Nick J. Mosby, *President*
Baltimore City Council

100 N. Holliday Street, Room 400 • Baltimore, Maryland 21202
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MEMORANDUM

To: **Honorable Brandon M. Scott, Honorable Bill Henry, Mr. James Shea, Mr. Jason Mitchell**
From: **Council President Nick J. Mosby**
Date: **September 27, 2021**
Re: **Board of Estimates Agenda Items for September 29, 2021 at 9:00am**

The items on the Board of Estimates Agenda for September 29, 2021 are to be assigned as follows:

ROUTINE AGENDA ITEMS: (To be acted upon collectively)

P 1	BOARDS AND COMMISSIONS
P 2	Circuit Court for Baltimore City – Grant Award
P 3	Office of the Comptroller – Reimbursement
P 6	Space Utilization Committee – Interdepartmental Lease Agreements
P 7	Mayor's Office of Neighborhood Safety and Engagement – Expenditure of Funds
P 8	Mayor's Office of Neighborhood Safety and Engagement – Provider Agreement
P 9-10	Mayor's Office of Neighborhood Safety and Engagement (MONSE) – Governmental / Charitable Solicitation Application
P 11-30	PERSONNEL MATTERS
P 31-36	OPTIONS/CONDEMNATION/QUICK-TAKES
P 37	Baltimore Police Department - Consultant Agreement
P 38	Mayor's Office of Employment Development (MOED) – Individual Training Account Agreement
P 39	Baltimore City Fire Department/ Office of Emergency Management - Memorandum of Agreement
P 40	Baltimore City Fire Department (BCFD) – Agreement
P 41-42	Department of Housing and Community Development (DHCD) - Contract of Sale
P 43-44	Department of Housing and Community Development – Grant Agreement
P 45	Department of Housing and Community Development – Acquisition by Gift
P 46-47	Department of Housing and Community Development (DHCD) – Land Disposition Agreement
P 48-49	Department of Housing and Community Development - Land Disposition Agreement
P 50	Mayor's Office of Children and Family Success – Notice of Award
P 51-57	INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS
P 58	Bureau of Procurement - Request for Authorization to Seek Master Lease Financing Vehicle Procurement
P 59-62	EXTRA WORK ORDERS
P 63	Department of General Services – Final Release of Retainage
P 64-66	TRANSFERS OF FUNDS
P 67-70	Health Department – Agreements
P 71	Health Department – Second Revised Notice of Award
P 72-73	Health Department – Two-Month Advance of Funding
P 74-75	Mayor's Office of Children and Family Success (MOCFS) – Governmental/Charitable Solicitation Application

P 76-77 Department of Public Works/Office Engineering and Construction – Amendment No. 1 to Agreement
P 78 Department of Public Works/Office of Engineering and Construction - Partial Release of Retainage
P 79 Department of Public Works/Office of Engineering and Construction - Full Release of Retainage
P 80 Department of Public Works/Office of Engineering and Construction - Full Release of Retainage
P 81-83 Department of Public Works/Office of Asset Management – Agreement
P 84-85 Department of Public Works – Assignment, Assumption and Amendment Agreement
P 86 Department of Public Works/Office of Engineering and Construction (DPW) – Task Assignment
P 87-88 Department of Public Works/Office of Engineering and Construction – Task Assignment
P 89 Department of Public Works (DPW) – Expenditure of Funds
P 90 Department of Transportation – Memorandum of Understanding
P 91-92 Department of Transportation – Addendum No. 2 to Grant Agreement
P 93 Department of Transportation – Developer's Agreement No.1743
P 94 Department of Transportation – Task Assignment
P 95-97 Department of Transportation (DOT) – Increase to Award TR-16020
P 98-100 RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS
P 101-102 TRAVEL REQUESTS
P 103-105 Department of Finance – Payment in Lieu of Taxes (PILOT) Agreement
P 106-153 Department of Finance – Updated Administrative Manual Policies AM 413-00 through 413-70
P 154 Closing

NON-ROUTINE AGENDA ITEMS: (To be acted upon individually)

P 4-5 Department of Real Estate – Assignment of Tax Sale Certificate

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

P 55-56 7. MOTOROLA SOLUTIONS, INC. $2,671,660.35 Extension to Service Agreement
Contract No. 08000 – 800 MHz Radio Facilities Maintenance Agreement – Mayor's Office of Information Technology, Baltimore City Fire Department, Baltimore City Police Department – P.O. No.: P536197

NOTICES:

On March 20, 2019, the Board of Estimates adopted the Regulations on Procurement, Protests, Minority and Women-owned Business Enterprise and Debarment/Suspension (Regulations) effective July 1, 2019. Pursuant to Section II. Protest Regulations:

a. The Resolution on the Regulations of Board Meetings and protests adopted by the Board on January 22, 2014 was repealed effective July 1, 2019.

b. Protests.

1. A person wishing to protest a proposed action of the Board or otherwise address the Board, whether individually or as a spokesperson, shall notify the Clerk of the Board, Room 204, City Hall, 100 N. Holliday Street, Baltimore, Maryland 21202 in writing no later than noon on the Tuesday preceding the Board meeting during which the item will be considered, or by an alternative date and time specified in the agenda for the next scheduled meeting.

2. A protest shall be considered proper when the protestant is directly and specifically affected by a pending matter or decision of the Board.

3. The written protest shall include:

a. The name of the person protesting or, if a spokesperson, the entity or organization protesting;

b. A narrative description of the issues and facts supporting the protest; and

c. A description as to how the protestant will be harmed by the proposed Board action.

d. If a person fails to appear before the Board to argue and defend their protest, the Board may reject the protest without discussion.

c. Procurement Lobbyist

1. A Procurement Lobbyist, as defined by the Baltimore City Ethics Code § 8-8(c), must register with the Board of Ethics as a Procurement Lobbyist in accordance with Baltimore City Ethics Code § 8-12.

2. If any member of the Board has sufficient information to determine that Baltimore City Ethics Code § 8-12 has not been complied with, he or she may make a complaint to the Board of Ethics.

d. Required Posting

The full provisions of these Protest Regulations shall be posted in a manner and format that ensures adequate notice in the Department of Legislative Reference, as well as on the President of the Board's website and the Secretary to the Board's website.

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

NOTICES - cont'd:

1. **SPECIAL NOTICE FOR SEPTEMBER 29, 2021, 9:00 A.M. BOARD OF ESTIMATES' MEETING**

MEMBERS OF THE PUBLIC CAN CALL IN TO LISTEN LIVE BY CALLING 1 (408) 418-9388 (ACCESS CODE: 179 478 0446.) AND/OR STREAM IT LIVE USING THE FOLLOWING LINK:
https://www.charmtvbaltimore.com/live-stream

2. **12:00 NOON MEETING ANNOUNCEMENT OF BIDS AND OPENINGS**

MEMBERS OF THE PUBLIC CAN CALL IN TO LISTEN LIVE BY CALLING (443) 984-1696 (ACCESS CODE: 0842939) AND/OR STREAM IT LIVE USING THE FOLLOWING LINK:
https://www.charmtvbaltimore.com/live-stream

3. **EFFECTIVE MARCH 9, 2021, THE BOARD SUBMISSION DEADLINE IS WEEKLY ON TUESDAY AT 11:00 A.M.**

BOARD OF ESTIMATES' RECESS

4. **THE BOARD OF ESTIMATES IS SCHEDULED TO BE IN RECESS AT 9:00 A.M. AND 12:00 NOON ON OCTOBER 13, 2021. THE BOARD OF ESTIMATES WILL NOT RECEIVE OR OPEN BIDS ON OCTOBER 13, 2021. THE BOARD OF ESTIMATES WILL RECONVENE ON OCTOBER 20, 2021.**

5. **THE DEADLINE FOR THE OCTOBER 20, 2021 BOARD OF ESTIMATES AGENDA IS TUESDAY, OCTOBER 5, 2021, AT 11:00 A.M.**

BOARD OF ESTIMATES' AGENDA – SEPTEMBER 29, 2021

BOARDS AND COMMISSIONS

1. Prequalification of Contractors

In accordance with the Rules for Prequalification of Contractors, as amended by the Board on November 21, 2016, the following contractors are recommended:

Bartenfelder Landscape Service, Inc.	$ 1,500,000.00
Ligon & Ligon, Incorporated	$95,960,000.00
T.E.A.M. Service Corporation of New York	$ 4,750,000.00

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:

Environmental Engineering & Contracting, Inc.	Engineer
SAMMS Engineering LLC	Engineer

AGENDA

BOARD OF ESTIMATES **9/29/2021**

Circuit Court for Baltimore City – Grant Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Grant Award from the Maryland Judiciary, Administrative Office of the Courts, through the Department of Juvenile and Family Services. The period of the award is July 1, 2021 to June 30, 2022.

AMOUNT OF MONEY AND SOURCE:

$1,624,259.77 - 5000-500822-1100-804000-405001

BACKGROUND EXPLANATION:

The Circuit Court for Baltimore City has received an FY2022 grant from the Administrative Office of the Courts, Department of Juvenile and Family Services, whose budget is approved by the Maryland State Legislature, to staff and operate a Family Division under Maryland Rule 16-307 within the Circuit Court for Baltimore City.

Funds will be utilized to cover personnel costs, contracts for services, supplies, and program costs, including parenting education, mediation (2 programs), supervised visitation, and custody evaluation services.

The grant award is late because of delays in the administrative process created by the COVID-19 emergency.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED THE SUBMITTED DOCUMENTATION AND FOUND THAT IT CONFIRMED THE GRANT AWARD.

AGENDA

BOARD OF ESTIMATES **9/29/2021**

Office of the Comptroller - Reimbursement

ACTION REQUESTED OF B/E:

The Board is requested to approve a reimbursement to Kathleen Kelleher for a subscription to Canva Pro. The period of the reimbursement is December 2020 through June 2021.

AMOUNT OF MONEY AND SOURCE:

$90.65 - 1001-000000-1300-157300-603003

BACKGROUND/EXPLANATION:

Canva Pro is a graphic design platform used for graphic design projects, including media, agency communication and public outreach. Ms. Kelleher used her personal credit card to purchase Canva Pro graphic subscription.

The request is late because of administrative backlog.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

Department of Real Estate – Assignment of Tax Sale Certificate

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of a Tax Sale Certificate for an amount that is less than the lien amount for the properties located at 1243 Glyndon Avenue (Block 0266A, Lot 061), 1302 Sargeant Street (Block 0767, Lot 079) and 1328 Sargeant Street, (Block 767, Lot 092).

AMOUNT OF MONEY AND SOURCE:

Property Address	Assessed Value	Flat Taxes and Water	Total Liens	Recommended Purchase Price
1243 Glyndon Ave.	$44,867.00	$15,658.69	$73,135.83	$15,658.69
1302 Sargeant Street	$34,833.00	$14,260.79	$53,845.10	$14,260.79
1328 Sargeant Street	$35,167.00	$20,254.82	$149,164.86	$20,254.82

BACKGROUND/EXPLANATION:

The City acquired the Tax Sale Certificates on October 23, 2019, for 1243 Glyndon Avenue (Block 0266A, Lot 061) in the amount of $73,135.83, 1302 Sargeant Street (Block 0767, Lot 079) in the amount of $53,845.10, and 1328 Sargeant Street (Block 0767, Lot 092) in the amount of $149,164.86.

Southwest Partnership, Inc. has offered to purchase the Tax Certificate for 1243 Glyndon Avenue for $15,658.69, file a petition to foreclose, acquire title to the property and return it to productive use. The purchase price of $15,658.69 will cover the outstanding flat taxes and water charges for the property at the time of the tax sale auction. Other charges include liens of $5,407.56 for miscellaneous billing, $1,500.00 for environmental citation, $321.36 for Alley/Footway, and $2,113.80 for Property Registration.

Southwest Partnership, Inc. has offered to purchase the Tax Certificate for 1302 Sargeant Avenue for $14,260.79, file a petition to foreclose, acquire title to the property and return it to productive use. The purchase price of $14,260.79 will cover the outstanding flat taxes and water charges for the property at the time of the tax sale auction. Other charges include liens of $3,276.21 for miscellaneous billing and $2,113.80 for Property Registration.

Department of Real Estate – cont'd

Southwest Partnership, Inc. has offered to purchase the Tax Certificate for 1328 Sargeant Avenue for $20,254.82, file a petition to foreclose, acquire title to the property and return it to productive use. The purchase price of $20,254.82 will cover the outstanding flat taxes and water charges for the property at the time of the tax sale auction. Other charges include liens of $1,655.33 for miscellaneous billing and $8,760.00 for environmental citation.

Space Utilization Committee – Interdepartmental Lease Agreements

The Board is requested to approve the various Inter-Departmental Lease Agreements with the Department of General Services, Landlord, for the property located at 417 East Fayette Street. The period of the lease agreements is July 1, 2021 through June 30, 2026.

	Location	Tenant	Annual Rent
1.	417 E. Fayette Street 4th and 5th Floors (approximately 8,711 sq. ft.)	Mayor's Office of Employment Development	$107,341.61
	Account: 4000-806021-6301-454201-603013		
2.	417 E. Fayette Street 6th Floor (approximately 18,556 sq. ft.)	Baltimore City Health Department	$229,175.32
	Accounts: 1001-000000-3024-268600-603013 4000-426213-3110-306800-603013		

APPROVED FOR FUNDS BY FINANCE

The Leased Premises will be used for Administrative Offices.

The agreements are late because of the internal approval process at participating agencies.

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

Mayor's Office of Neighborhood – Expenditure of Funds
Safety and Engagement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize an expenditure of funds to pay Johns Hopkins Hospital.

AMOUNT OF MONEY AND SOURCE:

$125,304.00 - 4000-483617-2255-702300-603051

BACKGROUND/EXPLANATION:

On January 17, 2018, the Board approved an Agreement between the Baltimore City Health Department and The Johns Hopkins Hospital to provide services to implement a Safe Streets Hospital Responder Program. The original period of performance was from January 17, 2018 to September 30, 2018.

An extension of the provider agreement was never submitted to the Board for approval prior to the expiration of the provider agreement. However, Johns Hopkins Hospital continued to render services under the expired provider agreement. Therefore, the Department requests approval to pay for the continuation of services from October 1, 2018 until September 30, 2020 and for which it has received federal funding allocated to pay for these services.

The request is late because of administrative delays.

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MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

Mayor's Office of Neighborhood – Provider Agreement
Safety and Engagement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Provider Agreement with Harbor Hospital, Inc. d/b/a Medstar Harbor Hospital (MSHH). The period of the agreement is retroactive from July 1, 2021 through June 30, 2022, unless otherwise extended or terminated according to the terms of this Agreement, with an option to renew for an additional one-year period.

AMOUNT OF MONEY AND SOURCE:

$129,977.58 - 2026-000000-2255-802400-603051

BACKGROUND/EXPLANATION:

On February 6, 2019, the Board approved an agreement with MSHH to provide the services of two Hospital Responders to implement the Safe Streets Hospital Responder Program for the purpose of reducing readmission of patients with a violence-related injury, especially gun and knife related injuries. The Responders implement strategies to reduce violence, intervene in scenarios of retaliation, and support wraparound services offered by MSHH.

The funding source for this activity is Casino Local Impact Grant funds, consistent with the South Baltimore Gateway Master Plan, and as approved by the Casino Local Development Council in its recommendations to the City on the use of these funds.

The period covered by the original agreement was January 1, 2019, to December 31, 2019. On July 29, 2020, the Board approved a second agreement with MSHH to provide the Hospital Responder Program services for the period of January 1, 2020, through June 30, 2021.

The agreement is late because of administrative delays.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

Mayor's Office of Neighborhood Safety – Governmental/Charitable Solicitation Application and Engagement (MONSE)

ACTION REQUESTED OF B/E:

The Board is requested to endorse a Governmental/Charitable Solicitation application for submission to the Board of Ethics of Baltimore City to allow the MONSE staff to solicit donations from local individuals, business leaders, and the general public to benefit the MONSE Dante Barksdale Memorial Fund. The period of the campaign is effective upon Board approval through September 30, 2022.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

Solicitations will be made through direct contact. Donations will vary between monetary and in-kind. There will be no direct exchange of funds, and all payments will be made payable directly to the Baltimore Civic Fund on behalf of the MONSE. The following entities will be solicited: corporations and individuals.

A potential donor list will be comprised of individuals and corporate entities that contribute to the economic, social, and cultural vitality of Baltimore City. Most of the individuals and corporate entities fitting that description are not controlled, donors. However, those potential donors who are controlled donors with respect to the City Council or the Board of Estimates will not be targeted or singled out in any way and will be solicited, if at all, in the same manner as the other potential donors.

Donations will support the families of community violence interrupters, such as those in the MONSE's Flagship Violence Prevention Program, Safe Streets, in case of a traumatic event that happens to them while working. Safe Streets workers mediate disputes with the hope of de-escalating conflicts, and they prevent gun violence in Baltimore communities by working with those who are at the highest risk of being a shooter or the victim of a shooting. Mr. Dante Barksdale and Mr. Kenyell Wilson were violence interrupters for Safe Streets who tragically lost their lives this year. Most recently, on July 1, 2021, Mr. Wilson was minutes away from attending a Cherry Hill Safe

MONSE – cont'd

Streets meeting when he was fatally shot, leaving behind a wife and their four children. Donations collected will help support the families of the victims, as well as support ongoing program needs, including community engagement, outreach activities, training, and service supports for staff and individuals engaged in conflict mediation.

Baltimore City Code Article 8, Section 6-26, prohibits solicitation or facilitating the solicitation of a gift. An exception was enacted in 2005 to permit certain solicitations that are for the benefit of an official governmental program or activity or a City-endorsed charitable function or activity. Ethics Regulation 96.26B sets out the standards for approval, which includes the requirement that the program, function, or activity to be benefited and the proposed solicitation campaign must be endorsed by the Board of Estimates or its designee.

PERSONNEL MATTERS

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The Board is requested to approve

all of the Personnel matters

listed on the following pages:

12 - 30

All of the Personnel matters have been approved

by the EXPENDITURE CONTROL COMMITTEE.

All of the contracts have been approved

by the Law Department as to form and legal sufficiency.

PERSONNEL

		Hourly Rate	Amount
Baltimore City Office of Information and Technology (BCIT)			
1.	**PATRICIA FULLER**	$65.00	**$ 19,500.00**

Account: 1001-000000-1472-165800-601009

Ms. Fuller will continue to work as a Contract Services Specialist II. She will use her Drupal content management skills and expertise to conduct training for City of Baltimore Content Editors and create and maintain a Drupal training materials library for BCIT. This is the same hourly rate as in the previous contract period. The period of the agreement is effective September 24, 2021 for one year.

2. Reclassify the following 2 filled positions:

Position Nos. 50704 and 50706

From

Classification: IT Specialist I (BCIT)
Job Code: 33107
Grade: 923 ($65,000.00 - $104,246.00)

To:

Classification: IT Specialist II (BCIT)
Job Code: 33109
Grade: 927 ($69,126.00 - $110,602.00)

Cost: $13,499.39 – 1001-000000-1474-719900-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

PERSONNEL

BCIT – cont'd

3. Classify the following position:

Position No. 53991

From:

Classification: New Position
Job Code: 90000
Grade: 900 ($1.00 - $204,000.00)

To:

Classification: Operations Specialist II
Job Code: 00084
Grade: 907 ($60,430.00 - $96,777.00)

Cost Savings: ($41,397.00) – 1001-000000-1472-808000-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Circuit Court for Baltimore City

4. Reclassify the following filled position:

Position No. 51968

From:

Classification: HR Assistant II
Job Code: 08005
Grade: 085 ($40,896.00 - $49,277.00)

PERSONNEL

Circuit Court for Baltimore City – cont'd

To:

Classification: HR Generalist I
Job Code: 00680
Grade: 088 ($46,074.00 - $55,823.00)

Cost: $3,971.00 – 1001-000000-1100-109500-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

5. Reclassify the following filled position:

Position No. 10356

From:

Classification: HR Officer Courts
Job Code: 00801
Grade: 093 ($56,778.00 - $69,231.00)

To:

Classification: HR Generalist II
Job Code: 07395
Grade: 923 ($65,000.00 - $104,246.00)

Cost: $12,419.00 – 1001-000000-1100-109500-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

PERSONNEL

Convention Center

6. Reclassify the following filled position:

Position No. 53988

From:

Classification: Data Fellow
Job Code: 00141
Grade: 907 ($60,430.00 - $96,777.00)

To:

Classification: Research Analyst II
Job Code: 00816
Grade: 927 ($69,126.00 - $110,602.00)

Cost: $ 1,884.00 – 1001-000000-5311-391500-603048
10,000.00 – 1001-000000-5311-391500-603022
$11,884.00

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Baltimore City Fire Department

		Hourly Rate	Amount
7.	**MARK FOX**	$30.90	**$64,272.00**

Account: 4000-482021-2131-228200-601009

Mr. Fox will continue to work as a Contract Services Specialist II. He will be responsible for creating and updating the operations of the Standard Operating Procedures, supporting operations during Emergency Operations Center activation, assisting with the Urban Area Security Initiative regional planning efforts on recovery and evacuation, and Threat Hazard Identification Risk Assessment (THIRA) and State Preparedness Report. In addition, Mr. Fox will coordinate

PERSONNEL

		Hourly Rate	Amount

Baltimore City Fire Department – cont'd

emergency preparedness projects in collaboration with other cities, and write action reports and improvement plans for major incidents and special events. This is the same hourly rate as in the previous contract period. The period of the agreement is effective September 23, 2021 for one year.

8. **ELISE MAJOR WHITEFORD** $27.46 **$57,116.80**

Account: 4000-482021-2131-228200-601009

Ms. Whiteford will continue to work as a Contract Services Specialist II. She will be responsible for monitoring City flooding and conducting outreach to Mill businesses along the Jones Falls, working on flood threat alert upgrades for City flood gauges, analyzing flood gauge data and 311 service request data, and administering the Mayor's Office of Emergency Management 24/7 On-Call Duty Office Program. In addition, Ms. Whiteford will be the point-person for the Small Business Administration declaration process after a disaster, work on mitigation projects/proposals, update the Baltimore City Emergency Operation Plan, work on and review regional plans, update the Baltimore City Recovery Plan, and gather quantitative and qualitative data for inclusion in after-action reviews of special events, on-call responses, and standard emergency operations. This is the same hourly rate as in the previous contract period. The period of the agreement is effective September 23, 2021 for one year.

9. **CHAYA DEITSCH** $36.06 **$75,004.80**

Account: 4000-482021-2131-228200-601009

Ms. Deitsch will continue to work as a Contract Services Specialist II. She will be responsible for providing assistance to the Director and Deputy Director of the Office of Emergency Management (OEM) by coordinating logistics operations during Emergency Operations Center activations, other events, and daily management of logistics for OEM. This is the same hourly rate as in the previous contract period. The period of the agreement is effective September 23, 2021, for one year.

PERSONNEL

Hourly Rate Amount

Fire and Police Employees' Retirement System

10. Reclassify the following vacant position:

Position No. 50649

From:

Classification: Investment Analyst
Job Code: 34454
Grade: 929 ($73,474.00 - $117,402.00)

To:

Classification: Senior Investment Analyst
Job Code: 10048
Grade: 936 ($86,518.00 - $138,364.00)

Cost: $40,316.00 – 6000-604122-1540-171400-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Baltimore City Health Department

11. Create the following 3 positions:

Classification: Community Health Educator II
Job Code: 61252
Grade: 085 ($40,896.00 - $49,277.00)
Position Nos.: To be determined by BBMR

Cost: $194,803.63 – 5000-522322-3030-273305-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

PERSONNEL

Health Department – cont'd

		Hourly Rate	Amount
12.	**DONA BOWLEY**	$11.75	**$12,220.00**

Account: 4000-432922-3255-761200-601009

13.	**FRANK FREEMAN**	$11.75	**$12,220.00**

Account: 4000-432922-3255-761200-601009

Ms. Bowley and Mr. Freeman will each continue to work as a Contract Services Specialist II. They will be responsible for setting up and breaking down the kitchen and dining areas at senior centers, serving food, assisting seniors that are unable to serve themselves, ensuring that kitchen equipment is kept clean and sanitary, assisting with ensuring food products are stored properly, and stocking the kitchen for the next day. The period of the agreement is effective October 1, 2021, for one year.

14.	**LUCRETIA SHANNON**	$14.00	**$23,296.00**

Account: 4000-433422-3255-761601-601009

Ms. Shannon will continue to work as a Contract Services Specialist II. She will be responsible for scheduling and conducting community outreach programs for The Benefits Checkup and Senior Health Insurance Program for the Baltimore City Health Department, preparing Benefits Checkup reports for seniors, and providing individual counseling for seniors and their families regarding the Benefits Checkup report. This is the same hourly rate as in the previous contract period. The period of the agreement is effective October 1, 2021 for one year.

PERSONNEL

Health Department – cont'd

15. Approve new hourly rates for temporary classifications as follows:

Classification	Job Code	Grade		Hiring	Full Performance	Experienced	Senior
Licensed Practical Nurse	10223	034	**From**	$16.81	$17.41	$19.19	N/A
			To	$20.64	$21.61	$23.56	N/A
Community Health Nurse II	10225	036	**From**	$28.57	$31.23	$32.01	$32.81
			To	$35.08	$36.81	$38.55	$40.28
School Health Aide	10221	032	**From**	$13.14	$13.38	$14.02	N/A
			To	$16.13	$16.49	$17.29	N/A
Medical Office Assistant	10222	033	**From**	$14.28	$14.63	$16.19	$16.44
			To	$14.71	$15.07	$16.68	$16.94
Hearing and Vision Tester	10251	038	**From**	$12.42	$12.58	$12.96	N/A
			To	$15.25	$15.47	$15.91	N/A
Nurse Practitioner	10226	037	**From**	$33.36	$36.33	$37.24	$38.17
			To	$40.92	$42.94	$44.91	$46.88
Registered Nurse	10225	036	**From**	$24.01	$27.12	$27.80	$28.50
			To	$30.37	$32.26	$34.15	$36.04

Cost: $7,279.00 - 6000-624922-3100-295900-601001

The Department of Human Resources has reviewed a request from the Health Department to adjust the hourly rates for the above classifications. Positions in these classifications perform temporary summer work for the Health Department in City schools. This change will maintain the pay parity of these classifications with the comparable 10-month regular classifications, which received salary adjustments effective July 1, 2020. The work of these classifications is of the same nature and scope as the regular classifications.

PERSONNEL

Department of Housing and Community Development

16. A. Create the following classification:

Classification: Loan Servicing Officer
Job Code: 75310
Grade: 087 ($44,263.00 - $53,504.00)

B. Reclassify the following vacant position:

Position No. 15398

From:

Classification: Program Compliance Officer II
Job Code: 31502
Grade: 927 ($69,126.00 - $110,602.00)

To:

Classification: Loan Servicing Officer
Job Code: 75310
Grade: 087 ($44,263.00 - $53,504.00)

Cost Savings: ($50,000.00) – 2089-208922-5825-408900-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Department of Legislative Reference

		Hourly Rate	Amount
17.	**SAVANNAH SMITH**	$25.00	**$ 37,350.00**

Account: 1001-000000-1060-108400-601009

Ms. Smith will work as a Contract Services Specialist II. She will be responsible for codifying and formatting City regulations, forwarding regulations to the Law Department for review, updating, editing, and maintaining the Code of Regulations database and files. The period of the agreement is effective upon Board approval for one year.

PERSONNEL

Mayor's Office of Children and Family Success

18. Reclassify the following vacant position:

From:

Classification: General Superintendent of Buildings and Grounds
Job Code: 53337
Grade: 923 ($65,000.00 - $104,246.00)
Position No.: 52657

To:

Classification: Operations Assistant II
Job Code: 00080
Grade: 903 ($48,388.00 - $77,376.00)

Cost: There are no costs associated with this action.

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Mayor's Office of Employment Development

19. Reclassify the following vacant position:

From:

Classification: Administrative Services
Job Code: 01224
Grade: 920 ($39,291.00 - $69,110.00)
Position No.: 16261

To:

Classification: Operations Assistant II
Job Code: 00080
Grade: 903 ($48,388.00 - $77,376.00)

PERSONNEL

Mayor's Office of Employment Development – cont'd

Cost: There are no costs associated with this action.

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

20. Reclassify the following vacant position:

From:

Classification: Facilities/Office Services II
Job Code: 01222
Grade: 916 ($35,007.00 - $63,247.00)
Position No.: 16398

To:

Classification: Operations Assistant II
Job Code: 00080
Grade: 903 ($48,388.00 - $77,376.00)

Cost: $18,566.00 – 4000-807022-6312-458305-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Baltimore City Police Department

21. Reclassify the following vacant position:

From:

Classification: Grant Services Specialist III
Job Code: 10217
Grade: 941 ($59,537.00 - $102,351.00)
Position No.: 49842

Police Department – cont'd

To:

Classification: Grant Services Specialist IV
Job Code: 10236
Grade: 944 ($80,375.00 - $138,173.00)

Cost: $149,318.89 – 4000-412721-2021-213000-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Department of Public Works

22. Classify the following position:

From:

Classification: New Position
Job Code: 90000
Grade: 900 ($1.00 - $204,000.00)
Position No.: 49991

To:

Classification: Operations Director I
Job Code: 00093
Grade: 967 ($111,047.00 – $183,073.00)

Savings: ($19,270.00) – 2070-000000-5501-597300-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

PERSONNEL

Department of Public Works – cont'd

23. Classify the following position:

Classification: Operations Assistant III
Job Code: 00081
Grade: 904 ($51,286.00 - $82,058.00)
Position No.: To be assigned

Cost: $97,148.00 – 2071-000000-5471-400500-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Department of Recreation and Parks

24. Classify the following position:

From:

Classification: New Position
Job Code: 90000
Grade: 900 ($1.00 - $204,000.00)
Position No.: 54010

To:

Classification: Recreation Center Director I
Job Code: 83211
Grade: 082 ($36,947.00 – $43,703.00)

There are no costs associated with this action.

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

PERSONNEL

Department of Recreation and Parks – cont'd

25. Reclassify the following vacant position:

From:

Classification: Recreation Center Director I
Job Code: 83211
Grade: 082 ($36,947.00 - $43,703.00)
Position No.: 44591

To:

Classification: Recreation Center Director II
Job Code: 83212
Grade: 084 ($39,651.00 - $47,323.00)

Cost: $2,911.00 – 1001-000000-4803-749100-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

26. Reclassify the following vacant position:

From:

Classification: Recreation Center Director I
Job Code: 83211
Grade: 082 ($36,947.00 - $43,703.00)
Position No.: 42314

To:

Classification: Recreation Center Director II
Job Code: 83212
Grade: 084 ($39,651.00 - $47,323.00)

Cost: $2,911.00 – 1001-000000-4803-749100-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

PERSONNEL

Department of Recreation and Parks cont'd

27. Reclassify the following vacant position:

From:

Classification: Recreation Center Director I
Job Code: 83211
Grade: 082 ($36,947.00 - $43,703.00)
Position No.: 42306

To:

Classification: Recreation Center Director II
Job Code: 83212
Grade: 084 ($39,651.00 - $47,323.00)

Cost: $2,911.00 – 1001-000000-4803-749100-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

The Sheriff's Office

28. Reclassify the following filled position:

From:

Classification: Court Secretary I
Job Code: 00812
Grade: 091 ($52,164.00 - $63,467.00)
Position No.: 24720

To:

Classification: Executive Assistant
Job Code: 10083
Grade: 904 ($51,286.00 - $827,058.00)

PERSONNEL

The Sheriff's Office – cont'd

Cost: $11,942.60 – 1001-000000-1182-138800-601001

This position is to be considered a Position of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

Department of Transportation

29. A. Abolish position:

Classification: Laborer
Job Code: 52941
Grade: 426 ($33,905.00 - $36,327.00)
Position Nos.: 21585

B. Reclassify the following filled position:

From:

Classification: Equal Employment Officer
Job Code: 33658
Grade: 923 ($65,000.00 - $104,246.00)
Position No.: 35653

To:

Classification: Operations Officer IV
Job Code: 31112
Grade: 931 ($79,160.00 - $126,544.00)

Cost: There are no costs associated with this action.

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

PERSONNEL

Department of Transportation – cont'd

30. A. Abolish the following vacant position:

Classification: Laborer
Job Code: 52941
Grade: 426 ($33,905.00 - $36,327.00)
Position Nos.: 21373 and 21347

B. Reclassify the following vacant position:

From:

Classification: Public Works Inspector II
Job Code: 42212
Grade: 087 ($44,263.00 - $53,504.00)
Position No.: 35718

To:

Classification: Engineer II
Job Code: 72113
Grade: 929 ($73,474.00 - $117,402.00)

From:

Classification: Public Works Inspector III
Job Code: 42213
Grade: 092 ($54,421.00 - $66,266.00)
Position No.: 20071

To:

Classification: Engineer II
Job Code: 72113
Grade: 929 ($73,474.00 - $117,402.00)

Costs: $36,309.00 – 1001-000000-5011-382800-601001

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

PERSONNEL

Department of Transportation

31. A. Abolish the following vacant position:

Classification: Whiteprint Machine Operator
Job Code: 52593
Grade: 079 ($33,757.00 - $39,410.00)
Position No.: 20044

B. Reclassify the following filled position:

From:

Classification: Bike Share Program Coordinator
Job Code: 31138
Grade: 927 ($69,126.00 - $110,602.00)
Position No.: 49598

To:

Classification: Operations Officer III
Job Code: 31111
Grade: 929 ($73,474.00 - $117,402.00)

There are no costs associated with this action.

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

32. A. Abolish the following vacant position:

Classification: Laborer
Job Code: 52941
Grade: 426 ($33,905.00 - $36,327.00)
Position No.: 21617

PERSONNEL

Department of Transportation – cont'd

B. Reclassify the following filled position:

From:

Classification: Laborer
Job Code: 52941
Grade: 426 ($33,905.00 - $36,327.00)
Position No.: 21621

To:

Classification: Engineer II
Job Code: 72113
Grade: 929 ($73,474.00 - $117,402.00)

There are no costs associated with this action.

These positions are to be considered Positions of Trust in accordance with the policy outlined in the Administrative Manual, Section 200-4.

OPTIONS/CONDEMNATION/QUICK-TAKES:

	Owner(s)	Property	Interest	Amount
	Dept. of Housing and Community Development (DHCD) – Options			
1.	Glenn H. Goldberg, Custodian for Jared Goldberg; Cameron Goldberg; & Tyler Goldberg and R. Marc Goldberg, Custodian for Lance David Goldberg & & Rachel Beth Goldberg	125 N. Howard Street	G/R $90.00	$776.00

Funds are available in Account No. 9910-904177-9588-900000-704040, Acquisition & Relocation, Condemnation Ground Rents.

Funds are available in Account No. 9910-904177-9588-900000-704044, Acquisition & Relocation, Condemnation Ground Rents for the settlement fee. $529.00

Funds are available in Account No. 9910-904177-9588-900000-704044, Acquisition & Relocation, Condemnation Ground Rents for back rent. $270.00

2.	S. Goldberg Properties, LLC	317 N. Schroeder Street	G/R $32.90	$301.59

Funds are available in Account No. 9910-903195-9588-900000-704040, Poe Homes, Poe Homes Expansion.

Funds are available in Account No. 9910-903195-9588-900000-704044, Poe Homes, Poe Homes Expansion for the settlement fee. $529.00

Funds are available in Account No. 9910-903195-9588-900000-704044, Poe Homes, Poe Homes Expansion for back rent. $ 98.70

OPTIONS/CONDEMNATION/QUICK-TAKES:

Owner(s)	Property	Interest	Amount
(DHCD) – Options			
3. A&P LLC	803 Edmondson Avenue	G/R $60.00	$1,119.00

Funds are available in Account No. 9910-905788-9588-900000-704040, Baker/Division Acquisition & Relocation, Druid Square/Cab Callaway Square Project.

Funds are available in Account No. 9910-905788-9588-900000-704044, Baker/Division Acquisition & Relocation, Druid Square/Cab Calloway Square Project for 3 years back rent. $ 366.00

Funds are available in Account No. 9910-905788-9588-900000-704040, Baker/Division Acquisition & Relocation, Druid Square/Cab Callaway Square Project for the settlement fee. $ 529.00

4. MJRE,LLC	810 Edmondson Avenue	G/R $60.00	$ 550.00

Funds are available in Account No. 9910-904177-9588-900000-704040, Acquisition & Relocation, Upton West RFP.

Funds are available in Account No. 9910-904177-9588-900000-704044, Acquisition & Relocation, Upton West RFP for 3 years back rent. $ 180.00

Funds are available in Account No. 9910-904177-9588-900000-704044, Acquisition & Relocation, Upton West RFP for the settlement fee. $ 529.00

OPTIONS/CONDEMNATION/QUICK-TAKES:

Owner(s)	Property	Interest	Amount
(DHCD) – Options			
5. A&P,LLC	810 Edmondson Avenue	Sub-G/R $90.00	$ 275.00

Funds are available in Account No. 9910-904177-9588-900000-704040, Acquisition & Relocation, Upton West RFP.

Funds are available in Account No. 9910-904177-9588-900000-704044, Acquisition & Relocation, Upton West RFP for 3 years back rent. $ 270.00

Funds are available in Account No. 9910-904177-9588-900000-704044, Acquisition & Relocation, Upton West RFP for the settlement fee. $ 529.00

6. S. Goldberg Properties, LLC	820 Edmondson Avenue 822 Edmondson Avenue	G/R $62.00	$1,138.00

Funds are available in Account No. 9910-904177-9588-900000-704040, Acquisition & Relocation, Upton West RFP.

Funds are available in Account No. 9910-904177-9588-900000-704044, Acquisition & Relocation, Upton West RFP for 3 years back rent. $ 372.00

Funds are available in Account No. 9910-904177-9588-900000-704044, Acquisition & Relocation, Upton West RFP for the settlement fee. $ 529.00

DHCD – Re-Affirm Prior Approval

7. Amy Sue Nochumowitz, Trustee for Ethan S. Nochumowitz	1028 Milton Avenue	G/R $96.00	$ 880.00

Funds are available in Account No. 9910-906126-9588-900000-704040, Whole Block Land Res ’17, FY 17 CORE Demo.

OPTIONS/CONDEMNATION/QUICK-TAKES:

Owner(s)	Property	Interest	Amount

(DHCD) – Re-Affirm Prior Approval – cont'd

Funds are available in Account No. 9910-906126-9588-900000-704044, Whole Block Land Res '17, FY 17 CORE Demo for 3 years back rent. $ 288.00

Funds are available in Account No. 9910-906126-9588-900000-704044, Whole Block Land Res '17, FY 17 CORE Demo for the settlement fee. $ 29.00

8.	Barbara Wallach	2037 Ellsworth Street	G/R $30.00	$ 50.00

Funds are available in Account No. 9910-908636-9588-900000-704040, Whole Block Land Resource FY 16, FY 17 CORE.

Funds are available in Account No. 9910-908363-9588-900000-704044, Whole Block Land Resource FY 16, FY 17 CORE for 3 years back rent. $ 90.00

Funds are available in Account No. 9910-908363-9588-900000-704044, Whole Block Land Res '17, FY 17 CORE for the settlement fee. $ 529.00

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

DHCD – Condemnations

9.	United Companies Lending Corporation	1506 N. Bethel Street	L/H	$7,500.00

Funds are available in Account No. 9910-903183-9588-900000-704040, Park Heights Major Redevelopment.

OPTIONS/CONDEMNATION/QUICK-TAKES:

Owner(s)	Property	Interest	Amount
(DHCD) – Condemnations – cont'd			
10. Trinity Praise Center Lending Corporation	317 N. Schroeder Street	L/H	$9,283.00
Funds are available in Account No. 9910-903195-9588-900000-704040, Poe Homes, Poe Homes Expansion.			
11. Grand Investments Trust, LLC	123 – 125 N. Howard Street	G/R $34.68	$ 318.00
Funds are available in Account No. 9910-904177-9588-900000-704040, Acquisition & Relocation, Condemnation Ground Rents.			
(DHCD) – Condemnations or Redemptions			
12. Nancy A. Portnoy	f/k/a/ 323 N. Schroeder Street	G/R $32.90	$ 70.00
Funds are available in Account No. 9910-903195-9588-900000-704044, Poe Homes, Poe Homes Expansion for the application fee.			
Funds are available in Account No. 9910-903195-9588-900000-704044, Poe Homes, Poe Homes Expansion for back rent.			$ 98.70
Funds are available in Account No. 9910-903195-9588-900000-704040, Poe Homes, Poe Homes Expansion for FMV.			$ 219.33
13. Benjamin F. Williams	319 N. Schroeder Street	G/R $32.90	$ 70.00
Funds are available in Account No. 9910-903195-9588-900000-704044, Poe Homes, Poe Homes Expansion for the application fee.			

OPTIONS/CONDEMNATION/QUICK-TAKES:

Owner(s)	Property	Interest	Amount

(DHCD) – Condemnations or Redemptions – cont'd

Funds are available in Account No. 9910-903195-9588-900000-704044, Poe Homes, Poe Homes Expansion for back rent. $ 95.25

Funds are available in Account No. 9910-903195-9588-900000-704040, Poe Homes, Poe Homes Expansion for FMV. $211.66

(DHCD) – Redemptions

14.	North Carolina Mutual Life Insurance	4404 Saint Georges Avenue	G/R $36.00	$ 70.00

Funds are available in Account No. 9910-904177-9588-900000-704044, Citywide Acquisition, Inspire Acquisition Project.

Funds are available in Account No. 9910-904177-9588-900000-704044, $240.00
Citywide Acquisition, Inspire Acquisition Project.

The Board is requested to approve acquisition of the ground rent interests (item nos. 12 – 14) 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 interests for these properties.

Baltimore Police Department - Consultant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Consultant Agreement with Computer and Network Consultants, Inc. The period of the agreement is October 1, 2021 through September 30, 2022, with an option to renew for one additional one-year term.

AMOUNT OF MONEY AND SOURCE:

$88,400.00 – 1001-000000-8070-819800-603026

BACKGROUND/EXPLANATION:

The Consultant, through its employee David Alonge, will assist the Baltimore Police Department Information Technology Division, providing expertise with IBM Lotus Notes Systems and supporting other IT needs such as Microsoft Access, Lotus Approach, and Oracle. The total cost (including fees and expenses) of the consultant agreement is not to exceed $88,400.00 per year during the term, at the rate of $85.00 per hour, not to exceed 1,040 hours per year.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

Mayor's Office of Employment Development (MOED) – Individual Training Account Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Individual Training Account (ITA) Agreement with Towson University for professional services. The period of the agreement is July 1, 2021 through June 30, 2022.

AMOUNT OF MONEY AND SOURCE:

$36,000.00 – 4000-807521-6312-467205-603051
– 4000-806721-6312-467205-603051
– 2026-000000-6311-734100-603051

BACKGROUND/EXPLANATION:

This Agreement authorizes Towson University to provide training in those areas specified on the Maryland Higher Education Commission (MHEC) list of Approved Training Providers (accessed through the Maryland Department of Labor, Licensing and Regulation (DLLR)).

The training will consist of the program (s) described in the Workforce Innovation and Opportunity Act (WIOA) training programs outline and will include any participant attendance policies, academic benchmarks, and the means of measuring achievements, completion standards, and the total hours of each course in a certificate program. The maximum length of time a participant can remain in training is one year.

The money will be drawn from three different accounts (FY21 WIOA Adult, FY21 WIOA Dislocated Worker, and Casino Support Funds). The accounts and the amounts cannot be determined until the participants are registered.

The Agreement is late because of the additional time needed to reach a comprehensive understanding between the parties.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

Baltimore City Fire Department/ - Memorandum of Agreement
Office of Emergency Management

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Memorandum of Agreement from the Maryland Emergency Management Agency for Advance Assistance under the Flood Mitigation Assistance Program, award #FMA-PL-03-MD-2018-002. The period of the award is October 1, 2018, through April 1, 2022.

AMOUNT OF MONEY AND SOURCE:

$100,000.00 - 4000-439221-2131-228200-703032 (MEMA funds)
$100,000.00 - 9958-944010-9520-900020-703032 (DPW match – Capitol funds)

BACKGROUND/EXPLANATION:

The Flood Mitigation Assistance Program aids jurisdictions with projects and planning to reduce or eliminate the long-term risk of flood damage to structures insured under the National Flood Insurance Program.

The Memorandum of Agreement is late because of the late receipt of award documents.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUND BY FINANCE

AUDITS REVIEWED THE SUBMITTED DOCUMENTATION AND FOUND THAT IT CONFIRMED THE GRANT AWARD.

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

Baltimore City Fire Department (BCFD) – Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Agreement with the Maryland Department of Health. The period of the agreement is October 1, 2020 through September 30, 2026.

AMOUNT OF MONEY AND SOURCE:

$148,500.00 – 6000-612122-3191-308700-406001

BACKGROUND/EXPLANATION:

The cost of providing emergency medical transportation and health services to Medicaid clients far exceeds the payments made by Medicaid. When BCFD transports a Medicaid-eligible patient, it does so at a significant financial loss.

In March 2021, the Centers for Medicare and Medicaid Services (CMS) approved Maryland Medicaid's State Plan Amendment, MD 20-0010, which establishes the Emergency Service Transporter Supplemental Payment Program. Essentially, the program will provide jurisdictional EMS operational programs like the BCFD, supplemental payment from the CMS for the federal share of the difference between what EMS is compensated and the actual certified public expense associated with providing EMS transport for Medicaid beneficiaries. The BCFD will pay an annual fee no greater than 0.5% of the total amount of the supplemental payment.

The agreement is late because of administrative delays.

MBE/WBE PARTICIPATION:

N/A

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES **9/29/2021**

Department of Housing and Community Development (DHCD) - Contract of Sale

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Contract of Sale with the Housing Authority of Baltimore City (HABC) to purchase the fee simple interest in the following six properties:

	Owner	Property Address	Interest
1.	HABC	1044 N. Milton Avenue	Fee Simple
2.	HABC	511 E. 27th Street	Fee Simple
3.	HABC	2316 E. North Avenue	Fee Simple
4.	HABC	3024 Woodland Avenue	Fee Simple
5.	HABC	510 N. Schroeder Street	Fee Simple
6.	HABC	702 Mura Street	Fee Simple

AMOUNT OF MONEY AND SOURCE:

	Address	Amount	Account Number	Account Name	Project Name
1.	1044 N. Milton Avenue	$ 36,000.00	9910-905640-9588-900000-704040	CORE: Whole Blk & Half Blk LR	CORE Demo
2.	511 E. 27th Street	14,000.00	9910-905640-9588-900000-704040	CORE: Whole Blk & Half Blk LR	CORE Demo
3.	2316 E. North Avenue	36,000.00	9910-904177-9588-900000-704040	Acquisition & Relocation	CORE Demo
4.	3024 Woodland Avenue	46,000.00	9910-903183-9588-900000-704040	Park Heights Major Redevelop	Park Heights
5.	510 N. Schroeder Street	37,000.00	9910-904177-9588-900000-704040	Acquisition & Relocation	CORE Demo
6.	702 Mura Street	60,000.00	9910-910715-9588-900000-704040	Johnston Square Housing	Johnston Square
	Total	**$229,000.00**			

DHCD – cont'd

BACKGROUND/EXPLANATION:

Approval of this Contract of Sale will enable the City of Baltimore to acquire the interests in these vacant properties for redevelopment.

Pursuant to the provisions of Article 13, § 2-7 of the Baltimore City Code and subject to the prior approval of the Board, the DHCD may acquire, for and on behalf of the Mayor and City Council of Baltimore, any single-family or multiple-family dwelling unit or other structure or lot within the City, for development and redevelopment. The Commissioner of Housing has made the required determination with regard to these properties, and these properties will be redeveloped.

The Board of Commissioners of the HABC and the U.S. Department of Housing and Urban Development have approved the disposition in accordance with 24 CFR, Part 970.

MBE/WBE PARTICIPATION :

N/A

APPROVED FOR FUNDS BY FINANCE

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

Department of Housing and – Grant Agreement
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Grant Agreement with Westport Community Economic Development Corporation ("Westport CEDC"). The period of the agreement is effective upon Board approval for 12 months.

AMOUNT OF MONEY AND SOURCE:

$40,000.00 – 9910-904762-9588

BACKGROUND/EXPLANATION:

The Department of Housing and Community Development (DHCD) committed $40,000.00 in fiscal year 2021 to support community development and affordable housing throughout the Westport Community.

Westport Community Economic Development Corporation notified DHCD of its desire to use the grant funds for the rehabilitation of 2228 Annapolis Road, 2249 Annapolis Road, and 2242 Sidney Avenue, all of which will be offered for sale by Westport CEDC as low-income community land trust properties.

The Grantee may submit a written request to DHCD asking for a one-year extension to the term of this Agreement and/or a budget reallocation not to exceed 20% percent of the Grant Funds.

MBE/WBE PARTICIPATION:

N/A. Grant is under $50,000.00

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

Department of Housing and – cont'd
Community Development

TRANSFER OF FUNDS

AMOUNT	FROM ACCOUNT	TO ACCOUNT
$40,000.00 29th Community Development Bonds	9910-901969-9587 Westport Affordable Housing	9910-904762-9588 Westport CEDC Capital Grant GN21

This transfer will provide funding for community development and affordable housing throughout the Westport community. The accompanying capital grant agreement will make funds available to Westport CEDC for the rehabilitation construction of 2242 Sidney Avenue, 2228 Annapolis Road and 2249 Annapolis Road.

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

Department of Housing and – Acquisition by Gift
Community Development

ACTION REQUESTED OF B/E:

The Board is requested to approve the acquisition by gift of the leasehold interest in 5219 Wilton Heights Avenue (Block 4551, Lot 005) as a gift from Pamela Leach.

AMOUNT OF MONEY AND SOURCE:

Pamela Leach agrees to pay for any title work and all associated settlement costs, not to exceed $600.00 total. Thus, no City funds will be expended.

BACKGROUND AND EXPLANATION

The DHCD's Development Division, on behalf of the Mayor and City Council, strategically acquires and manages vacant or abandoned properties, ultimately enabling these properties to be returned to productive use and improve neighborhoods in Baltimore City.

Pamela Leach has offered to donate to the City title to the property at 5219 Wilton Heights Avenue. With the Board's approval, the City will receive clear and marketable title to the property, subject only to certain City liens. Accepting this donation is less costly than acquiring the property by tax sale foreclosure or eminent domain.

The DHCD Development Division seeks approval to acquire the properties subject to all municipal liens, other than water bills and all interest and penalties that may accrue prior to recording a deed. A list of open municipal liens accrued through September 23, 2021, other than water bills is as follows:

Tax Sale Certificate #36187		$ 467.00
Real Property Taxes	2021-2022	1,173.69
Miscellaneous Bill		0.00
Property Registration		163.20
	Total Taxes Owed	**$ 1,803.89**

MBE/ WBE PARTICIPATION:

N/A

Department of Housing and Community Development (DHCD) – Land Disposition Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement for the sale of the City-owned property located at 218 N. Gay Street to Clear Channel Outdoor, LLC, Developer.

AMOUNT OF MONEY AND SOURCE:

$125,000.00 – Purchase Price

BACKGROUND/EXPLANATION:

The City will convey all its rights, title, and interest in 218 N. Gay Street to Clear Channel Outdoor, LLC for the price of $125,000.00, which will be paid to the City of Baltimore at the time of settlement.

Clear Channel Outdoor, LLC will purchase 218 N. Gay Street for ongoing use as the site of a Billboard. In addition, the Developer agrees to demolish the improvements on the real property located at 220 N. Gay Street within 180 days of settlement.

As part of this transaction, the City and the Developer agree that effective as of the settlement, the lease from the Developer to the City of 220 N. Gay Street, and the City's lease to the Developer of 218 N. Gay Street will terminate, and neither side will have any obligations or claims against the other under said respective leases. The purchase price and improvements to the site will be financed through private sources.

The provisions of Article II, Section 15 of the Charter, and Article 13 of the Baltimore City Code, which established the Department of Housing and Community Development, authorize the City to sell this property.

DHCD – cont'd

STATEMENT OF PURPOSE AND RATIONALE FOR SALE:

In accordance with the City's Appraisal Policy, 218 N. Gay Street was appraised by an independent appraiser for the amount of $125,000.00 and it will be sold for $125,000.00.

MBE/WBE PARTICIPATION:

The Developer will receive no City funds or incentives for the purchase or rehabilitation, therefore MBE/WBE participation is not applicable.

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

Department of Housing and Community Development - Land Disposition Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Land Disposition Agreement for the sale of four City-owned vacant lots located at 2335, 2337, and 2339 Linden Avenue and 925 Whitelock Street (Block 3447 Lots 033, 032, 031, and 030C) to Reservoir Hill Improvement Council, Inc., Developer.

AMOUNT OF MONEY AND SOURCE:

$ 200.00 – 2335 Linden Avenue
200.00 – 2337 Linden Avenue
200.00 – 2339 Linden Avenue
150.00 – 925 Whitelock Street
$ 750.00 – Total Purchase Price

BACKGROUND/EXPLANATION:

The City will convey all of its rights, title, and interest to 2335, 2337, and 2339 Linden Avenue and 925 Whitelock Street to Reservoir Hill Improvement Council, Inc. for the total price of $750.00 which will be paid to the City of Baltimore at the time of settlement. The purchase and improvements to the site will be financed through private sources.

The Developer wishes to purchase the vacant lots located at 2335, 2337, and 2339 Linden Avenue and 925 Whitelock Street to create expanded greenspace and a community garden for the residents and community at large.

The authority to sell the vacant lots located at 925 Whitelock Street, 2335, and 2337 Linden Avenue comes by virtue of Article II, Section 15 of the Baltimore City Charter and Article 13, § 2-7 (h) of the Baltimore City Code.

The authority to sell the lot located at 2339 Linden Avenue comes by virtue of Article II, Section 15 of the Baltimore City Charter and Article 28, Subtitle 8 of the Baltimore City Code. The property was journalized and approved for sale on December 22, 2010.

DHCD – cont'd

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

Pursuant to the Appraisal Policy of Baltimore City, properties assessed below $2,500.00 do not require an appraisal. The lots at 2335, 2337, and 2339 Linden Avenue are assessed at $1,500.00 each and will be sold for $200.00 each. The Waiver Valuation Process determined 925 Whitelock Street was valued at $500.00, and it will be sold for $150.00.

The properties will sell for a total price of $750.00 for the following reasons:

- the sale will serve a specific benefit to the immediate community,
- the sale will help to eliminate blight from the neighborhood, and
- the sale will return the property to the City's tax rolls.

MBE/WBE PARTICIPATION:

The Developer will purchase the 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 participation is not applicable.

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

Mayor's Office of Children and Family Success – Notice of Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of a Notice of Award for Head Start services from the United States Department of Health and Human Services Administration for Children and Families. The period of the award is April 1, 2021 through March 31, 2023.

AMOUNT OF MONEY AND SOURCE:

$228,436.00 – 4000-446822-1772-180300-404001

BACKGROUND/EXPLANATION:

The Mayor's Office of Children and Family Success Baltimore City Head Start program has received one-time funding for Head Start to prevent, prepare and respond to the COVID-19 pandemic in the amount of $228,436.00.

The grant award is late because of personnel changes that created an operational delay.

MBE/WBE PARTICIPATION

N/A

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED THE SUBMITTED DOCUMENTATION AND FOUND THAT IT CONFIRMED THE GRANT AWARD.

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

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS

Bureau of Procurement

1. RUNNERS, INC. $ 0.00 Renewal

Contract No. B50005048 – Courier Services – Department of Health – P.O. No.: P541010

On September 20, 2017, the Board approved the initial award in the amount of $300,000.00. The award contained two renewal options. Subsequent actions have been approved. This final renewal in the amount of $0.00 is for the period October 11, 2021 through October 10, 2022. The above amount is the City's estimated requirement.

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking, nor would it be practicable 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:

On July 25, 20217, MWBOO determined that no goals would be set because of no opportunity to segment the contract. The services being provided consist solely of transporting lab specimens and other items for the Health Department. Five certified MBE/WBE couriers were contacted, but none provided medical specimen transportation.

MWBOO GRANTED A WAIVER ON JULY 25, 2017.

2. BALTIMORE CORPS $3,000,000.00 First Amendment to Agreement and Renewal

Contract No. 08000 – Baltimore City Government Fellowship Agreement – Office of the Mayor, Department of General Services, and Various City agencies – P.O. No. P549303

The Board is requested to approve and authorize execution of the First Amendment to Agreement with Baltimore Corps. The period of the agreement is September 11, 2021 through September 10, 2022, with one 1-year renewal option at the sole discretion of the City.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS

Bureau of Procurement – cont'd

The Government Fellowship Program administered by Baltimore Corps is unique in that it is the only government fellowship program operator with a focus on racial justice and equity in its program. Baltimore Corps addresses the needs of various departments throughout the City. The amendment adds position descriptions for the Fellows, which will further assist in defining their roles and tasks required by the City. The Board is requested to approve the amendment, second renewal option, and funding. The increase in the amount of $300,000.00 will make the award amount $6,330,000.00. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

Not applicable. This meets the requirement for certification as sole source procurement as Baltimore Corps provides unique services.

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

3. PROMEGA CORPORATION $130,000.00 Increase
Contract No. 08000 – DNA Consumables and Kits – Baltimore Police Department – P.O. No.: P545856

On November 7, 2018, the Board approved the initial award in the amount of $411,771.00. The award contained two renewal options. Subsequent actions have been approved. This increase in the amount of $130,000.00 is necessary to continue procuring products through the contract expiration period. This increase will make the award amount $541,771.00. The contract expires on November 6, 2021. The above amount is the City's estimated requirement.

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking, nor would it be practicable 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 a sole source procurement as these commodities are only available from the manufacturer and are not available from subcontractors.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS

Bureau of Procurement – cont'd

4. SEFAC USA, INC. $ 400,000.00 Agreement
Contract No. 08000 – O.E.M. Parts and Service for SEFAC Heavy Duty Mobile Lifts – Department of General Services – Req. No. R876619

This meets the condition that there is no advantage in seeking competitive responses.

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

The Board is requested to approve and authorize execution of an Agreement with SEFAC USA, Inc. The period of the agreement is September 29, 2021 through February 15, 2024.

SEFAC USA, Inc. is the sole source provider of the SEFAC Heavy Duty Mobile Lifts used at the Fleet Management Repair Facilities. The above amount is the City's estimated requirement.

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking, nor would it be practicable 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 a sole source procurement as these commodities are only available from the distributor and are not available from subcontractors.

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

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS

Bureau of Procurement – cont'd

5. JOHNSON CONTROLS FIRE PROTECTION LP $420,853.27 Cooperative Agreement

Sourcewell Contract #031517 –SGL Facility Security Equipment, Systems, and Services with Related Supplies – Department of General Services – Req. No.: R879546

The Board is requested to approve and authorize execution of a Cooperative Agreement with Johnson Controls Fire Protection LP. The period of the agreement is September 21, 2021 through June 22, 2022.

The Department of General Services Facilities is seeking to procure services from competitively bid and awarded Sourcewell Cooperative Contract #031517-SGL to repair and replace deficient fire alarm system components for the alarm system located at the Charles L. Benton Building.

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking, nor would it be practicable 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 is a cooperative contract. Pursuant to Baltimore City Code Article 5, Subtitle 28, the Contract requires the vendor to make every good faith effort to utilize minority and women's business enterprises as subcontractors and suppliers, whenever possible, if subcontractors are used.

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

6. OPENGOV, INC. $316,950.00 OpenGov Software Services Agreement

Contract No. 06000 – OpenGov Software Services Agreement – Liquor License Board – Req. No.: R878301

This meets the condition that there is no advantage in seeking competitive responses.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS

Bureau of Procurement – cont'd

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

The Board is requested to approve and authorize execution of the OpenGov Software Services Agreement with OpenGov, Inc. The period of the agreement is July 1, 2021 through June 30, 2024.

The Vendor is the proprietary software manufacturer for the software subscription. Execution of this agreement will provide continuation of the software subscription for the existing licenses to provide management of all permitting and licensing operations. The above amount is the City's estimated requirement.

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking, nor would it be practicable 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 a sole proprietary software as these proprietary licenses are not available from subcontractors.

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

7.	MOTOROLA SOLUTIONS, INC.	$2,671,660.35	Extension to Service Agreement

Contract No. 08000 – 800 MHz Radio Facilities Maintenance Agreement – Mayor's Office of Information Technology, Baltimore City Fire Department, Baltimore City Police Department – P.O. No.: P536197

This meets the condition that there is no advantage in seeking competitive responses.

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS

Bureau of Procurement – cont'd

STATEMENT OF PURPOSE AND RATIONALE FOR NON-COMPETITIVE PROCUREMENT

The Board is requested to approve and authorize execution of the Extension to Service Agreement with Motorola Solutions, Inc. The period of the agreement is October 1, 2021 through September 30, 2022.

On June 23, 2016, the Board approved the initial award in the amount of $15,000,000.00. On September 16, 2020, the Board approved an increase in the amount of $630,000.00. The extension will provide continuation of required maintenance for the City's 800 MHz radio communications infrastructure systems equipment while the future scope of work is evaluated to determine whether a new bid solicitation is feasible or a new agreement is negotiated. The increase of $2,671,660.35 will make the award amount $18,301,660.35. The above amount is the City's estimated requirement.

It is hereby certified that the above procurement is of such a nature that no advantage will result in seeking, nor would it be practicable 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:

On August 31, 2021, MWBOO set commitment goals of 15% MBE and 5% WBE. On September 4, 2021, MWBOO confirmed Motorola Solutions, Inc.'s agreement to use all reasonable good faith efforts to meet MBE and WBE participation goals for this project.

The Vendor has signed a Commitment to Comply with the Minority and Women's Business Enterprise Program for the City of Baltimore.

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

INFORMAL AWARDS, RENEWALS, INCREASES TO CONTRACTS & EXTENSIONS

VENDOR	AMOUNT OF AWARD	AWARD BASIS

Bureau of Procurement – cont'd

8. TANGO HEALTH, INC. $ 0.00 Extension
Contract No. 06000 – Affordable Care Act (ACA) Compliance and IRS Reporting – Department of Human Resources – P.O. No.: P532543

On August 26, 2015, the Board approved the initial award in the amount of $275,000.00. The award contained five renewal options. Subsequent actions have been approved. An extension is necessary to allow for the processing and award of solicitation B50006267, which is the replacement service contract.

The Patient Protection and Affordable Care Act ("ACA," P.L. 111-148, as amended) is a Federal law that requires the City to offer health and prescription drug coverage to its full-time eligible ("FTE") employees. The vendor provides services to ensure the City's continued compliance with the ACA through continued monitoring of the City's approximately 15,000 employees, ongoing determinations regarding employee eligibility in accordance with the evolving ACA legal landscape, and preparation of required, and necessary IRS reports consistent with current and future regulatory requirements. The period of the award is August 25, 2021 through January 31, 2022. The above amount is the City's estimated requirement.

MBE/WBE PARTICIPATION:

On August 3, 2015, MWBOO granted a waiver because of no opportunity to segment the contract. The software is hosted by the Vendor, Tango Health, and all data transmission is done remotely.

MWBOO GRANTED A WAIVER ON AUGUST 3, 2015.

Bureau of Procurement - Request for Authorization to Seek Master Lease Financing Vehicle Procurement

ACTION REQUESTED OF B/E:

The Board is requested to authorize the Department of Finance to seek Master Lease Financing for the purchase of vehicles, to be awarded to vendors in separate solicitations with subsequent Board approval as required.

AMOUNT OF MONEY AND SOURCE:

$25,000,105.92 - City's Master Lease through the Bureau of Treasury Management

The total cost will be financed through the City's Master Lease program administered by the Bureau of Treasury Management.

BACKGROUND/EXPLANATION:

On March 13, 2013, the Board approved the City's use of a Master Lease vehicle financing approach, as part of the City's 10-Year Financial Plan. The second round of financing under this plan was approved on April 2, 2014, the third round was approved on June 17, 2015, the fourth round of financing was approved on June 29, 2016, the fifth round was approved on April 26, 2017, the sixth round was approved on April 4, 2018, the seventh round was approved on April 3, 2019, and the eighth round was approved on October 7, 2020. This is the ninth round of such financing.

The awards for the provision of specific vehicles have already received Board approval, or approval will be sought as required. This request for Board approval authorizes the financing of the future purchase of the following vehicles by gross vehicular weight (GVW) class.

		Vehicle Count	**Estimated Costs**
5 Year		**154**	**$ 6,124,864.80**
	< 8,500 GVW	128	$ 4,929,641.70
	8,501- 10,000 GVW	26	$ 1,195,220.10
10 Year		**75**	**$18,875,244.12**
	>33,000 GVW	23	$ 9,009,805.08
	10, 001- 14,000 GVW	1	$ 51,297.00
	14,001- 16,000 GVW	9	$ 2,526,890.22
	19,501- 26,000 GVW	5	$ 551,955.72
	26,001- 33,000 GVW	36	$ 6,566,016.00
	Off Road & Construction	1	$ 169,280.10
Total Financing Amount		**229**	**$25,000,105.92**

APPROVED FOR FUNDS BY FINANCE

EXTRA WORK ORDERS

* * * * * *

The Board is requested to approve

the Extra Work Orders

as listed on the following pages:

60 - 62

The EWOs have been reviewed and approved

by the Department of

Audits, CORC, and MWBOO

unless otherwise indicated.

EXTRA WORK ORDER

Contract Awd. Amt.	Prev. Apprvd. Extra Work	Contractor	Time Ext.	% Compl.

Department of Public Works (DPW)

1. EWO # 002, $95,024.00 – WC 1362, Montebello II Emergency Repair

$2,967,606.00	$260,082.15	Johnston Construction Company	188 days	40.00%

The DPW is requesting 188 calendar days following the removal of the sand (media) from all five filters at Montebello Water Filtration Plant 2. It was discovered that the reinforced concrete was in significantly worse condition than what was assumed at the formulation of the scope of work for the emergency contract. To adequately patch/repair the concrete and rebar in the five filters at Montebello Water Filtration Plant 2 and to coat the filters walls, troughs, columns, and base, the additional work required 188 calendar days over the original contract duration. Out of the requested 188 days, 93 working days are to be compensable for a cost of $2,000.00/day, totaling $186,000.00. In addition to the requested funds, the remaining will be offset using unutilized funds as follows: Bid Item 14 - $15,998.00; Bid Item 16 - $2,235.00; Bid Item 30 - $31,319.35; and Bid Item 33 - $41,424.00. The Certificate of Completion form will not be completed until a scheduled time after final payment, and final completion has been given by the Department. The completion date was December 31, 2019.

The scope of the construction project includes the emergency repair of five sand filters which includes the installation of new “316 stainless steel” underdrains and required structural repairs and the installation of new filter media.

The Environmental Protection Agency (EPA) and Maryland Department of Environment (MDE) set safe drinking water standards that the City must adhere to before finished water is sent to the distribution system from the facilities. It is therefore imperative that the Plant be able to function at its full production capacity in case the construction at Druid Lake is compromised by construction and to remain in compliance with the EPA and the MDE Regulations.

EXTRA WORK ORDER

Contract Awd. Amt.	Prev. Apprvd. Extra Work	Contractor	Time Ext.	% Compl.

DPW – cont'd

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 which were:

MBE: 0.00%

WBE: 0.00%

THE EAR WAS APPROVED BY MWBOO ON OCTOBER 15, 2020.

2. EWO # 002, $0.00 – WC 1204, Druid Lake Finishing Water Tanks

$134,487,493.00	$9,500.00	Oscar Renda Contract-ing, Inc.	1 Month	91%

The Office of Engineering and Construction is requesting a 16 day non-compensable time extension for the Oscar Renda Contracting, Inc. pipe crew that lost 16 days of work on the critical path due to quarantine in July of 2020. The Certificate of Completion form will not be completed until a scheduled time after final payment, and final completion has been given by the Department. The current construction completion date is January 10, 2022. The new construction completion date is January 26, 2022. The EWO is within the original scope of work and was requested by the Department.

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 which were:

MBE: 13.6%

WBE: 2.7%

Current attainment is MBE: 12.52% and WBE: 3.06%.

THE EAR WAS APPROVED BY MWBOO ON AUGUST 10, 2021.

EXTRA WORK ORDER

Contract Awd. Amt.	Prev. Apprvd. Extra Work	Contractor	Time Ext.	% Compl.

Department of General Services (DGS)

3. EWO # 011, $72,742.42 – GS 18815, City Hall Exterior Wall Repairs, Phase 1, 2, & Alternate Phases

$6,092,561.00	$2,071,444.22	Lorton Stone, LLC	-	39%

COR – 23: During the Phase 7 on-site inspection, the Consultant has identified additional deteriorating mortar joints that require replacement. The Contractor will remove and replace the additionally identified mortar joints (add $37,092.00).

COR – 25: Based an extensive on-site structural investigation performed on Phase 3 by the Consultant, Contractor, and the DGS Inspector, multiple areas were noted to have significantly more damage than originally identified in the contract documents that must be repaired. In addition, the findings identified several additional areas that require actions not included in the contract documents.

Based on group findings and recommendations, the Contractor will furnish all labor, materials, and equipment to correct the issues identified in the amount of $35,650.42 (add $35,652.42).

Unforeseen Site Conditions	COR-23 - (ADD)	$37,092.00
	COR-25 - (ADD)	35,650.42
		$72,742.42

MBE/WBE PARTICIPATION:

MWBOO has approved a waiver of Minority goals on this project because the scope of work for this project involves specialized masonry repair on the exterior walls of City Hall, which is a historic building. The specialized work cannot be segmented.

MWBOO GRANTED A WAIVER.

THE EAR WAS APPROVED BY MWBOO ON JULY 27, 2021.

AGENDA

BOARD OF ESTIMATES **9/29/2021**

Department of General Services – Final Release of Retainage

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Final Release of Retainage with TRIONFO BUILDERS, INC. under GS16824 – Hampden Library Renovations.

AMOUNT OF MONEY AND SOURCE:

$155,945.44 – 9936-919037-9457-000000-200001

BACKGROUND/ EXPLANATION:

As of September 3, 2020, TRIONFO BUILDERS INC. has completed 100% of all work for GS16824 - Hampden Library Renovations. The City agreed to a Final Release of Retainage in the amount of $155,945.44 to the Contractor. Currently, the City is holding $155,945.44 in retainage for the referenced project and wishes to release the total amount and has determined that its interests are fully protected by the release.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Final Release of Retainage 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:

64 - 65

In accordance with Charter provisions

reports have been requested from the

Planning Commission, the Director

of Finance having reported

favorably thereon.

TRANSFERS OF FUNDS

	AMOUNT	FROM ACCOUNT/S	TO ACCOUNT/S
Department of Planning			
1.	**$ 100,000.00** 3rd Community & Economic Development Loan	9904-902152-9129 Baltimore City Heritage Area – Reserve	9904-901152-9127 Baltimore City Heritage Area – Active

This transfer is to fund the Heritage Area's Small Cap Grant Program that makes small but strategic capital grants to improve, protect, and restore historic and cultural sites within the Baltimore National Heritage Area. Small-Cap Grants required the grantee to match the funds 1:1 with other investments. To date, the program has leveraged approximately $13.00 for every $1.00 of Small Capital Grant funds distributed.

Department of General Services (DGS)			
2.	**$1,000,000.00** 1st Public Infra-structure Loan	9916-913049-9194 Abel Wolman HVAC Renovation - Reserve	9916-904230-9197 Abel Wolman HVAC/Fire Protection – Active

This transfer will provide funds to the DGS for the comprehensive HVAC renovation and fire sprinkler system installation at the Abel Wolman Municipal Building and all associated in-house costs.

The HVAC system in the Abel Wolman Municipal Building is outdated and needs to be upgraded, allowing it to work more efficiently. The installation of a fire sprinkler system will assist in addressing the life and safety issues in the building.

TRANSFERS OF FUNDS

	AMOUNT	FROM ACCOUNT/S	TO ACCOUNT/S
Baltimore City Office of Information Technology (BCIT)			
3.	$ 206,985.00 3rd Parks & Public Facilities	9903-919040-9116 Disaster Recovery Plan	
	44,613.00 General Fund Revenue	9903-923033-9116 Enable Govt. Cloud Phi Active	
	44,613.00 2nd Parks & Public Facilities	" "	
	$ 296,211.00	----------	9903-912048-9116 Office 365 Rollout

MS InTune will improve the overall cyber-security of mobile devices and the data accessed by the mobile devices. The Intune deployment will leverage and integrate with the City's O365, On-Prem Active Directory (AD), and Azure AD infrastructures.

Health Department – Agreements

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

1. **RnD ASSOCIATES, INC.** **$ 95,000.00**

Account: 4000-499021-3023-718000-603051

RnD Associates, Inc. will utilize the funds to conduct training and community education on sexual health by utilizing the Train-the-Trainer model, training of youth peer leaders, and training of youth in schools and community programs throughout the City. RnD Associates, Inc. will coordinate youth sexual health promotion efforts with various community-based organizations that serve the youth. The period of the agreement is January 1, 2021 through December 31, 2021.

MWBOO GRANTED A WAIVER ON AUGUST 27, 2021.

2. **ROBERTA'S HOUSE, INC.** **$ 25,000.00**

Account: 4000-483521-3080-294600-603051

The goal of the ReCAST Program is to reduce the impact of trauma and build resilience in Central West Baltimore communities adversely impacted by the April 2015 unrest. The program empowers organizations from West Baltimore to implement high-quality, trauma-informed services to promote connectedness and resilience in youth.

On August 12, 2020, the Board approved the Notice of Award in the amount of $1,000,000.00 for the period September 30, 2020 through September 29, 2021, for the Resilience in Communities After Stress and Trauma (ReCAST) program.

On December 7, 2020, the Department advertised a Request for Proposal (RFP) for community organizations to create and build sustainable, trauma-informed behavioral health solutions for young people in Central West Baltimore. Grant recipients will organize and provide activities for youth (e.g., mentoring, tutoring, out-of-school time programming). And on January 4, 2021, grants were awarded to selected grantees. However, because of the COVID-19 emergency, the awards to the grantees were delayed.

Health Department – cont'd

Roberta's House, Inc. provides grief supportive services to youth, families, and adults. They serve communities that are at-risk for unresolved and complicated grief because of experiences of loss and trauma. Roberta's House provides a safe place and supportive environment for all to express feelings of loss and to learn and practice positive coping mechanisms. The period of the agreement is September 30, 2020 through September 29, 2021.

3. **CHASE BREXTON HEALTH SERVICES, INC. $ 99,000.00**

Account: 4000-499021-3023-718000-603051

Chase Brexton Health Services will conduct marketing and advertising for the Undetectable = Untransmittable (U=U) campaign. Chase Brexton Health Services, Inc. will provide website management for the U=U website; collaborate with the U=U Coalition (including the Department) for all project management; design and print educational materials for the U=U campaign with the Department's approval of all materials prior to printing; and design and distribute and promotional materials. The period of the agreement is January 1, 2021 through December 31, 2021.

MWBOO GRANTED A WAIVER ON JULY 29, 2021.

4. **MARYLAND INSTITUTE COLLEGE OF ART $ 55,000.00**

Account: 4000-499021-3023-718000-603051

The MICA Center for Social Design will work directly with the Department to continue past successful collaborative work intended to foster creative, innovative, and breakthrough social design solutions to help the Department better understand the perspectives of people living with HIV/AIDS in Baltimore City. It will develop design efforts to address and ameliorate those issues and concerns. This work will focus on stigma related to HIV/AIDS and trust related to the healthcare environment in Baltimore City and will seek to engage often overlooked audiences (for example, transgender persons, youth, women, older adults, etc.).

The MICA Center for Social Design will utilize the funds to provide resources and knowledge in a human-centered collaborative design process to understand and define the problems better, to identify opportunities and generate ideas, and to make tools that support the overall goals and objectives of the design process. The period of the agreement is January 1, 2021 through December 31, 2021.

MWBOO GRANTED A WAIVER ON JULY 27, 2021.

Health Department – cont'd

5. **BEHAVIORAL HEALTH SYSTEM BALTIMORE, INC. $230,086.00**

Account: 4000-430221-3070-286400-603051

The Health Department received a grant from the Department of Health and Human Services, Substance Abuse and Mental Health Administration, Centers for Substance Abuse Prevention for the project entitled Overdose Survivors Expansion Program. The goal of the program is to ensure that an adequate supply of naloxone remains available for Baltimore City Fire Department first responders and the outreach team to meet the growing nunber of opioid-related overdoses across the City.

BHSB will provide administrative and communicative support for the CHARMCare resource directory. BHSB will also provide coordination and organize convenings with partners and sub-contract with a peer outreach group, People Encouraging People. The period of the agreement is September 30, 2020 through September 29, 2021.

MWBOO GRANTED A WAIVER ON MARCH 14, 2021.

6. **TYSHAUN JOHNSON, RN $120,000.00**

Accounts: 6000-607622-3110-306700-603018	$ 60,000.00
6000-607623-3110-306700-603018	$ 60,000.00

The Adult Evaluation and Review Services (AERS) is a Maryland Medicaid Program that provides comprehensive evaluations for aged and functionally disabled adults who need long-term care and are not at risk for institutionalization.

The Consultant will perform AERS Program services. Services will include comprehensive evaluations for aged and functionally disabled adults who need long-term care and are not at risk for institutionalization. The Consultant will perform on-site face-to-face evaluations of clients in the community, enter all information regarding the InterRAI Home Care Assessment and Plan of Services into Long Term Services and Support (LTSS) Maryland Tracking System for submission to the Department of Health and Mental Hygiene (DHMH), and submit all evaluations and completed DHMH forms to the Department's AERS program staff. The period of the agreement is July 1, 2021 through June 30, 2023.

Health Department – cont'd

MWBOO GRANTED A WAIVER ON AUGUST 31, 2021.

The Agreements are late because of administrative delays.

MBE/WBE PARTICIPATION:

The Minority and Women's Business Opportunity Office (MWBOO) confirms the funding sources associated with the Baltimore City Health Department (BCHD) grant programs, technical agreements, and community health services are obtained through the Federal Government and State of Maryland. Through this fiduciary alliance, BCHD serves as a liaison and oversight agency to ensure funding is appropriated to the designated Citywide public health programs and services. Due to the restricted allocation of Federal and State funds, the Baltimore City MBE/WBE goals and MWBOO compliance monitoring are not applicable. For this reason, waivers are granted to warrant the appropriate approval for all Federal and State-funded resources.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

Health Department – Second Revised Notice of Award

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize acceptance of the Second Revised Notice of Award (NoA) from the Department of Health and Human Services, Centers for Disease Control and Prevention for the project titled Integrated HIV Surveillance and Prevention Programs for Health Department.

AMOUNT OF MONEY AND SOURCE:

No additional funding is associated with this action.

BACKGROUND/EXPLANATION:

On April 7, 2021, the Board approved the Notice of Award (NoA) in the amount $1,059,448.00 for the period of January 1, 2021 through December 31, 2021.

On June 30, 2021, the Board approved the first revised NOA, which approved supplemental funding in the amount of $3,178,342.00. This made the total amount $4,237,790.00.

The second revised Notice of Award is issued to remove one or more Grant Conditions imposed on projects and approves the revised budget the Department submitted on April 15, 2021. The Budget Revision requirement for the Department been satisfied. All prior terms and conditions remain in effect unless specifically removed.

The Revised Notice of Award is late because of delays in the administrative process.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

(The Revised Notice of Award has been approved by the Law Department as to form and legal sufficiency.)

Health Department – Two-Month Advance of Funding

ACTION REQUESTED OF B/E:

The Board is requested to approve a two-month advance of funding for HealthCare Access Maryland, Inc. on the full amount of the funding provided by the Department of Health for Fiscal Year (FY) 2022 Unified Funding Document Grant Award. The period of the award is July 1, 2021 through June 30, 2022.

AMOUNT OF MONEY AND SOURCE:

$942,968.00 is the amount requested for the advance. The full amount of funding for HealthCare Access Maryland, Inc. Fiscal Year 2022 is $5,657,808.00.

$ 26,507.67	Babies Born Healthy (BBH)	5000-530022-3080-595800-603051
$ 10,000.00	Surveillance Quality Improvement (SQI)	4000-499922-3080-294200-603051
$ 9,259.83	HFA Expansion (Home Visiting)	4000-498822-3080-275200-603051
$269,656.50	Administrative Care Coordination (ACC)	4000-421122-3080-294600-603051
$213,952.00	Supplemental Administration Care Coordination (SACC)	4000-421322-3080-294600-603051
$413,592.00	MCHP Eligibility	4000-421022-3080-294600-603051

BACKGROUND/EXPLANATION:

On August 11, 2021, the Board approved the Fiscal Year 2022 Unified Funding Document in the amount $60,160,273.00.

The two-month advance amount is based on current Fiscal Year 2022 program year and provides for the continuation of program services while the scope of work and budgets are being revised and approved for the Fiscal Year 2022 program year. The agreement for the period including the two-month advance is July 1, 2021 through June 30, 2022 and will be submitted for Board approval after this review.

HealthCare Access Maryland agrees that all expenditures are to be made in accordance with the terms and conditions of the funding source. Any funds advanced to HealthCare Access Maryland, Inc. prior to the execution of agreements are subject to the terms and conditions of the agreement.

Health Department – cont'd

The FY 2022 agreements are late because of administrative delays.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

Mayor's Office of Children and Family Success (MOCFS) – Governmental/Charitable Solicitation Application

ACTION REQUESTED OF B/E:

The Board is requested to endorse a Governmental/Charitable Solicitation Application for submission to the Board of Ethics of Baltimore City to allow Mayor Brandon M. Scott, Ms. Faith Leach, Ms. Tisha Edwards, and Ms. Lea Ferguson to solicit donations to benefit the Mayor's Guaranteed Income Pilot for FY22. The period of the campaign is through December 31, 2022.

AMOUNT OF MONEY AND SOURCE:

No general funds are involved in this transaction.

BACKGROUND/EXPLANATION:

The Baltimore Guaranteed Income Pilot will make recurring cash payments to a select number of participants. The project builds off the success of the Stockton Economic Empowerment Demonstration, the nation's first Mayor-led guaranteed income program which reduced recipients' income volatility, improved their physical and mental health, and enabled them to find full-time employment at twice the rate of non-recipients. Baltimore's guaranteed income project will address income inequality that has been compounded by the pandemic and will help combat the economic fallout from Covid-19. Furthermore, this pilot will be rigorously evaluated to understand the impact of payments on a variety of individual and household indicators, particularly the impact on parental engagement, use of childcare, and the rate at which children meet developmental and academic readiness milestones.

Corporate and individual donors will be solicited through a direct-ask process. The MOCFS is expecting donations to be in-kind and monetary, and entities will make payments directly to an established and dedicated account at the Baltimore Civic Foundation. Donations may be used to fund direct cash payments to participants, staffing costs to administer the program, subcontracts to provide benefits counseling or other services to participants, and compensation to a financial partner for payment disbursement. A potential donor list will be comprised of individuals and corporate entities that contribute to the economic, social, and cultural vitality of Baltimore City. Most of the individual and corporate entities fitting that description are not controlled donors. However, those potential donors who are controlled donors with respect to the City Council or the Board of Estimates will not be targeted or singled out in any way and will be solicited, if at all, in the same manner as the other potential donors.

MOCFS – cont'd

Baltimore City Code Article 8, Section 6-26, prohibits solicitation or facilitating the solicitation of a gift. An exception was enacted in 2005 to permit certain solicitations that are for the benefit of an official governmental program or activity, or a City-endorsed charitable function or activity that has been pre-approved by the Ethics Board. Ethics Regulation 96.26B sets out the standards for approval, which include the requirement that the program, function or activity to be benefited and the proposed solicitation campaign must be endorsed by the Board of Estimates or its designee.

MBE/WBE PARTICIPATION:

N/A

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 Agreement with Whitney Bailey Cox & Magnani/Wallace Montgomery (JV) under S.C. 946R, Project No. 1196R, Engineering Services for Inspection and Analysis of Baltimore City Wastewater Collection System. The Amendment No. 1 will increase the duration time of the contract by one year for a total contract duration time of four years. The current expiration date is June 6, 2021 and the new expiration date is June 6, 2022.

AMOUNT OF MONEY AND SOURCE:

$0.00 – 9956-906656-9551-900020-703032

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction entered into an agreement with Whitney Bailey Cox & Magnani/Wallace Montgomery (JV) to provide engineering services, designated as Project 1196R-S.C. 946R. Due to the need for Construction Management Assistance, additional time is required. Under this amendment, Whitney Bailey Cox & Magnani/Wallace Montgomery (JV) will continue to provide engineering services to the City through the remainder of the construction phase and the warranty period of the contract. Currently, Whitney Bailey Cox & Magnani/Wallace Montgomery (JV) has achieved 28% of the 27% MBE goal and 5% of the 10% WBE goal. With this amendment, Whitney Bailey Cox & Magnani/Wallace Montgomery (JV) will be able to utilize their WBE subcontractors to provide engineering design and consulting to support the project, thus achieving the WBE participation assigned to the original agreement.

The plan for the remainder of the contract is detailed below, with a focus on maintaining MBE participation at its current level while boosting WBE participation. AB Consultants (MBE) is currently using their remaining contract budget to design the removal of the sewer from beneath a home on Park Heights. Sahara Consultant (WBE) still has some remaining public outreach activities when the City is ready to prepare for and have the community outreach meeting. Savin Engineers (MBE) will review post-Cured In Place Piping (CIPP) lining videos and other construction-related field activities. Albrecht Engineering (WBE) will have an outside role supporting Whitney Bailey Cox & Magnani/Wallace Montgomery (JV) with the review of submittals, Request for Information (RFIs), and preparation of as-built drawings. CST (MBE) will review traffic-related submittals.

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

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, which are MBE: 27% and WBE: 10%.

THE EAR WAS APPROVED BY MWBOO ON MAY 13, 2021.

APPROVED FOR FUNDS BY FINANCE

(The Amendment No. 1 to Agreement has been approved by the Law Department as to form and legal sufficiency.)

AGENDA

BOARD OF ESTIMATES **9/29/2021**

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Partial Release of Retainage with Monumental Paving & Excavating, Inc. for Water Contract No. 1405- Repaving Utility Cuts and Sidewalk Restoration at Various Locations.

AMOUNT OF MONEY AND SOURCE:

$162,050.97.00 – 2071-000000-5521-000000-2000001

BACKGROUND/ EXPLANATION:

As of January 19, 2021, Monumental Paving Company has completed 80% of all work for WC 1405. The Contractor has requested a Release of Retainage for $162,050.97. Currently, the City is holding $231,501.38 in retainage for the referenced project, and the contractor is requesting to reduce the amount of Retainage to $69,450.41.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

Department of Public Works/Office - Full Release of Retainage
of Engineering and Construction__

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Full Release of Retainage with R. E. Harrington Plumbing & Heating Co., Inc. for Water Contract No. 1270- Water Infrastructure Rehabilitation Various Locations.

AMOUNT OF MONEY AND SOURCE:

$291,825.60 – 9960-910144-9557-000000-200001

BACKGROUND/EXPLANATION:

As of January 3, 2021, R. E. Harrington Plumbing & Heating Co., Inc. has completed all work assigned under this contract. The one-year warranty period for the contract has expired. The Contractor has requested a full release of retainage for $291,825.60. Currently, the City is holding $291,825.60 in retainage for the referenced project, and the Contractor is requesting to release the full amount to reduce the amount of Retainage to $0.00.

APPROVED FOR FUNDS BY FINANCE

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

AGENDA

BOARD OF ESTIMATES **9/29/2021**

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

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Full Release of Retainage with Johnston Construction Company for Water Contract No. 1362- Montebello II Emergency Filter Repair.

AMOUNT OF MONEY AND SOURCE:

$161,384.36 – 9960-904694-9557-000000-200001

BACKGROUND/ EXPLANATION:

As of January 1, 2020, Johnston Construction Company has completed all punch list items for Water Contract No. 1362. The Contractor has requested a full release of retainage for $161,384.36. Currently, the City is holding $161,384.36 in retainage for the referenced project, and the contractor is requesting to reduce the amount of Retainage to $0.00. The remaining amount listed above is enough to protect the interest of the City.

APPROVED FOR FUNDS BY FINANCE

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

Department of Public Works/Office – Agreement
of Asset Management

ACTION REQUESTED OF B/E:

The Board is requested to approve an Agreement with Johnson, Mirmiran & Thompson, Inc. under Project No. 1303.1, Large Diameter Sanitary Sewer Interceptors and Siphons Condition Assessments and Analysis. The period of the Agreement is effective upon Board approval for three years or until the upset limit is reached, whichever occurs first.

AMOUNT OF MONEY AND SOURCE:

2,341,900.00 - Baltimore City
3,158,100.00 - Baltimore County
$5,500,000.00 – 9956-919701-9551-900020-707032

BACKGROUND/EXPLANATION:

The Office of Asset Management is requesting $5,500,000.00 to procure the services of a Civil/Environmental Engineering firm to provide engineering services for condition assessment and analysis of large diameter sanitary sewer interceptors and siphons at various locations in the Baltimore Wastewater Collection System.

MWBOO SET GOALS OF 16% FOR MBE AND 9% FOR WBE.

MBE/WBE PARTICIPATION:

MBE:	Savin Engineers, P.C.	$632,502.77	11.50%
	DM Enterprises of Baltimore, LLC	192,500.00	3.50%
	Assedo Consulting, LLC	55,000.00	1.00%
	Total	**$880,002.77**	**16.00%**
WBE:	Albrecht Engineering, Inc.	$275,000.00	5.00%
	Rossi Transportation Group, Inc.	110,000.00	2.00%
	TFE Resources, LTD.	110,004.42	2.00%
	Total	**$495,004.42**	**9.00%**

DPW – cont'd

MBE/WBE PARTICIPATION:

The Consultant will comply with Article 5, Subtitle 28 of the Baltimore City Code and the MBE and WBE goals assigned to this agreement which are:

MBE: 16%

WBE: 9%.

MWBOO FOUND VENDOR IN COMPLIANCE ON JUNE 2, 2021.

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

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

TRANSFER OF FUNDS

AMOUNT	FROM ACCOUNT/S	TO ACCOUNT/S
$1,589,168.00 Wastewater Utility Funds	9956-907057-9549 Sewer Intercep./Siphon Assess.	
940,084.00 Revenue Bond	9956-933001-9549 Construc. Res. – Waste Water	
2,773,832.00 County	9956-907057-9549 Sewer Intercep./Siphon Assess.	

DPW – cont'd

TRANSFER OF FUNDS

AMOUNT	FROM ACCOUNT/S	TO ACCOUNT/S
636,916.00	9956-933001-9549	9956-919701-9551-6
County	Construc. Res. – Waste Water	Construction
$5,940,000.00		

The transfer will cover the construction award for Project No. 1303.1, Large Diameter Sanitary Sewer Interceptors and Siphons

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

Department of Public Works – Assignment, Assumption and Amendment Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of an Assignment, Assumption, and Amendment Agreement (Agreement) with Strong Capital X, LLC (Strong) to allow the City to operate and maintain a 96-inch pipe that conveys treated effluent from the Back River Wastewater Treatment Plant to Sparrows Point (Pipe). The period of the Agreement is April 13, 2021 through October 31, 2022.

AMOUNT OF MONEY AND SOURCE:

$39,299.81 annually, subject to CPI inflation

Account: 2070-000000-5501-393100-603065

BACKGROUND/EXPLANATION:

The City owns and operates the Back River Wastewater Treatment Plant, which discharges treated effluent through two outfalls pursuant to a permit issued by Maryland Department of the Environment. Although most of the treated effluent is discharged into Back River, historically, a portion has been pumped to Sparrows Point to provide industrial process water for the steel industry. The steel plant is now closed; however, the City's discharge permit prevents the City from discharging more than 140 MGD of effluent to Back River in order to preserve water quality.

Effluent is discharged from Back River Wastewater Treatment Plant's Outfall 002 and conveyed through pipes to infrastructure on Sparrows Point. The subject Pipe runs under property owned by Norfolk Southern Railway Company, which had a license agreement with Severstal Sparrows Point, LLC, a former owner of the Pipe. Norfolk Southern subsequently assigned its interests under the license agreement to Strong.

The Department is seeking to assume certain responsibilities under the Severstal agreement, while modifying terms to limit the City's liability and update the fee. The Agreement will allow the Department to maintain effluent flows to Sparrow's Point and provides operational flexibility.

MBE/WBE PARTICIPATION:

N/A

Department of Public Works – cont'd

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

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

Department of Public Works/Office of Engineering and Construction (DPW) – Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task 019 with Johnson, Mirmiran & Thompson, Inc., under Project No. 1802 (SC 968), Project and Construction Management Assistance Services. The duration of this task is approximately 0 months.

AMOUNT OF MONEY AND SOURCE:

($123,533.73) – 9956-903580-9551-900020-705032 (SC 968)
(9,139.74) – 9958-915315-9525-900020-705032 (Various)
($132,673.47)

BACKGROUND/EXPLANATION:

The Office of Engineering and Construction was in need of Project Control Services and support on SC 968, Task No. 010. This request is to credit the unused amount to the contract so that it can be used for future projects. The original agreement will expire July 11, 2022. This task was requested by the DPW.

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 which are MBE 29% and WBE 10%.

Currently, this On-Call Agreement is compliance with the goals set by MWBOO. The current goals are:

MBE: 29%

WBE: 15%

THE EAR WAS APPROVED BY MWBOO ON JULY 27, 2021

APPROVED FOR FUNDS BY FINANCE

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

Department of Public Works/Office – Task Assignment
of Engineering and Construction

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task 021 with Whitman, Requardt & Associates, LLP under Project No. 1805, On-Call Project and Construction Management Assistance. The original contract will expire on September 25, 2022. The period of this task is 12 months.

AMOUNT OF MONEY AND SOURCE:

$71,823.21 – 9960-906967-9557-900020-703032

BACKGROUND/EXPLANATION:

The Office of Engineering & Construction is requesting Whitman, Requardt & Associates, LLP to provide project engineering services for the Montebello Solar Project as per their proposal dated April 29, 2021. The work requested is within the original scope of the agreement.

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:

MBE: 29%
WBE: 10%

Currently, this On-Call Agreement is in compliance with the goals set by MWBOO. Current goals are MBE: 45% and WBE: 16%.

THE EAR WAS APPROVED BY MWBOO ON AUGUST 11, 2021.

APPROVED FOR FUNDS BY FINANCE

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

Department of Public Works – cont'd

TRANSFER OF FUNDS

AMOUNT	TO ACCOUNT	FROM ACCOUNT
$100,000.00	9960-936001-9558	9960-906967-9557-5
Revenue Bond	Construction Reserve	Inspection

The transfer will cover costs for Project 1805 On-Call Project and Construction Management Assistance Task 021.

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

Department of Public Works (DPW) – Expenditure of Funds

ACTION REQUESTED OF B/E:

The Board is requested to approve the renewal of DPW's membership in the Maryland Association of Municipal Wastewater Agencies. The Board is further requested to authorize payment by Expenditure Authorization. The period of the membership renewal is July 1, 2021 through June 30, 2022.

AMOUNT OF MONEY AND SOURCE:

$22,642.00 - FY 2022 Dues
26,807.06 – Assessment for ongoing technical research support
$49,449.06 - 2070-000000-5501-397101-603022

BACKGROUND/EXPLANATION:

The Maryland Association of Municipal Wastewater Agencies, Inc. (MAMWA) is an Association of city and county utilities in Maryland that operate wastewater collection systems and treatment plants. This organization exists to share information regarding regulatory efforts and funding opportunities that would benefit the operation of these facilities. The organization is a strong advocate on the local level of appropriate and common-sense regulations governing point source discharges.

The submission is late because of administrative delays.

APPROVED FOR FUNDS BY FINANCE

AUDITS REVIEWED AND HAD NO OBJECTION.

Department of Transportation – Memorandum of Understanding

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of a Memorandum of Understanding (MOU) with Rebuild Johnston Square Neighborhood Organization, Inc. The period of the MOU is effective upon Board approval for two years and renewable for an additional two years.

AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The Organization has submitted plans and a valid petition for the installation of right-of-way art in the Johnston Square neighborhood, at the following locations: Biddle Street and Valley Street; Johnston Square Elementary School; Chase Street and Valley Street; Chase Street and Alley Access to Henrietta Lacks Park. The Bee Safe Art Crosswalk projects is requesting a compliant ADA ramp.

The MOU establishes the framework for the Organization to install right-of-way art (the "Placemaking Elements") at specified locations, all at its sole cost, and subsequently for the Organization to perform ongoing maintenance of all aspects of the Project during the term of the Agreement. The Placemaking Elements will be owned solely by the City, and nothing in this MOU will confer upon the Organization any right, title, or interest in the Placemaking Elements other than as expressly provided in this MOU.

MBE/WBE/DBE PARTICIPATION:

This is not a competitive procurement item. The Organization is paying for all costs.

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

Department of Transportation – Addendum No. 2 to Grant Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Addendum No. 2 to the grant agreement for the TIGER Hanover Street Bridge Corridor Plan with the U.S. Department of Transportation Federal Highway Administration (FHWA). The period of the Addendum is effective upon Board approval.

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AMOUNT OF MONEY AND SOURCE:

N/A

BACKGROUND/EXPLANATION:

The City was awarded a U.S. Department of Transportation (USDOT) Transportation Investment Generating Economic Recover (TIGER) Grant to begin studying the Hanover Street Corridor, including the Vietnam Veterans Memorial Bridge. The total grant was $1,800,000.00 (Federal $1,100,000.00 and Local $700,000.00). The historic Vietnam Veterans Memorial Bridge was opened to traffic in 1917 and serves as a major gateway into Baltimore City from I-95 and the Port of Baltimore. This 100-year-old Bascule Span Bridge is located on South Hanover Street and crosses the Middle Branch of the Patapsco River between West Cromwell Street and Waterview Avenue. The bridge is a primary access corridor into the city for many South Baltimore Neighborhoods. Addendum #1 was the approval to change the name of the study from the Hanover Street Corridor Study to the Hanover Street Corridor Study Includes the Vietnam Veterans Memorial Bridge. The planning study was completed and published in 2019.

Addendum #2 updates the project schedule with a final closeout date of November 1, 2021. The Department completed the grant under budget, and the new project total with Federal and Local expenditures has been updated in Addendum #2. The total project was adjusted to the total project cost of $1,414,451.50 (Federal $839,341.88 and Local $575,109.62).

On Wednesday, February 10, 2016, the Board approved a Grant Agreement for the Hanover Street Bridge Multimodal Corridor Plan FHWA FY2014 TIGER Planning Grant No. 17 to provide funding for necessary work to be performed for the Hanover Street Bridge.

Department of Transportation – cont'd

On Wednesday, October 12, 2016, the Board approved Amendment No. 1 to the Grant Agreement for the Hanover Street Bridge Multimodal Corridor Plan FHWA FY2014 TIGER Planning Grant No. 17 for a change in the name of the Hanover Street Bridge to read as "The Hanover Street Corridor Study includes the Vietnam Veterans Memorial Bridge."

MBE/WBE/DBE PARTICIPATION:

The firm selected to perform work funded by this grant agreement will comply with Title 49 of the Code of Federal Regulations Part 26 (49CRF26) and the DBE goal established in the original agreement.

(The Addendum No. 2 to the Agreement has been approved by the Law Department as to form and legal sufficiency.)

Department of Transportation – Developer's Agreement No.1743

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of Developer's Agreement No. 1743 with Scannell Properties #415, LLC. The period of the Agreement is effective upon Board approval.

AMOUNT OF MONEY AND SOURCE:

$828,934.00 – Performance Bond

BACKGROUND/EXPLANATION:

Scannell Properties #415, LLC desires to install new water services, sanitary sewer, storm drain, conduit, sidewalk, and roadway improvements to its proposed new building located at 4501 Curtis Avenue and 1701-1711 Benhill Avenue. This agreement will allow the organization to do its own installation in accordance with Baltimore City Standards.

A Performance Bond in the amount of $828,934.00 has been issued to Scannell Properties #415, LLC, which assumes 100% of the financial responsibility.

MBE/WBE PARTICIPATION:

Irrespective to Article 5, Subtitle 28-4, this item is not the result of City procurement, and the above-named entity is responsible for all cost. Therefore, MWDBE goals do not apply.

(The Developer's Agreement No. 1743 has been approved by the Law Department as to form and legal sufficiency.)

Department of Transportation – Task Assignment

ACTION REQUESTED OF B/E:

The Board is requested to approve the assignment of Task 034 with A. Morton Thomas & Associates Inc., under Project No. 1217, On-Call Construction Management Services. The duration of this task is approximately 12 months.

AMOUNT OF MONEY AND SOURCE:

$184,655.69 – 9950-902315-9506-900010-705032

BACKGROUND/EXPLANATION:

This authorization provides continued services for TR 01041, Construction Project Engineer and Senior Construction Inspector for the Edmondson Avenue Bridge Project.

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 which are:

MBE: 27%

WBE: 10%

The preparation of this task included an evaluation of the Consultant's minority participation status. On the date of preparation, the Consultant exceeded the MBE goal by achieving 29% of the 27% required MBE goal and met the 10% WBE goal.

THE EAR WAS APPROVED BY MWBOO ON SEPTEMBER 15, 2021

APPROVED FOR FUNDS BY FINANCE

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

Department of Transportation (DOT) – Increase to Award TR-16020

ACTION REQUESTED OF B/E:

The Board is requested to approve an increase to the award of Contract No. TR-16020, Comprehensive Conduit Facilities Management Services with KCI-CG Tri-Venture. The increase is effective upon Board approval.

AMOUNT OF MONEY AND SOURCE:

$10,000,000.00 - 9962-906072-9562-900000-706063 Others

BACKGROUND/EXPLANATION:

On August 10, 2016, the Board approved the award of TR-16020, Comprehensive Conduit Facilities Management Services, in the amount of $26,108,286.00 to fund the first year of this five-year contract. It has since been funded incrementally to cover pending tasks through mid-FY 2020. On December 19, 2018, the Board approved an additional $24,000,000.00 of incremental funding to cover tasks in FY 2018 and FY 2019. On January 8, 2020, the Board approved an additional $12,000,000.00 of incremental funding to cover tasks in FY20. Additionally, on August 5, 2020, the Board approved an additional $26,000,000.00 of incremental funding to cover tasks in FY20.

Based on the estimated work to be performed for the Department under this contract, DOT is requesting the award be increased pursuant to the terms of the contract to add an additional $10,000,000.00 to cover the costs of pending tasks through FY 2021 and FY 2022 in connection with the sustainability of continued and supplemental services to support the essential scope of the Conduit Program during the COVID-19 pandemic and other emergency conduit repair work.

It is still the Department's intent to request incremental funding annually until the contract expiration. This modification will enable the DOT to continue its efforts to revitalize the City's conduit system, a vital piece of the City infrastructure that is integral to several current and future City programs.

Department of Transportation – cont'd

MBE/WBE/DBE PARTICIPATION:

The Contractor is in compliance with the established contract goals, as noted below.

Professional Service:

MBE: 27%
WBE: 0%
Achieved: 29.73% MBE and 9.06%

Construction:

MBE: 27%
WBE: 7%
Achieved: 23.00% MBE and 12.86% WBE

APPROVED FOR FUNDS BY FINANCE

Department of Transportation – cont'd

TRANSFER OF FUNDS

AMOUNT	FROM ACCOUNT/S	TO ACCOUNT/S
$1,000,000.00 Other	9962-938001-9563 Constr. Reserve - Unallotted	
$1,000,000.00 Other	9962-950003-9563 Construction Reserve - Private Conduit Maintenance	
$8,000,000.00 Other	9962-932007-9563 Construction Reserve - Conduit Construction	
$ 400,000.00 Other	9962-937004-9563 Construction Reserve - Conduit New Construction	9962-906072-9562 Conduit Facilities Mgmt. Svcs.

$10,400,000.00

This transfer will cover the deficit and fund the costs of pending tasks through FY2021 and FY2022 in connection with the sustainability of continued and supplemental services to support the essential scope of the Conduit Program during the COVID-19 pandemic and other emergency conduit repair work. This modification will enable the Department to continue its efforts of revitalizing the City's conduit system being done through Project TR 16020 "Comprehensive Conduit Facilities Management Services" with KCI-CG Tri-Venture in the amount of $10,400,000.00.

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

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

*** * * * * * ***

The Board is requested to

approve award of

the formally advertised contract

listed on the following pages:

99 - 100

to the low bidder meeting specifications,

or reject bids on those as indicated

for the reasons stated.

In connection with the Transfer of Funds,

a report has been requested from the Planning Commission,

the Director of Finance having reported favorably

thereon, as required by the provisions

of the City Charter.

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Transportation

1.	TR 21016, Vision Zero and Bike Program Maintenance and Construction	P. Flanigan & Sons, Inc.	$1,262,699.00

MWBOO SET GOALS OF 20% FOR MBE AND 10% FOR WBE.

MBE:	Priority Construction Corporation	$127,948.00	10.13%
	Halcon Contractors, Inc.	124,700.00	9.88%
	Total	**$252,648.00**	**20.01%**
WBE:	Road Safety, LLC	$101,500.00	8.04%
	River Transport, Inc.	24,888.00	1,97%
	Total	**$126,388.00**	**10.01%**

MWBOO FOUND VENDOR IN COMPLIANCE ON JULY 27, 2021.

2. **TRANSFER OF FUNDS**

AMOUNT	FROM ACCOUNT/S	TO ACCOUNT/S
$ 1,000,000.00 GF (HUR)	9950-926015-9513 Construction Reserve - Towards Zero Traffic Safety	
452,103.85 GF (HUR)	9950-921019-9509 Construction Reserve - Bike Master Plan	
$1,452,103.85		

RECOMMENDATIONS FOR CONTRACT AWARDS/REJECTIONS

Bureau of Transportation

TRANSFER OF FUNDS – cont'd

AMOUNT	FROM ACCOUNT/S	TO ACCOUNT/S
$1,262,699.00	----------	9950-927017-9512-6 Structure & Improvements
126,269.90	----------	9950-927017-9512-5 Inspection
63,134.95	----------	9950-927017-9512-2 Contingencies Vision Zero/Bike Const. TR 21016
$1,452,103.85		

This transfer will fund the costs associated with the award of Project TR 21016, Vision Zero, and Bike Program Maintenance and Construction with P. Flanigan & Sons, Inc.

TRAVEL REQUESTS

Name	To Attend	Fund Source	Amount
Police Department			
1. Michael S. Harrison	MCCA 2021 Fall Meeting New Orleans, LA Oct. 5 – 8, 2021 (Reg. Fee $0.00)	General Fund	$1,427.11

The airfare and hotel were prepaid on City-issued procurement cards assigned to the Department. The registration fee is included in the dues paid to MCCA. Mr. Harrison will be disbursed $180.00.

2. Michael Sullivan	MCCA 2021 Fall Meeting New Orleans, LA Oct. 5 – 8, 2021 (Reg. Fee $0.00)	General Fund	$1,434.11

The airfare and hotel were prepaid on a City-issued procurement cards assigned to Mr. Trib Thacker. The registration fee is included in the dues paid to MCCA. Mr. Sullivan will be disbursed $180.00.

Mayor's Office			
3. Brandon M. Scott	Bloomberg Harvard City Leadership Initiative New York, New York Sept. 26 – 29, 2021 (Reg. Fee $0.00)		$ 0.00

Mayor Scott has been selected to participate in the 2021 Bloomberg Harvard City Leadership Initiative. The Mayor's roundtrip transportation to and from New York, ground transportation, hotel accommodations, tuition, curriculum & materials, and most meals will be paid by the Bloomberg Center for Cities at Harvard University. The estimated cost for the trip is $6,975.00.

TRAVEL REQUESTS

Name	To Attend	Fund Source	Amount

$ 600.00 - Train
$ 150.00 - Car
$ 950.00 - Hotel
$4,975.00 - Tuition, Curriculum and Materials
$ 300.00 - Meals
$6,975.00

There are no costs to the City.

This item is submitted to the Board pursuant to Administrative Manual 239-1-2, Board of Estimates Approval for Third Party Funded Travel because the cost of the travel exceeds $100.00.

Department of Public Works

4.	Jason W. Mitchell	AMWA 2021 Executive Management Conference Denver, Colorado Oct. 3 – 5, 2021 (Reg. Fee $925.00)	General Fund	$2,134.09

The registration and airfare were prepaid on a City-issued procurement card assigned to Binta Gallman. Mr. Mitchell will be disbursed $674.14.

5.	Yosef Kebede	AMWA 2021 Executive Management Conference Denver, Colorado Oct. 3 – 6, 2021 (Reg. Fee $925.00)	General Fund	$2,224.16

The registration and airfare were prepaid on a City-issued procurement card assigned to Yosef Kebede. Mr. Kebede will be disbursed $981.20.

Pursuant to AM 240-3, the Board of Estimates must take action on a Travel Request if the City representative's absence will exceed five workdays or if it involves one or both weekend days. The source or type of funds used to pay for the travel has no bearing upon the requirement of approval.

Department of Finance – Payment in Lieu of Taxes (PILOT) Agreement

ACTION REQUESTED OF B/E:

The Board is requested to approve and authorize execution of the Payment in Lieu of Taxes ("PILOT") Agreement with Woodland Gardens II Apartments located at 4701 Park Heights Avenue.

AMOUNT OF MONEY AND SOURCE:

No City funds are requested at this time, and the PILOT will have no impact on City revenue for the reasons discussed below.

BACKGROUND/EXPLANATION:

Woodland Gardens II is a 75-unit new construction senior apartment building proposed by Comprehensive Housing Assistance, Inc. ("CHAI") at 4701 Park Heights Avenue. CHAI is a nonprofit housing and community development organization with four decades' experience helping residents of all ages thrive and making northwest Baltimore stronger. The site, located in the Park Heights neighborhood, is in an opportunity zone and an area targeted for major redevelopment. Woodland Gardens II is part of a twinning transaction which pairs this building, financed using 4% Low-Income Housing Tax Credits ("LIHTC"), with an adjacent 63-unit family building 9% LIHTC project, known as Woodland Gardens I. Competitive 9% LIHTC were awarded for Woodland Gardens I in January 2021. Together, the two buildings that make up the Woodland Gardens community will include 138 units total, and the twinning financing structure allows for economy of development and operational costs.

The newly constructed Woodland Gardens II will include 75 units with a total development cost of approximately $18,498,259.00. The project includes 35 units financed under CDA funding that are affordable to seniors that earn up to 60% of the Area Median Income ("AMI") adjusted for family size. The project also includes 40 units receiving subsidy under a new 20-year Project-Based Rental Assistance contract ("PRAC"), with 10 of those serving seniors up to 30% AMI and the remaining 35 serving seniors up to 50% AMI. The project will include six units that serve seniors with disabilities, including four that meet the Uniform Federal Accessibility Standards ("UFAS"). Because of the senior population served, all units will be adaptable with cabinets that can be removed as needed, low-threshold showers, grab bars in bathrooms, and handrails in hallways. All apartments will be one-bedroom units that have dishwashers, garbage disposals, and high-speed internet access. The building will include elevator access, laundry facilities, a library, and other community space.

Department of Finance – cont'd

A resident service coordinator will be employed to help seniors age in place with dignity and independence, including accessing transportation and meals. There are funds in the operating budget for the service coordinator. Additional services are at the nearby Zeta Center.

The HUD 202 is a permanent source in the amount of $3,500,000.00 structured as a capital advance secured by a mortgage (payable only in the event of a default in the use) to finance the 40 PRAC units referenced above. The project has a signed term sheet with Grandbridge Real Estate Capital for a Freddie Mac TEL first mortgage in the amount of $1,085,000.00 supported by the remaining 35 units with a 17-year term, 35-year amortization, and an interest rate with a 3.19% spread over the most current 10-year Treasury security issue, currently estimated at 5%. The relatively low tax credit rents, high expense ratio because of the services provided, and standard trending produces a declining debt service coverage ratio over the term of the loan, limiting the size of the first mortgage to just over $1,000,000.00. The proposed PILOT plays a critical role in leveraging the first mortgage by lowering projected operating expenses.

In addition to the 4% LIHTC, the syndication of which with equity-investor SunTrust will generate $7,715,563.00 in project equity, CDA has committed $2,500,000.00 of Rental Housing Works funds, $550,000.00 of National Housing Trust funds, and $450,000.00 of Partnership Housing funds for UFAS units. The City of Baltimore has issued a letter of intent for $1,000,000.00 of HOME Investment Partnerships Program loan.

PILOT REQUEST

CHAI and Woodland Gardens II, LP (collectively referred to as "the Developer") have requested a Payment in Lieu of Taxes (the "PILOT") to assist Woodland Gardens II Apartments. Staff from the Department of Housing and Community Development ("DHCD") undertook an analysis of the proposed PILOT based on three criteria: (a) is the PILOT necessary to preserve or create affordable housing; (b) does the PILOT need the subsidy to proceed: and (c) did the developer actively seek other sources of funding or subsidy before requesting the PILOT. DHCD's review of information provided by the Developer indicates Woodland Gardens II Apartments meets the above-described criteria and will be unable to move ahead unless a PILOT is approved.

RECOMMENDATION

The Developer has agreed to pay the City, in lieu of the ordinary Baltimore City and State of Maryland real estate taxes upon the date the owner acquires the property, which date the owners shall document by a letter sent to the City (the "Commencement Date")

Department of Finance – cont'd

through June 30, 2022; and for the fiscal year beginning July 1, 2022 and for each year thereafter, until the obligations of the City to accept negotiated payments provided in the PILOT Agreement shall cease, an annual amount determined as follows: a) for the subsidized replacement public housing units, ten percent of the tenant-paid portion of the rent excluding the public subsidy and owner-paid utilities, and (b) for all other units, ten percent of the rent excluding owner-paid utilities, for an approximate total of $41,148.00 per year based on the rent schedule beginning on the Commencement Date and continuing until the obligations of the City to accept negotiated payments. The PILOT is intended to encourage and support affordable housing, and a project's eligibility for a PILOT under the statute is typically assessed on an annual basis. If a sale of the project after the tax credit compliance period changes the charter of the project so that it no longer meets the eligibility criteria, then the City will be due the appropriate taxes starting in the year in which the project no longer qualifies.

Given the need for affordable housing in the City, the Affordable Housing PILOT Committee believes that the PILOT is necessary to support both the capital and operating needs of the project. Woodland Gardens II Apartments qualifies for a PILOT under Section 7-503 of the Housing and Community Development Article of the Annotated Code of the State of Maryland since the general partner of the ownership entity is wholly owned by a nonprofit. The property at present is vacant land which does not pay any real estate taxes since it is owned by the Mayor and City Council of Baltimore.

MBE/WBE PARTICIPATION:

The Developer has signed the Commitment to Comply with the Minority and Women's Business Enterprise Program of the City of Baltimore.

(The PILOT Agreement has been reviewed and approved by the Law Department for legal form and sufficiency.)

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

ACTION REQUESTED OF B/E:

The Board is requested to approve the following Administrative Manual Policies that were previously approved on May 17, 2017. The polices are effective October 1, 2021.

- AM 413-00 Grant Management & Administration (No Changes)
- AM 413-10 Grant Identification (No Changes)
- AM 413-20 Grant Screening & Evaluation (No Changes)
- AM 413-30 Grant Preparation & Application (No Changes)
- AM 413-40 Grant Management Review (No Changes)
- AM 413-50 Grant Award (No Changes)
- AM 413-60 Grant Documentation (Added Grants Operating Checklist)
- AM 413-61 Grant Management Financial Reporting (No Changes)
- AM 413-70 Grant Closeout (Added Grants Closeout Checklist)

AMOUNT OF MONEY AND SOURCE:

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. By distilling provisions of the City Charter, Board of Estimates policies and rules and Memoranda of Understanding, as well as the decisions and directives of the City Administration, the published policies provide uniform and consistent operating rules. The updates will provide greater clarity to grants management operations, functions and requirements.

The updates pertain to certain city grants management operations. All policies in this set are in the 413 series and are outlined below.

AM 413-00 (Grant 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:

Department of Finance – cont'd

- 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 preplanning 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.*

AM 413-30 (Grant 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.

Department of Finance – cont'd

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.

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;
- A grants operating checklist to ensure that expenditures are valid and appropriate for grant expenditure charges.

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

Department of Finance – cont'd

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.

MBE/WBE PARTICIPATION:

N/A

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AM 413-00

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 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 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.

[redacted]

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AM 413-00

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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 RISK 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,

[redacted]

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AM 413-00

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.

[redacted]

a AM 413-00

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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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a AM 413-00

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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. Monitors compliance reviews of the city's agency/entities with grants, to monitor compliance with all applicable grants management AM policies and OMB circulars;

26. As necessary, submits a corresponding compliance report to each agency/entities' head and GMC for corrective action; and,

27. Periodically attends agency 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.

[redacted]

a AM 413-00

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Grants Management & Administration

PROCESS KEY

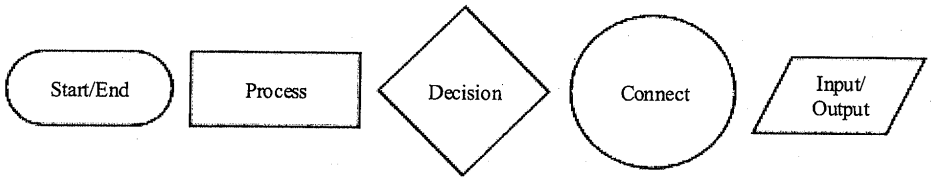

Figure 1, below, graphically displays the primary steps followed in the **Grants Management & Administration** process.

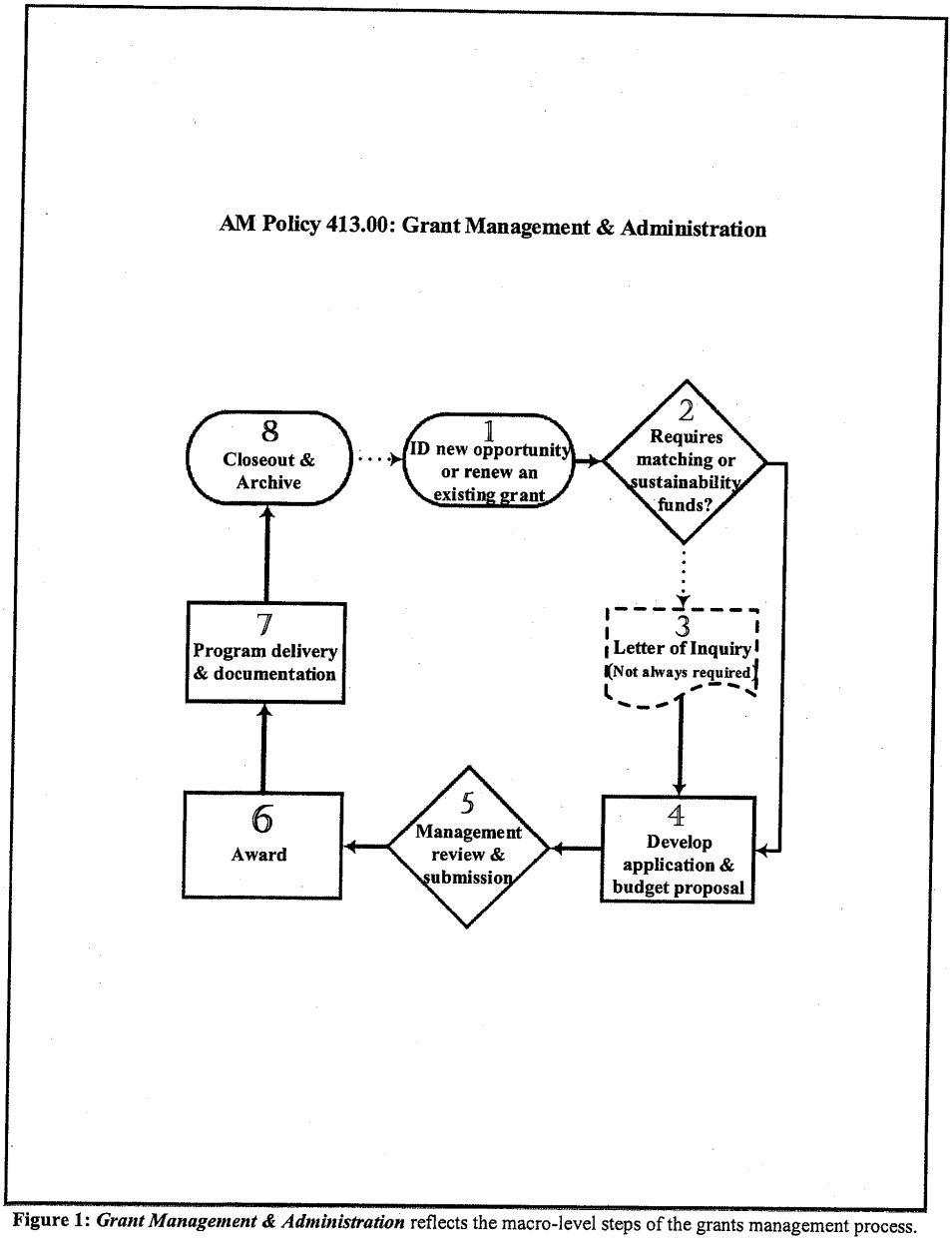

Figure 1: ***Grant Management & Administration*** reflects the macro-level steps of the grants management process.

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AM 413-10

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 RISK 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:

    a. Be a member of the agency/entity's grants management committee;

[redacted]

a AM 413-10

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Grant Identification

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;

RISK

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 413-40, 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 413-30, Grant Screening and Evaluation**; also,

RISK

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**.

[redacted]

a AM 413-10

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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.

PROCESS KEY

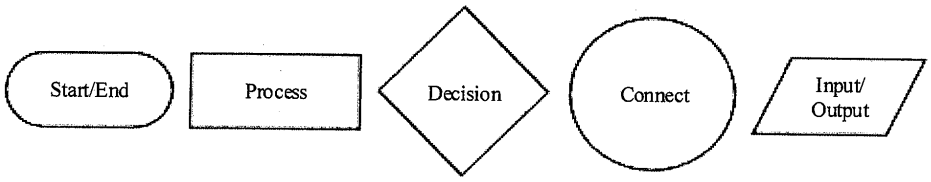

Figure 1, below, graphically displays the primary steps followed in the **Grant Identification** process. As shown, new grant applications follow a dotted line path while renewal applications follow a dashed line path.

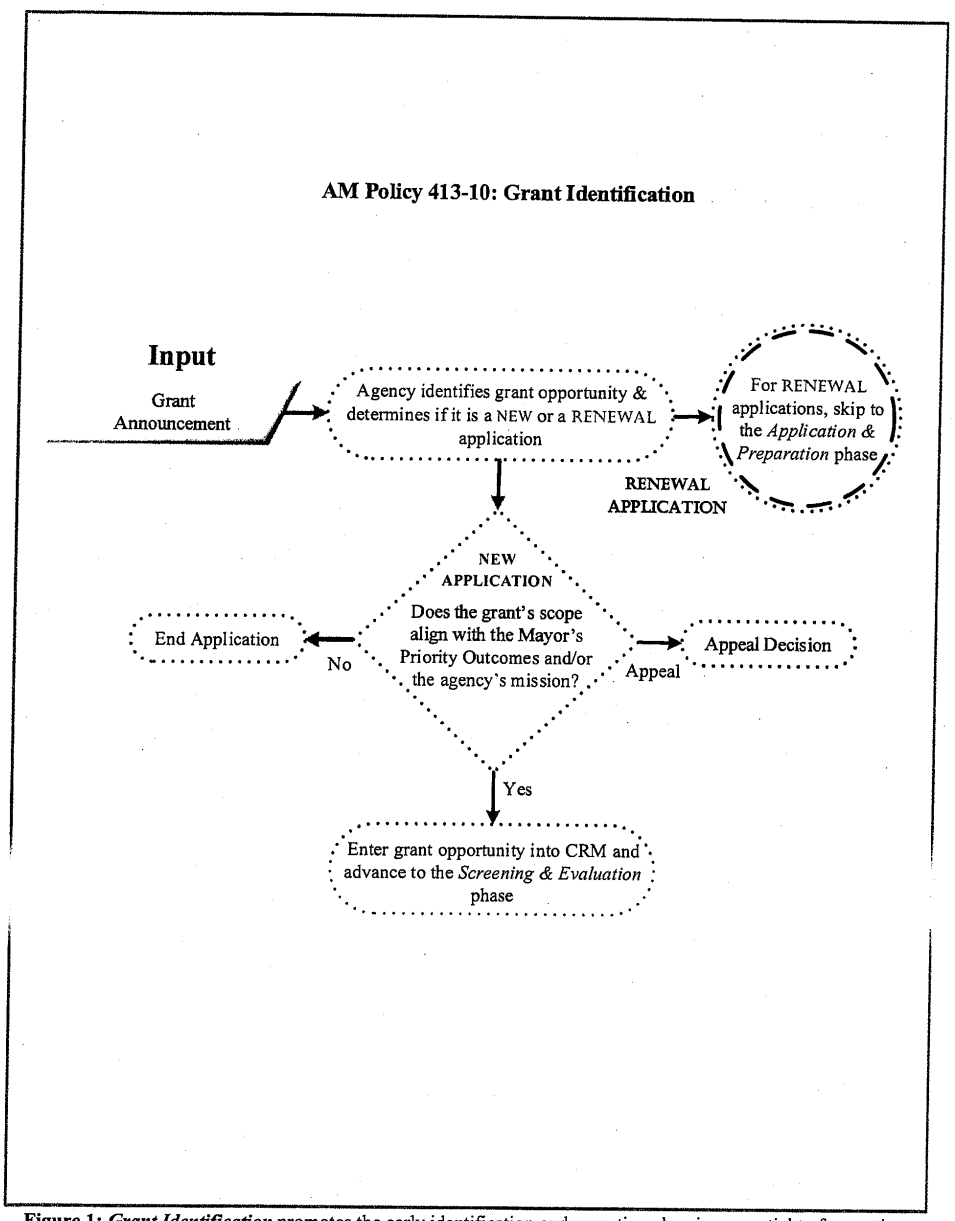

Figure 1: ***Grant Identification*** promotes the early identification and proactive planning essential to forecasting grant opportunities and capturing awards.

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AM 413-20

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 RISK are designated as risk issues. Failure to monitor this requirement can create an unwarranted risk.

[redacted]

a AM 413-20

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Grants Screening & Evaluation

Grants Management Committee:

RISK

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;

RISK

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,

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.

PROCESS KEY

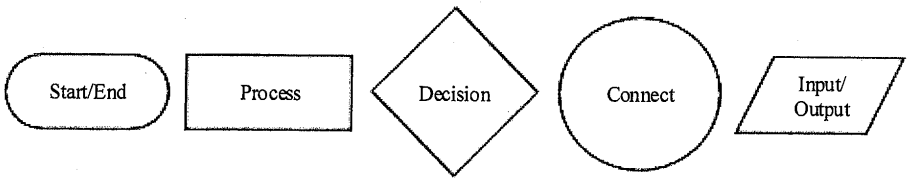

Figure 1, below, graphically displays the primary steps followed in the **Grant Screening & Evaluation** process.

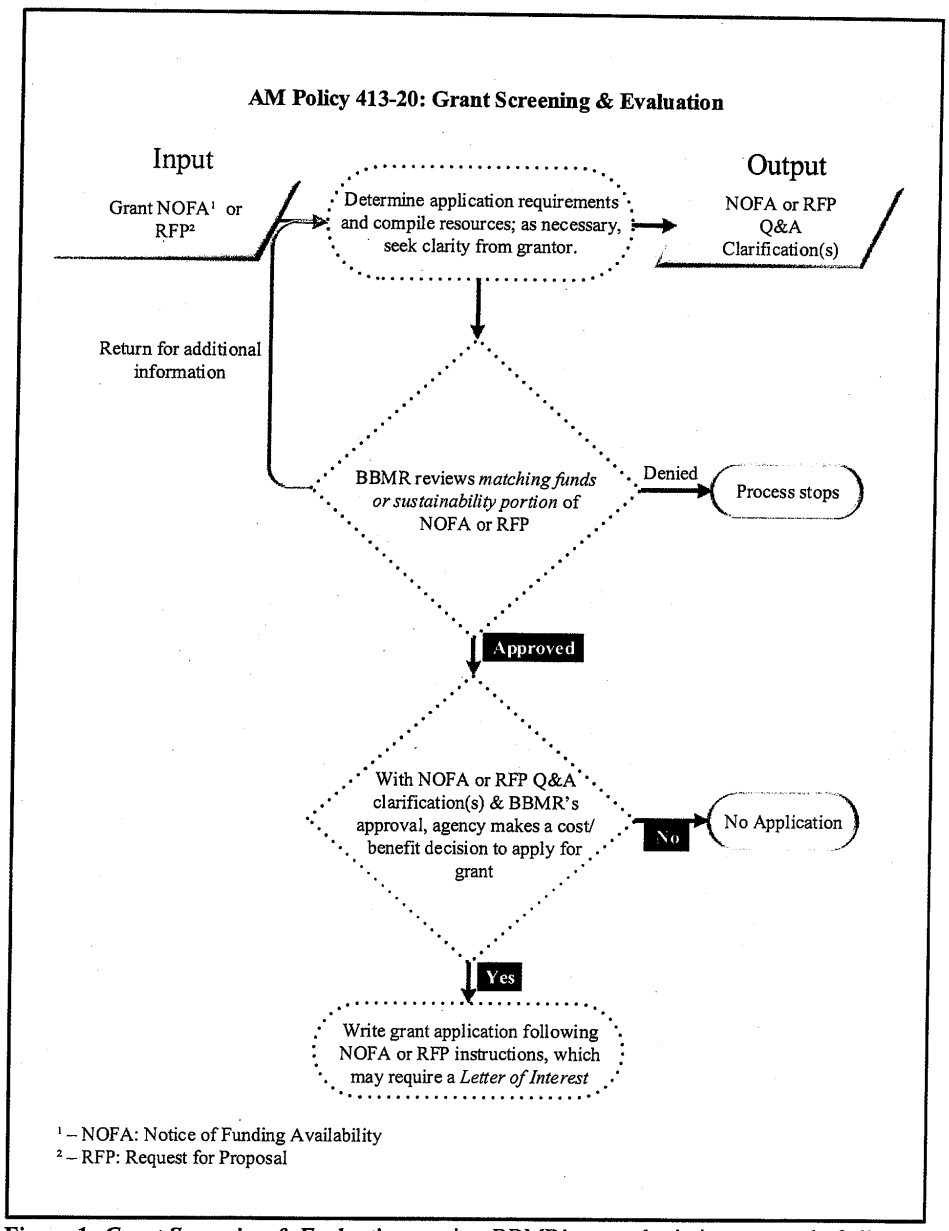

Figure 1: ***Grant Screening & Evaluation*** requires BBMR's pre-submission approval of all grant budgets.

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AM 413-30

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 RISK are designated as risk issues. Failure to monitor this requirement can create an unwarranted risk.

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AM 413-30

Grants Preparation & Application

Grants Management Committee:

RISK

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,

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:

RISK 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.

[redacted]

a 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 Policy413-50, Management Review**.

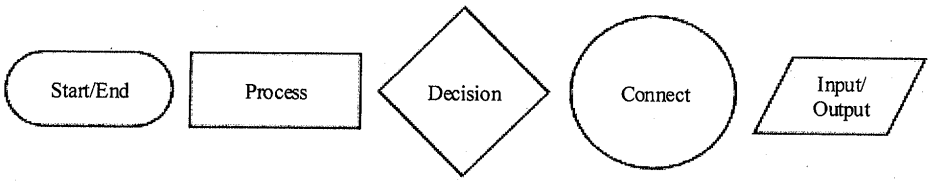
POLICY OWNER

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.

PROCESS KEY



FLOW PROCESS

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

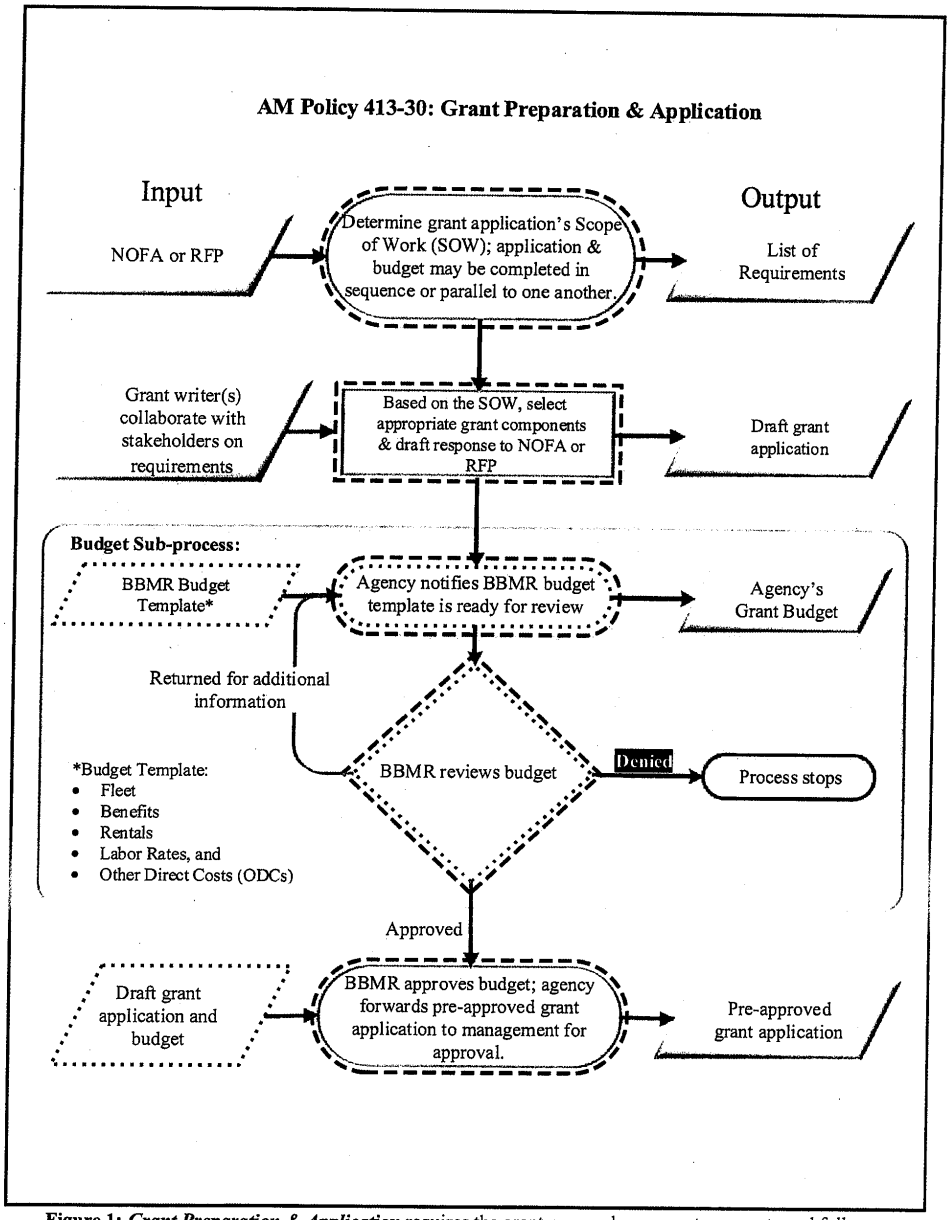


Figure 1: ***Grant Preparation & Application*** requires the grant proposal manager to generate and follow a requirements checklist and to collaborate with the BBMR on the grant's budget.

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AM 413-40

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 RISK 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,

[redacted]

a 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: 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.

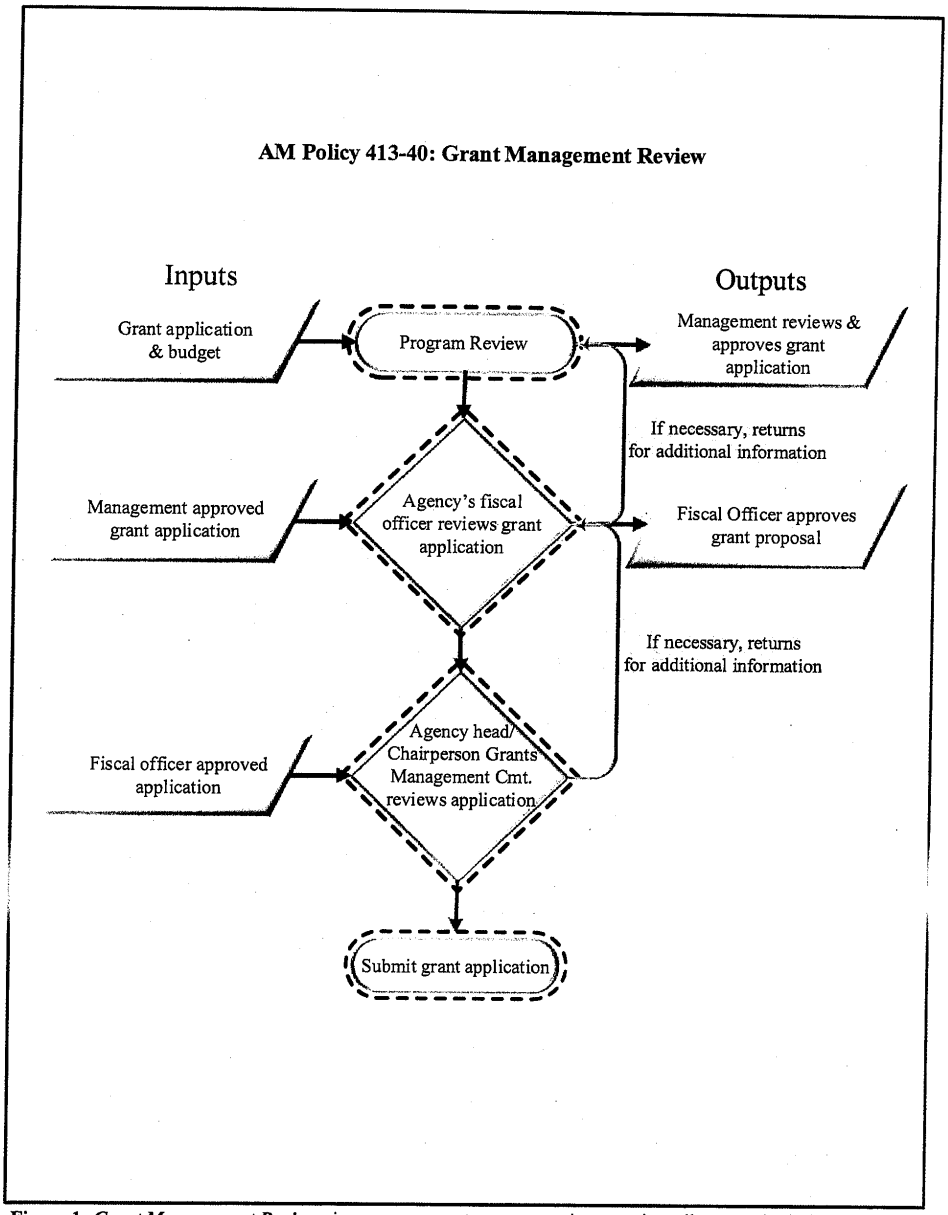

Figure 1: ***Grant Management Review*** gives management an opportunity to review all grant submissions to ensure the pre-submission quality of the grant application.

[redacted]

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AM 413-50

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 which 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 RISK are designated as risk issues. Failure to monitor this requirement can create an unwarranted risk.

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.

[redacted]

a AM 413-50

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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.

[redacted]

a AM 413-50

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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.

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AM 413-50

Grant Award

WORKFLOW PROCESS

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

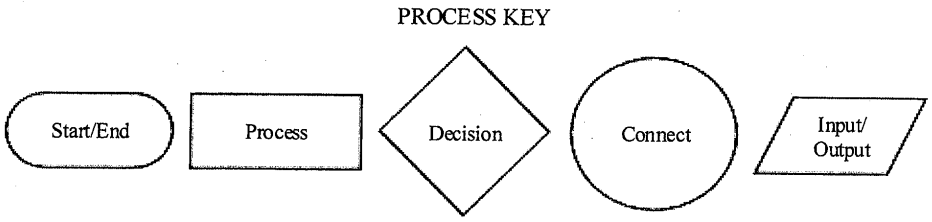

Figure 1, below, graphically displays the primary steps followed in the grant award process.

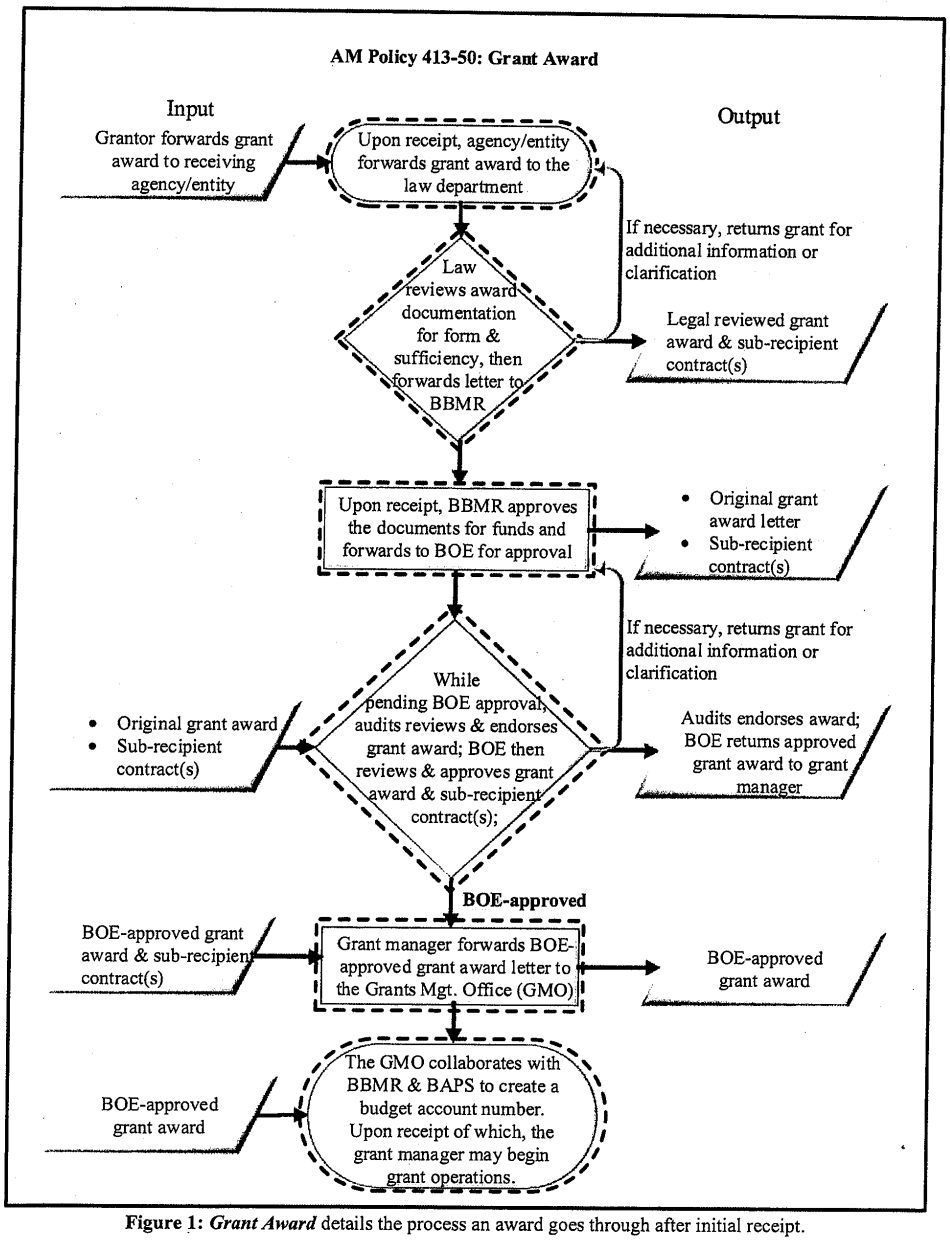

Figure 1: ***Grant Award*** details the process an award goes through after initial receipt.

a 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 RISK 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, begins to operate the grant as outlined in all City of Baltimore AM policies and OMB requirements;

[redacted]

a AM 413-60

m ***Grant Documentation***

RISK

3. Uses a **Grants Operating Checklist**, see **Attachment 1** to help maintain ongoing compliance with all policies and requirements; as well as, maintaining 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. When 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;

RISK

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.

RISK	10. Failure to maintain all documentation and/or 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.

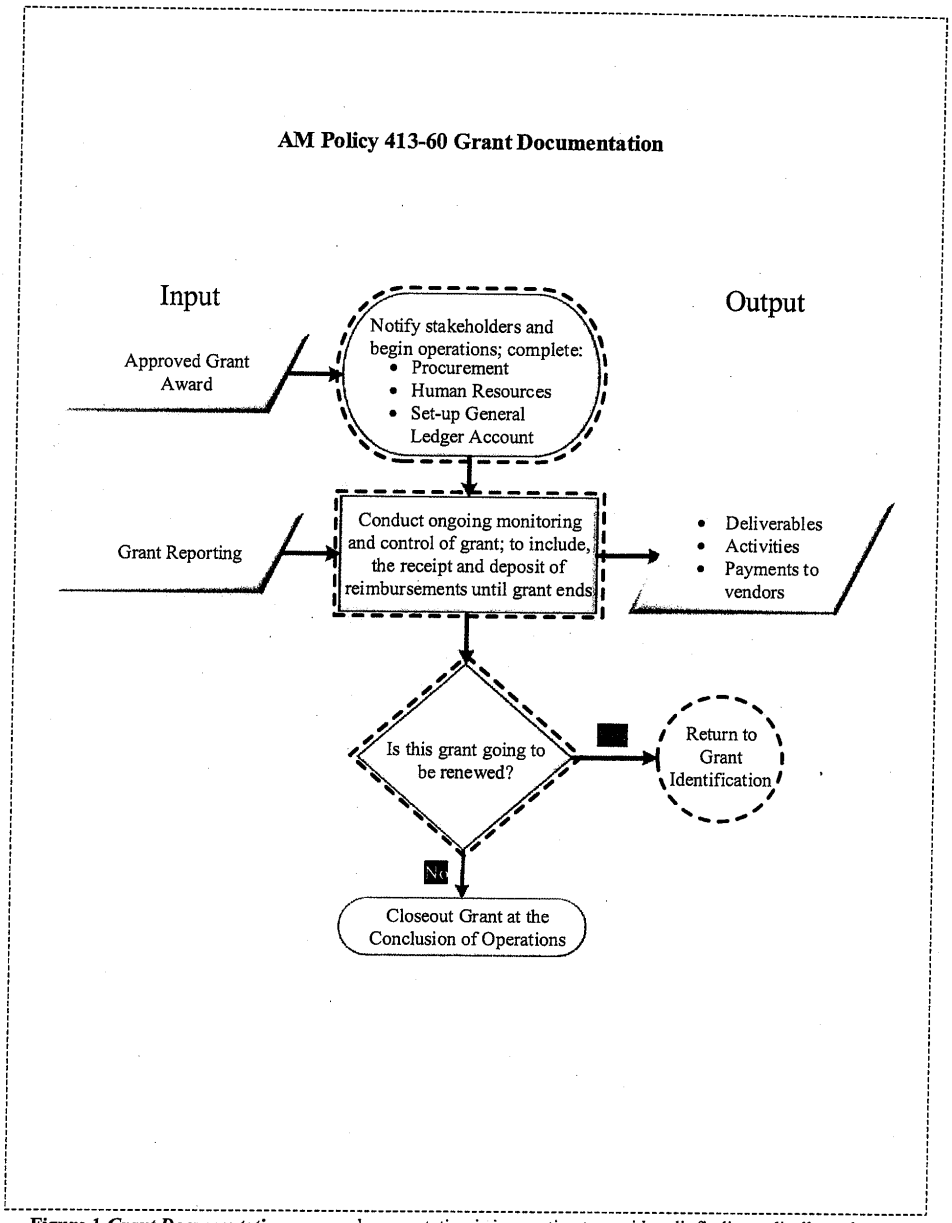

Figure 1 ***Grant Documentation***, proper documentation is imperative to avoid audit findings, disallowed costs and/or non-compliance issues.

Attachment 1: **Grants Operating Checklist**

Post award, after obtaining the Board of Estimates (BOE) award approval, grant managers must follow and complete this annual report checklist of tasks to help ensure compliance with all OMB and City of Baltimore AM Policy compliance requirements.

Daily

Grant Manager (GM):

	Operations		Fiscal
	Monitors compliance with the conditions of award, as well as all City of Baltimore AM policies and OMB regulations		Manages and monitors the budget
	Leads project as outlined in the approved work plan and conditions of award		Ensures Federal funds are only expended for allowable activities
	Supervises project staff, contractors and sub-recipients, as applicable		Ensures program income is correctly earned, recorded, and used in accordance with program requirements
	Retains copies of all reports submitted and received, to include all: • Internal organization correspondence re: grant project • Granting agency correspondence		Retains copies of all reports submitted and received, to include all: • Invoices & receipts, with proper approval signatures on them • Purchase orders • Journal entries • In-kind letters confirming donation value and timing • Records on all acquisitions and dispositions of property acquired with Federal monies
	Maintains work and deliverables schedule to ensure timeliness for all activities and reporting		Records on all acquisitions and dispositions of property acquired with Federal monies
	Ensures Federal award information and compliance requirements are identified to subrecipients, and that any subrecipient audit findings are resolved, if necessary		
	Provides technical assistance and support to staff and supported activities as needed		
	Monitors risk management, to include preventing waste, fraud and/or abuse		

Weekly/Bi-weekly

Operations	Fiscal
Monitors all staff timesheets (time is monitored, but effort reporting is in process to be implemented by 06/30/22)	Incorporates budget revisions (if any)
Determines if payroll activity was appropriately approved on staff timesheet submissions	Verifies payroll charges are valid by confirming staff are assigned to the correct budget account number
Retains copies of all HR forms, i.e., , timesheets, to include: • Quarterly reports from CityDyanmics that provide analysis if the salary budget is staying within accepted limits	Corrective action taken if inaccuracies are found
Meeting agendas and minutes where the grant is discussed or activities are planned	

Monthly

Operations	Fiscal
Monitors monthly detail & summary reports • Signs monthly reports indicating they were reviewed	Submits approved expenditures for reimbursement (drawdown) and notifies BAPS of pending ACH wire transfers
Submits all required reporting	

Quarterly

Operations	Fiscal
Reviews and reconciles costs charged to the grant to ensure the validity of all charges	Reviews and reconciles costs charged to the grant to ensure the validity of all charges
Reviews payroll data to confirm staff are appropriately charged to the correct budget account number	Reviews payroll data to confirm staff are appropriately charged to the correct budget account number
Submits all required reporting	

Annually

	Operations		Fiscal
	Maintains grant timeline calendar with milestones including reporting due dates, periodic reviews/monitoring, etc.		Maintains cash matching documentation • Treated like federal monies with regards to the scrutiny of allowability and allocability, and documentation • Maps who are providing what match and from where
	Retains records to indicate the calendar was maintained		Retains records to indicate the calendar was maintained
	Retains ALL grant documentation to include: • Applications and Notice of Awards • Executed grant agreements (and any subsequent extensions)		Retains ALL grant documentation to include: • Applications and Notice of Awards • Executed grant agreements (and any subsequent extensions)
	Provides/participates in grant management training including Uniform Guidance, documentation requirements, etc.		Checks for any documentation that vendors have been checked for debarment or suspension of receiving federal dollars in Sam.gov
	Ensure that appropriate staff in Grants.gov and all grant-related reporting systems		Retains records of reviews and monitoring conducted, to including written reports on the reviews and monitoring
	Retains copies of all professional or technical service contracts		Retains a copy of applicable indirect cost agreement(s)
	Retains records of reviews and monitoring conducted, to including written reports on the reviews and monitoring		Submits all required fiscal reports
	Provides and participates in grant management trainings, as necessary		Performs end-of-year closeout
	Retains a copy of applicable indirect cost agreement(s)		
	Retains an updated inventory of all equipment		
	Submits all required programmatic reporting		
	Performs end-of-year closeout		

Sign, date and place in Grants Management Office's SharePoint archive upon completion.

Signature _____ Date _____

[redacted]

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AM 413-61

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 RISK 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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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**.

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AM 413-61

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.

PROCESS KEY

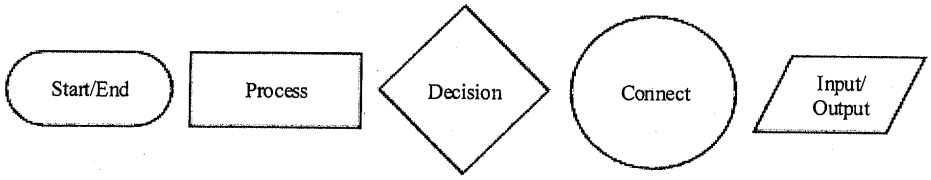

Figure 1, below, graphically displays the primary steps followed in the grant award process.

AM Policy 413-61 Grants Management Financial Reporting

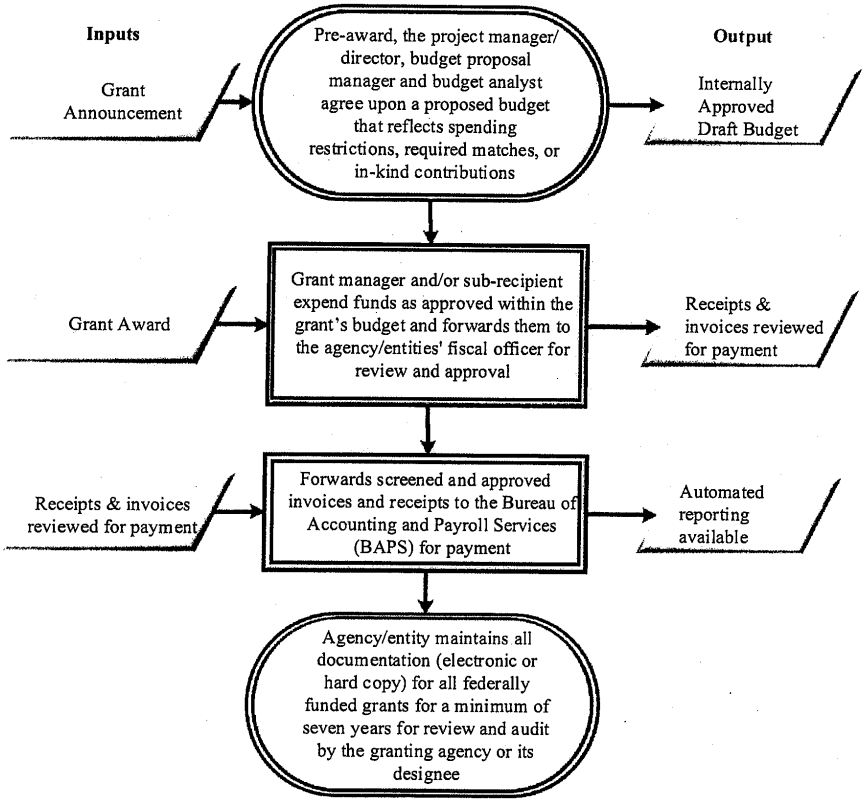

Figure 1: ***Grants Management Financial Reporting*** reflects the requisite steps to ensure all incurred costs are within budget and allowable.

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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 RISK 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;

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 the **Grants Closeout Checklist**, see **Attachment 1** 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 (grantors 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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a 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:

RISK

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.

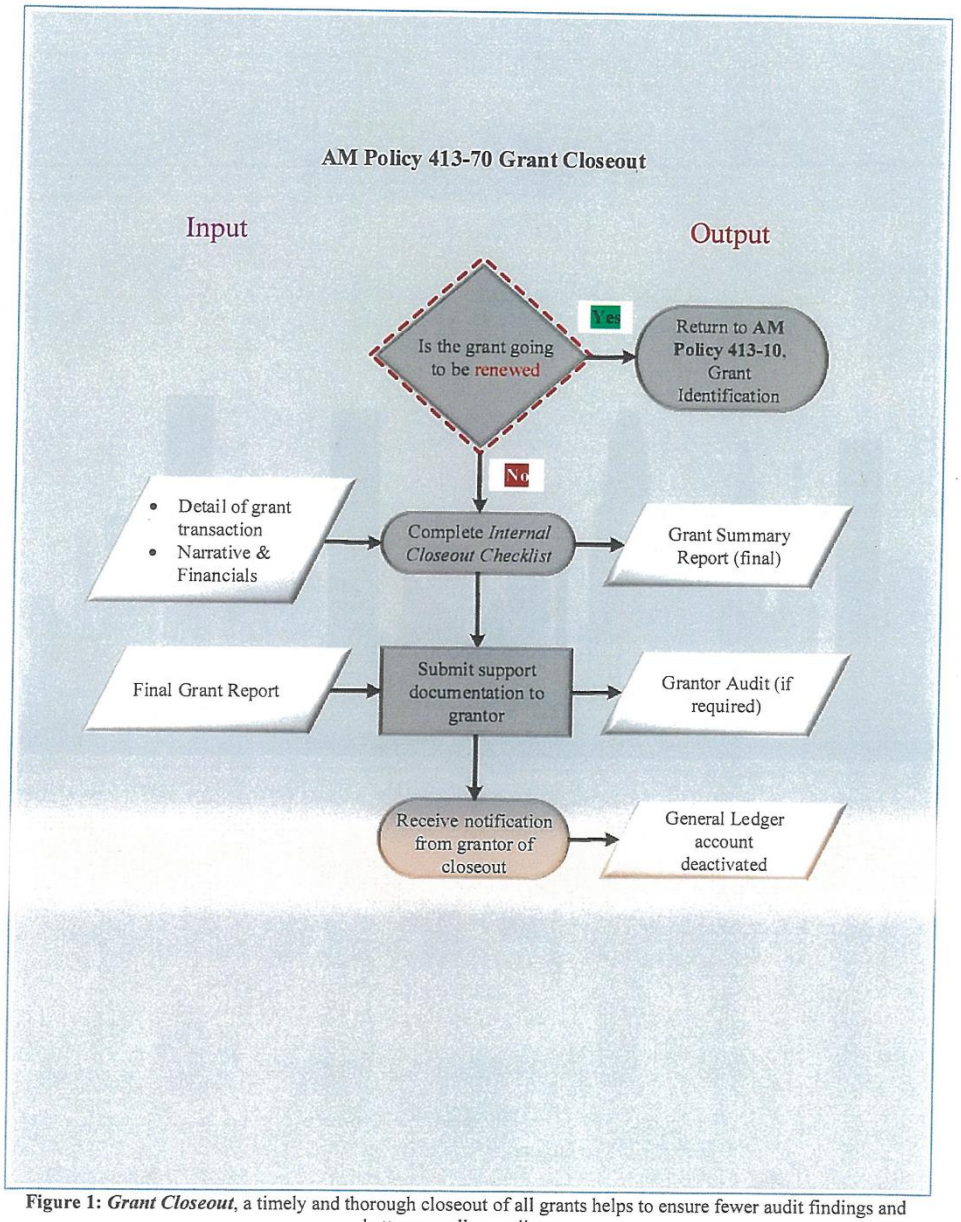

Figure 1: ***Grant Closeout***, a timely and thorough closeout of all grants helps to ensure fewer audit findings and better overall compliance.

Attachment 1: **Grant Closeout Checklist**

A. The accountant will:
B. Generate annual account reconciliation report by following the steps on the **Grants Operating Checklist**, ref. **Attachment 1, AM Policy 413.60 Grant Documentation**. The accountant will further compile the following:
    1. Use the standard expenditure reconciliation report document in Excel format
    2. The expenditure report document will be populated with the approved budget, actual expenses from the GLD (per the last monthly close), and all appropriate adjustments, which may include:
        a. Accruals
        b. Split personnel cost
        c. Payroll reconciliation
        d. Vendor 440 closeout report
        e. Copies of purchase order and/or expenditure authorization for major purchases of equipment
        f. Liquidation of encumbrances schedule
    3. Include all related journal entries and supporting documentation with the report
    4. Include reconciliation of receipt on the revenue schedule
    5. Upon finalization, complete the financial report documents required by the grantor, such as, but not limited to the Maryland Department of Health forms (437,438, & 440) and Federal Financial Report (SF-425)
    6. Complete and sign the **Grant Operating Checklist**
    7. Submit to supervisor the checklist, report, schedules, journal entries, performance measures, and supporting documentation for review/approval

C. The accountant supervisor will:
    1. Review the check list, report, schedules, journal entries, and supporting documentation for accuracy and compliance
    2. Upon approval, sign the check list, initial the financial report and forward to the Chief of Finance & Administration (COFA) for review, approval, and signature

D. The COFA will:
    1. Review the check list, report, schedules, journal entries and supporting documentation for accuracy and compliance
    2. Upon approval and signature, returns to the accountant supervisor to send via US mail or electronic submission to the grantor

Sign, date and place in Grants Management Office's SharePoint archive upon completion.

Signature _____ Date _____

12:00 NOON

ANNOUNCEMENT OF BIDS RECEIVED

AND

OPENING OF BIDS, AS SCHEDULED