



# Mayor and City Council of Cumberland

*Mayor* Raymond M. Morriss  
*Councilman* Seth D. Bernard  
*Councilman* Richard J. "Rock" Cioni  
*Councilman* Eugene T. Frazier  
*Councilwoman* Laurie P. Marchini

City Administrator Jeffrey D. Rhodes  
City Solicitor Michael S. Cohen  
City Clerk Marjorie A. Woodring

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## AGENDA

M&CC Regular Meeting  
City Hall Council Chambers, 57 N. Liberty St., Cumberland, MD

DATE: May 05, 2020

### CLOSED SESSION

1. 5:00 p.m. - Convene in open session for the purpose of closing the meeting for an executive session pursuant to Section 3-305(b)(4) and (7) of the General Provisions Article of the Annotated Code of Maryland to receive legal advice regarding proposed changes to the City Charter and to discuss matters pertaining to the merger of the Cumberland Economic Development Commission (CEDC) with Allegany County, and to receive legal advice regarding the installation of a utility line
2. Executive session

### OPEN SESSION

1. 6:15 p.m. - Reconvene into open session

### Pledge of Allegiance

### Roll Call

### Statement of Closed Meeting

1. Summary Statement of closed meeting held May 5, 2020

### Director's Reports

#### (A) Administrative Services

[Administrative](#) Services monthly report for February, 2020

#### (B) Engineering

[Engineering](#) Division monthly report for April, 2020

### Approval of Minutes

1. Approval of the Work and Executive Session Minutes of March 3, 2020, the Special Public Session Minutes of March 31, and the Regular Session Minutes of April 7, 2020

## **New Business**

### **(A) Orders (Consent Agenda)**

[Order](#) 26,637 - authorizing the Chief of Police to accept a FY20 BJA Coronavirus Emergency Supplemental Funding Program Grant, awarded by the DOJ, in the amount of \$39,559 to help the Police Department cover costs associated with Coronavirus-related expenses

[Order](#) 26,638 - accepting the sole source proposal from Carl Belt, Inc. obtained through Gordian EZ IQC using NJPA competitive pricing, to repair the concrete walls and brick facade of the Viaduct Pump Station, Mill Race Pump Station, and Ridgeley Pump Station, in the estimated unit cost of \$77,045.04; sole source approved through City Code Section 2-171(c)(iv)

[Order](#) 26,639 - accepted the reduced scope proposal from Place Economics to provide services for the "Economic Impacts of Historic Preservation in Cumberland, MD" project in the re-negotiated amount not to exceed \$23,846 which will be funded through the Certified Local Government Grant Program; rejecting all other bids; and authoring the Mayor or City Administrator execute contract documents

Order 26,640 - approving the creation of a Cumberland Covid-19 Loan Program repurposing \$106,000 in funds from the City's Lenders Loan Program to assist small businesses in the payment of qualifying expenses

## **Public Comments**

All public comments are limited to 5 minutes per person

## **Adjournment**

**Item Attachment Documents:**

3. April 2020 Monthly Report



# **City of Cumberland Department of Police**

**Monthly Report**  
**April 2020**



# City of Cumberland Department of Police

## Monthly Report

### April 2020

#### Part 1 Crimes for the Month

	2019	2020		2019	2020		2019	2020		2019	2020
Aggravated Assaults	11	12	B & E (All)	20	18	Murder	0	0	Rape	1	1
Robbery	1	4	Theft - Felony	1	4	Theft - Vehicle	2	8			

#### Selected Criminal Complaints for the Month

	2019	2020		2019	2020		2019	2020		2019	2020
Theft - Misdemeanor	28	13	Theft - Petty	32	29	Domestic Assaults	33	26	CDS	74	41
Disturbances	172	139	DOP/Vandalism	22	15	Indecent Exposure	3	2	Sex Off - Other	9	1
Suicide	0	1	Suicide - Attmpt.	0	0	Tampering M/V	0	0	Abuse - Child	1	2
Trespassing	20	16	Assault on Police	1	4	Assault Other	41	25			

#### Selected Miscellaneous Incidents for the Month

	2019	2020		2019	2020		2019	2020		2019	2020
Alcohol Volitions	6	3	Juvenile Compl.	13	12	Missing Persons	9	7	School Resource	83	118
School Threat	2	0	Sex Off. Regist.	11	10	Truancy	8	0	Death Investigation	4	7

#### Selected Traffic Incidents for the Month

	2019	2020		2019	2020		2019	2020		2019	2020
DWI	6	4	Hit & Run	20	10	M/V Crash	64	31	Traffic Stop	456	22

#### Selected Service Calls for the Month


	2019	2020		2019	2020		2019	2020		2019	2020
Alarms	55	42	Assist Motorist	17	19	Check Well-Being	87	109	Foot Patrol	51	43
Assist Other Agency	80	41	Bike Patrol	0	2	Special Events	9	0	Suspicious Activity	83	59

#### Arrests Totals for the Month

	2019	2020		2019	2020		2019	2020		2019	2020
M/V Citations	90	13	M/V Warnings	360	14	Adult arrests	174	76	Juvenile arrests	20	202

**Total Incidents Reported :**

2019	2020
2,370	2,346

  
**Capt. Chuck Ternent**  
 Interim Chief of Police

# CUMBERLAND POLICE DEPARTMENT

## MONTHLY REPORT

April 2020

### SWORN PERSONNEL: 47 SWORN OFFICERS

Administration	6 officers
Squad D1	9 officers
Squad N1	8 officers
Squad D2	9 officers
Squad N2	8 officers
C3I/C3IN	5 officers
School Resource	0 officers
Academy	2 recruits

### CIVILIAN EMPLOYEES: 6 full time, 11 part time

CPD Office Associate	1 full time
CPD Records Clerk	1 full time
CPD Records Clerk	1 part time
Safe Streets Coordinator	1 full time*
CPD Patrol Assistant	1 full time
CPD Crime Analyst	1 full time*
CPD Maintenance	1 part time
C3IN Office Associate	1 part time**
C3I Office Associate	1 part time **
MPA Supervisor	1 part time
Parking Meter Supervisor	1 full time
Parking Enforcement	2 part time
MPA Garage Attendants	1 part time
Code Enforcement	3 part time

\* = Grant funded

\*\* = Shared costs with other agencies

### LEAVE REPORT

VACATION TAKEN: 665 HOURS  
COMP TIME USED: 118 HOURS  
SICK TIME USED: 238 HOURS

YEAR TO DATE (beginning 7/1/19): 7805 HOURS  
YEAR TO DATE (beginning 7/1/19): 2388 HOURS  
YEAR TO DATE (beginning 7/1/19): 1795 HOURS

### OVERTIME REPORT

OVERTIME WORKED: 40 HOURS  
HOSPITAL SECURITY: 88 HOURS  
COURT TIME WORKED: 0 HOURS

YEAR TO DATE (beginning 7/1/19): 2108 HOURS  
YEAR TO DATE (beginning 7/1/19): 1286 HOURS  
YEAR TO DATE (beginning 7/1/19): 2032 HOURS

Officers trained for 139 hours during April 2020

**Item Attachment Documents:**

Administrative Services monthly report for February, 2020

## **Administrative Services Monthly Report for February, 2020**

**May 5, 2020**

Honorable Mayor and City Council  
City Hall  
Cumberland, Maryland 21502

Dear Mayor and City Council Members:

The following report is submitted by the Department of Administrative Services for the month of February, 2020:

### **Management Information Systems (MIS) Department**

February 2020

#### **Statistics**

92 completed help desk requests  
235 open help desk requests

#### **Activities**

Major department initiatives in the past month include:

- Continue working with Community Development on new software deployment project
- Continue troubleshooting/refining mobile data terminal setup in police cars
- Continue making network changes to update our environment and improve security
- Analyze bids for Center City (George Street) Parking Garage cameras and overall camera management solution



## **Parks and Recreation**

February 2020

**Pavilion Reservations** began on Monday February 3 for the 2020 season. Six covered Pavilions are available at Cumberland's Constitution Park.

\$ 100.00 for the Large Pavilion and \$ 75.00 for the Small Pavilion. Public response has been good.

### **Reservations made in the month of February – 41**

**Co-ed Volleyball League** - 7 teams, 56 participants, games are played weekly on Wednesday nights at South Penn Elementary School. Play is under the direction of Carol Brown.

4 weeks of games – 12 matches - Attendance 192

### **Areas of work**

- Receive park pavilion reservations and fee payments
- Contact representatives for area leagues, groups and schools intending to use City fields for the upcoming spring/summer ball field and facilities. Begin receiving Facility Use Requests for League and events for 2020 season
- July 4<sup>th</sup> Fireworks contract was determined to be Starfire Corporation of Carrolltown PA.
- Continue to take and review Seasonal applications for Lifeguards, Day camp, park watchman
- Work related to 2020 season for Park Pool and Constitution Park Day Camp
- Work related to Constitution Park Day Camp Program
- Scheduling Music and entertainment for the Sunday in the Park Concert Series.
- Work with various improvement projects and funding -CDBG Block grant, POS

### **Meetings**

- Recreation Advisory Board meeting held on February 3
- Staff Meeting
- Long Ballfield POS project meeting
- Ballfield scheduling meeting with Jason
- Citizen Serve training meeting

### **Upcoming**

- March Recreation Advisory Board Meeting – Monday March 2, 2020
- Continue Field and facility usage approvals and schedules
- Pool Lifeguard interviews and swim test, March 28, 2020
- Plans for Annual Easter Egg Hunt – Friday April 10, 2020
- Planning for School Marble Tournaments
- Day Camp and Pool related season for 2020
- Rec. Board Committee meetings related to Park Inventory

## Community Development Report

February 2020

### CODE COMPLIANCE

#### **Code Enforcement Activity:**

27 calls with 9 resolved.

Closed 8 ad'l cases from previous months.

#### Nuisance & Junk Vehicle

Reported 13

Resolved 9

#### Property Maintenance

Reported 9

Resolved 0

#### Building Code

Reported 1

Resolved 1

#### Housing Code

Reported 3

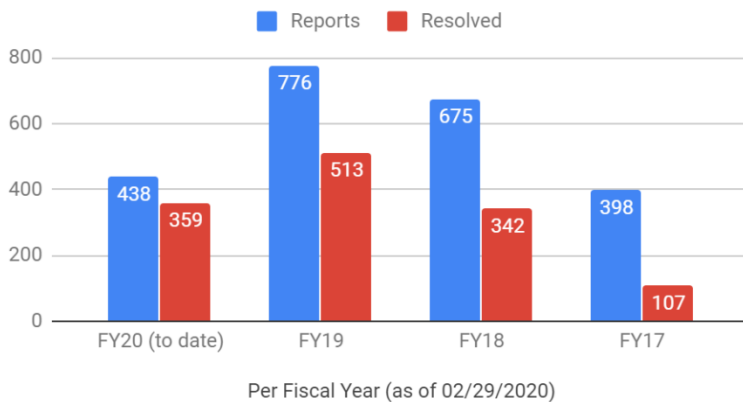
Resolved 2

#### Zoning

Reported 1

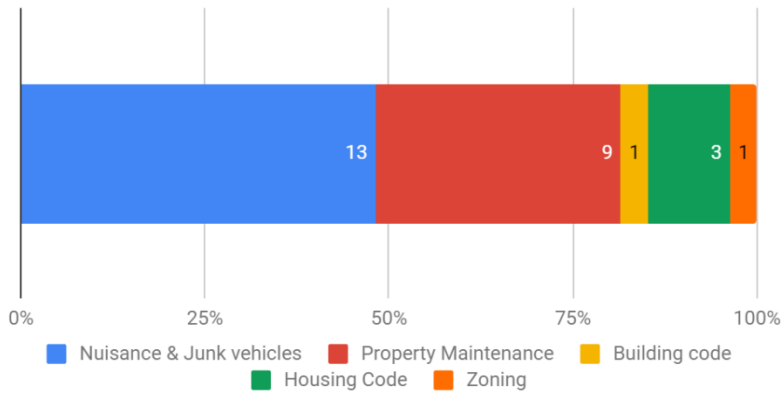
Resolved 0

### Calls vs. Resolved per FY



Note: CD is up 24% for FY20 on resolving reports vs. FY19;  
61% increase from FY18; 203% increase from FY17

## Code Violations Reported in February 2020



## Permits, Applications, and Licenses

### Building Permits

Received: 12  
Issued: 7

### Occupancy Permits

Received: 5  
Issued: 2

### Plan reviews, etc.

Received: 0

### COA Permits

Received: 2  
Issued: 2

### Rental Licenses

Issued/Renewed: 13

### Housing Inspections

Conducted: 34  
Passed: 34

### Demolitions

Received: 14  
Approved: 7

...(M&CC)  
...(Cumb. Gateway)

### Revenue

Building Permits.....	\$1,470.00
Bldg. Permits, Miscellaneous.....	161.50
Occupancy Permits .....	150.00
Utility Permits .....	0.00
Plan Reviews, Amendments & Appeals.....	0.00
Municipal Infractions/Citations.....	0.00
Rental Licenses (new & renewals) .....	1,625.00
Paid Housing Inspection Requests .....	0.00
Certificates of Appropriateness .....	60.00
<b>TOTAL.....</b>	<b>\$3,466.50</b>
Demolition Permit - Bonds .....	0.00

## **Code Compliance Manager Report – Noted Activity**

- Review complete for the new training center to located at ACM with project cost of \$2.2 million; permit release pending.
- Review complete for the Tech Building located at ACM with project cost of \$9.5 million; bid meeting held.
- Review complete for the Training Center for the Prison Personnel for All. Co. Commissioners with project cost of \$51,000.00.
- Review complete of McDonald's interior renovation located at Loves Travel Stop with costs of \$175,000.00. Final walk through with Fire Marshall tbd.
- Review complete for the remodel project of Dairy Queen on Industrial Blvd with project cost of \$51,000.00.
- Review and list complete for the 14 City owned properties to be razed. Demos awarded to 3 contractors.
  - Miller Construction completed one demolition at 331 Fort Hill Avenue.
- Cumberland Gateway Project had 5 of 7 planned houses razed.
- Abatement awarded for clean-up of 311-313 Arch St.
- FY20 Residential Rental License Unpaid Notices mailed with some collection to date.
- Attended a local landlords meeting on 2/21/20 with Sr. CD Specialist.

## **Community Services Specialist - activity notable from norm:**

- Attended Citizen Serve meetings. Tasked with spreadsheet and application edits.
- Assisted Sr. Comm. Dev. Specialist with housing statistics for Central Business District project.
- Began organization of Code Compliance Court case files. Hoping retention schedule is adopted by M&CC.
- Collaborated with Engineering Consultant and former Planner to:
  - Create the Zoning Determination (ZD) application form.
  - Correct the Planning Commission application forms and code references.
  - Correct the Zoning Board Appeal application forms and code references.
  - Create brochure on Zoning Board of Appeals process, and assisted with Planning Commission process brochure.
- Save the Date notices sent to 100+ partners for National Night Out Cumberland 8/4/2020.
- Assisted with Groundhog Day event at City Hall, Sun., 2/2.

## **Community Development Programs**

### **2<sup>nd</sup> Quarter Reports CDBG**

- Cumberland Street Sidewalk project-under contract and underway.
- Bellevue Street Sidewalk project-under contract and underway.
- CNHS closing cost grant-
- Friend's Aware LEC Ph 4-complete, awaiting State Fire Marshall inspection.
- Riverside YMCA roof/interior improvements-under contract and underway, progressing nicely.

- HRDC Emerg Housing/Homeless Prevention- spending funds monthly, on time.
- YMCA Gilchrist Ph 5 – contract signed, funds drawn, earth movement underway.
- AHEC Dental Access-funds drawn monthly, on time, additional funds from Denture.
- Associated Charities Prescription programs- funds drawn monthly, on time.
- Associated Charities Food Pantry-fully administered, all funds drawn, complete.
- Family Junction Parenting program-program underway and draws progressing monthly.
- PHA, Fort Cumberland Homes Sidewalk project-contract signed, construction to begin soon and completed by April 3.
- Family Crisis Resource Center-funds being drawn in a timely manner.
- ACM ADA loft lift-facing a few setbacks, ready for contract execution, projected completion date by April 25.
- Constitution Park Inclusive Playground-funds increased, contract signed.
- Summer at Your Library- books will be purchased before April, event is not until June.
- Horizon Goodwill Job Training Program-training program underway, transportation being funded via voucher for bus that transports most clients instead of the purchase of a vehicle.

<b>Community Development Block Grant (CDBG) Monthly Activity January 2020</b>						
		<b>March Report</b>				
<i>Activity</i>	<i>Year</i>	<i>Initial Fund</i>	<i>ERR</i>	<i>Contract</i>	<i>Spent</i>	<i>Remain</i>
ADA Sidewalk Imps (Cumberland St)	2015	\$110,000.00	x	x	\$47,009.04	\$62,990.96
ADA Sidewalk Imps (Cumberland St)	2018	\$63,051.44	x	x	\$0.00	\$63,051.44
CB Sidewalk funds Bellevue	2017	\$23,192.54	x	x	\$0.00	\$23,192.54
CHNS Closing Cost Grant	2018	\$13,403.00	x	x	\$4,000.00	\$9,403.00
Friends Aware, Inc. Facility Rehab Ph 4	2018	\$79,913.00	x	x	\$71,921.70	\$7,991.30
Program Income 2019	2019	\$1.44				\$1.44
correct on 3/10/2020						
<b>2015-2018 Funds</b>		\$289,561.42			<b>Total All</b>	\$166,630.68
Bellevue Sidewalks	2019	\$72,117.31	x	x		\$72,117.31
HRDC Emergency Housing	2019	\$25,000.00	x	x	\$20,314.59	\$4,685.41
Admin	2019	\$121,447.70	x	na	\$44,042.94	\$77,404.76
Indir Cost	2019	\$10,552.30	x	na	\$5,276.00	\$5,276.30
FH	2019	\$10,000.00	x	na	\$3,722.45	\$6,277.55
YMCA Gilcrist Ph 5 Playground	2019	\$77,000.00	x	x	\$26,180.77	\$50,819.23
AHEC Dental Access	2019	\$15,000.00	x	x	\$5,781.52	\$9,218.48
Assoc Charities Long Term	2019	\$8,750.00	x	x	\$2,908.66	\$5,841.34
Assoc Charities Short Term	2019	\$7,800.00	x	x	\$3,519.17	\$4,280.83
Incredible Years Parnting Fam Junct	2019	\$10,000.00	x	x	\$6,577.64	\$3,422.36
PHA FCH Sidewalks	2019	\$50,000.00	x			\$50,000.00
FCRC Shelter	2019	\$10,500.00	x	x	\$6,590.70	\$3,909.30
ACM ADA WEX Loft Lift Rehab	2019	\$40,000.00	x	x		\$40,000.00
YMCA Riverside Rehab: Roof/Fence/Int Doors	2019	\$320,450.00	x	x	\$288,717.65	\$31,732.35
Const Park Grove 4 Inclusive Playground	2019	\$43,728.41	x		\$0.00	\$43,728.41

Summer @ Your Library	2019	\$2,000.00	x	x		\$2,000.00
Assoc Charities Food Pantry	2019	\$3,200.00	x	x	\$3,200.00	\$0.00
Horizon Goodwill Job Training Program	2019	\$21,000.00	x	x	\$2,551.00	\$18,449.00
<b>2019 Total Funds</b>		\$789,841.00				\$429,162.63
<b>2019 Project Funds</b>		\$848,545.72				\$429,162.63
as of 3/10/20 post Feb 2020 Draw						
					<b>Grand Total</b>	\$595,793.31

### Community Development Programs Manager Report

February 2020

- Assisted the Historic Preservation Commission at their 2/12 meeting
- Reviewed and scored the applications received for the Central Business District Accessibility Improvement Program
- Provided review determination letters to all applicants for a Certificate of Appropriateness as well as forwarded the Historic Preservation Commission's recommendation to the Mayor and City Council for a local historic site determination for the Avirett Place Columns
- Two applications for a Certificate of Appropriateness were approved by the Historic Preservation Commission
- Met with the review team on February 18 to determine recommendations for funding for the Central Business District Accessibility Improvement Program - recommended a "not to exceed" \$50,000 award for accessible door openers at entrances to each store entrance at the Shops at Canal Place and in public spaces in the Western Maryland Railway Station.
- Worked with Engineering staff to prepare phased project for Long Field at Constitution Park
- Continued working on closing out final requests for payment for 2016 Community Legacy-funded projects.

### **Comptroller's Office Financial Activity Report February 2020**

#### Cash Flow:

Attached for your review is a Cash Flow Summary for the month of February 2020.

On February 1, 2020 the City had a cash balance of \$4.7 million. Receipts exceeded disbursements by \$810 thousand resulting in a cash balance of \$5.5 million at February 29, 2020.

As of February 29, 2020, the tax receivable balances were as reflected in the table below.

Taxes receivable (General Fund)					\$ 2,667,675
	Beg Balance	New Billing	Collections	Bad Debt	Ending Balance
FY 2020	\$ 1,647,975	\$ 108,909	\$ 131,885	\$ -	\$ 1,624,999
FY 2019	\$ 660,922	\$ -	49,980		\$ 610,942
FY 2018	322,468	-	22,840	-	299,628
FY 2017	40,348	-	1,651	-	38,697
FY 2016	29,080	-	-	-	29,080
FY 2015	25,729	-	-	-	25,729
FY 2014	15,146	-	-	-	15,146
FY 2013	11,634	-	-	-	11,634
FY 2012	5,658	-	-	-	5,658
FY 2011	3,172	-	-	-	3,172
Prior FY's	2,990	-	-	-	2,990
	<u>\$ 2,765,122</u>	<u>\$ 108,909</u>	<u>\$ 206,356</u>	<u>\$ -</u>	<u>\$ 2,667,675</u>

The current year tax receivable balance is comprised of the following:

Real property (non-owner occupied)	\$ 839,046
Non-Corp Personal Property	6,338
Corporate Personal Property	253,652
Real Property (semiannual payments)	525,963
Real Property (Half Year)	-
	<u>\$ 1,624,999</u>

The City liquidity position continues to be strong as illustrated in the following cash and investments table. Restricted cash and investments are comprised primarily of invested bond proceeds restricted to associated capital projects and expenditures.

**Cash and Investment Summary****February 29, 2020**

	Cash	Investments
Beginning Balance	\$ 4,704,529	\$ 13,879,415
Add:		
Cash Receipts	5,225,932	19,376
Investment Transfer	-	-
Less:		
Disbursements	4,416,072	-
Investment Transfer	-	6,008
Ending Balance	\$ 5,514,389	\$ 13,892,783
Restricted	\$ 268,456	\$ 6,958

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The table below illustrates cash restrictions and restricted investments associated with specific expenditures and/or capital projects.

**Restricted Cash**

	2/1/2020	Increase	Utilization	2/29/2020
Police Seizures	\$ 81,722	\$ 4,483	\$ -	\$ 86,205
Bowers Trust	24,068	-	-	24,068
Restricted Lenders	106,341	-	-	106,341
Other	51,841	-	-	51,841
	\$ 263,972	\$ 4,483	\$ -	\$ 268,455

**Restricted Investments**

	2/1/2020	Increase	Utilization	2/29/2020
DDC	\$ 6,948	\$ 10	\$ -	\$ 6,958
	\$ 6,948	\$ 10	\$ -	\$ 6,958

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Other restricted cash includes demolition bond deposits held as well as solicited donations for the Joe Maphis statute project.

The DDC restricted investment was funded through donations and is restricted for the purpose of maintenance of the Wes Han Fountain in the Downtown Mall.

**Capital Projects and Associated Debt:**

The tables below illustrate undrawn Maryland CDA bond proceeds as well as the accumulated debt draws and grants received associated with the ongoing Combined Sewer Overflow (CSO) projects.



**Available Bond Proceeds**

	2/1/2020	Issue	Utilization	2/29/2020
CDA 2014	\$ 497,817	\$ -	\$ -	\$ 497,817
CDA 2015	968,549	-	-	968,549
CDA 2017	39,986	-	-	39,986
CDA 2018	1,764,365	-	-	1,764,365
CDA 2019	3,407,019	-	-	3,407,019
	\$ 6,677,736	\$ -	\$ -	\$ 6,677,736

**CSO Projects Debt Draws**

	2/1/2020	Issue	Utilization	2/29/2020
Evitts Creek Debt	\$ 143,260	\$ -	\$ -	\$ 143,260
Evitts Creek Grant	-	-	-	-
WWTP Debt	2,821,168	-	12,698	2,833,866
WWTP Grant	21,588,902	-	886,185	22,475,087
	\$ 24,553,330	\$ -	\$ 898,883	\$ 25,452,213

There were no CDA debt draws during February.

The Wastewater Treatment Plant (WWTP) CSO project is nearing completion. The WWTP CSO January & February draw requests were \$886K in BRF grants and \$13K in new debt. The WWTP CSO project is being delayed due to the COVID-19 pandemic, but is expected to be substantially complete by the end of June.

The Evitts Creek CSO project is temporarily on hold as we continue to seek additional funding to expand the project.

Respectfully submitted,

Jeff Rhodes  
City Administrator

**Item Attachment Documents:**

Engineering Division monthly report for April, 2020

**City of Cumberland, Maryland**  
**Engineering Division - Monthly Report**

<b>Capital Projects</b>						<b>April 29, 2020</b>	
<b>Order</b>	<b>Project No.</b>	<b>Project Name</b>	<b>Description</b>	<b>Phase</b>	<b>Comments</b>	<b>Updated By</b>	<b>Date of Update</b>
2008	05-08-S	Evitts Creek CSO Upgrades Phase III (gravity sewer under railroad)	Replacement of CSO line connecting Evitts Creek Pump Station effluent with gravity line that parallels the Canal Towpath. Said gravity line is being replaced under project 17-03-S(1).	Design	<b>UPDATE</b> - This project has been complicated because of location of the sewer lines deep under the CSX Yards. The City has received an MDE grant for this work to proceed and the City's consultant is working on drafting a final design proposal.	RLS	4/29/2020
2010	01-10-WWTP	CSO Storage Facility At WWTP	CSO storage and handling facility in accordance with LTCP	Construction	<b>UPDATE</b> The contractor has resumed work on the site under strict social distancing protocols. Substantial Completion is now May 15, 2020.	RLS	4/29/2020
2013	1-13-FPM	Flood Control System Concrete Repairs	Repairs to various points of FCS system per USACOE inspection	Design	<b>UPDATE</b> - Received MDE grant for \$188,000 on April 9. Submitted MDE joint permit application for Bullpen work on April 27. Awaiting contact from MDE program manager on programmatic requirements. Developing plans and specs in meantime.	MDI	4/29/2020
2014	04-14-WWTP	Sludge Screening Study/Design	Study to select the best alternative to keep rags out of the recently cleaned and modified digester because the modifications will make it impossible to revive rags in the future.	Design	<b>NO CHANGE</b> Need/Benefit of the project is being reevaluated, and for now the project is on hold. Design is complete and the project will remain on this report for the time being.	RLS	4/2/2018
2014	13-14-M	Mechanic Street Access Road Improvement Project	Repaving and ADA ramp improvements to the section Mechanic Street from I-68 to Bedford Street. Includes improvements to the block of Bedford Street from N. Centre to N. Mechanic Street and Baltimore Street to the Bridge.	Construction	<b>NO CHANGE</b> Project is substantially complete. All ADA ramps and new sidewalks have passed ADA field inspection by SHA. Material closeout has started. It is possible that the closeout could be delayed due to COVID-19, with SHA employees either on Liberal Leave or doing remote working.	JRD	4/23/2020
2014	19-14-M	Greene Street Complete Street Plan	Planning Study for Greene Street	Planning	<b>NO CHANGE</b> - The Design Report from Alta Planning + Design was submitted and presented to the Mayor and City Council. The plan to start work on Construction Funding Applications has been delayed because of the Baltimore Street Project, which would have been competing for the same funds. This project still needs to be done and should be a priority in the future.	RLS	6/1/2017
2015	9-15-M	Potomac River Walk	The Study Phase of this project is being done through the Cumberland MPO and consists of a Walk / Trail for pedestrians and bikes along the Potomac River between Wills Creek and the YMCA	Study	<b>NO CHANGE</b> -This project has been turned over to Canal Place. Engineering Services for Design were received. Recommendation from the committee was to award to CEC.	KAR	8/9/2019
2015	18-15-S	CSO Water Quality Analysis	Base line data collection for analysis of future CSO needs after CSO Storage is on line.	Planning	<b>UPDATE</b> Project continues. COVID-19 pandemic has created an issue for regular sampling. The lab we use is the Health Dept, and they are down to a trickle and taking COVID-19 samples. We are working with them as to when to resume sampling. We may double up in the summer months to catch-up.	RJK	4/29/2020

## City of Cumberland, Maryland

### Engineering Division - Monthly Report

Capital Projects						April 29, 2020	
Order	Project No.	Project Name	Description	Phase	Comments	Updated By	Date of Update
2015	19-15-M	WWTP & Collection System Asset Management Plan	Development of an Asset Management Plan	Planning	<b>UPDATE</b> Asset Management Program/Capital Improvement implementation. Working on Survey 123 and Collector with Sewer & Water Staff. Fieldwork delegated to more staff, SOP being developed. Programs slated to be up and fully functional by June 30, 2020.  Survey 123 work started in March. Ongoing in April.	RJK	4/29/2020
2015	23-15-M	Flood Insurance Rate Map (FIRM) Modernization and Implementation	Update FIRMs and the Floodplain Ordinance, and conduct an outreach to the community to apprise landowners of the impact of those changes.	Planning	<b>NO CHANGE</b> - The Letter of Final Determination date is now October, 2018, with a projected effective date of April, 2019.	PJD	1/3/2019
2016	12-16-M	Baltimore Street Access Improvement - Final Design	The purpose of the New Baltimore Street Town Center project is to reopen and improve Baltimore Street, which is currently configured as a pedestrian mall, to vehicular traffic while maintaining elements of the mall.	Design	<b>UPDATED</b> - The MDOT SHA has submitted their review of the 30% design package. EADS to continue working on the design, and are coordinating with Cochrane Studios. The next drawing submission is scheduled for late April.	JRD	4/23/2020
2016	17-16-M	Stage Renovations at Liberty Street Stage	Replace wood stage with Concrete	Design	<b>NO CHANGE</b> - This project would be unnecessary if the Baltimore Street Access project is executed. The project will remain on this list until the Baltimore Street project moves to construction.	RLS	5/15/2019
2016	18-16-BR	John J. McMullen, Bridge No. A-C-01 Repairs	Bridge Repair	Planning	<b>NO CHANGE</b> - This project is expected to move forward in FY21 with State Aid Funds.	RLS	1/28/2020
2016	19-16-S	78" Parallel Pipeline from Mill Race to CSO	78" Pipeline to CSO tank in accordance with Consent Decree	Design	<b>UPDATE</b> - Design work continues, as City staff works on property acquisition. Currently waiting for USACE and NPS to approve boring protocol in the project area.	RLS	4/29/2020
2017	2-17-FPM	Flood Control Encroachment removal Project	The City as the Local Sponsor of the Flood Control Project is expected to maintain the easements along the Flood Control Project, however the area along Wills Creek and other areas were never given any comments until the Corps of Engineers standards changed. Completion of this project is necessary to allow the City to get a Satisfactory rating on its annual Flood Control Inspections.	Planning	<b>NO CHANGE</b> - This project has been delayed because of other work, but must be done. A tree removal project has been bid out and a contractor selected to do the work of removing trees in the encroachment area.	RLS	7/11/2018
2017	3-17-M	Route 51 Bridge 12" Waterline Replacement	Replace water line on bridge as part of SHA Bridge Deck Project	Construction	<b>NO CHANGE</b> - The contract for the bridge replacement has been awarded but the water line is not expected to be replaced until FY21 due to construction phasing.	RLS	5/15/2019
2017	18-17-M	Maryland Avenue Development	This is not an Engineering Project, but included here to cover future department work with the development.	Design	<b>NO CHANGE</b> - The department is supporting Cumberland Gateway LLC with historical records and will review stormwater design in the future.	RLS	5/15/2019
2017	29-17-UTIL	VOID See 19-15-M	VOID				
2017	30-17-WWTP	40 CFR 441 Compliance - Dental Dischargers	Collection of 1-time compliance reports from dental offices that remove amalgam.	Planning	<b>NO CHANGE</b> Twenty (21) dental offices have returned their 1-time compliance report to date. Dental offices have until July 2020 to comply with this new Federal regulation. Four dental offices have yet to report. Due date to comply is July 14, 2020.	RJK	4/29/2020

## City of Cumberland, Maryland

### Engineering Division - Monthly Report

Capital Projects						April 29, 2020	
Order	Project No.	Project Name	Description	Phase	Comments	Updated By	Date of Update
2017	31-17-W	Decatur Street 24" Crosstown Water Main Replacement	Prior to designing the water main replacement a more detailed Water Model analysis of the City's system will be done to make sure the issues are being properly addressed. Design will follow.	Design	<b>UPDATE</b> The project drawings have been submitted to MDE for review and they require additional documents. City currently working on additional grants to finance this project.	RLS	4/29/2020
2018	08-18-BR	Cumberland Street Bridge Replacement	This project will replace the bridge structure.	Design	<b>NO CHANGE</b> - EBA continues to work on the preliminary engineering on this project, with on site activities ramping up. Work will continue throughout FY20/21	RLS	10/9/2019
2018	09-18-BR	Baltimore Street Bridge Replacement	This project will replace the bridge structure.	Design	<b>UPDATE</b> - Project has been approved to begin Final Engineering. Expecting the project to be bid in March 2021.	RLS	4/29/2020
2018	19-18-M	ADA Improvements at 218 Washington Street	Construct an ADA compliant parking space in the 200 block of Washinton Street, and reset the brick sidewalk adjacent to parking area.	Design	<b>UPDATE</b> - Drawings are in progress and design is underway. Discussions with DNR are underway regarding the trees in front of 218 and 220, and discussions are underway regarding permitting for CHPC.	JAT	4/23/2020
2018	22-18-M	Solid Waste and Recycling Collection	Contract documents for the FY20 garbage and recycling collection bid process	Planning	<b>UPDATE</b> New schedule in effect! City conducting outreach to get collection/recycling details to public. Times News invited City to do a monthly article on recycling. Staff working on starting this effort in June 2020!  A resident/subscriber contacted me and the paper on Earth Day 2020 and made this possible!	RJK	4/29/2020
2018	23-18-WWTP	FY 2019 MDE Energy Grant Optimization of the Aeration System at the WRF	Application through MDE for energy grants for WWTP or WFPs	Construction	<b>UPDATE</b> All new blowers and associated equipment/instrumentation are installed and functional. Final startup has been postponed due to COVID-19. Awaiting social distancing requirements to reduce.	MDI	4/29/2020
2018	24-18-M	Cumberland Street Retaining Wall	This project includes the installation of a retaining wall and the replace of the closed portion of sidewalk along Cumberland Street at Market Street. Also included is the installion of ADA compliant curb/sidewalk ramps.	Construction	<b>UPDATE</b> The project is substantially complete - contractor has completed the asphalt patching of the street and is awiting approval from MDE to remove the silt fence (it may be allowed at the end of April or first part of May).	JRD	4/23/2020
2018	25-18-BR	SHA Project: Replacement of MD 51 Bridge Deck	Replace the water line under the industrial blvd bridge under a MDOT bridge rehabilitation project	Construction	Refer to project 3-17-W	RLS	10/11/2018
2018	26-18-M	Ridgeley Levee System Certification					
2018	29-18-W	Smouses Mill Pumping Station Upgrades	Replace existing pumps and VFD's, install a back-up generator, remove hydro-pneumatic tanks	Construction	<b>NO CHANGE</b> - All pumping station upgrades are substantially complete at this time. Still working on punchlist items: correcting instrumentation issues and installing a battery backup.	MDI	3/30/2020
2018	30-18-SWM	WMHS Crisis Resource Center	Project involving SWM review Replaces an existing building with a new facility.	Design	<b>NO CHANGE</b> - Pre-construction meeting was held on 9/23. Belt has demoed existing structure and will be working on this project for next 6 months. City only assisting with SWM.	MDI	11/4/2019
2018	31-18-WFP	Pine Ridge Water & PUC Rate Issues	Project involves determining a path forward regarding the supplying of PA residents with water	N/A	<b>NO CHANGE</b> - City staff continues to work through issues with PA regulators about water issues	RLS	1/28/2020

## City of Cumberland, Maryland

### Engineering Division - Monthly Report

Capital Projects						April 29, 2020	
Order	Project No.	Project Name	Description	Phase	Comments	Updated By	Date of Update
2018	32-18-FPM	Rehabilitation Assistance for Flood Damages to Flood Risk Management Projects	Request USACE to make repairs or provide funding to address flood control issues	Planning	<b>NO CHANGE</b> - The USACE has denied financial support due to the flood control being in an unacceptable condition. The City is looking to enter the SWIF program to receive aid to get financial support for construction.	RLS	10/12/2018
2018	33-18-RE	Constitution Park Marble Courts	Installation of marble courts, adjoining pavilion, and upgrades to nearby comfort station in Constitution Park	Construction	<b>UPDATE</b> - Dotson's started work on April 20th, 2020. Start date was pushed back due to COVID-19 related delays. They have started excavation outside of the bathroom and have removed the existing bathroom fixtures inside. They are in the process of submitting remaining material submittals and ordering material. There may be delays in receiving certain materials due to COVID-19.	JAT	4/23/2020
2018	37-18-SWM	Columbia Gas Line - Walnut Street					
2018	40-18-WWTP	Dry Run Detention Dam and Culvert Emergency Action Plan	Engineering Services to perform Dam Breach Analysis for EAP Execution	Study	<b>NO CHANGE</b> - The EAP is complete and has been submitted to MDE. Waiting for confirmation from MDE that they have filed the EAP	RLS	1/28/2020
2018	43-18-BR	Fayette Street Bridge Replacement	This project will replace the bridge structure.	Planning	<b>NO CHANGE</b> - The bridge has been opened for one lane of traffic. The bridge will be replaced in the future.	RLS	2/26/2020
2018	44-18-BR	Washington Street Bridge Replacement	This project will replace the bridge structure.	Planning	<b>NO CHANGE</b> - Studies have been returned and subject to CSX negotiations.	RLS	8/5/2019
2019	5-19-M	Virginia Ave Lot Demolition	Remove two structures and retaining walls at 6, 8 and 10 Virginia Ave.	Construction Bidding	<b>NO CHANGE</b> - The grading plan has been approved by ASCD and the project has been turned over to Code Enforcement for demolition	RLS	8/5/2019
2019	7-19-WFP	Filter Building Pilot Study	Perform a study to evaluate the potential to replace current filter building with a new membrane/GAC building in the future. The City is required to perform a pilot study to validate the technology we are proposing to use.	Study	<b>NO CHANGE</b> - The permit to perform the study has been submitted to PADEP. Awaiting approval before starting the study.	RLS	8/5/2019
2019	8-19-WFP	New Inlet Screens for Gate House		Design	<b>UPDATE</b> - Maverick Construction has been awarded this project. Approved by M&CC on 4/21. The contractor is currently preparing a procurement schedule to determine project timeline requirements.	MDI	4/29/2020
2019	10-19-M	Residential Grass Mowing	Contract for mowing the residential properties within the City Limits which include blighted properties and recent demos.	Construction	<b>NO CHANGE</b> - Contract underway	KAR	1/28/2020
2019	11-19-M	Non Residential Grass Mowing	Contract for mowing the Commercial and Public Owned Properties within the City Limits. To include water tanks, City Hall, Public Safety and several others.	Construction	<b>NO CHANGE</b> -Contract Underway	KAR	1/28/2020
2019	13-19-M	Center City Parking Garage Improvements	Various improvements to the Center City Parking Garage including ADA improvements, wayfinding and signage upgrades, and painting	Construction	<b>NO CHANGE</b> -Kiosks and Gate system are installed and functioning. New system will not be put into service until new cameras are installed. Artwork has been installed.	JAT	3/19/2020
2019	14-19-M	WWTP RMP Compliance Services	RMP Compliance for OSHA 29 CFR 1910	Planning	<b>NO CHANGE</b> RMP program updated to comply with OSHA 29 CFR 1910 for chlorine and sulfur dioxide storage on site. RMP review to took place 2/3/2020.	RJK	4/29/2020
2019	24-19-M	Fall Tree Removal Project	Project to remove various hazardous street trees throughout the City.	Construction	<b>NO CHANGE</b> - This project was awarded to Kiddy Contracting and is underway.	KAR	1/28/2020

## City of Cumberland, Maryland

### Engineering Division - Monthly Report

Capital Projects						April 29, 2020	
Order	Project No.	Project Name	Description	Phase	Comments	Updated By	Date of Update
2019	26-19-FPM	Repainting Viaduct, Ridgeley and Mill Race Pump Stations	Project to repair mortar joints in the Flood Control Pump Stations	Construction Bidding	<b>UPDATE</b> - Project will be on 5/5 M&CC agenda for approval to move to construction	RLS	4/29/2020
2019	27-19-M	Bellevue Street Sidewalk Upgrades	Removal and installation of new concrete sidewalks from Baltimore Ave to Fulton St. This will include the installation of ADA Accessible ramps.	Construction	<b>UPDATE</b> - Excavating Associates completed phase 1 of this project on week of 3/16/20. Due to budget underrun on Cumberland St Retaining Wall project, there is enough CDBG funding to repair retaining wall in this area (phase 2). Awaiting transfer of funds to be approved.	MDI	4/29/2020
2019	32-19-M	Brownfields Application 2019	Information Regarding Brownfields and potential projects within the city.	Study	<b>UPDATE</b> -Staff attended Brownfields Boot-Camp held by MDP 9/24	MEA	9/30/2019
2019	35-19-WWTP	Denite Filters Mudwell Mixing System	This project will evaluate and design a system for the mudwell tanks at the ENR to maintain solid suspense, prior to pumping the filtrate back to the head of the treatment plant.	Design	<b>NO CHANGE</b> - GD&F is working on final design specs and drawings for this project (construction to be completed in-house)	MDI	3/30/2020
2019	36-19-WWTP	Blower Building Switchgear Replacement	This project replaced the existing Blower Building Switchgear to reduce the 4160V down to 480V to improve the safety of the building and to adequately protect our equipment.	Design	<b>UPDATE</b> - Finalizing engineering phase RFP. Project is budgeted. Will be advertising in very near future.	MDI	4/29/2020
2019	38-19-BR	Koon Dam Sidewalk Repairs Phase 3	Third phase of repairs, following 28-18-BR and 17-18-BR. Elevated sidewalk slabs need to be replaced.	Construction	<b>UPDATE</b> - Project was postponed due to COVID-19, but is scheduled to begin on 5/4/2020.	MDI	4/29/2020
2020	2-20-M	Frederick St Parking Garage Repairs	Repairing a spalled section of slab on grade in Frederick St parking garage, as well as looking into sealing all concrete driving surfaces	Planning	<b>NO CHANGE</b> - Researching proper repair systems for spalled concrete in parking garages. Working with Street Dept. to determine if city forces can make repairs.	MDI	1/24/2020
2020	3-20-UTIL	Combined Chemical Bid	Chemicals bid for City/County/Ridgely	N/A	<b>UPDATE</b> - Chemical bids were awarded to lowbidders on April 21 by the M&CC. Staff is working to get contracts and purchasing in order.	RJK	4/29/2020
2020	5-20-M	Installation of Traffic Pole Intersection of Mechanic & Harrison Street	Repair traffic pole that was hit by tractor trailer on 12/31/19.	Construction	<b>UPDATE</b> - The traffic pole foundation has been replaced, awaiting the pole to be delivered. The traffic pole is a custom order so the pole will not ship until July/August.	RLS	4/29/2020
2020	6-20-S	Sanitary Sewer Lining Assessment	Performing a cost assessment on relining (CIPP) all sanitary sewer lines within city.	Planning	<b>NO CHANGE</b> - Based on list of "high risk" lines provided by sewer dept, have developed a preliminary cost estimate. Awaiting updated list from most recent cleaning and cameraing prior to moving forward with project.	MDI	3/30/2020
2020	9-20-M	Constitution Park Fill Disposal	Assessing potential clean fill dump sites for Public Works	Planning	<b>UPDATE</b> - Preliminary grading plan has been developed for site behing Long Field. Awaiting contact from Verizon rep to review the grading plan and determine if fill can be placed against their utility poles in this area.	MDI	4/29/2020
2020	10-20-M	2020 ECWC Watershed Timber Sale	This project will hold a timber sale at the EC watershed as part of our watershed management plan	Planning	<b>UPDATE</b> - The contact documents are being generated for the project to be bid in June.	RLS	3/30/2020

**Item Attachment Documents:**

1. Approval of the Work and Executive Session Minutes of March 3, 2020, the Special Public Session Minutes of March 31, and the Regular Session Minutes of April 7, 2020



# Mayor and City Council of Cumberland

## WORK SESSION

City Hall Council Chambers  
57 N. Liberty Street  
Cumberland, MD 21502

Tuesday, March 3, 2020  
4:45 p.m.

**PRESENT:** Raymond M. Morriss, President; Council Members: Seth Bernard, Richard Cioni, Eugene Frazier, and Laurie Marchini.

**ALSO PRESENT:** Jeffrey D. Rhodes, City Administrator; Michael S. Cohen, City Solicitor; Marjorie Woodring, City Clerk

Media: Greg Larry, Cumberland Times-News

### I. PUBLIC MEETING AGENDA REVIEW

Mr. Rhodes reviewed the Public Meeting agenda for March 3, 2020, which included one Ordinance, and three Orders.

Mr. Rhodes stated that Ordinance No. 3864 was up for its 2<sup>nd</sup> and 3<sup>rd</sup> readings, and advised that the Ordinance will enable the City to meet requirements of the National Flood Insurance Program pertaining to floodplain management.

Mr. Rhodes then reviewed the Orders up for approval in the Consent Agenda:

**Order 26613** – Lifting the Open Containers of Alcohol provisions of the City Code for the March 14, 2020 annual Downtown Hooley Pub Crawl. Mr. Rhodes advised that this Order is done each year, and provided a map of the area, which was consistent with prior years.

**Order 26614** – Awarding \$50K in Community Legacy funding through the Central Business District Accessibility Improvement Program to the CCPDA for the “No Fewer Than 12 Tenant & Public Access Location” project. Mr. Rhodes advised that this is an accessibility improvement project for 12 different locations.

**Order 26615** – Accepting the February 12, 2020 recommendation of the HPC to authorize local historic site designation for the Avirett Place Columns located at the corner of Avirett Avenue and South Allegany Street. Mr. Rhodes advised there are 4 columns; 2 on private property, and 2 in the public right-of-way, and stated that this will be the first time the HPC has designated a landmark, rather than a structure. He added that they are at least a hundred years old, and they will be protected through this designation.

**II. ADJOURNMENT**

With no further business at hand, the meeting adjourned at 5:00 p.m.

Respectfully submitted,

Marjorie A. Woodring  
City Clerk

Minutes approved \_\_\_\_\_

# Mayor and City Council of Cumberland

## Closed Session Minutes

City Hall, 57 N. Liberty Street, Cumberland, MD 21502  
Second Floor Conference Room

Tuesday, March 3, 2020

The Mayor and City Council convened in open session at 5:00 p.m. for the purpose of closing the meeting for an executive session pursuant to Section 3-305 (b) (3) and (7) of the General Provisions Article of the Annotated Code of Maryland to discuss the potential acquisition of real estate and to consult with legal counsel regarding the transfer of City-owned property at 400 N. Mechanic Street.

**MOTION:** Motion to enter into closed session was made by Council Member Bernard, seconded by Council Member Frazier, and was passed on a vote of 5-0.

**PRESENT:** Raymond M. Morriss, President; Council Members, Seth Bernard, Richard Cioni, Eugene Frazier, and Laurie Marchini.

**ALSO PRESENT:** Jeffrey D. Rhodes, City Administrator; Michael S. Cohen, City Solicitor; Marjorie Woodring, City Clerk; Robert Smith, City Engineer



# Mayor and City Council of Cumberland

*Mayor* Raymond M. Morriss  
*Councilman* Seth D. Bernard  
*Councilman* Richard J. "Rock" Cioni  
*Councilman* Eugene T. Frazier  
*Councilwoman* Laurie P. Marchini

City Administrator Jeffrey D. Rhodes  
City Solicitor Michael S. Cohen  
City Clerk Marjorie A. Woodring

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## MINUTES

M&CC Special Public Meeting  
57 N. Liberty Street, Cumberland, MD 21502

DATE: March 31, 2020

### **I. OPEN SESSION**

1. 6:15 p.m. - Convene in Open Session

### **II. Pledge of Allegiance**

### **III. Roll Call**

#### **PRESENT**

Councilman Seth Bernard  
Councilman Richard J. "Rock" Cioni  
Councilman Eugene T. Frazier  
Councilwoman Laurie P. Marchini  
President Raymond M. Morriss

Also Present: Jeffrey D. Rhodes, City Administrator; Michael S. Cohen, City Solicitor; Marjorie Woodring, City Clerk

Mayor Morriss welcomed all to the City's first live-streamed Mayor and City Council Public Meeting, and advised that this is the way the City is complying with Governor Hogan's Stay at Home order due to the Covid-19 pandemic. He explained what the Stay at Home order means, and advised on what businesses were still open, and what activities are still allowed.

Mayor Morriss also stated that as of today, Allegany County has no positive test results, but warned not to let that lull anyone into a false sense of security. He spoke on the seriousness and danger of this virus, and asked people to be kind, thoughtful and considerate during this stressful time. Mayor Morriss gave a rundown of the number of tests that have been done, those that are negative, and those still pending.

Mayor Morriss stated that City Hall is currently closed to the public, and advised on the ways to get in touch with Department Supervisors, City Clerk, Mayor and City Council, etc.

#### **IV. New Business**

##### **(A) Orders (Consent Agenda)**

Mr. Rhodes reviewed each item on the Consent Agenda, and Mayor Morriss called for questions or comments. Motion to approve all items was made by Councilwoman Marchini, seconded by Councilman Frazier, and was passed on a vote of 5-0.

**Order 26,617** - authorizing the execution of a Sole Source Professional Services Agreement between the CEDC, the DDC, and Cochran Studio, Inc. for design oversight services related to the Baltimore Street Redevelopment Project, in an amount not-to-exceed \$56,000 and retroactive to March 1, 2020. Mr. Rhodes advised that this is the continuation of their work that started with Open Space design.

**Order 26,618** - accepting the proposal from Wycilffe Enterprises, Inc., to provide a CCTV/Security Camera System for the Center City Parking Garage and camera software management platform for the City, for the amount not to exceed \$26,130.36, which includes cost over the base bid for additional equipment to allow for future expansion of the system. Mr. Rhodes explained that this is the next step in the project.

Councilman Cioni inquired if long term maintenance comes with this project. Mr. Rhodes advised that there is a warranty period, and a warranty beyond that. He stated that the company is out of Frederick, so is fairly close to Cumberland if there are any issues.

Councilwoman Marchini inquired if these cameras were also for Baltimore Street. Mr. Rhodes advised that this project is just for the Center City garage which has gone through some phases of upgrades: more lighting, artistic upgrades, controls are in place, etc., and said that these cameras will provide additional security.

In answer to a question from Mayor Morriss, Mr. Rhodes advised that the IT Department has in fact looked into this camera system to see if it's compatible with the Baltimore Street upgrades.

**Order 26,619** - temporarily suspending the purchasing provisions of Sections 2-151 through 2-176 of the City Code to provide flexibility that will allow purchasing needs of the City, including contracts, equipment, professional services, supplies, maintenance / repair contracts, to continue in a manner uninterrupted by unanticipated consequences of Coronavirus-19. Mr. Rhodes advised this is a temporary recommendation to streamline purchasing activities, and in conjunction with these provisions he stated that orders can come to the Mayor and City Council as normal, but if for some reason there is no quorum, he can make a decision.

**Order 26,620** - authorizing an extension of the date by which an addendum to the MOU between the City, County, and CEDC identifying and assigning County staff to the Allegany Development Corporation (ADC) would be completed from April 1, 2020 to June 1, 2020. Mr. Rhodes advised that this is just working out the details of the final arrangements.

Councilwoman Marchini wanted to thank City Staff for their leadership at this time, and on behalf of all Council, wanted to thank the City Police Department, all the healthcare workers, grocery store workers, and all the unsung heroes that go to work every day to help us. Councilwoman Marchini stated that she is very grateful to live in Cumberland at this time, and echoed the Mayor's statement to not be lulled into a false sense of security. She asked all to take precautions, to stay safe, and to stick to the Governor's rules – they are there for a reason.

Mayor Morriss advised that during this stay at home order, the City Fire Department, City Police Department, and Public Works are all still working, and to reach out to them if you need to.

**V. CLOSED SESSION**

1. 6:30 p.m. - Close the meeting for an Executive Session pursuant to Sections 3-305(b)(1), (4) and (7) of the General Provisions Article of the Annotated Code of Maryland to discuss selection of the new Police Chief, a proposal for the development of the East Side School site, and to consult with legal counsel regarding the transfer of City-owned property at 400 N. Mechanic Street

On a motion made by Council Member Bernard and seconded by Council Member Cioni, Council voted 5-0 to close the session.

**VI. Adjournment**

With no further business at hand, the public meeting adjourned at 6:32 p.m., and moved into Closed Session.

Minutes approved on \_\_\_\_\_

Raymond M. Morriss, Mayor \_\_\_\_\_

ATTEST: Marjorie A. Woodring, City Clerk \_\_\_\_\_



# Mayor and City Council of Cumberland

*Mayor* Raymond M. Morriss  
*Councilman* Seth D. Bernard  
*Councilman* Richard J. "Rock" Cioni  
*Councilman* Eugene T. Frazier  
*Councilwoman* Laurie P. Marchini

City Administrator Jeffrey D. Rhodes  
City Solicitor Michael S. Cohen  
City Clerk Marjorie A. Woodring

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## MINUTES

M&CC Regular Meeting  
City Hall Council Chambers, 57 N. Liberty St., Cumberland, MD

DATE: April 07, 2020

**I. OPEN SESSION - 6:15 p.m.**

**II. Pledge of Allegiance**

**III. Roll Call**

**PRESENT:**

Councilman Seth Bernard  
Councilman Richard J. "Rock" Cioni  
Councilman Eugene T. Frazier  
Councilwoman Laurie P. Marchini  
President Raymond M. Morriss

**Also Present:** Jeffrey D. Rhodes, City Administrator; Michael S. Cohen, City Solicitor (via conference phone); Marjorie A. Woodring, City Clerk

Mayor Morriss provided a Covid-19 update, saying that there are now 8 people who have tested positive for the virus in Allegany County, 397 people have tested negative, and there are 25 tests still pending. He extended thoughts and prayers to those tested positive, with hopes for full recoveries. The Mayor advised that the numbers will get worse before they begin a downward trend, and reminded all to stay home as much as possible, only going out when absolutely necessary. Councilman Cioni warned on possible scams out there, and reminded everyone to not give any identifying information over the phone.

Mayor Morriss advised on social distancing, the wearing of masks, and reminded all to stop panic buying. He stated he understands everyone is on edge and tensions are high.

**IV. Statement of Closed Meeting**

1. Summary Statement of the closed meeting held March 31, 2020

Mayor Morriss announced that a Closed Session had been held on March 31, 2020 and read into the record a summary of that, which is attached hereto and made a part of these minutes as required under Section 3-306 (c) (2) of the General Provisions Article of the Annotated Code of Maryland.

**V. Director's Reports**

Motion to approve the Reports was made by Councilman Bernard, seconded by Councilman Cioni, and was passed on a vote of 5-0.

**(A) Administrative Services**

Administrative Services monthly report for January, 2020

**(B) Engineering**

Engineering Division monthly report for March, 2020

**(C) Public Works**

Maintenance Division monthly report for February, 2020

**(D) Fire**

Fire Department monthly report for February, 2020

**(E) Utilities - Flood, Water, Sewer**

Utilities Division Flood/Water/Sewer monthly report for February, 2020

**VI. Approval of Minutes**

Motion to approve the Minutes was made by Councilman Bernard, seconded by Councilman Cioni, and was passed on a vote of 5-0.

1. Approval of the Closed Session Minutes of December 3, 2019; Closed, Work & Regular Session Minutes of December 17, 2019; the Work & Regular Session Minutes of January 21, 2020; the Work and Regular Session Minutes of February 4, 2020

**VII. Public Hearings**

1. Public Hearing - to receive a presentation of proposed projects for the FY2020 Annual Action Plan from Lee Borrer, Senior Community Development Specialist, and to receive public comments on the Draft Annual Plan and the Draft Citizen Participation Plan.

The Hearing Convened at 6:30 p.m.

Ms. Borrer provided a PowerPoint presentation explaining the proposed projects in the 2020 Plan, and advised on the Five Year Consolidated Plan process. She reviewed aspirational estimated benefits, and priority needs. She also advised that the Public Comment period would be extended through Thursday, April 30, 2020, adding that there will be an additional Public Hearing opportunity on Thursday, April 23, 2020, through ZOOM.



Councilman Cioni questioned why the Union Rescue Mission was not included in the projects. Ms. Borrer advised that they did not submit an application, but said that they were very active in focus groups, and are a member of the Continuum of Care Homeless Board with Allegany County. She stated that their input was taken into consideration for the Five Year Plan, but they did not have a project for which they wanted to apply for funds.

Mayor Morriss discussed the difficult task of trying to decide which projects should be funded, with not enough money to go around, and commended Ms. Borrer on all her hard work, especially this year with the Covid-19 virus and having to hold meetings virtually. Mayor Morriss advised that this year the City will be getting additional funding through CDBG, and advised that Representative Trone stated that restrictions and qualifications will be made easier, and acquiring funding faster.

The Hearing adjourned at 6:43 p.m.

## **VIII. New Business**

### **(A) Orders (Consent Agenda)**

Mr. Rhodes reviewed all items on the Consent Agenda and Mayor Morriss called for questions or comments. Motion to approve all Consent Agenda items was made by Councilman Frazier, seconded by Councilwoman Marchini, and was passed on a vote of 5-0.

**Order 26,621** - authorizing the sole source purchase of a new International Dump Truck from Five Star International, LLC in the amount of \$98,139.00 and the sole source purchase of the upfit (plow & spreader) for the truck from Stephenson Equipment, Inc. in the amount of \$52,210.00, for a total amount not-to-exceed amount of \$150,349.00. Both companies are offering CoStar pricing in accordance with Section 2-171 (c) (iv) of the City Code. Mr. Rhodes advised that this is one of the City's larger vehicles, and it is coming in under budget this year.

**Order 26,622** - declaring a 2008 Chevrolet Impala (VIN: 2G1WB58K081223459) and a 2004 Ford Crown Victoria (VIN: 2FAFP71W24X134541) to be surplus and authorizing them for sale, scrap, or trade-in. Mr. Rhodes advised that these are Police vehicles that are beyond their useful life.

**Order 26,623** - accepting the proposal of Sutphen Corporation to provide one (1) Sutphen Heavy Duty 100-ft. Mid-Mount Aerial Ladder Truck in the total delivered price of \$1,297,569.21. This equipment will be procured through the HGAC Cooperative Purchasing Program. Mr. Rhodes advised that extensive research was done by the Fire Department on the best vehicle, stating that the current ladder truck is 27 years old, and will be 28 years old by the time the new vehicle is ready, as there is a long lead time of approximately 16 months.

**Order 26,624** - authorizing the Chief of Police to sign a Memorandum of Understanding with the District Court of Maryland which will allow the CPD to communicate electronically with the court and file documents via a web link. This will reduce the need for paper forms and help reduce error and promote efficiency.

**Order 26,625** - authorizing the execution of an Amendment to the approved Phase II SCADA Project amount in an increase not-to-exceed amount of \$6,000 due to undocumented wiring schematics observed during the process of this project. This brings the total project cost to an amount not to exceed \$33,544. Mr. Rhodes advised that this is an ongoing automation project by System Integration Technologies.

**Order 26,626** - authorizing execution of a Parking Lease Agreement with the State of Maryland (for use by DLLR and SDAT) for the use of 47 spaces in the George Street Garage at a cost of \$65/space per month for a three-year term commencing May 1, 2020.

**Order 26,627** - authorizing execution of a Purchase Agreement with Allegany Junction Limited Partnership providing terms for the purchase of City-owned property at 100 Reynolds Street, known as the East Side School site, for the price of \$75,000, to be used for the development of a four-story multifamily building.

**Order 26,628** - declaring certain equipment to be surplus and authorizing it for disposal or e-cycling.

**Order 26,629** - accepting the bid of Excavating Associates for the Maryland Avenue Demolition Project (CD2020-01) for the unit price cost of \$111,000 and rejecting all other bids. Funding for this project will be supplemented by Allegany County Enhancement Funds. Mr. Rhodes advised that this involves 7 different properties – 3 of which are duplexes – in the 600 block of Maryland Avenue.

**Order 26,630** - authorizing execution of a letter to the MD Historic Trust consenting to undertaking the rehabilitation of 19 Frederick Street for the purpose of completing exterior stabilization improvements to the structure, and stating the City's willingness to donate a preservation easement to the MD Historic Trust should Capital Grant program funds be awarded to the project.

**Order 26,631** - approving the recommendation of the Historic Preservation Commission to provide local historic site designation for the George Troug House, located at 230 Baltimore Avenue.

**Order 26,632** - exempting the City's Emergency Responders from the provisions of the Emergency Family Medical Leave Expansion Act and the Emergency Paid Sick Leave Act. Mr. Rhodes advised that this is a precautionary measure in response to the Covid-19 virus that ensures the City can maintain staffing levels.

Councilman Bernard inquired about the timeline for the Maryland Avenue demolition project. Mr. Rhodes advised that typically when the process starts, the house is on the ground that same day. Mayor Morris advised that there is the issue of whether or not Columbia Gas has been turned off at these homes, and other than that he stated the contractor is ready to take the homes down in a week or so, contingent on making sure the gas is off.

Councilman Cioni inquired about 19 Frederick Street, asking if there was anything that needed to be done to mitigate damage until funding comes through. Mr. Rhodes advised that for now, everything is probably okay, as typically the cycle of receiving the money is fast enough that there shouldn't be a problem.

**IX. CLOSED SESSION**

1. Convene in closed session pursuant to Section 3-305(b) (1) of the General Provisions Article of the Annotated Code of Maryland to discuss the selection of a new Police Chief.

Mayor Morriss called for a motion to move into Closed Session. On a motion made by Councilman Frazier, seconded by Councilman Bernard, and passed 5-0, the meeting moved into Closed Session.

**X. Adjournment**

With no further business at hand, the public meeting adjourned at 6:54 p.m.

Minutes approved on \_\_\_\_\_

Raymond M. Morriss, Mayor \_\_\_\_\_

ATTEST: Marjorie A. Woodring, City Clerk \_\_\_\_\_

**Item Attachment Documents:**

Order 26,637 - authorizing the Chief of Police to accept a FY20 BJA Coronavirus Emergency Supplemental Funding Program Grant, awarded by the DOJ, in the amount of \$39,559 to help the Police Department cover costs associated with Coronavirus-related expenses

**- ORDER -**  
*of the*  
**Mayor and City Council of Cumberland**  
**MARYLAND**

**ORDER NO.** 26,637

**DATE:** May 5, 2020

**ORDERED, By the Mayor and City Council of Cumberland, Maryland**

**THAT**, the Chief of Police be and is hereby authorized to accept a Bureau of Justice Assistance FY20 BJA Coronavirus Emergency Supplemental Funding Program Grant in the amount of Thirty-nine Thousand, Five Hundred Fifty-nine Dollars and No Cents (\$39,559.00), awarded by the Department of Justice (DOJ) to help the Cumberland Police Department cover costs associated with Coronavirus-related expenses.

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**Mayor Raymond M. Morriss**

Award No. 2020-VD-BX-0226



**Department of Justice (DOJ)**

Office of Justice Programs

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Office of the Assistant Attorney General

Washington, D.C. 20531

April 28, 2020

Mr. Jeff Rhodes  
City of Cumberland  
57 North Liberty Street  
Cumberland, MD 21502-2312

Dear Mr. Rhodes:

On behalf of Attorney General William P. Barr, it is my pleasure to inform you that the Office of Justice Programs (OJP), U.S. Department of Justice (DOJ), has approved the application by City of Cumberland for an award under the OJP funding opportunity entitled "BJA FY 20 Coronavirus Emergency Supplemental Funding Program." The approved award amount is \$39,559. These funds are for the project entitled 2020 CESF Assistance.

The award document, including award conditions, is enclosed. The entire document is to be reviewed carefully before any decision to accept the award. Also, the webpage entitled "Legal Notices: Special circumstances as to particular award conditions" ([ojp.gov/funding/Explore/LegalNotices-AwardReqs.htm](http://ojp.gov/funding/Explore/LegalNotices-AwardReqs.htm)) is to be consulted prior to an acceptance. Through that "Legal Notices" webpage, OJP sets out -- by funding opportunity -- certain special circumstances that may or will affect the applicability of one or more award requirements. Any such legal notice pertaining to award requirements that is posted through that webpage is incorporated by reference into the award.

Please note that award requirements include not only award conditions, but also compliance with assurances and certifications that relate to conduct during the period of performance for the award. Because these requirements encompass financial, administrative, and programmatic matters, as well as other important matters (e.g., specific restrictions on use of funds), it is vital that all key staff know the award requirements, and receive the award conditions and the assurances and certifications, as well as the application as approved by OJP. (Information on all pertinent award requirements also must be provided to any subrecipient of the award.)

Should City of Cumberland accept the award and then fail to comply with an award requirement, DOJ will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds.

Please direct questions regarding this award as follows:

- For program questions, contact Shaketta Cunningham, Program Manager at (202) 616-8241; and
- For financial questions, contact the Customer Service Center of OJP's Office of the Chief Financial Officer at (800) 458-0786, or at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).

We look forward to working with you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Katharine T. Sullivan", is located below the "Sincerely," text.

Katharine T. Sullivan  
Principal Deputy Assistant Attorney General

Encl.



**Department of Justice (DOJ)**

Office of Justice Programs

*Office of Civil Rights*

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*Washington, DC 20531*

April 28, 2020

Mr. Jeff Rhodes  
City of Cumberland  
57 North Liberty Street  
Cumberland, MD 21502-2312

Dear Mr. Rhodes:

Congratulations on your recent award. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) has been delegated the responsibility for ensuring that recipients of federal financial assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW) are not engaged in discrimination prohibited by law. Several federal civil rights laws, such as Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, require recipients of federal financial assistance to give assurances that they will comply with those laws. In addition to those civil rights laws, many grant program statutes contain nondiscrimination provisions that require compliance with them as a condition of receiving federal financial assistance. For a complete review of these civil rights laws and nondiscrimination requirements, in connection with OJP and other DOJ awards, see <https://ojp.gov/funding/Explore/LegalOverview/CivilRightsRequirements.htm>

Under the delegation of authority, the OCR investigates allegations of discrimination against recipients from individuals, entities, or groups. In addition, the OCR conducts limited compliance reviews and audits based on regulatory criteria. These reviews and audits permit the OCR to evaluate whether recipients of financial assistance from the Department are providing services in a non-discriminatory manner to their service population or have employment practices that meet equal-opportunity standards.

If you are a recipient of grant awards under the Omnibus Crime Control and Safe Streets Act or the Juvenile Justice and Delinquency Prevention Act and your agency is part of a criminal justice system, there are two additional obligations that may apply in connection with the awards: (1) complying with the regulation relating to Equal Employment Opportunity Programs (EEOPs); and (2) submitting findings of discrimination to OCR. For additional information regarding the EEOP requirement, see 28 CFR Part 42, subpart E, and for additional information regarding requirements when there is an adverse finding, see 28 C.F.R. §§ 42.204(c), .205(c)(5). Please submit information about any adverse finding to the OCR at the above address.

We at the OCR are available to help you and your organization meet the civil rights requirements that are associated with OJP and other DOJ grant funding. If you would like the OCR to assist you in fulfilling your organization's civil rights or nondiscrimination responsibilities as a recipient of federal financial assistance, please do not hesitate to let us know.

Sincerely,

A handwritten signature in black ink, reading "Michael L. Alston".

Michael L. Alston  
Director

cc: Grant Manager  
Financial Analyst



Department of Justice (DOJ)  
Office of Justice Programs  
**Bureau of Justice Assistance**

**Grant**

PAGE 1 OF 16

1. RECIPIENT NAME AND ADDRESS (Including Zip Code)

City of Cumberland  
57 North Liberty Street  
Cumberland, MD 21502-2312

4. AWARD NUMBER: 2020-VD-BX-0226

5. PROJECT PERIOD: FROM 01/20/2020 TO 01/31/2022  
BUDGET PERIOD: FROM 01/20/2020 TO 01/31/2022

6. AWARD DATE 04/28/2020

7. ACTION

Initial

2a. GRANTEE IRS/VENDOR NO.

526000786

8. SUPPLEMENT NUMBER

00

2b. GRANTEE DUNS NO.

010095024

9. PREVIOUS AWARD AMOUNT

\$ 0

3. PROJECT TITLE

2020 CESF Assistance

10. AMOUNT OF THIS AWARD

\$ 39,559

11. TOTAL AWARD

\$ 39,559

12. SPECIAL CONDITIONS

THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH  
ON THE ATTACHED PAGE(S).

13. STATUTORY AUTHORITY FOR GRANT

This project is supported under FY20(BJA - CESF) Pub. L. No. 116-136, Div. B; 28 U.S.C. 530C

14. CATALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA Number)

16.034 - Coronavirus Emergency Supplemental Funding Program

15. METHOD OF PAYMENT

GPRS

AGENCY APPROVAL

GRANTEE ACCEPTANCE

16. TYPED NAME AND TITLE OF APPROVING OFFICIAL

Katharine T. Sullivan  
Principal Deputy Assistant Attorney General

18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL

Jeff Rhodes  
City Administrator

17. SIGNATURE OF APPROVING OFFICIAL

19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL

19A. DATE

AGENCY USE ONLY

20. ACCOUNTING CLASSIFICATION CODES

FISCAL YEAR	FUND CODE	BUD. ACT.	DIV. REG.	OFC.	SUB.	POMS	AMOUNT
X	B	VD	80	00	00		39559

21. VVDUGT0267





Department of Justice (DOJ)  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
SHEET  
Grant**

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PROJECT NUMBER 2020-VD-BX-0226

AWARD DATE 04/28/2020

*SPECIAL CONDITIONS*

1. Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

Limited Exceptions. In certain special circumstances, the U.S. Department of Justice ("DOJ") may determine that it will not enforce, or enforce only in part, one or more requirements otherwise applicable to the award. Any such exceptions regarding enforcement, including any such exceptions made during the period of performance, are (or will be during the period of performance) set out through the Office of Justice Programs ("OJP") webpage entitled "Legal Notices: Special circumstances as to particular award conditions" ([ojp.gov/funding/Explore/LegalNotices-AwardReqs.htm](http://ojp.gov/funding/Explore/LegalNotices-AwardReqs.htm)), and incorporated by reference into the award.

By signing and accepting this award on behalf of the recipient, the authorized recipient official accepts all material requirements of the award, and specifically adopts, as if personally executed by the authorized recipient official, all assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance.

Failure to comply with one or more award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or an assurance or certification related to conduct during the award period -- may result in OJP taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. DOJ, including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.



Department of Justice (DOJ)  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
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PROJECT NUMBER 2020-VD-BX-0226

AWARD DATE 04/28/2020

*SPECIAL CONDITIONS*

2. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2019 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2019 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2019 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

3. Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The recipient agrees to comply with the DOJ Grants Financial Guide.

4. Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified (that is, moved and renumbered) to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.



Department of Justice (DOJ)  
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PROJECT NUMBER 2020-VD-BX-0226

AWARD DATE 04/28/2020

*SPECIAL CONDITIONS*

5. Required training for Point of Contact and all Financial Points of Contact

Both the Point of Contact (POC) and all Financial Points of Contact (FPOCs) for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after January 1, 2018, will satisfy this condition.

In the event that either the POC or an FPOC for this award changes during the period of performance, the new POC or FPOC must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after -- (1) the date of OJP's approval of the "Change Grantee Contact" GAN (in the case of a new POC), or (2) the date the POC enters information on the new FPOC in GMS (in the case of a new FPOC). Successful completion of such a training on or after January 1, 2018, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at <https://www.ojp.gov/training/fmts.htm>. All trainings that satisfy this condition include a session on grant fraud prevention and detection

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.

6. Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

7. Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by the DOJ awarding agency, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.



Department of Justice (DOJ)  
Office of Justice Programs  
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PROJECT NUMBER 2020-VD-BX-0226

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*SPECIAL CONDITIONS*

8. Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).



Department of Justice (DOJ)  
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*SPECIAL CONDITIONS*

9. Employment eligibility verification for hiring under the award

1. The recipient (and any subrecipient at any tier) must--

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2).

B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both--

(1) this award requirement for verification of employment eligibility, and

(2) the associated provisions in 8 U.S.C. 1324a(a)(1) and (2) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1) and (2).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify ([www.e-verify.gov](http://www.e-verify.gov)), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or



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*SPECIAL CONDITIONS*

any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov). E-Verify employer agents can email E-Verify at [E-VerifyEmployerAgent@dhs.gov](mailto:E-VerifyEmployerAgent@dhs.gov).

Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

10. Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient) -- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

11. All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

12. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.



Department of Justice (DOJ)  
Office of Justice Programs  
**Bureau of Justice Assistance**

**AWARD CONTINUATION  
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PROJECT NUMBER 2020-VD-BX-0226

AWARD DATE 04/28/2020

*SPECIAL CONDITIONS*

13. Unreasonable restrictions on competition under the award; association with federal government

SCOPE. This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by this award, whether by the recipient or by any subrecipient at any tier, and regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used. The provisions of this condition must be among those included in any subaward (at any tier).

1. No discrimination, in procurement transactions, against associates of the federal government

Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") -- no recipient (or subrecipient, at any tier) may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor (at any tier), grant recipient or -subrecipient (at any tier), agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.

B. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.





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*SPECIAL CONDITIONS*

14. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

15. Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ)(or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

16. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

17. Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

18. OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.





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19. Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

20. Potential imposition of additional requirements

The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

21. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

22. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

23. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.



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24. Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

25. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2020) The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions that may be set out in applicable appropriations acts are indicated at <https://ojp.gov/funding/Explore/FY20AppropriationsRestrictions.htm>, and are incorporated by reference here. Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

26. Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient and any subrecipients ("subgrantees") must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 1425 New York Avenue, N.W. Suite 7100, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Fraud Detection Office (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.



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27. Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.



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28. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

29. Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

30. Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at [OJP.ComplianceReporting@ojp.usdoj.gov](mailto:OJP.ComplianceReporting@ojp.usdoj.gov). For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

31. Signing Authority

This award must be signed by an authorized official of the applicant State, local, or tribal government, on behalf of that applicant State, unit of local government, or Tribe, unless the applicant designates an organizational unit to apply on its behalf. For example, if designated by a unit of local government, a Police Department or Sheriff's Office (or similar agency) may apply on behalf of the applicant jurisdiction, as long as the department, office, or agency is listed as the organizational unit on the SF-424. In that case, the head of the designated organizational unit (such as a Police Chief or Sheriff) may sign the award. Documentation of the designation by the appropriate governing body must be retained by the grant recipient.

32. The "Emergency Appropriations for Coronavirus Health Response and Agency Operations" law (Public Law 116-136) includes definitions, reporting requirements, and certain other provisions that apply (whether in whole or in part) to this award. In addition, consistent with the CESF Program's purposes, which involve preparing for, preventing, and responding to the coronavirus national emergency, OJP will provide notice of any additional CESF program-specific grants administrative requirements on an award page, accessible at <https://www.ojp.gov/funding/explore/CESF-program-specific-condition>, that is incorporated by reference here.



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33. The recipient agrees to comply with OJP grant monitoring guidelines, protocols, and procedures, and to cooperate with BJA and OCFO on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide to BJA and OCFO all documentation necessary to complete monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by BJA and OCFO for providing the requested documents. Failure to cooperate with BJA's/OCFO's grant monitoring activities may result in sanctions affecting the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).
34. FFATA reporting: Subawards and executive compensation
- The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees") of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at <https://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.
- This condition, including its reporting requirement, does not apply to-- (1) an award of less than \$25,000, or (2) an award made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).
35. Required monitoring of subawards
- The recipient must monitor subawards under this award in accordance with all applicable statutes, regulations, award conditions, and the DOJ Grants Financial Guide, and must include the applicable conditions of this award in any subaward. Among other things, the recipient is responsible for oversight of subrecipient spending and monitoring of specific outcomes and benefits attributable to use of award funds by subrecipients. The recipient agrees to submit, upon request, documentation of its policies and procedures for monitoring of subawards under this award.
36. Use of program income
- Program income (as defined in the Part 200 Uniform Requirements) must be used in accordance with the provisions of the Part 200 Uniform Requirements. Program income earnings and expenditures both must be reported on the quarterly Federal Financial Report, SF 425.
37. Justice Information Sharing
- Recipients are encouraged to comply any information-sharing projects funded under this award with DOJ's Global Justice Information Sharing Initiative (Global) guidelines. The recipient (and any subrecipient at any tier) is encouraged to conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: [https://it.ojp.gov/gsp\\_grantcondition](https://it.ojp.gov/gsp_grantcondition). The recipient (and any subrecipient at any tier) must document planned approaches to information sharing and describe compliance with the GSP and appropriate privacy policy that protects shared information.
38. Avoidance of duplication of networks
- To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity.



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39. Compliance with National Environmental Policy Act and related statutes

Upon request, the recipient (and any subrecipient at any tier) must assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these award funds, either directly by the recipient or by a subrecipient. Accordingly, the recipient agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the award, the recipient agrees to contact BJA. The recipient understands that this condition applies to new activities as set out below, whether or not they are being specifically funded with these award funds. That is, as long as the activity is being conducted by the recipient, a subrecipient, or any third party, and the activity needs to be undertaken in order to use these award funds, this condition must first be met. The activities covered by this condition are: a. New construction; b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places; c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size; d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories. The recipient understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/ or an Environmental Impact Statement, as directed by BJA. The recipient further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at <https://bjagov/Funding/nepa.html>, for programs relating to methamphetamine laboratory operations. Application of This Condition to Recipient's Existing Programs or Activities: For any of the recipient's or its subrecipients' existing programs or activities that will be funded by these award funds, the recipient, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

40. Establishment of interest-bearing account

If award funds are being drawn down in advance, the recipient (or a subrecipient, with respect to a subaward) is required to establish an interest-bearing account dedicated specifically to this award. Recipients (and subrecipients) must maintain advance payments of federal awards in interest-bearing accounts, unless regulatory exclusions apply (2 C.F.R. 200.305(b)(8)). The award funds, including any interest, may not be used to pay debts or expenses incurred by other activities beyond the scope of the Coronavirus Emergency Supplemental Funding (CESF) program. The recipient also agrees to obligate the award funds in the account(including any interest earned) during the period of performance for the award and expend within 90 days thereafter. Any unobligated or unexpended funds, including interest earned, must be returned to OJP at the time of closeout.

41. Expenditures requiring prior approval

No funds under this award may be expended on individual items costing \$500,000 or more, or to purchase Unmanned Aerial Systems (UAS), Unmanned Aircraft (UA), and/or Unmanned Aerial Vehicles (UAV) without prior written approval from BJA. Prior approval must be obtained post-award, through the submission and approval of a Grant Adjustment Notice (GAN) through OJP's Grant Management System (GMS).





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42. Authorization to obligate (federal) award funds to reimburse certain project costs incurred on or after January 20, 2020

The recipient may obligate (federal) award funds only after the recipient makes a valid acceptance of the award. As of the first day of the period of performance for the award (January 20, 2020), however, the recipient may choose to incur project costs using non-federal funds, but any such project costs are incurred at the recipient's risk until, at a minimum-- (1) the recipient makes a valid acceptance of the award, and (2) all applicable withholding conditions are removed by OJP (via a Grant Adjustment Notice). (A withholding condition is a condition in the award document that precludes the recipient from obligating, expending, or drawing down all or a portion of the award funds until the condition is removed.)

Nothing in this condition shall be understood to authorize the recipient (or any subrecipient at any tier) to use award funds to "supplant" State or local funds.

43. Use of funds for DNA testing; upload of DNA profiles

If award funds are used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System ("CODIS," the DNA database operated by the FBI) by a government DNA laboratory with access to CODIS. No profiles generated under this award may be entered or uploaded into any non-governmental DNA database without prior express written approval from BJA. Award funds may not be used for the purchase of DNA equipment and supplies unless the resulting DNA profiles may be accepted for entry into CODIS.

44. Body armor - compliance with NIJ standards and other requirements

Ballistic-resistant and stab-resistant body armor purchased with award funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the body armor has been tested and found to comply with applicable National Institute of Justice ballistic or stab standards and is listed on the NIJ Compliant Body Armor Model List (<https://nij.gov/topics/technology/body-armor/Pages/compliant-ballistic-armor.aspx>). In addition, ballistic-resistant and stab-resistant body armor purchased must be made in the United States and must be uniquely fitted, as set forth in 34 U.S.C. 10202(c)(1)(A). The latest NIJ standard information can be found here: <https://nij.gov/topics/technology/body-armor/pages/safety-initiative.aspx>.



**Department of Justice (DOJ)**

Office of Justice Programs

*Bureau of Justice Assistance*

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Washington, D.C. 20531

**Memorandum To:** Official Grant File

**From:** Orbin Terry, NEPA Coordinator

**Subject:** Categorical Exclusion for City of Cumberland

The Coronavirus Emergency Supplemental Funding (CESF) Program allows eligible states, local units of government, and tribes to support a broad range of activities including preventing, preparing for, and responding to the coronavirus.

All recipients of CESF funding must assist BJA in complying with NEPA and other related federal environmental impact analyses requirements in the use of grant funds, whether the funds are used directly by the grantee or by a sub-grantee or third party.

BJA's expectation is that none of the following activities will be conducted whether under this federal award or a related third party action:

- (1) New construction
- (2) Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including property (a) listed on or eligible for listing on the National Register of Historic Places, or (b) located within a 100-year flood plain, a wetland, or habitat for an endangered species
- (3) A renovation that will change the basic prior use of a facility or significantly change its size
- (4) Research and technology whose anticipated and future application could be expected to have an effect on the environment
- (5) Implementation of a program involving the use of chemicals (including the identification, seizure, or closure of clandestine methamphetamine laboratories) other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments.

Consequently, the subject federal action meets the Office of Justice Programs' criteria for a categorical exclusion as contained in paragraph 4(b) of Appendix D to Part 61 of Title 28 of the Code of Federal Regulations.

If, however, award funds are proposed to be used for any of the enumerated projects or activities above, grant recipients must contact their grant manager, and receive written approval prior to commencing that project or activity.

Questions about this determination may be directed to your grant manager or Orbin Terry, Environmental Coordinator for BJA.



 <div>Department of Justice (DOJ) Office of Justice Programs  Bureau of Justice Assistance</div>	<b>GRANT MANAGER'S MEMORANDUM, PT. I: PROJECT SUMMARY</b>	
	<b>Grant</b>	
	PROJECT NUMBER 2020-VD-BX-0226	PAGE 1 OF 1
This project is supported under FY20(BJA - CESF) Pub. L. No. 116-136, Div. B; 28 U.S.C. 530C		
1. STAFF CONTACT (Name & telephone number)  Shaketta Cunningham (202) 514-4493	2. PROJECT DIRECTOR (Name, address & telephone number)  Chuck Ternent Capt. 20 Bedford Street PO Box 1702 Cumberland, MD 21501-1702 (301) 759-6475	
3a. TITLE OF THE PROGRAM  BJA FY 20 Coronavirus Emergency Supplemental Funding Program		3b. POMS CODE (SEE INSTRUCTIONS ON REVERSE)
4. TITLE OF PROJECT  2020 CESF Assistance		
5. NAME & ADDRESS OF GRANTEE  City of Cumberland 57 North Liberty Street Cumberland, MD 21502-2312	6. NAME & ADDRESS OF SUBGRANTEE	
7. PROGRAM PERIOD  FROM: 01/20/2020 TO: 01/31/2022	8. BUDGET PERIOD  FROM: 01/20/2020 TO: 01/31/2022	
9. AMOUNT OF AWARD  \$ 39,559	10. DATE OF AWARD  04/28/2020	
11. SECOND YEAR'S BUDGET	12. SECOND YEAR'S BUDGET AMOUNT	
13. THIRD YEAR'S BUDGET PERIOD	14. THIRD YEAR'S BUDGET AMOUNT	
15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)  The Coronavirus Emergency Supplemental Funding (CESF) Program allows States, U.S. Territories, the District of Columbia, units of local government, and federally recognized tribal governments to support a broad range of activities to prevent, prepare for, and respond to the coronavirus. Funded projects or initiatives may include, but are not limited to, overtime, equipment (including law enforcement and medical personal protective equipment), hiring, supplies (such as gloves, masks, sanitizer), training, travel expenses (particularly related to the distribution of resources to the most impacted areas), and addressing the medical needs of inmates in state, local, and tribal prisons, jails, and detention centers.  NCA/NCF		



# Council Agenda Summary

Meeting Date: April 30, 2020

**Agenda Item Number:** FY20 DOJ Coronavirus Emergency Supplemental  
Funding Program grant

Key Staff Contact: Captain Chuck Ternent

## *Item Title:*

FY20 DOJ BJA Coronavirus Emergency Supplemental Funding Program Grant

## *Summary:*

Authorize Captain Chuck Ternent, Interim Chief, to accept the FY20 BJA Coronavirus Emergency Supplemental Funding Program grant in the amount of \$39,559 awarded by the Department of Justice (DOJ) to help the police department cover costs associated with Coronavirus related expenses.

## *Issues and Considerations:*

Enter Text Here

<i>Fiscal Impact:</i>	
Is this item budgeted?   Yes   No <input checked="" type="checkbox"/> X	
Budget:	\$
Value of award:	\$39,559
If item is not budgeted, does the budget need to be appropriated? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is there grant funding being used?   X Yes   No	
If grant funding is being used, does it require a City match? <input type="checkbox"/> Yes   X No	
Match provisions:	Enter Text Here
Is this a sole source purchase? <input type="checkbox"/> Yes <input type="checkbox"/> No   (If so, attach department recommendation and approval from City Administrator.)	

**Item Attachment Documents:**

Order 26,638 - accepting the sole source proposal from Carl Belt, Inc. obtained through Gordian EZ IQC using NJPA competitive pricing, to repair the concrete walls and brick facade of the Viaduct Pump Station, Mill Race Pump Station, and Ridgeley Pump Station, in the estimated unit cost of \$77,045.04; sole source approved through City Code Section 2-171(c)(iv)

**- ORDER -**  
*of the*  
**Mayor and City Council of Cumberland**  
**MARYLAND**

**ORDER NO.** 26,638

**DATE:** May 5, 2020

**ORDERED, By the Mayor and City Council of Cumberland, Maryland**

**THAT**, the sole source proposal from Carl Belt, Inc., obtained through Gordian EZ IQC using National Joint Power Alliance (NJPA) competitive pricing, to repair the concrete walls and brick façade of the Viaduct Pump Station, Mill Race Pump Station, and Ridgeley Pump Station, be and is hereby accepted in the estimated unit cost of Seventy-Seven Thousand, Forty-Five Dollars and Four Cents (\$77,045.04), as follows:

<b>Location</b>	<b>Proposal</b>
Viaduct Pump Station Repairs	\$36,990.49
Mill Race Pump Station Repairs	14,358.61
Ridgeley Pump Station Repairs	25,695.94
Total	\$77,045.04

**BE IT FURTHER RESOLVED**, that this sole source award is approved pursuant to City Code Section 2-171(c)(iv).

---

**Mayor Raymond M. Morriss**

Budget: 003.399.FC1.63000

# Council Agenda Summary

Meeting Date: May 5, 2020

Agenda Item Number: 5-20-M

Key Staff Contact: Robert Smith, Kim Root

## *Item Title:*

Award Repointing Viaduct, Ridgeley and Mill Race Pump Stations Contract

## *Summary:*

Accepting the proposal from Carl Belt, Inc., for City Project 26-19-FPM for the estimated unit cost of \$77,045.04. This project was procured through Gordian EZ IQC using NJPA pricing to solicit a competitive bid. The contractor will perform the work needed to repair the concrete walls and brick façade of three pump stations.

Location	Sourcewell Proposal
Viaduct Pump Station Repairs	\$ 36,990.49
Mill Race Pump Station Repairs	\$ 14,358.61
Ridgeley Pump Station Repairs	\$ 25,695.94

<b>Total</b>	\$ 77,045.04
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## *Issues and Considerations:*

### *Fiscal Impact:*

Is this item budgeted? ☒ Yes ☐ No

Budget: 003.399.FC1 63000

Value of award: \$77,045.04

If item is not budgeted, does the budget need to be appropriated? ☐ Yes ☒ No

Is there grant funding being used? ☐ Yes ☒ No

If grant funding is being used, does it require a City match? ☐ Yes ☐ No

Match provisions:

Is this a sole source purchase? ☐ Yes ☒ No (If so, attach department recommendation and approval from City Administrator.)



## Work Order Signature Document

**NJPA EZIQC Contract No.: MD-WMA-GC03-042419-CBI**

☒

**New Work Order**



**Modify an Existing Work Order**

Work Order Number: 078014.00

Work Order Date: 04/22/2020

Work Order Title: CTYCUMBRLND - Pump House - Ridgeley - Brick Repairs and Crack Repairs

Owner Name: City of Cumberland

Contractor Name: Carl Belt, Inc.

Contact: Robert Smith

Contact: Adam Sterne

Phone: 301-759-6601

Phone: No Data Input

### Work to be Performed

Work to be performed as per the Final Detailed Scope of Work Attached and as per the terms and conditions of NJPA EZIQC Contract No MD-WMA-GC03-042419-CBI.

#### Brief Work Order Description:

Brick Point Up and Crack Repairs

#### Time of Performance

*See Schedule Section of the Detailed Scope of Work*

#### Liquidated Damages

Will apply:

☐

Will not apply:

☒

**Work Order Firm Fixed Price: \$25,695.94**

Owner Purchase Order Number:

### Approvals

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

## Detailed Scope of Work

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**To:** Adam Sterne  
Carl Belt, Inc.  
No Data Input

**From:** Robert Smith  
City of Cumberland  
301-759-6601

**Date Printed:** April 22, 2020

**Work Order Number:** 078014.00

**Work Order Title:** CTYCUMBRND - Pump House - Ridgeley - Brick Repairs and Crack Repairs

**Brief Scope:** Brick Point Up and Crack Repairs

☐

Preliminary

☐

Revised

☒

Final

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The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work.

The City of Cumberland Maryland

**Brick / Concrete Repairs**

**Pump Houses**

The City of Cumberland Maryland

57 N. Liberty Street

Cumberland MD. 21502

### **Ridgeley Pump Station:**

#### **Exterior Repairs:**

Remove existing mortar/caulking and replace with new urethane sealant.

Grind mortar joints and install new type N mortar as needed.

Remove & replace brick corner as needed.

Replace missing rowlock course brick: 2 loc.

Remove caulking in foundation cracks and replace with new urethane sealant as needed.

Wall repairs where water has infiltrated building: 2 location (both interior and exterior sides)

#### **Interior Repairs:**

Grind mortar joints and install type 'N' mortar as needed.



Detailed Scope of Work Continues..

**Work Order Number:** 078014.00  
**Work Order Title:** CTYCUMBRLND - Pump House - Ridgeley - Brick Repairs and Crack Repairs

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<hr/>	<hr/>
Contractor	Date

<hr/>	<hr/>
Owner	Date

## Contractor's Price Proposal - Summary

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**Date:** April 22, 2020  
**IQC Master Contract #:** MD-WMA-GC03-042419-CBI  
**Work Order Number:** 078014.00  
**Owner PO #:**  
**Work Order Title:** CTYCUMBRND - Pump House - Ridgeley - Brick Repairs and Crack Repairs  
**Contractor:** Carl Belt, Inc.  
**Proposal Name:** CTYCUMBRND - Pump House - Ridgeley - Brick Repairs and Crack Repairs  
**Proposal Value:** \$25,695.94

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<b>01 - General Requirements</b>	<b>\$20,063.95</b>
<b>02 - Site Work</b>	<b>\$3,971.17</b>
<b>04 - Masonry</b>	<b>\$1,580.52</b>
<b>07 - Thermal &amp; Moisture Protection</b>	<b>\$80.30</b>
<b>Proposal Total</b>	<b>\$25,695.94</b>

This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

## Contractor's Price Proposal - Detail

**Date:** April 22, 2020  
**IQC Master Contract #:** MD-WMA-GC03-042419-CBI  
**Work Order Number:** 078014.00  
**Owner PO #:**  
**Work Order Title:** CTYCUMBRLLND - Pump House - Ridgeley - Brick Repairs and Crack Repairs  
**Contractor:** Carl Belt, Inc.  
**Proposal Name:** CTYCUMBRLLND - Pump House - Ridgeley - Brick Repairs and Crack Repairs  
**Proposal Value:** \$25,695.94

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		
01 - General Requirements					
1	01 22 20 00-0005		HR	Brick LayerFor tasks not included in the Construction Task Catalog® and as directed by owner only.	\$9,376.88
			Installation	Quantity 160.00 x Unit Price 51.90 x Factor 1.1292 = Total \$9,376.88	
				Grinding out mortar joints, removing brick, pointing needed areas. repairing cracked joints and brick - 2 people 1 month	
2	01 22 20 00-0005	0001	MOD	For Foreman, Add	\$234.87
			Installation	Quantity 80.00 x Unit Price 2.60 x Factor 1.1292 = Total \$234.87	
3	01 22 20 00-0008		HR	Cement MasonFor tasks not included in the Construction Task Catalog® and as directed by owner only.	\$4,602.62
			Installation	Quantity 80.00 x Unit Price 50.95 x Factor 1.1292 = Total \$4,602.62	
				repairs on concrete interior and exterior - 1 person 1 month	
4	01 22 20 00-0015		HR	LaborerFor tasks not included in the Construction Task Catalog® and as directed by owner only.	\$3,302.68
			Installation	Quantity 80.00 x Unit Price 36.56 x Factor 1.1292 = Total \$3,302.68	
				1 person to help mason and brick layer. move materials, clean up dirt and debris	
5	01 22 23 00-0010		MO	60' Engine Powered, Telescoping Boom Manlift	\$1,549.93
			Installation	Quantity 0.50 x Unit Price 3,099.85 x Factor 1.0000 = Total \$1,549.93	
				lift for three sides and then to help on materials to back side	
6	01 56 16 00-0002		SF	6 Mil, Plastic Sheeting, Applied To Floors	\$81.60
			Installation	Quantity 480.00 x Unit Price 0.17 x Factor 1.0000 = Total \$81.60	
				plastic to protect floor and to cover equipment	
7	01 56 16 00-0004		SF	6 Mil, Plastic Sheeting, Applied To Ceilings	\$322.56
			Installation	Quantity 1,152.00 x Unit Price 0.28 x Factor 1.0000 = Total \$322.56	
				Plastic to hang down from ceiling to keep dust contained in work area	
8	01 71 13 00-0003		EA	Equipment Delivery, Pickup, Mobilization And Demobilization Using A Tractor Trailer With Up To 53' BedIncludes loading, tie-down of equipment, delivery of equipment, off loading on site, rigging, dismantling, loading for return and transporting away. For equipment such as bulldozers, motor scrapers, hydraulic excavators, gradalls, road graders, loader-backhoes, heavy duty construction loaders, tractors, pavers, rollers, bridge finishers, straight mast construction forklifts, telescoping boom rough terrain construction forklifts, telescoping and articulating boom manlifts with >40' boom lengths, etc.	\$592.81
			Installation	Quantity 1.00 x Unit Price 592.81 x Factor 1.0000 = Total \$592.81	

## Contractor's Price Proposal - Detail Continues..

Work Order Number: 078014.00

Work Order Title: CTYCUMBRLND - Pump House - Ridgeley - Brick Repairs and Crack Repairs

Proposal Name: CTYCUMBRLND - Pump House - Ridgeley - Brick Repairs and Crack Repairs

Proposal Value: \$25,695.94

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		

**Subtotal for 01 - General Requirements** **\$20,063.95**

### 02 - Site Work

9	02 90 50 00-0178		DAY	Ladder						\$3,971.17
				Installation	Quantity		Unit Price		Factor	Total
					160.00	x	21.98	x	1.1292	\$3,971.17

**Subtotal for 02 - Site Work** **\$3,971.17**

### 04 - Masonry

10	04 21 13 00-0002		SF	Standard Size Brick, Red, Running BondStandard size brick, 3-5/8" x 2-1/4" x 8". (6.55 Bricks/SF)						\$1,580.52
				Installation	Quantity		Unit Price		Factor	Total
					96.00	x	14.58	x	1.1292	\$1,580.52

**Subtotal for 04 - Masonry** **\$1,580.52**

### 07 - Thermal & Moisture Protection

11	07 92 13 00-0035		CLF	3/8" x 3/8" Joint, Polyurethane Sealant And Caulking						\$80.30
				Installation	Quantity		Unit Price		Factor	Total
					0.30	x	237.05	x	1.1292	\$80.30

**Subtotal for 07 - Thermal & Moisture Protection** **\$80.30**

**Proposal Total** **\$25,695.94**

This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.



## Work Order Signature Document

**NJPA EZIQc Contract No.: MD-WMA-GC03-042419-CBI**

☒

**New Work Order**



**Modify an Existing Work Order**

Work Order Number: 078029.00

Work Order Date: 03/30/2020

Work Order Title: CTYCUMBRLND - Pump House - Mill Race - Brick Repairs Crack Repairs

Owner Name: No Data Input

Contractor Name: Carl Belt, Inc.

Contact: Select a Project Manager in People

Contact: Contractor Project Manager

Phone: No Data Input

Phone: No Data Input

### Work to be Performed

Work to be performed as per the Final Detailed Scope of Work Attached and as per the terms and conditions of NJPA EZIQc Contract No MD-WMA-GC03-042419-CBI.

Brief Work Order Description:

Brick Repairs Crack Repairs

**Time of Performance**      *See Schedule Section of the Detailed Scope of Work*

**Liquidated Damages**

Will apply:

☐

Will not apply:

☒

**Work Order Firm Fixed Price: \$14,358.61**

Owner Purchase Order Number:

### Approvals

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

## Detailed Scope of Work

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**To:** Select a Contractor Project Manager in People

**From:** Select a TGG Project Manager in People

**Date Printed:** March 30, 2020

**Work Order Number:** 078029.00

**Work Order Title:** CTYCUMBLND - Pump House - Mill Race - Brick Repairs Crack Repairs

**Brief Scope:** Brick Repairs Crack Repairs

☐

Preliminary

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Revised

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Final

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The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work.

The City of Cumberland Maryland  
**Brick / Concrete Repairs**  
**Pump Houses**  
The City of Cumberland Maryland  
57 N. Liberty Street  
Cumberland MD. 21502

The Contractor shall provide a cost proposal for the following Detailed Scope of Work.

### **Mill Race Pump Station:**

#### **Exterior Repairs:**

Remove existing mortar/caulking and replace with new urethane sealant.

Grind mortar joints and install new type N mortar as needed.

Remove & replace brick corner as needed.

Remove caulking in foundation cracks and replace with new urethane sealant as needed.

#### **Interior Repairs:**

Grind mortar joints and install type 'N' mortar as needed.

Detailed Scope of Work Continues..

Work Order Number: 078029.00  
Work Order Title: CTYCUMBRLND - Pump House - Mill Race - Brick Repairs Crack Repairs

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<hr/>	<hr/>
Contractor	Date

<hr/>	<hr/>
Owner	Date

## Contractor's Price Proposal - Summary

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**Date:** March 30, 2020  
**IQC Master Contract #:** MD-WMA-GC03-042419-CBI  
**Work Order Number:** 078029.00  
**Owner PO #:**  
**Work Order Title:** CTYCUMBRLND - Pump House - Mill Race - Brick Repairs Crack Repairs  
**Contractor:** Carl Belt, Inc.  
**Proposal Name:** CTYCUMBRLND - Pump House - Canal Towpath - Brick Repairs Crack Repairs  
**Proposal Value:** \$14,358.61

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<b>01 - General Requirements</b>	<b>\$13,911.85</b>
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<b>02 - Site Work</b>	<b>\$446.76</b>
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<b>Proposal Total</b>	<b>\$14,358.61</b>
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This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.



## Contractor's Price Proposal - Detail

Date: March 30, 2020

IQC Master Contract #: MD-WMA-GC03-042419-CBI

Work Order Number: 078029.00

Owner PO #:

Work Order Title: CTYCUMBRLND - Pump House - Mill Race - Brick Repairs Crack Repairs

Contractor: Carl Belt, Inc.

Proposal Name: CTYCUMBRLND - Pump House - Canal Towpath - Brick Repairs Crack Repairs

Proposal Value: \$14,358.61

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		

### 01 - General Requirements

1	01 22 20 00-0005		HR	Brick LayerFor tasks not included in the Construction Task Catalog® and as directed by owner only.	\$9,376.88
				Installation	
				Quantity	Unit Price
				160.00	51.90
				x	x
					Factor
					1.1292
					=
					Total
					\$9,376.88
				Grinding out mortar joints, removing brick, pointing needed areas. repairing cracked joints and brick - 2 people 1 month	
2	01 22 20 00-0005	0001	MOD	For Foreman, Add	\$234.87
				Installation	
				Quantity	Unit Price
				80.00	2.60
				x	x
					Factor
					1.1292
					=
					Total
					\$234.87
3	01 22 20 00-0015		HR	LaborerFor tasks not included in the Construction Task Catalog® and as directed by owner only.	\$3,302.68
				Installation	
				Quantity	Unit Price
				80.00	36.56
				x	x
					Factor
					1.1292
					=
					Total
					\$3,302.68
				1 person to help mason and brick layer. move materials, clean up dirt and debris	
4	01 22 23 00-0005		DAY	40' Engine Powered, Telescoping Boom Manlift	\$404.61
				Installation	
				Quantity	Unit Price
				1.00	404.61
				x	x
					Factor
					1.0000
					=
					Total
					\$404.61
5	01 71 13 00-0003		EA	Equipment Delivery, Pickup, Mobilization And Demobilization Using A Tractor Trailer With Up To 53' BedIncludes loading, tie-down of equipment, delivery of equipment, off loading on site, rigging, dismantling, loading for return and transporting away. For equipment such as bulldozers, motor scrapers, hydraulic excavators, gradalls, road graders, loader-backhoes, heavy duty construction loaders, tractors, pavers, rollers, bridge finishers, straight mast construction forklifts, telescoping boom rough terrain construction forklifts, telescoping and articulating boom manlifts with >40' boom lengths, etc.	\$592.81
				Installation	
				Quantity	Unit Price
				1.00	592.81
				x	x
					Factor
					1.0000
					=
					Total
					\$592.81

**Subtotal for 01 - General Requirements** **\$13,911.85**

### 02 - Site Work

6	02 90 50 00-0178		DAY	Ladder	\$446.76
				Installation	
				Quantity	Unit Price
				18.00	21.98
				x	x
					Factor
					1.1292
					=
					Total
					\$446.76

**Subtotal for 02 - Site Work** **\$446.76**

Contractor's Price Proposal - Detail Continues..

Work Order Number: 078029.00  
Work Order Title: CTYCUMBRLND - Pump House - Mill Race - Brick Repairs Crack Repairs

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Proposal Total	\$14,358.61
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This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.



## Work Order Signature Document

**NJPA EZIQC Contract No.: MD-WMA-GC03-042419-CBI**

☒

**New Work Order**



**Modify an Existing Work Order**

Work Order Number: 078030.00

Work Order Date: 03/30/2020

Work Order Title: CTYCUMBRLND - Pump House - Viaduct - Brick Repairs Crack Repairs

Owner Name: City of Cumberland

Contractor Name: Carl Belt, Inc.

Contact: Robert Smith

Contact: Adam Sterne

Phone: 301-759-6601

Phone: No Data Input

### Work to be Performed

Work to be performed as per the Final Detailed Scope of Work Attached and as per the terms and conditions of NJPA EZIQC Contract No MD-WMA-GC03-042419-CBI.

#### Brief Work Order Description:

Brick Repairs Crack Repairs

#### Time of Performance

*See Schedule Section of the Detailed Scope of Work*

#### Liquidated Damages

Will apply:

☐

Will not apply:

☒

**Work Order Firm Fixed Price: \$36,990.49**

Owner Purchase Order Number:

### Approvals

Owner

Date

Contractor

Date

## Detailed Scope of Work

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**To:** Adam Sterne  
Carl Belt, Inc.  
No Data Input

**From:** Robert Smith  
City of Cumberland  
301-759-6601

**Date Printed:** March 30, 2020

**Work Order Number:** 078030.00

**Work Order Title:** CTYCUMBRND - Pump House - Viaduct - Brick Repairs Crack Repairs

**Brief Scope:** Brick Repairs Crack Repairs

☐

Preliminary

☐

Revised

☒

Final

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The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work.

The City of Cumberland Maryland

**Brick / Concrete Repairs**

**Pump Houses**

The City of Cumberland Maryland

57 N. Liberty Street

Cumberland MD. 21502

The Contractor shall provide a cost proposal for the following Detailed Scope of Work.

### **Viaduct Pump Station:**

#### **Exterior Repairs:**

Remove existing mortar/caulking and replace with new urethane sealant.

Grind mortar joints and install new type N mortar:

Remove & replace brick corner as needed.

Repair concrete spalled cracks as needed.

Remove and replace expansion control joints as needed.

Remove caulking in foundation cracks and replace with new urethane sealant as needed.

Remove thru-wall rain leader pipe in ex. concrete wall & patch/repair: 1 location

#### **Interior Repairs:**

Grind mortar joints and install type 'N' mortar as needed.

Repair concrete spalled cracks as needed

Detailed Scope of Work Continues..

**Work Order Number:** 078030.00  
**Work Order Title:** CTYCUMBRLND - Pump House - Viaduct - Brick Repairs Crack Repairs

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<hr/>	<hr/>
Contractor	Date

<hr/>	<hr/>
Owner	Date

## Contractor's Price Proposal - Summary

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Date: March 30, 2020

IQC Master Contract #: MD-WMA-GC03-042419-CBI

Work Order Number: 078030.00

Owner PO #:

Work Order Title: CTYCUMBRLND - Pump House - Viaduct - Brick Repairs Crack Repairs

Contractor: Carl Belt, Inc.

Proposal Name: CTYCUMBRLND - Pump House - Viaduct - Brick Reapirs Crack Repairs

Proposal Value: \$36,990.49

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<b>01 - General Requirements</b>	<b>\$31,627.02</b>
<b>02 - Site Work</b>	<b>\$3,474.77</b>
<b>03 - Concrete</b>	<b>\$489.02</b>
<b>04 - Masonry</b>	<b>\$1,399.68</b>
<b>Proposal Total</b>	<b>\$36,990.49</b>

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This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

## Contractor's Price Proposal - Detail

Date: March 30, 2020

IQC Master Contract #: MD-WMA-GC03-042419-CBI

Work Order Number: 078030.00

Owner PO #:

Work Order Title: CTYCUMBRND - Pump House - Viaduct - Brick Repairs Crack Repairs

Contractor: Carl Belt, Inc.

Proposal Name: CTYCUMBRND - Pump House - Viaduct - Brick Repairs Crack Repairs

Proposal Value: \$36,990.49

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		
01 - General Requirements					
1	01 22 20 00-0005		HR	Brick LayerFor tasks not included in the Construction Task Catalog® and as directed by owner only.	\$16,608.00
			Installation	Quantity 320.00 x Unit Price 51.90 x Factor 1.0000 = Total \$16,608.00	
				Grinding out mortar joints, removing brick, pointing needed areas. repairing cracked joints and brick - 2 people 1 month	
2	01 22 20 00-0005	0001	MOD	For Foreman, Add	\$416.00
			Installation	Quantity 160.00 x Unit Price 2.60 x Factor 1.0000 = Total \$416.00	
3	01 22 20 00-0008		HR	Cement MasonFor tasks not included in the Construction Task Catalog® and as directed by owner only.	\$9,205.24
			Installation	Quantity 160.00 x Unit Price 50.95 x Factor 1.1292 = Total \$9,205.24	
				repairs on concrete interior and exterior - 1 person 1 month	
4	01 22 20 00-0015		HR	LaborerFor tasks not included in the Construction Task Catalog® and as directed by owner only.	\$2,924.80
			Installation	Quantity 80.00 x Unit Price 36.56 x Factor 1.0000 = Total \$2,924.80	
				1 person to help mason and brick layer. move materials, clean up dirt and debris	
5	01 22 23 00-0010		MO	60' Engine Powered, Telescoping Boom Manlift	\$1,549.93
			Installation	Quantity 0.50 x Unit Price 3,099.85 x Factor 1.0000 = Total \$1,549.93	
				lift for three sides and then to help on materials to back side	
6	01 56 16 00-0002		SF	6 Mil, Plastic Sheeting, Applied To Floors	\$195.84
			Installation	Quantity 1,152.00 x Unit Price 0.17 x Factor 1.0000 = Total \$195.84	
				plastic to protect floor and to cover equipment	
7	01 56 16 00-0004		SF	6 Mil, Plastic Sheeting, Applied To Ceilings	\$134.40
			Installation	Quantity 480.00 x Unit Price 0.28 x Factor 1.0000 = Total \$134.40	
				Plastic to hang down from ceiling to keep dust contained in work area	
8	01 71 13 00-0003		EA	Equipment Delivery, Pickup, Mobilization And Demobilization Using A Tractor Trailer With Up To 53' BedIncludes loading, tie-down of equipment, delivery of equipment, off loading on site, rigging, dismantling, loading for return and transporting away. For equipment such as bulldozers, motor scrapers, hydraulic excavators, gradalls, road graders, loader-backhoes, heavy duty construction loaders, tractors, pavers, rollers, bridge finishers, straight mast construction forklifts, telescoping boom rough terrain construction forklifts, telescoping and articulating boom manlifts with >40' boom lengths, etc.	\$592.81
			Installation	Quantity 1.00 x Unit Price 592.81 x Factor 1.0000 = Total \$592.81	

## Contractor's Price Proposal - Detail Continues..

Work Order Number: 078030.00

Work Order Title: CTYCUMBRLND - Pump House - Viaduct - Brick Repairs Crack Repairs

Proposal Name: CTYCUMBRLND - Pump House - Viaduct - Brick Repairs Crack Repairs

Proposal Value: \$36,990.49

Sect.	Item	Modifier	UOM	Description	Line Total
Labor	Equip.	Material	(Excluded if marked with an X)		

<b>Subtotal for 01 - General Requirements</b>	<b>\$31,627.02</b>
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### 02 - Site Work

9	02 90 50 00-0178		DAY	Ladder						\$3,474.77
				Installation	Quantity	Unit Price	Factor	=	Total	
					140.00	21.98	x	1.1292	\$3,474.77	
Ladders will be used instead of scaffolding inside the building.										

<b>Subtotal for 02 - Site Work</b>	<b>\$3,474.77</b>
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### 03 - Concrete

10	03 01 30 71-0026		SF	Spall Repair <3/4" Deep On Vertical/Overhead Surfaces						\$489.02
				Installation	Quantity	Unit Price	Factor	=	Total	
					14.00	34.93	x	1.0000	\$489.02	

<b>Subtotal for 03 - Concrete</b>	<b>\$489.02</b>
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### 04 - Masonry

11	04 21 13 00-0002		SF	Standard Size Brick, Red, Running BondStandard size brick, 3-5/8" x 2-1/4" x 8". (6.55 Bricks/SF)						\$1,399.68
				Installation	Quantity	Unit Price	Factor	=	Total	
					96.00	14.58	x	1.0000	\$1,399.68	

<b>Subtotal for 04 - Masonry</b>	<b>\$1,399.68</b>
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<b>Proposal Total</b>	<b>\$36,990.49</b>
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This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.



**Item Attachment Documents:**

Order 26,639 - accepted the reduced scope proposal from Place Economics to provide services for the "Economic Impacts of Historic Preservation in Cumberland, MD" project in the re-negotiated amount not to exceed \$23,846 which will be funded through the Certified Local Government Grant Program; rejecting all other bids; and authoring the Mayor or City Administrator execute contract documents

**- ORDER -**  
*of the*  
**Mayor and City Council of Cumberland**  
**MARYLAND**

**ORDER NO. 26,639**

**DATE: May 5, 2020**

**ORDERED, By the Mayor and City Council of Cumberland, Maryland**

**THAT**, the reduced scope proposal from Place Economics, P.O. Box 7529, Washington, DC 20044, to provide services for the “Economic Impacts of Historic Preservation in Cumberland, Maryland” project be and is hereby accepted in the re-negotiated amount not to exceed Twenty-Three Thousand, Eight Hundred Forty-Six Dollars (\$23,846.00), to be funded through the Certified Local Government Grant Program; and

**BE IT FURTHER RESOLVED**, that all other bids received be and are hereby rejected; and

**BE IT FURTHER RESOLVED**, that the Mayor or City Administrator may execute contract documents for this project.

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**Mayor Raymond M. Morriss**

Funding: Certified Local Government Grant

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**DEPARTMENT OF COMMUNITY DEVELOPMENT**

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**TO:** JEFF RHODES, MAYOR AND CITY COUNCIL  
**FROM:** KATHY MCKENNEY, COMMUNITY DEVELOPMENT PROGRAMS MANAGER  
**SUBJECT:** ECONOMIC IMPACTS OF HISTORIC PRESERVATION – CONTRACT RECOMMENDATION  
**DATE:** 5/1/2020  
**CC:** KEN TRESSLER

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Per the City of Cumberland's Procurement Policy, the Request for Proposals for the Economic Impacts of Historic Preservation was advertised on November 21, 2019 to solicit competitive bids. The project involves funding from the Certified Local Government program, administered by the Maryland Historical Trust (MHT) and the National Park Service. The funding was awarded to assist with an evaluation of the documented economic benefits of historic preservation projects in Cumberland over the past twenty years.

The project will be funded through with Federal funds from the National Park Service, U.S. Department of the Interior, made available through the Maryland Historical Trust, an entity with the Maryland Department of Planning. However, the contents and opinions do not necessarily reflect the views or policies of these agencies.

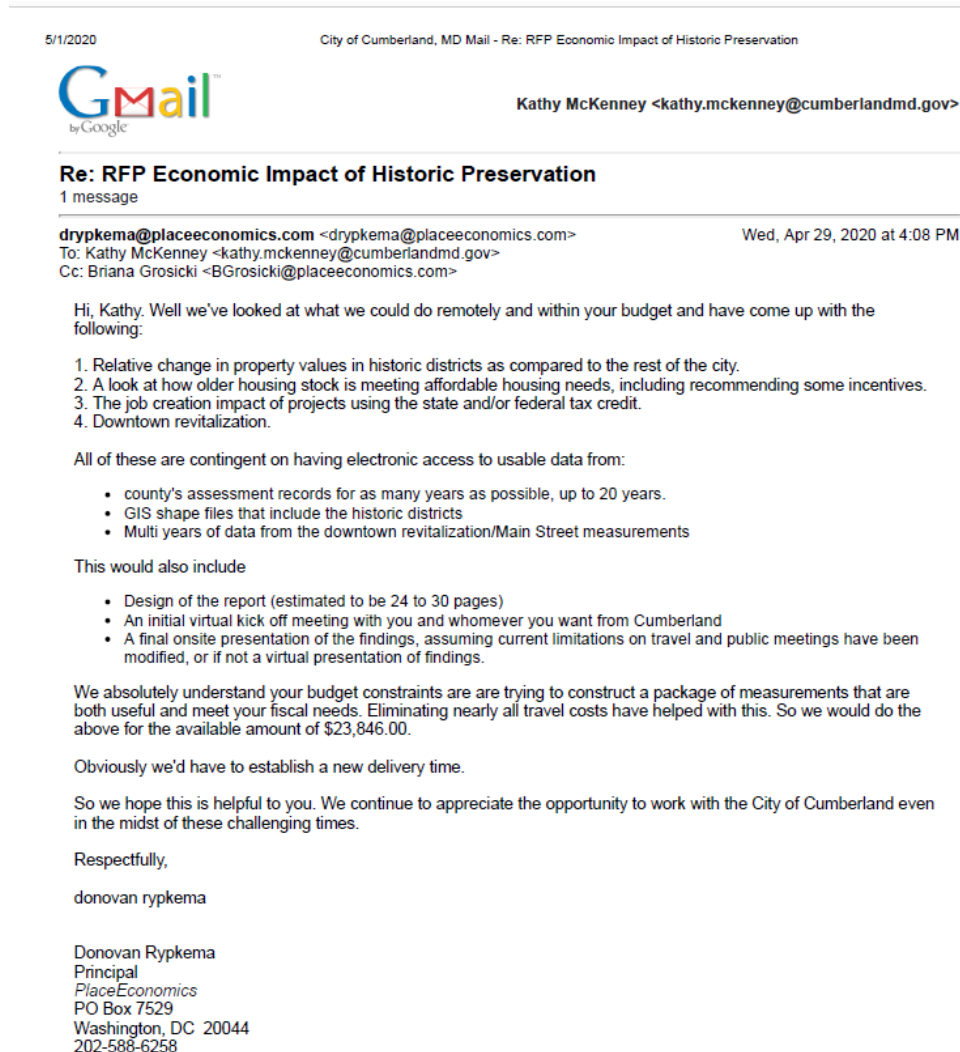
The following bids were received by the deadline on December 18, 2019:

<u>Company</u>	<u>Bid</u>
PlaceEconomics Donovan Rypkema, Principal PO Box 7529 Washington, DC 20044	\$50,000.00
BAE Urban Economics Mary Burkholder, Associate Principal 1140 Third Street, NE Washington, DC 20002	\$59,700.00

Since both bids that were received exceeded the available budget and there was an error including the project in the FY'20 grant listing, I contacted both entities on February 3, 2020 asking each to consider submitting a revised proposal. Each entity elected to do so and those proposals were as follows:

PlaceEconomics	\$40,000.00
BAE Urban Economics	\$47,650.00

Since those revised proposals still exceeded the amount of available grant funding, I contacted Donovan Rypkema of PlaceEconomics to discern what level of the scope of work could be completed with the amount of available funds. On April 29<sup>th</sup>, Mr. Rypkema responded with the following proposal:



Upon receiving confirmation today that the Maryland Historical Trust agrees to this modified scope of work, I would like to recommend the acceptance of the proposal provided by for the total amount of the \$23,846.00 Certified Local Government Subgrant. Thank you for your consideration of this request and please let me know if I can provide additional information.

**Item Attachment Documents:**

Order 26,640- approving the creation of a Cumberland Covid-19 Loan Program repurposing \$106,000 in funds from the City's Lenders Loan Program to assist small businesses in the payment of qualifying expenses

**- ORDER -**  
*of the*  
**Mayor and City Council of Cumberland**  
**MARYLAND**

**ORDER NO. 26,640**

**DATE: May 5, 2020**

**ORDERED, By the Mayor and City Council of Cumberland, Maryland**

**THAT**, the creation of a Cumberland Covid-19 Loan Program designed to assist small businesses in the payment of qualifying expenses be and is hereby approved; and

**BE IT FURTHER ORDERED**, that One Hundred Six Thousand Dollars (\$106,000.00) from the City's Lenders Loan Program shall be repurposed to fund this program.

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**Mayor Raymond M. Morriss**

Funding: Lenders' Loan Pool

# Council Agenda Summary

Meeting Date: May 5, 2020

**Agenda Item Number:** Order 26,640

Key Staff Contact: Matt Miller, Economic Development Specialist,  
Cumberland Economic Development Corporation  
(CEDC)

## *Item Title:*

Order 26,640- approving the creation of a Cumberland Covid-19 Loan Program repurposing \$106,000 in funds from the City's Lenders Loan Program to assist small businesses in the payment of qualifying expenses

## *Summary:*

The City of Cumberland Covid-19 Loan Program will utilize \$106,00 in funds from the City's Lenders Loan Pool consisting of the State's and the City's \$50,000 contributions and the interest that accrued on the funds. The State released its contribution to the City. To help struggling City businesses, the Order will provide for the repurposing of the Lenders Loan Pool funds to assist small businesses in the payment of their qualifying expenses. Loans shall be in the maximum amount of \$2,500 for applicants with less than 15 employees, \$5,000 for applicants having between 15 and 30 employees, and \$7,500 for applicants having between 31 and 50 employees.

## *Issues and Considerations:*

None.

## CITY OF CUMBERLAND COVID-19 SMALL BUSINESS LOAN PROGRAM (DRAFT)

The Mayor and City Council of Cumberland have established a \$106,000 loan program to support small businesses negatively impacted by the COVID-19 pandemic. To be eligible, a business must demonstrate that:

1. The business was established prior to March 5, 2020 (the date that a State of Emergency was declared in Maryland);
2. The business is in good standing with the State of Maryland;
3. The business had no more than 50 full time employees as of March 5, 2020;
4. The business is located within the boundaries of the City of Cumberland;
5. The business has experienced a material financial loss as a result of the COVID-19 pandemic;
6. The business does not have unpaid legal judgments owed to the City of Cumberland; and
7. The business is current on the payment of its personal property taxes and real property taxes, if applicable.

Loan proceeds may be used to pay the following business expenses: mortgage or rent payments for real estate, loan or lease payments for personal property, utilities, wages and employee benefits, and other expenses arising in the ordinary course of the applicant's business. All applicants will be required to timely submit a completed application and provide, upon request, satisfactory documentary proof of eligibility, financial need and the applicant's intended use of the loan proceeds. By accepting loan proceeds, an applicant agrees to submit to an audit and/or inspection of the applicant's business records by employees or agents of the City of Cumberland and agrees to maintain records detailing the applicant's eligibility, financial need and use of loan proceeds.

Applicants can review, complete and submit an application at [\[insert web address\]](#). If the Applicant lacks the ability to access the application online, the Applicant can also request an application by emailing [\[insert e-mail address\]](#) or calling [\[telephone number\]](#). Applications will be accepted commencing on [\[insert date and time\]](#). Funds are limited; therefore, applications will be reviewed in the order that they are received. It is the Mayor and City Council's intent to judge each applicant on the merits of the application and supporting documentation, and award program funds based upon an applicant's genuine need. Loans will be limited to a maximum of \$2,500 per applicant having less than 15 employees, \$5,000 per applicant having between 15 and 30 employees, and \$7,500 per applicant having between 31 and 50 employees. A successful applicant will be required to execute a promissory note in advance of receiving loan proceeds that contains standard terms and conditions including (a) the applicant will repay the loan in full; (b) no payment will be required for a 180 day grace period; (c) upon the expiration of the 180 day grace period, the applicant will commence making equal monthly installment payments over a 36 month period; (d) the amount of the monthly payment will be equal to the principal amount of the loan divided by 36 months; (e) no interest shall accrue on the loan balance; and (f) no collateral or security shall be required. The Mayor and City Council may, but shall not be required to, consider loan forgiveness or forbearance at a later date, as circumstances allow or are appropriate. The Mayor and City Council reserve the right, in their sole and absolute discretion, to modify or amend the terms and conditions of the loan program from time to time; provided, however, these changes shall not apply to any loans made prior thereto.

Questions regarding this COVID-19 loan program should be directed to \_\_\_\_\_  
[\[insert e-mail address and telephone number\]](#).