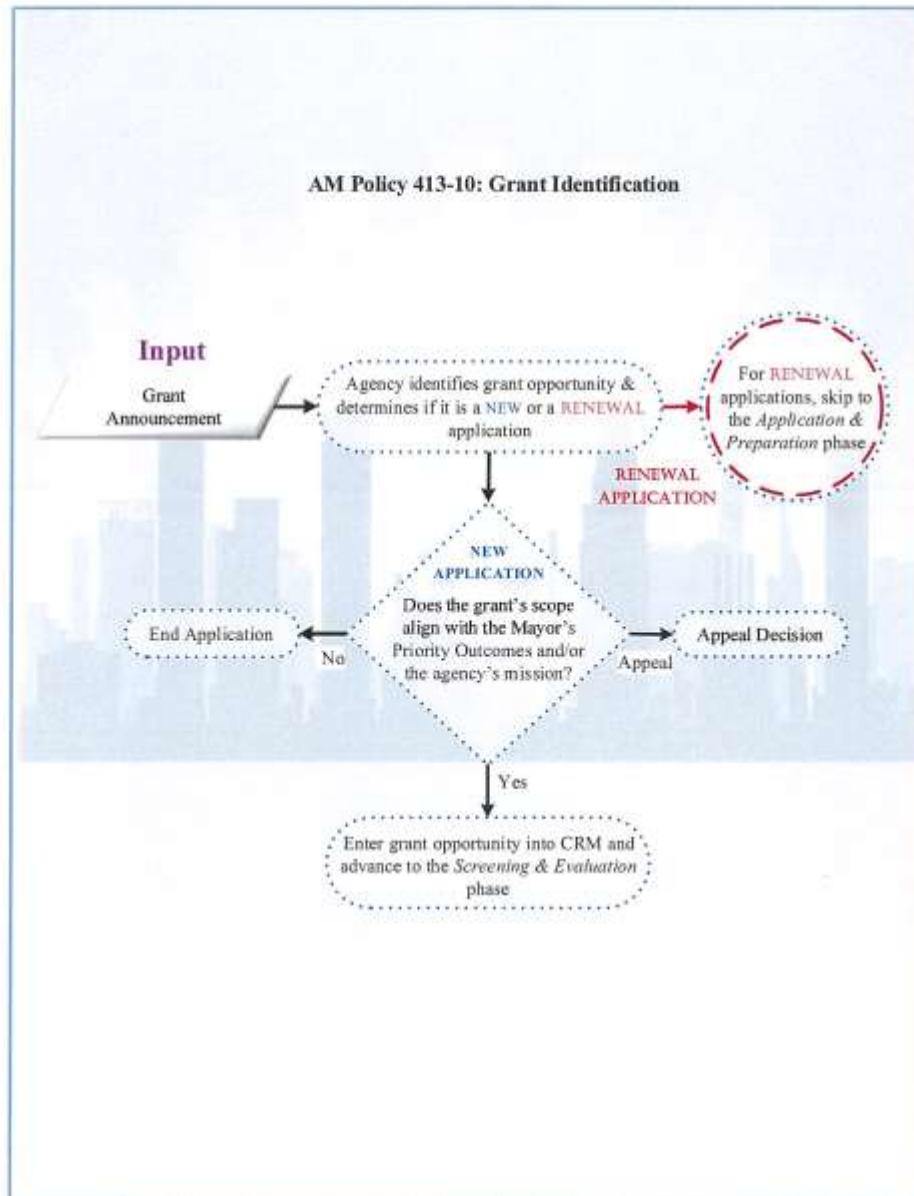
**WORKFLOW PROCESS**

A flowchart displays workflow graphically, using some or all of the following process symbols.



**Figure 1**, below, graphically displays the primary steps followed in the **Grant Identification** process. As shown, new grant applications follow a dotted line path while renewal applications follow a dashed line path.





**Figure 1: Grant Identification** promotes the early identification and proactive planning essential to forecasting grant opportunities and capturing awards.

***a***

AM 413-20

***m******Grants Screening & Evaluation*****PURPOSE**

Preplanning and early resource gathering are key to success when screening and evaluating a grant application. This policy promotes a proactive assessment and determination of each grant's requirements to minimize confusion and maximize preparation time prior to submitting an application.



**SCOPE**

This policy is applicable to all City of Baltimore agencies/entities that use grant funding, as well as any other organizations for which the City serves as grantor or contributes resources. Moreover, this policy supersedes and replaces **AM 404-1 Financial Grants, AM 404-1-1 Applying for Grants** and **AM 404-1-2 Action upon Receiving Grant Approval**.

**POLICY STATEMENT**

This policy requires grants management staff to proactively determine all grant application requirements and compile resources when preparing a grant application, to include determining whether the grant application requires *sustainability* or *matching funds*. When questions arise regarding a Notice of Funding Availability (NOFA), Scope of Work (SOW) or a Request for Proposal (RFP) – see **Definitions**, page 3 – staff should seek clarity from the grantor as early as possible.

**PROCEDURE****NOTE**

- Procedural items preceded by this symbol  are designated as quality issues. Failure to adhere to this requirement can impact the overall quality of this policy.
- Procedural items preceded by this symbol  are designated as risk issues. Failure to monitor this requirement can create an unwarranted risk.

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AM 413-20

*m****Grants Screening & Evaluation*****Grants Management Committee:**

1. Assigns a grant proposal manager and/or budget proposal manager to compile, review and submit each grant application. This/these individual(s) must be proactive in identifying any problems or issues that may interfere with a successful grant award and/or ongoing operation;



2. Determines whether a NOFA or RFP has a sustainability or matching funds requirement. **Note:** Both the applying agency/entity and their respective Bureau of the Budget and Management Research (BBMR) Budget Analyst must review and approve in writing the Notice of Funding Availability (NOFA) and corresponding draft budget prior to submitting *any* grant application. The agency/entity must also,

3. Determine their eligibility to apply and decide if the funding guidelines meet the agency/entities' funding needs by thoroughly reading the NOFA or RFP. If necessary, identifies a partner to meet the SOW requirements.

**Grants Manager/Grant Proposal Manager and/or Budget Proposal Manager:**

4. When necessary, seeks clarity on the SOW from the grantor by completing a *Letter of Inquiry* as early as possible. Draft Letters of Inquiry can be found (or stored) on the SharePoint site, at: <https://portal.baltimorecity.gov/dof/GM/SitePages/Home.aspx>, in the **Forms Library**.

**BBMR Budget Analyst:**

5. Has two (2) workdays from the receipt of the inquiry to approve or disapprove (in writing) the submitting agency/entity's draft budget. **Note:** BBMR's draft budget template can be found in the **Forms Library** on the City's grants management SharePoint site.

**Grant Proposal Manager and/or Budget Proposal Manager:**

6. Identifies sub-recipient(s) and determines their funding amounts prior to an application submission. **Note:** Pre-award identification and preparation of sub-recipient agreements expedites post award startup; and,

*a*

AM 413-20

*m****Grants Screening & Evaluation***

7. Gathers all resources required by the NOFA or RFP Scope of Work (SOW) as early as possible, to maximize the grant application's success.

**DEFINITIONS**

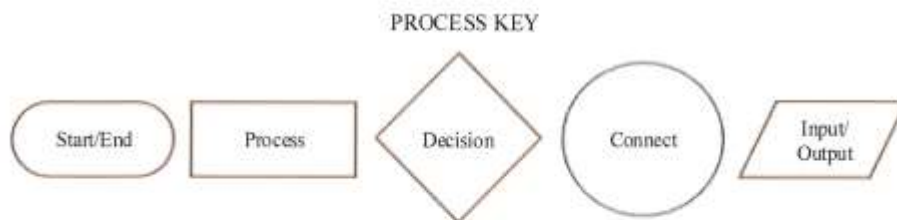
- **Notice of Funding Availability (NOFA)** - is a publicly available document by which an agency/organization makes known its intentions to award discretionary grants or cooperative agreements, usually as a result of a competition for funds; also known as a **Funding Opportunity Announcement (FOA)**.
- **Request for Proposal (RFP)** – is a solicitation to submit business proposals, often made through a bidding process to potential suppliers by an agency or company interested in procurement of a commodity or service.
- **Scope of Work (SOW)** – is a formal agreement that specifies all the criteria of a contract between a service provider (vendor) and the customer. The SOW documents the project requirements, milestones, and deliverables, i.e., products, documents and reports expected from the customer/contractor/consultant.

**POLICY OWNER**

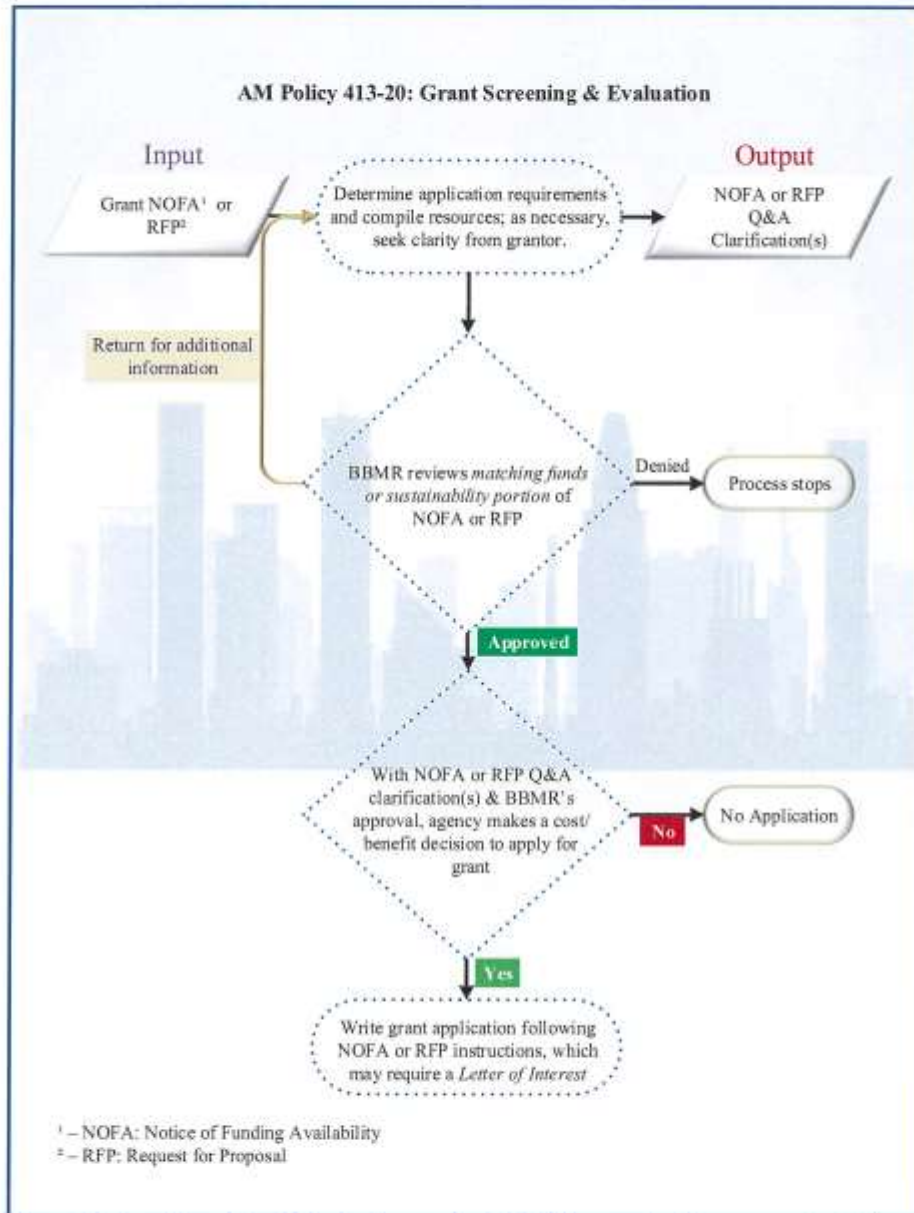
The grants management office is responsible for all changes and/or updates to this policy.

**WORKFLOW PROCESS**

A flowchart displays workflow graphically, using some or all of the following process symbols.



**Figure 1,** below, graphically displays the primary steps followed in the **Grant Screening & Evaluation** process.



**Figure 1: *Grant Screening & Evaluation*** requires BBMR's pre-submission approval of all grant budgets.

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AM 413-30

*m****Grants Preparation & Application*****PURPOSE**

To generate a checklist of requirements as detailed in a Scope of Work (SOW), Notice of Funding Availability (NOFA) or Request for Proposal (RFP) and require that the grant proposal manager collaborate with the Bureau of the Budget and Management Research (BBMR) when preparing a grant application's budget proposal.



**SCOPE**

This policy is applicable to all city of Baltimore agencies/entities that use grant funding, as well as any other organizations for which the city serves as grantor or contributes resources. Moreover, this policy supersedes and replaces **AM 404-1 Financial Grants, AM 404-1-1 Applying for Grants** and **AM 404-1-2 Action upon Receiving Grant Approval**.

**POLICY STATEMENT**

Each city of Baltimore agency/entity that receives grant funding must form a Grants Committee to support the grant preparation and application process, (see **AM Policy 413-00, Grants Management & Administration** for a more in-depth explanation of the grant committees' role and responsibilities). The committee's leadership must ensure all requirements identified within each NOFA or RFP's Scope of Work are met and BBMR's pre-submission approval is obtained on the grant application's corresponding budget.

**PROCEDURE****NOTE**

- Procedural items preceded by this symbol  are designated as quality issues. Failure to adhere to this requirement can impact the overall quality of this policy.
- Procedural items preceded by this symbol  are designated as risk issues. Failure to monitor this requirement can create an unwarranted risk.



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AM 413-30

*m****Grants Preparation & Application*****Grants Management Committee:**

1. Identifies and designates a grant proposal manager as early as possible to:
  - Avoid making false assumptions based on grantor feedback;
  - Overcome delays from grantor communications;
  - Avoid delays or errors in the budget approval process as well as the identification of new cost possibilities (efficiencies);
  - Avoid overextending or underestimating grant preparation capability;
  - Create redundant capabilities to ensure continuity of operations; and,
  - Maintain a timeline/calendar to track all grant preparation activity.

**Grant Proposal Manager:**

2. Determines application requirements as defined within the NOFA or RFP's SOW, or as defined by stakeholders, which may include the following requirements at a minimum:
  - SF-424 (Application for Federal Assistance), or equivalent State of Maryland application form;
  - DUNS/SAM #s;
  - Catalog of Federal Domestic Assistance Number (CFDA #);
  - Project Summary/Abstract;
  - Project Narrative;
  - Budget & Budget Narrative (including match requirements, if applicable);
  - Organization Chart;
  - Organizational Capacity (may require resumes);
  - Key Hires, if applicable;
  - Point of Contact (Project Director/Grant Manager);
  - Signed Certifications and if applicable;
  - Sub-recipient MOUs, letters of support or agreements.
3. Designates a grant writer(s) and/or budget proposal manager;
4. Determines grant evaluation method/process;
5. References the **Grant Support & Resources** button on the city's grants management SharePoint website for additional information on grant writing and/or budgeting;
6. Creates checklist of requirements, based on the SOW and/or stakeholder's needs, to generate an application outline and prevent submission omissions;
7. Identifies key hires as soon as possible; and,

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AM 413-30

*m*

### *Grants Preparation & Application*

8. Checks proposal archive on the SharePoint website for previous submissions and/or supporting documentation to expedite the application process.

#### Grant Writer(s):

9. Drafts technical proposal based on identified requirements.

#### Grant Proposal/Budget Manager:



10. Determines whether a NOFA or RFP has a sustainability or matching funds requirement.

11. Using BBMR's Budget Template, compiles a draft budget for the grant and forwards it to BBMR for review.

#### BBMR Budget Analyst:



12. Has two (2) workdays from the receipt of the inquiry to approve or disapprove the submitting agency/entity's draft budget.

#### Grants Proposal Manager:

13. Works with grant writer(s) and budget proposal manager to compile the technical and budget proposal; i.e. the grant application; and,
14. Collaborates with BBMR until the grant's budget is approved or it is decided the grant application will not be pursued.

#### Grants Committee:

15. Supports the grant proposal manager preparing the grant application for submission.



16. The quality goal for this process is to give the grant proposal manager ample time to review and approve the grant application prior to submission to the Grants Committee and/or management for review and/or approval.



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AM 413-30

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### *Grants Preparation & Application*

#### Grant Proposal Manager:

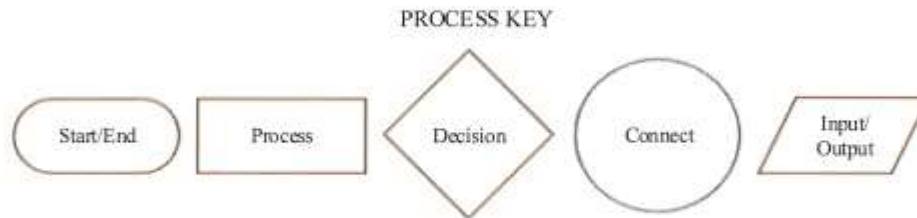
17. Submits the approved grant application to management for review; reference AM Policy413-40, Management Review.

#### **POLICY OWNER**

The grants management office is responsible for all changes and/or updates to this policy.

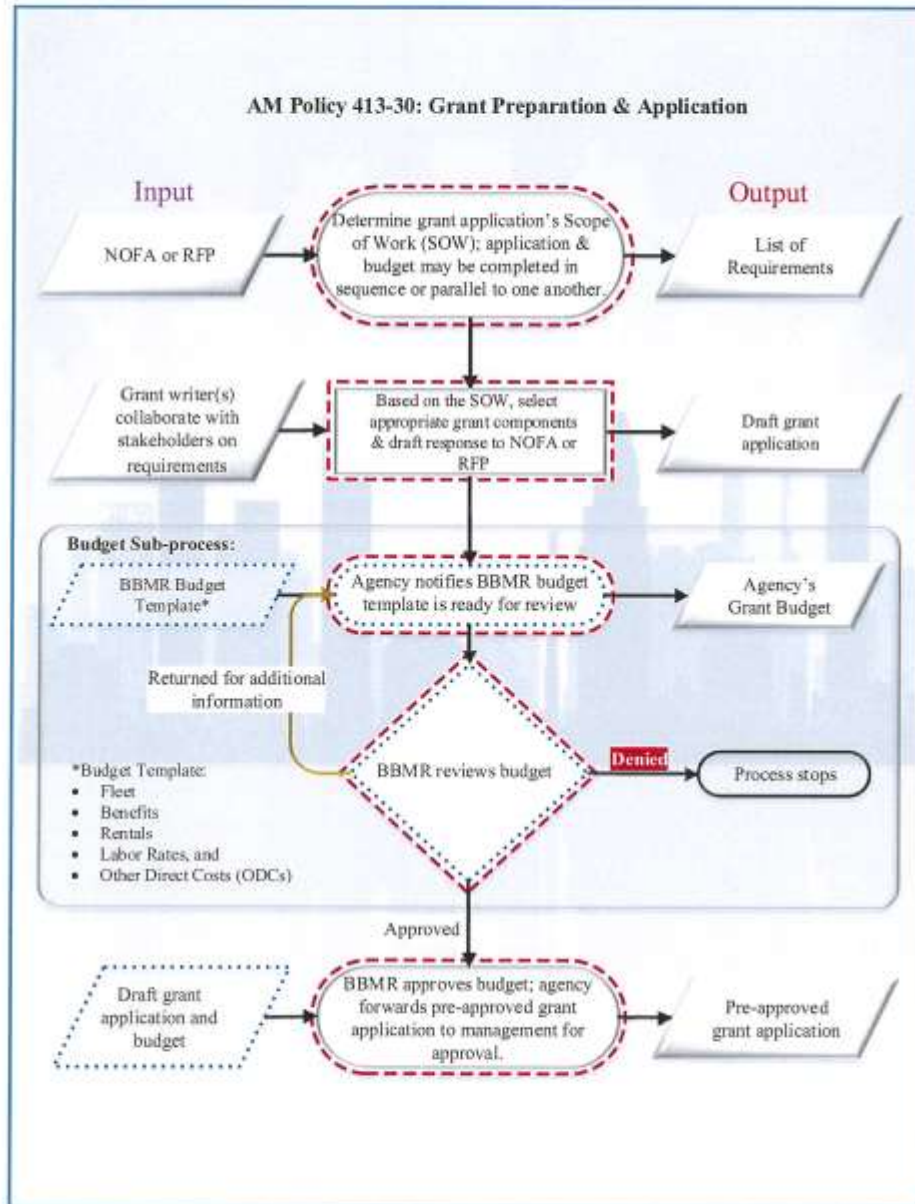
#### **WORKFLOW PROCESS**

A flowchart displays workflow graphically, using some or all of the following process symbols.



#### **FLOW PROCESS**

Figure 1 below graphically displays the primary steps followed in the **Grant Preparation & Application** process.



**Figure 1: Grant Preparation & Application** requires the grant proposal manager to generate and follow a requirements checklist and to collaborate with the BBMR on the grant's budget.

  
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AM 413-40

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### *Grant Management Review*

#### **PURPOSE**

To give management an opportunity to review and ensure the quality and completeness of *all* grant applications and supporting documentation, e.g., technical and cost proposals, prior to submission.

#### **SCOPE**



This policy is applicable to all City of Baltimore agencies and/or entities that use grant funding, as well as any other organizations for which the City serves as grantor or contributes resources. Moreover, this policy supersedes and replaces **AM 404-1 Financial Grants, AM 404-1-1 Applying for Grants, and AM 404-1-2 Action Upon Receiving Grant Approval.**

#### **POLICY STATEMENT**

An agency/entity's senior management must review and approve all grant applications to ensure the quality and completeness of each application - at a reasonable or specified price - prior to submission.

#### **PROCEDURE**

##### **NOTE**

- Procedural items preceded by this symbol  are designated as quality issues. Failure to adhere to this requirement can impact the overall quality of this policy.
- Procedural items preceded by this symbol  are designated as risk issues. Failure to monitor this requirement can create an unwarranted risk.

#### **Grant Proposal Manager:**

1. Forwards the draft grant application and budget to agency's internal grants management committee (GMC) for review and approval.

#### **Grants Management Committee (GMC):**

2. Ensures grant application meets the requirements detailed in the NOFA or RFP Scope of Work or as designated by key stakeholders, prior to the agency's fiscal officer review; and,

  
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AM 413-40

*m****Grant Management Review***

3. If changes are required, returns draft document(s) with changes noted to the grant proposal manager for revision.

**Agency/Entity's Fiscal Officer and/or Budget Proposal Manager:**

4. In collaboration with the agency/entity's BBMR Budget Analyst, ensures grant application meets the requirements detailed in the Scope of Work prior to senior management's review; and,
5. If necessary, returns draft document(s) to budget proposal manager for correction or changes.

**Chairperson Grants Management Committee:**

6. Ensures grant application meets the requirements detailed in the Scope of Work and approves for submission;
7. If necessary, returns draft document(s) to the appropriate staff member for correction(s); and,
8. Records the name of the GMC approver and the date the grant application was approved on the CRM site, at: <https://bmore.crm9.dynamics.com/main.aspx>.

**Grant Proposal Manager:**

9. Upon receipt of the approved application, delivers/submits grant as detailed in the Notice of Funding Availability (NOFA) or Request for Proposal (RFP);
10. Forwards a copy of the completed grant application to the grants management office and archives a copy, with all supporting documentation, in SharePoint.

**POLICY OWNER**

The grants management office is responsible for all changes and/or updates to this policy.

**FLOW PROCESS**

Figure 1, below, displays the primary steps followed in the grant review process.

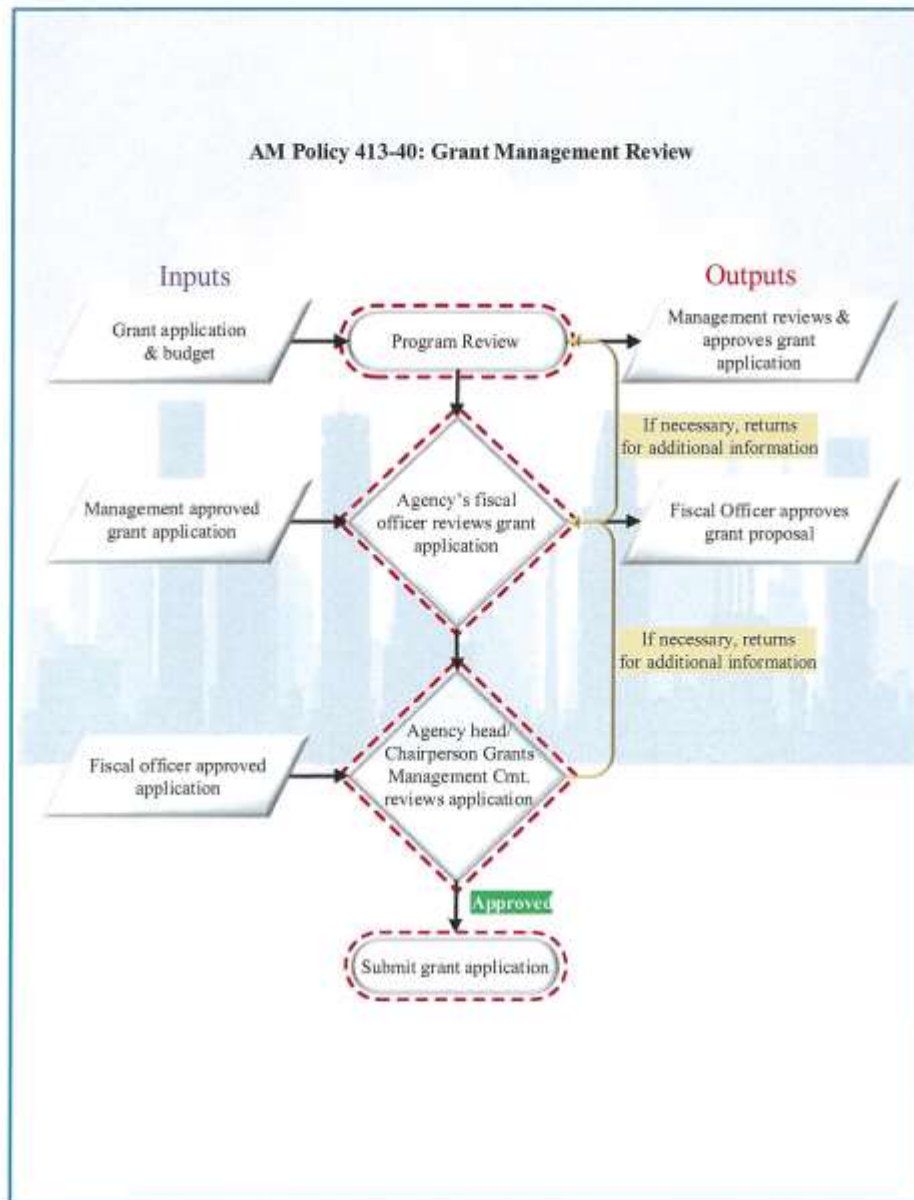


Figure 1: *Grant Management Review* gives management an opportunity to review all grant submissions to ensure the pre-submission quality of the grant application.

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AM 413-50

*m****Grant Award*****PURPOSE**

Expediting the establishment of a budget account number allows an agency/entity to begin grant operations as soon as possible.

**SCOPE**



This policy is applicable to all City of Baltimore agencies/entities that use grant funding, as well as any other organizations for which the City serves as grantor or contributes resources.

Moreover, this policy supersedes and replaces **AM 404-1 Financial Grants, AM 404-1-1 Applying for Grants, and AM 404-1-2 Action upon Receiving Grant Approval.**

**POLICY STATEMENT**

Per **AM 101-1 Request for Board of Estimates Approval**, all third party contracts and/or legal documents that bind the City must be reviewed by the law department. Therefore, post-award and prior to beginning a new grant the Law Department must review all awards for *legal form and sufficiency*. In addition, copies of the award and sub-grantee awards must be forwarded to the Department of Audits for review and endorsement. Finally, prior to beginning operations, the Board of Estimates (BOE) must approve the grant award and when applicable, all corresponding sub-recipient award(s).

**PROCEDURE****NOTE**

- Procedural items preceded by this symbol  are designated as quality issues. Failure to adhere to this requirement can impact the overall quality of this policy.
- Procedural items preceded by this symbol  are designated as risk issues. Failure to monitor this requirement can create an unwarranted risk.



1. After award, an *expeditious turnaround of documentation is required* so that the grant may begin operating as quickly as possible. The primary risk to this policy is a delay in the post-award approval processes.



  
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AM 413-50

*m****Grant Award*****(Agency) Grant Manager:**

2. Upon receipt of a grant award letter, posts award information in the CRM database. **Note:** CRM can be accessed at <https://bmore.crm9.dynamics.com/main.aspx>; then,
3. Following the submission guidelines outlined in **AM Policy 101-1 and AM Policy 101-1-1, Requests for Board of Estimates** forwards copies of the grant award and sub-recipient agreement(s) to the Law Department, with a courtesy copy to the appropriate Deputy Mayor.

**Law Department/Agency Legal Representative:**

4. Reviews the grant award and sub-recipient agreements within three (3) working days of receipt for legal form and sufficiency. If an award is lacking information, contacts grant manager for the additional information; then,
5. Forwards grant award to the Bureau of the Budget and Management Research (BBMR).

**BBMR:**

6. Approves grant award for funds and forwards BOE cover letter, grant award letter and sub-recipient agreement(s) to the BOE.

**Department of Audits:**

7. Reviews and endorses the grant award while pending submission to the BOE for approval.

**Board of Estimates:**

8. Approves grant award or if necessary, returns it for additional information;
9. Once approved, returns cover letter with approvals, grant award letter and/or sub-recipient agreement(s) to the grant manager.

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AM 413-50

*m****Grant Award*****(Agency) Grant Manager:**

10. Typically, a scope of work (SOW), award letter and BOE approval are required to obtain a budget account number and begin work. However, occasionally – especially for grants extended beyond their original period of performance – the *grantor* may delay updating the scope of work. In these cases, the grant manager may begin operating post-BOE approval, sans scope of work, so as not to interfere with the continuity of services. It is, however, recommended that the grant manager work closely with the grantor and document their efforts to obtain a copy of the SOW within 90-days of the award;

11. Forwards copy of the BOE-approved grant award letter to the grants management office; and,  
12. Posts a softcopy of the BOE-approved grant award to the CRM database.

**Grants Management Office (GMO)/Bureau of Accounting & Payroll Services (BAPS):**

13. Within 24-hours of receipt of the BOE-approved grant award letter, sets up the detailed fund account number in CityDynamics; then, collaborates with BAPS and BBMR to create a budget account number. **NOTE:** Budget account numbers will not be issued by the Grants Management Office without a BOE-approved award letter.

14. Returns budget account number to the grant manager to begin grant operations.

**(Agency) Grant Manager:**

15. Upon receipt of budget account number begins grant operations.  
16. In the event of a non-award, works with agency's grants management committee to seek a debrief with the grantor so that appropriate in-house adjustments can be made to future grant applications, therefore optimizing the agency/organization/entity's chances for future awards: see **Grants Management & Administration, AM Policy 413-00: Applications.**

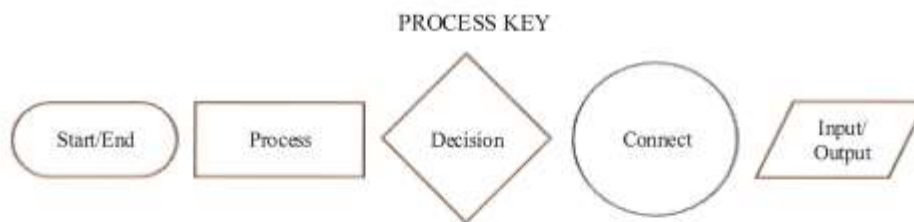
**POLICY OWNER**

The grants management office is responsible for all changes and/or updates to this policy.



**WORKFLOW PROCESS**

A flowchart displays workflow graphically, using some or all of the following process symbols.



**Figure 1**, below, graphically displays the primary steps followed in the grant award process.

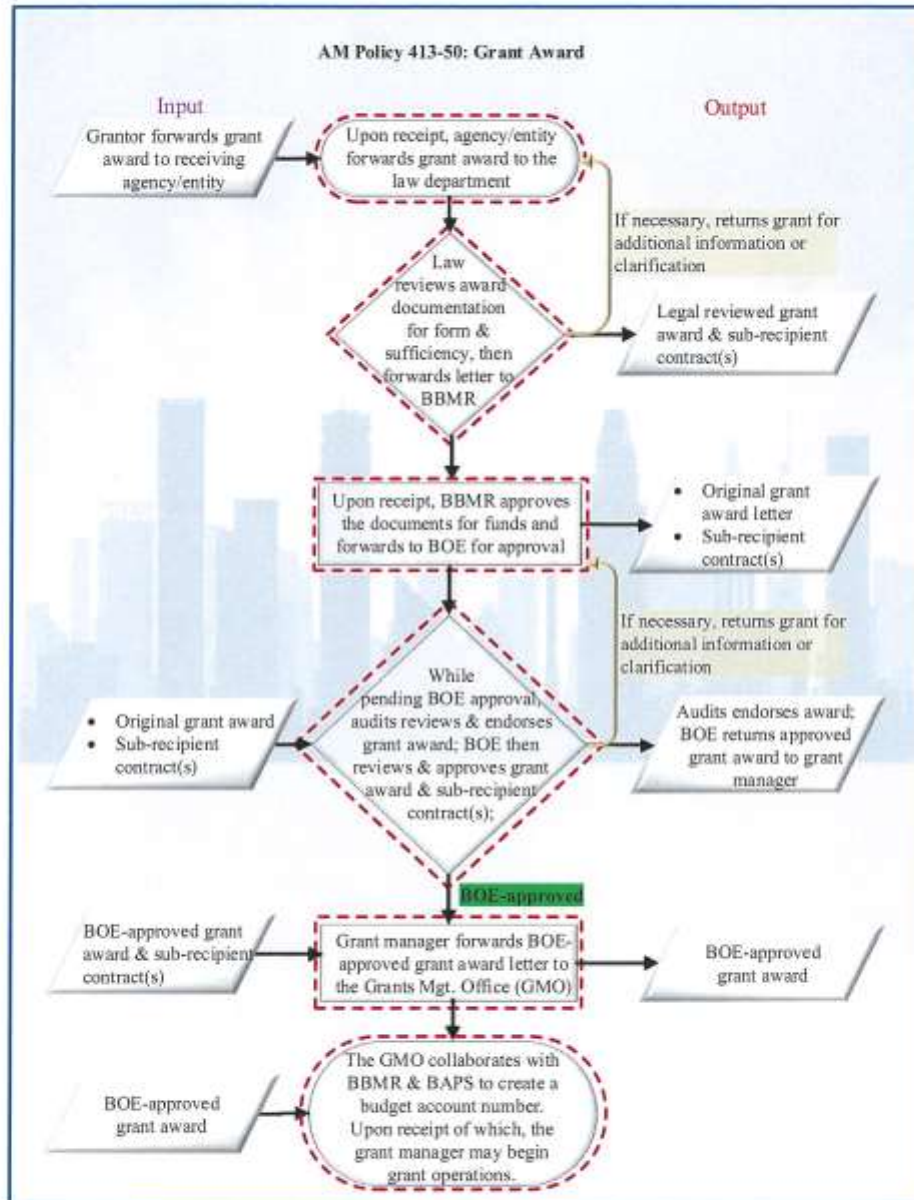


Figure 1: *Grant Award* details the process an award goes through after initial receipt.

  
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AM 413-60

*m****Grant Documentation*****PURPOSE**

Proper documentation is imperative to avoiding audit findings, disallowed costs and/or non-compliance issues.



**SCOPE**

This policy is applicable to all City of Baltimore agencies and/or entities that use grant funding, as well as any other organizations for which the City serves as grantor or contributes resources. Moreover, this policy supersedes and replaces **AM 404-1 Financial Grants, AM 404-1-1 Applying for Grants and AM 404-1-2 Action upon Receiving Grant Approval.**

**POLICY STATEMENT**

Grant management staff must conduct ongoing monitoring and control of all grant activities; to include, timely drawdowns, meeting documentation requirements, as well as the receipt and appropriate deposit of reimbursements until the grant's period of performance ends.

**PROCEDURE****NOTE**

- Procedural items preceded by this symbol  are designated as quality issues. Failure to adhere to this requirement can impact the overall quality of this policy.
- Procedural items preceded by this symbol  are designated as risk issues. Failure to monitor this requirement can create an unwarranted risk.

**Grants Management Office:**

1. Upon receipt of a BOE-approved grant award from a grant manager sets up grant account number. For details on this process, reference **AM Policy 413-50 Grant Award.**

**Grants Manager:**

2. Upon receipt of grant account number, enters number into CRM;



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AM 413-60

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***Grant Documentation***



3. Maintains an online archive of *all* grant applications, award letters, monthly, quarterly, semi-annual and annual (as required) operational and financial reports for a minimum of seven years on the grants management' SharePoint website. If necessary, online applications must be printed, scanned and stored in SharePoint;

4. To allow for easy retrieval, stores all documentation in SharePoint using the following folder naming convention:

**Budget Series Code - Grant Year - Granting Agency/Grantor - Grant Name**

For example: **4001-16-DOJ-Byrne Justice Grant**

5. After the grant account and archive are established, completes staff hiring process (as necessary);
6. Completes applicable procurement/purchasing needs;
7. Notifies stakeholders (sub-recipients) of the grants start date, expectations, and requirements;



8. Conducts ongoing monitoring and control of all reimbursement receipts and deposits until grant ends; as well as all program and sub-recipient (when applicable) documentation, to include:
  - a. Program documentation
  - b. Timesheets
  - c. Deliverables
  - d. Activities
  - e. Vendor payments
  - f. Program data/charts/numbers
  - g. Financial and compliance reports

9. Establishes and maintains a hardcopy audit file as a desk reference. This file should include:
  - a. Federal System Registrations: SAM; DUNS #s, Grants.gov information;
  - b. Federal Financial Accountability and Transparency (FFATA) information;
  - c. FFR Submissions (SF-425 Federal Financial Report);
  - d. Grant Agreements; and,
  - e. Prior Year Single Audits/Monitoring Reports.

  
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AM 413-60

*m****Grant Documentation***

10. Failure to maintain all documentation and/or financial submissions can result in audit findings and/or disallowed costs.

11. Moves to **AM Policy 413-70, Grant Closeout** once a grant's period-of-performance has concluded; or,

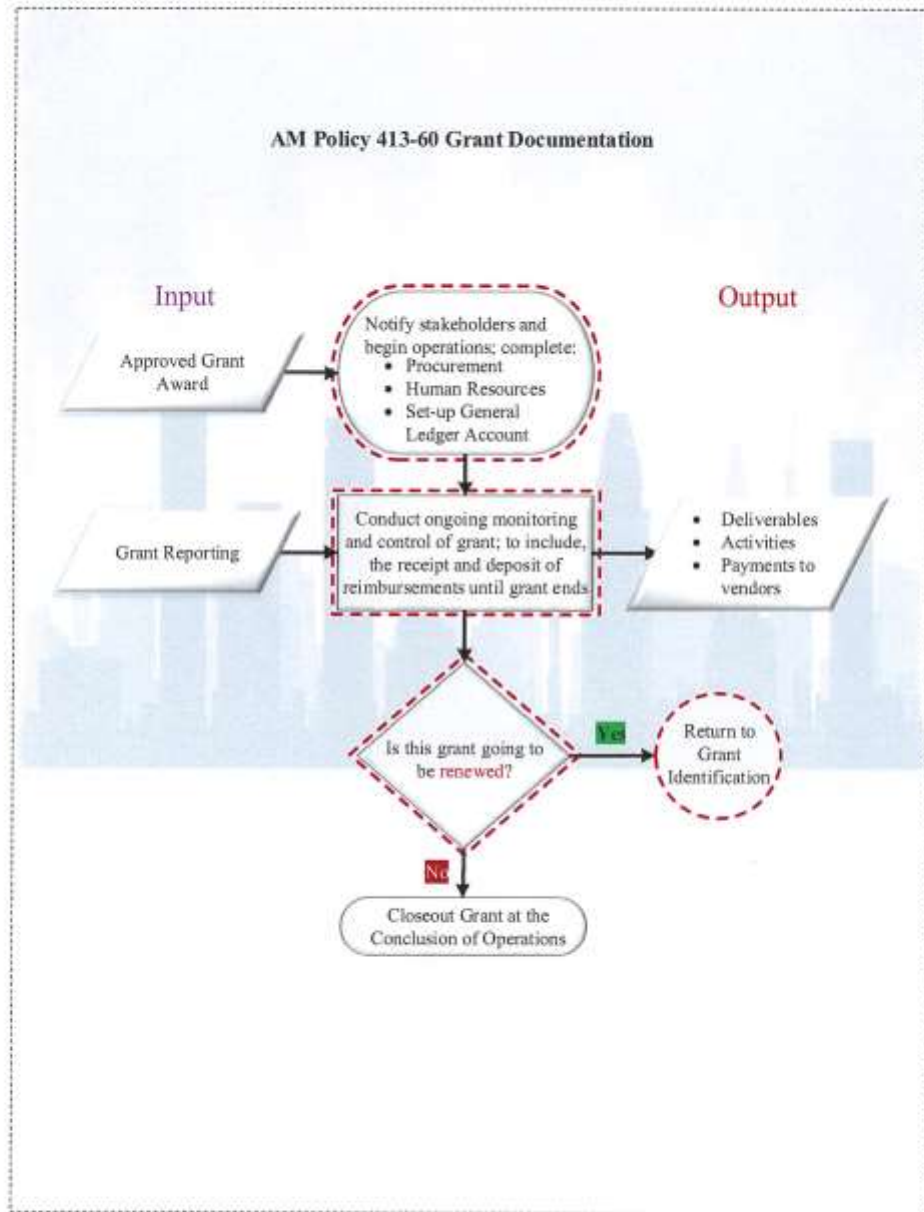
12. Returns to **AM Policy 413-10, Grant Identification** if the grant is to be renewed.

**POLICY OWNER**

The grants management office is responsible for all changes and/or updates to this policy.

**FLOW PROCESS**

**Figure 1**, below, displays the primary steps followed in the grant documentation process.



**Figure 1 Grant Documentation**, proper documentation is imperative to avoid audit findings, disallowed costs and/or non-compliance issues.



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AM 413-61

*m****Grant Management Financial Reporting*****PURPOSE**

To establish a citywide financial reporting approach for all grants that is accurate and allowable based on the specific terms and conditions of each grant, and reviewed and approved by appropriate City of Baltimore supervisory personnel.



**SCOPE**

This policy applies to all City of Baltimore agencies and/or entities that use grant funding, as well as any other organizations for which the City serves as grantee or contributes resources. Moreover, this policy supersedes **AM 404-1 Financial Grants**, **AM 404-1-1 Applying for Grants**, and **AM 404-1-2 Action upon Receiving Grant Approval**.

**POLICY STATEMENT**

Each agency/entity that receives grant funding must ensure that all periodic financial reporting, be it monthly, quarterly, annually, etc., meets the terms and conditions of the grant's scope of work, be within budget, and have been accrued during the grant's period of performance.

**PROCEDURE****NOTE**

- Procedural items preceded by this symbol  are designated as quality issues. Failure to adhere to this requirement can impact the overall quality of this policy.
- Procedural items preceded by this symbol  are designated as risk issues. Failure to monitor this requirement can create an unwarranted risk.

**Program Manager/Director (Pre-award):**

1. Prior to applying for a grant, in collaboration with the agency's fiscal supervisor, the grant budget proposal manager and (BBMR) budget analyst create a summary of special terms or conditions as well as a budget and allowable costs, as detailed in **Administrative Manual (AM) Policy 413-30, Grants Preparation & Application**; to include any spending restrictions, required matches or in-kind contributions.

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AM 413-61

*m****Grant Management Financial Reporting*****Grant Manager/Sub-recipient (Post-award):**

2. Expend funds as detailed within the grant award's approved budget; forwarding all receipts and invoices of charges against the grant for review and approval to the agency/entity's fiscal officer.

**(Agency) Fiscal Officer:**

3. Upon receipt of financial documentation reviews all invoices and supporting documentation for appropriateness against the grant's approved budget. This review must include an analysis that ensures any percentages, matches, and/or in-kind contributions associated with the expenditures of the grant are consistent with the allowable expenses under the grant.

4. Forwards screened and approved invoices and receipts to the Bureau of Accounting and Payroll Services (BAPS) for payment.

**Bureau of Accounting and Payroll Services (BAPS):**

5. Reviews all submissions for payment for consistency by comparing the request for payment to the receipts received.
6. Posts expenditures to the grant ledger and safeguards the information.
7. Once BAPS has closed the month (which generally happens on the fifth the day of the next month) reporting is available to all agencies. Each agency/entity can run reports from the City's financial management system for sign-off by their supervisors.

**Grant Manager/Program Manager/Director:**

8. Maintains all documentation, either electronic or hard copy, for all federally funded grants for the term of the grant for a minimum of seven years for review and audit by the granting agency or its designee; see **AM Policy 413-60: Grant Documentation**.



***a*** **AM 413-61**

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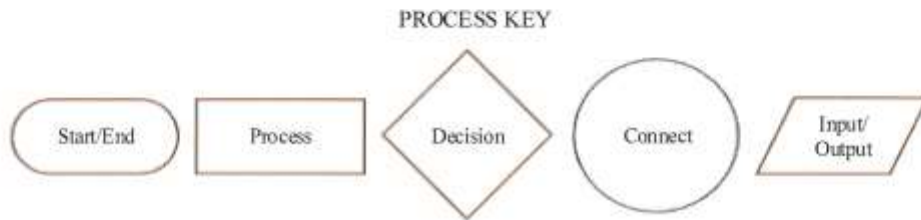
***Grant Management Financial Reporting***

**POLICY OWNER**

The grants management office is responsible for all changes and/or updates to this policy.

**WORKFLOW PROCESS**

A flowchart displays workflow graphically, using some or all of the following process symbols.



**Figure 1**, below, graphically displays the primary steps followed in the grant award process.

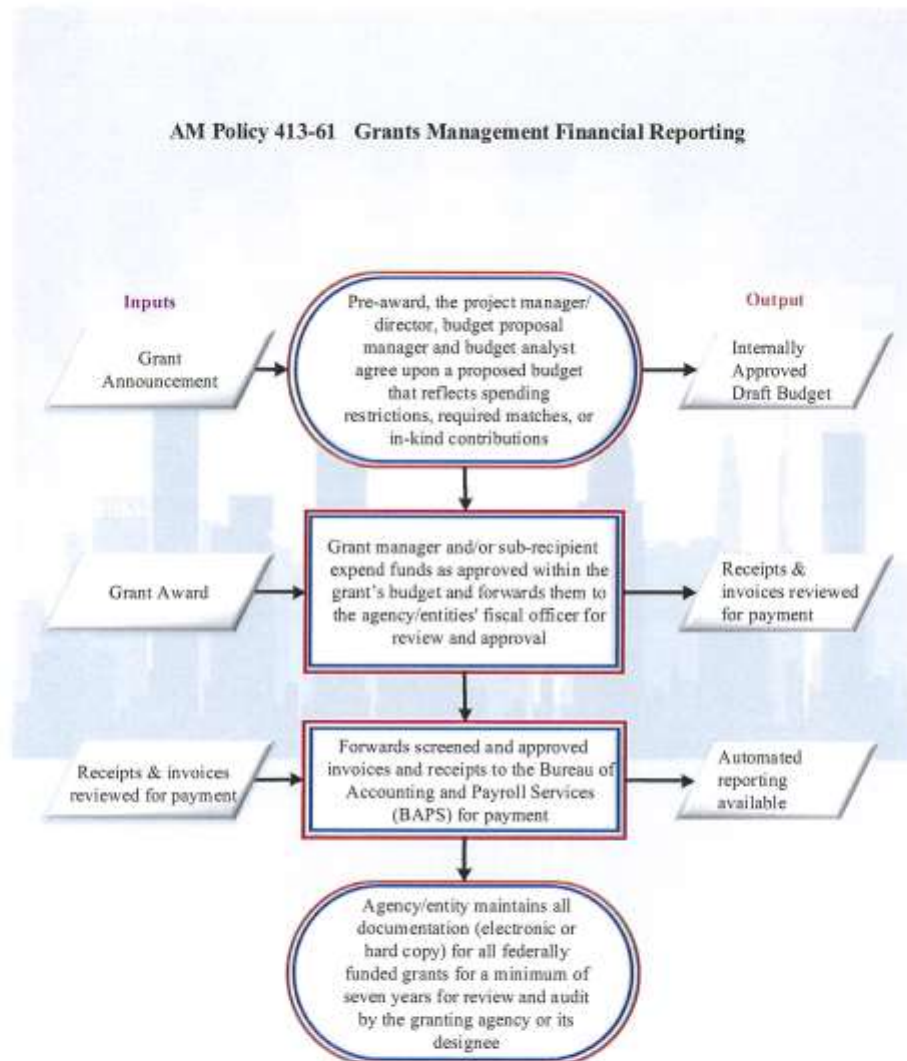


Figure 1: *Grants Management Financial Reporting* reflects the requisite steps to ensure all incurred costs are within budget and allowable.

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AM 413-70

*m****Grant Closeout*****PURPOSE**

To ensure a proper and timely closeout of all grants that are ending and to identify grants that should be renewed.



**SCOPE**

This policy is applicable to all City of Baltimore agencies/entities that use grant funding, as well as any other organizations for which the City serves as a grantor or contributes resources. Moreover, this policy supersedes and replaces **AM 404-1 Financial Grants, AM 404-1-1 Applying for Grants, and AM 404-1-2 Action Upon Receiving Grant Approval.**

**POLICY STATEMENT**

To ensure all primary accounts and subaccounts related to each grant are closed within 45-days of the grant's end-date and that any receipts or invoices received after the grant's ending-date, occurred within the grant's period-of-performance.

**PROCEDURE****NOTE**

- Procedural items preceded by this symbol  are designated as quality issues. Failure to adhere to this requirement can impact the overall quality of this policy.
- Procedural items preceded by this symbol  are designated as risk issues. Failure to monitor this requirement can create an unwarranted risk.

**Grant Manager:**

1. Determines if a grant will be ending or renewed. For renewals, refer to **AM Policy 413-10, Grant Identification**;
2. Pulls together detail of the grant's financial transactions, program narrative and/or required grantor closeout information. This checklist should include, at a minimum:
  - a. Approved grant budget;
  - b. Grant fund budget analytics (including General Ledger records);
  - c. Copies of invoices, receipts, canceled checks, and/or purchase orders;
  - d. Approved budget reallocations;
  - e. Print-out of grantee's expenditure/receipt reports;

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AM 413-70

*m****Grant Closeout***

- f. Grant drawdown records;
  - g. Copies of contracts, invoices, receipts, etc. (sub-recipients/consultants); and,
  - h. Relevant Federal, State, foundation and other financial reports
3. Completes an Internal Closeout Checklist to ensure all activities and transmittals have been completed, documented and submitted timely. The Internal Closeout Checklist should include, at a minimum:
    - a. A copy of the executed grant agreement (grantor's and sub-recipient's);
    - b. Program performance reports;
    - c. Sub-recipient monitoring reports;
    - d. Germaine Federal, State, foundation and/or other financial reports;
    - e. Environmental Review Records and Clearances; and,
    - f. Davis Bacon documentation and other labor records (if applicable).
  4. Prepares final Grant Summary Report based on Internal Closeout Checklist results/findings; and,
  5. Submits Grant Summary Report to grantor.

**Grantor:**

6. Audits grant (as deemed necessary). Annually, the City prepares and submits a Single Audit Report to the appropriate federal agencies as part of the City's overall audit; to include:
  - a. SF-SAC – Federal Audit Clearinghouse Report, as well as,
  - b. All non-Federal grantor's audit requirements.

**Grant Manager:**

7. May receive notification of a grant's imminent ending and/or a final report from the grantor;
8. Makes sure all primary account and subaccounts related to the grant are closed within 45-days following the grant's end-date. Any receipts or invoices received after the grant's end-date must have been incurred within the grant's period of performance;



9. Maintains ongoing communications with the Bureau of Accounting & Payroll Services (BAPS), Auditing, the Bureau of the Budget Management Research (BBMR) and Grants Management Office (GMO) to further ensure ongoing fiscal integrity; and,

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AM 413-70

*m****Grant Closeout***

10. Archives all grant documentation along with the original grant application in SharePoint, as prescribed in **AM Policy 413-60, Grant Documentation: Grants Manager**.

**Grants Management Office:**

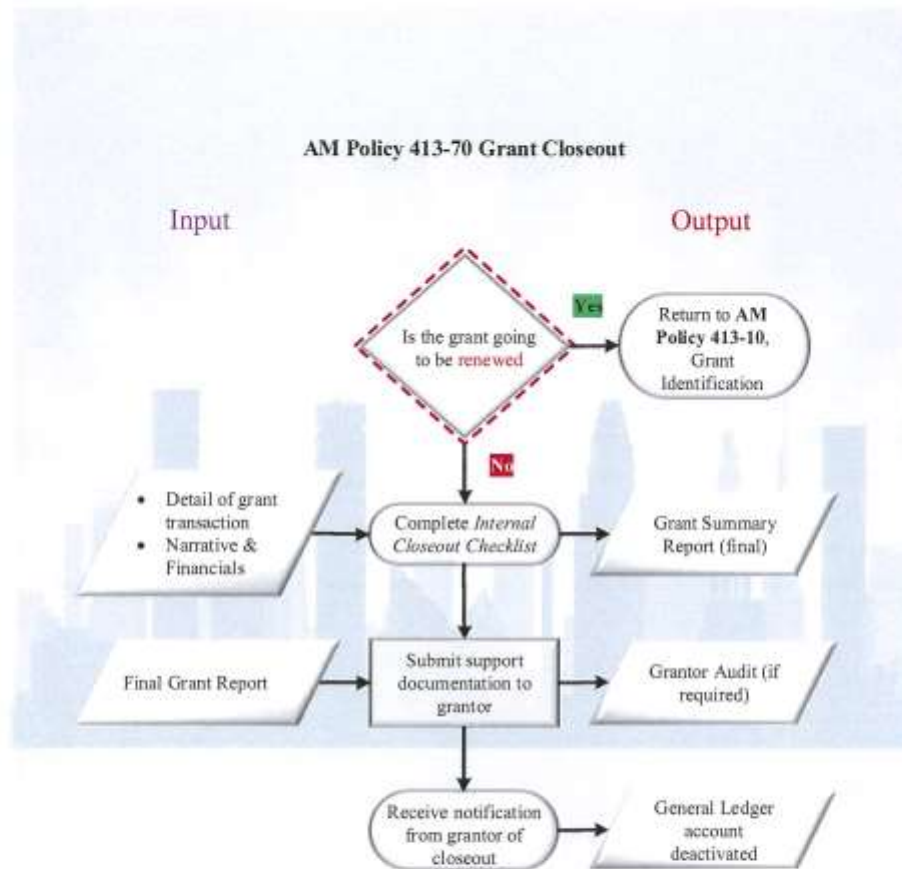
11. Deactivates all expired grant accounts to avoid ongoing charges against a grant that has ended to eliminate the possibility of disallowed costs and/or inappropriate expenditures to the Grants Revenue Fund.

**POLICY OWNER**

The grants management office is responsible for all changes and/or updates to this policy.

**FLOW PROCESS**

**Figure 1**, below, graphically displays the primary steps followed in the grant closeout process.



**Figure 1: Grant Closeout**, a timely and thorough closeout of all grants helps to ensure fewer audit findings and better overall compliance.

**AGENDA****BOARD OF ESTIMATES****05/17/2017****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office</u>			
1. Catherine E. Pugh	2017 ICSC RECon Las Vegas, NV May 21 - 23, 2017 (Reg. Fee \$0.00)	General Funds	\$1,984.17

The subsistence rate for this location is \$166.00 per night. The cost of the hotel is \$295.00 per night. The hotel taxes are \$44.15 per night, plus a resort fee of \$35.00 per night. The Department is requesting additional subsistence of \$129.00 per day to cover the cost of the hotel and \$40.00 per day for meals and incidentals. Ms. Pugh is now a member of the ICSC, therefore, no additional costs is incurred for her registration.

The airfare in the amount of \$1,095.87, hotel costs of \$848.30, hotel taxes of \$88.30, and the resort fees of \$70.00 have been prepaid using a City-issued procurement card assigned to Ms. Renee Newton. Therefore, Ms. Pugh will be disbursed \$140.00.

2. Afra Vance-White	2017 ICSC RECon Las Vegas, NV May 21 - 23, 2017 (Reg. Fee \$610.00)	General Funds	\$2,594.17
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The subsistence rate for this location is \$166.00 per night. The cost of the hotel is \$295.00 per night plus taxes of \$44.15 per night and resort fee of \$35.00 per night. The Department is requesting additional subsistence of \$129.00 per day to cover the cost of the hotel and \$40.00 per day for meals and incidentals.

**AGENDA****BOARD OF ESTIMATES****05/17/2017****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Mayor's Office</u> - cont'd			
The registration fee of \$610.00, transportation costs of \$1,095.87 and hotel costs of \$748.30 for Ms. Vance-White was prepaid using a City-issued procurement card assigned to Renee Newton. Therefore, the amount to be disbursed to Ms. Vance-White is \$140.00.			
3. Colin Tarbert	2017 ICSC Recon Las Vegas, NV May 21 - 24, 2017 (Reg. Fee \$0.00)	General Funds	\$2,161.32

The subsistence rate for this location is \$166.00 per night. The cost of the hotel is \$295.00 per night, plus hotel taxes of \$44.15 per night and a resort fee of \$35.40 per night. The Department is requesting additional subsistence of \$129.00 per day to cover the cost of the hotel and \$40.00 per day for meals and incidentals.

The airfare cost of \$858.87 and hotel cost of \$295.00 per night were prepaid using a City procurement card assigned to Renee Newton. Therefore, the amount to be disbursed to Colin Tarbert is \$180.00.

**Finance - Treasury Management**

4. Jennell Rodgers	Public Finance Management Fundamentals of Public Finance Philadelphia, PA June 5 - 9, 2017 (Reg. Fee \$0.00)	General Funds	\$1,238.82
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**AGENDA****BOARD OF ESTIMATES****05/17/2017****TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
<u>Department of General Services</u>			
5. Berke Attila Benjamin Brosch*	GFOA 111 <sup>th</sup> Annual Conference Denver, CO May 20 - 24, 2017 (Reg. Fee \$380.00) (Reg. Fee \$425.00)*	Internal Service Funds General*	\$4,322.44

The registration costs of \$380.00 and transportation costs of \$591.96 was prepaid using City-issued procurement card assigned to Berke Attila. Therefore, the disbursement to Mr. Attila is \$1,178.25.

The registration costs of \$425.00 and transportation costs of \$558.95 was prepaid using City-issued procurement card assigned to Berke Attila. Therefore, the disbursement to Mr. Brosch is \$1,188.28.

Baltimore Police Department

6. Stephanie Uruchima Helen Mateo Kerry Snead*	12 <sup>th</sup> Annual Conference on Crimes Against Women May 21 - 25, 2017 (Reg. Fee \$460.00) (Reg. Fee \$460.00) (Reg. Fee \$490.00)*	SORU Grant	\$4,355.09
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The registration costs of \$460.00 and transportation costs of \$709.46 was prepaid using City-issued procurement card assigned to Tribhuvan Thacker. Therefore, the disbursement to Mr. Uruchima is \$989.12.

**AGENDA**

**BOARD OF ESTIMATES**

**05/17/2017**

**TRAVEL REQUESTS**

<u>Name</u>	<u>To Attend</u>	<u>Fund Source</u>	<u>Amount</u>
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Baltimore Police Department - cont'd

The registration costs of \$460.00 and transportation costs of \$709.46 was prepaid using City-issued procurement card assigned to Tribhuvan Thacker. Therefore, the disbursement to Ms. Mateo is \$997.05.

The registration costs of \$490.00 and transportation costs of \$709.46 was prepaid using City-issued procurement card assigned to Tribhuvan Thacker. Therefore, the disbursement to Ms. Snead is \$989.12.

Department of Transportation

7. Sandra A. Byrd	US Equal Employment Opportunity Excel Conference Chicago, IL June 26-30, 2017 (Reg. Fee \$1,500.00)	General Fund	\$3,225.90
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The registration fee in the amount of \$1,500.00 was prepaid by City-issued procurement card assigned to Dharendra Sinha. The amount to be disbursed to Ms. Byrd is \$1,725.90.

Department of Communication Services

8. Perin Tinsley Charmaine Callahan*	2017 National Postal Forum Baltimore, MD May 21 - 24, 2017 (Reg. Fee \$825.00)*	Internal Service	\$ 825.00
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The registration fee for Ms. Callahan was paid under EA000206524. No other funds are requested. The National Postal Forum has provided Mr. Tinsley with complementary registration.

## AGENDA

### BOARD OF ESTIMATES

05/17/2017

Department of Public Works/Office - Amendment No. 1 to Agreement  
of Engineering and Construction

#### **ACTION REQUESTED OF B/E:**

The Board is requested to approve and authorize execution of Amendment No. 1 to the Agreement for Project 1402, On-Call Project and Construction Management Assistance Services with Rummel Klepper & Kahl, LLP (RK&K), and an increase of the upset limit from \$4,000,000.00 to \$5,000,000.00. The Amendment No. 1 to Agreement will extend the period of the agreement through December 10, 2018.

#### **AMOUNT OF MONEY AND SOURCE:**

\$1,000,000.00 - The amount of money and source will be determined with each individual task. No funds are required at this time.

#### **BACKGROUND/EXPLANATION:**

The completion of the Patapsco Enhanced Nutrient Removal (ENR) Projects is subject to a December 31, 2016 consent decree deadline imposed by the Maryland Department of the Environment. The Patapsco ENR Projects (Sanitary Contract No. 845R, Nitrification Filters Related Work for the Enhanced Nutrient Removal Facilities at Patapsco Wastewater Treatment Plant and Sanitary Contract No. 852R, Denitrification Filters Related Work for the Enhanced Nutrient Removal Facilities at Patapsco Wastewater Treatment Plant) have been delayed by disputes with the existing contractor over the correction of identified quality control deficiencies. The most significant of these disputes concerns the quality of welds on process piping at the Patapsco ENR Projects.

The DPW has repeatedly directed the existing contractor to take corrective action, but it has not done so to the satisfaction of the DPW. The lack of resolution of this dispute, together with other issues, has delayed the project past the consent decree deadline. At this time, the DPW is taking every measure necessary to complete the Patapsco ENR Projects as quickly as possible and at the level of workmanship contemplated by the contract. The delays to the completion have subjected the City to potential fines from the Maryland Department of the Environment (MDE).

## AGENDA

### BOARD OF ESTIMATES

05/17/2017

#### Department of Public Works/Office - cont'd of Engineering and Construction

To minimize further delays to the completion of the ENR projects (SC 845R and 852R), it is imperative that the City retain the services of a supplemental contractor to investigate, repair, and/or replace deficient work identified by the City.

The purpose of this request is to provide time and money for Task 22. The proposed Task #22 (to be issued by the agency) is an important and concurrent component in supporting the effort of SC 961 Emergency Construction Services (Phase 2) with additional inspections and project management support. The services to be provided by RK&K in Task 22 are within the existing scope of work in on-call Contract 1402. The Office of Engineering and Construction is utilizing MBE and WBE consultants from the current contract in a major role for this task. Accurate documentation is paramount towards the goal of back-charging the existing contractor for this overall rework effort.

Since time is of the essence, and the Office of Engineering and Construction does not have available personnel with the necessary experience, the City must engage RK&K inspection and project management personnel to provide the services needed for Task 22.

**IT IS HEREBY CERTIFIED THAT PURSUANT TO ARTICLE VI, §11(e)(i) OF THE CHARTER, THE EMERGENCY IS OF SUCH A NATURE THAT NO ADVANTAGE WILL RESULT IN SEEKING, OR IT IS NOT PRACTICABLE TO OBTAIN, COMPETITIVE BIDS. ON A MEMO DATED JULY 06, 2016, THE DIRECTOR OF FINANCE APPROVED THE REQUEST OF THE DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS TO RETAIN A SUPPLEMENTAL CONTRACTOR FOR THIS WORK.**

#### **MBE/WBE PARTICIPATION:**

The vendor will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to the original agreement of 27% and 10%.

**AGENDA**

**BOARD OF ESTIMATES**

**05/17/2017**

Department of Public Works/Office - cont'd  
of Engineering and Construction

**AUDITS NOTED THE TIME EXTENSION.**

**AUDITS NOTED THE INCREASE IN THE UPSET LIMIT.**

**AUDITS NOTED THIS ON-CALL AGREEMENT AND WILL REVIEW TASK  
ASSIGNMENT**

(The Amendment No. 1 to the Agreement for Project 1402, On-Call Project and Construction Management Assistance Services has been approved by the Law Department as to form and legal sufficiency.)

**AGENDA**

**BOARD OF ESTIMATES**

**05/17/2017**

**PROPOSALS AND SPECIFICATIONS**

1. Department of Transportation - TR 17007, Structural Repairs on Bridges Citywide JOC 2  
**BIDS TO BE RECV'D: 7/26/2017**  
**BIDS TO BE OPENED: 7/26/2017**
2. Department of Transportation - TR 17009, Cement Concrete Slabs Repairs Citywide III  
**BIDS TO BE RECV'D: 6/14/2017**  
**BIDS TO BE OPENED: 6/14/2017**
3. Department of Transportation - TR 17020, Utility Locating Test Holes & Boring for Engineering Projects Citywide  
**BIDS TO BE RECV'D: 6/14/2017**  
**BIDS TO BE OPENED: 6/14/2017**
4. Department of Public Works - SC 910, Improvements to the Sanitary Sewer Collection System in the Herring Run Sewershed Part 2: Chinquapin Run  
**BIDS TO BE RECV'D: 6/28/2017**  
**BIDS TO BE OPENED: 6/28/2017**

**12:00 NOON**

**ANNOUNCEMENTS OF BIDS RECEIVED**

**AND**

**OPENING OF BIDS, AS SCHEDULED**