



OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

# PROCLAMATION

COMMISSIONERS  
THEODORE J. ELDER, PRESIDENT  
MADISON J. BUNTING, JR., VICE PRESIDENT  
CARYN G. ABBOTT  
ANTHONY W. BERTINO, JR.  
ERIC J. FIORI  
JOSEPH M. MITRECIC  
DIANA PURNELL

WESTON S. YOUNG, P.E.  
CHIEF ADMINISTRATIVE OFFICER  
CANDACE I. SAVAGE, CGFM  
DEPUTY CHIEF ADMINISTRATIVE OFFICER  
ROSCOE R. LESLIE  
COUNTY ATTORNEY

**WHEREAS**, Fair Housing Month provides an opportunity to educate residents that everyone has the right to buy a home, obtain homeowners' insurance, or rent an apartment free from discrimination, and that individuals with disabilities may request reasonable accommodations, such as service animals or accessible parking, to ensure equal access to housing; and

**WHEREAS**, open and welcoming communities strengthen Worcester County by expanding access to quality schools, economic opportunity, and self-sufficiency for residents of all backgrounds, and since 1987, the Worcester County Housing Rehabilitation Program has rehabilitated or replaced 337 homes—with additional homes currently under construction—helping to reduce blight and ensure safe, suitable housing through grants and no-interest loans for qualifying property owners; and

**NOW, THEREFORE**, we, the County Commissioners of Worcester County, Maryland, do hereby proclaim **April 2026** as **Fair Housing Month**, and encourage all residents, businesses, housing providers, and real estate professionals to support and uphold fair housing laws and practices.

Executed under the Seal of the County of Worcester, State of Maryland, this 7<sup>th</sup> day of April, in the Year of Our Lord Two Thousand and Twenty-Six.



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## PROCLAMATION

**WHEREAS**, the commissioners join with the Worcester County Health Department and its many partners to recognize Public Health Week 2026 and the theme, “Good Health Doesn’t Just Happen,” which underscores the collective effort required to build healthier, stronger, and safer communities; and

**WHEREAS**, public health professionals across disciplines—including administration, behavioral health, community health nursing, environmental health, planning, and prevention—collaborate with healthcare providers, schools, law enforcement, community organizations, and residents to deliver essential programs and services that protect and promote the health of all Worcester County residents.

**NOW, THEREFORE**, we, the County Commissioners of Worcester County, Maryland, hereby designate the week of **April 6–12, 2026**, as **Public Health Week** and commend the dedication of all public health workers, partners, and volunteers who serve our community.

Executed under the Seal of the County of Worcester, State of Maryland, this 7<sup>th</sup> day of April, in the Year of Our Lord Two Thousand and Twenty-Six.



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\_\_\_\_\_  
Diana Purnell

# Worcester County Sheriff's Office

ITEM 2

*Matthew Crisafulli*  
Sheriff



*Nathaniel Passwaters*  
Chief Deputy

March 11, 2026

To: Worcester County Commissioners

From: Matthew Crisafulli, Sheriff

RE: SFY2027 Gun Violence Reduction Grant

We respectfully request the Commissioners' approval to apply for the SFY2027 Gun Violence Reduction Grant, in the amount of \$30,000.

If approved and awarded, grant funds will be used to offset overtime costs incurred during controlled dangerous substance-specific initiatives conducted by the Sheriff's Office Criminal Enforcement Team.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'M. Crisafulli'.

Matthew Crisafulli, Sheriff  
Worcester County Sheriff's Office

FY 2027 Gun Violence Reduction Grant Program (GVRG)  
(GVRG)

**Applicant: Worcester County Board of County  
Commissioners**

**Grant Application Form**



**Governor's Office of Crime Prevention and Policy**


Submitted: 3/12/2026

Governor's Office of Crime Prevention and Policy  
100 Community Place, 1st Floor Crownsville, MD  
21032-2042 (410) 697-9338  
Email: [dlinfo\\_goccp@maryland.gov](mailto:dlinfo_goccp@maryland.gov)

[www.goccp.maryland.gov](http://www.goccp.maryland.gov)  
Wes Moore, Governor  
Aruna Miller, Lt. Governor

Application Contents

- Cover Sheet
- Face Sheet
- Summary / Narrative
- Budget Summary
- Civil Rights
- Service Sites
- Assurances
- Anti-Lobbying
- Personnel
- Services
- Operating
- Equipment
- Travel
- Other

Date Stamp:	OFFICE USE ONLY	
	Control Number: 	Application Number: <b>2026-GV-0025</b>
	Received By:	Date:



Governor's Office of Crime Control & Prevention - Grant Application Form

**FY 2027 Gun Violence Reduction Grant Program (GVRG) (GVRG)**

**Applicant:** Worcester County Board of County Commissioners

**Project Title:** WCSO FY27 GVRG

**Worcester**

**Local Government**

**Start Date:** 07/01/2026

**Submitted:** 3/12/2026 2:32:19 PM

**DUNS Number:** 101119399

**End Date:** 06/30/2027

**Funding Year:**

**SAM Expiration:** 6/24/2026

**Applicant:**

**Implementing Agency:**

Worcester County Board of County Commissioners  
County Government Center  
1 W Market St Rm 1103  
Snow Hill, MD 21863 1072  
(410) 632-1194 FAX: (410) 632-3131

Worcester County Sheriff's Office  
1 West Market Street, Room 1001  
Snow Hill, MD 21863 1069  
(410) 632-1111 FAX: (410) 632-3070

**Authorized Official:**

Elder, Theodore J. President  
telder@co.worcester.md.us  
Worcester County Board of County Commissioners  
County Government Center  
1 W Market St Rm 1103  
Snow Hill, MD 21863-1072  
(410) 632-1194 FAX: (410) 632-3131

**Project Director:**

Tingle, Carrie Worcester County Sheriff's Office Finance Administ  
catingle@co.worcester.md.us  
Worcester County Board of County Commissioners  
County Government Center  
1 W Market St Rm 1103  
Snow Hill, MD 21863-1072  
(410) 632-1111 FAX: (410) 632-3131

**Fiscal Officer:**

Mich, Shelby Grants and Contract Accountant  
slmich@worcestermd.gov  
Worcester County Board of County Commissioners  
County Government Center  
1 W Market St Rm 1103  
Snow Hill, MD 21863-1072  
(410) 632-1194 FAX: (410) 632-3131

Funding Summary	100.0 %	Grant Funds	<b>\$30,000.00</b>	_____	_____
	0.0 %	Cash Match	<b>\$0.00</b>	_____	_____
	0.0 %	In-Kind Match	<b>\$0.00</b>	_____	_____
		<b>Total Project Funds</b>	<b>\$30,000.00</b>		

## Project Summary

The Worcester County Sheriff's Office (WCSO) seeks SFY 2027 funding through the Gun Violence Reduction Program (GVRP) to support law enforcement and task force personnel focused on reducing gun-related crime. This initiative, conducted throughout Worcester County, Maryland, targets illegal firearm possession and associated violent crimes. Funding will cover overtime for officers engaged in investigations, enforcement operations, and collaborative task force activities. The program will enhance public safety by strengthening investigative capacity, disrupting gun violence, and benefiting residents and visitors through a safer community environment.

## Overall Organization Information (Word Limit: 500)

### a. Mission Statement:

The mission of the Worcester County Sheriff's Office (WCSO) is to provide professional, ethical, and community-focused law enforcement services that ensure public safety, prevent crime, and protect the rights and property of all residents and visitors. (*Organizational Chart uploaded separately in GMS.*)

### b. Brief Overview:

Founded in 1742, the WCSO is headquartered in Snow Hill, Maryland, in the same building as the Worcester County Courthouse and government offices. The agency is a full-service law enforcement organization providing 24/7 patrol, criminal investigative services, civil services, judicial services, and school resource programs.

Worcester County, the easternmost county in the United States, borders the Atlantic Ocean, Virginia, and Delaware. US Route 113 serves as a critical corridor for drug and firearm interdiction, historically resulting in numerous drug, firearm, and currency seizures by WCSO deputies.

The Worcester County Criminal Enforcement Team (CET), part of the Investigative Services Division, is the county's primary unit for reducing gun violence and responding to overdose investigations. CET is a multi-agency task force comprised of covert and overt investigators from WCSO, Ocean City Police Department, Maryland State Police, and the DEA, supplemented by a full-time WCSO narcotics K-9. The team conducts targeted investigations, enforcement operations, and collaborative task force activities that directly address illegal firearm possession and violent crimes.

To support long-term strategies combating illicit drugs, the office employs an Overdose and Drug Awareness Coordinator. CET and this coordination role ensure a focused, intelligence-driven approach to reducing firearms-related violence and drug activity in the community.

CET is recognized annually for its dedication and effectiveness in removing illegal narcotics and firearms from Worcester County streets. Its operations strengthen investigative capacity, improve public safety, and support the objectives of the Gun Violence Reduction Program. By funding overtime for law enforcement personnel engaged in CET operations, this program enhances the team's ability to conduct proactive investigations and enforcement actions that directly reduce gun violence and improve community safety.

### c. Key Organizational Information:

- Total FTE employees: 119.4
- Total current organizational budget: \$20,464,736 (FY26)
- Percentage of organizational budget requested in this application: 0.15% (\$30,000)
- Primary jurisdictions served: Worcester County, Maryland, including Ocean City, Berlin/Ocean Pines, Snow Hill, Pocomoke City, and surrounding unincorporated areas

## Problem Statement/Needs Justification (Word Limit: 500)

## a. Project Summary

The Worcester County Sheriff's Office (WCSO) proposes a proactive strategy to reduce gun violence by identifying and seizing illegally possessed firearms from individuals involved in criminal activity. The Worcester County Criminal Enforcement Team (CET) will focus on persons engaged in violent crime and controlled dangerous substance (CDS) activity, particularly those using firearms to further criminal acts. Targeted investigations and enforcement operations will remove illegal firearms and prevent potential violent acts.

## i. Proposed Services

- Conduct proactive investigations to identify and remove firearms from prohibited individuals.
- Prevent potential violent acts through targeted enforcement operations.
- Report firearm seizures and arrests via the W/B HIDTA Case Explorer system and other required platforms.
- Collaborate with local, state, and federal partners to strengthen investigative outcomes.

## ii. Alignment with Agency Mission

This program supports WCSO's mission to preserve public safety, protect residents and visitors, and reduce firearms-related violent crime. Through proactive enforcement and intelligence sharing, the program addresses illegal firearm possession while promoting community confidence and a coordinated approach to public safety.

## iii. Organizational Capacity

CET is a multi-agency task force including WCSO, Ocean City Police Department, Maryland State Police, and the DEA. The team includes three uniformed investigators and a narcotics K-9 for traffic enforcement and patrol, along with seven undercover personnel managing surveillance, informants, and investigative operations. Uniformed deputies provide additional support. CET has a proven record of arrests, seizures, and convictions related to firearms and CDS offenses.

## iv. Demonstrated Need

Over the past three years, Worcester County has averaged 110 firearms-related crimes annually. The Worcester County State's Attorney's Office prosecuted 331 firearms-related cases (2023: 138; 2024: 96; 2025: 97). CET seized 83 firearms during this period (2023: 36; 2024: 22; 2025: 25). These statistics demonstrate a sustained need for targeted enforcement to reduce illegal firearm possession and associated violent crime.

## v. Barriers and Solutions

No barriers have been experienced or are anticipated. CET's collaborative structure and established investigative processes allow focused, proactive operations to identify offenders, remove illegal firearms, and reduce violent crime.

## b. Funding Status: New Funding

### i. Yes

1. N/A

a. \$5,000

b. **Previous GOCCP Funding (SFY26):** \$5,000 – SFY26 GVRG

### c. Funding Usage:

Supported personnel overtime for a two-week operational period of a year-long investigation. Resulted in 11 firearms and 42 kilograms of cocaine seized. Case is proceeding through indictment, expected to produce ~25 felony firearms and drug indictments.

### d. Need for Increased Funding:

SFY27 funding of **\$30,000** is requested to support additional overtime. Investigations targeting firearms and armed drug offenders are labor-intensive. Additional funds will sustain operations that remove illegal firearms and drugs and reduce violent crime.

e. **Current Award Spending Status:** SFY26 funds have been fully expended.

f. **Delays or Adjustments in Spending:** No delays or adjustments were encountered in utilizing SFY26 awarded funds.

## **Program Purpose Area (Word Limit: 150)**

The Worcester County Sheriff's Office (WCSO) seeks to reduce gun violence by removing illegally possessed firearms from individuals who may use them in criminal activity or are prohibited from possessing them under Maryland law. Through strong partnerships with local, state, and federal agencies, the Criminal Enforcement Team (CET) will identify, arrest, and prosecute repeat violent offenders. The program targets individuals using firearms in violent crimes or to further illegal narcotics distribution. By seizing these weapons and holding offenders accountable, WCSO aims to reduce firearm-related crime, deter violent behavior, and enhance public safety. This proactive approach protects residents, visitors, and workers in Worcester County while ensuring that enforcement resources are focused on the highest-risk individuals, producing measurable reductions in gun-related offenses.

## **Project Design (Word Limit: 750)**

### **a. Project Implementation**

The program will employ a multi-agency law enforcement approach, with members of the Worcester County Sheriff's Office (WCSO), the Worcester County Criminal Enforcement Team (CET), Maryland State Police, Drug Enforcement Administration, and Ocean City Police Department collaborating to achieve program objectives. The strategy relies on both covert and uniform personnel conducting proactive investigations that focus primarily on traffic violations, intelligence gathering, confidential sources, and citizen or business community calls for service.

Individuals engaged in illegal activity are often encountered through traffic enforcement, including excessive speeding, driving under the influence of alcohol or drugs, reckless driving, or involvement in motor vehicle altercations. In some instances, these interactions involve verbal or physical confrontations during which firearms are displayed. By conducting proactive patrol measures, potential conflicts can be prevented, and firearms can be seized before they are used or distributed.

During narcotics investigations, CET frequently encounters armed individuals or receives intelligence regarding persons in possession of firearms or distributing weapons. This information generates investigative leads, which CET may pursue directly or refer to other law enforcement entities for further investigation or enforcement. These combined proactive and intelligence-driven measures ensure high-risk individuals are targeted while community safety is enhanced.

b. N/A

### **c. Best Practices and Methodology**

This project incorporates proven best practices designed to maximize effectiveness in reducing gun violence. The program utilizes a proactive approach to identify and target high-crime areas through both uniformed and covert personnel conducting surveillance, undercover operations, and high-visibility saturation patrols. The use of confidential informants and intelligence-gathering techniques ensures that enforcement efforts are both strategic and focused.

Communication with local police agencies enables the identification of "hot spots" for gun violence and drug offenses, allowing investigative resources to be concentrated where they are most needed. These methodologies have been shown to be effective in identifying and apprehending individuals involved in firearms and drug-related crimes, and in reducing violent criminal activity in targeted areas.

### **d. Collaboration and Partnerships**

WCSO and CET partner with numerous regional task forces and proactive enforcement units, including the Wicomico County Sheriff's Office Joint Community Action Team, Wicomico County Task Force, Delaware State Police Sussex Drug Unit, Delaware State Police Governor's Task Force, Accomack County Criminal Impact Unit, Ocean City Police Street Enforcement Unit, and Maryland State Police Gang Enforcement Unit. Open communication and collaboration are essential, as investigations often cross jurisdictional boundaries.

Joint investigations and information sharing have produced measurable success in reducing firearm and controlled dangerous substance offenses over the past several years. Firearms-related offenses frequently coincide with drug activity, and WCSO and CET continue to work closely with allied law enforcement to communicate trends and focus enforcement efforts on individuals involved in both firearms and drug offenses throughout Worcester County's smaller jurisdictions. This multi-agency coordinated approach maximizes the effectiveness of investigations and ensures sustained public safety improvements.

## **Goals & Objectives (Word Limit: 1,500)**

### **Goal 1 – Increase Public Safety by Addressing Illegally Possessed Firearms**

Objective 1.1: Conduct a targeted, proactive law enforcement approach to seize firearms from prohibited persons and prevent potential violent acts.

Objective 1.2: Obtain information from subjects arrested to further investigations and identify others involved in gun violence-related crimes.

Objective 1.3: Prosecute and incarcerate individuals found in possession of firearms to remove them from the public and deter further criminal activity.

### **Goal 2 – Accurately Report Firearms Seizures and Arrests**

- Objective 2.1: Report the number and type of seized firearms and arrests in the W/B HIDTA Case Explorer system.
- Objective 2.2: Submit seizure and arrest information to any other required reporting mechanisms or databases.
- Objective 2.3: Record the type of investigation leading to each gun seizure to evaluate the effectiveness of operations.

### **Goal 3 – Identify and Disrupt Firearms Trafficking**

- Objective 3.1: Identify and disrupt individuals or groups residing locally who sell, trade, or distribute firearms.
- Objective 3.2: Identify and disrupt individuals or groups traveling into Worcester County to sell, trade, or distribute firearms.
- Objective 3.3: Collaborate with the Worcester County State’s Attorney and federal partners to refer cases for prosecution at the state or federal level.
- Objective 3.4: Report the number of firearms cases and arrests referred for prosecution.

### **Goal 4 – Utilize NIBIN Analysis for Firearms Cases**

- Objective 4.1: Submit seized firearms and ammunition for NIBIN analysis and review through collaboration with appropriate federal or state agencies.
- Objective 4.2: Report any NIBIN hits and make appropriate investigative referrals based on the analysis.

### **Goal 5 – Track Overtime Costs Associated with GVRG Investigations**

- Objective 5.1: CET supervisors will track overtime hours and total costs for each investigator per case.
- Objective 5.2: Overtime data will be reported to the project director for quarterly reporting and budget oversight.

### **Project Activities**

Investigators will implement a proactive approach to identify and investigate individuals in possession of illegal firearms and involved in violent crimes. Each case will be thoroughly documented, and reports will be forwarded to state and federal prosecutors. Seizures, weapon types, and arrests will be logged to maintain accurate reporting records. Grant funding will offset overtime costs for personnel participating in the program, with the CET supervisor responsible for tracking hours and costs and forwarding them to the project coordinator for reporting and budgeting purposes.

Investigative activities will include traffic enforcement, including monitoring for reckless driving, DUI, or motor vehicle altercations; use of covert personnel and confidential sources to gather intelligence on individuals possessing firearms or distributing illegal narcotics; surveillance and undercover operations to detect firearms and drug-related criminal activity; and coordination with local businesses and citizens to respond to tips and calls for service related to firearms.

### **Resources**

The program will utilize resources available through WCSO and CET, including uniformed deputies and covert investigators capable of conducting traffic stops, patrols, and surveillance; narcotics detection K-9 units for assisting with searches and investigations; a designated state prosecutor assigned to CET to oversee case management and ensure timely prosecution; project supervisor, key consultants, and the Worcester County Financial Administrator for oversight of reporting and budgeting; and the Overdose and Drug Awareness Coordinator to document and report seizures, arrests, and prosecutions associated with the grant. These resources allow for an integrated approach to gun violence reduction, leveraging personnel, technology, and multi-agency collaboration to maximize outcomes.

### **Program Measurement**

Success will be measured using quantifiable metrics including the number of firearms seized during grant-funded operations, the number of arrests resulting from targeted investigations, the number of prosecutions initiated at state or federal levels, and case documentation submitted to W/B HIDTA Case Explorer, NIBIN, and any other required reporting systems. Based on previous grant performance, WCSO anticipates seizing 20 firearms during the SFY27 grant period. Many firearms seizures are expected to occur during controlled dangerous substance investigations, consistent with historical data demonstrating the overlap between drug activity and firearms-related offenses.

### **Past Performance**

During the previous year’s grant period, WCSO seized 20 firearms, primarily linked to felony controlled dangerous substance investigations. These proactive enforcement strategies have consistently proven effective in targeting individuals involved in violent crime and drug distribution. The majority of firearms-related incidents are closely tied to drug trafficking, underscoring the importance of continuing these investigative approaches. CET’s past performance demonstrates both the effectiveness and necessity of sustained, targeted enforcement to disrupt firearms and drug-related criminal networks.

### **Timeline**

Key tasks for the grant period will include coordinating with allied law enforcement agencies to identify “hot spots” of gun violence and drug distribution, conducting proactive patrols, traffic enforcement, and surveillance in these areas, and targeting controlled dangerous substance distributors who are likely to be in possession of firearms. Investigators and supervisors will implement, monitor, and adapt operations based on intelligence and emerging trends. The Overdose and Drug Awareness Coordinator will oversee documentation, reporting to W/B HIDTA Case Explorer, NIBIN submissions, quarterly reporting, and any additional reporting requirements. Due to the investigative nature of these operations, results such as seizures and arrests may not occur within a specific timeframe but are expected to be realized by the end of the grant period. Grant funding will ensure continued support for overtime and other resources

required to maintain proactive, high-impact law enforcement operations.

### **Data Collection Plan (Word Limit: 250)**

The success of this program will be measured by the number of illegally possessed firearms seized and the number of individuals arrested. Each seizure and arrest will be documented in an Excel spreadsheet to maintain an accurate, auditable record of all enforcement activity. These records will also be reported in the W/B HIDTA Case Explorer system and any other required or recommended reporting mechanisms, including the Maryland Criminal Intelligence Network (MCIN).

The Criminal Enforcement Team (CET) currently provides bi-weekly reports on firearms seizures to a BATFE analyst detailed to the Washington/Baltimore HIDTA, ensuring that all enforcement activity is properly recorded and tracked. This existing reporting infrastructure will continue to support program measurement and allow for timely analysis of operational outcomes.

By tracking seizures, arrests, and related case information, the program can evaluate which investigative strategies are most effective, monitor trends in illegal firearms possession, and ensure accountability in the use of grant-funded resources. Accurate, consistent reporting will also inform future operations, enhance interagency coordination, and demonstrate measurable results to funding partners and the community.

### **Grant Personnel (Word Limit: 500)**

The Worcester County Sheriff's Office (WCSO) and Criminal Enforcement Team (CET) are well-qualified to implement this project as a proactive, multi-agency task force, including personnel from WCSO, Maryland State Police, and the DEA. CET comprises three uniformed investigators, a narcotics detection K-9, and seven undercover personnel managing surveillance and informants, with additional support from road patrol deputies. CET has a strong record of arrests and seizures, producing numerous firearms and controlled dangerous substance convictions annually. Their experience and in-depth knowledge of criminal activity in Worcester County ensure effective, high-impact enforcement operations.

#### **Project Director: Ms. Carrie Tingle (salary budget-funded)**

Ms. Tingle serves as Financial Administrator and Grants Coordinator for WCSO with 17 years of governmental finance experience. She oversees grant administration, financial management, and compliance with federal and state funding requirements, coordinating applications, monitoring expenditures, maintaining documentation, and submitting required reports to ensure proper use of grant funds.

#### **Financial Officer: Ms. Shelby Mich (salary budget-funded)**

Ms. Mich serves as Grants and Contract Accountant for Worcester County, providing financial oversight and compliance support for grant-funded programs. With over seven years of experience in nonprofit accounting and grants management, she ensures accurate reporting and fiscal accountability for multi-million-dollar awards and collaborates with state, federal, and local partners.

#### **Key Consultant: ODAC Brooks Phillips (partially grant-funded)**

ODAC Phillips works full-time with the CET and collaborates closely with CET investigators to identify drug trends and other factors associated with the local drug trade to support law enforcement operations. These trends are often identified through analysis of evidence gathered from fatal and non-fatal drug overdoses, as well as information obtained from individuals arrested for drug- and firearm-related offenses. ODAC Phillips is a 21-year veteran of the Maryland State Police and previously served as a DEA Task Force Officer, bringing extensive investigative and enforcement experience to the position. He is also responsible for tracking and reporting all gun and drug seizures conducted by the CET involving offenders in Worcester County and the surrounding areas.

#### **Key Consultant: Lieutenant Shane Musgrave (salary budget-funded)**

Lieutenant Musgrave is Division Commander of CET and the Worcester County Bureau of Investigations (CBI). Cross-designated as a Task Force Officer with Homeland Security Investigations, he coordinates federal partnerships, oversees all investigations, and works with CET supervisors and ODAC to identify emerging drug and firearm trends. He also conducts county-wide substance abuse outreach to support prevention and community engagement.

#### **Key Consultant: Sergeant Zachary Converse (salary budget-funded)**

Sergeant Converse serves as the Division Supervisor of the CET, overseeing investigators from local, state, and federal law enforcement agencies, as well as civilian staff, including the ODAC position. In this role, Sergeant Converse manages the daily operations of the CET and coordinates drug-related investigations throughout Worcester County. Sergeant Converse is also cross-designated as a Task Force Officer with the United States Marshals Service, participating in the apprehension of violent offenders, often involving gun and gang-related offenses. Additionally, Sergeant Converse has been recognized in court proceedings as an expert in the field of controlled dangerous substances and emerging CDS trends.

## **Sustainability (Word Limit: 200)**

If awarded, the Worcester County Sheriff's Office (WCSO) will continue this program beyond the grant period by pursuing additional funding from Federal, State, County, and local sources. The Office will collaborate with state and local law enforcement partners to identify available resources and funding opportunities to sustain proactive gun violence reduction efforts. All personnel involved in the program are full-time salaried employees, allowing investigations and enforcement activities to continue even after grant funds expire, ensuring continuity in the WCSO's mission to enhance public safety.

**a. Percentage of FTE requested:** This application requests funding for overtime for personnel directly involved in grant-supported investigations, representing approximately 1.5% of the organization's 119.4 full-time equivalent (FTE) staff.

**b. N/A**

**c. Other funding sought or secured:** No additional funding has been specifically secured for this project beyond this GOCCP request; however, WCSO routinely leverages internal resources and prior GOCCP grants to support firearms and drug enforcement initiatives.

**d. Prospects for continued financing:** The program is expected to be sustained through a combination of Federal, State, County, and local funding streams. Existing personnel will continue high-impact investigative operations, and future grant opportunities and interagency partnerships will provide additional resources to maintain enforcement and reduce gun violence.

## **Applicant Disclosure of Pending Applications Statement (Word Limit: 150)**

The Worcester County Sheriff's Office has not submitted any pending applications within the past 12 months for federally funded assistance that request funding for the same project proposed under this solicitation. No other applications have been submitted that would duplicate or cover the same cost items outlined in the budget narrative and worksheet for this application. This ensures that the funding requested through this grant is the sole source supporting the project as described. All costs associated with personnel, overtime, and operational activities are specific to the objectives of this grant and will not be funded by any other pending federal assistance.

## Budget Details and Spending Plan (Word Limit: 750)

### i. How This Request Supplements, Not Supplants, the Existing Budget

The Worcester County Sheriff's Office (WCSO) requests grant funding to supplement, not supplant, the existing organizational budget. Supplanting does not occur because state, county, and local funds for law enforcement operations will remain in place. Grant funds specifically offset overtime costs for personnel directly involved in grant-supported investigations targeting illegal firearms possession and violent criminal activity. These funds enhance existing resources by allowing additional proactive investigative operations beyond routine duties, including surveillance, arrests, traffic enforcement, and intelligence gathering. Grant-funded overtime ensures focused enforcement while regular patrol and investigative resources continue to operate as planned. Funding will be expended quarterly based on actual hours worked, calculated at base salary plus 30% fringe benefits.

### ii. Methodology for Prorating Requested Funds

Overtime expenditures are prorated using actual overtime hours personnel work on grant-supported activities relative to total hours worked during the pay period. Only hours directly associated with grant objectives—proactive investigations, surveillance, arrests, and firearms seizures—are charged to the grant. Non-grant-related hours are excluded. This methodology ensures all charges are reasonable, allowable, and allocable according to federal funding principles and WCSO policy.

### iii. Proration Rates for Budget Categories

A proration rate of 100% of overtime hours worked on grant-supported activities is applied to overtime expenditures. Fringe benefits are calculated at up to 30% of salary for personnel charged to the grant. Personnel who spend only a portion of their hours on grant-supported activities will have their overtime prorated proportionally based on the percentage of hours attributable to the grant.

### iv. Justification and Formula for Proration

The proration formula used is: Reimbursable Overtime Cost = (Grant-specific hours) × (Base Hourly Rate × 1.5) × (1 + Fringe Rate). This ensures that only costs directly associated with grant objectives are charged. It reflects standard overtime compensation practices and complies with federal grant requirements for allocable, allowable, and reasonable expenses.

### v. Limitation to Line Items

All funding requests are limited exclusively to personnel overtime and activities supported by this application. No administrative costs, equipment purchases, or unrelated organizational expenses are included. All expenditures directly support program objectives: removing illegally possessed firearms, arresting individuals engaged in violent crime, documenting investigative outcomes, and reporting results to required databases (W/B HIDTA Case Explorer, NIBIN, and other mandated reporting systems).

### vi. Spending Plan / Implementation Timeline

#### Quarter 1 (Months 1–3):

Personnel will begin proactive investigations targeting illegal firearms possession and violent criminal activity. Overtime hours will be tracked by the CET supervisor and submitted to the project coordinator. Seizures, arrests, and case documentation will begin entering W/B HIDTA Case Explorer and NIBIN systems.

#### Quarter 2 (Months 4–6):

Investigations will continue in high-risk areas using both covert and uniform personnel. Grant-funded overtime will support surveillance, traffic enforcement, undercover operations, and intelligence gathering. Seizures, arrests, and referrals for state and federal prosecution will be documented. Expenditures will be reviewed at quarter's end, and operational adjustments made as necessary.

#### Quarter 3 (Months 7–9):

Enforcement operations will continue, focusing on high-crime areas and controlled dangerous substance investigations, which frequently coincide with firearms-related offenses. Overtime hours and costs will be tracked and prorated per approved methodology. Investigative results, including firearms seizures, arrests, and case referrals, will be reported to all required databases.

#### Quarter 4 (Months 10–12):

Ongoing investigations will be concluded, with final arrests, referrals, and NIBIN submissions completed. Overtime expenditures will be reconciled and submitted for final reporting. CET supervisors and the project coordinator will evaluate overall spending and performance metrics to ensure alignment with grant objectives.

Grant-funded overtime is directly tied to program objectives: removing illegally possessed firearms, arresting violent offenders, and documenting investigative outcomes. By tracking expenditures quarterly and applying the proration methodology described above, WCSO ensures all funds are reasonable, allowable, and allocable while maintaining compliance with federal requirements. This approach provides operational flexibility, fiscal accountability, and ensures that grant funding supplements, rather than replaces, existing law enforcement resources—supporting WCSO's mission to reduce gun violence and enhance public safety.

## Unique Entity Identifier and SAM.GOV Expiration Date

UEI/DUNS: 10-111-9399

SAM.gov Expiration Date: 06/24/2026

## Person Completing the Project Narrative

Brooks Phillips  
MCIN-ODAC  
Worcester County Sheriff's Office  
Phone: 410-632-1111 x2262  
Fax: 410-632- 3070  
[bphillips@worcestermd.gov](mailto:bphillips@worcestermd.gov)

Carrie Tingle  
Financial Administrator  
Worcester County Sheriff's Office  
Phone: 410-632-1111 x2262  
Fax: 410-632- 3070  
[catingle@worcestermd.gov](mailto:catingle@worcestermd.gov)

## Organizational Capacity Questionnaire (OCQ) Attestation

OCQ completed by:

Shelby Mich

Grants and Contract Accountant

Office of the County Commissioners

Worcester County Government

Phone:410-632-1194 ext 1003

[slmich@worcestermd.gov](mailto:slmich@worcestermd.gov)

Chief Executive:

Theodore Elder

President, County Commissioners

Worcester County Government

Phone: 410-632-1194

[telder@co.worcester.md.us](mailto:telder@co.worcester.md.us)



**Project Budget**

**A. Budget Summary**

	<b>Grant Funds</b>	<b>Cash Match</b>	<b>In-Kind Match</b>	<b>Total Award</b>
<b>Personnel</b>	\$30,000.00	\$0.00	\$0.00	\$30,000.00
<b>Operating Expenses</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Travel</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Contractual Services</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Equipment</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Other</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Grand Total</b>	<b>\$30,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$30,000.00</b>

# ITEM 2

Category A - Personnel



Control Number:

2026-GV-0025

	Description of Position	Priority	Salary Type	Funding Type	Total
1	Sergeant	1	Overtime	Grant Funds	\$6,737.00
2	Sergeant	2	Fringe	Grant Funds	\$2,021.00
3	Corporal	3	Overtime	Grant Funds	\$5,447.00
4	Corporal	4	Fringe	Grant Funds	\$1,634.00
5	Deputy First Class	5	Overtime	Grant Funds	\$4,575.00
6	Deputy First Class	6	Fringe	Grant Funds	\$1,372.00
7	Analyst	7	Overtime	Grant Funds	\$2,257.00
8	Analyst	8	Fringe	Grant Funds	\$673.00
9	Deputy	9	Overtime	Grant Funds	\$4,065.00
10	Deputy	10	Fringe	Grant Funds	\$1,219.00
					<b>\$30,000.00</b>

1. Overtime pay estimated at average salary across applicable rank.
2. Fringe benefits calculated at max 30% of estimated overtime pay.
3. Overtime pay estimated at average salary across applicable rank.
4. Fringe benefits calculated at max 30% of estimated overtime pay.
5. Overtime pay estimated at average salary across applicable rank.
6. Fringe benefits calculated at max 30% of estimated overtime pay.
7. Overtime pay estimated at average salary across applicable rank.
8. Fringe benefits calculated at max 30% of estimated overtime pay.
9. Overtime pay estimated at average salary across applicable rank.
10. Fringe benefits calculated at max 30% of estimated overtime pay.



**V. Civil Rights Requirements**

- 1. Civil rights contact person: Norton, Stacey - Director of Human Resources
- 2. Organization: Worcester County Board of County Commissioners
- 3. Address: County Government Center  
1 W Market St Rm 1103  
Snow Hill, MD 21863-1072
- 4. Telephone Number: (410) 632-0090
- 5. Number of persons employed by the organization unit responsible for implementation of this grant: 20

**Project Service Sites**

**Site 1**

<b>Service Site</b>	Worcester County Sheriff's Office
<b>Apt. Suite, No. Street</b>	1 West Market Street, Room 1001
<b>City</b>	Snow Hill
<b>State &amp; Zip</b>	MD 21863-1069



## Certified Assurances

### THE APPLICANT HEREBY ASSURES AND CERTIFIES THE FOLLOWING:

1. That Federal funds made available under this grant will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal Funds, be made available for program activities.
2. That cost sharing funds required to pay the non-Federal portion of the cost of each project, for which grant funds are made available, shall be in addition to funds that would otherwise be made available for program activities by the recipient of the grant funds and shall be provided as required in the Grant Award document.
3. That if the subrecipient has expended \$1,000,000 or more in federal funds during the entities fiscal year, a single audit has been conducted in accordance with 2 CFR §200.514 and submitted to the Federal Audit Clearinghouse (<https://www.fac.gov/>).
4. That fund accounting, auditing, monitoring, evaluation procedures and such records as the Governor's Office of Crime Prevention and Policy shall prescribe to and shall be provided to assure fiscal control, proper management and efficient disbursement of funds received.
5. That the Grantee shall maintain such data and information and submit such reports in such form, at such times, and containing such information as the Governor's Office of Crime Prevention and Policy may reasonably be required to administer the program.
6. Subrecipients will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, national origin, religion or sex in the delivery of services (42 U.S.C. § 2000d), and the DOJ implementing regulations at 28 C.F.R. Part 42, subpart C; The Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of race, color, national origin, religion, or sex in the delivery of services and employment practices (34 U.S.C. § 10228(c)(1)), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart D; Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (29 U.S.C § 794), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart G; Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination in the delivery of services and employment practices (42 U.S.C. § 12132), and the DOJ implementing regulations at 28 C.F.R. Part 35; Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in educational programs (20 U.S.C. § 1681), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart I; The DOJ regulations on the Partnerships with Faith-based and other Neighborhood Organizations, which prohibit discrimination on the basis of religion in the delivery of services and prohibit organizations from using DOJ funding on explicitly religious activities (28 C.F.R. Part 38);
- Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age in the delivery of services (42 U.S.C. § 6102), and the DOJ implementing regulation at 28 C.F.R. pt. 42, subpart I; Juvenile Justice and Delinquency Prevention Act of 1974, as amended, which prohibits discrimination on the basis of race, color, national origin, sex, and religion in the delivery of services and employment practices (34 U.S.C. § 11182 (b)), and DOJ implementing regulations at 28 C.F.R. §§ 31.202, .403 & part 42, subpart D; Victims of Crime Act of 1984, as amended, which prohibits discrimination on the basis of race, color, national origin, sex, religion, and disability in the delivery of services and employment practices (34 U.S.C. § 20110(e)), and the DOJ implementing regulation at 28 C.F.R. § 94.114; and Violence Against Women Act of 1994, as amended, which prohibits discrimination on the basis of race, color, national origin, sex, religion, disability, sexual orientation, and gender identity in the delivery of services and employment practices (34 U.S.C. § 12291(b)(13)). These laws prohibit agencies from retaliating against individuals for taking action to secure rights protected by these laws.
7. That in the event a Federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against the Grantee, a copy of the finding will be forwarded to the Governor's Office of Crime Prevention and Policy
8. Subrecipients receiving Federal (Safe Streets Act which authorizes VAWA), VOCA, or Title II JJDPA) Department of Justice Funding are governmental or for-profit entities, that have fifty or more employees and that receive a single award of \$25,000 or more are required to prepare and submit electronically their Equal Opportunity Plan and certification utilizing the Equal Employment Opportunity Reporting tool located on the Office for Civil Rights (OCR) website at <https://ojp.gov/about/ocr/eeop.htm>
- Subrecipients receiving Federal (Safe Streets Act which authorizes VAWA), VOCA, or Title II JJDPA) Department of Justice Funding that are Medical or Educational Institution, Indian Tribe, or non profit, governmental or for-profit entities with largest individual grant received is less than \$25,000 and have less than 50 employees will need to submit an online certification form to the Office for Civil Rights (OCR) utilizing the Employment Opportunity tool at <https://ojp.gov/about/ocr/eeop.htm> but would be exempt from completing the Equal Opportunity Plan.
- The Office for Civil Rights has training presentations available to recipients of OJP, OVW and COPS Office funding to assist them in meeting their federal civil rights obligations. These trainings can be accessed at [www.ojp.usdoj.gov/about/ocr/assistance.htm](http://www.ojp.usdoj.gov/about/ocr/assistance.htm)
9. That the Grantee will comply with the provisions of the Governor's Office of Crime Prevention and Policy's General and Special Conditions for Grants. General Conditions are posted on the Governor's Office of Crime Prevention, and Policy's website (<https://gocpp.maryland.gov/grants/general-conditions/>).

10. That the Grantee will comply with the provisions of 28 CFR Part 66 applicable to grants and cooperative agreements awarded with DOJ funding.

11. Subrecipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. To access this document see U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (67 Federal Regulation 41455 (2002)). This regulation may be accessed at: <https://www.archives.gov/eo/laws/title-vi.html>

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Effective 1/18/2024, the Moore-Miller Administration renamed the Office to the Governor's Office of Crime Prevention and Policy (GOCCP). This change does not invalidate previous, current, or future agreements or documents referencing the agency as GOCCP or GOCCPYVS.

**CERTIFICATION: I certify that this program will comply with the provisions set forth by the State of Maryland and the Governor's Office of Crime Control and Prevention.**

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**Signature of Authorized Official**

**Date**

**Elder, Theodore J. - President**

---

**Name and Title**



## Certification Regarding Lobbying



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE COMPTROLLER

### CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

#### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

#### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510 --

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with

obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted or otherwise criminally or civilly charged by a Government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph, (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminate for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

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

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about --

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

OJP FORM 4061/6 (3-91) REPLACES OJP FORMS 406/1/2, AMD 406/14 WHICH ARE OBSOLETE.



(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –

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

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after having received notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 312A, GSA Regional Office Building No. 3), Washington DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --

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

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code)

\_\_\_\_\_

Check \_\_\_ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check \_\_\_ if the State has elected to complete OJP Form 4061/7.

\_\_\_\_\_

**DRUG-FREE WORKPLACE  
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

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

Applicant: Worcester County Board of County Commissioners  
Address: County Government Center  
1 W Market St Rm 1103  
Snow Hill, MD 21863 1072

Project Title: WCSO FY27 GVRG  
Federal ID Number: 52-6001064

Authorized Representative: Elder, Theodore J. - President

Signature: \_\_\_\_\_  
**Signature of Authorized Official** **Date**

# Worcester County Sheriff's Office <sup>ITEM 3</sup>

*Matthew Crisafulli*  
Sheriff



*Nathaniel Passwaters*  
Chief Deputy

---

March 27, 2026

To: Worcester County Commissioners

From: Matthew Crisafulli, Sheriff

RE: SFY2027 Police Recruitment and Retention (PRAR) Grant

We respectfully request the Commissioners' approval to apply for the SFY2027 Police Recruitment and Retention (PRAR) grant in the amount of \$37,424.

If approved and awarded, grant funds will be used to purchase promotional recruitment materials and items for current sworn personnel. Additionally, the grant request includes funding for a mobile recruitment station. This item is already included in our FY27 budget request; if grant funding is approved, we will withdraw it from the budget request.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "M. Crisafulli".

Matthew Crisafulli, Sheriff  
**Worcester County Sheriff's Office**

**Police Recruitment and Retention (PRAR) - FY 2027 (PRAR)**

**Applicant: Worcester County Board of County Commissioners**

**Grant Application Form**



**Governor's Office of Crime Prevention and Policy**


Submitted: 3/27/2026

Governor's Office of Crime Prevention and Policy  
 100 Community Place, 1st Floor Crownsville, MD  
 21032-2042 (410) 697-9338  
 Email: [dlinfo\\_goccp@maryland.gov](mailto:dlinfo_goccp@maryland.gov)

[www.goccp.maryland.gov](http://www.goccp.maryland.gov)  
 Wes Moore, Governor  
 Aruna Miller, Lt. Governor

Application Contents

- Cover Sheet
- Face Sheet
- Summary / Narrative
- Budget Summary
- Personnel
- Operating
- Travel
- Services
- Equipment
- Other
- Civil Rights
- Service Sites
- Assurances
- Anti-Lobbying

Date Stamp:	OFFICE USE ONLY	
	Control Number: 	Application Number: <b>2026-PR-0056</b>
	Received By:	Date:



Governor's Office of Crime Control & Prevention - Grant Application Form

**Police Recruitment and Retention (PRAR) - FY 2027 (PRAR)**

**Applicant:** Worcester County Board of County Commissioners

**Project Title:** WCSO FY27 PRAR Grant

**Worcester** **Local Government**

**Start Date:** 07/01/2026 **Submitted:** 3/27/2026 4:10:16 PM **DUNS Number:** 101119399  
**End Date:** 06/30/2027 **Funding Year:** **SAM Expiration:** 6/24/2026

<b>Applicant:</b>	<b>Implementing Agency:</b>
Worcester County Board of County Commissioners County Government Center 1 W Market St Rm 1103 Snow Hill, MD 21863 1072 (410) 632-1194	Worcester County Board of County Commissioners County Government Center 1 W Market St Rm 1103 Snow Hill, MD 21863 1072 (410) 632-1194
FAX: (410) 632-3131	FAX: (410) 632-3131

<b>Authorized Official:</b>	Elder, Theodore J. telder@co.worcester.md.us Worcester County Board of County Commissioners County Government Center 1 W Market St Rm 1103 Snow Hill, MD 21863-1072 (410) 632-1194	President       FAX: (410) 632-3131
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<b>Project Director:</b>	Tingle, Carrie catingle@co.worcester.md.us Worcester County Board of County Commissioners County Government Center 1 W Market St Rm 1103 Snow Hill, MD 21863-1072 (410) 632-1111	Worcester County Sheriff's Office Finance Administ      FAX: (410) 632-3131
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<b>Fiscal Officer:</b>	Mich, Shelby slmich@worcestermd.gov Worcester County Board of County Commissioners County Government Center 1 W Market St Rm 1103 Snow Hill, MD 21863-1072 (410) 632-1194	Grants and Contract Accountant      FAX: (410) 632-3131
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<b>Funding Summary</b>	100.0 %	Grant Funds	<b>\$37,424.00</b>	_____	_____
	0.0 %	Cash Match	<b>\$0.00</b>	_____	_____
	0.0 %	In-Kind Match	<b>\$0.00</b>	_____	_____
		<b>Total Project Funds</b>	<b>\$37,424.00</b>		

## Project Summary

The Worcester County Sheriff's Office (WCSO) FY27 GOCCP PRAR Grant Program supports retention and recruitment of sworn personnel. Grant funds (\$37,424) will provide an equipment-based retention incentive to recognize deputies' dedication and help maintain an experienced workforce amid increasing competition. The program will also enhance recruitment through the purchase of a mobile recruiting station with upfitting, enabling outreach at community events, schools, and public venues. Promotional giveaway items will support engagement and attract qualified candidates. Together, these efforts strengthen staffing, improve morale, and ensure WCSO remains competitive while delivering high-quality public safety services.

## Overall Organization Information (Word Limit: 500)

A. Mission Statement: The mission of the Worcester County Sheriff's Office is to protect and serve with honesty, integrity, and transparency. We will work in partnership with our community to improve the quality of life for all, while maintaining personal liberties. To fulfill these goals, we are committed to providing a positive work environment for our members through the highest levels of training and leadership by example.

B. Brief Overview: The Worcester County Sheriff's Office was established in 1742 and is headquartered in Snow Hill, the county seat of Worcester County. As the easternmost county in Maryland, Worcester County borders the Atlantic Ocean, as well as the states of Delaware and Virginia. Located within the same facility as the Worcester County Courthouse and Government Center, the Sheriff's Office is a full-service law enforcement agency that provides 24-hour patrol coverage. The agency currently employs 96 sworn deputies and 29 civilian support staff. The Worcester County Sheriff's Office serves in a wide range of law enforcement and public safety roles, including but not limited to: constitutional duties; courtroom and courthouse security; Government Center security; school security; extraditions across state lines; prisoner transports both within and outside the county and state; sex offender registration and monitoring; criminal investigations; service of civil process; evictions; Sheriff's sales; coordination with allied law enforcement agencies; patrol operations; traffic safety enforcement; oversight of County Fire Police; command of Animal Control; and management of the County Firearms Training Facility.

C. Key Organizational Information:

i. FTE: 119.4 (to include 96 sworn law enforcement officers)

ii. Organizational Budget: FY26 \$20,464,736 (to include personnel salaries and benefits)

iii. Percentage of Budget Application Requested: .20% (\$37,424 requested)

iv. Jurisdictions Served: The Worcester County Sheriff's Office provides law enforcement services throughout the entirety of Worcester County, including the municipalities of Berlin, Ocean City, Ocean Pines, Pocomoke City, and Snow Hill, Maryland, as well as numerous smaller unincorporated areas across the county. The Office serves both the residents of Worcester County, as well as the thousands of visitors who travel to the area each year, particularly during the spring, summer, and fall seasons. The county has a base population of approximately 52,460, with seasonal influxes increasing the population by up to an additional 300,000 visitors. On average, each deputy patrols roughly 175 square miles per shift, highlighting the expansive coverage area and the demand for law enforcement services.

## Problem Statement/Needs Justification (Word Limit: 500)

## A. Project Summary:

- i. **Services Proposed:** The Worcester County Sheriff's Office (WCSO) proposes a data-driven retention and recruitment initiative. Services include providing an equipment-based retention incentive for sworn deputies not supported by the current operating budget and implementing a mobile recruiting program through the purchase and upfitting of a dedicated recruiting station. The mobile unit will be deployed at community events, schools, and job fairs, with promotional giveaway items used to increase engagement and applicant interest.
- ii. **Fit Into Overall Mission:** These services directly support WCSO's mission to protect and serve by improving staffing stability, maintaining operational readiness, and strengthening community trust. Retention efforts preserve trained personnel and institutional knowledge, while recruitment initiatives ensure a sustainable pipeline of qualified candidates to meet increasing service demands.
- iii. **Organization Suitability:** WCSO has demonstrated the capacity to identify and respond to staffing challenges through data analysis and strategic planning. The agency has completed a regional salary study and identified evidence-based solutions focused on retention and recruitment. Existing command staff, recruitment personnel, and logistical infrastructure position WCSO to efficiently implement, monitor, and evaluate this program.
- iv. **Need:** A salary analysis of 32 comparable agencies ranked WCSO 30th in starting compensation. WCSO's starting salary is \$63,128, significantly below neighboring agencies: \$68,245 (St. Mary's County), \$71,325 (Queen Anne's County), \$69,360 (Charles County), \$78,809 (Rehoboth Beach), \$91,000 (Delaware State Police). This disparity contributes to recruitment challenges and increased attrition. The cost to recruit, hire, and train a new deputy can exceed \$50,000, making retention a cost-effective strategy. Additionally, staffing shortages increase overtime expenditures and reduce proactive policing capacity. This project addresses both issues by improving retention through tangible incentives and expanding recruitment reach through mobile, community-based engagement.
- v. **Barriers:** Key barriers include non-competitive compensation, limited recruitment visibility, and regional competition for qualified candidates. This project directly addresses these barriers by improving job satisfaction and retention through a equipment incentive and expanding recruitment access via a mobile recruiting station. The mobile platform removes geographic and accessibility barriers, while promotional items enhance engagement and brand recognition. No significant implementation barriers are anticipated.
- vi. N/A

## B. New or Continuation Funding:

### i. Yes, this agency received GOCCP funding in FY26

1. N/A

### 2. Prior Funding Information:

a. Award - \$21,110

b. Funding Source & Amount: GOCCP FY26 PRAR Grant, \$21,110

c. **Services Provided:** Retention incentives for sworn personnel in the form of tactical backpacks and Leatherman multi-tools

d. **Justify Request Increase:** In FY26, grant funding was allocated for equipment-based retention incentives to recognize and support our sworn deputies. This funding successfully provided tangible items that enhanced morale and demonstrated appreciation for deputies' dedication. For FY27, WCSO is requesting an increase to \$37,424 to expand both retention and recruitment efforts. The increased amount will allow us to provide a meaningful retention incentive while also funding the purchase and upfitting of a mobile recruiting station and promotional giveaway items. This expansion addresses both workforce stability and proactive recruitment in response to competitive regional staffing challenges. By increasing funding, WCSO can simultaneously reduce turnover, preserve institutional knowledge, and attract a larger, more diverse pool of qualified applicants, creating a more sustainable and effective workforce.

e. **Status of Current Award Spending:** FY26 funds are fully expended

f. **Delays or Adjustments:** No delays or adjustments in spending FY265 funds were encountered

## **Program Purpose Area (Word Limit: 150)**

Program Purpose Area:

The FY27 PRAR Grant project directly supports NOFA priorities by addressing law enforcement workforce retention and recruitment. The NOFA emphasizes sustaining experienced personnel and strengthening agency capacity to deliver effective public safety services. Through equipment-based retention incentives, WCSO recognizes deputies' dedication, reduces turnover, and preserves institutional knowledge, directly fulfilling the retention purpose area.

The project also advances NOFA priorities for proactive recruitment. The mobile recruiting station, with vehicle upfitting and promotional giveaway items, increases outreach to potential candidates at community events, schools, and public venues. This strategy enhances visibility, attracts a broader and more diverse applicant pool, and strengthens community engagement and trust.

By simultaneously targeting retention and recruitment, the project ensures WCSO maintains a skilled, experienced, and engaged workforce, enhancing operational effectiveness, public safety, and community confidence in Worcester County law enforcement.

## Project Design (Word Limit: 750)

### Project Design:

a. Project Implementation: The Worcester County Sheriff's Office (WCSO) will implement the FY27 PRAR grant to address staffing challenges by enhancing retention of current sworn personnel and expanding recruitment efforts. The project provides tangible, job-relevant incentives to improve morale, reinforce appreciation, and ensure workforce stability, while also increasing public awareness of WCSO career opportunities.

### Grant funding will support:

1. Mobile recruiting station and upfitting (\$17,500): A fully branded vehicle with recruitment technology for outreach at schools, job fairs, and community events.
2. Promotional items displaying the Worcester County Sheriff's Office name and/or logo (\$8,500): Badge stickers, trooper hats, lanyards, stress balls, color-change pencils, chip clips, carabiners, and pencil pouches to engage prospective candidates and strengthen WCSO visibility.
3. Wooby Hoody Jackets (\$11,424): High-quality jackets for 96 sworn personnel (\$119 each) to serve as a meaningful retention incentive.

Mobile recruiting station, promotional items and jackets will be procured in Q1. Jackets will be distributed in Q2. Mobile recruiting outreach will launch as soon as upfitting is complete to maximize engagement possibilities. Sworn personnel will receive incentives through structured distribution, while prospective recruits will interact with WCSO personnel at outreach events, learn about career opportunities, and receive promotional materials.

### b. Outreach:

Outreach will focus on increasing visibility and engagement with potential candidates. WCSO staff will attend at least 12 community events, schools, and job fairs during the grant period. Each event will provide information on careers, benefits, and retention programs, highlighting WCSO as a supportive and professional workplace. Participation will be tracked, and prospective applicants will provide input through structured engagement forms and follow-up inquiries.

### c. Best Practices and Methodology:

This project aligns with best practices and industry standards in law enforcement management:

1. Retention-focused approach: Retaining skilled deputies is more cost-effective than recruiting and training replacements, preserving institutional knowledge and maintaining consistent community relationships.
2. Non-monetary incentives: According to the International Association of Chiefs of Police (IACP) and the Police Executive Research Forum (PERF), job-related tools and recognition can be as meaningful as salary increases, particularly for agencies with limited budgets. WCSO's incentive items improve deputies' morale, visibly show leadership appreciation, and reinforce pride and professionalism.
3. Data-driven approach: A regional salary study of 32 agencies placed WCSO 30th in starting pay, validating the need for alternative retention strategies and emphasizing the urgency of proactive incentives.

### d. Collaboration and Partnerships:

Strengthening retention benefits the agency, regional partners, and the community. Experienced WCSO personnel enhance mutual aid and joint operations through knowledge of local and regional protocols. Retaining skilled deputies ensures stability in law enforcement presence, promotes public trust, and contributes to safer communities with reduced crime. Internal coordination between HR, command staff, and recruitment personnel will ensure smooth implementation, monitoring, and evaluation of all project activities.

## Goals & Objectives (Word Limit: 1,500)

### Retention Goals and Objectives

Goal 1: Enhance morale among sworn personnel and reduce voluntary turnover by acknowledging the value and commitment of experienced personnel.

i. Objective: Improve workplace satisfaction and motivation through the distribution of a high-quality, job-relevant retention incentive.

1. Project Activities: Order and distribute incentive item to all eligible sworn personnel.
2. Resources: PRAR grant funding, HR and administrative staff for tracking eligibility, procurement, and distribution;

# ITEM 3

command staff for oversight.

3. Program Measurement: Quarterly review of turnover rates and retention; employee engagement assessments and feedback sessions.
4. Past Performance: N/A
5. Timeline: Order item in Q1, distribute in Q2.
6. Expected Outcome: Increased deputy morale, engagement, and pride in service.

Goal 2: Promote a culture of recognition and support.

i. Objective: Reinforce a culture where deputies feel seen, appreciated, and supported through consistent, agency-wide incentives.

1. Project Activities: Integrate recognition and incentive distribution into routine agency operations; provide public acknowledgment of deputies' contributions and accomplishments.
2. Resources: PRAR grant funding, command staff, HR oversight.
3. Program Measurement: Employee engagement assessments, feedback sessions, and internal monitoring of participation in recognition programs.
4. Past Performance: N/A
5. Timeline: Ongoing throughout grant year.
6. Expected Outcome: Strengthened internal cohesion, improved team dynamics, and higher morale.

Goal 3: Support operational effectiveness and community safety.

i. Objective: Maintain a skilled, experienced workforce capable of delivering uninterrupted, high-quality law enforcement services.

1. Project Activities: Ensure retention incentives are distributed on schedule; monitor staffing levels and deploy resources to address operational gaps.
2. Resources: HR and command staff, operational data systems, PRAR-funded incentive item.
3. Program Measurement: Review staffing levels, response times, and service delivery metrics; gather employee input on workload and operational challenges.
4. Past Performance: N/A
5. Timeline: Q2–Q4, with ongoing monitoring.
6. Expected Outcome: Improved operational continuity, faster response times, and increased public confidence in WCSO.

Goal 4: Improve the attractiveness of WCSO as a long-term employer.

i. Objective: Position WCSO as a desirable agency for career law enforcement professionals despite lower regional starting salaries.

1. Project Activities: Incorporate retention incentive program into recruitment messaging; highlight program benefits at job fairs, community events, and through the mobile recruiting station.
2. Resources: Recruitment and communications staff, mobile recruiting station, PRAR-funded promotional items, HR support.
3. Program Measurement: Track number and quality of applications received; gather feedback from applicants on program appeal and incentives.
4. Past Performance: N/A
5. Timeline: Q2–Q4.
6. Expected Outcome: Increased applicant interest and higher-quality candidates pursuing careers with WCSO.

## Recruitment Goals and Objectives

Goal 5: Expand outreach to recruit qualified sworn deputies and entry-level applicants.

i. Objective: Increase visibility and engagement with potential candidates through a mobile recruiting station and promotional items.

1. Project Activities: Procure and upfit a mobile recruiting vehicle with WCSO branding and outreach technology; attend at least 12 community events, schools, and job fairs; distribute promotional giveaway items to encourage engagement.
2. Resources: PRAR funding for mobile station acquisition and upfitting, promotional items, recruitment staff, event coordination support, marketing materials.
3. Program Measurement: Track events attended, individuals engaged, applicant inquiries, and follow-up applications; collect participant input through engagement forms and discussions.
4. Past Performance: N/A
5. Timeline: Q2–Q4.

# ITEM 3

6. Expected Outcome: Expanded applicant pool, increased public awareness of WCSO careers, and higher-quality applicants.

ii. Objective: Promote WCSO's retention program as a recruitment tool.

1. Project Activities: Highlight employee recognition and incentive programs during outreach events, community presentations, and recruitment materials.
2. Resources: Recruitment and communications staff, printed materials, digital media, PRAR-funded incentives.
3. Program Measurement: Track engagement with program messaging, applicant inquiries, and applications citing retention incentives as a factor; gather feedback through structured input forms.
4. Past Performance: N/A
5. Timeline: Q2–Q4.
6. Expected Outcome: Position WCSO as a competitive and desirable employer, mitigating the impact of regional salary disparities.

## Implementation Timeline

- Q1: Procure all retention incentive items; mobile recruiting station and plan upfitting.
- Q2: Distribute retention items to deputies; complete upfit of mobile recruiting station, launch mobile recruiting outreach at events.
- Q3: Collect employee and participant feedback to assess retention and recruitment program effectiveness; continue outreach.
- Q4: Compile retention and recruitment data; prepare final reports on program outcomes and performance metrics.

## Program Measurement and Evaluation

WCSO will monitor program effectiveness using HR data, employee engagement assessments, and attendance/participation records.

1. Retention will be measured via turnover rates, voluntary separations, and deputy satisfaction.
2. Recruitment effectiveness will be tracked by community event participation, applicant inquiries, and quality of candidate submissions.
3. Data will be managed using HR systems and Excel spreadsheets.
4. Quarterly analyses will identify trends, gaps, and opportunities for program improvement.

Expected outputs include 100% of eligible deputies receiving incentives, attendance at 12+ outreach events, and engagement with at least 300 prospective applicants. Expected outcomes include improved morale, reduced turnover, expanded applicant pool, strengthened internal cohesion, and increased public confidence in WCSO.

This integrated approach ensures WCSO maintains a skilled, experienced, and engaged workforce while proactively recruiting new talent. Addressing retention and recruitment simultaneously strengthens operational effectiveness, fosters community trust, and enhances public safety in Worcester County.

## **Data Collection Plan (Word Limit: 250)**

Data Collection Plan:

The Worcester County Sheriff's Office (WCSO) will implement a system to monitor, track, and assess the effectiveness of the FY27 PRAR Grant retention and recruitment program.

Retention outcomes will be measured using HR records to track turnover rates, voluntary separations, and the retention of experienced deputies. Recruitment effectiveness will be assessed through mobile recruiting station activity, including event attendance, applicant inquiries, and engagement with promotional giveaway items.

Qualitative feedback will be collected from current deputies to evaluate the perceived value of the retention incentive and its impact on morale and performance.

Data will be collected and managed using internal systems and Excel spreadsheets. Quarterly analyses will evaluate trends in retention, recruitment outcomes, and employee satisfaction, allowing leadership to identify areas for improvement and adjust program strategies accordingly. Key metrics include the percentage of deputies retained, the number of qualified applicants engaged, and the level of satisfaction with program incentives.

Program outputs and outcomes will be documented in quarterly and final reports, ensuring accountability to grant requirements. This structured evaluation approach enables WCSO to quantify the impact of both retention incentives and recruitment outreach, demonstrate effectiveness to stakeholders, and provide evidence-based recommendations for future workforce initiatives.

## **Grant Personnel (Word Limit: 500)**

An established agency, WCSO has a long-standing presence (since 1742) as the primary law enforcement agency in Worcester County, Maryland, with jurisdiction over a diverse and high-demand service area. The agency employs 96 sworn deputies, all of whom are certified and trained according to Maryland Police Training and Standards Commission (MPTSC) regulations. Deputies are responsible for protecting a year-round population of over 52,000 residents and managing public safety during seasonal influxes of over 300,000 visitors, demonstrating operational scale and complexity.

WCSO has successfully managed multiple grant programs in the past, including those supporting recruitment, equipment upgrades, overtime compensation, and community policing initiatives. The agency continually maintains compliance with state and federal grant reporting requirements, performance tracking, and financial audits.

**Project Director:** Carrie Tingle, Financial Administrator (salary is budget funded)

Ms. Carrie Tingle serves as the Financial Administrator and Grants Coordinator for the Worcester County Sheriff's Office. She has a background in finance and has served in governmental environments for the past 16 years. For this project, Ms. Tingle will oversee incentive expenditures, maintain staffing data and resignation/retirement logs (in coordination with DFC DeGiovanni), data collection activities, quarterly reports submittals.

**Financial Officer:** Shelby Mich, Grants and Contracts Accountant (salary is budget funded)

Ms. Mich serves as the Grants and Contracts Accountant for Worcester County, Maryland, where she provides grant management, financial oversight, and compliance support for grant-funded programs across County departments. She has over seven years of experience in nonprofit accounting and grants management, including oversight of multi-million-dollar awards. Shelby regularly works with Maryland state agencies, federal partners, and local departments to ensure accurate reporting, fiscal accountability, and compliance with grant requirements.

**Key Consultant:** Jennifer DeGiovanni, Deputy Sheriff First Class (salary is budget funded)

Deputy Sheriff First Class DeGiovanni holds a Bachelor of Science Degree from Kutztown University. She began her law enforcement career at the Ocean City Police Department, MD. DFC DeGiovanni now works in the Human Resources Division at the Worcester County Sheriff's Office as a recruiter and background investigator, as well as a community policing contact and events organizer. For this project, DFC DeGiovanni will oversee recruitment tracking, field-level feedback and maintain staffing data and resignation/retirement logs (in coordination with Ms. Tingle).

## **Sustainability (Word Limit: 200)**

Sustainability:

- a. Percentage of FTE Application is Requesting: 80% (96 sworn personnel of 119.4 FTE)
- b. N/A
- c. Other Funding Sought/Secured: No other funding has been sought or secured to support this project.
- d. Prospects for Continued Financing: Our Agency will continue to seek out future grant opportunities to request/continue retention incentives and proactive recruitment.

## **Applicant Disclosure of Pending Applications Statement (Word Limit: 150)**

Disclosure of Pending Applications Statement:

The Worcester County Sheriff's Office does not have any pending application submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

- a. N/A
- b. N/A
- c. N/A
- d. N/A

## Budget Details and Spending Plan (Word Limit: 750)

Budget Details and Spending Plan:

### a. Budget Plan

i. Supplemental Statement: The Worcester County Sheriff's Office (WCSO) is requesting FY27 PRAR funding in the amount of \$37,424 to support recruitment and retention initiatives for sworn personnel. These funds supplement, not supplant, the existing operational budget. All items funded through this grant enhance current resources that would not otherwise be purchased through WCSO's standard budget, which prioritizes staffing, training, and essential operational equipment. Federal funds will allow WCSO to dedicate state and local resources to core law enforcement functions while implementing meaningful recruitment and retention strategies.

### ii/iii/iv. Budget Line Items and Justification

1. Mobile Recruiting Station and Upfitting – \$17,500

A branded vehicle equipped with technology for outreach at schools, job fairs, and community events. This enhances WCSO's visibility, increases engagement with prospective candidates, and professionalizes recruitment efforts.

2. Promotional items displaying the Worcester County Sheriff's Office name and/or logo – \$8,500

Includes badge stickers, trooper hats, lanyards, stress balls, color-change pencils, chip clips, and pencil pouches. These items serve to engage candidates, reinforce agency branding, and encourage follow-up inquiries, directly supporting recruitment objectives.

3. Wooby Hoody Jackets – \$11,424

High-quality jackets for 96 sworn personnel (\$119 each) as a retention incentive. This item demonstrates recognition and appreciation, improves morale, and supports long-term staffing stability.

v. Funding Requests Limitations Statement: Funding requests for the incentive item noted above will support sworn law enforcement personnel only. Recruiting station and promotional materials will be used to attract and engage entry-level

### b. Spending Plan/Implementation Timeline

- Q1: Procure mobile recruiting station, start upfitting, and acquire promotional items and Wooby Hoody Jackets.
- Q2: Launch mobile recruiting station at community events, schools, and job fairs; distribute promotional items to engage prospective candidates; distribute jackets to all eligible sworn personnel with proper tracking.
- Q3: Conduct informal follow-up with deputies to assess satisfaction with retention incentive; collect observational data on morale, engagement, and performance indicators. Continue recruitment outreach and track applicant inquiries and engagement with promotional items.
- Q4: Compile program results, including distribution logs, HR retention data, and qualitative feedback from personnel and prospective recruits; submit final reporting to GOCCP.

### Justification and Outcomes

This approach ensures all requested funds are used exclusively for program-specific objectives, directly tied to measurable recruitment and retention goals. By investing in the satisfaction and longevity of current deputies and enhancing WCSO's recruitment presence, the agency reduces turnover, preserves institutional knowledge, and attracts and maintains a high-quality, experienced law enforcement workforce. The mobile recruiting station and promotional items expand outreach to prospective candidates, while retention incentives foster morale and reinforce commitment among existing personnel, resulting in a stable, effective, and community-focused law enforcement agency.

### Unique Entity Identifier and SAM.GOV Expiration Date

UEI: 1011193990000

Sam.Gov Expiration: 06/24/2026

### Person Completing the Project Narrative

Carrie Tingle  
Financial Administrator  
Worcester County Sheriff's Office  
410-632-1111 X2262 (P)  
410-632-3070 (F)  
catingle@worcestermd.gov

## **Organizational Capacity Questionnaire (OCQ) Attestation**

OCQ competed on 3/12/2026 by:  
Shelby Mich  
Grants and Contract Accountant  
Office of the County Commissioners  
Worcester County Government  
Phone:410-632-1194 ext 1003  
slmich@worcestermd.gov

Chief Executive:  
Theodore Elder  
President, County Commissioners  
Worcester County Government  
Phone: 410-632-1194  
telder@co.worcester.md.us



**Project Budget**

**A. Budget Summary**

	<b>Grant Funds</b>	<b>Cash Match</b>	<b>In-Kind Match</b>	<b>Total Award</b>
<b>Personnel</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Operating Expenses</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Travel</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Contractual Services</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Equipment</b>	\$37,424.00	\$0.00	\$0.00	\$37,424.00
<b>Other</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Grand Total</b>	<b>\$37,424.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$37,424.00</b>

# ITEM 3

## Category E - Equipment



Control Number:

2026-PR-0056

	Equipment	Priority	Funding Type	Quantity	Cost / Unit	Total
1	Mobile Recruiting Station & Upfit	1	Grant Funds	1	\$17,500.00	\$17,500.00
2	Promotional Items	2	Grant Funds	1	\$8,500.00	\$8,500.00
3	Apparel - Wooby Hoody Retention Incentive	3	Grant Funds	96	\$119.00	\$11,424.00
						\$37,424.00

1. A branded vehicle equipped with technology for outreach at schools, job fairs, and community events. This enhances WCSO's visibility, increases engagement with prospective candidates, and professionalizes recruitment efforts.
2. Includes badge stickers, trooper hats, lanyards, stress balls, color-change pencils, chip clips, and pencil pouches. These items serve to engage candidates, reinforce agency branding, and encourage follow-up inquiries, directly supporting recruitment objectives.
3. High-quality jackets for 96 sworn personnel (\$119 each) as a retention incentive. This item demonstrates recognition and appreciation, improves morale, and supports long-term staffing stability.



**V. Civil Rights Requirements**

- 1. Civil rights contact person: Norton, Stacey - Director of Human Resources
- 2. Organization: Worcester County Board of County Commissioners
- 3. Address: County Government Center  
1 W Market St Rm 1103  
Snow Hill, MD 21863-1072
- 4. Telephone Number: (410) 632-0090
- 5. Number of persons employed by the organization unit responsible for implementation of this grant: 20

**Project Service Sites**

**Site 1**

<b>Service Site</b>	Worcester County Sheriff's Office
<b>Apt. Suite, No. Street</b>	1 W Market St, Rm 1001 Rm 1001
<b>City</b>	Snow Hill
<b>State &amp; Zip</b>	MD 21863



## Certified Assurances

### THE APPLICANT HEREBY ASSURES AND CERTIFIES THE FOLLOWING:

1. That Federal funds made available under this grant will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal Funds, be made available for program activities.
2. That cost sharing funds required to pay the non-Federal portion of the cost of each project, for which grant funds are made available, shall be in addition to funds that would otherwise be made available for program activities by the recipient of the grant funds and shall be provided as required in the Grant Award document.
3. That if the subrecipient has expended \$1,000,000 or more in federal funds during the entities fiscal year, a single audit has been conducted in accordance with 2 CFR §200.514 and submitted to the Federal Audit Clearinghouse (<https://www.fac.gov/>).
4. That fund accounting, auditing, monitoring, evaluation procedures and such records as the Governor's Office of Crime Prevention and Policy shall prescribe to and shall be provided to assure fiscal control, proper management and efficient disbursement of funds received.
5. That the Grantee shall maintain such data and information and submit such reports in such form, at such times, and containing such information as the Governor's Office of Crime Prevention and Policy may reasonably be required to administer the program.
6. Subrecipients will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, national origin, religion or sex in the delivery of services (42 U.S.C. § 2000d), and the DOJ implementing regulations at 28 C.F.R. Part 42, subpart C; The Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of race, color, national origin, religion, or sex in the delivery of services and employment practices (34 U.S.C. § 10228(c)(1)), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart D; Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (29 U.S.C § 794), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart G; Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination in the delivery of services and employment practices (42 U.S.C. § 12132), and the DOJ implementing regulations at 28 C.F.R. Part 35; Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in educational programs (20 U.S.C. § 1681), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart I; The DOJ regulations on the Partnerships with Faith-based and other Neighborhood Organizations, which prohibit discrimination on the basis of religion in the delivery of services and prohibit organizations from using DOJ funding on explicitly religious activities (28 C.F.R. Part 38);
- Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age in the delivery of services (42 U.S.C. § 6102), and the DOJ implementing regulation at 28 C.F.R. pt. 42, subpart I; Juvenile Justice and Delinquency Prevention Act of 1974, as amended, which prohibits discrimination on the basis of race, color, national origin, sex, and religion in the delivery of services and employment practices (34 U.S.C. § 11182 (b)), and DOJ implementing regulations at 28 C.F.R. §§ 31.202, .403 & part 42, subpart D; Victims of Crime Act of 1984, as amended, which prohibits discrimination on the basis of race, color, national origin, sex, religion, and disability in the delivery of services and employment practices (34 U.S.C. § 20110(e)), and the DOJ implementing regulation at 28 C.F.R. § 94.114; and Violence Against Women Act of 1994, as amended, which prohibits discrimination on the basis of race, color, national origin, sex, religion, disability, sexual orientation, and gender identity in the delivery of services and employment practices (34 U.S.C. § 12291(b)(13)). These laws prohibit agencies from retaliating against individuals for taking action to secure rights protected by these laws.
7. That in the event a Federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against the Grantee, a copy of the finding will be forwarded to the Governor's Office of Crime Prevention and Policy
8. Subrecipients receiving Federal (Safe Streets Act which authorizes VAWA), VOCA, or Title II JJDPA) Department of Justice Funding are governmental or for-profit entities, that have fifty or more employees and that receive a single award of \$25,000 or more are required to prepare and submit electronically their Equal Opportunity Plan and certification utilizing the Equal Employment Opportunity Reporting tool located on the Office for Civil Rights (OCR) website at <https://ojp.gov/about/ocr/eeop.htm>
- Subrecipients receiving Federal (Safe Streets Act which authorizes VAWA), VOCA, or Title II JJDPA) Department of Justice Funding that are Medical or Educational Institution, Indian Tribe, or non profit, governmental or for-profit entities with largest individual grant received is less than \$25,000 and have less than 50 employees will need to submit an online certification form to the Office for Civil Rights (OCR) utilizing the Employment Opportunity tool at <https://ojp.gov/about/ocr/eeop.htm> but would be exempt from completing the Equal Opportunity Plan.
- The Office for Civil Rights has training presentations available to recipients of OJP, OVW and COPS Office funding to assist them in meeting their federal civil rights obligations. These trainings can be accessed at [www.ojp.usdoj.gov/about/ocr/assistance.htm](http://www.ojp.usdoj.gov/about/ocr/assistance.htm)
9. That the Grantee will comply with the provisions of the Governor's Office of Crime Prevention and Policy's General and Special Conditions for Grants. General Conditions are posted on the Governor's Office of Crime Prevention, and Policy's website (<https://gocpp.maryland.gov/grants/general-conditions/>).

10. That the Grantee will comply with the provisions of 28 CFR Part 66 applicable to grants and cooperative agreements awarded with DOJ funding.

11. Subrecipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. To access this document see U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (67 Federal Regulation 41455 (2002)). This regulation may be accessed at: <https://www.archives.gov/eo/laws/title-vi.html>

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Effective 1/18/2024, the Moore-Miller Administration renamed the Office to the Governor's Office of Crime Prevention and Policy (GOCCP). This change does not invalidate previous, current, or future agreements or documents referencing the agency as GOCCP or GOCCPYVS.

**CERTIFICATION: I certify that this program will comply with the provisions set forth by the State of Maryland and the Governor's Office of Crime Control and Prevention.**

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**Signature of Authorized Official**

**Date**

**Elder, Theodore J. - President**

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**Name and Title**



## Certification Regarding Lobbying



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE COMPTROLLER

### CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

#### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

#### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510 --

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with

obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted or otherwise criminally or civilly charged by a Government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph, (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminate for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

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

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about --

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

OJP FORM 4061/6 (3-91) REPLACES OJP FORMS 406/1/2, AMD 406/14 WHICH ARE OBSOLETE.



(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –

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

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after having received notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 312A, GSA Regional Office Building No. 3), Washington DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --

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

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code)

\_\_\_\_\_

Check \_\_\_ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check \_\_\_ if the State has elected to complete OJP Form 4061/7.

\_\_\_\_\_

**DRUG-FREE WORKPLACE  
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

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

Applicant: Worcester County Board of County Commissioners  
Address: County Government Center  
1 W Market St Rm 1103  
Snow Hill, MD 21863 1072

Project Title: WCSO FY27 PRAR Grant  
Federal ID Number: 52-6001064

Authorized Representative: Elder, Theodore J. - President

Signature: \_\_\_\_\_  
**Signature of Authorized Official** **Date**



Worcester County Administration

One West Market St. Room 1103 | Snow Hill MD 21863 | (410) 632-1194 | [www.co.worcester.md.us](http://www.co.worcester.md.us)

TO: Weston Young, Chief Administrative Officer  
Candace Savage, Deputy Chief Administrative Officer  
FROM: Shelby Mich, Grants and Contracts Accountant  
DATE: March 20<sup>th</sup>, 2026  
RE: L-GEM Grant Award & Acceptance Letter

A handwritten signature in black ink that reads "Shelby Mich".

---

The County has received \$171,507 through the Local Government Excellence Management (L-GEM) Grant Program. These funds will support the planning and execution of energy efficiency projects at various County-owned facilities.

Attached for review are the official award letter and the grant agreement, which detail the terms and conditions of the award. This grant requires a 5% match and has a three-year performance period.

Execution of the grant agreement is required to formalize the award and proceed with the grant.



**Wes Moore, Governor**  
**Aruna Miller, Lt. Governor**  
**Kelly Speakes-Backman, Director**

Date: 3/16/2026

Worcester County  
1 West Market Street, Room 1103, Snow Hill, MD 21863  
52-6001064  
Theodore Elder, President, Board of County Commissioners

Local Government Energy Modernization Program  
Grant Number(s): 2026-29-466S2  
Grant Amount: \$171,507 for Energy Efficiency Planning and Implementation  
Anticipated Grant End Date: April 30, 2029  
Grant Award Description: Planning and implementation for energy efficiency projects.

Re: Award Notification and Commitment of Funds for Fiscal Year 2026

Dear Worcester County,

The Maryland Energy Administration (“MEA”) through this letter (“Award Letter”) notifies you that Worcester County (“Applicant”) has been awarded a grant in the amount of \$171,507 (“Award”) for the proposal submitted in the application dated December 3, 2025 to the Local Government Energy Modernization Program Area of Interest 1 Non-Competitive Formula Block Grant (“Program”), subject to the conditions described below. This Award Letter is being offered to fund the following measure(s): Planning and implementation for energy efficiency projects.

MEA may rescind this Award if the Applicant does not agree to comply with all Program requirements set forth in the Funding Opportunity Announcement (FOA), the Grant Agreement General Provisions, and the Additional Terms and Conditions stated below. In addition, the Award is conditioned on the execution of a Grant Agreement between MEA and the Applicant within the time frame MEA will specify. For situations where the scope of work is not part of the Funding Opportunity Announcement, the Applicant and MEA must develop a scope of work, which will be incorporated into the Grant Agreement.

Prior to execution of the Grant Agreement, grant funds are subject to change in amount and availability. MEA will not reimburse the Grantee for costs incurred prior to the Effective Date of the Grant Agreement unless MEA agrees otherwise in writing.

The following constitute Additional Terms and Conditions of this Award:

1. Deadline for Execution of Award Letter

The Applicant shall return this fully executed Award Letter to MEA by 10 days after the date of this Award Letter unless MEA extends this deadline.

2. Assignment

This Award is not assignable or transferable. Any change to the Applicant's name, federal tax identification number, or mailing address may invalidate this Award.

3. Merger

No statements, agreements, or representations, oral or written, that have been made to the Applicant or to any employee or agent of the Applicant, either by MEA or by an employee or agent acting on behalf of MEA, with respect to the Program or this Award, shall be of any force or effect, except to the extent stated in this Award Letter. This Award may not be changed except by written agreement signed by MEA.

4. Governing Law

(a) This Award shall be governed by and construed under the laws of the State of Maryland.

(b) If any term, covenant, or condition of this Award is held to be invalid, illegal, or unenforceable in any respect, this Award shall be construed without such provision to the fullest extent possible and shall remain in full force and effect.

5. Survival of obligations

The obligations the Applicant agrees to in executing this Award Letter shall survive the execution of the Grant Agreement. In the event of any conflict between this Award Letter and the Grant Agreement, the Grant Agreement shall prevail.

Lacey Allor serves as the grant manager for this Program and will contact you soon to execute the Grant Agreement. Lacey Allor can be reached via email at [msec.mea@maryland.gov](mailto:msec.mea@maryland.gov).

Congratulations to your organization on its successful proposal.

NOTE: THIS IS A BINDING LEGAL DOCUMENT. IF YOU HAVE QUESTIONS  
CONCERNING ANY OF ITS PROVISIONS, YOU SHOULD CONSULT YOUR LEGAL  
COUNSEL BEFORE EXECUTING THIS DOCUMENT.

[Signature Page to Follow]

Sincerely,

Signed by:

*Kelly Speakes-Backman*

7595BF6DF0414D5...  
Kelly Speakes-Backman

Director

MARYLAND ENERGY ADMINISTRATION

ACCEPTED:

---

Name: Theodore Elder

Position: President, Board of County Commissioners

Worcester County

Attachments:

1. Attachment A: Grant Agreement General Provisions Version 3 for Fiscal Year 2026
2. Attachment B: Local Government Energy Modernization Program Area of Interest 1 Non-Competitive Formula Block Grant Funding Opportunity Announcement

cc: Lacey Allor

## ATTACHMENT A

### General Provisions

#### 1. Definitions

- A. “Grant Agreement” means a written agreement between MEA and a grantee with respect to a grant.
- B. “Grantee” means a recipient of a grant under an MEA grant program.
- C. “Environmental Standards” means all applicable environmental laws, rules, or regulations set by federal, state, or local jurisdictions that are applicable to a Project and related directly to the performance of the Grantee’s obligations pursuant to a Grant Agreement.
- D. “MEA Program Manager” means the individual specified in writing as the MEA representative for a Program or other person designated in writing by MEA to act on behalf of MEA regarding the Grant Agreement.
- E. “Program” means an MEA grant program identified and detailed on the MEA website.
- F. “Project” means an activity or undertaking that is consistent with the requirements of an MEA Program and for which a Grant has been awarded. A project includes all activities specified in the Scope of Work and all reporting required in the Grant Agreement except for submitting invoices.
- G. “Project Site” means the location of a Project or a portion of a Project.

#### 2. MEA Grant Timeframes

- A. Unless the MEA Program Manager approves an extension in writing, a Grant Agreement executed by the Grantee(s) shall be received by MEA no later than ten business days from the date MEA electronically transmits the Grant Agreement to the Grantee for execution. If the properly executed Grant Agreement is not received by MEA within the required time as indicated above, the Grant Award will automatically be revoked.
- B. The Effective Date of a Grant Agreement is the date that the fully executed Grant Agreement is received by MEA, as determined by the official MEA date stamp on the first page of the Grant Agreement.
- C. To be eligible for reimbursement, all reimbursement requests for Project costs pursuant to a Grant Agreement must be received no later than 60 days after the completion of the Project, unless the MEA Program Manager approves an extension in writing.

**3. Extensions**

An extension may be requested in writing by the Grantee in advance of a deadline but is not guaranteed. The MEA Program Manager may extend a deadline in writing up to 60 days, for good cause shown, such as circumstances outside of the Grantee's control.

**4. Retention of documents**

The Grantee shall retain bills of sale or other satisfactory evidence of the acquisition of any real or personal property, as well as reports, activity logs, timelines, estimated energy savings and/or generation, supporting documentation for any other expenses that are covered in whole or in part by any Grant funds, and any other information related to Grant activities for at least three years from the date that the Grantee receives final reimbursement from MEA. MEA, MEA's representatives, the Department of Budget and Management, the State Comptroller, and the Legislative Auditor may examine and audit this evidence on request, at any reasonable time within the retention period. In addition, the Grantee shall also make the worksite available to MEA or its representatives, upon request at any reasonable time, for at least three years from the date that the Grantee receives final reimbursement from MEA.

**5. Communications with MEA; Updating IRS W-9 form**

A. The Grantee shall submit to MEA all reimbursement requests and other documentation required under the Grant Agreement at the MEA email address specified in the Grant Agreement, unless MEA has received as part of the application process notification that the Grantee has opted out of electronic communications. If the Grantee has opted out of electronic communications, the Grantee shall submit all reimbursement requests and other documentation required under the Grant Agreement by mail or hand-delivery to the applicable program at MEA.

B. The Grantee shall promptly provide MEA with an updated IRS W-9 form when information on a prior IRS W-9 form has changed.

**6. Subject to Funding Availability**

Prior to execution of the Grant Agreement, Grant funds are subject to change in amount and availability.

**7. Location within Maryland**

A Project must be located in Maryland or undertaken for the direct benefit of a Maryland resident, business, community, campus, or facility located entirely within the State of Maryland.

**8. Payment of Grant Funds**

A. After review of the reports, requests for reimbursement, and any supporting documents or information requested by MEA, MEA shall make a final determination whether the Grantee has

met all Program requirements, terms, and conditions, and shall process the Grant Award for payment as promptly as possible, if warranted.

B. MEA payments to Grantee are not assignable and all grant funds will be disbursed to the Grantee consistent with the Grant Agreement.

**9. Non-payment of Grant Funds; Disallowance of Grant Funds for Violation of Grant Agreement; Reconsideration of Non-payment or Disallowance of Grant Funds**

A. Unless otherwise specified in the Grant Agreement, MEA will not disburse grant funds for work that has yet to be performed; costs that have yet to be incurred or are not sufficiently documented; or costs that are inconsistent with the purpose, terms, and conditions of the Grant, as determined by MEA.

B. Any expenditure of Grant funds that is not consistent with the purposes of the Program, or that violates any requirement, term, or condition of a Program or the Grant Agreement, may, in the sole judgment of MEA, be disallowed. If MEA determines any expenditure to be ineligible after MEA has disbursed funds to the Grantee, the State may require repayment to MEA for reimbursement of the Strategic Energy Investment Fund, an offset from any State grant to the Grantee in the current or succeeding fiscal year, or other appropriate action. The Grantee shall immediately repay to the State any part of the Grant that is not used for the purposes of the Program.

C. If MEA withholds or disallows payment of Grant funds, MEA shall provide Grantee with its determination in writing and set forth a summary of the reasons for its determination. A Grantee may request reconsideration of a determination by MEA to withhold or disallow payment of Grant funds within 15 business days of the date of the written determination notifying the Grantee of the decision.

**10. Nondiscrimination Provision**

The Grantee may not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or any other characteristic forbidden as a basis for discrimination by applicable laws, and certifies that its Constitution, by-laws, or policies prohibit discrimination consistent with the Governor's Code of Fair Employment Practices.

**11. Compliance with Relevant Certifications, Licenses, And Requirements**

A. The Grantee shall be responsible for compliance with the following:

(1) All work performed on behalf of the Grantee pursuant to a Grant Agreement shall be carried out by the Grantee's staff and contractors holding all necessary Maryland certifications and licenses.

(2) Any business or non-profit organization operating in Maryland with which the Grantee contracts or partners to carry out the purposes of the Grant shall be registered and in good standing with the Maryland State Department of Assessments and Taxation, if applicable.

(3) All work performed pursuant to a Grant shall comply with all applicable local, State, and federal building codes and other applicable laws and regulations.

B. If MEA determines that any activity undertaken under the Grant Agreement is inconsistent with subsection A of this section, MEA may rescind the Grant or take any other appropriate action, as determined by MEA.

#### **12. False Statement or Report**

A person may not knowingly make or cause to be made any false statement or report in any document required to be furnished by MEA in relation to the Program. For a SEIF-funded Grant, any violation of this provision is a misdemeanor and on conviction is subject to a fine not exceeding \$50,000.00 or imprisonment not exceeding 1 year or both, as specified in State Government Article §9-20B-11 of the Annotated Code of Maryland.

#### **13. Historic Preservation Review**

For each project being funded in whole or in part through a Grant Agreement, a historic preservation review must first be completed by the Maryland Historical Trust (MHT) or MEA's historic preservation expert. This review ensures that no historic property is "adversely affected" through building improvements, equipment installations, and related property modifications proposed for Projects funded wholly or in-part by a Program. Prior to starting construction, the Grantee shall ensure that MEA has received documentation from MHT or MEA's historic preservation expert indicating that the Project will have no adverse effect on a historic property.

#### **14. Maryland Saved Harmless**

To the extent allowed by Maryland law, and subject to appropriations if applicable, the Grantee agrees to defend, indemnify, and hold MEA harmless from and against any and all damages, claims, lawsuits, actions, and reasonable out-of-pocket costs and expenses, in whatever form, arising from or related to the Grant. MEA expressly reserves the right of any immunity MEA or its employees may possess under State or federal law. If the Grantee is a Maryland State agency or local government, then each party shall be responsible for its own liability associated with the Grant, and neither party waives any applicable immunities.

#### **15. Environmental Standards and Liability**

A. As relevant to the Project, the Grantee shall ascertain and comply with all applicable Environmental Standards, monitor compliance, and immediately halt and correct any incident of non-compliance. The Grantee is solely responsible for all steps in obtaining any required permits including, but not limited to, those related to air quality requirements, as applicable.

B. In the event of any incident of non-compliance with Environmental Standards, the Grantee shall:

- (1) Immediately notify the MEA Program Manager or designee of the incident, providing as much detail as possible;
- (2) If requested by MEA, submit a written report to MEA, identifying the source or cause of the non-compliance and the method or action required to correct the problem; and
- (3) Cooperate with MEA and its designated representatives or contractors with respect to investigation of the incident.

C. Subject to Section 14 and to the limits allowed by Maryland law, the Grantee shall be liable for:

- (1) All environmental losses, including but not limited to, costs, expenses, losses, damages, actions, claims, penalties, fines and remedial or cleanup obligations arising from its failure to comply with Environmental Standards; and
- (2) Any hazardous material located or placed in the Project and any requirements imposed by any governmental authority with respect to hazardous materials, arising in connection with the Grant or the Project.

#### **16. Liability Insurance**

A. For all work performed by the Grantee that is to be funded in whole or in part with grant funds provided by MEA, the Grantee shall purchase and maintain comprehensive third-party legal liability insurance or its equivalent, with minimum coverage of \$1,000,000 per occurrence. The Grantee shall also maintain other such insurance as is appropriate for the work to be performed. For a self-insured entity, such as a Maryland State or local government entity, a document detailing the basis for self-insurance, including when applicable, the statutory basis, may be accepted by MEA as an equivalent form of insurance under this paragraph.

B. The State shall be listed as an additional insured on the faces of the certificates associated with the coverages listed above, including umbrella policies, excluding Workers' Compensation Insurance and professional liability. The Grantee shall maintain insurance documentation in a Grantee-owned facility and shall provide to MEA, upon demand, a certificate or other documentation deemed appropriate by MEA, evidencing MEA's status as an additional insured.

(1) Insurance requirements may be waived or modified by MEA in writing, for good cause shown. Any such written waiver or modification shall be signed by the parties and incorporated as part of the Grant Agreement.

(2) The Grantee shall include in all of its contracts for work that is to be funded in whole or in part with grant funds provided by MEA a provision or provisions requiring all contractors to

purchase and maintain comprehensive third-party legal liability insurance and other such insurance as is appropriate for the work to be performed, with minimum coverage of \$1,000,000 per occurrence. All insurance provided by the contractor must name MEA as an additional insured.

(3) The Grantee shall maintain insurance documentation in a Grantee-owned facility and shall provide to MEA, upon demand, a certificate or other documentation deemed appropriate by MEA, evidencing MEA's status as an additional insured. Insurance requirements may be waived by MEA in writing, for good cause shown. Any such written waiver or modification shall be signed by the parties and incorporated into the Grant Agreement.

**17. Monitoring and Evaluation**

For monitoring and evaluation purposes, the Grantee shall make available to MEA or its representatives, during regular business hours, all applicable reports, activities logs, timelines, estimated energy savings and generated energy, operating hours, projected system efficiencies and other technical and engineering specifications, and other information related to the Grant.

**18. MEA Access to Project Site**

A. If a Project Site is controlled by the Grantee:

(1) Upon reasonable notice, the Grantee shall allow MEA employees or representatives access to the Project Site to monitor the Project and provide technical assistance to verify that Project requirements are fully satisfied.

(2) Except as provided in paragraph (5) of this subsection, the Grantee shall allow MEA employees or representatives access to the Project Site to take photographs or video of the Project for MEA use, upon request by MEA.

(3) Upon reasonable notice from MEA, the Grantee shall assist MEA in any efforts to remotely monitor and inspect the Project, including but not limited to supplying MEA with any relevant photograph or document.

(4) Except as provided in paragraph (5) of this subsection, the Grantee shall participate in recorded remote monitoring of the Project to verify that Project requirements are fully satisfied, upon request by MEA.

(5) MEA may in its sole discretion modify the requirements in paragraphs (2) and (4) of this subsection if the Grantee provides a written request due to concerns, including but not limited to security concerns.

B. If a Project Site is controlled by a third party at any time during the Grant period:

The Grantee shall be responsible for obtaining written permission from the third party to allow MEA access to the Project Site for all purposes described in the Grant Agreement. Unless the Grantee provides good cause, to be determined solely by MEA, MEA shall not provide any further reimbursement of funds under the Grant Agreement until the Grantee provides the required written permission.

**19. Participation in Marketing and Public Events; Signage**

A. To the extent possible, and as requested by MEA, the Grantee shall participate in MEA-organized press events and host State government officials for visits and tours of the Project Site. MEA shall provide reasonable notice to the Grantee and coordinate with the Grantee prior to scheduling a press event or official visit.

B. The Grantee shall invite MEA in writing, which can include email, to any Grantee-organized media event regarding the Project.

C. The Grantee shall notify MEA prior to any media coverage regarding the Project including but not limited to press releases and announcements; and, unless otherwise specified in the Grant Agreement, shall reference MEA grant funds under the Grant Agreement in any such media coverage.

D. Within 90 days following the effective date of the Grant Agreement, the Grantee shall consult with MEA regarding the feasibility of displaying signage indicating MEA sponsorship of the Project. Based upon this consultation, MEA may require the Grantee to place signage indicating MEA's role in the Project in a prominent location and, if applicable, near the Project. If applicable, MEA may provide the official MEA logo for incorporation on existing Grantee-produced project signage and may elect to provide any required signage.

**20. Maryland Public Information Act; Use of Project Information**

A. All information submitted to MEA is subject to the Maryland Public Information Act, Md. Code Ann., General Provisions §§ 4-101 to 4-601, ("PIA"). If a grantee believes information is confidential and therefore should be exempt from disclosure under the PIA, the grantee should clearly mark this information and identify it by page and section or line number. Upon request for information from a third party, MEA is required to make an independent determination whether the information must be disclosed under the PIA. Designating information as confidential does not guarantee that it will be exempt from disclosure.

B. The Grantee understands and agrees that MEA may use information about the Project for reporting and marketing purposes, including but not limited to the project description, building type, energy measures, project costs, leveraged funds, energy and financial savings, and pictures and videos of the premises. MEA shall provide the Grantee an opportunity to review and consult

with MEA to ensure that a written case study, photo, or video taken of its facility will not disclose confidential personal and/or business information.

**21. Project Location Workforce Requirement**

The Grant shall comply with State Government Article § 9-20B-05, Annotated of Maryland, which requires that at least 80 percent of workers participating in a project or program that receives money from the SEIF must reside within 50 miles of the project or program. As the Program is a statewide program, MEA will determine compliance based on whether at least 80 percent of worksite workers reside in Maryland, or within 50 miles of Maryland's borders.

**22. American Manufactured Goods**

If the Grantee is a unit of State or local government, the Grant must comply with State Finance and Procurement Article §§ 14-416 and 17-303, Annotated Code of Maryland.

**23. Maryland Law Prevails**

The internal laws of Maryland shall govern the interpretation and enforcement of the Grant Agreement, except for any choice of law provisions utilized by Maryland.

**24. Grant Agreement Binding on Successors and Assigns**

The Grant Agreement shall bind the respective successors and assigns of the parties.

**25. Transfer of Grant Agreement**

The Grantee may not sell, transfer, or delegate any of its obligations under the Grant Agreement to another entity without prior written consent of MEA. Consent is not guaranteed and is at the sole discretion of MEA. Examples of factors that might lead to a denial of consent include a change in the Grantee's federal tax identification number, or a requested modification that is inconsistent with the requirements of the Program.

**26. Amendments to the Grant Agreement**

Other than an extension of up to 60 days approved pursuant to Section 3 of these General Provisions, no amendment to the Grant Agreement is binding unless it is in writing and signed by both parties.

**27. Merger**

The Grant Agreement and any terms and conditions expressly incorporated by reference herein embodies the whole agreement of the parties. There are no promises, terms, conditions, or

obligations referring to the subject matter, other than those contained herein or incorporated herein by reference.

**28. Non-waiver of Rights; Remedies**

No failure on the part of the State or MEA to exercise, and no delay in exercising, any right under the Grant Agreement shall operate as a waiver thereof; nor shall any single or partial exercise of any such right preclude the State or MEA from further exercising that or any other right. The remedies provided under the Grant Agreement are cumulative and not exclusive of any remedies provided by law.

**29. Attestations**

A person executing an Agreement on behalf of the Grantee certifies, to the best of that person's knowledge and belief, that:

- A. The person is authorized to sign the Agreement on behalf of the Grantee and to commit the Grantee to the obligations set forth in the Agreement;
- B. Neither the Grantee, nor any of its officers or directors, nor any employee of the Grantee involved in obtaining contracts with or grants from the State or any subdivision of the State, has engaged in collusion with respect to the Grantee's application for the Grant or this Agreement or has been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or the United States;
- C. Neither the Grantee, nor any of its officers or directors, nor any employee of the Grantee has engaged in any practice regarding this Grant that is inconsistent with General Provisions Article § 5-502, Annotated Code of Maryland;
- D. The Grantee has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the Grantee, to solicit or secure the Grant or the Agreement, and the Grantee has not paid or agreed to pay any such entity any fee or other consideration contingent on the making of the Grant or the Agreement;
- E. The Grantee, if a health or social welfare organization as defined by State Finance and Procurement Article § 7-403, Annotated Code of Maryland, shall keep financial records in accordance with uniform accounting standards, as more fully described in Section 7-403;
- F. Neither the Grantee, nor any of its officers or directors, nor any person substantially involved in the contracting or fund-raising activities of the Grantee, is currently suspended or debarred from contracting with the State or any other public entity or subject to debarment under Regulation 21.08.04.04 of the Code of Maryland Regulations; and
- G. The Grantee is not in default on any financial obligation to the State or MEA.

## **FY2026 Local Government Energy Modernization**

*Area of Interest 1 (AOI1): Non-competitive Formula Block Grant*

*Updated 9/16/2025*

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### **Section 1: Program Information**

**Program Description:** The mission of the Local Government Energy Modernization (L-GEM) program is to support local governments as they engage in sustainable, long-term clean energy and energy efficient projects that lead to reduced energy usage and greenhouse gas emissions, increased cost savings, and robust clean energy and economic development. This program specifically aims to reduce greenhouse gas emissions from the building sector which aligns with Maryland’s goal of achieving net-zero emissions by 2045. By empowering local governments to lead by example, the program aims to inspire community-wide engagement and drive broader adoption of clean energy solutions among residents, businesses, and institutions.

Area of Interest 1 (AOI1) is a formula block grant for energy efficiency and clean energy projects. A block grant is formula-based, flexible funding that is secured upfront and can be used over multiple years to support both planning and implementation of a variety of energy related projects (planning, energy efficiency, and renewables). This allows recipients to align the funding with local priorities and timelines. Counties and the City of Baltimore are encouraged to apply for AOI1.

**Types of Grant Programs:** Non-competitive Formula Block Grant

**Eligible Applicants:** Eligible applicants include all incorporated counties of Maryland and the City of Baltimore. Eligible applicants can only receive funding for either the block grant (AOI1) or the competitive grants (AOI2 and AOI3), not both. Participation in AOI1, AOI2, and AOI3 does not affect eligibility for AOI4, as all cities and counties of Maryland are encouraged to apply for AOI4. Municipalities are not eligible for AOI1.

**Application Deadline:** December 5, 2025, at 5:00 p.m.

**Anticipated Funding:** For AOI1, a total of \$50 million is anticipated to be available from the Strategic Energy Investment Fund (“SEIF”), contingent upon applications received for AOI2 and AOI3. The amount awarded may be more or less, depending on the quantity and quality of applications received.

**Application URL:** <https://form.jotform.com/marylandenergy/FY26-L-GEM-AOI1>

**Period of Performance:** Thirty-six (36) months beginning with the date of the award execution. An extension for good cause may be requested by a grantee and must be justified with written documentation explaining the need for an extension. Extensions are allowed at the sole discretion of MEA.

**Program Changes:** Any update (e.g., extension of a deadline) or clarification about the Program and any corrections to inadvertent errors in the Program information will be available on the Program webpage.

**Block Grant Awards and Allocations:** The number and size of LGEM Block Grant awards granted in FY26 will ultimately depend on the total number of applications received. Although every county has been prescribed an allocation, they must still apply to receive the funds.

To ensure a fair and equitable distribution, MEA has established a minimum allocation of \$1 million per county. Remaining funds will be distributed based on population.

To help counties plan, MEA has developed two sample funding scenarios that illustrate a range of possible award amounts:

- Scenario 1 assumes all 24 counties apply, resulting in smaller, evenly distributed awards
- Scenario 2 assumes only 6 counties apply—specifically, those that have participated in the Maryland Smart Energy Communities (MSEC) program within the last five years. To estimate potential funding for other counties under this scenario, each was modeled as a replacement for one of the original six, and the distribution was recalculated

**Cost Share Requirements:** to further promote equity, MEA is using county-level per capita income to determine cost share requirements. The income threshold is set at \$68,500, which represents 80% of the statewide median income for a single-person household. Counties with per capita income above this threshold will contribute a 10% cost share. Counties below the threshold will contribute a 5% cost share. In-kind contributions and other incentives may be applied toward meeting the cost share requirement.

Counties must request a minimum of \$500,000 and may not exceed the maximum estimated allocation shown in Scenario Two. MEA reserves the discretion to award amounts higher than the estimated maximums based on actual demand and the overall distribution of funding requests.

County	Minimum Funding Request	Sample Scenario One (24 counties participate)	Sample Scenario Two (6 Counties Participate)	Cost Share %
Allegany County	\$500,000	\$1,396,912	\$2,479,061	5%

## ITEM 4

Anne Arundel County	\$500,000	\$4,428,303	\$11,565,169	10%
Baltimore City	\$500,000	\$4,413,425	\$11,519,317	5%
Baltimore County	\$500,000	\$5,980,111	\$15,098,846	10%
Calvert County	\$500,000	\$1,540,726	\$2,995,172	10%
Caroline County	\$500,000	\$1,194,027	\$1,733,292	5%
Carroll County	\$500,000	\$2,007,585	\$4,602,854	10%
Cecil County	\$500,000	\$1,604,495	\$3,220,788	5%
Charles County	\$500,000	\$1,971,021	\$3,992,442	5%
Dorchester County	\$500,000	\$1,189,586	\$1,716,732	5%
Frederick County	\$500,000	\$2,583,529	\$5,880,038	10%
Garrett County	\$500,000	\$1,167,877	\$1,635,627	5%
Harford County	\$500,000	\$2,520,629	\$6,258,711	10%
Howard County	\$500,000	\$2,936,697	\$6,968,414	10%
Kent County	\$500,000	\$1,111,883	\$1,425,289	10%
Montgomery County	\$500,000	\$7,189,543	\$20,074,619	10%
Prince George's County	\$500,000	\$6,636,713	\$16,426,669	5%
Queen Anne's County	\$500,000	\$1,290,659	\$2,091,116	10%
St. Mary's County	\$500,000	\$1,663,076	\$3,426,335	10%
Somerset County	\$500,000	\$1,143,482	\$1,544,191	5%
Talbot County	\$500,000	\$1,218,696	\$1,825,101	10%
Washington County	\$500,000	\$1,901,599	\$4,246,663	5%
Wicomico County	\$500,000	\$1,603,696	\$3,217,976	5%
Worcester County	\$500,000	\$1,305,730	\$2,146,490	5%

## Section 2: Eligibility

**Eligible Activities** : Funding is available only for projects located at government-owned or leased buildings or facilities. Funding is available for future projects that involve evaluation and planning, energy efficiency, and renewable energy. **Counties may also choose to subgrant funds to public agencies or instrumentalities provided the projects align with program goals and meet all eligibility requirements.**

- **Planning Activities:** Planning projects may include but are not limited to:
  - **Feasibility Studies** An evaluation that determines whether proposed upgrades

are technically, financially, and operationally feasible before moving forward with implementation. Feasibility studies for Renewables, Energy Storage, Energy Efficiency, and Electrification are encouraged

- For solar site surveys and preliminary development of solar projects, please review MEA's [Solar Technical Assistance Program](#)
    - **Energy Audits:** A comprehensive evaluation of a building's energy use, systems, and operations to identify efficiency opportunities
    - **Strategy Development:** A process that may include financial analysis (i.e., ROI, payback, modeling, and incentive stacking), strategic planning (i.e., goal setting, phased implementation, continuous improvement), stakeholder engagement, regulatory and policy analysis, and risk management
    - **Energy Planning:** A process that may include pre-construction technical planning, energy modeling, energy use analysis, load profiling, energy forecasting, supply planning, benchmarking, efficiency use identification, resilience considerations, and policy and regulatory alignment
  - **Implementation Activities:** Implementation projects must occur on local government owned or leased properties. Activities may include, but are not limited to:
    - **Installation of Renewables**
      - **Solar**
        - Siting: roof-mounted solar, ground-mounted solar, or solar canopies over existing parking lots, parking garages, or other permanent impervious areas
        - Ownership: the applicant must either (1) own the solar PV system through cash purchase or financing, or (2) the solar PV system must be provided to the applicant under a third-party solar PV lease or power purchase agreement (PPA).
          - For 3rd party-owned projects, the standard cost share formula does not apply; instead, cost share requirements will be determined based on the capacity of the system proposed for installation. Grant funds may be applied as an upfront payment toward the PPA in order to “buy down” the PPA rate, thereby lowering the cost per kWh of electricity over the lifetime of the solar contract. Up to \$1,000/kW-DC of grant funds are available for 3rd party-owned projects. To be eligible, a system must be net metered.
        - Aggregated Net Metering: a majority of the solar infrastructure must be built on local government owned or leased property
        - Energy storage and similar technologies will only be eligible for funding when integrated with a project that also includes the installation of renewable energy generation. Applicants solely interested in standalone battery storage projects (i.e., not paired with solar) are encouraged to apply for the Residential and Commercial

- **Geothermal**
  - Heat Pumps: an electrically-powered ground-source heat pump system, inclusive of necessary HVAC equipment and ground loops, pond loops, or vertically-drilled wells, that serves as the primary heating and cooling system for the property. Must include the installation of new ground loops or wells
- **Landfill-Gas-To-Energy**
  - Support installation and/or improvement of new or modified landfill-gas-to-energy projects which support compliance with MSW Landfill Regulation COMAR 26.11.42. Funding is limited to updates on existing systems that enable gas-to-energy conversion. Projects related to gas transport are not eligible. All supported activities must directly contribute to on-site electricity generation.
- **Energy Efficiency**
  - **Building Envelope and Weatherization Measures**
    - Projects that improve the thermal performance and durability of building envelopes to reduce heating and cooling loads. Scopes may include air sealing, window and door upgrades, roof replacements, weather stripping, installation or upgrade of insulation, and other structural improvements that address energy loss
  - **Efficient Equipment and Appliance Upgrades**
    - **Air Source Heat pumps:** an electrically-powered air-source heat pump system, inclusive of necessary HVAC equipment
    - **LED retrofits:** replace existing interior or exterior lighting with high-efficiency LED technology
    - **Building controls:** install or upgrade building automation systems (BAS) or other digital controls to optimize HVAC, lighting, and plug loads. Scopes may include sensor integration, scheduling systems, energy monitoring tools, and remote access capabilities
    - **Retrocommissioning (RCx):** Systematic process for fine-tuning a building's electrical, mechanical and control systems to operate at optimal efficiency. Includes monitoring, troubleshooting and adjusting systems in existing buildings to optimize energy performance
    - **Electrification projects** should be submitted under Area of Interest 4 (AOI4)

**Ineligible Activities:** The L-GEM Program does not intend to fund the following activities:

- **Planning and Implementation projects that include fossil-fuel or other combustion technologies** that produce greenhouse gas emissions are typically not eligible for funding. This includes new installations, infrastructure expansion, or upgrades that

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<sup>1</sup> <https://energy.maryland.gov/Pages/Energy-Storage-Grant-Program.aspx>

extend the life of fossil fuel systems—except for basic health and safety repairs that do not prolong system use. Limited exemptions may be considered only with a thorough technical analysis demonstrating that zero-emission alternatives are not feasible for technical or safety reasons. Cost alone is not a valid justification. All exemption requests must include justification, consideration of alternative technologies, and a plan to reduce or phase out fossil fuel use in the future

- **Transportation Planning and Implementation Projects:** Funded through MEA's [Community EVSE](#) and [Medium-Duty and Heavy-Duty Zero-Emission Vehicle Grant Program](#)
- **Residential Projects**
  - Multi-family Affordable Housing funded through [Maryland Department of Housing and Community Development's Multifamily Energy Efficiency and Housing Affordability Program](#)
  - Residential energy efficiency, electrification, and solar projects funded through MEA's [Energy Efficiency Equity Program](#)
- **Schools**
  - Funded through the Maryland Energy Administration's [Decarbonizing Public Schools Program](#). Eligible applicants are Local Education Agencies (public K-12 schools and support facilities)
  - Funded through the Maryland Energy Administration's [Higher Education Clean Energy Grant Program](#)
  - Private Schools funded through the [Commercial and Industrial Program and Electrifying Community Buildings Program](#)
- **Installation of solar systems used for aggregated net metering** where 50% or more of the solar is sited on properties neither owned nor leased by the applicant
- **Replacement** of existing solar panels
- **Community solar**
  - Funded through MEA's [Community Solar Program](#)
  - Local Government Energy Modernization funding can not be used for subscription payments to a community solar project
- **Automated residential solar permitting and plan review**
  - Costs to adopt the free-to-use U.S. National Renewable Energy Laboratory SolarAPP+ residential solar permitting software funded through MEA's [SolarAPP+ Implementation Grant Program](#)
- **Measures funded by other MEA grant programs:** If applicants are applying for additional MEA grant programs, each application has to request funding for distinct measures or technologies to avoid duplicative funding

**Rented or Leased Buildings:** Entities that rent or lease their facilities must meet the following requirements:

- The application includes a letter of concurrence signed by the property owner stating that:
  - (1) The property owner permits the grantee to install the proposed upgrades
  - (2) The property owner will ensure that these upgrades to the subject property

remain in place and operational for the balance of the equipment's economic life, regardless of lessee turnover

- Additionally, the performance analysis must demonstrate that payback on investment for the proposed improvements is shorter than the balance of term for the lease currently in force

Note: for grantees leasing property, the grant agreement will require the grantee to return grant funds to MEA if the requirements in (1) and (2), above, are not met.

### Section 3: Minimum Requirements

The following requirements apply to each applicant. Each "minimum requirement" condition must be met for applications to receive funding, no exceptions.

- **Applications are submitted by the grantee:** Third parties may not submit an application on behalf of the grantee
- **Signatory Authority:** A signature applied to the application by an officer with the authority to commit the grantee to execute the grant's requirements (e.g., Chair of the Board, President, Chief Financial Officer, General Manager, etc.). This individual should have sufficient authority to identify, authorize, and provide the necessary resources to perform implementation
- **W-9:** IRS Form W-9 for the applicant must be submitted with the application. The name on the W-9 form must match the organization name as it should appear if selected for a grant award. The mailing address on the W-9 should match the business address for the organization, where bills and other financial correspondence would be directed
- **Identification of Staff Members:** Consistent with the intent to develop capacity for ongoing efforts, applicants should identify staff involved who will be responsible for overseeing the continuation of the activities outlined in this grant announcement after the end of the award's period of performance
- **Narrative:** Counties must provide a comprehensive narrative outlining their county's vision for utilizing the full Block Grant allocation over the 36-month grant period. Include a description of the types of projects you intend to pursue such as planning and or capital project improvements, anticipated timelines, target buildings or systems, and expected outcomes. If applicable, identify key partners, internal or external resources, and any relevant planning already completed that informs your proposed approach.

### Section 4: Submission and Funding Procedures

**Submission Instructions:** Once complete, applications should be submitted to MEA via the online electronic application listed above. MEA will not accept any application packages after the deadline listed at the beginning of this Funding Opportunity Announcement under any circumstances, and all documents received by the deadline will constitute the entire submission.

If electronic submission is not possible, an applicant should contact MEA via email at msec.mea@maryland.gov or by calling Program Manager Lacey Allor at (410) 507-7143 no fewer than fourteen (14) days prior to the deadline to arrange an alternative method of

submission.

**Funding Disbursement:** To access funding from their block grant allocation, counties must submit a request for each individual project to MEA. MEA will review and issue a notice to proceed for each individual project on a rolling basis. Each request must include:

- Project Measure/Name
- Total Grant Request
- Project Narrative: a summary of your proposed project, including the project location. The summary should include a detailed description of each energy measure installed as part of your proposed project
- Annual Energy Benefits and Cost Savings
- System Life
- Cost Breakdown
- Sources of Funding
- Project Timeline
- Procurement Policy

Funding will only be disbursed to awardees as projects are completed upon proof of purchase via detailed invoice documentation and project status updates provided to MEA throughout the period of performance. MEA will not reimburse the Grantee for costs incurred prior to the execution date of the grant agreement or issuances of individual notice to proceeds unless MEA agrees otherwise in writing.

**Electronic Payments:** Participation in MEA grant programs is voluntary. If selected for award and to ensure the secure transmission of grant funds, grantee recipients of MEA funding are generally required to receive electronic payments from the State of Maryland.

Electronic payments are set up through the State of Maryland's Comptroller's Office. A successful grantee must fill out and submit the "ACH/Direct Deposit Authorization for Vendor Payments Form X-10" to the Comptroller's Office via the submission methods outlined on the X-10 form. ACH/Direct Deposit Authorization for Vendor Payment Form X-10 should not be sent to MEA.

Failure to submit ACH/Direct Deposit Authorization Form X-10 may result in award reimbursement being delayed.

If an applicant is unable to receive ACH/Direct Deposit payments, MEA may provide an exception to this requirement on a case-by-case basis, at the sole discretion of MEA.

**Reporting:** Provide the following updates to MEA throughout the grant performance period:

- Quarterly progress reports outlining your project's status
- Detailed invoices, as necessary, that include the date, project address, equipment name and model, quantity, cost, and total cost incurred
- Upon project completion: final close-out report and invoice

## Section 5: Additional Requirements and Provisions

### General Provisions:

MEA grant programs are covered by general provisions that apply to all energy programs, the most current version of these General Provisions is [General Provisions v3 2.11.22](#). The most recent General Provisions document will be incorporated into all FY26 grant agreements issued by MEA.

### Program-Specific Requirements:

In addition to the general provisions, the following requirements apply to this program:

1. MEA will not reimburse for any costs expended prior to the execution of the Grant Agreement, unless MEA agrees otherwise in writing
2. The application requires a community to identify the version of the energy code that it is currently enforcing and to provide documentation demonstrating adoption of the code. To be eligible for an MSEC FY26 Program grant funding, a community should follow the 2018 International Energy Conservation Code (IECC). If an applicant itself has not adopted the IECC but, instead, follows the IECC of another entity (e.g., a municipal government adhering to a county government's codes), it must include an explanation in its application
3. **Building Energy Performance Standards Benchmarking:** Buildings subject to Maryland's Building Energy Performance Standards (BEPS)<sup>2</sup> must be in compliance with BEPS benchmarking requirements. Applicants must provide the relevant unique building identifier(s) known as UBID(s) of covered building(s) to MEA prior to execution of a grant agreement with MEA

**Contact Information:** For more information or assistance, please visit the [FY26 Local Government Energy Modernization webpage](#) or contact:

Lacey Allor  
L-GEM Program Manager  
[msec.mea@maryland.gov](mailto:msec.mea@maryland.gov)  
(410) 507-7143

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<sup>2</sup> <https://mde.maryland.gov/programs/air/ClimateChange/Pages/BEPS.aspx>



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1201  
SNOW HILL, MARYLAND 21863  
TEL: 410.632.1200 / FAX: 410.632.3008

<http://www.co.worcester.md.us/departments/drp>

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

MEMORANDUM

TO: Weston S. Young, Chief Administrative Officer  
FROM: Jennifer K. Keener, AICP, Director  
DATE: March 27, 2026  
RE: Amended Grant Acceptance request – Plumbing Poverty Program Grant, Maryland Affordable Housing Trust

\*\*\*\*\*

I am requesting your approval to approve the amended grant agreement for the Plumbing Poverty Program (PPP) Grant awarded by the Maryland Affordable Housing Trust (MAHT).

This week, we were notified that there were changes to the grant that will positively benefit our constituents, including removing requirements for recorded liens and repayment on grants of \$30,000 or less, and removing the maximum grant award limit. We have three grantees who could have their liens removed if this is accepted.

Attached you will find the amended agreement, an email from the state outlining the changes, as well as the original signed agreement.

In 2025, Worcester County was awarded a \$300,000 grant to conduct activities such as renovation of incomplete bathrooms and/or kitchens; installation or replacement of wells and/ or septic systems; connection to public water and sewer systems; and activities that improve water quality (water treatment, replacement of rusty pipes, etc.). To date we have expended and/or awarded \$29,072 in grant funds to four individuals under this grant.

FIRST AMENDMENT TO MARYLAND AFFORDABLE HOUSING TRUST  
PLUMBING POVERTY PROGRAM GRANT AGREEMENT

This amendment is entered into as of this 18th day of March, 2026 (the "Amendment") by and between the **Maryland Affordable Housing Trust** ("MAHT") and the **County Commissioners of Worcester County**, (the "Grantee").

WHEREAS, MAHT and the Grantee entered into a Grant Agreement dated June 25th, 2026 (the "Agreement"); and

WHEREAS, the parties desire to amend the Agreement in accordance with the provisions set forth herein;

NOW, THEREFORE, in consideration of the foregoing, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and subject to the conditions contained herein, MAHT and the Grantee hereby agree as follows:

(1) Exhibit A of the Agreement is amended by deleting the current Description of the Project, Including Special Conditions and inserting in lieu thereof the following:

Exhibit A – Description of the Project, Including Special Conditions

MAHT approval/start date for Project activities: June 25, 2025

MAHT completion date for Project activities: June 30, 2027

The MAHT Grant will be used in connection with the scattered site owner-occupied housing rehabilitation of ten (10) housing units located in Worcester County, Maryland. The housing units will be occupied by households with incomes of less than 50% of the greater of statewide or Salisbury, MD-DE MSA metropolitan area median income, adjusted for household size with priority given to households less than 30%.

(2) Exhibit D of the Agreement is amended by deleting the current Special Terms and Conditions and inserting in lieu thereof the following:

Exhibit D - Special Terms and Conditions

1. If a housing unit is owned by multiple family members, family members living in the housing unit can be qualified for Grant assistance if all family member owners sign a cooperative agreement, in which all owners agree to the terms and conditions of the grant assistance from the Grantee.
2. If a dwelling is in substandard condition, it must be economically feasible to bring it into compliance with a County/Local Jurisdiction Livability Code.
3. The housing unit may only receive plumbing poverty assistance one time with MAHT funds. However, a waiver may be requested by the Grantee for emergency assistance or on a case-by-case basis.

4. Owner-occupants must not own any housing unit other than the one to be rehabilitated under the Program and must not have assets which would enable the applicant to secure rehabilitation funds from other sources.
5. Owner-occupants must have insurance on the housing unit (including flood insurance if within a flood zone) and must be current with property taxes at the time of their application for assistance.
6. Any housing unit in forbearance with the housing unit's mortgage company, or that is subject to a reverse mortgage, is not eligible for assistance from the Program.
7. Any housing unit that is in arrears with property taxes is not eligible for assistance from the Program.
8. Any housing unit with outstanding judgments against it (i.e., state/federal/local tax, mechanic's lien, and/or other default judgments) is not eligible for assistance from the Program.
9. Grantee must obtain income information for all residents of a housing unit when determining income qualification, with the exception of children under the age of 18 or full-time college students over the age of 18. Grantee files must include supported documentation of income qualification, including documentation supporting full-time student status (if applicable).
10. Grantee is required to draft and file any required liens on housing units that receive Grant assistance through the Program. The form of lien is subject to MAHT review and approval prior to execution by all parties.
11. Grantee will be required to provide a copy of the recorded lien document to MAHT in a timely manner for its Grant Project files.
12. Grantee is required to use either the following terms or their own terms, whichever are stricter:
  - a. Tier I – MAHT assistance of \$30,001 and above requires a lien placed on the housing unit for fifteen (15) years.
13. If the housing unit is sold and/or transferred, the amount of MAHT assistance invested in the housing unit shall be returned to MAHT.
14. Repayments will be required according to the following schedule:
  - For Tier I – fifteen-year liens
    - Sale in the first year: 100% MAHT assistance repayment
    - Sale in the second year: 93% MAHT assistance repayment
    - Sale in the third year: 87% MAHT assistance repayment
    - Sale in the fourth year: 80% MAHT assistance repayment
    - Sale in the fifth year: 73% MAHT assistance repayment
    - Sale in the sixth year: 67% MAHT assistance repayment
    - Sale in the seventh year: 60% MAHT assistance repayment
    - Sale in the eighth year: 53% MAHT assistance repayment
    - Sale in the ninth year: 47% MAHT assistance repayment
    - Sale in the tenth year: 40% MAHT assistance repayment
    - Sale in the eleventh year: 33% MAHT assistance repayment
    - Sale in the twelfth year: 27% MAHT assistance repayment
    - Sale in the thirteenth year: 20% MAHT assistance repayment
    - Sale in the fourteenth year: 13% MAHT assistance repayment
    - Sale in the fifteenth year: 7% MAHT assistance repayment

The lien will be released/forgiven after the fifteenth year and no repayment is required thereafter.

Grantee will be responsible for notifying the MAHT Program when/if a housing unit sale/transfer takes place and returning MAHT assistance to the MAHT Program.
15. Remit Payments to MAHT Instructions:
 

Please send a check payable to the Maryland Affordable Housing Trust to: MD DHCD: Central Cashier P.O. Box 2521, Landover, MD 20784. Please send a copy of the letter and check

payable to the Maryland Affordable Housing Trust to Kecia Campbell, MAHT Administrator at MAHT.DHCD@maryland.gov.

(3) Except as set forth herein, the terms and conditions of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, MAHT and the Grantee, or their authorized representatives have executed this Agreement as of the day and year written above.

**COUNTY COMMISSIONERS OF WORCESTER COUNTY**

By: \_\_\_\_\_ (SEAL)  
Name: Theodore J. Elder  
Title: President

**MARYLAND AFFORDABLE HOUSING TRUST**

By: \_\_\_\_\_  
Name: Alice G. Pinderhughes  
Title: Chairperson, Board of Trustees

Approved for form and legal sufficiency

\_\_\_\_\_  
Assistant Attorney General

**From:** [Davida Washington](#)  
**To:** [Jennifer Keener](#)  
**Cc:** [Matthew Laick](#)  
**Subject:** FW: MAHT Round 50 Plumbing Poverty Program "Good News" Updates  
**Date:** Friday, March 27, 2026 9:32:32 AM  
**Attachments:** [Round 50 1st Amend to MAHT PPP GA \(03182026 \) Worcester CTY \(5005\).pdf](#)

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FYI

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**From:** Kecia Campbell <[kecia.campbell@maryland.gov](mailto:kecia.campbell@maryland.gov)>  
**Sent:** Thursday, March 26, 2026 6:24 PM  
**To:** Davida Washington <[dWASHINGTON@worcestermD.gov](mailto:dWASHINGTON@worcestermD.gov)>  
**Subject:** MAHT Round 50 Plumbing Poverty Program "Good News" Updates

Hi Davida,

I hope all is well with you.

Please find below a few updates concerning the MAHT Round 50 Plumbing Poverty Program Grant.

## **I. Grant Agreement Amendment**

On March 5th, the MAHT Board of Trustees updated the lien requirement for the Plumbing Poverty Program. Moving forward, the property lien requirement applies only to projects costing \$30K and above. Projects under \$30K will not require a lien on the property. Also, the \$30K max limit per property address clause has been removed. The Trustees hope this policy change will encourage more applicants in your communities to take advantage of this opportunity.

**Please see the attached amended grant agreement, which includes the updated policy changes located in the Exhibits section. Please review, sign and return the amendment document to me by April 1, 2026.**

Note: For former clients with property liens in place, you can decide whether to release those liens if their project costs were \$30K or less. If you decide to do so, you should work with your attorneys to draft a lien release document for your organization and client to sign.

## **II. Round 50 Plumbing Poverty Program Grantee Meeting**

Please mark your calendars! As promised, we will host a virtual PPP grantee meeting

where you can share project updates, lessons learned so far, and best practices with your fellow grantees. **The virtual meeting will take place on April 30th from 2:00 p.m. to 3:30 p.m.** All staff working with you on the Plumbing Poverty Grant are invited to attend. You will receive a Google Meet invite from me. Please RSVP as soon as possible and feel free to share the invite with your team/staff.

### III. MAHT Plumbing Poverty Program Survey

Thank you for completing the MAHT Plumbing Poverty Program Survey last month. Your feedback was very helpful to the MAHT Board of Trustees in its decision-making and will continue to be helpful for me internally as I develop strategies to improve the program. I will summarize the survey results at the April meeting.

That is all for now. Exciting news right? If you have any questions, please feel free to let me know.

Thank you for all of your hard work and service to your Maryland neighbors and communities.

Take Care, Kecia



**Kecia A. Campbell, MBA**  
she/her/hers  
Administrator, Maryland Affordable  
Housing Trust  
Division of Neighborhood  
Revitalization  
Maryland Department of Housing  
and Community Development  
7800 Harkins Road  
Lanham MD 20706  
[kecia.campbell@maryland.gov](mailto:kecia.campbell@maryland.gov)  
Cell: (443) 401-6381  
[www.dhcd.maryland.gov](http://www.dhcd.maryland.gov)

**MARYLAND AFFORDABLE HOUSING TRUST  
PLUMBING POVERTY PROGRAM GRANT AGREEMENT**

This Maryland Affordable Housing Trust Grant Agreement (this "Agreement") is entered into as of this 25th day of June, 2025, by and between the Maryland Affordable Housing Trust, an instrumentality of the State of Maryland, hereinafter referred to as "MAHT", and the County Commissioners of Worcester County, hereinafter referred to as "Grantee".

WHEREAS, the Maryland General Assembly established the Maryland Affordable Housing Trust pursuant to Sections 10-101 through 10-301 of the Housing and Community Development Article of the Annotated Code of Maryland, as amended (the "Act"), to enhance the availability of affordable housing throughout the State;

WHEREAS, MAHT is established to provide flexible and creative financing tools and participate in more creative projects than government programs and private lenders currently support;

WHEREAS, MAHT is established to provide assistance primarily intended for households earning less than 50% of median income, with a preference given to serving households earning less than 30% of median income;

WHEREAS, MAHT is authorized to make awards to assist: (1) in the acquisition, construction, rehabilitation, or preservation of affordable housing; (2) project-specific capacity building efforts of nonprofit organizations to develop affordable housing; and (3) with project-specific operating expenses of housing developments, in the promotion of affordable housing;

WHEREAS, MAHT is authorized to provide funding to alleviate plumbing poverty in urban and rural areas statewide.

WHEREAS, MAHT funding may not be used for: (1) direct rental assistance to tenants (although assistance paid to landlords on behalf of tenants is permissible); (2) capacity building assistance that is not related to a specific housing development; (3) eviction prevention, not related to a specific housing development, and (4) purchase of a grantee's personal property, such as office furniture or equipment;

WHEREAS, in reliance upon the representations and certifications contained in Grantee's application for grant assistance in the 50th funding round (the "Application"), MAHT has approved an award of funds to the Grantee for the project described in Grantee's application (the "Project"), in accordance with the requirements and provisions of this Agreement.

NOW, THEREFORE, in consideration of the foregoing, and subject to the conditions contained herein, MAHT and the Grantee agree as follows:

1. Purpose of Agreement. The purpose of this Agreement is to provide the Grantee with funds which will enable the Grantee to carry out the Project, the approved scope of work for which is described in the attached Exhibit A.

2. Grant Funds Provided: Awards From Sources Other Than MAHT.

a. In consideration of the various obligations to be undertaken by Grantee pursuant to this Agreement, MAHT agrees to provide Grantee with funds in an amount not to exceed \$300,000 (the "MAHT Grant"), subject to the terms and conditions set forth in this Agreement.

County Commissioners of Worcester County  
 MAHT - Grant Agreement (General) No: 5005  
 R: LoandocsMAHT 071525 KC update 072225

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b. If, during the Grant Period (defined below), the Grantee is awarded funds for the activities described in the Project Budget (defined below) from a source other than MAHT, Grantee is obligated to notify MAHT within 45 days of such award.

c. The MAHT Grant is subject to available appropriations.

3. Authorized Uses of Grant Funds. Grantee agrees to use the MAHT Grant funds only for the Project activities, and in the appropriate location, described in Exhibit A. The Project and its scope of work may be modified only by an amendment to this Agreement executed by MAHT and the Grantee.

4. Expenditure of Grant Funds.

a. Grantee shall use the MAHT Grant funds only in accordance with the Project Budget outlined in Exhibit B (the "Project Budget"), and shall not expend more than the amount allocated for any category in the Project Budget without the prior written consent of MAHT. However, the Grantee is permitted to make minor transfers in Project Budget of up to 10% of the MAHT Grant without the prior written consent of MAHT.

b. Grantee may not incur any costs of the Project to be charged against the MAHT Grant funds before approval of the award of funds by the MAHT board of trustees. All costs incurred by the Grantee before approval of the award of funds by the MAHT board of trustees are incurred voluntarily, at the Grantee's risk and upon its own credit and expense, and Grantee's authority to be reimbursed from the MAHT Grant funds shall be governed by the provisions of this Agreement.

c. If, upon completion of the Project, there are cost savings and/or undisbursed funds, such amounts shall revert to MAHT unless MAHT has determined, in its sole discretion, that the Grantee may retain a portion of the savings.

5. Project Commencement and Completion: Changes.

a. As of the effective date of this Agreement, as defined in Section 24, the Grantee shall commence the Project activities described in Exhibit A, unless any special condition set forth in Exhibit A requires that Grantee undertake additional action before proceeding with a certain activity. In such instances the Grantee shall initiate action in order to satisfy the special condition upon the execution of this Agreement.

b. Grantee shall complete the Project activities on or before June 30<sup>th</sup>, 2027 (the "Grant Period").

c. In the following instances, it shall be necessary for MAHT and Grantee to execute an amendment of this Agreement in accordance with Section 20:

(i) Grantee is proposing the addition or deletion of a Project activity or the alteration of existing approved Project activities;

(ii) Grantee is proposing that the Project activities be directed to an area other than the approved Project location specified in Exhibit A;

(iii) Grantee is proposing an extension of the Project completion date set forth in Section 5(b) of this Agreement; or

County Commissioners of Worcester County  
MAHT - Grant Agreement (General) No: 5005  
R: LoandocsMAHT 071525 KC update 072225

Page 3

(iv) Grantee is proposing a budget revision resulting in a transfer in the Project Budget of more than 10% of the MAHT grant.

d. Grantee shall ensure that all necessary approvals for the commencement of Project activities have been obtained, including any applicable permits and licenses.

e. On or before the completion date of the Project, the Grantee shall obtain any certifications, licenses, permits and approvals, and shall otherwise satisfy all requirements necessary to operate the Project.

f. In the event that Grantee is proposing an extension of the Project completion date, Grantee's chief administrative officer (or authorized representative within the Grantee Organization) shall submit a written request to MAHT at least 60 days before the end of the Grant Period.

6. Income Restrictions and Recovery of MAHT Grant Funds. The Project is comprised of a total of ten (10) housing units, all of which are or will be occupied by households with incomes of less than 50% of the greater of statewide or Salisbury, MD-DE MSA metropolitan area median income, adjusted for household size, with priority given to households with incomes less than 30%. For the purpose of this Agreement, the term "household" means all individuals who occupy a housing unit, including individuals who are related by birth, marriage, or adoption, one person living alone, or any other group of related or unrelated individuals who share living arrangements.

7. Progress of the Project. If the Project is not being completed in a manner satisfactory to MAHT, or the Grantee has violated a provision of this Agreement, prior to MAHT declaring a default, MAHT may request the Grantee to accept technical assistance MAHT feels is necessary for the Project to proceed in a manner acceptable to MAHT.

8. Disbursement of Grant Funds.

a. After the effective date of this Agreement as defined in Section 24, and upon the satisfaction of any special conditions to the disbursement of MAHT Grant funds contained in Exhibit A, MAHT will disburse MAHT Grant funds to the Grantee upon MAHT's approval of a properly completed request for payment form signed by two authorized representatives of the Grantee organization. Properly requested disbursements will be made in accordance with the Project Disbursement Schedule set forth in Exhibit C.

b. Requests for payment may seek funds to pay for projected costs anticipated to be incurred as well as costs actually incurred. MAHT shall have the right at any time to request that the Grantee provide additional supporting documentation with any request for payment.

c. Requests should be made allowing approximately 45 days to receive the MAHT Grant funds. The funds may be deposited in an interest-bearing account and any interest earned must be expended by the Grantee for the purposes set forth in the attached Exhibit A.

d. MAHT has the right to withhold disbursement of MAHT Grant funds if, at any time, MAHT has, in its sole discretion, determined that the Grantee is not performing or completing the Project in a manner satisfactory to MAHT.

9. Records and Reports.

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a. Grantee shall maintain accurate financial and management records in a form acceptable to MAHT of all transactions relating to the receipt and expenditure of MAHT Grant funds and administration of the Project. Grantee shall make these records, administrative offices and personnel, whether full-time, part-time consultants or volunteers, available to MAHT upon request. The Grantee shall retain said records for 3 years after completion of the Project. During the term of this Agreement, as defined in Section 25, MAHT will monitor the Project to ensure that it is being undertaken in accordance with the terms of this Agreement. In addition, the Grantee shall monitor the Project in accordance with the requirements of MAHT and all applicable State requirements.

b. Grantee shall provide MAHT with records, reports and other documentation as may be required by MAHT.

c. Quarterly Progress Reports. Grantee shall provide MAHT with quarterly progress reports based on the calendar year beginning from the date of this Agreement in the form attached as Exhibit G, which contains information about work accomplished and problems encountered, expenditures made against the operating budget, and a projection of revenues required for the next quarter, including a disbursement request, if applicable. Grantee shall ensure that each quarterly progress report is received by MAHT within ten (10) working days of the close of the quarterly period.

d. Final Report. Within 45 days after the Grantee completes the Project set forth in Exhibit A of this Agreement, the Grantee shall submit to MAHT a Final Report in the form attached as Exhibit H, which describes the completed Project and any problems encountered in completing the Project. The Final Report shall also contain an expense and revenue summary of the Project, certified by the highest fiscal officer of the Grantee, which lists all expenditures relating to the Grant.

#### 10. Default and Remedies.

a. A default shall consist of the breach of any of the Grantee's covenants, agreements or certifications in this Agreement, including the expenditure of MAHT Grant funds for any use other than for the purposes itemized in the Project Budget shown in Exhibit B or in an unauthorized manner.

b. Upon the occurrence of any default, MAHT shall have the right to terminate this Agreement by written notice to the Grantee. Grantee shall have 30 days from the date MAHT's notice was postmarked to cure the default. After the conclusion of this 30 day period, if Grantee has not cured or commenced curing the default to the satisfaction of MAHT, MAHT may at its option immediately terminate this Agreement. In the event of termination by MAHT:

(i) Grantee's authority to request a disbursement shall cease and the Grantee shall have no right, title or interest in or to any of the MAHT Grant funds not disbursed;

(ii) MAHT may demand repayment from the Grantee of any amounts MAHT determines were not expended in accordance with this Agreement; and

(iii) MAHT, in its discretion, may demand repayment of all MAHT Grant Funds distributed to Grantee.

c. In addition to the rights and remedies contained in this Agreement, MAHT may at any time proceed to protect and enforce all rights available to MAHT by suit in equity, action at law, or by any other appropriate proceedings, all of which rights and remedies shall survive the termination of this Agreement.

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11. **Indemnification.** Grantee releases MAHT from, agrees that MAHT shall not have any liability for, and agrees to protect, indemnify and save harmless MAHT from and against any and all liabilities, suits, actions, claims, demands, losses, expenses and costs of every kind and nature, including reasonable attorney's fees, incurred by, or asserted or imposed against, MAHT, as a result of or in connection with the Project. All money expended by MAHT as a result of such liabilities, suits, actions, claims, demands, losses, expenses, or costs, together with interest at a rate not to exceed the maximum interest rate permitted by law, shall be immediately and without notice due and payable by Grantee to MAHT. Grantee's obligation to indemnify MAHT shall survive the term of this Agreement.

12. **Conflicts of Interest.** Except for approved eligible administrative and personnel costs shown in the Project Budget, none of the Grantee's designees, agents, members, officers, employees, consultants or members of its governing body or any local governmental authority exercising jurisdiction over the Project, and no other public official of such authority or authorities who exercises or has exercised any functions or responsibilities with respect to the Project during such person's tenure, or who is in a position to participate in a decision making process or gain inside information with regard to the Project, has or shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the Project or in any activity, or benefit therefrom, which is part of the Project at any time during or after such person's tenure.

13. **Applicability to Contractors and Agents.** Where performance of the Project is to be carried out by any contractor or agent of the Grantee, the provisions of this Agreement shall be made binding on such contractor or agent by the Grantee. This shall be accomplished by a written agreement or contract between the Grantee and any contractor or agent. Where the term "Grantee" appears in this Agreement, it shall be interpreted to include any contractor or agent of the Grantee. Grantee acknowledges and agrees that Grantee has the ultimate legal responsibility for ensuring compliance with the requirements of this Agreement.

14. **Grantee's Certifications.** Grantee certifies that:

a. Grantee is duly organized and validly existing under the laws of the State of Maryland, is qualified to do business in the State of Maryland, is in good standing with the Maryland State Department of Assessments and Taxation and shall provide evidence of such status upon request, and has all requisite power and authority to enter into and carry out the transactions contemplated by this Agreement;

b. This Agreement has been duly authorized, executed and delivered by the Grantee in such manner and form as to comply with all applicable laws to make this Agreement the valid and legally binding act and agreement of Grantee;

c. No officer, director or member of the Grantee will personally benefit from the Project or the activities described in Exhibit A;

d. Grantee is committed to increasing the quality of life and housing opportunities for low-income persons and households;

e. The representations, statements and other matters contained in the Application are and remain true and complete in all material respects;

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f. If applicable, Grantee has obtained, or has reasonable assurances, that it will obtain, all federal, State and local government approvals, permits and reviews which may be required to accomplish the Project activities; and

g. Grantee has not been, nor currently is, the subject of an investigation by any federal, state, or local governmental entity for alleged criminal or civil violations of laws or regulations enforced by these entities.

15. Nondiscrimination and Drug and Alcohol Free Workplace.

a. Grantee may not discriminate against any person on the basis of race, color, religion, national origin, sex, marital status, sexual orientation, physical or mental disability, or age in any aspect of its projects.

b. Grantee shall comply with applicable federal, State, and local laws regarding discrimination and equal opportunity in employment, housing and credit practices, including:

- (i) Titles VI and VII of the Civil Rights Act of 1964;
- (ii) Title VIII of the Civil Rights Act of 1968, as amended;
- (iii) The Americans with Disabilities Act of 1990;
- (iv) Title 20 of the State Government Article of the Annotated Code of Maryland, as amended;
- (v) The Federal Fair Housing Amendments Act of 1988, as amended; and
- (vi) The State of Maryland Department of Housing and Community Development's Minority Business Enterprise Program, as amended.

c. Grantee shall comply with the provisions of the Governor's Executive Order .01.01.1989.18 regarding a drug- and alcohol-free workplace and any regulations promulgated thereunder.

d. Grantee covenants that the Project will be operated in a non-sectarian manner and that all occupants of the Project will be accorded freedom of religious practice consistent with the U.S. Constitution, the Constitution of the State of Maryland, and all applicable law.

16. Fair Practices Certification.

a. The Grantee certifies that it prohibits discrimination on the basis of:

- (i) Political or religious opinion or affiliation, marital status, sexual orientation, race, color, creed or national origin;
- (ii) Sex, except when sex constitutes a bona fide occupational qualification;
- (iii) Age or familial status, except for housing that complies with the federal Housing For Older Persons Act; and
- (iv) The physical or mental disability of a qualified disabled individual.

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b. Grantee agrees that it will not engage in the forms of discrimination set forth in paragraph (a) of this Section 16.

17. **Environmental Condition.** Grantee has investigated the Project for the presence of hazardous or toxic substances, and the Project shows no visible signs of hazardous or toxic substances. Furthermore, the Grantee is unaware of any violations of any federal, State, or local environmental law, rule, regulation or ordinance. Grantee shall indemnify and hold MAHT harmless from all loss, liability, damage, cost and expenses, including reasonable attorneys' fees, for failure of the Project to comply in all respects with environmental requirements. Grantee's obligation to indemnify MAHT shall survive the term of this Agreement.

18. **Special Terms and Conditions.** Grantee agrees to comply with all special terms and conditions listed in Exhibit D.

19. **Notices.** All notices, requests, approvals and consents of any kind made pursuant to this Agreement shall be in writing. Any such communication, unless otherwise specified, shall be deemed effective as of the date it is mailed, postage prepaid, addressed as follows:

a. Communications to MAHT shall be mailed to:

Kecia Campbell, Program Administrator  
 Maryland Affordable Housing Trust  
 c/o Maryland Department of Housing and Community Development  
 7800 Harkins Road  
 Lanham, Maryland 20706.

b. Communications to Grantee shall be mailed to:

Lynn Wright, Senior Budget Accountant  
 Worcester County  
 One West Market Street  
 Snow Hill, Maryland 21863

20. **Amendment.** This Agreement or any part hereof, may be amended from time to time only by a written instrument executed by MAHT and the Grantee.

21. **Assignment.** This Agreement may not be assigned without the prior written approval of MAHT.

22. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties and supersedes all prior oral and written agreements between the parties hereto with respect to the Grant funds.

23. **Governing Law.** This Agreement shall be construed, interpreted and enforced in accordance with the laws of the State of Maryland.

24. **Effective Date of Agreement.** Two original copies of this Agreement shall be presented to Grantee for acceptance and execution. After execution by Grantee, they will be executed and dated by MAHT. The effective date of this Agreement will be the date that MAHT approved an award of funds to the Grantee.

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25. **Term of Agreement.** Unless sooner terminated pursuant to Section 10 of this Agreement or by the mutual consent of Grantee and MAHT, this Agreement shall remain in effect until Grantee's Project has been completed, the final amounts of the MAHT Grant have been disbursed, all reports and records due by the Grantee to MAHT have been submitted and approved by MAHT and there has been a final settlement between MAHT and Grantee of all issues arising out of the MAHT Grant.

26. **Further Assurances and Corrective Instruments.** Grantee agrees that it will, from time to time, execute and deliver, or cause to be executed and delivered, such amendment hereto and such further instruments as may be required by MAHT to comply with any existing or future State regulations, directives, policies, procedures, and other requirements, or to further the general purposes of this Agreement.

27. **Delay Does Not Constitute Waiver.** No failure or delay of MAHT to exercise any right, power or remedy consequent upon default shall constitute a waiver of any such term, condition, covenant, certification or agreement of any such default or preclude MAHT from exercising any such right, power or remedy at any later time or times.

28. **Electronic Signatures.** The parties agree that this Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes, and shall have the same force and effect as an original handwritten signature. Without limitation, "electronic signature" shall include: faxed versions of an original handwritten signature; electronically scanned and transmitted versions (e.g., via pdf) of an original handwritten signature; and any typed signature (including any electronic symbol or process attached to, or associated with, this Agreement) adopted by the Grantee with the intent to sign this Agreement.

29. **Acknowledgment of MAHT.** Unless prohibited by applicable law, Grantee agrees to acknowledge its MAHT Grant by including the following statement in material that the Grantee displays, publishes, or distributes with respect to the Project: 'This project was made possible by the funding support of the Maryland Affordable Housing Trust' or similar language approved by MAHT.


{Signatures appear on the following page}

County Commissioners of Worcester County  
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IN WITNESS WHEREOF, the Grantee and MAHT have executed this Agreement as of the day and year written above with the specific intention of creating a document under seal.

ATTEST/WITNESS:

COUNTY COMMISSIONERS OF WORCESTER COUNTY


  
Wesley Young LAO  
(Printed Name and Title)

By:  (SEAL)  
Name: Theodore J. Elder  
Title: President

##

Signed by:  
  
14129786383E482

MARYLAND AFFORDABLE HOUSING TRUST,  
instrumentality of the State of Maryland

DocuSigned by:  
  
By: 856BE9AA81A4483 (SEAL)  
Alice G. Pinderhughes, Chairperson  
Board of Trustees

Approved for form and  
legal sufficiency

Signed by:  
  
8CA31D348CBF4E1  
Assistant Attorney General

- Exhibit A - Description of the Project, Including Special Conditions
- Exhibit B - Project Budget
- Exhibit C - Project Disbursement Schedule
- Exhibit D - Special Terms and Conditions
- Exhibit G - Quarterly Progress Report
- Exhibit H - Final Report

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Grantee: County Commissioners of Worcester County  
 Project: Worcester County Housing Rehabilitation Program  
 MAHT#: 5005

**Exhibit A – Description of the Project, Including Special Conditions**

MAHT approval/start date for Project activities: June 25, 2025

MAHT completion date for Project activities: June 30, 2027

The MAHT Grant will be used in connection with the scattered site owner-occupied housing rehabilitation of ten (10) housing units located in Worcester County, Maryland. The housing units will be occupied by households with incomes of less than 50% of the greater of statewide or Salisbury, MD-DE MSA metropolitan area median income, adjusted for household size with priority given to households less than 30%. No more than \$30,000 may be spent on any one unit.

**Exhibit B – Project Budget**

ACTIVITY	MAHT FUNDS	GRANTEE MATCH/ CONTRIBUTION	OTHER FUNDING SOURCES	TOTAL
1. Scattered Site Owner Occupied Housing Rehabilitation-Plumbing Activities	\$300,000		\$250,000	\$550,000
2. Project Administration		\$30,000		\$30,000
<b>TOTAL PROJECT COSTS</b>	<b>\$300,000</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$580,000</b>

**Exhibit C – Project Disbursement Schedule**

Any disbursement of MAHT Grant funds is conditioned upon the award to and/or receipt by Grantee of the other funding for the Project described in the Application as determined by MAHT.

Upon receipt of a request for payment from Grantee, MAHT will release 25% (\$75,000) of the total amount of the MAHT Grant for Project costs anticipated to be incurred as well as costs incurred.

The Grantee may continue to request draws for Project costs incurred. All requests for payment must be accompanied by supporting documentation reflecting a detailed accounting of the costs incurred during the period for the Project.

Grantee is required to have drawn down at least 50 percent of Grant award amount by the end of the first year. At least 80 percent of Grant award must be drawn down by the end of the third quarter in the second year of the Grant.

Grantee can utilize up to 15% of the Grant award for project administrative expenses.

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#### Exhibit D - Special Terms and Conditions

1. If a housing unit is owned by multiple family members, family members living in the housing unit can be qualified for Grant assistance if all family member owners sign a cooperative agreement, in which all owners agree to the terms and conditions of the grant assistance from the Grantee.
2. The housing unit must be in substandard condition and economically feasible for being brought into compliance with a County/Local jurisdiction's Livability Code.
3. The housing unit may only receive plumbing poverty assistance one time with MAHT funds. However, a waiver may be requested by the Grantee for emergency assistance or on a case-by-case basis.
4. Owner-occupants must not own any housing unit other than the one to be rehabilitated under the Program and must not have assets which would enable the applicant to secure rehabilitation funds from other sources.
5. Owner-occupants must have insurance on the housing unit (including flood insurance if within a flood zone) and must be current with property taxes at the time of their application for assistance.
6. Any housing unit in forbearance with the housing unit's mortgage company, or that is subject to a reverse mortgage, is not eligible for assistance from the Program.
7. Any housing unit that is in arrears with property taxes is not eligible for assistance from the Program.
8. Any housing unit with outstanding judgments against it (i.e., state/federal/local tax, mechanic's lien, and/or other default judgments\*\*) is not eligible for assistance from the Program.
9. Grantee must obtain income information for all residents of a housing unit when determining income qualification, with the exception of children under the age of 18 or full-time college students over the age of 18. Grantee files must include supported documentation of income qualification, including documentation supporting full-time student status (if applicable).
10. Grantee is required to draft and file any required liens on housing units that receive Grant assistance through the Program. The form of lien is subject to MAHT review and approval prior to execution by all parties.
11. Grantee will be required to provide a copy of the recorded lien document to MAHT in a timely manner for its Grant Project files.
12. Grantee is required to use either the following terms or their own terms, whichever are stricter:
  - a. Tier I – MAHT assistance between \$1,000 and \$15,000 requires a lien placed on the housing unit for five (5) years.
  - b. Tier II – MAHT assistance between \$15,001 and \$30,000 requires a lien placed on the housing unit for ten (10) years.
  - c. Tier III – MAHT assistance of \$30,001 and above requires a lien placed on the housing unit for fifteen (15) years.
13. If the housing unit is sold and/or transferred, the amount of MAHT assistance invested in the housing unit shall be returned to MAHT.
14. Repayments will be required according to the following schedule:
 

For Tier I - five-year liens

  - Sale in the first year: 100% MAHT assistance repayment
  - Sale in the second year: 80% MAHT assistance repayment
  - Sale in the third year: 60% MAHT assistance repayment
  - Sale in the fourth year: 40% MAHT assistance repayment
  - Sale in the fifth year: 20% MAHT assistance repayment

The lien will be released/forgiven after the fifth year and no repayment is required thereafter.

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**For Tier II – ten-year liens**

- Sale in the first year: 100% MAHT assistance repayment
- Sale in the second year: 90% MAHT assistance repayment
- Sale in the third year: 80% MAHT assistance repayment
- Sale in the fourth year: 70% MAHT assistance repayment
- Sale in the fifth year: 60% MAHT assistance repayment
- Sale in the sixth year: 50% MAHT assistance repayment
- Sale in the seventh year: 40% MAHT assistance repayment
- Sale in the eighth year: 30% MAHT assistance repayment
- Sale in the ninth year: 20% MAHT assistance repayment
- Sale in the tenth year: 10% MAHT assistance repayment

The lien will be released/forgiven after the tenth year and no repayment is required thereafter.

**For Tier III – fifteen-year liens**

- Sale in the first year: 100% MAHT assistance repayment
- Sale in the second year: 93% MAHT assistance repayment
- Sale in the third year: 87% MAHT assistance repayment
- Sale in the fourth year: 80% MAHT assistance repayment
- Sale in the fifth year: 73% MAHT assistance repayment
- Sale in the sixth year: 67% MAHT assistance repayment
- Sale in the seventh year: 60% MAHT assistance repayment
- Sale in the eighth year: 53% MAHT assistance repayment
- Sale in the ninth year: 47% MAHT assistance repayment
- Sale in the tenth year: 40% MAHT assistance repayment
- Sale in the eleventh year: 33% MAHT assistance repayment
- Sale in the twelfth year: 27% MAHT assistance repayment
- Sale in the thirteenth year: 20% MAHT assistance repayment
- Sale in the fourteenth year: 13% MAHT assistance repayment
- Sale in the fifteenth year: 7% MAHT assistance repayment

The lien will be released/forgiven after the fifteenth year and no repayment is required thereafter.

Grantee will be responsible for notifying the MAHT Program when/if a housing unit sale/transfer takes place and returning MAHT assistance to the MAHT Program.

**15. Remit Payments to MAHT Instructions:**

Please send a check payable to the Maryland Affordable Housing Trust to: MD DHCD: Central Cashier P.O. Box 2521, Landover, MD 20784. Please send a copy of the letter and check payable to the Maryland Affordable Housing Trust to Kecia Campbell, MAHT Program Administrator at MAHT.DHCD@maryland.gov.



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1201  
SNOW HILL, MARYLAND 21863  
TEL:410.632.1200 / FAX: 410.632.3008

<http://www.co.worcester.md.us/departments/drp>

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

MEMORANDUM

TO: Weston S. Young, Chief Administrative Officer  
FROM: Jennifer K. Keener, AICP, Director  
DATE: April 1, 2026  
RE: Grant Acceptance request – Community Development Block Grant (CDBG)

\*\*\*\*\*

The Maryland Department of Housing and Community Development (DHCD) awarded Worcester County a \$300,000 Community Development Block Grant (CDBG) to conduct housing rehabilitation activities to benefit low- and moderate-income homeowners. We anticipate serving approximately seven (7) homeowners with grants of up to \$40,000 each during the grant cycle which ends December 31, 2027.

I am requesting your approval to accept the grant award and sign the agreement.

**MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
GRANT AGREEMENT**

This Maryland Community Development Block Grant Program (CDBG) Grant Agreement (this "Agreement") is entered into as of the date it is executed by DHCD (as defined herein)(the effective date) by and between the Maryland Department of Housing and Community Development, a principal department of the State of Maryland, hereinafter referred to as "DHCD" and the COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND a municipality of the State of Maryland, hereinafter referred to as "Grantee".

WHEREAS, the federal Department of Housing and Urban Development ("HUD") has authorized the State of Maryland to distribute and administer federal Maryland Community Development Block Grant ("CDBG") funds pursuant to the Housing and Community Development Act of 1974, as amended, for the purpose of preserving and developing viable rural and urban communities by expanding economic opportunities, providing decent housing, and providing necessary supporting public infrastructure;

WHEREAS, the Maryland General Assembly has appropriated federal CDBG funds to DHCD in order to establish and administer the Maryland CDBG Program, which program is more fully described in a certain Consolidated Plan-Action Plan dated **SFY26/FFY25** (the "Consolidated Plan") issued by DHCD;

WHEREAS, the Grantee has applied to the State for CDBG funds for the project described in Grantee's application (the "Project") and the Project has been selected for CDBG funding on the basis of the Consolidated Plan.

NOW, THEREFORE, in consideration of the foregoing, and subject to the conditions contained herein, DHCD and the Grantee agree as follows:

1. Purpose of Agreement. The purpose of this Agreement is to provide the Grantee with funds which will enable the Grantee to carry out the Project, the approved scope of work for which is described in the attached Exhibit A. The Project activities are designed to satisfy the CDBG national objective of **BENEFIT TO LOW AND MODERATE INCOME PERSONS - HOUSING** (the "National Objective").
2. Grant Funds Provided. In consideration of the various obligations to be undertaken by Grantee pursuant to this Agreement, DHCD agrees to provide Grantee with funds in an amount not to exceed **\$ 300,000** (the "CDBG Grant") subject to the terms and conditions set forth in this Agreement and to the availability of federal funds.
3. Authorized Uses of Grant Funds. Grantee agrees to use the CDBG Grant funds only for the Project activities, and in the appropriate location, described in Exhibit A. The Project

activities funded by the CDBG Grant must satisfy the National Objective identified in Section 1. Further, any use of the CDBG Grant must be in compliance with applicable local, State, and federal law. The Project and its scope of work may be modified only by an amendment to this Agreement executed by DHCD and the Grantee.

4. Expenditure of Grant Funds.

a. The Grantee shall use the CDBG Grant funds only in accordance with the Project budget outlined in Exhibit B (the "Project Budget"), and shall not expend more than the amount allocated for any category in the Project Budget without the prior written consent of DHCD. However, the Grantee is permitted to make minor transfers between approved line items in the Project Budget of the CDBG Grant Agreement of up to 10% without the prior written consent of DHCD with one exception. Grantees are not permitted to transfer funds to increase the Project Administrative line item without written approval of their Project Manager.

b. If the application was submitted on behalf of an eligible Subrecipient, Developer or Business (Determined in Exhibit A), the Grantee shall either distribute the CDBG funds to them to expend on the Project or the Grantee may implement the Project on their behalf.

c. Grantees may not incur any costs of the Project to be charged against the CDBG Grant funds before the effective date of this Agreement, as defined in Section 20, without the prior written consent of DHCD. All costs incurred by the Grantee before the effective date of this Agreement and before approval by DHCD of the release of CDBG Grant funds, are incurred voluntarily, at the Grantee's risk and upon its own credit and expense, and Grantee's authority to be reimbursed from the CDBG Grant funds shall be governed by the provisions of this Agreement.

d. If, upon completion of the Project, there are cost savings, such amounts shall revert to DHCD and other funding sources unless DHCD has determined that the Grantee may retain a portion of the savings. Unless superseded by other federal program requirements, DHCD's determination of whether to permit Grantee's retention of a portion of the cost savings will be based upon the relative proportion of investment in the Project by the Grantee, DHCD and other parties providing funding.

5. Compliance with Certain Federal Requirements.

a. The Grantee shall undertake the Project in accordance with regulations adopted by HUD contained in 24 CFR Part 570 governing the CDBG Program, a copy of which previously has been or will be provided to Grantee, the regulations set forth in 53 FR 22569 (June 16, 1988) related to Restrictions on the Award of Certain Contracts and Subcontracts to Foreign Countries, a copy of which previously has been or will be provided to Grantee, and all directives, policies, and procedures as adopted from time to time by HUD.

b. The Grantee also agrees to be bound by the certifications and covenants set forth in Exhibit E and, if applicable, Exhibits E-1 and E-2.

c. The Grantee shall conduct and administer the grant in conformity with Title VI of the Civil Rights Act of 1964, 42 USC §§2000d et seq and the Fair Housing Act, 42 USC §§3601-20.

d. The Grantee hereby certifies that it has or will adopt, within a reasonable time after the date of this Agreement, and enforce a policy, satisfactory to the Department that prohibits the use of excessive force by law enforcement agencies within their jurisdiction against any individuals engaged in nonviolent civil rights demonstrations.

6. Project Commencement and Completion; Changes.

a. As of the effective date of this Agreement, the Grantee shall commence the Project activities described in Exhibit A unless any special condition set forth in Exhibit A requires that Grantee undertake additional action before proceeding with a certain activity. In such instances the Grantee shall initiate action in order to satisfy the special condition upon the execution of this Agreement.

b. The Grantee shall expend all grant funds for the Project activities on or before **December 31, 2027** ("Grant Period"), in accordance with the Project Implementation Schedule set forth in Exhibit C. In the event that a time extension is necessary, the request must be submitted in writing by the chief elected official a minimum of 30 days before the end of the grant period.

c. In the following instances, it shall be necessary for DHCD and Grantee to execute an amendment of this Agreement in accordance with Section 16:

(i) Grantee is proposing the addition or deletion of a Project activity or the alteration of existing approved Project activities.

(ii) Grantee is proposing that the Project activities be directed to an area other than the approved Project location specified in Exhibit A.

(iii) Grantee is proposing an extension of the Grant Period set forth in Section 6(b) of this Agreement; or

(iv) Grantee is proposing a budget revision resulting in a transfer in the Project Budget (Exhibit B) of more than 10% of the CDBG Grant between identified CDBG funded activities.

d. The Grantee shall ensure that all necessary approvals for the commencement of Project activities have been obtained including all applicable permits and licenses.

e. The Grantee shall endeavor to obtain all certifications, licenses, permits and approvals, and shall otherwise endeavor to satisfy all the requirements necessary to operate the Project.

7. Progress of the Project. If the Project is not progressing in a manner satisfactory to DHCD, or the Grantee has violated a provision of this Agreement, prior to declaring a default,

DHCD may require the Grantee and/or any Subrecipient, Developer or Business to accept technical assistance DHCD feels is necessary for the Project to proceed in a manner acceptable to DHCD.

8. Disbursement of Grant Funds.

a. After the effective date of this Agreement as defined in Section 20(a), submission of any reports required prior to disbursement as set forth in Exhibit D, and upon the satisfaction of any special conditions to the disbursement of CDBG Grant funds contained in Exhibit A, DHCD will disburse CDBG Grant funds to the Grantee upon DHCD's approval of a properly completed request for payment form signed by two authorized representatives of the Grantee.

b. Requests for payment may seek funds to pay for projected costs anticipated to be incurred as well as costs actually incurred. DHCD shall have the right at any time to request that the Grantee provide additional supporting documentation with any request for payment.

c. Payment procedures are explained in Exhibit F (Maryland CDBG Grant Payment Procedures), the CDBG Guidebook, and the CDBG Monitoring Handbook which has been or will be provided to the Grantee. Information found in Exhibit F will always contain the most current information and instructions to be used by a Grantee.

d. DHCD has the right to withhold disbursement of CDBG Grant funds if at any time DHCD has cause to determine that the Grantee is not performing or completing the Project in accordance with the terms of this Agreement.

e. In the event that the Grantee has an approved Program Income Plan and receives "Program Income" from previously funded CDBG Grants prior to the expiration of the grant agreement, those funds must be expended on Grant activities prior to the Grantee requesting additional funding from DHCD. "Program Income" means any income derived from the use of CDBG funds.

9. Records and Reports.

a. Grantees shall maintain accurate financial and management records in a form acceptable to DHCD of all transactions relating to the receipt and expenditure of CDBG Grant funds and administration of the Project. Grantees shall make these records, administrative offices and personnel, whether full-time, part-time consultants or volunteers, available to DHCD upon request. The Grantee shall retain said records for 5 years after the closeout date of the State's grant by HUD.

During the term of this Agreement as defined in Section 21, DHCD will monitor the Project to ensure that it is being undertaken in accordance with the terms of this Agreement. In addition, the Grantee shall monitor the Project in accordance with the requirements of DHCD and all applicable federal and State requirements.

b. Grantee shall provide DHCD with the records, reports and other documentation outlined in Exhibits A and D, the CDBG Guidebook, the CDBG Monitoring Handbook, and any additional reports as may be required by DHCD.

10. Default and Remedies.

a. A default shall consist of the breach of any of Grantee's covenants, agreements or certifications in this Agreement, including failure to satisfy the National Objective, or the expenditure of CDBG Grant funds for any use other than for the purposes itemized in the Project Budget shown in Exhibit B or in an unauthorized manner.

b. Upon the occurrence of any default, DHCD shall have the right to terminate this Agreement by written notice to the Grantee. Grantees shall have thirty (30) days from the date DHCD's notice was postmarked to cure the default. After the conclusion of this thirty (30) day period, if Grantee has not cured or commenced curing the default to the satisfaction of DHCD, DHCD may at its option immediately terminate this Agreement. In the event of termination by DHCD:

(i) The Grantee's authority to request a disbursement shall cease and the Grantee shall have no right, title or interest in or to any of the CDBG Grant funds not disbursed.

(ii) DHCD may demand repayment from the Grantee of any amounts DHCD determines were not expended in accordance with this Agreement; and

c. In addition to the rights and remedies contained in this Agreement, DHCD may at any time proceed to protect and enforce all rights available to DHCD by suit in equity, action at law, or by any other appropriate proceedings, all of which rights and remedies shall survive the termination of this Agreement.

11. Indemnification. Grantee releases DHCD from, agrees that DHCD shall not have any liability for, and agrees to protect, indemnify and save harmless DHCD from and against any and all liabilities, suits, actions, claims, demands, losses, expenses and costs of every kind and nature, including reasonable attorney's fees, incurred by or asserted or imposed against DHCD as a result of or in connection with the Project. All money expended by DHCD as a result of such liabilities, suits, actions, claims, demands, losses, expenses, or costs, together with interest at a rate not to exceed the maximum interest rate permitted by law, shall be immediately and without notice due and payable by Grantee to DHCD.

12. Conflicts of Interest. Except for approved eligible administrative and personnel costs shown in the Project Budget, none of the Grantee's designees, agents, members, officers, employees, consultants or members of its governing body or any local governmental authority exercising jurisdiction over the Project, and no other public official of the Grantee or such authority or authorities who exercises or has exercised any functions or responsibilities with respect to the Project during such person's tenure, or who is in a position to participate in a decision-making process or gain inside information with regard to the Project, has or shall have

any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the Project at any time during or after such person's tenure.

13. Applicability to Subrecipients, Developers, Businesses, Contractors and Borrowers.

Where performance of the Project is to be carried out by any subrecipient, developer, business, contractor or borrower of the Grantee, the provisions of this Agreement shall be made binding on such subrecipient, developer, contractor or borrower by the Grantee. This shall be accomplished by a written agreement or contract between the Grantee and any subrecipient, developer, business, contractor or borrower, which shall include, among other things, the certifications set forth in Exhibit E-2 where the amount a subrecipient, business, contractor or borrower receives exceeds \$100,000. Where the term "Grantee" appears in this Agreement it shall be interpreted to include any subrecipient, developer, business, contractor or borrower of the Grantee. Grantee acknowledges and agrees that Grantee has the ultimate legal responsibility for ensuring compliance with the requirements of this Agreement and for any resolution of findings, concerns or issues including those resulting in repayment.

14. Use of CDBG Grant to Make Loans. Where all or any portion of the CDBG Grant funds are used to make loans to eligible recipients, if this Agreement is terminated, or if there is a finding by DHCD of deficient performance or inadequate management capacity of the Grantee, DHCD shall have the right to require that any recipient of a loan which is comprised of proceeds of the CDBG Grant shall make all remaining principal and interest payments directly to the DHCD and that DHCD shall be entitled to all rights and remedies under any loan documents between the Grantee and a loan recipient. Grantees shall endeavor to include in all loan documents adequate provisions which permit DHCD to take the action described in this Section 14, unless otherwise agreed upon by DHCD. Such provisions shall be subject to the prior approval of DHCD.

15. Program Director; Notices.

a. The Program Director of the Maryland CDBG Program shall serve as the representative of DHCD for this Agreement.

b. All notices, requests, approvals and consents of any kind made pursuant to this Agreement shall be in writing. Any such communication, unless otherwise specified, shall be deemed effective as of the date it is mailed, postage prepaid, addressed as follows:

- (i) Communications to DHCD shall be mailed/emailed to:
- CDBG Program Assistant Director  
Division of Neighborhood Revitalization  
Department of Housing and Community Development  
7800 Harkins Road  
Lanham, MD 20706  
dona.sorce@maryland.gov**

- (ii) Communications to Grantee shall be mailed to the Chief Elected Official and to:  
**The Honorable Theodore J. Elder, President**  
**Office of the County Commissioners**  
**Worcester County Government Center**  
**One W. Market Street, Room 1103**  
**Snow Hill, Maryland 21863-1195**  
[telder@co.worcester.md.us](mailto:telder@co.worcester.md.us)

16. Amendment. This Agreement or any part hereof, may be amended from time to time only by a written instrument executed by DHCD and the Grantee.
17. Assignment. This Agreement may not be assigned without the prior written approval of DHCD.
18. Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes all prior oral and written agreements between the parties hereto with respect to the CDBG Grant funds.
19. Governing Law. This Agreement shall be construed, interpreted and enforced in accordance with the laws of the State of Maryland.
20. Effective Date of Agreement and Date Upon Which Costs May Be Incurred.
- a. One copy of this Agreement shall be presented to Grantee for acceptance and execution. After execution by the Grantee, the grant agreement will be executed and dated by DHCD. A copy of the executed agreement will be forwarded to the Grantee. The effective date of this Agreement will be the date of DHCD's execution.
- b. *No costs may be incurred until after the grantee has successfully completed an Environmental Review Record (ERR) and received a Release of Funds. This applies to both CDBG and non-CDBG funds.*
21. Term of Agreement. Unless sooner terminated pursuant to Section 10 of this Agreement or by the mutual consent of Grantee and DHCD, this Agreement shall remain in effect until Grantee's Project has been completed, the national objective has been met, the final amounts of the CDBG Grant have been disbursed, all reports and records due by the Grantee to DHCD have been submitted and approved by DHCD, the Project has been monitored and all findings, concerns and/or issues have been successfully resolved, and DHCD has issued an official letter closing the grant.
22. Further Assurances and Corrective Instruments. The Grantee agrees that it will, from time to time, execute and deliver, or cause to be executed and delivered, such amendment hereto and such further instruments as may be required by DHCD or HUD to comply with any existing or future State or federal regulations, directives, policies, procedures, and other requirements, or to further the general purposes of this Agreement.

23. Delay Does Not Constitute Waiver. No failure or delay of DHCD to exercise any right, power or remedy consequent upon default shall constitute a waiver of any such term, condition, covenant, certification or agreement of any such default or preclude DHCD from exercising any such default or preclude DHCD from exercising any such right, power or remedy at any later time or times.

24. Lien. During the CDBG Term of Use as stipulated in Exhibit A, Grantee shall not, and shall not allow any subrecipient, developer, or business to (a) create, incur, assume or suffer to exist any mortgage, security interest, encumbrance, lien, charge, conditional sale, assignment or transfer of the property or improvements (or any part thereof or income therefrom) acquired or constructed/renovated with CDBG funds; or (b) make, create, permit or consent to any conveyance, sale, assignment or transfer of the property or improvements (or any part thereof) acquired or constructed/renovated with CDBG funds.

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, the Department and the Grantee, or their authorized representatives, have executed this Agreement.

ATTEST:

**COUNTY COMMISSIONERS OF  
WORCESTER COUNTY**

\_\_\_\_\_  
(Typed Name and Title)

By: \_\_\_\_\_ (SEAL)  
Theodore Elder  
President

**DEPARTMENT OF HOUSING AND  
COMMUNITY DEVELOPMENT**

A principal department of the State  
of Maryland

By: \_\_\_\_\_  
Jacob Day  
Secretary

Approved for form and legal sufficiency this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Assistant Attorney General

- Exhibit A: Scope of Services and Special Terms and Conditions
- Exhibit B: Project Budget
- Exhibit C: Project Implementation Schedule
- Exhibit D: Grant Reporting Schedule and Monitoring / Documentation Requirements
- Exhibit E: General Certification
- Exhibit E-1: Restrictions on the Award of Certain Contracts and Subcontracts to Foreign Countries
- Exhibit E-2: Certification for Grants in Excess of \$100,000
- Exhibit F: Grant Payment Procedures
- Exhibit G: Federal Award Information

EXHIBIT A

MARYLAND CDBG 26 PROJECT SCOPE OF SERVICES

as more fully described in Grantee’s application for CDBG funds, dated October 7, 2025

GRANTEE: WORCESTER COUNTY, MARYLAND

SUBRECIPIENT: NA

PROJECT NAME AND LOCATION: HOUSING REHABILITATION  
Countywide, Worcester County

PROJECT DESCRIPTION: Funds will be used for the rehabilitation of single family homes which are owned and occupied by low and moderate income households. Additionally, a portion of the funding will be made available for emergency repairs and temporary relocation.

NATIONAL OBJECTIVE: Benefit to Low and Moderate Income Persons - Housing

ESTIMATED NUMBER OF BENEFICIARIES: 7 Households

NUMBER OF LMI BENEFICIARIES: 7 Households

% of LMI BENEFICIARIES: 100%

**SPECIAL TERMS AND CONDITIONS:**

**This section highlights the Special Terms and conditions specific to this grant and activities but does not identify all compliance regulations and requirements.**

**1. Records to be Maintained for National Objective of Benefit to Low and Moderate-Income Persons Through Housing Rehabilitation Activities:**

The grantee is to document the total amount of household income using the PART 5 income calculator provided on the HUD Exchange website. The grantee is to document and provide data showing race, ethnicity and gender of the head of household. All records

must be in a form and contain documentation, information, or data satisfactory to DHCD. The grantee is to provide the entire file for the first completed housing rehabilitated property to the CDBG Project Manager for review and determination of compliance with CDBG Housing Rehabilitation Policies and Procedures.

2. **Required Second Public Hearing**

The Grantee is to conduct a second public hearing in conjunction with a regularly scheduled meeting of the elected public officials. The second hearing should provide a review of the program performance and status of grant agreements. It must be held prior to the grant end date. The notice of the hearing must be published in a local newspaper at least five (5) days prior to the hearing.

3. **Required Plans**

The Grantee must ensure that all required plans have been adopted or updated and maintained throughout the life of the grant.

4. **Procurement Policies**

The Grantee and Subrecipient are to comply with the procurement processes identified in the CDBG Financial and Procurement Manual.

5. **Conflict of Interest Policy**

The Grantee must provide a copy of their Conflict of Interest Policy for Review. If it is not found to be sufficient with standards found in 2 CFR Part 200, 24 CFR Part 570.489 and COMAR, the Grantee will be advised as to deficiencies and recommended changes.

6. **Audit**

If the Grantee spends more than \$1,000,000 of any federal funds in a fiscal year, the Grantee must obtain the services of an independent, certified accountant to perform an organizational-wide Single Audit of the Grantee in accordance with the Uniform Requirements, Cost Principles, and Audit Requirements for Federal Awards found in 2 CFR Part 200 (the "Audit"). Copies of the Audit are due to the DEPARTMENT and to the Grantee's Project Manager within 9 months after the end of the Grantee's fiscal year.

7. **Financial Penalty – Environmental Review**

The Environmental Review Record and Request for Release of Funds must be submitted for approval by DHCD within 75 days of the grant award date. Failure to do so will result in the recapture of 2% of the grant award. The penalty will be assessed initially from administrative funds awarded. If no administrative funds were awarded, project funds would be recaptured. The exception shall be for projects with issues identified through screening letters where the CDBG Environmental Officer has been notified in writing. The grantee must submit a written waiver request, signed by the Chief Elected Official, to the Program Director at least two weeks prior to the due date. Further delay in completing the Environmental Review and obtaining a Release of Funds could result in the termination of the grant.

**8. Historic Review**

Screening by the Maryland Historic Trust - Each property being considered for rehabilitation must be screened by the Maryland Historic Trust using MHT e106 Online Project Submittal System. The CDBG Environmental Officer is to be informed if the rehabilitation is determined to be an Adverse Effect, prior to committing CDBG funds to this property.

**9. Housing Rehabilitation Restriction – Lead Based Paint**

*The use of CDBG funds for single family housing rehabilitation is only for houses constructed after 1978 unless there is documentation demonstrating the house is free of lead-based paint. The documentation can include negative tests or certifications showing that lead based paint has been sufficiently treated and abated. No CDBG funds can be used for lead paint testing or abatement.*

**10. Radon**

Inspection for the presence of radon is required for the renovation of public facilities and the rehabilitation of housing. Radon must be addressed in the Environmental Review Record. If radon testing confirms that radon levels are at a level that requires mitigation, mitigation must occur prior to completion of construction and the grantee must provide documentation of the mitigation measures that were implemented.

**11. Financial Penalty – Minimum Draw Requirement**

The Grantee must request reimbursement of a minimum of 5% of grant funds within 180 days of the grant award date. Failure to do so will result in a 2% recapture of the grant award each month until funds are drawn. The penalty will be assessed initially from administrative funds awarded. If no administrative funds were awarded, project funds would be recaptured. Exceptions to this policy will be considered on a case by case basis. The grantee must submit a written waiver request, signed by the Chief Elected Official, to the Program Director at least two weeks prior to the due date.

**12. Housing Rehabilitation Policies**

Grantees are required to have an approved Housing Rehabilitation Policy Manual that should include all State policy changes. The grantee must submit the most recent version of their current housing rehabilitation policies for approval by their Project Manager prior to commencement of activity. Failure to obtain written approval will result in denial of payment requests. CDBG Housing Rehabilitation Requirements are attached.

**13. Lien**

The grantee is required to place a lien on each CDBG assisted property including utility connections. The grantee is required to use either the following terms or their own terms, whichever is more restrictive:

Tier I – assistance between \$1,000 and \$10,000 – five (5) years,

Tier II – assistance between \$10,001 and \$20,000 – ten (ten) years,

Tier III – assistance between \$20,001 and \$30,000 – twelve (12) years,

Tier IV – assistance between \$30,001 and \$40,000 – fifteen (15) years.

**14. CDBG Program Income**

If a CDBG assisted property is sold or transferred prior to the end of the lien period, that amount is CDBG program income.

**15. CDBG Program Income Re-Use**

The grantee's Program Income Re-Use Plan must be revised for their grant before any activities can begin. The grantee is reminded that they are to utilize any CDBG program income received from previously funded grant activities prior to requesting grant funds. The use of CDBG program income is to be reported in the Semi-Annual Progress Report.

**16. VAWA Compliance**

The Grantee must comply with the Violence Against Women Reauthorization Act of 2022 (VAWA) which requires CDBG grantees to support an individual's right to seek law enforcement or emergency assistance. Under the "Right to Report Crime and Emergencies from One's Home," CDBG grantees are to: report on the existence of laws or policies they have adopted that impose penalties based on requests for law enforcement or emergency assistance or based on criminal activity that occurred at a covered property, and certify that they are in compliance or describe the steps necessary to remedy laws and policies that may be non-compliant.

**MARYLAND CDBG HOUSING REBILITATION REQUIREMENTS**

Rehabilitation of single family, owner-occupied houses with CDBG funds should address health and safety concerns and must ensure that properties meet the local Standard Livability Code at the completion of rehabilitation activities. At a minimum, grantees are required to have an approved Housing Rehabilitation Manual that identifies their policies and procedures which must correspond to current Maryland CDBG housing rehabilitation policies and procedures as provided in the CDBG Guidebook and the Maryland CDBG Housing Rehabilitation Manual.

Evidence of compliance with these policies and procedures must be available in the project files for each rehabilitated property.

Additional requirements include the following:

- **Lead Based Paint** - CDBG funds may only be used on properties that were constructed after 1978, unless the grantee can provide documentation that the property was lead free at the time that rehabilitation started.
- **Radon** - Inspection for the presence of radon is required for the renovation of single family homes. Radon must be addressed in the Environmental Review Record. If radon testing confirms that radon levels are at a level that requires mitigation, mitigation must occur prior to completion of rehabilitation and the grantee must provide documentation of the mitigation measures that were implemented.
- **Grant Amount** – The maximum amount of CDBG grant per property is \$40,000.
- **Loan Amount** – There is no maximum loan amount. The grantee can determine if loans are deferred, forgivable, no- interest, or amortized, based on their local housing rehabilitation procedures and policies. All loans must be secured with a Deed of Trust.
- **Cost Benefit Determination** – CDBG funds may not be used to rehabilitate properties when the estimated rehabilitation cost is 50% or greater than the assessed improved value of the house per the most recent State Department of Assessment and Taxation (SDAT) information. Costs related to lead abatement and treatment are to be excluded from the estimate and considered when making this determination.
- **Screening by the Maryland Historic Trust** - Each property being considered for rehabilitation must be screened by the Maryland Historic Trust using [MHT e106 Online Project Submittal System](#). The CDBG Environmental Officer is to be informed if the rehabilitation is determined to be an Adverse Effect, prior to committing CDBG funds to this property.

- **Debarment** – A debarment check must be conducted for each contractor selected to work on CDBG funded properties.
- **Emergency Repairs** – Up to 25% of the total grant award may be used for emergency repairs, IF those repairs were requested and approved in the CDBG grant agreement.
- **Energy Efficiency** – Energy Star materials or material with comparable energy savings ratings must be used. This requirement must be included in bid documents and evidence must be available in the project files for each property,
- **Flood Insurance** – Flood insurance is required for all CDBG funded properties that are in a floodplain. Except for utility connections, grantees must ensure that homeowners maintain flood insurance for the term of the lien. Each property file must contain a copy of the floodplain map that demonstrates whether the property is in the floodplain. This is a requirement of the grantee’s environmental review.
- **Homeowners Insurance** – Homeowner insurance is required for all properties rehabilitated with CDBG funds. Except for utility connections, the Grantee is required to ensure sufficient replacement insurance for the term of the lien.
- **Income Qualifications** – The HUD Part 5 income determination must be used to determine the household eligibility. The income of all residents of the house, except children under eighteen (18) years old or full-time college students over eighteen(18) years old, must be proved for income documentation. More information as well as an online Part 5 income calculator is available at [CPD Income Eligibility Calculator and Income Limits - HUD Exchange](#).
- **Lien** – The grantee is required to place a lien on each CDBG assisted property including utility connections. The grantee is required to use either the following terms or their own terms, whichever is more restrictive:
  - **Tier I** – assistance between \$1,000 and \$10,000 – five (5) years,
  - **Tier II** – assistance between \$10,001 and \$20,000 – ten (ten) years,
  - **Tier III** – assistance between \$20,001 and \$30,000 – twelve (12) years,
  - **Tier IV** – assistance between \$30,001 and \$40,000 – fifteen (15) years.
- **Refinancing** – In the event that a property is refinanced and the owner receives “cash out” from the sale after the completion of rehabilitation and while the lien or loan remains in effect, the grantee is required to receive a pro-rated repayment, which becomes program income. No reverse mortgages are permitted while the lien or loan is in place.

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- **Pest Inspections** – With the exception of utility connections, properties must be inspected for pests and termites by a licensed pest inspector prior to approval of CDBG assistance. Properties must be treated if pests or termites are detected. Inspection reports must be placed in the property file folder.
- **Smoke Detectors** – Regardless of the rehabilitation activity, smoke detectors must be installed in accordance with local code. If smoke detectors are already in place, the grantee must ensure that they are working correctly.

**EXHIBIT B**

**MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT BUDGET**

<b>ACTIVITY</b>	<b>CDBG FUNDS</b>	<b>OTHER FUNDS</b>	<b>TOTAL COSTS</b>	<b>SOURCE OF OTHER FUNDS</b>
1 PropertyAcquisition/Disposition				
2. Demolition/Clearance				
3. Relocation Assistance				
4. Housing Rehabilitation				
a. Rehabilitation Grants	\$ 235,000	\$440,000 *	\$ 675,000	MHRP/IPP/AHSP \$125,000  MAHT \$300,000  SHORE UP \$ 15,000
b. Emergency Grants	\$ 40,000		\$ 40,000	
c. Temporary Relocation	\$ 5,000		\$ 5,000	
d. Accessibility Ramps				
e. Project Administration (Cash)	\$ 20,000	\$ 25,000	\$ 45,000	County
5. Public Services				
6. Public Infrastructure				
7. Planning				
8. General Administration (In Kind)		\$ 45,000	\$ 45,000	County
<b>TOTAL PROJECT COSTS</b>	<b>\$ 300,000</b>	<b>\$ 510,000</b>	<b>\$810,000</b>	

**EXHIBIT C**  
**MARYLAND CDBG IMPLEMENTATION SCHEDULE**

Grant Approval Date:	December 10, 2025
Environmental Review :	To be completed and Release of Funds issued by March 20,
2026Property Selection:	Ongoing through the grant term
Bidding:	Ongoing through the grant term
Construction:	Ongoing through the grant term
180 Day Expenditure Deadline:	A minimum of 5% of grant funds must be expended by June 8, 2026
Grant End Date:	December 31, 2027

**EXHIBIT D**

**CDBG GRANT REPORTING SCHEDULE  
AND MONITORING DOCUMENTATION REQUIREMENTS**

Reports and documents shall be submitted to the address shown in Section 16(b)(i) of the Agreement. Reports shall be submitted on any applicable forms provided by DHCD and contain any information specifically requested by the CDBG Program Director.

<b>TYPE OF REPORT</b>	<b>DUE DATE</b>
Request for Release of Funds and Certification of Environmental Review Procedures	Due within 75 days of grant award to Environmental Officer prior to incurring any project costs and commencement of activities.*
Notice of contract award pre-construction minutes, and date of construction start	To Labor Standards Officer within 14 days after each event
Semi-Annual Status Report	Due January 10 and July 10 for the preceding six months
Annual Single Audit Report	To Project Manager within 9 months of the end of the grantee's fiscal year if applicable
Section 3 Final Report Form	To Project Manager with final semi-annual status report

Documents to be in local files and available for review during grant monitoring includes but is not limited to:

- Citizen Participation Plan
- Residential Anti-Displacement and Relocation Assistance Plan
- Conflict of Interest Policy
- Personnel Policies
- Section 504 Self Evaluation

Additional documentation is identified in Exhibit A of the grant agreement, the CDBG Guidebook and the CDBG Monitoring Handbook which are provided to grantees.

*\*The 75 due date requirement for environmental reviews is waived for this grant due to uncertainty regarding the availability of federal funds during this award period.*

**EXHIBIT E**  
**GENERAL CERTIFICATION**

The Grantee certifies and agrees that:

- (1) The grant will be administered in accordance with the CDBG Citizen Participation Plan which was adopted by the elected officials of the jurisdiction prior to submission of an application for funding.
- (2) Its chief executive officer or other officer of applicant approved by the Department of Housing and Community Development:
  - (a) Consents to assume the status of a responsible Federal official under the National Environmental Policy Act of 1969 (NEPA) and other provisions of Federal law, as specified at 24 CFR 58.1, which further the purposes of NEPA insofar as the provisions of such Federal law apply to the Maryland Community Development Block Grant Program; and
  - (b) Is authorized and consents on behalf of the applicant and himself/herself to accept the jurisdiction of the Federal courts for the purpose of enforcement of his/her responsibilities as such an official.
- (3) It will comply with the regulations, policies, guidelines and requirements found in 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, as they relate to the application, acceptance, and use of Federal funds under this Part.
- (4) It will comply with:
  - (a) Section 110 of the Housing and Community Development Act of 1974, as amended, 24 CFR 570.603, and State regulations regarding the administration and enforcement of labor standards;
  - (a) The provisions of the Davis-Bacon Act (40 U.S.C. 276a) with respect to prevailing wage rates (except for projects for the rehabilitation of residential properties of fewer than eight units);
  - (b) Contract Work Hours and Safety Standards Act of 1962, 40 U.S.C. 327-333, requiring that mechanics and laborers (including watchmen and guards) employed on federally assisted contracts be paid wages of not less than one and one-half times their basic wage rates for all hours worked in excess of eight in a calendar day or forty in a work-week, whichever is greater; and
  - (c) Federal Fair Labor Standards Act of 1938, 29 U.S.C. 201 et seq., requiring that covered employees be paid at least the minimum prescribed wage, and also that they be paid one and one-half times their basic wage rate for all hours worked in excess of the prescribed work-week.
- (5) **Assessment Provision**  
It will not attempt to recover any capital costs of public improvements assisted in whole or part with CDBG funds by assessing any amount against properties owned and occupied by persons of low and moderate income including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless (i) CDBG funds received are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than CDBG funds; or (ii) for purposes of assessing any amount against properties owned and occupied by persons of low and moderate income who are not persons of very low

## ITEM 6

income, the grantee certifies to the Secretary or such State, as the case may be, that it lacks sufficient funds received from CDBG Program to comply with the requirements of clause (i).

- (6) It will comply with all requirements imposed by the State concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with 2 CFR Part 200,
- (7) It will require every building or facility (other than a privately owned residential structure) designed, constructed, or altered with funds provided under this Part to comply with the Requirements of the Americans With Disabilities Act. The applicant will be responsible for conducting inspections to ensure compliance with these specifications by the contractor.
- (8) It will comply with the following equal opportunity regulations and requirements:
  - (a) Title VI of the Civil Rights Act of 1964 (Public Law 88-352), and the regulations issued pursuant thereto (24 CFR Part 1);
  - (b) Title VIII of the Civil Rights Act of 1968 (Public Law 90-284), as amended;
  - (c) Section 106 (d)(5)(B) of Title I of the Housing and Community Development Act of 1974, as amended;
  - (d) Section 109 of Title 1 of the Housing and Community Development Act of 1974, and the regulations issued pursuant thereto (24 CFR Part 570.601);
  - (e) Executive Order 11063 on equal opportunity;
  - (f) Executive Order 11246, as amended by Executive Order 13672;
  - (g) The Housing for Older Persons Act of 1995;
  - (h) The Age Discrimination Act of 1975;
  - (i) Section 504 of the Rehabilitation Act of 1973;
  - (j) The Americans with Disabilities Act of 1990;
  - (k) The Equal Employment Opportunity Act;
  - (l) The Immigration Reform and Control Act of 1986; and
  - (m) The Vietnam Era Veteran's Readjustment Act of 1974 (revised Jobs for Veterans Act of 2002).
- (9) It will, to the greatest extent feasible, comply with Section 3 of the Housing and Urban Development Act of 1968, as amended, for construction projects in excess of \$200,000.
- (10) It will minimize displacement of persons and provide for services and benefits to any person or business involuntarily and permanently displaced as a result of activities associated with program funds as outlined in the CDBG Residential Anti-Displacement and Relocation Assistance Plan which was adopted by the elected officials of the jurisdiction prior to submission of the application.
- (11) It will, in the event that displacement occurs as a part of a CDBG funded project, comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and HUD implementing instructions at 24 CFR Part 42.

## ITEM 6

- (12) It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.
- (13) It will comply with the provisions of the Hatch Act of 1939 which limits the political activity of employees.
- (14) It will give State, HUD and the Comptroller General through any authorized representatives access to and the right to examine all records, books, paper, or documents related to the grant.
- (15) It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the program are not listed on the Environmental Protection Agency (EPA) list of Violating Facilities and that it will notify the State of the receipt of any communications from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
- (16) It will comply with the flood insurance purchase requirements of the Flood Disaster Protection Act of 1973, where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any areas, that has been identified by the Federal Emergency Management Agency as being in a floodplain or in an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
- (17) It will in connection with its performance of environmental assessments under the National Environmental Policy Act of 1969, comply with Section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. 470), Executive Order 11593, and the Preservation of Archeological and Historical Data Act of 1974 (16 U.S.C. 469-1, et seq.).
- (18) It will comply with:
- (a) The National Environmental Policy Act of 1969 (42 U.S.C. Section 4321 et seq.) and 24 CFR Part 58;
  - (b) Executive Order 11988, Floodplain Management;
  - (c) Executive Order 11990, Protection of Wetlands;
  - (d) The Endangered Species Act of 1973, as amended, (16 U.S.C. Section 1531 et seq.);
  - (e) The Fish and Wildlife Coordination Act of 1958, as amended, (16 U.S.C. Section 661 et seq.);
  - (f) The Wild and Scenic Rivers Act of 1968, as amended, (16 U.S.C. Section 1271);
  - (g) The Safe Drinking Water Act of 1974, as amended, (42 U.S.C. Section 300(f) et seq.);
  - (h) The Clean Air Act of 1970, as amended, (42 U.S.C. Section 7401 et seq.);
  - (i) The Federal Water Pollution Control Act of 1972, as amended, (33 U.S.C. Section 1251 et seq.);
  - (j) The Clean Water Act of 1977, (Public Law 95-217); and
  - (k) The Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. Section 6901 et seq.).
- (19) It will comply with the Residential Lead-Based Paint Hazard Reduction Act of 1992, as amended (Title X of the Housing and Community Development Act of 1992) and the EPA's Lead-Based Paint Renovation, Repair and Painting Rule when rehabilitating houses or buildings for residential use and in accordance with State CDBG policies and requirements.

**ITEM 6**

- (20) It will comply with all parts of Title I of the Housing and Community Development Act of 1974, as amended, which have not been cited previously as well as with other applicable laws.
- (21) It will comply with the requirements of the Build America, Buy America Act, which was included in the federal Infrastructure Investment and Jobs Act, which was signed into law on November 15, 2021.
- (22) It will comply with the requirements of the Right to Report Crime and Emergencies from One's Home, which was included in the Violence Against Women Act Reauthorization Act of 2022.

**EXHIBIT E-1****RESTRICTIONS ON THE AWARD OF CERTAIN CONTRACTS  
AND  
SUBCONTRACTS TO FOREIGN COUNTRIES**

If the Project constitutes a Public Building or Public Work Project, as those terms are defined in this Exhibit E-1, and pursuant to Section 109 of Public Law 100-202, the Joint Resolution making Further Continuing Appropriations in Fiscal Year 1988 (the "Appropriations Act"). Grantee hereby covenants and agrees as follows:

1. It shall not enter into any contract with a contractor or subcontractor of a country listed by the United States Trade Representatives (the "USTR") in the Federal Register on December 30, 1987, 53 FR 49255, for the construction, alteration, or repair of any Public Building or Public Work Project or any contract for architectural, engineering or other service directly related to the preparation for or performance of the construction, alteration, or repair of any Public Building or Public Work Project in the United States or possession of the United States.

2. Grantee shall not use any product in the construction, alteration or repair of any Public Building or Public Work Project in the United States, including permanently affixed equipment, instruments, utilities, electronic and other devices, but not including vehicles or construction equipment, if more than 50% of the total cost of the product is allocable to production or manufacture in a country listed by USTR.

3. A "Public Building" means a building for which construction, completion, rehabilitation or repair is carried on directly by authority of United States Department of Housing and Urban Development ("HUD") where the building is or will be publicly owned or operated and is intended to serve the interest of the general public.

4. A "Public Work Project" means construction activity, including construction, completing rehabilitation or repair of publicly owned or operated improvements such as bridges, dams, parks, streets, sidewalks, curbs, gutters, parking facilities, tunnels, sewers, mains, powerlines, pumping stations, airports, terminals, docks, piers, wharves, ways, levees, canals, dredging, shoring, rehabilitation or reactivation of public buildings, excavating, clearing, and landscaping, where the work performed is for an improvement intended to serve the interest of the general public. For the purposes of this definition, construction activity does not include manufacturing, furnishing of material, or servicing and maintenance work.

5. The Grantee shall include the following provisions in any material it uses to solicit bids or request proposals related to the (1)n, alteration or repair of the Project:

(a) Definitions.

"Component," as used in this clause, means those articles, materials, and supplies incorporated directly into the product.

"Contractor or subcontractor of a foreign country," as used in this clause, means any contractor or subcontractor that is a citizen or national of a foreign country or is controlled directly or indirectly by citizens or nationals of a foreign country. A contractor or subcontractor shall be considered to be a citizen or national of a foreign country, or controlled directly or indirectly by citizens or nationals of a foreign country:

- (1) If 50 percent or more of the contractor or subcontractor is owned by a citizen or a national of the foreign country;
- (2) If the title to 50 percent or more of the stock of the contractor or subcontractor is held subject to trust or fiduciary obligation in favor of citizens or nationals of the foreign country;
- (3) If 50 percent or more of the voting power in the contractor or subcontractor is vested in or exercisable on behalf of a citizen or national of the foreign country;

## ITEM 6

- (4) In the case of a partnership, if any general partner is a citizen of the foreign country;
- (5) In the case of a corporation, if its president or other chief executive officer or the chairman of its board of directors is a citizen of the foreign country or the majority of any number of its directors necessary to constitute a quorum are citizens of the foreign country or the corporation is organized under the laws of the foreign country or any subdivision, territory, or possession thereof; or
- (6) In the case of a contractor or subcontractor who is a joint venture, if any participant firm is a citizen or national of a foreign country or meets any of the criteria in subparagraphs (a)(1) through (5) of this clause.

"Product", as used in this clause, means construction materials-i.e., articles, materials, and supplies brought to the construction site for incorporation into the Public Works Project, including permanently affixed equipment, instruments, utilities, electronic or other devices, but not including vehicles or construction equipment. In determining the origin of a product, the Grantee will consider a product as produced in a foreign country if it has been assembled or manufactured in the foreign country, or if the cost of the components mined, produced, or manufactured in the foreign country exceed 50 percent of the cost of all its components.

- (b) Certification. Except as provided in paragraph (c) of this provision, by submission of its bid or proposal, the offeror certifies that it:
  - (1) Is not a contractor of a foreign country included on the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR) (see paragraph (h) of this provision);
  - (2) Has not or will not enter into any subcontract with a subcontractor of a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR; and
  - (3) Will not provide any product of a country included on the list of foreign countries that discriminate against U.S. firms published by the USTR.
- (c) Inability to certify. An offeror unable to certify in accordance with paragraph (b) of this provision shall submit with its offer a written explanation fully describing the reasons for its inability to make the certification.
- (d) Applicability of 18 U.S.C. 1001. The certification in paragraph (b) of this provision concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, U.S.C. 1001.
- (e) Notice. The offeror shall provide immediate written notice to the Contracting Officer if, at any time before the contract award, the offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (f) Restrictions on contract award. Unless a waiver to these restrictions is granted by the Secretary of Housing and Urban Development, no contract will be awarded to an offeror:
  - (1) Who is owned or controlled by a citizen or national of a foreign country included on the list of foreign countries that discriminate against U.S. firms published by the USTR;
  - (2) Whose subcontractors are owned or controlled by citizens or nationals of a foreign country on the USTR list; or
  - (3) Who incorporates any product of a foreign country on the USTR list in the public works project.
- (g) Recordkeeping. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (b) of this provision. The

## ITEM 6

knowledge and information of an offer or is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

- (h) USTR list. The USTR published an initial list in the Federal Register on December 30, 1987 (53 FR 49244), which identified one country - Japan. The USTR can add countries to the list, and remove countries from it, in accordance with Section 109(c) of Publication L. 100-202."

6. The Grantee shall include the following provisions in any contract for the construction, alteration or repair of the Project:

(a) Definitions.

"Component," as used in this clause, means those articles, materials, and supplies incorporated directly into the product.

"Contractor or subcontractor of a foreign country," as used in this clause, means any contractor or subcontractor that is a citizen or national of a foreign country or is controlled directly or indirectly by citizens or nationals of a foreign country. A contractor or subcontractor shall be considered to be a citizen or national of a foreign country, or controlled directly or indirectly by citizens or nationals of a foreign country:

- (1) If 50 percent or more of the contractor or subcontractor is owned by a citizen or a national of the foreign country;
- (2) If the title to 50 percent or more of the stock of the contractor or subcontractor is held subject to trust or fiduciary obligation in favor of citizens or nationals of the foreign country;
- (3) If 50 percent or more of the voting power in the contractor or subcontractor is vested in or exercisable on behalf of a citizen or national of the foreign country;
- (4) In the case of a partnership, if any general partner is a citizen of the foreign country;
- (5) In the case of a corporation, if its president or other chief executive officer or the chairman of its board of directors is a citizen of the foreign country or the majority of any number of its directors necessary to constitute a quorum are citizens of the foreign country or the corporation is organized under the laws of the foreign country or any subdivision, territory, or possession thereof; or
- (6) In the case of a contractor or subcontractor who is a joint venture, if any participant firm is a citizen or national of a foreign country or meets any of the criteria in subparagraphs (a)(1) through (5) of this clause.

"Product", as used in this clause, means construction materials-i.e., articles, materials, and supplies brought to the construction site for incorporation into the public works project, including permanently affixed equipment, instruments, utilities, electronic or other devices, but not including vehicles or construction equipment. In determining the origin of a product, the Grantee, will consider a product as produced in a foreign country if it has been assembled or manufactured in the foreign country, or if the cost of the components mined, produced, or manufactured in Section 109(c) of Pub. L 100-202.

(b) Certification

The contractor may rely upon the certification of a prospective subcontractor that it is not a subcontractor of a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR and that products supplied by such subcontractor for use on the Federal public works project under this contract are not products of a foreign country included on the list of foreign countries that discriminate against U.S. firms published by the USTR, unless such contractor has knowledge that the certification is erroneous.

(c) Subcontracts.

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The contractor shall incorporate this clause, modified only for the purpose of properly identifying the parties, in all subcontracts. This paragraph (c) shall also be incorporated in all subcontracts.

**Exhibit E-2****FOR CDBG GRANTS IN EXCESS OF \$100,000**

The Grantee certifies, to the best of its knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an office or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The Grantee shall require that the language of this certification be included in the agreements between the Grantee and a subrecipient, contractor, or borrower where the amount a subrecipient, contractor, or borrower receives exceeds \$100,000 and the subrecipient, contractor, or borrower shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## EXHIBIT F

### GRANT PAYMENT PROCEDURES

#### PART I. INTRODUCTION

1. PURPOSE - The Grant Payment procedures outlined herein are designed to expedite the transfer of Maryland Community Development Block Grant (CDBG) funds from the State of Maryland Department of Housing and Community Development (DHCD) to an approved Grantee.
2. OUTLINE OF SYSTEM - The following is an outline of the procedures necessary to process a CDBG grant payment request under the State of Maryland's CDBG Program.
  - a. State of Maryland makes a determination that a local government will receive funds from the Maryland CDBG Program and announces the award. The Maryland CDBG Program in the Division of Neighborhood Revitalization of DHCD sends the local government two copies of the Grant Agreement, which includes Grant Payment Procedures (Exhibit F), State of Maryland ACH Form/Direct Deposit Authorization for Vendor Payments Form (Exhibit 1) and the Authorized Signatures Form (Exhibit 2).
  - b. The Grantee executes both of the Grant Agreements which includes required grant payment procedures and forms. The grant agreement and all forms are returned to the Maryland CDBG Director, Division of Neighborhood Revitalization, DHCD, 7800 Harkins Road, Lanham, MD 20706. The grant agreement should be sent back immediately upon signing but the required grant payment forms (Exhibits 1 & 2) can be signed and returned at a later date if need be. The forms must be submitted prior to first request for payment. *NOTE: The legal name of the Grantee should appear on all forms and accounts as it is listed in the CDBG Grant Agreement.*
  - c. The Maryland CDBG Program approves the completed forms and the Grantee's account in the amount of its CDBG award is established in the State's STARS financial management system.
  - d. The Maryland CDBG Program furnishes the grantee a copy of Request for Payment Form (Exhibit 3).
  - e. Following the effective date of the Grant Agreement and the completion of the Environmental Review Record which results in the Grantee receiving a completed Notice of Release of Funds Form (Exhibit 4), the Grantee may request funds by submitting a completed Request for Payment Form (Exhibit 3) and the Expenditure Tracking Form (Exhibit 3A) to the Maryland CDBG Program in order to meet the Grantees' current cash disbursement needs.
  - f. The Maryland CDBG Program will review Grantee's Request for Payment to:
    - verify authorized signatures;
    - verify mathematical computation
    - for appropriate activities, verify that the environmental clearance has been obtained and the Release of Funds has been issued;
    - verify that sufficient grant funds are available;
    - verify that request will not exceed amount budgeted for the appropriate project activity;
    - determine that other applicable special conditions have been met; and
    - verify that the assigned CDBG Project Manager has not put a hold on grant payments.
  - g. The Maryland CDBG Program then forwards approved Requests for Payment to the Department's

## ITEM 6

Finance Division which processes and submits to the Comptroller's Office for payment.

- h. The State Treasurer's Office disburses the grant payment and electronically transfers funds directly to the Grantee's designated depository for credit to its account.

## PART II. POLICY

1. Grant payments cannot be made for any grant until the following actions occur: (a) the Grant Agreement is executed by all parties; (b) the CDBG Program receives and approves the Grantee's certification of completion of the environmental review process; (c) the CDBG Program removes grant conditions and issues a release of funds and (d) the CDBG Program has determined that all other possible conditions have been met.

2. The Request for Payment form (Exhibit 3) must be accurately completed or it will not be processed. If there are questions, please contact your CDBG Project Manager prior to submitting the request.

3. It can take up to thirty days to receive the CDBG grant funds once the request is submitted. The payment will be electronically transferred by the Treasurer's Office following receipt and approval of a completed Request for Payment form (Exhibit 3) by the Maryland CDBG Program and DHCD Finance Division.

4. A Grantee may request a payment from DHCD as often as needed. With the exception of the final payment, the minimum amount that may be requested is \$5,000.

5. The Grantee will indicate on the Request for Payment (Exhibit 3) as to whether it is using an "advance" or "reimbursement" system. The Grantee should attempt to use the same system throughout grant implementation.

ADVANCE SYSTEM - An advance is a payment made to a Grantee upon its request before cash outlays are made by the Grantee. The Grantee is required to establish a separate, non-interest bearing depository account in a financial institution insured by FDIC or FSLIC. When funds are received in the Grantee's primary bank account, they must be moved to this separate account. Funds must be expended within five business days from the date received in the Grantee's primary bank account via the wire transfer.

REIMBURSEMENT SYSTEM - A reimbursement is a payment made to a grantee upon request after cash outlays have been made by the Grantee.

6. A Grantee that invoices on a reimbursement basis exclusively may earn interest on its depository account.

7. In the event that interest is earned on CDBG monies requested on an advance basis, they will be collected by the Maryland CDBG Program and returned to the U.S. Treasury.

8. A Grantee that submits a request for payment on an advanced basis may keep up to \$5,000 on-hand. Additional requests should be in an amount to meet current disbursement needs (defined as the funds to be expended within five working days of receipt). Grantees that request payment on a reimbursement basis are not subject to the five working day rule. All grant funds must be expended from grantee's account by the grant end date and any funds remaining on-hand will be recaptured.

9. Grantees that have approved CDBG Program Income Re-Use Plans for previous awards may receive Program Income. If the Program Income is received from an older grant for an activity such as housing rehabilitation, it is to be used before the Grantee can request grant funds from a current award for housing rehabilitation. The use of Program Income is to be reported in the Semi-Annual report for the current award. IF Program Income is received as a result of previous awards without Re-Use Plans or if they no longer operate the activities that had been approved, the Grantee is to contact their Program Manager to discuss further.

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PART III. GRANTEE REQUIREMENTS

1. DESIGNATION OF DEPOSITORY - State of Maryland funds will be electronically transferred directly to the depository designated and authorized by the Grantee for credit to the Grantee's bank account.

The Grantee shall complete the State of Maryland ACH/Direct Deposit Authorization for Vendor Payments Form (ACH Form). If the ACH Form has been previously submitted and is current, please provide DHCD with a copy of it or complete Exhibit 1 with the most current information. If changes are required by the Grantee, follow the directions on the ACH Form and provide a copy to DHCD of the ACH Form sent to the Comptroller's Office.

After the forms are completed by the Grantee, they are to be sent to the Maryland CDBG Program, Division of Neighborhood Revitalization, Department of Housing and Community Development, 7800 Harkins Road, Lanham, MD 20706. The Grantee shall retain a copy for its file.

The Grantee shall execute a new ACH/Direct Deposit Authorization for Vendor Payments Form whenever changes in the depository are made. A copy must always be sent to DHCD.

2. AUTHORIZED SIGNATURE FORM – The form for Authorized Signatures for Request for Payment on CDBG Account (Exhibit 2), must contain signatures identical to the typed names of the individuals authorized by the Grantee to co-sign the Request for Payment. At least two persons must be identified but it is strongly recommended that the Grantee identify at least four persons. The written and typed names must be identical on each form. The Grantee shall submit an original form to the Maryland CDBG Program at the address listed above and retain one set for local files. The person certifying the authorized signatures can not be listed as an authorized signature.

When the Grantee submits a Request for Payment, the Maryland CDBG Program will accept only the signatures of persons named on the current signature form on file. New signature forms are to be submitted whenever there is a change, including additions or deletions, of the persons authorized to sign a Request for Payment. A change in the title or position of a person so authorized does not require another signature form if the person's authority to sign a Request for Payment remains unchanged.

3. REQUEST FOR PAYMENT FORM - The Grantee shall execute one original of Request for Payment Form (Exhibit 3) each time it is determined that funds are required to meet current or anticipated disbursement needs.

The executed original form shall be mailed to the Maryland CDBG Program, Division of Neighborhood Revitalization, Department of Housing and Community Development, 7800 Harkins Road, Lanham, MD 20706. A copy is to be retained by the Grantee for its records.

4. EXPENDITURE FORM – The Grantee is required to submit form Exhibit 3A - Expenditure Tracking Form when they submit each Request for Payment Form. This form is required at this stage rather than actual copies of bills to identify the specific expenses to be paid with the CDBG funds unless requested by the Project Manager. Note that specific vendors who were paid or will be paid with CDBG funds are to be identified. The Grantee is not to identify themselves or the subrecipient, developer or business as a vendor.

5. EXPENDITURE TRACKING FORM – LOCAL USE – The Grantee is required to use and maintain form Exhibit 3B – Expenditure Tracking Form – Local Use. The purpose of this form, when completed, will assist the State in monitoring the grant and to assist the Grantee with tracking expenditures.

Revised: 2/2026

# ITEM 6



## STATE OF MARYLAND ACH/DIRECT DEPOSIT AUTHORIZATION FOR VENDOR PAYMENTS

### EXHIBIT 1

**Type of authorization** (select one only):

**NEW:** Enter all banking information requested below and submit this form. *(Complete lines 1-12 and 16-22)*

*Note: Student refunds, Lottery payments, DORS payments, Renters tax credits, and Restitution payments are NOT eligible for ACH.*

**CHANGE:** Complete this form by entering changes to the financial institution, account number, or type of account; and submit the completed form. Do not close your old bank account until electronic payments are received in your new account. *(Complete all lines)*

**CANCELLATION (Revocation):** You may cancel (revoke) your prior Authorization by checking this box and completing and submitting this form. *(Complete lines 1-7, 13-15 and 17-22)*

**Please complete all sections of this Enrollment Form and attach either a voided check OR a letter signed by your bank representative, confirming account name, account number, and ABA routing number for ACH payments. Starter checks or counter checks are NOT acceptable. Online credit cards are NOT eligible for ACH transfer.**

Send completed form and documentation to: State of Maryland, Comptroller of Maryland, ACH Registration, General Accounting Division, Room 205, P.O. Box 746, Annapolis, Maryland 21404-0746 or fax the form to 410-974-2309. If you have any questions, contact the General Accounting Division at 410-260-7375 or toll free at 888-784-0144.

Please type or print legibly. <b>PAYEE INFORMATION</b>	The number below is: <input type="checkbox"/> Social Security No.(SSN) <input type="checkbox"/> Federal Employer No.(FEIN)
1. Payee Name	2. SSN or FEIN
3. Mailing Address	4. City, State, ZIP Code
5. E-mail address	
6. Contact Name and Title	7. Daytime Telephone Number
<b>NEW – Complete 8-12</b>	<b>OLD BANK ACCOUNT INFORMATION – Complete 13-15</b>
8. Financial Institution Name	13. Financial Institution Name
9. ABA/Routing Number	14. ABA/Routing Number
10. Account Number	15. Account Number for Deposit of Electronic Funds Transfer
11. Account Type (Select one only) <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
12. Financial Institution Telephone Number	

**16. Level of Detail on Bank Statement Requested** (select one only):

- Standard format – CCD+ (**DEFAULT**)   
  Detailed format - CTX\* (multiple detail lines)   
  Detailed format - EDI\* (full detail)  
**Example: “State of Maryland”                      “State of Maryland and Invoice Information”                      “State of Maryland and Invoice Information”**

*\*Note: You must contact your bank to receive these detailed formats. There may be a charge to you by your bank for detailed formats.*

I hereby certify that I am authorized to make the representations contained in this paragraph. I authorize the Comptroller and the Treasurer of Maryland to register the payee for automated clearing house (ACH) using the information contained in this registration form. I agree to receive all vendor payments from the State of Maryland by electronic funds transfer according to the terms of the ACH program. I agree to return to the State of Maryland any ACH payment incorrectly disbursed by the State of Maryland. I agree to hold harmless the State of Maryland and its agencies and departments for any delays or errors caused by inaccurate or outdated registration information or by the financial institution listed above.

17. Print or Type Name of Payee or Payee’s Authorized Signatory	18. Title of Authorized Signatory
19. Signature of Payee or Payee’s Authorized Signatory	20. Date
21. Signature of Secondary Signatory(s) – if applicable	22. Date

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**ADMINISTRATIVE USE ONLY**

GAD Input By: \_\_\_\_\_  
GAD Reviewed By: \_\_\_\_\_

STO Input By: \_\_\_\_\_  
STO Reviewed By: \_\_\_\_\_

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**STATE OF MARYLAND  
ACH/DIRECT DEPOSIT  
INSTRUCTION SHEET**

**Purpose:**

To provide information to the State of Maryland for ACH/I

**Who will use the form?**

Vendors that are required to have payments made via ACH/Direct Deposit or other vendors requesting payments via ACH/Direct Deposit.

**Routing and General Instructions:**

Complete and send the form and documentation to Vendor Services in the General Accounting Division. Please retain a copy of the form for your records.

**Submit to:**

ACH Registration, General Accounting Division  
Room 205, P.O. Box 746  
Annapolis, Maryland 21404-0746  
(or) Fax to 410-974-2309

**Processing:**

Allow 30 days from the date of your request for the Comptroller's/Treasurer's office to process your request. Payments will be processed according to payment terms.

**Questions:** Email to [GAD@comp.state.md.us](mailto:GAD@comp.state.md.us), call 410-260-7375 or toll free at 888-784-0144.

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EXHIBIT 1

MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Comptroller of Maryland

State of Maryland ACH/Direct Deposit Information

Please complete this information if unable to provide a copy of most recent ACH form.

Grantee Information(Grantee must use legal name as listed in CDBG Grant Agreement)

Date: \_\_\_\_\_

Grantee Identification Information (Address to be used in case of default to check):

Grantee Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Taxpayer Federal Employer Identification Number: \_\_\_\_\_

Contact information: name, title, email and phone number including area code:

\_\_\_\_\_

\_\_\_\_\_

Depository Bank or Credit Union Information

Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

ABA (routing) number:

Account Number:

Account Type:  Checking  Saving

Format Desired, Check one:

CCD+ (gives Standard description line: "State of Maryland")

CTX\* (multiple detail lines)  EDI\* (full detail)

\* Note- There may be a charge to you by your bank with this format. You must contact your bank to receive this format.

The information on this form is the most recent information sent to the Comptroller and the Treasurer of Maryland registered for electronic funds transfer. Grantee agrees to return to the State of Maryland any payment incorrectly disbursed by the State of Maryland to the Grantee's account. Grantee agrees to hold harmless the State of Maryland and its agencies and departments for any delays or errors caused by inaccurate or outdated registration information or by the financial institution listed above.

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Signature and title of chief elected official, controller or chief financial officer and date.

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EXHIBIT 2

MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

AUTHORIZED SIGNATURES FOR CDBG REQUESTS FOR PAYMENT

Name and Address of Grantee:

Four horizontal lines for entering the name and address of the grantee.

Grant Agreement Number: \_\_\_\_\_

The individuals named below are authorized to sign Requests for Payment (two or more)

TYPE NAME	TITLE	SIGNATURE EXACTLY AS IT APPEARS IN TYPED FORM
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Certification

*I certify that the signatures above are of the individuals authorized to sign Requests for Payment for CDBG funds on behalf of the identified grantee. I further understand that, as the person certifying, I am not eligible to sign Requests for Payment.*

\_\_\_\_\_  
Title Signature

## ITEM 6

## EXHIBIT 3

MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
REQUEST FOR PAYMENT

## SECTION I: REQUEST FOR PAYMENT

GRANT AGREEMENT NUMBER	PAYMENT SYSTEM	REQUEST NUMBER	AMOUNT REQUESTED
	<input type="checkbox"/> ADVANCE <input type="checkbox"/> REIMBURSEMENT		
GRANTEE NAME AND ADDRESS (Use legal name as listed in CDBG Grant Agreement)	NAME & TELEPHONE NUMBER OF GRANTEE CONTACT PERSON		FEDERAL ID NUMBER
DEPOSITORY BANK AND ACCOUNT NUMBER			

## SECTION II: USE OF FUNDS (CDBG FUNDS ONLY)

BUDGET ACTIVITY LINE	TOTAL CDBG BUDGET AMOUNT(S)	REQUESTED AMOUNT

## SECTION III: CERTIFICATION BY GRANTEE

We certify that this request is in accordance with the terms and conditions of the grant agreement with the Maryland Department of Housing and Community Development and that requested amount accurately reflects the expenses, as reported on this request, and that the amount is supported by the documentation in our files.

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

## SECTION IV: STATE USE

DATE RECEIVED	AMOUNT APPROVED	PAYMENT REVIEWED BY	PAYMENT APPROVED BY	APPROPRIATION CODE
Was Exhibit 3A – Expenditure Tracking Form included with payment request? <i>processing.</i>			If no, please obtain prior to	

**EXHIBIT 3A**

**MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**EXPENDITURE TRACKING FORM**

Grant #: \_\_\_\_\_

Payment Request #: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

*For this payment request, please identify the specific expenses to be paid with the CDBG funds. Please attach copy of form to your payment request and retain copy in your grant financial files.*

<b>Amount Requested</b>	<b>Activity Line Item #</b>	<b>Specific Use</b>	<b>To Be Paid To: (Identify Specific Vendors)</b>

**STATUS OF FUNDS (CDBG FUNDS ONLY)**

Total Grant Payment Received to Date      \$ \_\_\_\_\_

Total Disbursements to Date                    \$ \_\_\_\_\_

**EXHIBIT 3B**

**MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**EXPENDITURE TRACKING FORM – LOCAL USE**

Grant #: \_\_\_\_\_

*Please complete and retain this form in your CDBG Financial Files. It is for tracking CDBG grant funds only. The completed form will assist the State with grant monitoring.*

<b>Payment Request #</b>	<b>Date of Request</b>	<b>Amount Requested</b>	<b>Date Payment Received</b>

**Matching Funds**

*Please identify the final totals of other funds used to match the CDBG funds. Attach another sheet if necessary. Please identify In-Kind Costs on page 2.*

<b>Amount</b>	<b>Source of Funds</b>

# ITEM 6

## In-Kind Costs

*Please calculate all in-kind costs related to this project that used match to the CDBG funds. For staff costs, please indicate the person and the number of hours in addition to the costs.*

Amount	Specific Use/Hours	Source/Staff Person

**ITEM 6**

**EXHIBIT 4**

**MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
NOTICE OF REMOVAL OF GRANT CONDITIONS AND RELEASE OF FUNDS**

*(ACTUAL DOCUMENT WILL BE COMPLETED AND RETURNED TO GRANTEE WHEN ISSUED BY STATE)*

(Pursuant to Section 104(h) of Title I of the Housing and Community Development Act of 1974)

TO: Name and Title of Chief Executive Officer of Grantee)	ADDRESS AND ZIP CODE OF GRANTEE
PROJECT NAME	LOCATION (CITY, COUNTY, MARYLAND)

On \_\_\_\_\_, this office received your request of Funds and Certification pertaining to the above project.

- No objections to your certification of and Exempt status for your project have been received. No waiting period is required.
- No objections to the release of such funds or to the Certification have been received within the prescribed waiting period.
- All objections to the release of such funds and to the Certification have been received by DHCD within the prescribed waiting period have been considered by DHCD.

Any and all conditions in the Grant Agreement for Grant No. \_\_\_\_\_, authorized by DHCD on \_\_\_\_\_ respecting said project and funding thereof, to the extent the same are based upon the pendency of environment review and clearance, are hereby removed.

This notice constituted your authority to use funds in the amount not to exceed \$\_\_\_\_\_ granted to you under Title I of the Housing and Community Development Act of 1974 for the above project.

TYPE NAME AND TITLE OF AUTHORIZING OFFICER	SIGNATURE OF AUTHORIZING OFFICER	DATE

## ITEM 6

## EXHIBIT G

## FEDERAL AWARD INFORMATION

(i)	Community Development Block Grant	MD-26-CD-26
(ii)	Name of Federal Awarding Agency	U.S. Department of Housing and Urban Development
(iii)	Catalog of Federal Assistance Number	14.228
(iv)	Federal Program Year	2025
(v)	Start Date of Federal Program Year for Program	July 1, 2025
(vi)	Total Amount of Federal Award for Program Year	\$ 300,000
(vii)	Federal Award Identification Number (FAIN)	B-25-DC-24-0001
(viii)	DHCD Unique Entity Identifier	028492598
(ix)	Grantee Name	County Commissioners of Worcester County
(x)	Grantee Unique Entity Identifier	KEA9KRV8GPG3
(xi)	Grantee Federal Identification Number	<b>52-6001064</b>
(xii)	Date of Award to Grantee	December 10, 2025
(xiii)	Amount of Federal Fiscal Year 2025 Funds Obligated/Committed by this Agreement to the Grantee by DHCD	\$ 300,000
(xiv)	Total Amount of Federal Fiscal Year 2025 Funds Obligated/Committed to the Grantee by DHCD to date (Including the current Obligation) for Federal Fiscal Year	\$ 300,000



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1201  
SNOW HILL, MARYLAND 21863  
TEL:410.632.1200 / FAX: 410.632.3008

<http://www.co.worcester.md.us/departments/drp>

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

MEMORANDUM

TO: Weston S. Young, P.C., Chief Administrative Officer  
FROM: Jennifer K. Keener, AICP, Director  
DATE: March 18, 2026  
RE: Request to Transfer – Annual Housing Bond Allocation

.....

I am requesting the County Commissioners’ consideration for the transfer of Worcester County’s Annual Housing Bond Allocation to the Maryland Department of Housing and Community Development (DHCD). Should you look favorably upon this request, staff has prepared the attached draft letter for signature.

The transfer of the bond allocation to the State is routinely done by local jurisdictions to avoid the costly and time-consuming process of issuing bonds at the local level and also provides for mortgage tax credits. Worcester County has consistently participated in this program, transferring 100% of the allocation to the Maryland Mortgage Program. Worcester County’s Housing Bond allocation for 2026 is \$2,567,423.00.

Attached you will find the DHCD’s letter of request and a summary of the purchase activity through the Maryland Mortgage Program.

An electronic copy of the letter has also been forwarded to your office. Please note that the letter must be mailed to DHCD as well as emailed to Denine Messersmith at [Denine.messersmith@maryland.gov](mailto:Denine.messersmith@maryland.gov).

April \_\_, 2026

Denine Messersmith  
Single Family Programs Documentation / Compliance Specialist  
Community Development Administration  
Department of Housing & Community Development  
7800 Harkins Road, 3rd Floor  
Lanham, Maryland 20706

Dear Ms. Messersmith:

Pursuant to Sections 13-801 through 13-807 of the Financial Institutions Article of the Maryland Annotated Code, Worcester County hereby irrevocably transfers to the Community Development Administration, for use in issuing housing bonds or mortgage credit certificates on behalf of this jurisdiction, \$2,567,423 of its total \$2,567,423 tax-exempt housing bond allocation as set forth in the 2026 allocation of the Maryland State Ceiling made by the Secretary of Commerce pursuant to the Article.

Sincerely,

Theodore J. Elder  
President, Worcester County Commissioners

Certificate of Counsel

This transfer of a tax-exempt bond allocation is duly authorized and executed and constitutes the valid, binding and irrevocable act of Worcester County.

\_\_\_\_\_  
Roscoe R. Leslie, Esq.  
Attorney for: Worcester County, Maryland



WES MOORE  
Governor  
ARUNA MILLER  
Lt. Governor  
JACOB R. DAY  
Secretary  
JULIA GLANZ  
Deputy Secretary

March 13, 2026

The Honorable Theodore Elder  
President, Board of County Commissioners  
County Government Center, RM 1103  
One W. Market Street  
Snow Hill, MD 21863-1195

Dear Honorable Theodore Elder,

The Department of Housing and Community Development (the Department) is contacting you regarding the Annual Housing Bond Allocation. We are reaching out to you to begin the process for 2026. There is no change to the process from last year.

The Department invites Worcester County to transfer its 2026 Housing Bond Allocation to the Department. By doing this, the Department utilizes local government housing bond allocations to issue bonds to fund housing programs or to issue mortgage credit certificates. The allocation represents the amount of volume cap authority that would have been available to the local government should it choose to issue the bonds itself in order to raise capital for mortgage loans. In prior years, the annual housing bond allocation has been an extremely powerful and successful tool in creating affordable housing opportunities.

The housing bond allocation for your jurisdiction is \$2,567,423. In order for the Department to utilize the housing bond allocation for your jurisdiction, you must transfer your allocation to the Department in writing on or before June 15, 2026.

Attachment I is a form letter to be prepared on your letterhead authorizing the transfer of bond allocation to the Department.

We ask your cooperation in transferring your 2026 bond authority to the Department. Attachment I must be prepared on your letterhead and be returned no later than June 15, 2026, to the following address:

Maryland Department of Housing and Community Development  
7800 Harkins Road  
Lanham, MD 20706  
ATTN: DENINE MESSERSMITH – SINGLE FAMILY - 3RD FLOOR

Before mailing the original please send a copy to the following email address:

[Denine.messersmith@maryland.gov](mailto:Denine.messersmith@maryland.gov)



# ITEM 7

Included for informational purposes only is Attachment II - Maryland Mortgage Program Purchase Activity for FY 2021, 2022, 2023, 2024, 2025 and FY 2026 through 02/28/2026.

We look forward to your continued support of home ownership opportunities for residents of your County. Should you have any questions or need additional information, please contact Denine Messersmith at 301-429-7800 or by email at [Denine.messersmith@maryland.gov](mailto:Denine.messersmith@maryland.gov).

Thank you.

Sincerely,

Denine Messersmith  
SF Programs Documentation / Compliance Specialist  
Single Family Housing

Enclosures: Attachment I Form Letter for Transfer of Allocation  
Attachment II Maryland Mortgage Program Purchase Activity for FY  
2021, 2022,2023,2024,2025 and FY 2026 through 02/28/2026.



## 2026 ATTACHMENT I

**FORM LETTER FOR 2026 TRANSFER OF ALLOCATION  
TO BE PREPARED ON LOCAL JURISDICTION'S LETTERHEAD**

[Date]

Denine Messersmith  
 Single Family Programs Documentation / Compliance Specialist  
 Community Development Administration  
 Department of Housing & Community Development  
 7800 Harkins Road, 3<sup>rd</sup> Floor  
 Lanham, Maryland 20706

Dear Mrs. Messersmith:

Pursuant to Sections 13-801 through 13-807 of the Financial Institutions Article of the Maryland Annotated Code, **[Name of Jurisdiction]** hereby irrevocably transfers to the Community Development Administration, for use in issuing housing bonds or mortgage credit certificates on behalf of this jurisdiction, \$\_\_\_\_\_ of its total \$\_\_\_\_\_ tax-exempt housing bond allocation as set forth in 2026 allocation of the Maryland State Ceiling made by the Secretary of Commerce pursuant to the Article.

Very truly yours,

[Signature]

[Name & Title of Chief Elected Official]Certificate of Counsel

This transfer of a tax-exempt bond allocation is duly authorized and executed and constitutes the valid, binding and irrevocable act of [Name of Jurisdiction].

[Signature]

[Name & Title of Attorney]Attorney for: [Name of Jurisdiction]

RETURN THE COMPLETED LETTER TO:

Denine Messersmith  
 Maryland Department of Housing and Community Development  
 7800 Harkins Rd 3<sup>RD</sup> Floor  
 Lanham, MD 20706

ATTACHMENT II  
MARYLAND MORTGAGE PROGRAM  
PURCHASE ACTIVITY

WORCESTER COUNTY

<b>Fiscal Year</b>	<b>Loans</b>	<b>Loan Amount</b>
<b>2021</b>	<b>3</b>	<b>\$486,100</b>
<b>2022</b>	<b>10</b>	<b>\$1,713,802</b>
<b>2023</b>	<b>9</b>	<b>\$2,203,517</b>
<b>2024</b>	<b>10</b>	<b>\$2,160,540</b>
<b>2025</b>	<b>20</b>	<b>\$4,686,498</b>
<b>2026YTD</b>	<b>8</b>	<b>\$1,852,801</b>



Worcester County Administration  
 One West Market St. Room 1103 | Snow Hill MD 21863 | (410) 632-1194 | www.co.worcester.md.us

TO: Worcester County Commissioners  
 FROM: Kim Reynolds, Budget Officer *Kimberly Reynolds*  
 DATE: March 25, 2026  
 RE: Out of State Travel Request

### Out of State Travel Request

Administration	3	100.1001.7000.100
Department	# of Attendees	GL Account Code
Washington, DC	7/20/2026	7/23/2026
Destination	Depart	Return

Purpose of Travel: The Association of Government Accountants (AGA) Professional Development Training (PDT) event has various education sessions from a variety of government financial experts. Training sessions include accounting, auditing, finance, and program management. We are requesting approval in advance of the FY27 budget due to limited hotel capacity and discounted early bird registration.

Estimated Costs:	Airfare		
	Lodging	\$2,511	
	Meals	\$693	
	Registration Fees	\$2,625	
	Car Rental		
	Other Transportation	\$945	Mileage/Parking
	Other		
	<b>Total</b>	<b>\$6,774</b>	

**From:** [AGA National Office](#)  
**To:** [Kimberly Reynolds](#)  
**Subject:** Save the Date — 2026 Professional Development Training  
**Date:** Thursday, March 19, 2026 2:46:34 PM

---

[View as Webpage](#)

## Professional Development Training 2026

### July 21–23 • Washington, D.C. • 20 CPEs

Mark your calendar for July 21–23 and plan on joining over 2,500 professionals from government, academia and industry at AGA’s Professional Development Training (PDT) 2026 in Washington, D.C.

This year offers a truly unique backdrop. As our nation marks the 250th birthday of the United States, there is no better time to be in Washington, D.C. Experience the energy of a historic milestone while investing in your professional growth alongside peers and leaders from across the country.

PDT ’26 is more than training — it’s where today’s challenges meet tomorrow’s solutions. With nearly 100 expert-led sessions, you’ll gain practical insights and forward-thinking strategies to help you thrive in a rapidly evolving environment.

In a time of shifting policies and heightened expectations, financial, program and IT professionals across all levels of government must stay agile. You’ll hear from industry leaders, connect with peers, earn continuing professional education credits and discover innovative approaches that are shaping the future of public service.

Be where it all happens. During this historic year, join us in Washington, D.C. — where professional growth meets national celebration.

We can’t wait to see you at PDT ’26!

[Learn More](#)

[Register Now](#)

**Agenda** coming soon!


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**MEMORANDUM**

TO: Worcester County Commissioners

CC: Weston Young CAO; Candace Savage, Deputy CAO

FROM: Melanie Pursel, Director, Office of Tourism and Economic Development 

DATE: March 10, 2026

RE: Tourism– Out of State Conference

-----

Brianna Dix has been awarded a second-year scholarship from Gray Research Solutions, valued at \$1,745, to attend the 34th Annual Southeast Tourism Society Marketing College. The program will take place at Mercer University in Macon, Georgia, from May 31–June 5, 2026.

This three-year program culminates in earning the “Travel Marketing Professional” certificate. The curriculum includes classroom-based instruction and guided discussions focused on emerging trends and strategies that support professional growth within the tourism industry. Topics covered include destination branding, social media content planning, visitor targeting, community leadership, advocacy, and public relations.

I am requesting approval of the out-of-state travel expenses outlined below. We do have the funds in our travel and training budget.

Round-trip flight (BWI to ATL)	\$350
Airport long-term parking (6 days)	\$66
Rental Vehicle	\$445
Dinners (6 total)	\$250
Hotel	\$695
<b>Total Estimated Cost</b>	<b>\$1,806</b>

*Should you have any questions, please feel free to contact me.*



DEPARTMENT OF  
INFORMATION TECHNOLOGY

**Worcester County**

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1003  
SNOW HILL, MARYLAND 21863  
TEL:410.632.5610  
[www.co.worcester.md.us/departments/it](http://www.co.worcester.md.us/departments/it)

To: Weston Young, Chief Administrative Officer

From: Brian Jones, Director of IT

A handwritten signature in black ink that reads "Brian Jones".

Re: Camera System/Additions

Date: March 24, 2026

---

As you're aware, the County is undergoing a comprehensive renovation of our camera system and we are almost complete. During the initial planning phase, I was given a specific list of Homeowner Convenience Centers (HOCC) and Recycling Centers throughout the county.


Unfortunately, one location was inadvertently missed. This is the HOCC in Berlin, located behind Stephen Decatur at 9636 Mill Haven Road.

I have attached a quote for \$9,106.62. This will include the cost of the cameras, installation and all materials needed. The cost of the Cradlepoint is also included.

This project will be funded through GL 100.1090.070.9010.040.



**Absolute  
Security**  
Group, LLC

Powered by Zeus 

Absolute Security Group  
300 Mill St., Ste A  
Salisbury, MD 21801  
410-860-0620  
www.absolutesecuritygroup.com

**ITEM 10**

***Proposal***

**Client Information**

Worcester County IT Dept.  
9636 Mill Haven Rd.  
Berlin Md 21811

**Proposal Number 6790**  
**Date 3/24/2026 Expires 4/23/2026**  
**Salesperson Steve Smith**

**Video Surveillance System Proposal**

**Absolute Security Group, Inc.** is a locally owned and operated security company that has served Delmarva for over twenty years. We take pride in our exceptional service, in the fact that we install only the best equipment on the market, and our commitment to fulfilling the every need of our customers while making their experience as wonderful as possible. We are looking forward to working with you and appreciate the opportunity to propose the following video surveillance system.


**Options for a residential or commercial camera system:**

- Indoor/Outdoor cameras
- Infrared cameras
- PTZ (pan/tilt/zoom) cameras
- Cloud storage
- Onsite storage
- Offsite storage
- Doorbell camera
- Remote viewing

**Absolute Security Group, Inc.** is committed to providing exceptional and timely service while also building close customer relationships.



**Absolute  
Security**  
Group, LLC

Powered by Zeus 

Absolute Security Group  
300 Mill St., Ste A  
Salisbury, MD 21801  
410-860-0620  
www.absolutesecuritygroup.com

**ITEM 10**

***Proposal***

**Client Information**

Worcester County IT Dept.  
9636 Mill Haven Rd.  
Berlin Md 21811


**Proposal Number 6790**  
**Date 3/24/2026 Expires 4/23/2026**  
**Salesperson Steve Smith**

Qty	Description
1	NEMA ENCLOSURE 14X12X6 POLY. BOX
1	DW CAAS SMART VISION LPR BULLET CAMERA
1	Digital Watchdog DWC-BLJUNC-W Junction Box for B1 and B2 Bullet Camera
1	DW CAAS EXTREME WIDE ANGLE SMART VISION BULLET CAMERA
1	Digital Watchdog DWC-BLJUNC-W Junction Box for B1 and B2 Bullet Camera
1	CAT 6 DIRECT BURIAL 500' BLACK
416.65	Bucket Truck Rental Fee
18	LABOR
500	INSTALL MATERIALS

<b>Sub Total</b>	<b>\$9,106.62</b>
<b>Total This Proposal</b>	<b>\$9,106.62</b>



**Absolute  
Security**  
Group, LLC

Powered by Zeus 

Absolute Security Group  
300 Mill St., Ste A  
Salisbury, MD 21801  
410-860-0620  
www.absolutesecuritygroup.com

**ITEM 10**

***Proposal***

**Client Information**

Worcester County IT Dept.  
9636 Mill Haven Rd.  
Berlin Md 21811

**Proposal Number 6790**  
**Date 3/24/2026 Expires 4/23/2026**  
**Salesperson Steve Smith**

**ABSOLUTE SECURITY GROUP, INC.**

**SUBSCRIBER:**

\_\_\_\_\_  
*SECURITY CONSULTANT*

\_\_\_\_\_  
*ACCEPTED BY*

\_\_\_\_\_  
*TITLE*

\_\_\_\_\_  
*EMAIL*

\_\_\_\_\_  
*DATE*

\_\_\_\_\_  
*DATE*

\_\_\_\_\_  
*PRIMARY PHONE*

THIS DOCUMENT CONTAINS PROPRIETARY INFORMATION AND THEREFORE SHOULD BE TREATED AS CONFIDENTIAL. IT SHALL NEITHER BE DUPLICATED NOR DISCLOSED TO ANY PERSON OR PERSONS OUTSIDE OF ABSOLUTE SECURITY GROUP, INC OR THE COMPANY TO WHICH I HAS BEEN PROVIDED. IT CANNOT BE COPIED, REPRODUCED, OR DISSEMINATED WITHOUT THE EXPRESSED WRITTEN CONSENT OF ABSOLUTE SECURITY GROUP, INC. ALL ELEMENTS OF SYSTEM DESIGN, ALTERATION, ADDITION OR CHANGE IS THE SOLE PROPERTY OF ABSOLUTE SECURITY GROUP, INC. THE INFORMATION IS TO BE USED EXCLUSIVELY BY THE ORANIZATION/INDIVIDUAL TO WHOM IT WAS DIRECTED FOR THE PURPOSES OF MAKING AN INFORMED DECISION DURING THE EVALUATION OF THE PROPOSAL AND ANY AGREEMENT WHICH MAY RESULT THERE FROM.

VA: \_\_-\_\_\_\_ MD: \_\_\_\_\_ DE: \_\_\_\_\_

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

\_\_\_\_\_  
Please print name here

\_\_\_\_\_  
Please sign name here

\_\_\_\_\_  
Date Approved



Worcester County Administration

One West Market St. Room 1103 | Snow Hill MD 21863 | (410) 632-1194 | [www.co.worcester.md.us](http://www.co.worcester.md.us)

TO: Weston S. Young, Chief Administrative Officer  
County Commissioners

FROM: Steven Douth, Deputy Finance Officer

DATE: March 20, 2026

RE: FY26 Request to Advertise Public Hearing for the FY26 Budget Amendment

---

The proposed budget amendment is a modification related to approved over expenditures and encumbrances from the prior year.

The Treasurer's office has identified several projects and over expenditures listed below for consideration in the budget amendment process. The total cost of these projects, along with associated encumbrance expenses, have been outlined below. To fund the remaining expenditures, totaling \$4,750,678.

Increase the following expense line items:

- \$2,000 Newark Water Plant – Cleaned & Painted
- \$9,081 Assateague Point – Sunset Ave Sewer Work
- \$13,068 Landings – Sunset Ave Sewer Work
- \$20,000 Mystic Harbour- Replacement Mixer
- \$4,000 Ocean Pines Roof Repair
- \$32,000 Ocean Pines Vacuum Pumps
- \$19,000 Lighthouse Sound Replacement Pumps
- \$25,795 Riddle Farm Electrical Work
- \$65,844 West Ocean City Sewer sent to OC greater than anticipated
- \$45,896 Mystic Harbour reciprocal tariffs
- \$366,415 Ocean Pines Belt Filter Press
- \$10,604 Ocean Pines Well Evaluation
- \$15,745 Radio Read Water Meters
- \$41,978 River Run Irrigation Pump
- \$374,545 Mystic Harbour Membranes
- \$20,659 Riddle Farm Water Tower Rehab
- \$97,919 Mystic Harbour Control Panel
- \$110,350 Mobile Belt Filter Press Repairs
- \$51,487 Riddle Farm WWTP Membranes
- \$9,745 Ocean Pines WWTP PFAS Study
- \$6,500 OP & MH PFAS Water Sampling
- \$13,587 MD 589 W&S Extension Study



Worcester County Administration

One West Market St. Room 1103 | Snow Hill MD 21863 | (410) 632-1194 | [www.co.worcester.md.us](http://www.co.worcester.md.us)

- \$27,732 Ocean Pines WWTP Blower Repair
- \$5,700 Ocean Pines WWTP Lagoon Expansion
- \$16,967 Mystic Harbour VFD
- \$3,600 New World Data Export
- \$104,000 Mystic Harbour Pump Station B&C Design
- \$5,100 Transport Mobile Belt Filter Press
- \$15,000 Neptune Meter Software Update
- \$124,157 Ocean Pines WWTP Unit 4 Cleaning
- \$294,300 Ocean Pines WWTP Lagoon Expansion
- \$715,200 Riddle Water Tower Upgrades – Painting and repair
- \$124,523 Construction Admin & Inspection Cell 1 Pump Stations
- \$323,885 New Bail Hoist Roll-off Truck
- \$54,287 Landfill Gas Collection Systems Design
- \$1,580,000 Cell 1 Pump Station Upgrade Construction

Requesting approval to advertise holding a Public Hearing to amend the FY26 operating budget.

Attachments:   WWW Over Expenditures  
                    WWW Encumbrances  
                    Solid Waste Encumbrances

**RESOLUTION NO. 26- \_\_**  
**BUDGET AMENDMENT FOR FISCAL**  
**YEAR 2026**

**Recitals:**

- A. The County Commissioners adopted a Resolution on June 17, 2025 adopting the expense budget and establishing the rates for Fiscal Year 2026.
- B. The County Commissioners have identified an additional expense to be included in Fiscal Year 2026 enterprise fund budgets.

**NOW, THEREFORE, BE IT RESOLVED** by the County Commissioners of

Worcester County, Maryland that:

- 1. The County Commissioners adopt a budget amendment for Fiscal Year 2026 that the Fiscal Year 2026 budget be modified as follows:

Increase in the following expense line items:

• 550.6550.020	Newark Buildings/Grounds Maintenance	\$ 2,000
• 520.9010.090	Assateague Point Capital Equipment	\$ 9,081
• 535.9010.090	Landings Capital Equipment	\$ 13,068
• 545.9010	Mystic Harbour Capital Equipment	\$ 20,000
• 555.8004.6550.020	Ocean Pines Buildings & Grounds	\$ 4,000
• 555.8004.9010.090	Ocean Pines Capital Equipment	\$ 32,000
• 540.6500.010	Lighthouse Sound Systems Maintenance	\$ 19,000
• 570.9010.090	Riddle Farm Capital Equipment	\$ 25,795
• 580.6700.100	West OC Other Maintenance	\$ 65,844
• 545.9010	Mystic Harbour Capital Equipment	\$ 45,896
• 555.1600	Ocean Pines CIP	\$ 366,415
• 555.8001.6530.100	Ocean Pines Consulting Services	\$ 10,604
• 555.8002.9010	Ocean Pines Water Capital Equipment	\$ 15,747
• 575.9010.090	River Run Capital Other WWW	\$ 41,978
• 545.9010.090	Mystic Harbour Capital Other WWW	\$ 374,545
• 570.9010.080	Riddle Farm Capital Equip Construction	\$ 20,659
• 545.9010.080	Mystic Harbour Capital Equip Construction	\$ 97,919
• 570.9010	Riddle Farm Capital Equipment	\$ 110,350
• 570.9010.090	Riddle Farm Capital Equip Other WWW	\$ 51,487
• 555.8003.6500.030	Ocean Pines Systems Maint Wastewater	\$ 9,745
• 520.6200.010	Assateague Point Other Supplies/Materials	\$ 812
• 535.6200.010	Landings Other Supplies/Materials	\$ 812
• 545.6200.010	Mystic Harbour Other Supplies/Materials	\$ 1,625
• 555.8002.6200.010	Ocean Pines Other Supplies/Materials	\$ 3,250
• 555.8001.6530.100	Ocean Pines Consulting Services	\$ 13,587
• 555.8003.6500.030	Ocean Pines Systems Maint Wastewater	\$ 27,732
• 555.8003.9010.090	Ocean Pines Capital Equip Other WWW	\$ 5,700
• 545.6500.030	Mystic Harbour Systems Maint Wastewater	\$ 16,967
• 510.6530.100	Support Consulting Services	\$ 3,600
• 545.9010.080	Mystic Harbour Capital Equipment Construction	\$ 104,000
• 570.9010.090	Riddle Farm Capital Equip Other WWW	\$ 5,100
• 510.9010.090	Support Capital Equip Other WWW	\$ 15,000

• 555.8003.9010.090	Ocean Pines Capital Equip Other WW	\$ 124,157
• 555.8003.9010.090	Ocean Pines Capital Equip Other WW	\$ 294,300
• 570.9010.080	Riddle Farm Capital Equipment Construction	\$ 715,200
• 680.7002.9010.060	Solid Waste Capital Equipment Other	\$ 124,523
• 680.7002.9010.070	Solid Waste Capital Heavy Equipment	\$ 323,885
• 680.7002.6530.040	Solid Waste Consulting Services	\$ 54,287
• 680.7002.9010.060	Solid Waste Capital Equipment Other	\$1,580,000

Increase in the following revenue line items:

• 520.5975.100	Transfers From (To) Reserves	\$ 9,893
• 535.5975.100	Transfers From (To) Reserves	\$ 13,880
• 540.5975.100	Transfers From (To) Reserves	\$ 19,000
• 545.5975.100	Transfers From (To) Reserves	\$ 660,952
• 550.5975.100	Transfers From (To) Reserves	\$ 2,000
• 555.5975.100	Transfers From (To) Reserves	\$ 907,237
• 570.5975.100	Transfers From (To) Reserves	\$ 928,591
• 575.5975.100	Transfers From (To) Reserves	\$ 41,978
• 680.5975.100	Transfers From (To) Reserves	\$ 2,082,695
• 510.5975.100	Transfers From (To) Reserves	\$ 18,600
• 580.5975.100	Transfers From (To) Reserves	\$ 65,844

**AND BE IT RESOLVED** that this Resolution shall be effective immediately upon its passage.

**PASSED AND ADOPTED** this \_\_\_\_\_, 2026.

Attest:

Worcester County Commissioners

\_\_\_\_\_  
Weston S. Young  
Chief Administrative Officer

\_\_\_\_\_  
Theodore J. Elder  
President

\_\_\_\_\_  
Madison J. Bunting, Jr.  
Vice President

\_\_\_\_\_  
Caryn G. Abbott  
Commissioner

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Anthony W. Bertino, Jr.  
Commissioner

---

Eric J. Fiori  
Commissioner

---

Joseph M. Mitrecic  
Commissioner

---

Diana Purnell  
Commissioner

DRAFT

TEL: 410-632-5623  
 FAX: 410-632-1753  
 WEB: co.worcester.md.us



**Worcester County**  
 DEPARTMENT OF PUBLIC WORKS  
 6113 TIMMONS ROAD  
 SNOW HILL, MD 21863

**DALLAS BAKER JR., P.E.**  
 DIRECTOR

**JANA POTVIN**  
 DEPUTY DIRECTOR

**MEMORANDUM**

**TO:** Weston Young P.E., Chief Administrative Officer  
 Candace Savage, CGFM, Deputy Chief Administrative Officer  
**FROM:** Dallas Baker Jr., P.E., Director *Dallas Baker Jr*  
**DATE:** March 16, 2026  
**SUBJECT:** Gum Point Road Speed Hump Pilot Project Locations

---

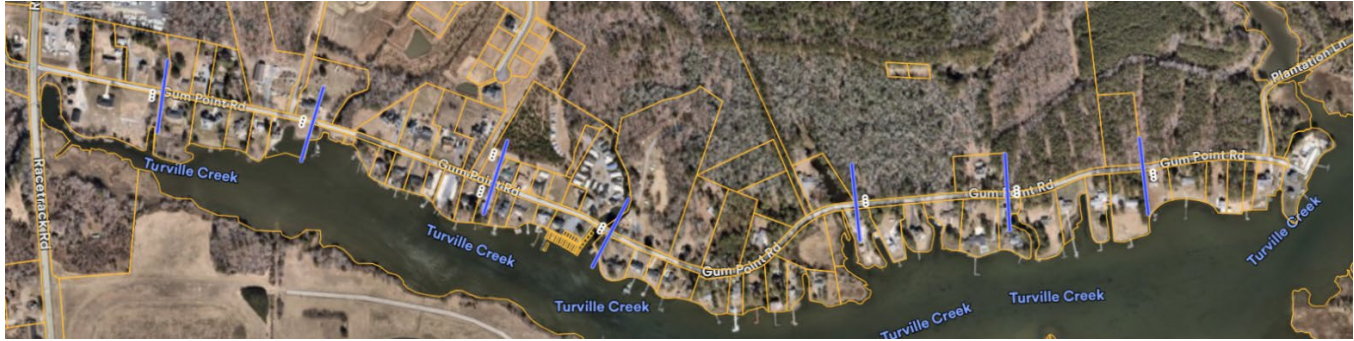
Public Works is requesting Commissioner approval to schedule a public hearing on the proposed Gum Point Road Speed Hump Pilot Project. It is requested that the advertising period allow at least 30 days to solicit community input on this matter. Following the Commissioners' direction to move forward with the Gum Point Road Speed Hump Pilot Project, Public Works has developed the attached proposed locations for the installation of speed humps along the corridor. The project corridor extends approximately 7,500 feet along Gum Point Road. Based on field review and engineering considerations, DPW has identified seven proposed hump locations spaced approximately 700 to 1,100 feet apart along the roadway. A project fact sheet and site map showing the proposed locations are attached for review.

At the conclusion of the comment period, DPW will assemble and summarize all comments received and return to the Commissioners with a recommendation regarding installation of the speed humps.

Attachments: Gum Point Road Traffic Calming Site Map; Speed Hump Pilot Project Fact Sheet

cc: Jana Potvin  
 Kevin Lynch

## WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS SPEED HUMP PILOT PROJECT – GUM POINT ROAD TRAFFIC CALMING



<b>PROJECT TYPE</b> Traffic Calming	<b>PROJECT LENGTH</b> 7,500 Linear Feet	<b>SPEED HUMPS</b> 7 Humps @ ~700–1,100 ft spacing	<b>EST. COST</b> \$21,000
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### PROJECT SNAPSHOT

**PROJECT NAME**  
Gum Point Road Traffic Calming

**LOCATION**  
Gum Point Road, Worcester County, MD Along Turville Creek

**PROJECT LENGTH**  
Approximately 7,500 Linear Feet

**SPEED HUMPS**  
7 humps typically spaced 700–1,100 ft apart; greater separation at curves

**HUMP DIMENSIONS**  
3 in. high × full width of road

**PUBLIC COMMENTS**  
Public comments will be accepted via mail or email until April 15, 2026. See contact information below.

### CONTACTS

Comments or requests for additional information can be sent to:

**Worcester County DPW**  
6113 Timmons Rd  
Snow Hill, MD 21863  
(410) 632-5623  
[www.co.worcester.md.us](http://www.co.worcester.md.us)  
[ctunnell@worcestermd.gov](mailto:ctunnell@worcestermd.gov)

### PROJECT DESCRIPTION

Gum Point Road is a low-volume residential roadway extending approximately 7,500 feet along the north bank of Turville Creek in Worcester County, Maryland.

Worcester County Department of Public Works is proposing to install seven speed humps along the full length of the corridor to address documented speeding concerns and improve safety for all roadway users. This project will serve as a pilot for potential future installations on residential roads throughout Worcester County.

### SPEED STUDY DATA — MAY THROUGH SEPTEMBER 2025

Speed data were collected using radar speed signs (Sign #408296 eastbound and Sign #408284 westbound) on Gum Point Road from May through September 2025. Results are summarized below:

Month	Eastbound		Westbound		Posted Speed Limit	Exceeds Posted
	Avg Speed	85th %tile	Avg Speed	85th %tile		
May	25.6	<b>35.4</b>	27.2	<b>36.1</b>	30 mph	<b>YES</b>
June	27.2	<b>35.0</b>	27.5	<b>35.9</b>	30 mph	<b>YES</b>
July	26.9	<b>35.3</b>	—	—	30 mph	<b>YES</b>
August	27.4	<b>35.1</b>	28.1	<b>36.1</b>	30 mph	<b>YES</b>
September	27.0	34.6	28.2	<b>36.3</b>	30 mph	<b>YES</b>

\* Westbound July data were corrupted. 85th percentile speeds exceeding the 30 mph posted speed limit are highlighted.

The 85th percentile speed consistently exceeded the 30-mph posted limit in both directions throughout the study period, ranging from 34.6 to 36.3 mph. Average daily speeds ranged from 25.6 to 28.2 mph. These conditions confirm that a measurable speeding problem exists on the corridor and that engineering countermeasures are warranted.

### PURPOSE AND NEED

The project addresses the lack of adequate safety measures for residents, bicyclists, pedestrians, and visitors using the corridor.



### NEXT STEPS

Residents who wish to provide comments may do so via mail or email. Comments will be accepted now through the public hearing date. At the end of the public comment period, comments will be assembled and presented to the Commissioners with a request to install the speed humps.

SPEED HUMP PILOT PROJECT – GUM POINT ROAD TRAFFIC CALMING

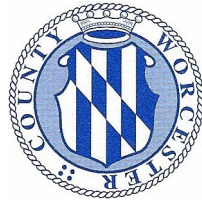


LEGEND

-  Proposed Speed Hump
-  Property Line



TEL: 410-632-5623  
 FAX: 410-632-1753  
 WEB: co.worcester.md.us



**Worcester County**  
 DEPARTMENT OF PUBLIC WORKS  
 6113 TIMMONS ROAD  
 SNOW HILL, MD 21863

**DALLAS BAKER JR., P.E.**  
 DIRECTOR

**JANA POTVIN, P.E.**  
 DEPUTY DIRECTOR

**MEMORANDUM**

**TO:** Weston Young P.E., Chief Administrative Officer  
 Candace Savage, CGFM, Deputy Chief Administrative Officer  
**FROM:** Dallas Baker Jr., P.E., Director *Dallas Baker Jr*  
**DATE:** March 19, 2026  
**SUBJECT:** Ocean Pines WWTP Repairs

---

Public Works is requesting Commissioner approval to increase PO#2025-0000182, issued to Hills Industrial, by \$1,986.35 for a new total of \$29,719.32. The addition covers increased costs of repair parts over the original quote, which was approved by the Commissioners at their May 6, 2025 meeting (attached). As per the original request, the additional funding would come from Ocean Pines account System Maintenance Wastewater Treatment Plant Maint. – 555.8003.6500.030 and will be offset by underspending other budget line items. The work associated with this PO was related to repairs to a blower unit at the Ocean Pines WWTP that failed. The work has been completed satisfactorily, and the blower is back in service.

Please let me know if there are any questions.

Attachments

CC: Quinn Dittrich  
 Jana Potvin  
 Lee Beauchamp



Phone: (410)-228-4447 / Fax: (410)-228-2517  
 Email: sales@hillsindustrial.com

**DUPLICATE INVOICE**

<b>Invoice No:</b>	0163410
<b>Invoice Date:</b>	09/19/25
<b>Page:</b>	1 of 3

<b>Sold To:</b>	Customer Number: 000780 <b>WORCESTER CO. WATER &amp; WASTEWAT</b> 1000 SHORE LANE BERLIN, MD 21811	<b>Ship To:</b>	Ship To Number: <b>WORCESTER CO. WATER &amp; WASTEWAT</b> 1000 SHORE LANE BERLIN, MD 21811
	Phone: 410-641-5251 Fax: 410-641-5185		Phone: --

Order Number	Order Date	Sales Code	Ship Date	Ship Via	Terms
J070621	11/11/24	004	09/17/25		NET 30 DAYS
<b>Purchase Order:</b>	2025-00000182	<b>PO Release:</b>		<b>Misc Number:</b>	91766

Ordered	Shipped	B/O	Item Number / Description / Notes	Unit Price	Extended
			Nameplate Data: Make:TOSHIBA / HOFFMAN, Model:38406A, Info::GS-2080, HP:100, RPM/Frame:3555/365 OFF		
			Special Instructions: WWTP BLOWER #1		
1.0	1.0	0.0	RM100 36 100HP 3600 REWIND MATERIALS	1540.14	1,540.14
2.0	2.0	0.0	BB6313 BALL BEARING	237.86	475.72
4.0	4.0	0.0	1000935020 IMPELLER 11 VANE	1485.00	5,940.00
2.0	2.0	0.0	1000935022 IMPELLER 16 VANE	1375.00	2,750.00
6.0	6.0	0.0	1000923001 SPACER	105.00	630.00
2.0	2.0	0.0	100935011 SLINGER	46.25	92.50
1.0	1.0	0.0	1001700074 REPAIR KIT 384 (CARBON RING)	3615.00	3,615.00
1.0	1.0	0.0	1000935062 BAFFLE 741 INLET	250.00	250.00
5.0	5.0	0.0	1000935030 BAFFLE 741 INTERMEDIATE	643.95	3,219.75
14.0	14.0	0.0	1000944003 SHIM 810 IMPELLER	22.50	315.00

<b>Sub Total:</b>	0.00
<b>Discount:</b>	0.00
<b>Sales Tax:</b>	0.00
<b>Freight:</b>	0.00
<b>Total:</b>	Continued...

*Based on our Terms and Conditions.*

Customer Copy



Phone: (410)-228-4447 / Fax: (410)-228-2517  
 Email: sales@hillsindustrial.com

## DUPLICATE INVOICE

<b>Invoice No:</b>	0163410
<b>Invoice Date:</b>	09/19/25
<b>Page:</b>	2 of 3

<b>Sold To:</b>	Customer Number: 000780 <b>WORCESTER CO. WATER &amp; WASTEWAT</b> 1000 SHORE LANE BERLIN, MD 21811  Phone: 410-641-5251 Fax: 410-641-5185	<b>Ship To:</b>	Ship To Number: <b>WORCESTER CO. WATER &amp; WASTEWAT</b> 1000 SHORE LANE BERLIN, MD 21811
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Order Number	Order Date	Sales Code	Ship Date	Ship Via	Terms
J070621	11/11/24	004	09/17/25		NET 30 DAYS
<b>Purchase Order:</b>	2025-00000182	<b>PO Release:</b>		<b>Misc Number:</b>	91766

Ordered	Shipped	B/O	Item Number / Description / Notes	Unit Price	Extended
2.0	2.0	0.0	1000935009 SPACER	56.25	112.50
2.0	2.0	0.0	1000935004 FAN 741 SEALS	90.00	180.00
1.0	1.0	0.0	0704629 HUB 1.750" BORE	166.89	166.89
1.0	1.0	0.0	0775808 FALK 1060T10 COVER-GRID ASSEMBLY	253.71	253.71
1.0	1.0	0.0	0934511 LTG COUPLING GREASE	47.98	47.98
4.0	4.0	0.0	54605K32 LOW PRESSURE HOSE 1/4"	3.18	12.72
2.0	2.0	0.0	53505K63 HOSE ADAPTER 1/8" PIPE S/S	21.08	42.16
2.0	2.0	0.0	53505K64 HOSE ADAPTER 1/4" PIPE S/S	27.60	55.20
1.0	1.0	0.0	44615K421 1/8" X 1.5" PIPE NIPPLE	3.41	3.41
6.0	6.0	0.0	9472K421 8" ANSI FLANGE CALSS 150 GASKET	23.60	141.60
1.0	1.0	0.0	MISC.1 3/8 KEY STOCK 12"	8.25	8.25
1.0	1.0	0.0	MISC.2 GASKET MATERIAL	15.00	15.00
2.0	2.0	0.0	MPND10W30 SAE 30 NON DETERGENT OIL	4.58	9.16
0.5	0.5	0.0	W-OIL OIL DISPOSAL FEE, PER GALLON	4.18	2.09

<b>Sub Total:</b>	
<b>Discount:</b>	
<b>Sales Tax:</b>	
<b>Freight:</b>	
<b>Total:</b>	Continued...

*Based on our Terms and Conditions.*

Customer Copy



Phone: (410)-228-4447 / Fax: (410)-228-2517  
 Email: sales@hillsindustrial.com

**DUPLICATE INVOICE**

<b>Invoice No:</b>	0163410
<b>Invoice Date:</b>	09/19/25
<b>Page:</b>	3 of 3

<b>Sold To:</b>	Customer Number: 000780	<b>Ship To:</b>	Ship To Number:
	<b>WORCESTER CO. WATER &amp; WASTEWAT</b> 1000 SHORE LANE BERLIN, MD 21811		<b>WORCESTER CO. WATER &amp; WASTEWAT</b> 1000 SHORE LANE BERLIN, MD 21811
Phone: 410-641-5251 Fax: 410-641-5185			

<b>Order Number</b>	<b>Order Date</b>	<b>Sales Code</b>	<b>Ship Date</b>	<b>Ship Via</b>	<b>Terms</b>
J070621	11/11/24	004	09/17/25		NET 30 DAYS
<b>Purchase Order:</b>	2025-00000182	<b>PO Release:</b>		<b>Misc Number:</b>	91766

Ordered	Shipped	B/O	Item Number / Description / Notes	Unit Price	Extended
1.0	1.0	0.0	EMI01-6958 QUICK SLEEVE	66.04	66.04
1.0	1.0	0.0	MACH.1 MATERIAL TO REPAIR SHAFT	87.50	87.50
2.0	2.0	0.0	MPSP1 SHOP SUPPLIES	6.00	12.00
0.0	0.0	0.0	INBOUND FREIGHT MACHINE SHOP LABOR SHOP AND REWIND LABOR LABOR	.00	675.00
			THERE WILL BE A 3% SURCHARGE FOR ALL CREDIT CARD TRANSACTIONS		9,000.00

<b>Sub Total:</b>	29719.32
<b>Discount:</b>	0.00
<b>Sales Tax:</b>	0.00
<b>Freight:</b>	0.00
<b>Total:</b>	29719.32

*Based on our Terms and Conditions.*

27732.97

Customer Copy



Ship To

1000 Shore Lane  
BERLIN, MD 21811

Bill To

1000 Shore Lane  
BERLIN, MD 21811

**ITEM 13**

**Purchase Order**  
No. 2025-00000182

DATE 06/04/2025

**VENDOR 647 - HILLS ELECTRIC MOTOR SERVICE INC**

PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, SHIPPERS, BILL OF LADING AND CORRESPONDENCE

Contact

HILLS ELECTRIC MOTOR SERVICE INC  
3901 VINCENT ROAD  
LINKWOOD, MD 21835

**DELIVER BY**  
**SHIP VIA**  
**FREIGHT TERMS**  
PAGE 1 of 1  
**ORIGINATOR:** Nick Rice

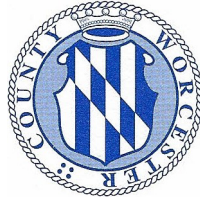
**REFERENCE #**

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	Misc - WWTP blower#1 - Toshiba vacuum pump 555.8003.6500.030 - Systems Maintenance Wastewater Treatment Plant Maint 27,732.97	27,732.9700	\$27,732.97
			TOTAL DUE	\$27,732.97

Special Instructions

NOTICE TO VENDORS - This order is subject to Worcester County, Maryland's Standard Terms and Conditions, which are available on the County's website at <https://www.co.worcester.md.us/commissioners/bids> or upon request to the County's Administration Office 410-632-1194.

TEL: 410-632-5623  
 FAX: 410-632-1753  
 WEB: co.worcester.md.us



**APPROVED**  
 WSY 05/06/25

DALLAS BAKER JR., P.E.  
 DIRECTOR

**Worcester County**  
 DEPARTMENT OF PUBLIC WORKS  
 6113 TIMMONS ROAD  
 SNOW HILL, MD 21863

CHRISTOPHER CLASING, P.E.  
 DEPUTY DIRECTOR

**MEMORANDUM**

**TO:** Weston Young P.E., Chief Administrative Officer  
 Candace Savage, CGFM, Deputy Chief Administrative Officer  
**FROM:** Dallas Baker Jr., P.E., Director *Dallas Baker Jr*  
**DATE:** April 28, 2025  
**SUBJECT:** Ocean Pines WWTP Repairs

Public Works is requesting Commissioner approval to overspend the Ocean Pines account System Maintenance Wastewater Treatment Plant Maint. – 555.8003.6500.030 by \$127,000 in order to repair a bent rake arm on Clarifier 1, replace corroded metal components of the clarifier weir wall, repair a failed blower, and provide funding for wastewater plant maintenance for the remainder of FY 25. The total cost of all repairs is \$107,084.40. The Treatment Plant Maintenance account currently has a balance of -\$175.98 (as of 4/28/25). Funds are available in the Ocean Pines reserve account to cover the overage.

Clarifier 1

Clarifier 1 has a bent rake arm, staff solicited quotes to repair the arm and Twisted Steel Metal Designs provided the lowest quote at \$18,237.76 (attached). When the clarifier was drained so that repairs could be made, it was discovered the weir wall around the top of the clarifier was significantly corroded (see images below). The weir wall is located below the water line and was not visible until the tank was drained.



## *Citizens and Government Working Together*

The contractor provided a quote of \$61,113.67 (attached) to remove and replace the corroded components. It is recommended to award the repair to Twisted Steel since they are already onsite, and the tank is already drained. If the clarifier is not placed back in service, the treatment capacity of the plant will be reduced by approximately 1/3 of its rated flow.

Moving forward, Public Works is recommending a rotating annual inspection of all tanks during the off season, whereby individual tanks will be drained, cleaned, inspected, and any repairs made, one tank each year (there are nine tanks at Ocean Pines WWTP). The inspection and cleaning process started this fiscal year with Treatment Unit No. 4

### Blower

Ocean Pines WWTP is served by five (5) 100 HP blowers. Four of the five are necessary to operate the plant with the 5<sup>th</sup> blower serving as a back up. One of the five has recently stopped working. Hill's is the only local, authorized representative for Hoffman blowers (the manufacturer), as such this is a sole source request. Hill's estimate to repair the blower is \$27,732.97 (quote attached). The cost to replace the blower with a new unit is \$58,769.00 and the lead time on a replacement is unknown. The blower dates back to the 1970's and is original to the plant. While the plant continues to operate, if another blower malfunctions while the spare is not working, the plant will not be able to meet its discharge permit limits.

Please let me know if there are any questions.

### Attachments

CC: Quinn Dittrich  
Chris Clasing  
Tony Fascelli

## Twisting Steel Metal Designs, Inc.

29140 Waller Road  
 Delmar, MD 21875 US  
 +14436146770  
 Twistingsteel2@gmail.com

## INVOICE

**BILL TO**  
 Tony Fascelli + Dominick Ross  
 Ocean Pines Waste Water  
 1000 Shore Lane  
 Berlin, MD 21811

INVOICE 4259  
 DATE 04/08/2025  
 TERMS Net 15  
 DUE DATE 04/23/2025

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
04/08/2025	Services	<p>Start on Clarifier Drive Assembly</p> <p>3/10 Mobilize + Set up for Refurbishment of Clarifier Shaft along with parts connected below</p> <p>3/11 Remove gear box + drive assembly - weld in supports/brace drum along with other components needed to stay in place</p> <p>3/12 Remove shaft + channel anchored to drum and drive assembly - turn buckles and truss rods on wiper arms</p> <p>3/14 Fab new 3" Sch40 Pipe shaft from bottom of gear box to wiper arms (2 pcs welded together on site), pivot &amp; bushing completely gone in bottom of 3"</p> <p>Reattach 10" channel to shaft that bolts to top drum and weld in new gussetts</p> <p>3/17 Clean all of existing steel work pertaining to drive unit and paint with undercoat</p> <p>4/2 Start to reassemble drive from bottom to bottom of drum. Weld in 2 pcs 3" drive shaft</p> <p>Materials:                      -New Drive Shaft from gear connection to drum assembly bent needed to go to machine shop                      -New 3" Sch40 pipe shaft from top to bottom with insert bushing                      -New galvanized turnbuckles                      -New 1/2" left hand threaded rod                      -New 1/2" round rod                      -New connecting plates                      -New 2" End Plate Bearing                      -All new hardware to connect all of the above                      -Undercoat to paint all</p>	1	18,237.76	18,237.76

# ITEM 13

**\$18,237.76**

ATTN: Tony Fascelli & Dominick Ross  
Start on Clarifier Drive Assembly  
Week Ending 3-9-2025  
Verbal Agreement

BALANCE DUE

# PROPOSAL

**Twisting Steel Metal Designs, Inc.  
29140 Waller Road  
Delmar, MD 21875**

Weir Wall, Trough Bottom, &  
Gussetts

Attn: Tony Fascelli

1000 Shore Lane

Berlin MD 21811

## REVISION

Job Name & Location:

Weir Wall, Trough Bottom, & Gussetts

Worcester County Public Works

Berlin, MD

4/8/2025

**WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:** Replacement of existing Weir Wall, Trough Bottom, and Gussett Plates, that Weir Plate bolts to, in order to hold in place.

## SCOPE OF WORK

- Take out existing weir plate (keep & reuse) New stainless steel bolts
- Cut out existing wall, bottom plate, and gussetts
- Grind & Clean up all areas at weld points
- Install gussetts & bottom, weld out continuous 360 degrees around tank wall
- Install upright wall for weir to bolt to & weld out solid 360 degrees
- Clean all welds + debris
- Prime all with epoxy primer and top coat of epoxy finish
- Clean up, remove all scrap, and scaffold
- Turn back over to customer
- Looking to work 21 days straight or less, whichever comes first
- This is a time + material, not to exceed price. Progress Payments Required.
- When cutting weir wall itself it will be kept in mind that if bottom & gussetts can be saved, they will, which will cut down the cost and time.
- Demo will take place before any steel is ordered – for the fact of, the bottom plating of the trough requires custom fabrication (including CAD design & a plasma table) for it's unique dimensions.

- **WE PROPOSE HEREBY TO FURNISH MATERIAL AND LABOR – COMPLETE IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS FOR THE SUM OF: \$61,113.67 Sixty One Thousand One Hundred Thirteen Dollars and 67/100 Cents**

**WITH PAYMENTS TO BE MADE AS FOLLOWS: Progress Payments & as Material is on Site**

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

**John Leonard**\_\_\_\_\_

**\*\*this proposal may be withdrawn by Twisting Steel Metal Designs, Inc. if not accepted within 5 days on material**

**ACCEPTANCE OF PROPOSAL**

The above prices, specification & conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified: Payments will be made as outlined above.

Signature\_\_\_\_\_Date: \_\_\_\_\_



**Job Estimate**

<b>Job No:</b>	070621
<b>Date:</b>	4/3/2025
<b>Page:</b>	1 of 2

Phone: (410)-228-4447 / Fax: (410)-228-2517  
 Email: sales@hillsindustrial.com

<b>Sold To:</b>	Customer Number: 000780	<b>Ship To:</b>	Ship To Number: 000099
	<b>WORCESTER CO. WATER &amp; WASTEWAT</b> 1000 SHORE LANE BERLIN, MD 21811  Phone: 410-641-5251 Fax: 410-641-5185		<b>WORCESTER CO. WATER &amp; WASTEWAT</b> 1000 SHORE LANE BERLIN, MD 21811  Phone: 000-000-0000

Job Number	Estimate Date	Sales Code	Job Type	Ship Via	Terms
070621	11/11/24	004	BLOWER/VACUUM PUMP		NET 30 DAYS
<b>Purchase Order:</b>		<b>PO Release:</b>		<b>Misc Number:</b>	91766

QTY	Item Number	Description/Notes	Unit Price	Extended
		Nameplate Data: Make:TOSHIBA / HOFFMAN, Model:38406A, Info::GS-2080, HP:100, RPM/Frame:3555/365 OFP		
		Special Instructions: WWTP BLOWER #1		
1.0	RM100 36	100HP 3600 REWIND MATERIALS	1,540.14	1,540.14
2.0	BB6313	BALL BEARING	237.86	475.72
4.0	1000935020	IMPELLER 11 VANE	1,485.00	5,940.00
2.0	1000935022	IMPLLER 16 VANE	1,375.00	2,750.00
6.0	1000923001	SPACER	105.00	630.00
2.0	100935011	SLINGER	46.25	92.50
1.0	1001700074	REPAIR KIT 384 (CARBON RING)	3,615.00	3,615.00
1.0	1000935062	BAFFLE 741 INLET	250.00	250.00
5.0	1000935030	BAFFLE 741 INTERMEDIATE	250.00	1,250.00
14.0	1000944003	SHIM 810 IMPELLER	22.50	315.00
2.0	1000935009	SPACER	56.25	112.50
2.0	1000935004	FAN 741 SEALS	90.00	180.00
1.0	0704629	HUB 1.750" BORE	163.70	163.70
1.0	0775808	FALK 1060T10 COVER-GRID ASSEMBLY	243.68	243.68
1.0	0934511 LTG	COUPLING GREASE	44.60	44.60
4.0	54605K32	LOW PRESSURE HOSE 1/4"	3.18	12.72
2.0	53505K63	HOSE ADAPTER 1/8" PIPE S/S	21.08	42.16
2.0	53505K64	HOSE ADAPTER 1/4" PIPE S/S	27.60	55.20
1.0	44615K421	1/8" X 1.5" PIPE NIPPLE	3.41	3.41
6.0	9472K421	8" ANSI FLANGE CALSS 150 GASKET	23.60	141.60

Repair estimate valid for 30 calendar days from the above date.

<b>Est. Total:</b>	Continued...
--------------------	--------------

Total is plus sales tax if applicable. Based Upon Our Standard Terms And Conditions.

Estimated By: \_\_\_\_\_ Date: \_\_\_\_\_  
*Based on our Terms and Conditions.*



**Job Estimate**

<b>Job No:</b>	070621
<b>Date:</b>	4/3/2025
<b>Page:</b>	2 of 2

Phone: (410)-228-4447 / Fax: (410)-228-2517  
 Email: sales@hillsindustrial.com

<b>Sold To:</b>	Customer Number: 000780	<b>Ship To:</b>	Ship To Number: 000099
	<b>WORCESTER CO. WATER &amp; WASTEWAT</b> 1000 SHORE LANE BERLIN, MD 21811  Phone: 410-641-5251 Fax: 410-641-5185		<b>WORCESTER CO. WATER &amp; WASTEWAT</b> 1000 SHORE LANE BERLIN, MD 21811

<b>Job Number</b>	<b>Estimate Date</b>	<b>Sales Code</b>	<b>Job Type</b>	<b>Ship Via</b>	<b>Terms</b>
070621	11/11/24	004	BLOWER/VACUUM PUMP		NET 30 DAYS
<b>Purchase Order:</b>		<b>PO Release:</b>		<b>Misc Number:</b>	91766

QTY	Item Number	Description/Notes	Unit Price	Extended
1.0	MISC.1	3/8 KEY STOCK 12"	8.25	8.25
1.0	MISC.2	GASKET MATERIAL	15.00	15.00
2.0	MPND10W30	SAE 30 NON DETERGENT OIL	4.58	9.16
0.5	W-OIL	OIL DISPOSAL FEE, PER GALLON	4.18	2.09
1.0	EMI01-6958	QUICK SLEEVE	66.04	66.04
1.0	MACH.1	MATERIAL TO REPAIR SHAFT	87.50	87.50
2.0	MPSP1	SHOP SUPPLIES	6.00	12.00
		INBOUND FREIGHT		675.00
		MACHINE SHOP LABOR		1,000.00
		SHOP AND REWIND LABOR		8,000.00
		1-2 WEEK DELIVERY FOR PARTS		
		ANY TARIFFS IMPOSED ON THE PROCUREMENT OF THESE PARTS WILL BE ADDITIONAL TO THE QUOTED PRICE.		
		New Unit Replacement Price	58,769.00	
		***** Repair SAVINGS *****	31036.03	

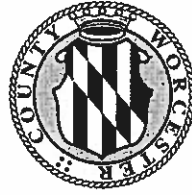
Repair estimate valid for 30 calendar days from the above date.

<b>Est. Total:</b>	27732.97
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Total is plus sales tax if applicable. Based Upon Our Standard Terms And Conditions.

Estimated By: \_\_\_\_\_ Date: \_\_\_\_\_  
*Based on our Terms and Conditions.*

TEL: 410-632-5623  
 FAX: 410-632-1753  
 WEB: co.worcester.md.us



DALLAS BAKER JR., P.E.  
 DIRECTOR

**Worcester County**  
 DEPARTMENT OF PUBLIC WORKS  
 6113 TIMMONS ROAD  
 SNOW HILL, MD 21863

CHRISTOPHER CLASING, P.E.  
 DEPUTY DIRECTOR

**MEMORANDUM**

**TO:** Weston Young P.E., Chief Administrative Officer  
 Candace Savage, CGFM, Deputy Chief Administrative Officer  
**FROM:** Dallas Baker Jr., P.E., Director *Dallas Baker Jr*  
**DATE:** April 28, 2025  
**SUBJECT:** Ocean Pines WWTP Repairs

Public Works is requesting Commissioner approval to overspend the Ocean Pines account System Maintenance Wastewater Treatment Plant Maint. – 555.8003.6500.030 by \$127,000 in order to repair a bent rake arm on Clarifier 1, replace corroded metal components of the clarifier weir wall, repair a failed blower, and provide funding for wastewater plant maintenance for the remainder of FY 25. The total cost of all repairs is \$107,084.40. The Treatment Plant Maintenance account currently has a balance of -\$175.98 (as of 4/28/25). Funds are available in the Ocean Pines reserve account to cover the overage.

Clarifier 1

Clarifier 1 has a bent rake arm, staff solicited quotes to repair the arm and Twisted Steel Metal Designs provided the lowest quote at \$18,237.76 (attached). When the clarifier was drained so that repairs could be made, it was discovered the weir wall around the top of the clarifier was significantly corroded (see images below). The weir wall is located below the water line and was not visible until the tank was drained.



*Citizens and Government Working Together*

The contractor provided a quote of \$61,113.67 (attached) to remove and replace the corroded components. It is recommended to award the repair to Twisted Steel since they are already onsite, and the tank is already drained. If the clarifier is not placed back in service, the treatment capacity of the plant will be reduced by approximately 1/3 of its rated flow.

Moving forward, Public Works is recommending a rotating annual inspection of all tanks during the off season, whereby individual tanks will be drained, cleaned, inspected, and any repairs made, one tank each year (there are nine tanks at Ocean Pines WWTP). The inspection and cleaning process started this fiscal year with Treatment Unit No. 4

## Blower

Ocean Pines WWTP is served by five (5) 100 HP blowers. Four of the five are necessary to operate the plant with the 5<sup>th</sup> blower serving as a back up. One of the five has recently stopped working. Hill's is the only local, authorized representative for Hoffman blowers (the manufacturer), as such this is a sole source request. Hill's estimate to repair the blower is \$27,732.97 (quote attached). The cost to replace the blower with a new unit is \$58,769.00 and the lead time on a replacement is unknown. The blower dates back to the 1970's and is original to the plant. While the plant continues to operate, if another blower malfunctions while the spare is not working, the plant will not be able to meet its discharge permit limits.

Please let me know if there are any questions.

## Attachments

CC: Quinn Dittrich  
Chris Clasing  
Tony Fascelli

**Twisting Steel Metal Designs, Inc.**

29140 Waller Road  
 Delmar, MD 21875 US  
 +14436146770  
 Twistingsteel2@gmail.com

**INVOICE**

**BILL TO**  
 Tony Fascelli + Dominick Ross  
 Ocean Pines Waste Water  
 1000 Shore Lane  
 Berlin, MD 21811

INVOICE 4259  
 DATE 04/08/2025  
 TERMS Net 15  
 DUE DATE 04/23/2025

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
04/08/2025	Services	<p>Start on Clarifier Drive Assembly</p> <p>3/10 Mobilize + Set up for Refurbishment of Clarifier Shaft along with parts connected below</p> <p>3/11 Remove gear box + drive assembly - weld in supports/brace drum along with other components needed to stay in place</p> <p>3/12 Remove shaft + channel anchored to drum and drive assembly - turn buckles and truss rods on wiper arms</p> <p>3/14 Fab new 3" Sch40 Pipe shaft from bottom of gear box to wiper arms (2 pcs welded together on site), pivot &amp; bushing completely gone in bottom of 3"</p> <p>Reattach 10" channel to shaft that bolts to top drum and weld in new gussets</p> <p>3/17 Clean all of existing steel work pertaining to drive unit and paint with undercoat</p> <p>4/2 Start to reassemble drive from bottom to bottom of drum. Weld in 2 pcs 3" drive shaft</p> <p><b>Materials:</b></p> <ul style="list-style-type: none"> <li>-New Drive Shaft from gear connection to drum assembly bent needed to go to machine shop</li> <li>-New 3" Sch40 pipe shaft from top to bottom with insert bushing</li> <li>-New galvanized turnbuckles</li> <li>-New 1/2" left hand threaded rod</li> <li>-New 1/2" round rod</li> <li>-New connecting plates</li> <li>-New 2" End Plate Bearing</li> <li>-All new hardware to connect all of the above</li> <li>-Undercoat to paint all</li> </ul>	1	18,237.76	18,237.76

# ITEM 13

ATTN: Tony Fascelli & Dominick Ross  
Start on Clarifier Drive Assembly  
Week Ending 3-9-2025  
Verbal Agreement

BALANCE DUE

**\$18,237.76**

# PROPOSAL

**Twisting Steel Metal Designs, Inc.**  
**29140 Waller Road**  
**Delmar, MD 21875**

Weir Wall, Trough Bottom, &  
 Gussetts

Attn: Tony Fascelli

1000 Shore Lane

Berlin MD 21811

## REVISION

Job Name & Location:

Weir Wall, Trough Bottom, & Gussetts  
 Worcester County Public Works  
 Berlin, MD

4/8/2025

**WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:** Replacement of existing Weir Wall, Trough Bottom, and Gussett Plates, that Weir Plate bolts to, in order to hold in place.

### SCOPE OF WORK

- Take out existing weir plate (keep & reuse) New stainless steel bolts
- Cut out existing wall, bottom plate, and gussetts
- Grind & Clean up all areas at weld points
- Install gussetts & bottom, weld out continuous 360 degrees around tank wall
- Install upright wall for weir to bolt to & weld out solid 360 degrees
- Clean all welds + debris
- Prime all with epoxy primer and top coat of epoxy finish
- Clean up, remove all scrap, and scaffold
- Turn back over to customer
- Looking to work 21 days straight or less, whichever comes first
- This is a time + material, not to exceed price. Progress Payments Required.
- When cutting weir wall itself it will be kept in mind that if bottom & gussetts can be saved, they will, which will cut down the cost and time.
- Demo will take place before any steel is ordered – for the fact of, the bottom plating of the trough requires custom fabrication (including CAD design & a plasma table) for it's unique dimensions.

- **WE PROPOSE HEREBY TO FURNISH MATERIAL AND LABOR – COMPLETE IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS FOR THE SUM OF: \$61,113.67 Sixty One Thousand One Hundred Thirteen Dollars and 67/100 Cents**

**WITH PAYMENTS TO BE MADE AS FOLLOWS: Progress Payments & as Material is on Site**

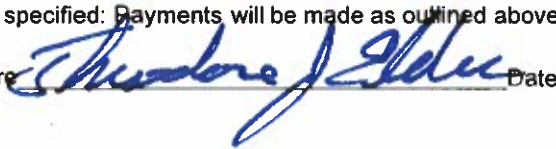
Any alteration or deviation from above specifications involving extra costs will be executed only upon written order and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

John Leonard \_\_\_\_\_

**\*\*this proposal may be withdrawn by Twisting Steel Metal Designs, Inc. if not accepted within 5 days on material**

**ACCEPTANCE OF PROPOSAL**

The above prices, specification & conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified: Payments will be made as outlined above.

Signature  Date: 5/6/25



Phone: (410)-228-4447 / Fax: (410)-228-2517  
Email: sales@hillsindustrial.com

**Job Estimate**

<b>Job No:</b>	070621
<b>Date:</b>	4/3/2025
<b>Page:</b>	1 of 2

<b>Sold To:</b>	Customer Number: 000780	<b>Ship To:</b>	Ship To Number: 000099
	<b>WORCESTER CO. WATER &amp; WASTEWAT</b> 1000 SHORE LANE BERLIN, MD 21811		<b>WORCESTER CO. WATER &amp; WASTEWAT</b> 1000 SHORE LANE BERLIN, MD 21811
	Phone: 410-641-5251 Fax: 410-641-5185		Phone: 000-000-0000

<b>Job Number</b>	<b>Estimate Date</b>	<b>Sales Code</b>	<b>Job Type</b>	<b>Ship Via</b>	<b>Terms</b>
070621	11/11/24	004	BLOWER/VACUUM PUMP		NET 30 DAYS
<b>Purchase Order:</b>		<b>PO Release:</b>		<b>Misc Number:</b>	91766

QTY	Item Number	Description/Notes	Unit Price	Extended
		Nameplate Data: Make:TOSHIBA / HOFFMAN, Model:38406A, Info::GS-2080, HP:100, RPM/Frame:3555/365 OFP		
		Special Instructions: WWTP BLOWER #1		
1.0	RM100 36	100HP 3600 REWIND MATERIALS	1,540.14	1,540.14
2.0	BB6313	BALL BEARING	237.86	475.72
4.0	1000935020	IMPELLER 11 VANE	1,485.00	5,940.00
2.0	1000935022	IMPELLER 16 VANE	1,375.00	2,750.00
6.0	1000923001	SPACER	105.00	630.00
2.0	100935011	SLINGER	46.25	92.50
1.0	1001700074	REPAIR KIT 384 (CARBON RING)	3,615.00	3,615.00
1.0	1000935062	BAFFLE 741 INLET	250.00	250.00
5.0	1000935030	BAFFLE 741 INTERMEDIATE	250.00	1,250.00
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2.0	1000935009	SPACER	56.25	112.50
2.0	1000935004	FAN 741 SEALS	90.00	180.00
1.0	0704629	HUB 1.750" BORE	163.70	163.70
1.0	0775808	FALK 1060T10 COVER-GRID ASSEMBLY	243.68	243.68
1.0	0934511 LTG	COUPLING GREASE	44.60	44.60
4.0	54605K32	LOW PRESSURE HOSE 1/4"	3.18	12.72
2.0	53505K63	HOSE ADAPTER 1/8" PIPE S/S	21.08	42.16
2.0	53505K64	HOSE ADAPTER 1/4" PIPE S/S	27.60	55.20
1.0	44615K421	1/8" X 1.5" PIPE NIPPLE	3.41	3.41
6.0	9472K421	8" ANSI FLANGE CALSS 150 GASKET	23.60	141.60

Repair estimate valid for 30 calendar days from the above date.

Total is plus sales tax if applicable. Based Upon Our Standard Terms And Conditions.

<b>Est. Total:</b>	Continued...
--------------------	--------------

Estimated By: \_\_\_\_\_ Date: \_\_\_\_\_  
*Based on our Terms and Conditions.*

Customer Copy



**410-228-4447**  
3901 Vincent Road - Linkwood, MD 21835

Phone: (410)-228-4447 / Fax: (410)-228-2517  
Email: sales@hillsindustrial.com

**Job Estimate**

<b>Job No:</b>	070621
<b>Date:</b>	4/3/2025
<b>Page:</b>	2 of 2

<b>Sold To:</b>	Customer Number: 000780 <b>WORCESTER CO. WATER &amp; WASTEWAT</b> 1000 SHORE LANE BERLIN, MD 21811	<b>Ship To:</b>	Ship To Number: 000099 <b>WORCESTER CO. WATER &amp; WASTEWAT</b> 1000 SHORE LANE BERLIN, MD 21811
	Phone: 410-641-5251 Fax: 410-641-5185		

<b>Job Number</b>	<b>Estimate Date</b>	<b>Sales Code</b>	<b>Job Type</b>	<b>Ship Via</b>	<b>Terms</b>
070621	11/11/24	004	BLOWER/VACUUM PUMP		NET 30 DAYS
<b>Purchase Order:</b>		<b>PO Release:</b>		<b>Misc Number:</b>	91766

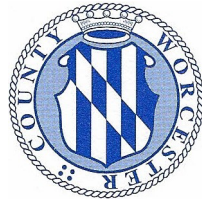
QTY	Item Number	Description/Notes	Unit Price	Extended
1.0	MISC.1	3/8 KEY STOCK 12"	8.25	8.25
1.0	MISC.2	GASKET MATERIAL	15.00	15.00
2.0	MPND10W30	SAE 30 NON DETERGENT OIL	4.58	9.16
0.5	W-OIL	OIL DISPOSAL FEE, PER GALLON	4.18	2.09
1.0	EMI01-6958	QUICK SLEEVE	66.04	66.04
1.0	MACH.1	MATERIAL TO REPAIR SHAFT	87.50	87.50
2.0	MPSP1	SHOP SUPPLIES	6.00	12.00
		INBOUND FREIGHT		675.00
		MACHINE SHOP LABOR		1,000.00
		SHOP AND REWIND LABOR		8,000.00
		1-2 WEEK DELIVERY FOR PARTS		
		ANY TARIFFS IMPOSED ON THE PROCUREMENT OF THESE PARTS WILL BE ADDITIONAL TO THE QUOTED PRICE.		
		New Unit Replacement Price	58,769.00	
		***** Repair SAVINGS *****	31036.03	

Repair estimate valid for 30 calendar days from the above date. **Est. Total: 27732.97**  
Total is plus sales tax if applicable. Based Upon Our Standard Terms And Conditions.

Estimated By: \_\_\_\_\_ Date: \_\_\_\_\_  
*Based on our Terms and Conditions.*

Customer Copy

TEL: 410-632-5623  
 FAX: 410-632-1753  
 WEB: co.worcester.md.us



**Worcester County**  
 DEPARTMENT OF PUBLIC WORKS  
 6113 TIMMONS ROAD  
 SNOW HILL, MD 21863

DALLAS BAKER JR., P.E.  
 DIRECTOR

JANA POTVIN  
 DEPUTY DIRECTOR

**MEMORANDUM**

**TO:** Weston S. Young, P.E. Chief Administrative Officer  
 Candace Savage, CGFM Deputy Chief Administrative Officer  
**FROM:** Dallas Baker, Jr., P.E., Director *Dallas Baker Jr*  
**DATE:** March 31, 2025  
**SUBJECT:** Roads Over Expenditure

---

Public Works is requesting Commissioner approval to overspend \$3,845 from the assigned funds account "Roads Cove Pipe." The approved budget for this project was \$399,595.50. With this over-expenditure, the total cost of the project would be \$148,745.00.

During the construction phase, the contractor was unable to seal off one of the pipes. Public Works staff was on-site with the contractor and made the decision in the field to excavate an additional area to ensure that the pipes would be properly sealed off and pumped full of concrete. The over expenditure amount cover's the additional cost for this work.

Please let me know if there are any questions.

Attachment

Cc: Jana Potvin  
 Kevin Lynch



March 20, 2026

Mr. Kevin Lynch  
Superintendent  
Worcester County  
DPW Roads Division  
5764 Worcester Highway  
Snow Hill, MD 21863

Project: Cove Landing Culvert Rehabilitation / P.O. No. 2026-00000156

Re: Change Order Request #1 - Additional day of work associated with unforeseen issues with one of the underground culverts

Attached is Stratfield's change order to excavate a second trench to allow access to the other end of an extremely deteriorated culvert, in order to pump lightweight concrete, and then back fill and compress the work site. The total price for this change order is (\$3,845.00), and includes all labor, material, shipping, handling and administrative costs.

Feel free to contact me if you have any questions or need any additional information.

V/r,

**Chris Heaton**  
Project Manager  
Stratified, Inc.  
202 578-6515  
1140 3<sup>rd</sup> Street, NE, 2nd Floor  
Washington, DC 20002  
**STRATIFIED**



Worcester County Government  
One West Market Street | Room 1103 | Snow Hill MD 21863-1195  
(410) 632-1194 | (410) 632-3131 (fax) | admin@co.worcester.md.us | www.co.worcester.md.us

**MEMORANDUM**

TO: Worcester County Commissioners  
FROM: Ed Welch, Procurement Officer  
DATE: March 11, 2026  
RE: Request to Award – FY26 Corrugated Metal & Plastic Pipe

---

Please see the attached bid tabulation for the purchase of **Corrugated Metal & Plastic Pipe** for the Roads Division of Public Works. Public Works is requesting that the Commissioner’s review and approve awarding this expenditure to the lowest responsive and responsible vendor, **Lane Enterprises LLC**, in the amount of **\$94,057.<sup>90</sup>**

Bids were due and opened on Monday, March 9, 2026, at 2 pm. Three bids were received.

Funding for this purchase was approved in the current FY26 operating budget in general ledger account # 100.1202.6140.040 (Road Maintenance Materials Pipe).

Please feel free to contact me if you have any questions. Thank you.

*(see Bid Tabulation on next page)*

# ITEM 15

## Corrugated Plastic & Metal Pipe

Monday, March 9, 2026 at 2 p.m.

### Bid Tabulation

ITEM	PIPE	GAUGE	DIAMETER	LENGTH	QTY	UOM	Chemung		Ferguson		Lane	
							UNIT PRICE	TOTAL (LENGTH*QTY*UNIT PRICE)	UNIT PRICE	TOTAL (LENGTH*QTY*UNIT PRICE)	UNIT PRICE	TOTAL (LENGTH*QTY*UNIT PRICE)
1	GCCMP	12	48"	20	7	LF	\$110.00	\$15,400.00	\$109.15	\$15,281.00	\$98.51	\$13,791.26
2	GCCMP	12	48"	14	3	LF	\$110.00	\$4,620.00	\$109.15	\$4,584.30	\$98.50	\$4,137.00
3	BANDS		48"		2	EA	\$85.00	\$170.00	\$84.25	\$168.50	\$147.75	\$295.50
4	GCCMP	12	36"	16	4	LF	\$83.00	\$5,312.00	\$82.30	\$5,267.20	\$74.15	\$4,745.60
5	GCCMP	14	30"	20	9	LF	\$51.50	\$9,270.00	\$51.15	\$9,207.00	\$45.25	\$8,145.00
6	BANDS		30"		1	EA	\$63.00	\$63.00	\$63.40	\$63.40	\$67.87	\$67.87
7	GCCMP	14	24"	20	3	LF	\$41.00	\$2,460.00	\$40.95	\$2,457.00	\$36.50	\$2,190.00
8	GCCMP	14	24"	16	3	LF	\$41.00	\$1,968.00	\$40.95	\$1,965.60	\$36.50	\$1,752.00
9	BANDS		24"		7	EA	\$56.00	\$392.00	\$55.80	\$390.60	\$54.75	\$383.25
10	GCCMP	16	18"	16	2	LF	\$26.00	\$832.00	\$25.95	\$830.40	\$22.95	\$734.40
11	GCCMP	16	15"	16	7	LF	\$22.00	\$2,464.00	\$22.00	\$2,464.00	\$19.25	\$2,156.00
12	GCCMP	16	12"	20	20	LF	\$17.50	\$7,000.00	\$17.30	\$6,920.00	\$15.52	\$6,208.00
13	GCCMP	16	12"	16	20	LF	\$17.50	\$5,600.00	\$17.30	\$5,536.00	\$15.52	\$4,966.40
14	GCCMP	16	12"	14	10	LF	\$17.50	\$2,450.00	\$17.30	\$2,422.00	\$15.52	\$2,172.80
15	GCCMP	16	12"	10	3	LF	\$17.50	\$525.00	\$17.30	\$519.00	\$15.52	\$465.60
16	BANDS		12"		11	EA	\$40.00	\$440.00	\$40.00	\$440.00	\$23.28	\$256.08
21	HDPE Double Wall Plastic		60"	20	1	LF	\$112.36	\$2,247.20	\$118.30	\$2,366.00	\$107.36	\$2,147.20
22	HDPE Double Wall Plastic		48"	20	2	LF	\$69.46	\$2,778.40	\$73.15	\$2,926.00	\$75.00	\$3,000.00
23	HDPE Double Wall Plastic		36"	20	19	LF	\$44.69	\$16,982.20	\$47.05	\$17,879.00	\$45.10	\$17,138.00
24	HDPE Double Wall Plastic		30"	20	12	LF	\$34.22	\$8,212.80	\$36.05	\$8,652.00	\$36.60	\$8,784.00
25	HDPE Double Wall Plastic		24"	20	5	LF	\$22.88	\$2,288.00	\$24.10	\$2,410.00	\$23.50	\$2,350.00
26	HDPE Double Wall Plastic		18"	20	8	LF	\$14.50	\$2,320.00	\$15.30	\$2,448.00	\$14.72	\$2,355.20
27	HDPE Double Wall Plastic		15"	20	14	LF	\$10.42	\$2,917.60	\$11.00	\$3,080.00	\$10.75	\$3,010.00
28	HDPE Double Wall Plastic		12"	20	18	LF	\$7.35	\$2,646.00	\$7.75	\$2,790.00	\$7.80	\$2,808.00
<b>TOTAL (INCLUDING ALL PIPE)</b>								<b>\$99,646.20</b>		<b>\$101,067.00</b>		<b>\$94,059.16</b>



## WORCESTER COUNTY, MARYLAND

OFFICE OF THE COUNTY COMMISSIONERS  
 1 WEST MARKET STREET, ROOM 1103  
 SNOW HILL, MARYLAND 21863  
 410-632-1194  
 FAX: 410-632-3131

Weston Young  
 Chief Administrative Officer

Edward Welch  
 Procurement Officer

### CONTRACT

THIS CONTRACT, made on April 7, 2026, between the **County Commissioners of Worcester County, Maryland** (“County”); and **Lane Enterprises, LLC** (“Successful Vendor”).

WITNESSED: That for and in consideration for payment and agreements hereinafter mentioned:

1. Successful Vendor agrees to supply & deliver (if requested) the Corrugate Metal & Plastic Pipe (“Materials”) at the prices as shown in the Bid Specification during the duration on the contract term.
2. County is under no obligation to purchase any quantities of the Materials shown in the Contract Documents, but from time-to-time authorized employees of the County may place orders at the prices shown on Successful Vendor’s bid.
3. Successful Vendor will when requested by an authorized employee of the County furnish the supplies, tools, equipment, labor, and other services necessary to deliver the ordered Materials described in the Contract Documents and subsequent purchase orders.
4. Successful Vendor will supply the ordered Materials during the contract term listed in the Contract Documents unless the period for completion is extended by mutual agreement.
5. Successful Vendor will comply with the terms & conditions in the Contract Documents.
6. The term ‘Contract Documents’ means and includes the following:
  - a. This Contract
  - b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
  - c. Advertisement
  - d. Section I: Introduction
  - e. Section II: General Information
  - f. Section III: General Conditions
  - g. Section IV: Bid Specifications
  - h. Form of Bid
  - i. References
  - j. Exceptions
  - k. Individual Principal
  - l. Vendor’s Affidavit of Qualification to Bid
  - m. Non-Collusive Affidavit
  - n. Any Addendums

- o. Successful Vendor's Completed Bid Documents
  - p. Notice of Award
7. Any inconsistency or conflict between the Contract Documents shall be resolved in their order listed above.
  8. The County will pay the Successful Vendor in the manner and at such times as set forth in the Bid Documents.
  9. This Contract will be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed or caused to be executed by their duly authorized officials, this Contract in duplicate each of which will be deemed an original on the date first written above.

**COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND**

---

Theodore J. Elder  
President  
Date:

**CONTRACTOR:  
Lane Enterprises, LLC**

---

By:  
Title:  
Date:



Worcester County Government  
 One West Market Street | Room 1103 | Snow Hill MD 21863-1195  
 (410) 632-1194 | (410) 632-3131 (fax) | admin@co.worcester.md.us | www.co.worcester.md.us


**MEMORANDUM**

TO: Worcester County Commissioners  
 FROM: Ed Welch, Procurement Officer  
 DATE: April 1, 2026  
 RE: Request to Award – FY26 Overhead Pipe Corrosion Protection at Ocean Pines WWTP

Please see the attached bid tabulation for the **Overhead Pipe Corrosion Protection at the Ocean Pines Wastewater Treatment Plant**. Public Works is requesting the Commissioner’s approval to award this project to the lowest responsive and responsible vendor, Pro-Coat, in the amount of \$46,290. Bids were due and opened on Thursday, March 12, 2026, at 2:30 p.m. Two bids were received. A third vendor sent a “no bid” meeting the competitive bidding requirements.

Funding was approved in the FY26 budget for the Pipe Corrosion Protection project in the amount of \$50,000 from account 555.8003.9010.090.

Please feel free to contact me if you have any questions. Thank you.

 <b>Overhead Pipe Corrosion Protection - WWW</b>	
<b>Thursday, March 12, 2026, at 2:30 pm</b>	
<b>Bid Tabulation</b>	
<u>Vendor Name</u>	<u>Base Bid</u>
East Coast Contracting	\$80,919.44
Pro-Coat	\$46,290.00
R&R Coatings	No Bid

## SECTION IV: BID SPECIFICATIONS

### A. SCOPE

1. The County is seeking bids from qualified Vendors Provide all labor, materials, equipment, containment, access systems, supervision, and incidentals necessary to surface prepare and apply protective coating systems to designated overhead and exposed steel process piping, pipe supports, hangers, flanges, and appurtenances within an operating wastewater treatment facility in accordance with the terms and conditions and specifications set forth in this solicitation.
2. The intent is to provide long-term corrosion protection in a humid, chemically aggressive wastewater environment, improve system identification, and extend asset service life.

### B. CONTRACT PRICING

1. Contract pricing will be valid for the term of one (1) year from the Notice to Proceed date, (“Contract Period”).
2. Pricing must include all labor, materials, tools, and equipment to perform Work.
3. Pricing will not change during the Contract Period.

### C. CONTRACT PERIOD RENEWAL OPTION

1. The County reserves the right to extend the Contract Period for two (2) additional one-year terms, provided the Successful Vendor agrees there will be no increase in price for the additional Contract Period(s). The Successful Vendor will notify the County’s Purchasing Department in writing no later than sixty (60) calendar days prior to the end of the Contract Period regarding the Successful Vendor’s decision to hold prices firm for an additional year. The County will then have the option to either extend the Contract Period or re-bid.

### D. SUMMARY

Work will take place on operational wastewater treatment structures.

The County has identified specific pipe runs on the attached site plan. These pipe runs will be walked during the pre-bid walkthrough onsite.

1. Area 1. Influent #3 Piping
2. Area 2. Five Overhead Pipes
3. Area 3. Influent Piping
4. Area 4. Existing Blower Building #2

### E. GENERAL REQUIREMENTS

1. The Successful Vendor must be licensed to perform Work in the state of Maryland.
2. The Contractor shall furnish all labor, materials, equipment, lifts/scaffolding, supervision, and incidentals necessary to complete the scope. All work shall comply with the latest OSHA, EPA, NFPA, and safety standards.

### F. ATTACHMENTS

1. Ocean Pines WWTP Site Plan with Areas of Work Outlined.

### G. PRE-BID CONFERENCE

1. **February 5, 2026, at 10am at the Ocean Pines WWTP Operations Building.  
1000 Shore Lane, Berlin, MD 21811.**

## H. PAYMENT

1. The County will make payment(s) to the Successful Vendor within thirty (30) calendar days from the receipt of a proper invoice for approved and accepted work performed.

## I. QUESTIONS

1. The last day for questions is listed under Section I, Subsection C.2.

## J. AWARD

1. The County intends to award to the lowest Responsive and Responsible Vendor meeting the specifications.

## K. CONTRACTOR RESPONSIBILITIES

### 1. Surface Preparation

#### a. Contractor shall:

- i. Protect adjacent equipment, electrical components, instrumentation, and floor areas with drop cloths or coverings.
- ii. Clean surfaces to SSPC-SP 1 (solvent cleaning) and/or SP 2 or SP 3 (hand/power tool cleaning) as appropriate.
- iii. Remove loose paint, rust, dirt, grease, and biological growth.
- iv. Prepare piping surfaces to promote adhesion of primer and finish coatings.
- v. Ensure no debris enters open tanks, channels, basins, or process equipment.

### 2. Coating System

Unless otherwise directed by the County, the coating system shall include:

- a. Primer: Corrosion-resistant industrial metal primer or epoxy suitable for wastewater environments. Recommended DFT: 2.0–3.0 mils
- b. Intermediate: High-build epoxy Recommended DFT: 4.0–6.0 mils
- c. Finish Coats: One (1) coat of high-performance epoxy or polyurethane coating rated for chemical exposure and humid conditions. Recommended DFT: 2.0–3.0 mils
- d. Color Coding: Piping shall be painted per ANSI/ASME A13.1 or County color-coding standards.
- e. Contractors shall provide all manufacturer data sheets and cure time requirements suitable for working around active wastewater facilities.

### 3. Application

- a. Apply coatings according to manufacturer's specifications (temperature, humidity, dry-film thickness).
- b. Use brushes, rollers, or airless spray, depending on facility constraints.
- c. Maintain adequate ventilation inside enclosed structures.
- d. Ensure even coverage with no runs, drips, overspray, or missed areas.
- e. Touch up all damaged areas after final inspection.

### 4. Access & Equipment

Contractor shall provide:

- a. Ladders, scaffolding, and aerial lifts as needed for overhead work.
- b. Fall-protection equipment meeting OSHA 29 CFR 1926 requirements.
- c. Spotters or escorts when working near active equipment.

5. Coordination with Facility Operations
  - a. Notify plant operations staff at least 48 hours prior to entering restricted areas.
  - b. Maintain continuous communication with the Wastewater Superintendent and Chief Plant Operator daily.
  - c. Work must be staged to avoid interfering with critical plant processes.
  - d. Contractor shall not shut down, modify, or manipulate any process equipment unless authorized in writing by the County.

## 6. QUALITY CONTROL & INSPECTION

### 6.1 Inspection Hold Points

- a. Owner may inspect work at the following stages:
  - i. After cleaning
  - ii. After surface preparation
  - iii. After each coating layer
  - iv. Final completion

### 6.2 Dry Film Thickness Testing

Measure DFT in accordance with SSPC PA 2. Maintain daily logs by area and pipe run.

### 6.3 Adhesion Testing

Adhesion testing may be required at Owner's discretion in accordance with manufacturer recommendations.

### 6.4 Holiday Detection (If Directed)

Low voltage holiday testing may be required for completed coating systems in critical areas.

### 6.5 Repairs

All defects shall be repaired and recoated per manufacturer recommendations at no additional cost.

**END OF SECTION**

**THIS AND PREVIOUS SECTIONS, OTHER THAN THE COVER PAGE, DO NOT NEED TO BE RETURNED WITH SUBMITTAL**



## WORCESTER COUNTY, MARYLAND

OFFICE OF THE COUNTY COMMISSIONERS  
 1 WEST MARKET STREET, ROOM 1103  
 SNOW HILL, MARYLAND 21863  
 410-632-1194  
 FAX: 410-632-3131

Weston Young  
 Chief Administrative Officer

Edward Welch  
 Procurement Officer

### CONTRACT

THIS CONTRACT, made on **April 7, 2026**, between the **County Commissioners of Worcester County, Maryland** ("County"); and **Pro Coat LLC** ("Successful Vendor").

WITNESSED: That for and in consideration for payment and agreements hereinafter mentioned:

1. Successful Vendor will commence and complete the **Overhead Pipe Corrosion Protection** project.
2. Successful Vendor will furnish all materials, supplies, tools, equipment, labor and other services necessary for the Work described herein.
3. Successful Vendor will commence and complete the Work required by the Contract Documents within the timeframes listed in the Bid Documents unless the period for completion is extended otherwise.
4. Successful Vendor agrees to perform all of the Work described in the Contract Documents and comply with the terms therein for the sum of **\$46,290 (Forty-Six Thousand, Two Hundred and Ninety Dollars)** or as shown in the Form of Bid.
5. Successful Vendor will comply with the terms & conditions in the Contract Documents.
6. The term 'Contract Documents' means and includes the following:
  - a. This Contract
  - b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
  - c. Advertisement
  - d. Section I: Introduction
  - e. Section II: General Information
  - f. Section III: General Conditions
  - g. Section IV: Bid Specifications
  - h. Form of Bid
  - i. References
  - j. Exceptions
  - k. Individual Principal
  - l. Vendor's Affidavit of Qualification to Bid
  - m. Non-Collusive Affidavit
  - n. Any Addenda
  - o. Successful Vendor's Completed Bid Documents

- p. Notice of Award and/or Notice to Proceed
- 7. Any inconsistency or conflict between the Contract Documents shall be resolved in their order listed above.
- 8. The County will pay the Successful Vendor in the manner and at such times as set forth in the Bid Documents.
- 9. This Contract will be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed or caused to be executed by their duly authorized officials, this Contract in duplicate each of which will be deemed an original on the date first written above.

**COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND**

---

Theodore J. Elder  
President  
Date:

**CONTRACTOR:  
Pro Coat LLC**

---

By:  
Title:  
Date:



Worcester County Government  
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**MEMORANDUM**

TO: Worcester County Commissioners  
 FROM: Ed Welch, Procurement Officer  
 DATE: March 26, 2026  
 RE: Request to Award – Blacktop Resurfacing at Public Works Admin Building

Please see the following bid tabulation for **Blacktop Resurfacing at Public Works Admin Building**. Public Works is requesting that the Commissioners review and approve awarding this expenditure to the lowest responsive and responsible vendor, **Surface Solutions**, in the amount of **\$31,202.<sup>00</sup>**. Bids were due and opened on Monday, March 23, 2026, at 2 p.m. Seven bids were received.

There is currently \$238,779.<sup>94</sup> remaining in the Parking Lot Improvement FY24 approved assigned fund balance. Funds are requested in the current year to refund the specific assigned fund.

Please feel free to contact me if you have any questions. Thank you.

<b>Blacktop Resurfacing - Public Works Admin Parking Lot</b>	
<b>Monday, March 23, 2026 @ 2:00 pm</b>	
<b>Bid Tabulation</b>	
<b><u>Vendor Name</u></b>	<b><u>Base Bid</u></b>
Peninsula Sealcoating/Surface Solutions	\$31,202.00
Asphalt Maint. LLC	\$39,767.67
Terra Firma of Delmarva, Inc	\$44,775.00
Asphalt Services of DE LLC	\$39,985.00
Jerry's Paving	\$58,807.00
George & Lynch Inc.	\$57,222.00
Mike Houck	\$38,350.00

## SECTION IV: BID SPECIFICATIONS

### B. SCOPE

1. The County is seeking bids from qualified Vendors for:  
**Resurfacing of the parking lot for the Public Works Administration Building**  
 located at 6113 Timmons Road, Snow Hill, Maryland in Worcester County to be completed before June 30, 2026 requiring Superpave 9.5mm Bituminous Concrete at 2” compacted depth for paving of roughly 2375 square yards for the Maintenance Division of Public Works in accordance with the terms and conditions and specifications set forth in this solicitation.

### C. CONTRACT PRICING

1. Contract pricing will be valid for the term of one (1) year from the Notice to Proceed date, (“Contract Period”).
2. Pricing must include all labor, materials, tools, and equipment to perform Work.
3. Pricing will not change during the Contract Period.

### D. CONTRACT PERIOD RENEWAL OPTION

1. Intentionally omitted

### E. SUMMARY

#### **ITEM I - BLACK TOP SPECIFICATIONS:**

All paving will be done in accordance with the requirements and covenants of the Maryland State Highway Administration’s Specifications of March 1968 and all subsequent addenda thereto, the plans of the proposed improvements and the special provisions contained herein.

The contractor will provide, erect and maintain all necessary barricades, danger signals and signs and take all necessary precaution for the protection of the work and safety of the public.

The contractor will use Bituminous Concrete Material Surface Course which will be placed at 2” compacted depth, Superpave 9.5mm. Scope: 2,375 SY, parking space line striping, hash marks.

This item, “Bituminous Concrete”, shall be paid for on a per ton basis, which price and payment shall constitute full compensation for furnishing, hauling and placing, preparation of all materials and for all labor, equipment, tools and incidentals necessary to complete this item. All milling of joints is to be included in bid price which include but not limited to driveways, intersections, curbing, etc. Milled joints are to be adequately signed and shall not be milled more than 1 day prior to paving.

Miscellaneous: **Work is acceptable to be performed on weekends or holidays.**

#### **WARRANTY:**

All work and materials shall be warranted for a period of one year. This shall include but not be limited to slippage or tearing.

#### **DESCRIPTION:**

The project requires the furnishing and application of all specified asphalt and Aggregate cover materials. The contractor provides all necessary labor, equipment and materials, including maintenance of traffic items. The contractor is responsible for accurately measuring the area to provide proper pricing.

Asphalt distributing equipment per SHA specifications.

Power broom required. See following section below.

The contractor shall use one (1) 12-15-ton steel wheel rollers. Anything less will **not** be accepted.

Contractor shall assign a sufficient number of trucks to each job site to allow for continuous paving. The number of trucks will be determined sufficient by either the inspector or the Maintenance Superintendent. If the number of trucks is determined to be insufficient, then the operation will cease until these corrections are made.

Contractor shall ensure that a sufficient number of employees is on-site to complete the job in a safe and efficient manner. This will be determined by the inspector or Maintenance Superintendent. If it is determined that the number of employees are insufficient, then the operation will cease until these corrections are made.

All other equipment per SHA specifications or as required for successful prosecution of the work.

**Weather:**

Referenced SHA section 503.03.02

**Foundation Preparation:**

The contractor will patch all ruts or potholes and stabilize any soft areas or insufficient existing base areas as deemed necessary.

The contractor shall power broom the surface to remove all loose and foreign materials prior to application of the asphalt. The power broom, operator, fuel, and maintenance will not be paid for directly, and is considered incidental to the pay items in the schedule of prices.

**Verification:**

The type, quantity, and temperature of asphalt material applied must be verified to the satisfaction of the inspector.

**Maintenance, Protection and Performance of the Work:**

The contractor shall exercise control of the delivery and application of asphalt materials to prevent damage to the roadway surface. Contractor shall be responsible for all delivery trucks and operators to assure no damage is done to recently laid mat. Delivery drivers will not be allowed to use diesel fuel for the purpose of cleaning dump bodies of the trucks in area where new mat is to be laid.

**Point Of Contact:**

The contractor shall designate a contact person and telephone number for the handling of complaints or claims from the public due to the contractor's operation.

**MAINTENANCE OF TRAFFIC**

Conformance requirements:

SHA "Standard Specifications for Construction and Materials" (SHA Standard Specifications) section 104

SHA "Book of Highway Standards"

FHA “Manual on Uniform Traffic Control Devices” (MUTCD)

The contractor must maintain traffic at all times throughout the entire length of the project, including public and private and commercial entrances, street intersections, etc.

**Temporary Traffic Signs (TTS):**

The contractor shall furnish and install all necessary TTS as required by Sec. 6B of the MUTCD.

**Cones:**

Cones shall meet the requirements of Sec. 104.14 SHA Standard Specifications.

**Basis of Payment:**

All aforementioned items under this section Maintenance of Traffic will NOT be paid for directly and shall be considered incidental to the other pay items.

**MOBILIZATION:**

Movement of personnel and equipment to and from the project sites and staging equipment will not be paid for directly and shall be considered incidental to the other pay items.

**METHOD OF MEASUREMENT AND BASIS OF PAYMENT**

All correspondence and invoices are to be sent to the Worcester County Department of Public Works, Maintenance Division, 6113 Timmons Road, Snow Hill, MD 21863.

The County Commissioners shall be the sole judge as to whether or not any bid meets specifications. The County Commissioners reserve the right to accept or reject any bid in the best interest of the County.

**MEASUREMENT AND PAYMENT:**

1. **MEASUREMENT OF QUANTITIES** - The Engineer shall make final measurements to determine the quantities of various items of work performed as the basis of final settlement. Pay weight for all items to be paid for by weight shall be determined by actual certified scale weight, certified shipping weight, or by computed weight as specified herein. Materials specified for measurement by tallying of vehicles shall be hauled only in approved units, the carrying capacity of which has been pre-determined. Each hauling unit shall be marked to designate its approved capacity.
2. **PARTIAL PAYMENTS** - **Partial payments shall be made monthly in an amount not greater than 90% of the money earned during the pay month. The Contractor shall prepare the application for payment in form satisfactory to the Engineer. Process time shall be thirty (30) days upon receipt.**
3. **ACCEPTANCE AND FINAL PAYMENT** - When in the opinion of the Engineer, the Contractor has completed the work in a satisfactory manner in accordance with the terms of the contract, the Engineer shall make final inspection of the entire project and shall certify in writing to the County as to the completion of the work submitting with this report the final estimate showing the amount of each item of work performed as the value thereof.
4. **RELEASE OF LIENS** - The Contractor shall deliver (in a form satisfactory to the owner) a

written report to the effect that all bills for labor, materials, and supplies have been paid or satisfactorily secured.

5. **CONSENT OF SURETY** – Projects bonded by a surety bond will require written **CONSENT OF SURETY FOR FINAL PAYMENT**.

The Successful Vendor must be licensed to perform Work in the state of Maryland.

**F. ATTACHMENTS**

- G. **PRE-BID CONFERENCE** Intentionally omitted

**END OF SECTION**

**THIS AND PREVIOUS SECTIONS, OTHER THAN THE COVER PAGE, DO NOT NEED TO BE RETURNED WITH SUBMITTAL**



## WORCESTER COUNTY, MARYLAND

OFFICE OF THE COUNTY COMMISSIONERS  
 1 WEST MARKET STREET, ROOM 1103  
 SNOW HILL, MARYLAND 21863  
 410-632-1194  
 FAX: 410-632-3131

Weston Young  
 Chief Administrative Officer

Edward Welch  
 Procurement Officer

### CONTRACT

THIS CONTRACT, made on **April 7, 2026**, between the **County Commissioners of Worcester County, Maryland** (“County”); and **Peninsula Sealcoating LLC dba Surface Solutions** (“Successful Vendor”).

WITNESSED: That for and in consideration for payment and agreements hereinafter mentioned:

1. Successful Vendor will commence and complete the **Blacktop Resurfacing at the Public Works Administration Building (6113 Timmons Road, Snow Hill, MD 21863)**.
2. Successful Vendor will furnish all of materials, supplies, tools, equipment, labor and other services necessary for the Work described herein.
3. Successful Vendor will commence and complete the Work required by the Contract Documents within the timeframes listed in the Bid Documents unless the period for completion is extended otherwise.
4. Successful Vendor agrees to perform all of the Work described in the Contract Documents and comply with the terms therein for the sum of **\$31,202 (Thirty-One Thousand Two Hundred Two Dollars)** or as shown in the Form of Bid.
5. The term ‘Contract Documents’ means and includes the following:
  - a. This Contract
  - b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
  - c. Advertisement
  - d. Section I: Introduction
  - e. Section II: General Information
  - f. Section III: General Conditions
  - g. Section IV: Bid Specifications
  - h. Form of Bid
  - i. References
  - j. Exceptions
  - k. Individual Principal
  - l. Vendor’s Affidavit of Qualification to Bid
  - m. Non-Collusive Affidavit
  - n. Addenda
  - o. Successful Vendor’s Completed Bid Documents
  - p. Notice of Award and/ or Notice to Proceed

6. Any inconsistency or conflict between the Contract Documents shall be resolved in their order listed above.
7. The County will pay the Successful Vendor in the manner and at such times as set forth in the Bid Documents.
8. This Contract will be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed or caused to be executed by their duly authorized officials, this Contract in duplicate each of which will be deemed an original on the date first written above.

**COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND**

\_\_\_\_\_  
Theodore J. Elder  
President  
Date:

**CONTRACTOR:**

\_\_\_\_\_  
By:  
Title:  
Date:



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**MEMORANDUM**

TO: Worcester County Commissioners  
 FROM: Ed Welch, Procurement Officer  
 DATE: March 26, 2026  
 RE: Request to Award – Blacktop Resurfacing at Recreation Center

Please see the following bid tabulation for **Blacktop Resurfacing at Recreation Center**. Public Works is requesting that the Commissioners review and approve awarding this expenditure to the lowest responsive and responsible vendor, **Surface Solutions**, in the amount of **\$85,905.<sup>00</sup>**. Bids were due and opened on Monday, March 24, 2026, at 2 p.m. Seven bids were received.

There is currently \$238,779.<sup>94</sup> remaining in the Parking Lot Improvement FY24 approved assigned fund balance. Funds are requested in the current year to refund the specific assigned fund.

Please feel free to contact me if you have any questions. Thank you.

<b>Blacktop Resurfacing - Recreation Center Parking Lot</b>	
<b>Tuesday, March 24, 2026 @ 2:00 pm</b>	
<b>Bid Tabulation</b>	
<b><u>Vendor Name</u></b>	<b><u>Base Bid</u></b>
Peninsula Sealcoating/Surface Solutions	\$85,905.00
Asphalt Maintenance LLC	\$113,700.00
George & Lynch, Inc.	\$130,775.00
Mike Houck	\$99,260.00
Jerry's Paving & Excavating	\$162,859.00
Terra Firma of Delmarva, Inc.	\$115,365.00
Asphalt Services of DE LLC	\$87,975.00

## SECTION IV: BID SPECIFICATIONS

### B. SCOPE

1. The County is seeking bids from qualified Vendors for **resurfacing the parking lot of Recreation Center** located at 6030 Public Landing Road, Snow Hill, Maryland in Worcester County to be completed before June 30, 2026, requiring Superpave 9.5mm Bituminous Concrete at 2” compacted depth for paving of roughly 6,950 square yards for the Maintenance Division of Public Works in accordance with the terms and conditions and specifications set forth in this solicitation.

### C. CONTRACT PRICING

1. Contract pricing will be valid for the term of one (1) year from the Notice to Proceed date, (“Contract Period”).
2. Pricing must include all labor, materials, tools, and equipment to perform Work.
3. Pricing will not change during the Contract Period.

### D. CONTRACT PERIOD RENEWAL OPTION

1. Intentionally omitted

### E. SUMMARY

#### **ITEM I - BLACK TOP SPECIFICATIONS:**

All paving will be done in accordance with the requirements and covenants of the Maryland State Highway Administration’s Specifications of March 1968 and all subsequent addenda thereto, the plans of the proposed improvements and the special provisions contained herein.

The contractor will provide, erect and maintain all necessary barricades, danger signals and signs and take all necessary precaution for the protection of the work and safety of the public.

The contractor will use Bituminous Concrete Material Surface Course which will be placed at 2” compacted depth, Superpave 9.5mm. Scope: 6,950 SY, includes parking space line striping, hash marks, new concrete parking bumpers, stop bars, handicapped spaces, and painted curbs all where currently existing.

This item, “Bituminous Concrete”, shall be paid for on a per ton basis, which price and payment shall constitute full compensation for furnishing, hauling and placing, preparation of all materials and for all labor, equipment, tools and incidentals necessary to complete this item. All milling of joints is to be included in bid price which include but not limited to driveways, intersections, curbing, etc. Milled joints are to be adequately signed and shall not be milled more than 1 day prior to paving.

Miscellaneous: **Work is acceptable to be performed on weekends or holidays.**

#### **WARRANTY:**

All work and materials shall be warranted for a period of one year. This shall include but not be limited to slippage or tearing.

#### **DESCRIPTION:**

The project requires the furnishing and application of all specified asphalt and Aggregate cover materials. The contractor provides all necessary labor, equipment and materials, including maintenance of traffic items. The contractor is responsible for accurately measuring the area to provide proper pricing.

Asphalt distributing equipment per SHA specifications.

Power broom required. See following section below.

The contractor shall use one (1) 12-15-ton steel wheel rollers. Anything less will **not** be accepted.

Contractor shall assign a sufficient number of trucks to each job site to allow for continuous paving. The number of trucks will be determined sufficient by either the inspector or the Maintenance Superintendent. If the number of trucks is determined to be insufficient, then the operation will cease until these corrections are made.

Contractor shall ensure that a sufficient number of employees is on-site to complete the job in a safe and efficient manner. This will be determined by the inspector or Maintenance Superintendent. If it is determined that the number of employees are insufficient, then the operation will cease until these corrections are made.

All other equipment per SHA specifications or as required for successful prosecution of the work.

**Weather:**

Referenced SHA section 503.03.02

**Foundation Preparation:**

The contractor will patch all ruts or potholes and stabilize any soft areas or insufficient existing base areas as deemed necessary.

The contractor shall power broom the surface to remove all loose and foreign materials prior to application of the asphalt. The power broom, operator, fuel, and maintenance will not be paid for directly, and is considered incidental to the pay items in the schedule of prices.

**Verification:**

The type, quantity, and temperature of asphalt material applied must be verified to the satisfaction of the inspector.

**Maintenance, Protection and Performance of the Work:**

The contractor shall exercise control of the delivery and application of asphalt materials to prevent damage to the roadway surface. Contractor shall be responsible for all delivery trucks and operators to assure no damage is done to recently laid mat. Delivery drivers will not be allowed to use diesel fuel for the purpose of cleaning dump bodies of the trucks in area where new mat is to be laid.

**Point Of Contact:**

The contractor shall designate a contact person and telephone number for the handling of complaints or claims from the public due to the contractor's operation.

**MAINTENANCE OF TRAFFIC**

Conformance requirements:

SHA "Standard Specifications for Construction and Materials" (SHA Standard Specifications) section 104

SHA "Book of Highway Standards"

FHA "Manual on Uniform Traffic Control Devices" (MUTCD)

The contractor must maintain traffic at all times throughout the entire length of the project, including public and private and commercial entrances, street intersections, etc.

**Temporary Traffic Signs (TTS):**

The contractor shall furnish and install all necessary TTS as required by Sec. 6B of the MUTCD.

**Cones:**

Cones shall meet the requirements of Sec. 104.14 SHA Standard Specifications.

**Basis of Payment:**

All aforementioned items under this section Maintenance of Traffic will NOT be paid for directly and shall be considered incidental to the other pay items.

**MOBILIZATION:**

Movement of personnel and equipment to and from the project sites and staging equipment will not be paid for directly and shall be considered incidental to the other pay items.

**METHOD OF MEASUREMENT AND BASIS OF PAYMENT**

All correspondence and invoices are to be sent to the Worcester County Department of Public Works, Maintenance Division, 6113 Timmons Road, Snow Hill, MD 21863.

The County Commissioners shall be the sole judge as to whether or not any bid meets specifications. The County Commissioners reserve the right to accept or reject any bid in the best interest of the County.

**MEASUREMENT AND PAYMENT:**

1. **MEASUREMENT OF QUANTITIES** - The Engineer shall make final measurements to determine the quantities of various items of work performed as the basis of final settlement. Pay weight for all items to be paid for by weight shall be determined by actual certified scale weight, certified shipping weight, or by computed weight as specified herein. Materials specified for measurement by tallying of vehicles shall be hauled only in approved units, the carrying capacity of which has been pre-determined. Each hauling unit shall be marked to designate its approved capacity.
2. **PARTIAL PAYMENTS** - **Partial payments shall be made monthly in an amount not greater than 90% of the money earned during the pay month. The Contractor shall prepare the application for payment in form satisfactory to the Engineer. Process time shall be thirty (30) days upon receipt.**
3. **ACCEPTANCE AND FINAL PAYMENT** - When in the opinion of the Engineer, the Contractor has completed the work in a satisfactory manner in accordance with the terms of the contract, the Engineer shall make final inspection of the entire project and shall certify in writing to the County as to the completion of the work submitting with this report the final estimate showing the amount of each item of work performed as the value thereof.
4. **RELEASE OF LIENS** - The Contractor shall deliver (in a form satisfactory to the owner) a written report to the effect that all bills for labor, materials, and supplies have been paid or

satisfactorily secured.

5. **CONSENT OF SURETY** – Projects bonded by a surety bond will require written **CONSENT OF SURETY FOR FINAL PAYMENT**.

The Successful Vendor must be licensed to perform Work in the state of Maryland.

**F. ATTACHMENTS**

**G. PRE-BID CONFERENCE** Intentionally omitted

**END OF SECTION**

**THIS AND PREVIOUS SECTIONS, OTHER THAN THE COVER PAGE, DO NOT NEED TO  
BE RETURNED WITH SUBMITTAL**



## WORCESTER COUNTY, MARYLAND

OFFICE OF THE COUNTY COMMISSIONERS  
 1 WEST MARKET STREET, ROOM 1103  
 SNOW HILL, MARYLAND 21863  
 410-632-1194  
 FAX: 410-632-3131

Weston Young  
 Chief Administrative Officer

Edward Welch  
 Procurement Officer

### CONTRACT

THIS CONTRACT, made on **April 7, 2026**, between the **County Commissioners of Worcester County, Maryland** (“County”); and **Peninsula Sealcoating LLC dba Surface Solutions** (“Successful Vendor”).

WITNESSED: That for and in consideration for payment and agreements hereinafter mentioned:

1. Successful Vendor will commence and complete **Blacktop Resurfacing at Worcester County Recreation Center (6030 Public Landing Road, Snow Hill, Maryland 21863**
2. Successful Vendor will furnish all of materials, supplies, tools, equipment, labor and other services necessary for the Work described herein.
3. Successful Vendor will commence and complete the Work required by the Contract Documents within the timeframes listed in the Bid Documents unless the period for completion is extended otherwise.
4. Successful Vendor agrees to perform all of the Work described in the Contract Documents and comply with the terms therein for the sum of **\$85,905 (Eighty-Five Thousand Nine Hundred Five Dollars)** or as shown in the Form of Bid.
5. The term ‘Contract Documents’ means and includes the following:
  - a. This Contract
  - b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
  - c. Advertisement
  - d. Section I: Introduction
  - e. Section II: General Information
  - f. Section III: General Conditions
  - g. Section IV: Bid Specifications
  - h. Form of Bid
  - i. References
  - j. Exceptions
  - k. Individual Principal
  - l. Vendor’s Affidavit of Qualification to Bid
  - m. Non-Collusive Affidavit
  - n. Addenda
  - o. Successful Vendor’s Completed Bid Documents
  - p. Notice of Award and/ or Notice to Proceed

6. Any inconsistency or conflict between the Contract Documents shall be resolved in their order listed above.
7. The County will pay the Successful Vendor in the manner and at such times as set forth in the Bid Documents.
8. This Contract will be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed or caused to be executed by their duly authorized officials, this Contract in duplicate each of which will be deemed an original on the date first written above.

**COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND**

\_\_\_\_\_  
Theodore J. Elder  
President  
Date:

**CONTRACTOR:**

\_\_\_\_\_  
By:  
Title:  
Date:



Worcester County Government  
 One West Market Street | Room 1103 | Snow Hill MD 21863-1195  
 (410) 632-1194 | (410) 632-3131 (fax) | admin@co.worcester.md.us | www.co.worcester.md.us

**MEMORANDUM**

TO: Worcester County Commissioners  
 FROM: Ed Welch, Procurement Officer  
 DATE: March 25, 2026  
 RE: Request to Award – John Walter Smith (JWS) Park Perimeter Trail

Please see the attached bid tabulation for the **John Walter Smith (JWS) Park Perimeter Trail** project. Recreation & Parks is requesting that the Commissioner’s review and approve the awarding of this expenditure to the lowest responsive and responsible vendor, **Marshall's Professional Property Management**, in the amount of **\$156,459.<sup>21</sup>**

Bids were due and opened on Wednesday, November 26, 2026, at 2:30 pm. Seven bids were received.

The project is funded by Greenspace Equity Fund in the amount of \$100,000 at a 100% reimbursable rate with the remaining balance funded by Program Open Space at a 90% reimbursable rate. The GL account numbers for this project are 100.1602.500.6160.007 - Grant Program DNR (Walking Trail) for the Greenspace Equity Funds, and 100.1602.500.6160.241- Grant Program Open Space (New Park Development) for the remainder.

Please feel free to contact me if you have any questions. Thank you.

<b>John Walter Smith Park Perimeter Trail</b>	
<b>Wednesday, November 26, 2025, at 2:30 pm</b>	
<b>Bid Tabulation</b>	
<b><u>Vendor Name</u></b>	<b><u>Base Bid</u></b>
Bridges Land Management, Inc.	\$260,170.00
Marshall's Professional Property Mgmt.	\$156,459.21
Stratified	\$239,00.00
Paul's Landworks & Construction	\$192,425.00
Reynolds Excavating Inc.	\$162,450.00
AJT Homes LLC	\$329,500.00
Mike Houck Construction	\$180,000.00

**SECTION IV: BID SPECIFICATIONS**

**A. SCOPE**

1. The County is seeking bids from qualified Vendors for construction of a perimeter trail at John Walter Smith Park, in Snow Hill MD. in accordance with the terms and conditions and specifications set forth in this solicitation.

**B. CONTRACT PRICING**

1. Contract pricing will be valid for the term of one (1) year from the Notice to Proceed date, (“Contract Period”).
2. Pricing must include all labor, materials, tools, and equipment to perform Work.
3. Pricing will not change during the Contract Period.

**C. SUMMARY**

1. Full summary of project is included in the overall site plan which will be attached to these bid specifications.
2. Contractor is responsible for all equipment, materials, and labor to complete the proposed trail indicated on the site plan.
3. All work must be completed prior to April 1, 2026.

**D. GENERAL REQUIREMENTS**

1. The Successful Vendor must be licensed to perform Work in the state of Maryland.
2. The Successful Vendor must have their MDE Erosion & Sediment control certification.

**E. ATTACHMENTS**

1. Site plan with construction notes provided by J. Stacey Hart & Associates, Inc.

**F. PRE-BID CONFERENCE**

1. There will be a pre-bid conference held at John Walter Smith Park, located at 6022 Public Landing Road, Snow Hill, MD 21863 on Thursday, November 6<sup>th</sup> at 10:00am. The meeting will take place next to the tennis courts.

**G. PAYMENT**

1. The County will make payment(s) to the Successful Vendor within thirty (30) calendar days from the receipt of a proper invoice for approved and accepted work performed.

**H. QUESTIONS**

1. The last day for questions is listed under Section I, Subsection C.2.

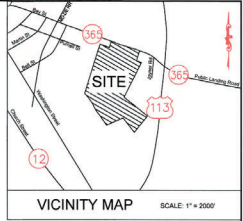
**I. AWARD**

1. The County intends to award to the lowest Responsive and Responsible Vendor meeting the specifications.

**END OF SECTION**

**THIS AND PREVIOUS SECTIONS, OTHER THAN THE COVER PAGE, DO NOT NEED TO BE RETURNED WITH SUBMITTAL**

# ITEM 19



- GENERAL NOTES & SITE DATA:**
- TAX MAP 63, GRID 12, PARCEL 140
  - DEED REFERENCE: 442629  
PLAT REFERENCE: 22350
  - BASE MAP/BOUNDARY INFORMATION TAKEN FROM PLAT PREPARED BY SOULE & ASSOCIATES, P.C. TITLED "FOREST CONSERVATION EASEMENT PLAT" DATED DECEMBER 2008.
  - OWNER/DEVELOPER: COUNTY COMMISSIONERS OF WORCESTER COUNTY MARYLAND  
1 WEST MARKET STREET, ROOM 1103  
SNOW HILL, MD 21863  
PHONE: 410-832-2144, X. 2521  
EMAIL: jstephens@worcestermd.us
  - CONTACT: WORCESTER COUNTY RECREATION & PARKS  
ATTN: JACOB STEPHENS, DEPUTY DIRECTOR  
6030 PUBLIC LANDING ROAD  
SNOW HILL, MD 21863  
PHONE: 410-832-2144, X. 2521  
EMAIL: jstephens@worcestermd.us
  - ENGINEER: J STACEY HARTY & ASSOCIATES, INC.  
POST OFFICE BOX 8  
SNOW HILL, MARYLAND 21863  
CELL: 410-430-4169
  - CURRENT ZONING: RP - RESOURCE PROTECTION
  - SETBACKS: FRONT 35 FEET  
REAR 20 FEET  
SIDE 20 FEET
  - SOIL TYPES: C8B - CEDARTOWN-ROSEDALE COMPLEX, HYDROLOGIC SOIL GROUP "A"  
EmA - ELKTON SILT LOAM, HYDROLOGIC SOIL GROUP "D"  
FadA - FALLSINGTON SANDY LOAM, HYDROLOGIC SOIL GROUP "D"  
HbA/HbB - HAMBRICK SANDY LOAM, HYDROLOGIC SOIL GROUP "B"  
MpdB - MATTAPES FINE SANDY LOAM, HYDROLOGIC SOIL GROUP "C"  
MtdA - MATTAPES SILT LOAM, HYDROLOGIC SOIL GROUP "C"  
SadA/SadB/SadC - SASSAFRAS SANDY LOAM, HYDROLOGIC SOIL GROUP "B"  
WddA/WddB - WOODSTOWN SANDY LOAM, HYDROLOGIC SOIL GROUP "C"
  - PARCEL SIZE: 488.28 ACRES
  - LIMITS OF DISTURBANCE (LOD) = 443,200 S.F./0.99 ACRES  
LIMITS OF DISTURBANCE (LOD) ARE DEFINED AS THE TRAIL WIDTH AND THE AREA IMMEDIATELY AROUND THE PROPOSED PIPE. THIS SITE IS SUBJECT TO FOREST CONSERVATION PLAN NO. 04-06 AND 06-16. THIS SITE SHALL BE SUBJECT TO A REGULATED ACTIVITY UNDER THE WORCESTER COUNTY FOREST CONSERVATION LAW. ANY FUTURE APPROVAL OF THIS SITE FOR A REGULATED ACTIVITY SHALL BE SUBJECT TO THE COUNTY FOREST CONSERVATION LAW. A FOREST CONSERVATION EASEMENT PLAT, S.V.#. 23016, HAS BEEN APPROVED AND IS ON FILE WITH THE DEPARTMENT OF ENVIRONMENTAL PROGRAMS.
  - FILTER LOG(S) ARE BEING USED AS AN ALTERNATIVE TO SILT FENCE IN SENSITIVE AREAS BUT NOT WHERE ADEQUATE STABILIZED VEGETATIVE BUFFERS EXIST.
  - SITE ACCESS IS FROM EXISTING PAVED SURFACES. THESE SURFACES MEET THE MINIMUM STABILIZATION REQUIREMENTS. THUS A STABILIZED CONSTRUCTION ENTRANCE (SCE) IS NOT NECESSARY.
  - EXCESS MATERIAL WILL BE USED WITHIN THE TRAIL AREA AS NEEDED IN LOW AREAS. ANY ADDITIONAL MATERIAL SHALL BE PLACED WITHIN THE EXISTING ON-SITE STOCKPILE AREA AT THE DIRECTION OF COUNTY STAFF.
  - THIS SITE IS NOT LOCATED WITHIN CRITICAL AREAS.
  - THERE ARE NO KNOWN WETLANDS OR WETLAND BUFFERS WITHIN THE PROPOSED DISTURBED LIMITS OF DISTURBANCE.
  - THIS PROPERTY IS SUBJECT TO THE WORCESTER COUNTY FOREST CONSERVATION LAW. THIS SITE IS SUBJECT TO FOREST CONSERVATION PLAN NO. 04-06 AND 06-16. THIS SITE SHALL BE SUBJECT TO A REGULATED ACTIVITY UNDER THE WORCESTER COUNTY FOREST CONSERVATION LAW. ANY FUTURE APPROVAL OF THIS SITE FOR A REGULATED ACTIVITY SHALL BE SUBJECT TO THE COUNTY FOREST CONSERVATION LAW. A FOREST CONSERVATION EASEMENT PLAT, S.V.#. 23016, HAS BEEN APPROVED AND IS ON FILE WITH THE DEPARTMENT OF ENVIRONMENTAL PROGRAMS.
  - THE SITE IS SERVED BY MUNICIPAL WATER & SEWER SERVICES. THERE ARE NO KNOWN UTILITIES AND NO PROPOSED UTILITIES WITHIN THE PROPOSED LIMITS OF DISTURBANCE.
  - VERTICAL DATUM: NAVD83
  - HORIZONTAL DATUM: MD STATE PLANE

S.W.A. Plan Approval  
Worcester County Environmental Programs  
Snow Hill, MD 21863  
Approved by: *Jacob Stephens*  
Date: 10/12/2025  
\*\*THIS APPROVAL EXPIRES IN 120 (12) YEARS\*\*  
END TC

Sediment Control Plan Approval  
Worcester Soil Conservation District  
Snow Hill, MD 21863  
Approved by: *Jacob Stephens*  
Date: 10/12/2025

**OWNERS CERTIFICATION**

I, THE UNDERSIGNED, CERTIFY THAT ALL LAND CLEARING, GRADING, CONSTRUCTION AND DEVELOPMENT SHALL BE DONE IN ACCORDANCE WITH THE APPROVED PLAN.

APPROVED REPRESENTATIVE (SIGNATURE)  
JACOB STEPHENS  
PRINTED NAME

DATE  
10/12/2025

**J STACEY HARTY & ASSOCIATES, INC.**

POST OFFICE BOX 6  
SNOW HILL, MD 21863  
PHONE: 410-832-4888  
EMAIL: jstacey@staceyhart.com

**JSH**  
PROFESSIONAL ENGINEER  
SINCE 1978

COMMENTS

REVISIONS	DATE	REVISED FOR:	BY/MS	SCD COMMENTS

**PROPOSED TRAIL  
JOHN WALTER SMITH PARK**

6030 PUBLIC LANDING ROAD  
TOWN OF SNOW HILL  
WORCESTER COUNTY

PROFESSIONAL CERTIFICATION: I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM AN A.D. LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THIS STATE.

LICENSE NO. MD 22758  
EXPIRATION DATE: AUGUST 15, 2026

10/14/2025

**OVERALL SITE**

DRAWN BY: j.s.h. DATE: 09/2025

JOB NUMBER: 2025-045

SCALE: C1



## WORCESTER COUNTY, MARYLAND

OFFICE OF THE COUNTY COMMISSIONERS  
 1 WEST MARKET STREET, ROOM 1103  
 SNOW HILL, MARYLAND 21863  
 410-632-1194  
 FAX: 410-632-3131

Weston Young  
 Chief Administrative Officer

Edward Welch  
 Procurement Officer

### CONTRACT

THIS CONTRACT, made on **April 7, 2026**, between the **County Commissioners of Worcester County, Maryland** (“County”); and **Marshall’s Professional Property Management, LLC** (“Successful Vendor”).

WITNESSED: That for and in consideration for payment and agreements hereinafter mentioned:

1. Successful Vendor will commence and complete the **John Walter Smith (JWS) Park Perimeter Trail**.
2. Successful Vendor will furnish all materials, supplies, tools, equipment, labor and other services necessary for the Work described herein.
3. Successful Vendor will commence and complete the Work required by the Contract Documents within the timeframes listed in the Bid Documents unless the period for completion is extended otherwise.
4. Successful Vendor agrees to perform all of the Work described in the Contract Documents and comply with the terms therein for the sum of **\$156,459.<sup>21</sup> (One Hundred Fifty-Six Thousand Four Hundred Fifty-Nine Dollars and 21 cents)** as shown in the Form of Bid.
5. The term ‘Contract Documents’ means and includes the following:
  - a. This Contract
  - b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
  - c. Advertisement
  - d. Section I: Introduction
  - e. Section II: General Information
  - f. Section III: General Conditions
  - g. Section IV: Bid Specifications
  - h. Form of Bid
  - i. References
  - j. Exceptions
  - k. Individual Principal
  - l. Vendor’s Affidavit of Qualification to Bid
  - m. Non-Collusive Affidavit
  - n. Addenda
  - o. Successful Vendor’s Completed Bid Documents

- p. Notice of Award and/ or Notice to Proceed
- 6. Any inconsistency or conflict between the Contract Documents shall be resolved in their order listed above.
- 7. The County will pay the Successful Vendor in the manner and at such times as set forth in the Bid Documents.
- 8. This Contract will be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed or caused to be executed by their duly authorized officials, this Contract in duplicate each of which will be deemed an original on the date first written above.

**COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND**

\_\_\_\_\_  
Theodore J. Elder  
President  
Date:

**CONTRACTOR:**

\_\_\_\_\_  
By:  
Title:  
Date:



Worcester County Recreation & Parks  
6030 Public Landing Road | Snow Hill MD 21863 | (410) 632-2144 | [www.PlayMarylandsCoast.org](http://www.PlayMarylandsCoast.org)

**MEMORANDUM**

TO: Weston S. Young, Chief Administrative Officer  
Candace Savage, Deputy Chief Administrative Officer  
FROM: Kelly Rados, Director of Recreation & Parks  
Jacob Stephens, Deputy Director of Recreation & Parks  
DATE: March 27, 2026  
SUBJECT: Parks Department Over Expenditure – Showell Park Water

---

Within the Parks Budget, we have an over expenditure in the 100.1602.520.6550.310 – Building Site Expenses Water & Sewer for Showell Park in the amount of -\$1,561.50.

We received a back bill in the amount of \$1,831.50 for missed usage from previous year/quarter as we were not properly billed with the addition of the Showell Concession stand. Moving forward, depending on the time of year and what events we have, the usage will fluctuate. There will be a base fee of \$490 that we will receive at a minimum for each quarter for this fiscal year.

Our 2<sup>nd</sup> quarter bill was in the amount of \$530. Allocated funds in the FY26 Water & Sewer account for Showell Park account are \$800. The total over-expenditure for this fiscal year is estimated to be \$2,600.

Funds are available in the Capital Equipment account – 100.1602.500.9010.070 – Capital Equipment Heavy Equipment to cover this over-expenditure.

CC: Darcy Billetdeaux  
Quinn Dittrich



Worcester County Recreation & Parks

6030 Public Landing Road | Snow Hill MD 21863 | (410) 632-2144 | [www.PlayMarylandsCoast.org](http://www.PlayMarylandsCoast.org)

## MEMORANDUM

TO: Weston S. Young, Chief Administrative Officer  
Candace Savage, Deputy Chief Administrative Officer

FROM: Kelly Rados, Director of Recreation & Parks

DATE: March 27, 2026

SUBJECT: Isle of Wight Park special use request – Town of Ocean City

The Recreation & Parks Department has received a request from the Town of Ocean City for special use of Isle of Wight (IOW) Park during the 2026 Ocean City Air Show. The request includes utilizing the park as a landing zone for a military UH-72A Lakota helicopter to transport U.S. Air Force pilots for the event. The helicopter would need to land at IOW twice per day for three days: June 12, 13 and 14, 2026. Closing of the park would be from Friday, June 12 at 6:00 a.m. until Sunday, June 14 evening following the last transport. Exact times of use are to be determined based on the flight schedule and crew itinerary for the event.

Their request includes the following:

1. Advanced notice to the public of the park closure for safety reasons and military operational needs.
2. Closure of the Park on the days previously stated.
3. Creation of an identifiable 110' x 110' landing zone at the east end of the park.
4. Removal of obstructions in or near the landing zone (i.e. picnic tables or other equipment).
5. Space secured by County Sheriff unit.
6. Fire Department unit on site for active times of LZ use.

Our Department has reviewed this request, besides a few memorial benches and trees that are inside the landing zone area that are anchored and cannot be removed, we have no other issues with this request. In addition, our Department has shared and communicated this request with the Sheriff's Office as well as Emergency Services and Fire Marshalls Office.

If you approve, we are recommending the following information to be required by the Town of Ocean City:

1. Provide us with the scheduled times of the helicopter landings/transports.
2. On site Point of Contact name, telephone number, etc. to handle any unforeseen issues.
3. Acknowledges all the required permitting for the operation of the event.

Attachments – Town of Ocean City letter

cc: Jacob Stephens, Deputy Director of Recreation & Parks  
Darcy Billetdeaux, Parks Superintendent  
Matthew Crisafulli, Worcester County Sheriff  
Chris Shaffer, Director of Emergency Services  
Matt Owens, Fire Marshall  
Katy Vieira, Emergency Preparedness Manager




# TOWN OF OCEAN CITY

ITEM 21

*The White Marlin Capital of the World*

**DATE:** March 12, 2026

**TO:** Kelly Rados (krados@co.worcester.md.us)

**FROM:** Brenda Moore   
 Director, Special Events  
 Town of Ocean City, MD

**RE: OC AIR SHOW – ISLE OF WIGHT PARK LANDING ZONE**

**MAYOR**  
Richard W. Meehan

**CITY COUNCIL**  
Matthew M. James  
*President*

Anthony J. DeLuca  
*Secretary*

John F. Gehrig, Jr.  
Jacob H. Mitrecic  
Carol Proctor  
Will Savage  
Larry R. Yates

**CITY MANAGER**  
Terence J. McGean, PE

**CITY CLERK**  
Diana L. Chavis, MMC

The Town of Ocean City, in cooperation with the U.S. Air Force Thunderbirds and OC Air Show Coordinator, is respectfully requesting approval of a special exception for use of Isle of Wight. This request mirrors the previous 2025 request, approval and demonstrated safe use of the park that year for the air show.

For the 2026 OC Air Show event, the U.S. Airforce Demonstration Team requires direct and timely access to Wallops Flight Facility from Worcester County. In order to avoid delays caused by traffic or similar, a scenario has been designed to safely move the Air Force pilots from their hotel at 67<sup>th</sup> Street to their aircraft and enlisted team using a military UH-72A Lakota helicopter piloted by military crew. Specifications on the helicopter are below. The plan includes the creation of a landing zone (LZ) at Isle of Wight where the helicopter would need to land at Isle of Wight twice per day for three days: June 12, 13 and 14, 2026. Exact times of use are to be determined upon release of the Thunderbird flight schedule and crew itinerary.

As part of the request, the following special exceptions and needs will apply:

1. Advanced notice to the public of the park closure for safety reasons and military operational needs.
2. Closure of the Park on the days previously stated.
3. Creation of an identifiable 110' x 110' landing zone at the east end of the park.
4. Removal of obstructions in or near the landing zone (i.e. picnic tables or other equipment).
5. Space secured by County Sheriff unit.
6. Fire Department unit on site for active times of LZ use.

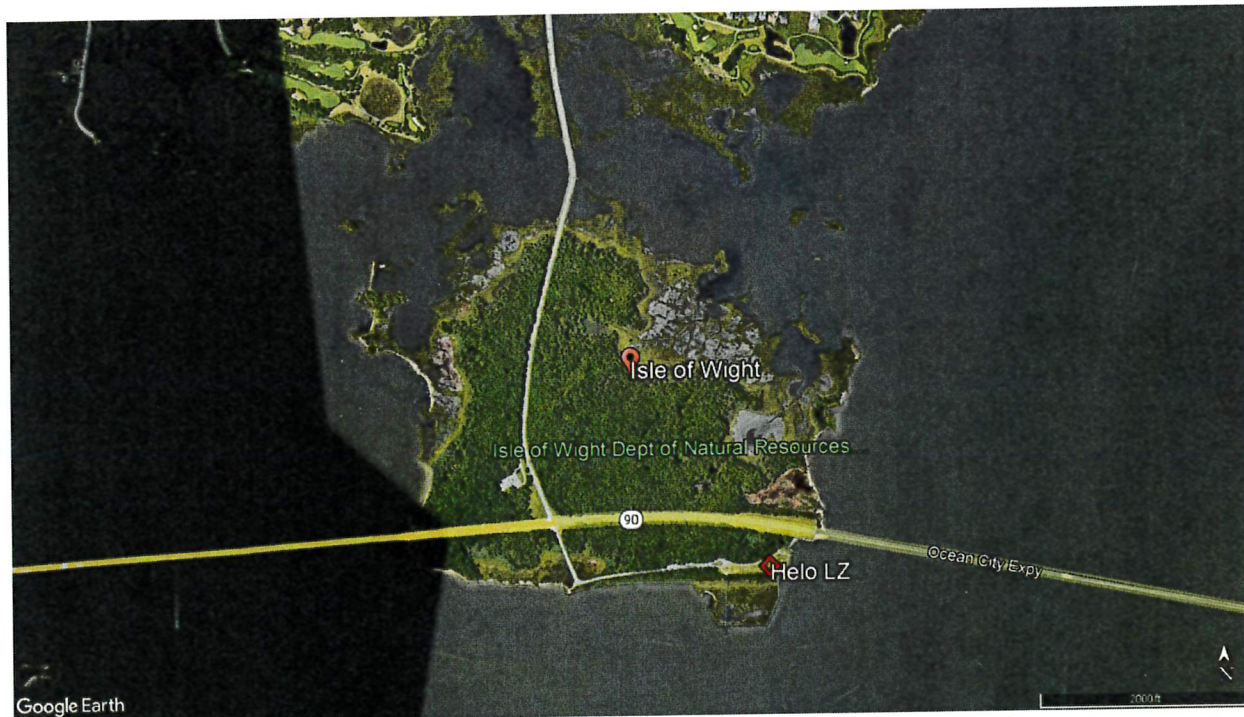
Cont.

P.O. Box 158, Ocean City, Maryland 21843-0158 | oceancitymd.gov | City Hall: (410) 289-8221 | Fax: (410) 289-8703

The coordinates for the LZ are as follows:

Lat: 38.389299

Long: -75.101994



Cont.



Service: Army National Guard; Crew: 2 pilots Capacity: 8 troops or 2 stretchers and medical crew; Propulsion: 2x Turbomeca Arriel 1E2 turboshafts; Maximum speed: 167 mph; Range: 426 mi

The UH-72A is a twin-engined light duty helicopter. It is equipped with a single 4-bladed main rotor and a single 2-bladed tail rotor mounted on the left-hand side of the tail assembly. Overall, the UH-72A helicopter has a length of 10.18 m (33.4 ft) and a height of 3.44 m (11.3 ft). This helicopter has a rotor system without hinges with composite main rotor blades which are 11 m in diameter. Meanwhile, the diameter of the tail rotor is 1.95 m. The helicopter's tail unit is mounted high with a pair of non-moving horizontal stabilizers mounted below the tail rotor. In addition, there are twin vertical stabilizers mounted on the outside edges of the horizontal stabilizers, thus effectively boxing in the tail rotor, enabling the safe loading and unloading of the cargo area. Basic crew consists of a pilot and co-pilot.

The UH-72A is capable of transporting eight passengers or two litters in the medical evacuation capacity. The aircraft body has access doors mounted on each side of the fuselage, as well as large clamshell doors on the rear of the airframe to allow access to the cargo area for the loading of bulk cargo or litters. The UH-72A is equipped with a rescue winch, which is mounted on the left-hand side above the crew compartment door. The UH-72A utilizes a twin skid landing gear system.

Cont.

Country of origin United States

Entered service 2007

Crew 2 men

Dimensions and weight

Length 13.03 m

Main rotor diameter 11 m

Height 3.45 m

Weight (empty) 1.79 t

Weight (maximum take off) 3.58 t

Engines and performance

Engines 2 x Turbomeca Arriel 1E2 turboshafts

Engine power 2 x 738 shp

Maximum speed 268 km/h

Service ceiling 5.48 km

Range 685 km

Payload

Passengers 8 troop or 2 stretchers plus medical attendants

Payload capacity (internal) 1 790 kg

Payload capacity (external) 1 500 kg

**Town contacts:**

Brenda Moore, Special Events Director, 443-235-4432 c, [bmoore@oceancitymd.gov](mailto:bmoore@oceancitymd.gov)

Lisa Mitchell, Private Events Coordinator, 443-235-5275, [lmitchell@oceancitymd.gov](mailto:lmitchell@oceancitymd.gov)

Amanda Schwartz, Emergency Management Coordinator, 443-235-0027,

[aschwartz@oceancitymd.gov](mailto:aschwartz@oceancitymd.gov)

CC:

Terry McGean, City Manager

Joe Theobald, Director - Emergency Services



Worcester County Recreation & Parks  
6030 Public Landing Road | Snow Hill MD 21863 | (410) 632-2144 | [www.PlayMarylandsCoast.org](http://www.PlayMarylandsCoast.org)

**MEMORANDUM**

TO: Weston S. Young, Chief Administrative Officer  
Candace Savage, Deputy Chief Administrative Officer  
FROM: Kelly Rados, Director of Recreation & Parks  
DATE: April 1, 2025  
SUBJECT: Special Use – South Point Boat Ramp

---

We received a request from Maryland Coastal Bays to utilize South Point Boat Ramp to install their nesting platform the week of April 7, 2026. This project is in partnership with the Maryland DNR, the Maryland Coastal Bays Program and Audubon Mid-Atlantic, and consists of an artificial nesting island made up of wooden rafts that gets rolled in and out each spring and fall.

Installation is expected to begin the week of Tuesday, April 8, upon Commissioners' approval, and should only take one day. If weather does not permit, they will look to the following week. The project will be handled by a small team of DNR, Maryland Coastal Bays staff and volunteers. This activity will not interfere with public boating activities.

The use of South Point Boat Ramp for this project has been approved by the Commissioners for the last five years. Our Department has reviewed this request and does not have any conflicts or concerns.

**Attachments**

cc: Jacob Stephens, Deputy Director Recreation & Parks  
Darcy Billetdeaux, Parks Superintendent  
Robert Mitchell, Director Environmental Programs  
David Bradford, Deputy Director Environmental Programs



March 29<sup>th</sup>, 2026

Ms. Kelly Rados  
Director of Recreation and Parks  
6030 Public Landing Road  
Snow Hill, MD 21863

Dear Director Rados,

This letter is to inform you of our intent to launch our nesting platform from the South Point Boat ramp the week beginning Tuesday, April 7<sup>th</sup>, 2026, onward based on weather, similar to the last couple of years. This will be the sixth year of this project designed to benefit state-listed endangered birds. This project, a partnership with the Maryland DNR, the Maryland Coastal Bays Program and Audubon Mid-Atlantic, was designed to build and install an artificial nesting island.

The Worcester County Commissioners have approved the use of the South Point Boat Ramp for this project. The last five years' results have made great progress in producing a colony of Common Terns, going from 23 nesting pairs in its first year to 364 nesting pairs last year, and over 300 pairs the two years before. Last year, a second state-listed species, the Royal Tern joined the raft and produced 10 chicks, the most chicks in the coastal bays in the last four years.

Launching of the artificial platform is expected to occur the week of April 7<sup>th</sup> and should only take less than one day to deploy. Launching of the rafts is weather dependent and the exact days will be determined by weather. If the weather doesn't cooperate next week, we move to the following.

Once launched, the rafts will be towed by boat to the deployment site in Chincoteague Bay between South Point Spoils Island and Assateague Island. The launching of the rafts will be undertaken by a small team of DNR, Maryland Coastal Bays staff and a small number of volunteers who have worked with us before. We do not expect this activity to interfere with public boating activities in any way. In the past, we have made sure that boaters who wish to launch vessels were able to do so during the raft launch. We will certainly continue to provide them with the right-of-way.

This project is time sensitive as the Common Terns return to the Coastal Bays for the nesting season in mid-April. The island location has created a strong site fidelity and the first arrivals now are a month earlier than the first year, and very interesting development in animal behavior. They know where home is. We saw a significant increase in the amount of nest success over the course of these years from placing the rafts in the water earlier than 2021. In 2025, the first eggs were laid almost a month earlier than when we began. It is imperative to launch the raft again on time to support these Maryland Endangered Species as best we can.

We welcome any concerns you may have in this matter and look forward to working with you on this important conservation project. Please contact me or the project staff listed below if you have any questions.

Sincerely,

*Kim*

Kim Abplanalp  
Maryland Coastal Bays Program  
[kabplanalp@mdcoastalbays.org](mailto:kabplanalp@mdcoastalbays.org)  
Bird Habitat Coordinator  
410-651-5999

Project Staff contacts:

Kim Abplanalp, Maryland Coastal Bays Program: [kabplanalp@mdcoastalbays.org](mailto:kabplanalp@mdcoastalbays.org) 410-651-5999  
David Brinker, Maryland DNR: [dave.brinker@maryland.gov](mailto:dave.brinker@maryland.gov) Phone: 410-375-6431



Worcester County Department of Environmental Programs

Worcester County Government Center, 1 West Market Street, Rm 1306 | Snow Hill MD 21863

Tel: (410) 632-1220 | Fax: (410) 632-2012

## Memorandum

**To:** Weston S. Young, P.E., Chief Administrative Officer  
Candace Savage, CGFM, Deputy Chief Administrative Officer

**From:** Robert J. Mitchell, LEHS, REHS/RS  
Director, Environmental Programs 

**Subject:** **Maryland Coastal Bays Program**  
Request for Annual Cost Share

**Date:** 3/30/26

Pursuant to their request for cost share information, I have reviewed the attached letter from Ms. Mariah Livernois, the Program Coordinator for the Maryland Coastal Bays Program. In this letter, Ms. Livernois shares that the program is receiving funds totaling \$850,000 from the Environmental Protection Agency's National Estuary Program for the time frame of October 1, 2026 through September 30, 2027. This is a continuation of the Program's increase in direct funding from the Federal government to support education, research, monitoring, and restoration work in our Coastal Bay watersheds. They use non-federal money spent in the Coastal Bays watersheds as leverage for these federal funds.

In prior years, the County Commissioners approved an in-kind match, specifically the State funds expended for the purchase of Rural Legacy Easements in our Coastal Bays Rural Legacy Program Area and other state grant and in-kind services conducted by the County aimed at the protection and restoration of our Coastal Bays.

Our annual funding from the State of Maryland under local grants from the Bay Restoration Fund (BRF) are used for sewer connections and septic pre-treatment upgrades. Historically, most of the annual BRF funding is expended in the Coastal Bays Watershed and I believe we would be right to project that a significant portion of this funding program (at a minimum, \$300,000) will be expended in the Federal Grant Cycle detailed in the letter within Coastal Bays watersheds.

Our expected level of funding would exceed \$600,000 from the State in Rural Legacy Grant Funds for upcoming easement settlements in Coastal Bays watersheds that we expect to close on within the subject time period. We may also have a Maryland Land Preservation Foundation (MALPF) conservation easement that will close in the same cycle as well.

Continuing our past practice of matching these grants in this manner will be of assistance to the Coastal Bays Program without requiring any cash being directly paid by the County. This will not cost the County at all to offer this matching funding. We would respectfully request the County Commissioners approve a commitment letter detailing this in-kind match of non-federal funding.

Should the County Commissioners concur and wish to approve this same type of in-kind match in the amount of \$425,000, a draft letter to the Maryland Coastal Bays Program is attached herewith for your consideration. The Program will not need to match dollar-for-dollar, hence the changes to the annual letter.

Please let me know if you have any questions or concerns regarding this request.

Attachment

cc: Katherine Munson



**MARYLAND COASTAL BAYS PROGRAM**

8219 Stephen Decatur Highway  
Berlin, Maryland 21811  
(410) 213-2297 - PHONE  
(410) 213-2574 - FAX  
mcbp@mdcoastalbays.org  
www.mdcoastalbays.org

March 24, 2026

Mr. Weston Young  
Chief Administrative Officer  
Worcester County Government Center  
1 W. Market St. Room 1103  
Snow Hill, Maryland 21863

Dear Mr. Young,

The Maryland Coastal Bays Program is once again applying for the EPA National Estuary Program grant funding for the time frame of October 1, 2026 through September 30, 2027. This grant-funding year, the Maryland Coastal Bays Program is expected to receive \$850,000 from the EPA and the program must provide as match an equivalent amount of \$850,000 from other non-federal sources.

Our goal is to again obtain matching funds of at least \$425,000 from Worcester County this year. To facilitate the grant application process, please respond by April 30, 2026.

The Maryland Coastal Bays Program appreciates your support and involvement in the National Estuary Program. If you have questions, please contact me at [mlivernois@mdcoastalbays.org](mailto:mlivernois@mdcoastalbays.org) or 978-799-1851.

Thank you,

A handwritten signature in black ink, appearing to read "Mariah", with a long, sweeping underline.

Mariah Livernois  
Program Coordinator  
Maryland Coastal Bays Program

Citizens joining with local, state, and federal governments to develop common sense solutions to the bays' most pressing environmental problems.

April 2026

Ms. Eva DiDonato  
Executive Director  
Maryland Coastal Bays Program  
8219 Stephen Decatur Highway  
Berlin, MD 21811

Re: National Estuary Program Grant match, FFY27

Dear Ms. DiDonato-

As you are aware, at their meeting on April 7, 2026, the County Commissioners approved an in-kind match of approximately \$425,000 for the Environmental Protection Agency (EPA) National Estuary Program (NEP) grant for the period October 1, 2025 to September 30, 2026.

Worcester County will use the non-federal Rural Legacy Program funds, expended during the above-stated time period for part of this match. There will also be a match from the Bay Restoration Fund (BRF) local grants for the same time period along with Maryland Agricultural Preservation Foundation conservation easement funding and other County programs that could qualify as a match for your partner funding requirements. The Department of Environmental Programs will assemble and submit the necessary documentation required by the Environmental Protection Agency (EPA) to the Coastal Bays Program. Please contact Robert Mitchell and Katherine Munson directly regarding this matter.

Sincerely,

Weston S. Young, P.E.  
Chief Administrative Officer

cc: Robert Mitchell, Director, EP  
Katherine Munson, Planning Manager, EP  
Kimberly Reynolds, Budget Officer



Worcester County Government  
One West Market Street | Room 1103 | Snow Hill MD 21863-1195  
(410) 632-1194 | (410) 632-3131 (fax) | admin@co.worcester.md.us | www.co.worcester.md.us

**MEMORANDUM**

TO: Worcester County Commissioners  
FROM: Ed Welch, Procurement Officer  
DATE: March 25, 2026  
RE: Request to Award – Library Renovation - Snow Hill Branch

Please see the attached bid tabulation for **Renovation of the Worcester County Library Snow Hill Branch**. Administration is requesting that the Commissioner’s review and approve awarding this project to the lowest responsive and responsible vendor, **Oak Contracting LLC**. The requested funding for this project including a 5% contingency is **\$2,178,005**. Bids were due and opened on Monday, March 4, 2026, at 2 p.m. Eight bids were received.

Funding in the amount of \$2,503,922.83 is available in the assigned funds for this project.

Please feel free to contact me if you have any questions. Thank you.

Vendor Name	Base Bid	Alt. No. 1	Alt. No. 2	Alt. No. 3	Alt. No. 4	Alt. No. 5	Alt. No. 6	Alt. No. 7	Sub-total	w/ Contingency	
		ADA Ramp	Circ. Desk	Auto Temp Ctrl	Elect. Equip.	PVC Jacket	Lightning Protect.	Repl. Doors	Town Permits		5%
Oak	\$1,897,090	\$70,000	\$24,000	\$29,000	incl.	\$4,000	\$33,000	\$14,000	\$3,200	\$2,074,290	\$2,178,005
Harkins	\$1,837,400	\$58,840	\$24,750	\$103,680	incl.	\$5,500	\$33,640	\$22,580	incl.	\$2,086,390	\$2,190,710
Underwood	\$2,017,900	\$22,480	\$23,072	\$97,256	incl.	\$0	\$32,000	incl.	incl.	\$2,192,708	\$2,302,344
Evans	\$1,915,120	\$58,454	\$41,348	\$117,065	incl.	\$3,105	\$37,980	\$20,475	incl.	\$2,193,547	\$2,303,224
Keller	\$2,045,000	\$68,500	\$48,900	\$33,400	incl.	\$11,100	\$34,000	\$19,100	incl.	\$2,260,000	\$2,373,000
Heley	\$2,092,000	\$73,000	\$25,000	\$29,000	incl.	\$4,000	\$33,000	\$20,000	incl.	\$2,276,000	\$2,389,800
Harper	\$1,988,100	\$122,000	\$24,000	\$100,450	incl.	\$3,350	\$34,140	\$13,510	incl.	\$2,285,550	\$2,399,828
Gillis Gilkerson	\$2,589,610	\$60,000	\$33,000	\$121,000	incl.	\$21,830	\$61,321	\$21,000	incl.	\$2,907,761	\$3,053,149

SECTION 011000 - SUMMARY

PART 1 - GENERAL

1.1 PROJECT INFORMATION

- A. Project Identification: Snow Hill Library Renovation.
  - 1. Project Location: 307 N. Washington St., Snow Hill, Maryland 21863.
- B. Owner: Worcester County Commissioners.
- C. Architect: Davis Bowen & Friedel, Inc., 601 East Main Street, Salisbury, MD, phone 410-543-9091.
- D. Architect's Consultants: The Architect has retained the following design professionals who have prepared designated portions of the Contract Documents
  - 1. Gipe Associates, 8719 Brooks Drive, P.O. Box 1147, Easton, MD 21601, 410-822-8688
  - 2. Educational Systems Planning 200 Hary S. Truman Parkway, Suite 310, Annapolis, MD 21401, 410-573-9148

1.2 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Work of Project is defined by the Contract Documents and consists of the following:
  - 1. Project Description: Interior renovations of a 12,050 square foot Library Facility including plumbing, electrical, and minor mechanical/HVAC. Full HVAC system replacement is not included in the scope. Demolition and replacement including but not limited to flooring, doors and frames, toilet rooms, cabinetry, and ceilings. Electrical scope includes new wiring, lighting, floor outlets, new main distribution panelboard, branch panelboards, receptacles, and IT components. Limited partition demo and new partition construction. Concrete floor demolition and repair to accommodate 4 new ADA accessible toilets, breakroom, and janitor closet plumbing.
- B. Type of Contract.
  - 1. Project will be constructed under a single prime contract.

1.3 WORK UNDER SEPARATE CONTRACTS

- A. General: Cooperate fully with separate contractors so work on those contracts may be carried out smoothly, without interfering with or delaying work under this Contract or other contracts. Coordinate the Work of this Contract with work performed under separate contracts.

- B. Concurrent Work: Owner will award separate contract(s) for the following construction operations at Project site. Those operations will be conducted simultaneously with work under this Contract.
  - 1. Information Technology and Security: Contractor to be determined.

1.4 ACCESS TO SITE

- A. General: Contractor shall have full use of Project site for construction operations during construction period. Contractor's use of Project site is limited only by Owner's right to perform work or to retain other contractors on portions of Project.

1.5 WORK RESTRICTIONS

- A. Work Restrictions, General: Comply with restrictions on construction operations.
  - 1. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.
- B. On-Site Work Hours: Limit work to normal business working hours of 7:00 a.m. to 7:00 p.m., Monday through Friday, unless otherwise indicated.
  - 1. Weekend Hours: Coordinate with Owner
  - 2. Holidays: No work will be carried out on the following holidays without permission from the Owner.

New Year's Day	Thursday, January 1,2026
Martin Luther King Jr. Day	Monday, January 19, 2026
Presidents Day	Monday, February 16,2026
Good Friday	Friday, April 3, 2026
Memorial Day	Monday, May 25, 2026
Juneteenth	Friday, June 19, 2026
Independence Day	Friday, July 3 2026
Labor Day	Monday, September 7, 2026
Columbus Day	Monday, October 12, 2026
Veterans Day	Wednesday, November 11, 2026
Thanksgiving	Thursday, November 26, 2026
Day After Thanksgiving	Friday, November 27, 2026
Christmas Eve	Thursday, December 24, 2026
Christmas Day	Friday, December 25, 2026

- C. Controlled Substances: Use of tobacco products and other controlled substances on Project site is not permitted.

1.6 SPECIFICATION AND DRAWING CONVENTIONS

- A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
  - 1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
  - 2. Specification requirements are to be performed by the Contractor unless specifically stated otherwise.
  
- B. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.
  
- C. Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:
  - 1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
  - 2. Abbreviations: Materials and products are identified by abbreviations published as part of the U.S. National CAD Standard and scheduled on Drawings.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 011000



SECTION 012100 - ALLOWANCES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements governing allowances.
- B. Types of allowances include the following:
  - 1. Lump-sum allowances.
- C. Related Requirements:
  - 1. Section 014000 "Quality Requirements" for procedures governing the use of allowances.

1.2 SELECTION AND PURCHASE

- A. At the earliest practical date after award of the Contract, advise Architect of the date when final selection and purchase of each product or system described by an allowance must be completed to avoid delaying the Work.
- B. At Architect's request, obtain proposals for each allowance for use in making final selections. Include recommendations that are relevant to performing the Work.

1.3 ACTION SUBMITTALS

- A. Submit proposals for purchase of products or systems included in allowances, in the form specified for Change Orders.

1.4 INFORMATIONAL SUBMITTALS

- A. Submit invoices or delivery slips to show actual quantities of materials delivered to the site for use in fulfillment of each allowance.
- B. Submit time sheets and other documentation to show labor time and cost for installation of allowance items that include installation as part of the allowance.
- C. Coordinate and process submittals for allowance items in same manner as for other portions of the Work.

1.5 COORDINATION

- A. Coordinate allowance items with other portions of the Work. Furnish templates as required to coordinate installation.

## 1.6 LUMP-SUM ALLOWANCES

- A. Allowance shall include cost to Contractor of specific products and materials ordered by Owner or selected by Architect under allowance and shall include taxes, freight, and delivery to Project site.
- B. Unless otherwise indicated, Contractor's costs for receiving and handling at Project site, labor, installation, and similar costs related to products and materials selected by Architect under allowance shall be included as part of the Contract Sum and not part of the allowance.

## 1.7 ADJUSTMENT OF ALLOWANCES

- A. Allowance Adjustment: To adjust allowance amounts, prepare a Change Order proposal based on the difference between purchase amount and the allowance, multiplied by final measurement of work-in-place where applicable. If applicable, include reasonable allowances for cutting losses, tolerances, mixing wastes, normal product imperfections, and similar margins.
  - 1. Include installation costs in purchase amount only where indicated as part of the allowance.
  - 2. If requested, prepare explanation and documentation to substantiate distribution of overhead costs and other margins claimed.
  - 3. Submit substantiation of a change in scope of work, if any, claimed in Change Orders related to unit-cost allowances.
- B. Submit claims for increased costs because of a change in scope or nature of the allowance described in the Contract Documents, whether for the purchase order amount or Contractor's handling, labor, installation, overhead, and profit.
  - 1. Do not include Contractor's or subcontractor's indirect expense in the Change Order cost amount unless it is clearly shown that the nature or extent of work has changed from what could have been foreseen from information in the Contract Documents.
  - 2. No change to Contractor's indirect expense is permitted for selection of higher- or lower-priced materials or systems of the same scope and nature as originally indicated.

## PART 2 - PRODUCTS (Not Used)

## PART 3 - EXECUTION

## 3.1 EXAMINATION

- A. Examine products covered by an allowance promptly on delivery for damage or defects. Return damaged or defective products to manufacturer for replacement.

3.2 PREPARATION

- A. Coordinate materials and their installation for each allowance with related materials and installations to ensure that each allowance item is completely integrated and interfaced with related work.

3.3 SCHEDULE OF ALLOWANCES

- A. Allowance No. 1 Lump-Sum: Include the sum of \$75,000.00, for unforeseen conditions.
  - 1. These allowances includes material cost, receiving, handling, and installation labor.
- B. Allowance No. 2 Lump-Sum: Provide an allowance of \$25,000.00 for revisions to existing finished and doors.

END OF SECTION 012100



SECTION 012300 - ALTERNATES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for alternates.

1.2 DEFINITIONS

- A. Alternate: An amount proposed by bidders and stated on the Bid Form for certain work defined in the bidding requirements that may be added to or deducted from the base bid amount if Owner decides to accept a corresponding change either in the amount of construction to be completed or in the products, materials, equipment, systems, or installation methods described in the Contract Documents.
  - 1. Alternates described in this Section are part of the Work only if enumerated in the Agreement.
  - 2. The cost or credit for each alternate is the net addition to or deduction from the Contract Sum to incorporate alternate into the Work. No other adjustments are made to the Contract Sum.

1.3 PROCEDURES

- A. Coordination: Revise or adjust affected adjacent work as necessary to completely integrate work of the alternate into Project.
  - 1. Include as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not indicated as part of alternate.
- B. Notification: Immediately following award of the Contract, notify each party involved, in writing, of the status of each alternate. Indicate if alternates have been accepted, rejected, or deferred for later consideration. Include a complete description of negotiated revisions to alternates.
- C. Execute accepted alternates under the same conditions as other work of the Contract.
- D. Schedule: A schedule of alternates is included at the end of this Section. Specification Sections referenced in schedule contain requirements for materials necessary to achieve the work described under each alternate.

## PART 2 - PRODUCTS (Not Used)

## PART 3 - EXECUTION

## 3.1 SCHEDULE OF ALTERNATES

## A. Alternate No. 1: ADA Accessible Ramp and Railings:

1. Base Bid: No ADA Accessible Ramp.
2. Alternate: Demo landscaping and concrete walk/steps in area to be disturbed by ramp construction. See drawings A-101 and A-401.

## B. Alternate No. 2: New Circulation Desk:

1. Base Bid: Modify existing circulation desk by adding ADA accessible cabinetry.
2. Alternate: New circulation desk, wood cabinetry with solid surface counter tops and glass shields. See Alternate 4 Circulation Desk on drawing A-402.

## C. Alternate No. 3: ATC System by Modern Controls:

1. Base Bid: Provide ATC system and integration by any listed ATC vendor/manufacturer.
2. Alternate: Provide additional costs, if any, for Johnson Controls FX ATC system as installed by Modern Controls. If Modern Controls is the low ATC subcontractor then the alternate on the bid form shall be listed as \$0.

## D. Alternate No. 4: Square D Company Electrical Gear:

1. Base Bid: Provide panelboards, enclosed switches, and enclosed motor controllers per specification sections 262416 "Panelboards", 262816 "Enclosed Switches", and 262913 "Enclosed Controllers" by any of the listed manufacturers.
2. Alternate: Provide panelboards, enclosed switches, and enclosed motor controllers per specification sections 262416 "Panelboards", 262816 "Enclosed Switches", and 262913 "Enclosed Controllers" by Square D Company. If Square D Company is the low cost, the alternate value shall be \$0.

## E. Alternate No. 5: PVC Jacketing:

1. Base Bid: Do not provide PVC jacketing on exposed piping, equipment or ductwork.
2. Alternate: Additional cost to provide and install PVC jacketing on all exposed piping, equipment, and ductwork within 7 feet above finished floor as specified in section 220701 "Plumbing Insulation" and 230701 "HVAC Insulation".

## F. Alternate No. 6: Lightning Protection System

1. Base Bid: A lightning protection system is not provided.
2. Alternate: Provide UL Master Label lightning protection system for the building. See Section 264113 for more information.

END OF SECTION 012300



## WORCESTER COUNTY, MARYLAND

OFFICE OF THE COUNTY COMMISSIONERS  
 1 WEST MARKET STREET, ROOM 1103  
 SNOW HILL, MARYLAND 21863  
 410-632-1194  
 FAX: 410-632-3131

Weston Young  
 Chief Administrative Officer

Edward Welch  
 Procurement Officer

### CONTRACT

THIS CONTRACT, made on **April 7, 2026** between the **County Commissioners of Worcester County, Maryland** (“County”); and **Oak Contracting, LLC** (“Successful Vendor”).

WITNESSED: That for and in consideration for payment and agreements hereinafter mentioned:

1. Successful Vendor will commence and complete the **Snow Hill Library Renovations**.
2. Successful Vendor will furnish all the materials, supplies, tools, equipment, labor and other services necessary for the Work described herein.
3. Successful Vendor will commence and complete the Work required by the Contract Documents within the timeframes listed in the Bid Documents unless the period for completion is extended otherwise.
4. **Successful Vendor agrees to perform all of the Work (including all items in the Base Bid and all Alternates plus an allowance of \$3,200 for town permits) described in the Contract Documents and comply with the terms therein for the sum of \$2,074,290.<sup>00</sup> (Two Million Seventy-Four Thousand Two Hundred Ninety Dollars and zero cents) or as shown in the Form of Bid.**
5. The term ‘Contract Documents’ means and includes the following:
  - a. This Contract
  - b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
  - c. Advertisement
  - d. Section I: Introduction
  - e. Section II: General Information
  - f. Section III: General Conditions
  - g. Section IV: Bid Specifications
  - h. Form of Bid
  - i. References
  - j. Exceptions
  - k. Individual Principal
  - l. Vendor’s Affidavit of Qualification to Bid
  - m. Non-Collusive Affidavit
  - n. Addenda
  - o. Successful Vendor’s Completed Bid Documents

- p. Notice of Award
- q. Notice to Proceed
- 6. Any inconsistency or conflict between the Contract Documents shall be resolved in their order listed above.
- 7. The County will pay the Successful Vendor in the manner and at such times as set forth in the Bid Documents.
- 8. This Contract will be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed or caused to be executed by their duly authorized officials, this Contract in duplicate each of which will be deemed an original on the date first written above.

**COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND**

\_\_\_\_\_  
Theodore J. Elder  
President  
Date:

**CONTRACTOR:**

\_\_\_\_\_  
By:  
Title:  
Date:



EMERGENCY SERVICES

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1002  
SNOW HILL, MARYLAND 21863-1193  
TEL: 410.632.1311 FAX: 410.632.4686

### MEMORANDUM

To: Candace Savage, Deputy Chief Administrator

From: Chris Shaffer, Director

Date: March 11, 2026

Subject: Over Expenditure

Worcester County Emergency Services requests approval on an over expenditure in the account 100.1102.044.7000.035, in the amount of \$1,556.73. This is to cover 2026 Winter Storm Hernando, spent on the National Guards assistance with Public Works clean up, snow and debris removal, for their Lodging and Food.

*Chris M. Shaffer*

Emergency Services Director

Worcester County, Maryland

One W. Market Street, Room 1002

Snow Hill, MD 21863-1193

Office: 410-632-3080 Ext 1925

Cell: 443-944-1974

Email: [cmshaffer@worcestermd.gov](mailto:cmshaffer@worcestermd.gov)



EMERGENCY SERVICES

**Worcester County**

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1002

SNOW HILL, MARYLAND 21863-1193

TEL: 410.632.1311 FAX: 410.632.4686

March 19, 2026

To: Weston Young Chief Administrative Officer

From: Chirs Shaffer Emergency Services Director

RE: Communications

The Department of Emergency Services, working collaboratively with multiple Delmarva jurisdictions, has been given the opportunity to acquire without cost two "Site on Wheels" from the State of Delaware Division of Communications.

These trailers consist of an 80' radio tower, 8' x 12' communications shelter, and generator. They are designed to support deployable radios sites to provide augmentation of coverage during major emergencies and disasters or to assist with coverage in the event of a failure of a fixed tower site. Each trailer is an Aluma Tower Model F61-WA90-EB4-S812TS manufactured in 2008. Each trailer has a titled GVWR of 14,000 lbs, is equipped with electric brakes, and full DOT lighting. There are 4 vehicles assigned to the Department that are equipped and rated to tow these trailers along with appropriately licensed staff.

The Department of Emergency Services has previously acquired without the cost the required components to place 6 channel P25 trunked radio system as well as public safety interoperability repeaters on these trailers. The closest resources of this type are held by Montgomery and Prince Georges Counties, and staff have been working for several years to bring this type of resource to the lower shore at little to no cost to the county. The only known maintenance item to receive these trailers and place them in service is replacement tires due simply to the age of the tire based upon DOT replacement requirements. Staff feel that there is significant value to the county, its public safety professionals, and the region as a whole to bring such resources online locally.

The Department respectfully requests approval of the County Commissioners to acquire these assets from the State of Delaware at no cost.

Sincerely,

*Chris M. Shaffer*

Emergency Services Director





Worcester County Administration

One West Market St. Room 1103 | Snow Hill MD 21863 | (410) 632-1194 | [www.co.worcester.md.us](http://www.co.worcester.md.us)

TO: Weston S. Young, Chief Administrative Officer  
County Commissioners  
FROM: Steven Douth, Deputy Finance Officer  
DATE: March 20, 2026  
RE: Landings Loan – Toll Bros, Inc. Claim/Settlement

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This memorandum is to provide clarification and request direction regarding the outstanding balance associated with the Toll Brothers settlement from 2010.

The claim related to this matter was settled on February 2, 2010 for work performed on June 2, 2006. However, as of the date of this memo, the amount of \$188,000 remains unpaid. The outstanding balance is currently recorded in liability account 535.2300.030 – Due to General Fund. The financial hardship experienced by the Landings at that time was also noted. This financial hardship is still being experienced as reflected in a projected \$500,000+ general fund loan request for FY27.

Given the length of time the liability has remained outstanding and for purposes of accurate financial reporting and audit compliance, clarification is requested.

The following options are for your consideration:

1. Forgive the outstanding balance for \$188,000
2. Have repayments start on 7/1/26 funded by a debt service fee (approx. \$18/quarter per ratepayer)

Upon direction, Finance will proceed with the appropriate treatment.

Attachments: Journal Report – Toll Settlement  
Promissory Note & Memo  
Original Reimbursement Request – Toll Bros, Inc

Worcester County  
Journal Report

Department	Number/ Status	Journal Type	Sub Ledger	G/L Date	Description	Source	Reference	Reclassification Journal Type
8000 - Water and WasteWater	2011-00005218 Posted	JE	GL	06/30/2010	Record settlement monies to Toll for Landings from GF			
G/L Date	G/L Account Number	Account Description	Description	Source	Debit Amount	Credit Amount		
06/30/2010	535.2300.030	Due To General Fund	Record settlement monies to Toll for Landings from GF			188,000.00		
06/30/2010	535.6500.040	Systems Maintenance WWW Paving	Record settlement monies to Toll for Landings from GF		188,000.00			
					Number of Entries: 2	<u>188,000.00</u>	<u>188,000.00</u>	

**PROMISSORY NOTE**

\$188,000

Snow Hill, Maryland  
February 2, 2010

For value received, the undersigned, County Commissioners of Worcester County, Maryland in its capacity as the governing body of the Landings Sanitary Service Area, promise to pay to the order of County Commissioners of Worcester County, Maryland, General Fund at County Government Center, Room 1103, Snow Hill, Maryland the sum of One Hundred Eighty-Eight Thousand Dollars and No Cents (\$188,000) together with interest at the rate of Two Percent (2%) per annum at the following time, and in the following amounts, which is to say:

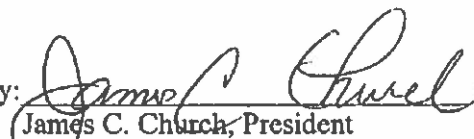
Interest on the loan shall be paid quarterly commencing on May 2, 2010. The principal and accrued interest shall be payable in full upon demand.

As witness the hand and official seal of the maker.

Attest:

County Commissioners of Worcester County, Maryland in its capacity as the governing body of the Landings Sanitary Service Area

  
Gerald T. Mason  
Chief Administrative Officer

By:   
James C. Church, President  
County Commissioners of Worcester County, Maryland

ITEM 27

325574

V

02/02/2010

1/21/10

TOLL BROTHERS CLAIM/LANDINGS SETTLEMENT

188,000.00

02/03/2010

\$188,000.00

325574

**One Hundred Eighty-Eight Thousand and 00/100 Dollars**

TOLL MD V LIMITED PARTNERSHIP  
C/O BAYSIDE AT OCEAN CITY  
12107 SNUG HARBOR ROAD  
BERLIN, MD 21811-2690

*James C. Church*  
*Stanley X. Higgins*

11/21/10

Toll MOU Limited Partnership and Worcester County agree that they have settled the case ~~to~~ set for arbitration on 11/26/10 for a sum of \$188,000. The county agreed to pay this sum within 30 days, with the settlement check mailed to Toll's counsel.

*John E. Blaxom*  
John E. Blaxom, Esq.  
Worcester County

POSTED

*Settlement Date*  
Toll Brothers

Account #  
100.1300.180

Vendor # 1350  
\$188,000.00

*George E. Brown*  
George E. Brown, Esq.  
Toll MOU Limited Partnership.

per Sonya Blaxom  
*Sonya Blaxom*  
HH

PROMISSORY NOTE

\$188,000

Snow Hill, Maryland  
February 2, 2010

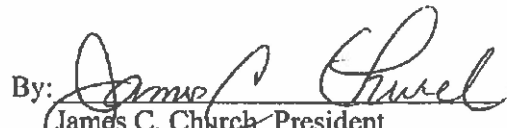
For value received, the undersigned, County Commissioners of Worcester County, Maryland in its capacity as the governing body of the Landings Sanitary Service Area, promise to pay to the order of County Commissioners of Worcester County, Maryland, General Fund at County Government Center, Room 1103, Snow Hill, Maryland the sum of One Hundred Eighty-Eight Thousand Dollars and No Cents (\$188,000) together with interest at the rate of Two Percent (2%) per annum at the following time, and in the following amounts, which is to say:

Interest on the loan shall be paid quarterly commencing on May 2, 2010. The principal and accrued interest shall be payable in full upon demand.

As witness the hand and official seal of the maker.

Attest: County Commissioners of Worcester County, Maryland in its capacity as the governing body of the Landings Sanitary Service Area

  
Gerald T. Mason  
Chief Administrative Officer

By:   
James C. Church, President  
County Commissioners of Worcester County, Maryland

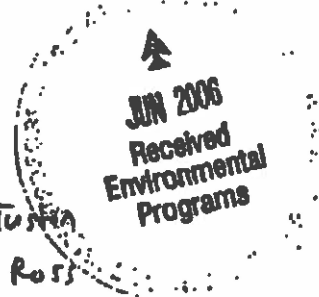
Pending SSA



Paving The Way For America's Luxury Home Bullder

June 2, 2006

Worcester County Commissioners  
Worcester County  
1 West Market Street, Room 1103  
Snow Hill, MD 21863  
(410) 632-1194



Copy: John Turkin  
John Ross

Review and advise

FYI: Ed Hammen  
Ed Tudor  
Rick Wells

**RE: The Landings/Lewis Store Road  
Sewerage and Water Agreement**

Dear Commissioners,

Pursuant to Section 5.(h) of the above referenced agreement, Toll Brothers respectfully requests reimbursement for the costs associated with oversizing the wastewater treatment facilities and the installation of a force main for the proposed future use of Lewis Store Road residents. We have determined these costs to be \$399,740.32.

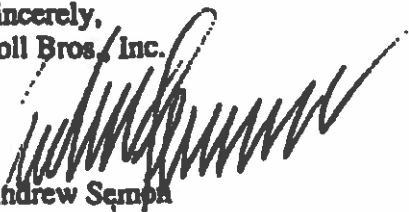
Attached please find the following items outlining these costs:

1. **Wastewater Treatment Oversizing:** Spreadsheet prepared by the project design engineer, George, Miles & Buhr, detailing the estimated costs, \$320,440.32, associated with oversizing of the facility.
2. **Sanitary Force Main to Lewis Store Road:** Copy of paid invoice #1436, totaling \$79,300, from the contractor, Atlantic Building Corp., for the installation of the force main. (Please note an additional +/- 150' of force main was installed for which we are not seeking reimbursement)

Based on the information provided, we respectfully request full reimbursement for these items at your earliest convenience.

Thank you for your immediate attention to this request and if you require additional information or have any questions please feel free to reach me at (610) 656-7571.

Sincerely,  
Toll Bros, Inc.

  
Andrew Sempa  
Assistant Vice President - Land Development

**RECEIVED**

JUN - 6 2006

WOR CO ADMIN  
DIANE

Enclosures

Atlantic Building Corporation  
 13053 Old Stage Rd  
 Bishopville, MD 21813

Invoice

Date	Invoice #
3/7/2005	1436

Bill To
Toll Brothers @ The Landings

*Will withhold to Lewis Stroy - Ret. -*  
*DIRECTIONAL BILLING UNLESS AS PART OF THE WHOLE*  
*3/25 Dbl/v w/Andrew*

P.O. No.	Terms	Project
	Due on receipt	

Item	Description	Est Amt	Prior Amt	Prior %	Qty	Rate	Curr %	Total %	Amount
70-Labor	Labor & materials to install 1325 L/F of 4" SDR-11 HDPE-IPS	79,300.00			1,525	52.00	100.00%	100.00%	79,300.00
70-Labor	Labor & materials to install 1325 L/F of 8" SDR-11 HDPE-IPS	109800.00			1,525	72.00	100.00%	100.00%	109800.00

Contract # \_\_\_\_\_  
 Vendor # 124180  
 Invoice # 1436  
 Cost Center 1879030002  
 Invoice Amt 189,100.00  
 Invoice Date 3/7/05  
 Cost Center 1278030002 1521

APP - \_\_\_\_\_  
 PRICE \_\_\_\_\_  
 QUANTICAL 93 3-25-05  
 P.M. NEW  
 RETN: 18,910.00  
 Option Amt 79,300.00  
109,800.00  
189,100.00

Total	\$189,100.00
Payments/Credits	\$0.00
Balance Due	\$189,100.00

Proposed Cost Sharing Responsibilities for The Landings WWTP

Item	Description	Phase	Toll Shoulder Share	Worcester County Share	Cost Estimate	Estimated Toll Shoulder Cost	Estimated Worcester County Cost (Phase I)	Notes
1	Waste Treatment Building	I	85%	15%	\$ 426,849.00	\$ 362,821.65	\$ 64,027.35	Building oversized and to be adapted for expansion
2	Waste Treatment Building Expansion	II	0%	100%	\$ 102,024.00	\$ -	\$ -	
3	Equalization Tank	I	80%	40%	\$ 86,473.00	\$ 51,883.60	\$ 34,590.00	Sized for 200,000gpd
4	Equalization Tank Accession	I	100%	0%	\$ 80,000.00	\$ 80,000.00	\$ -	
5	Process Treatment Tanks	I	95%	5%	\$ 280,000.00	\$ 266,000.00	\$ 14,000.00	Designed for expansion of adjacent tanks
6	Process Treatment Tanks Expansion	II	0%	100%	\$ 214,235.00	\$ -	\$ -	
7	Influent Screening	I	80%	14%	\$ 113,000.00	\$ 90,400.00	\$ 16,100.00	Screen sized for 200,000gpd
8	Influent Feed Pumps	I	72%	28%	\$ 17,500.00	\$ 12,600.00	\$ 4,900.00	Pumps sized for 200,000gpd
9	MBR Package Equipment	I	90%	10%	\$ 736,000.00	\$ 662,400.00	\$ 73,600.00	Pumps and portion of equipment sized for 200,000gpd
10	MBR Expansion Package Equipment	II	0%	100%	\$ 373,000.00	\$ -	\$ -	
11	Laboratory Equipment	I	100%	0%	\$ 3,000.00	\$ 3,000.00	\$ -	Allowance
12	UV Disinfection	I	100%	0%	\$ 22,650.00	\$ 22,650.00	\$ -	100,000 gpd
13	Expansion UV Disinfection	II	0%	100%	\$ 22,650.00	\$ -	\$ -	100,000 gpd Pumps
14	Effluent Distribution System	I	100%	0%	\$ 34,500.00	\$ 34,500.00	\$ -	
15	Expansion Effluent Pump Station	II	0%	100%	\$ 15,000.00	\$ -	\$ -	Scope Unknown
16	Injection Well Equip./Modifications	I	100%	0%	\$ 10,000.00	\$ 10,000.00	\$ -	
17	Yard Pump Station	I	95%	5%	\$ 200,000.00	\$ 190,000.00	\$ 10,000.00	Pumps sized for 200,000gpd
18	Sludge Drying Facility	I	100%	0%	\$ 500,338.00	\$ 500,338.00	\$ -	Designed for 100,000gpd but may be able to handle 200,000gpd
19	Expansion Sludge Drying Facility	II	0%	100%	\$ 146,000.00	\$ -	\$ -	Requirement Unknown
20	Facility Plumbing/Mechanical	I	90%	10%	\$ 240,000.00	\$ 216,000.00	\$ 24,000.00	Building oversized and to be adapted for expansion
21	Facility Electrical Service	I	90%	10%	\$ 240,000.00	\$ 216,000.00	\$ 24,000.00	Building oversized and to be adapted for expansion
22	Emergency Generator and ATS	I	70%	30%	\$ 40,000.00	\$ 28,000.00	\$ 12,000.00	Building oversized and to be adapted for expansion
23	Permit/Review Fees	I				\$ 53,086.16	\$ -	
24	Inspection Fees	I				\$ 273,430.78	\$ -	
25	Contingency	I				\$ 137,715.39	\$ 13,856.11	
					Subtotal	\$ 3,222,540.07	\$ 290,978.36	
1	Phase I Highway Services		100%	0%	\$ 207,481.10	\$ 207,481.10	\$ -	Referral Only
2	Modified Phase I Engineering Services		88%	12%	\$ 237,143.06	\$ 207,481.10	\$ 29,661.96	
3	Phase II Engineering Services		0%	100%	\$ -	\$ -	\$ -	Scope Unknown
					Totals	\$ 3,430,221.17	\$ 320,640.33	



Worcester County Government  
One West Market Street | Room 1103 | Snow Hill MD 21863-1195  
(410) 632-1194 | (410) 632-3131 (fax) | admin@co.worcester.md.us | www.co.worcester.md.us

**MEMORANDUM**

TO: Worcester County Commissioners  
FROM: Ed Welch, Procurement Officer  
DATE: March 23, 2026  
RE: Request to Award – FY26 Paving Projects

---

Please see the attached bid tabulation: **FY26 Paving Projects** for the Roads Division of Public Works. Public Works is requesting that the Commissioners review and approve awarding this expenditure to the lowest responsive and responsible vendor, **Allan Myers**, in the amount of **\$922,374.<sup>93</sup>**. Bids were due and opened on Monday, March 18, 2026, at 2 p.m. Six bids were received.

There are currently \$1,000,000 in available funds from the FY26 Budget in account number 100.1202.6140.010 (General Fund -Roads - Road Maintenance Materials - Blacktop for Overlay).

Please feel free to contact me if you have any questions. Thank you.

<b>FY 26 Paving Projects</b>	
<b>Wednesday, March 18, 2026 @ 2:00 pm</b>	
<b>Bid Tabulation</b>	
<b><u>Vendor Name</u></b>	<b><u>Base Bid</u></b>
Terra Firma of Delmarva	\$1,370,147.00
Asphalt Services DE LLC	\$967,860.82
Haines & Kibblehouse, Inc.	\$1,200,034.90
<b>Allan Myers</b>	<b>\$922,374.93</b>
Mike Houck Construction	\$1,103,077.70
George & Lynch	\$1,405,735.66



## WORCESTER COUNTY, MARYLAND

OFFICE OF THE COUNTY COMMISSIONERS  
 1 WEST MARKET STREET, ROOM 1103  
 SNOW HILL, MARYLAND 21863  
 410-632-1194  
 FAX: 410-632-3131

Weston Young  
 Chief Administrative Officer

Edward Welch  
 Procurement Officer

### CONTRACT

THIS CONTRACT, made on **April 7, 2026**, between the **County Commissioners of Worcester County, Maryland** (“County”); and **Allan Myers MD, Inc.** (“Successful Vendor”).

WITNESSED: That for and in consideration for payment and agreements hereinafter mentioned:

1. Successful Vendor agrees to supply, deliver, and install the listed items for **FY26 Paving Projects** (“Materials”) at the prices as shown in the Bid Specification during the duration on the contract term.
2. County is under no obligation to purchase any quantities of the Materials shown in the Contract Documents, but from time-to-time authorized employees of the County may place orders at the prices shown on Successful Vendor’s bid.
3. Successful Vendor will, when requested by an authorized employee of the County furnish the supplies, tools, equipment, labor, and other services necessary to deliver and install the ordered Materials described in the Contract Documents and subsequent purchase orders.
4. Successful Vendor will supply and install the ordered Materials during the contract term listed in the Contract Documents unless the period for completion is extended by mutual agreement.
5. Successful Vendor will comply with the terms & conditions in the Contract Documents.
6. The term ‘Contract Documents’ means and includes the following:
  - a. This Contract
  - b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
  - c. Advertisement
  - d. Section I: Introduction
  - e. Section II: General Information
  - f. Section III: General Conditions
  - g. Section IV: Bid Specifications
  - h. Form of Bid
  - i. References
  - j. Exceptions
  - k. Individual Principal
  - l. Vendor’s Affidavit of Qualification to Bid
  - m. Non-Collusive Affidavit
  - n. Any Addendums

- o. Successful Vendor's Completed Bid Documents
  - p. Notice of Award and/ or Notice to Proceed
7. Any inconsistency or conflict between the Contract Documents shall be resolved in their order listed above.
  8. The County will pay the Successful Vendor in the manner and at such times as set forth in the Bid Documents.
  9. This Contract will be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed or caused them to be executed by their duly authorized officials, this Contract in duplicate each of which will be deemed an original on the date first written above.

**COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND**

---

Theodore J. Elder  
President  
Date:

**CONTRACTOR:  
Allan Myers MD, Inc.**

---

By:  
Title:  
Date:



Worcester County Government
One West Market Street | Room 1103 | Snow Hill MD 21863-1195
(410) 632-1194 | (410) 632-3131 (fax) | admin@co.worcester.md.us | www.co.worcester.md.us

MEMORANDUM

TO: Worcester County Commissioners
FROM: Ed Welch, Procurement Officer
DATE: March 10, 2026
RE: Request to Award – Hazard Mitigation Plan

Administration is recommending the County award the contract for development of a Hazard Mitigation Plan to Chloeta Holdings. Proposals were due and opened on October 28, 2025. Three (3) proposals were received. However, one of them failed to address multiple areas within the RFP and was disqualified. I have attached the proposal tabulation and contract to this memo. An evaluation team consisting of five members reviewed each proposal individually prior to an overall group average being established. The total value of the contract is \$89,887.

Funding in the amount of \$218,000 for Emergency Management Planning was approved in the current FY26 operating budget.

Please feel free to contact me if you have any questions. Thank you.

Table with 1 column and 8 rows. Headers: Hazard Mitigation Plan, Tuesday, October 28, 2025, at 2:30pm, Request for Proposals Tabulation Sheet. Row 4: Respondent's Name(s). Rows 5-7: Integrated Solutions Consulting, Chloeta Holdings LLC, Heartland Consulting.



## WORCESTER COUNTY, MARYLAND

OFFICE OF THE COUNTY COMMISSIONERS  
 1 WEST MARKET STREET, ROOM 1103  
 SNOW HILL, MARYLAND 21863  
 410-632-1194  
 FAX: 410-632-3131

Weston Young  
 Chief Administrative Officer

Edward Welch  
 Procurement Officer

### CONTRACT

THIS CONTRACT, made on **April 7, 2026**, between the **County Commissioners of Worcester County, Maryland** (“County”); and **Chloeta Holdings LLC** (“Successful Vendor”).

WITNESSED: That for and in consideration for payment and agreements hereinafter mentioned:

1. Successful Vendor will commence and complete the **Hazard Mitigation Plan**.
2. Successful Vendor will furnish all of the materials, supplies, equipment, labor and other services necessary for the Work described herein.
3. Successful Vendor will commence and complete the Work required by the Contract Documents within the timeframes listed in the Bid Documents unless the period for completion is extended otherwise.
4. Successful Vendor agrees to perform all of the Work described in the Contract Documents and comply with the terms therein for the sum of **\$89,887.<sup>12</sup> (Eighty-Nine Thousand, Eight Hundred Eighty-Seven Dollars and twelve cents)** or as shown in the Form of Bid.
5. The term ‘Contract Documents’ means and includes the following:
  - a. This Contract
  - b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
  - c. Advertisement
  - d. Section I: Introduction
  - e. Section II: General Information
  - f. Section III: General Conditions
  - g. Section IV: Bid Specifications
  - h. Form of Bid
  - i. References
  - j. Exceptions
  - k. Individual Principal
  - l. Vendor’s Affidavit of Qualification to Bid
  - m. Non-Collusive Affidavit
  - n. Addenda
  - o. Successful Vendor’s Completed Bid Documents
  - p. Notice of Award and/or Notice to Proceed

6. Any inconsistency or conflict between the Contract Documents shall be resolved in their order listed above.
7. The County will pay the Successful Vendor in the manner and at such times as set forth in the Bid Documents.
8. This Contract will be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed or caused to be executed by their duly authorized officials, this Contract in duplicate each of which will be deemed an original on the date first written above.

**COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND**

\_\_\_\_\_  
Theodore J. Elder  
President  
Date:

**CONTRACTOR:**

\_\_\_\_\_  
By:  
Title:  
Date:



**Worcester County**

Government Center  
 Department of Human Resources  
 One West Market Street, Room 1301  
 Snow Hill, Maryland 21863-1213  
 410-632-0090  
 Fax: 410-632-5614

STACEY E. NORTON  
 Human Resources Director

PAT WALLS  
 Deputy Director

**To:** Weston Young, Chief Administrative Officer  
 Candace Savage, Deputy Chief Administrative Officer  
**From:** Stacey Norton, Human Resources Director  
**Date:** April 2, 2026  
**Subject:** FY 27 Health Care Benefits Recommendations

Below is an update from the negotiations completed by the Hilb Group (benefit consultant) with vendors for the FY 27 benefit renewal. The Health Benefits Committee considered several plan design options. We are recommending no plan changes for FY 27.

The FY 27 CareFirst final **medical and pharmacy** renewal for active employees and retirees under 65 has an increase of 16.6% or \$5,783,220. This is primarily due to high-cost claims. The total FY 27 medical and pharmacy cost is \$40,668,243 for all 3 entities combined. Below is a summary of the FY 27 increase by entity:

**Final Renewal Increase for FY 27:**

- 1) County Government - \$1,900,213.92
- 2) Board of Education - \$3,824,502.48
- 3) Commission on Aging - \$ 58,503.84

Below is a summary of what the per pay check and annual difference would be for county employees who are paid biweekly (26 times a year):

	90/10 EMPLOYEES HIRED BEFORE 7/1/2015		80/20 EMPLOYEES HIRED AFTER 7/1/2015	
	Employee PER CHECK difference	Employee ANNUAL difference	Employee PER CHECK difference	Employee ANNUAL difference
Employee Only	\$5.78	\$150.17	\$11.55	\$300.34
Employee + Child	\$11.61	\$301.97	\$23.23	\$603.94
Employee + Spouse	\$15.89	\$413.05	\$31.77	\$826.10
Family	\$17.54	\$456.04	\$35.08	\$912.07

# ITEM 30 REVISED

We will also need to ensure we have monies budgeted in the general fund to pay the 10% call of \$4,066,824.28 to CareFirst per our contract. If the FY 27 medical and pharmacy claims exceed the premium rates, we will owe the difference up to the 10% call. The rate stabilization reserve fund has a balance of \$0.

**Dental** has a 2.4% increase or \$40,613 for a total of \$1,753,998 which is 100% funded by the members.

**Vision** rates will remain the same as we are in a multi-year rate guarantee.

**Life Insurance and long-term disability** was taken to market. We recommend staying with Guardian for county employees for a \$41,915 decrease in rates for FY 27 and 3-year rate guarantee.

**Medicare Advantage** rates for retirees over 65 are in the second year of a two-year rate guarantee so there was no increase for calendar year 2026. Final negotiations won't occur until the fall but for budget purposes, CareFirst/Retiree First are estimating a 20% increase for calendar year 2027.

A 10% premium increase will cost the members the following:

- 90/10 Cost Share - \$37.50/month increases to \$45/month for first 6 months in 2027
- 80/20 Cost Share - \$75.00/month increases to \$90/month for first 6 months in 2027

The following estimated total costs need to be budgeted for 1/1/27-6/30/27 in FY 27 as follows:

- County Government - FY 27 Cost = \$1,672,650
- Board of Education - FY 27 Cost = \$4,077,675

Thank you for your support and consideration.



OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103  
SNOW HILL, MARYLAND  
21863-1195

WESTON S. YOUNG, P.E.  
CHIEF ADMINISTRATIVE OFFICER  
CANDACE I. SAVAGE, CGFM  
DEPUTY CHIEF ADMINISTRATIVE OFFICER  
ROSCOE R. LESLIE  
COUNTY ATTORNEY

COMMISSIONERS  
THEODORE J. ELDER, PRESIDENT  
MADISON J. BUNTING, JR., VICE PRESIDENT  
CARYN G. ABBOTT  
ANTHONY W. BERTINO, JR.  
ERIC J. FIORI  
JOSEPH M. MITRECIC  
DIANA PURNELL

March 19, 2026

To: Worcester County Commissioners  
From: Karen Hammer, Executive Administrative Assistant  
Subject: Upcoming Board Appointments – Terms Beginning January 1, 2026

**Commissioner Bertino – You have Three (3) positions open:**

- George Solyak – **Term Ended** – Agricultural Reconciliation Bd.
- Maria C- Lawrence – **Term Ended** – Housing Review Board
- John Collins – **Term Ending** – W & S Advisory Board – Ocean Pines

**Commissioner Purnell – You have Two (2) positions open:**

- Nancy Howard – **Termed Out** – Social Services Advisory Board
- Darlene Jackson Bowen – **Resigned** - Commission for Women

**Commissioner Bunting - You have Two (2) positions open:**

- Mike Poole – **Term Ending** – Building Code Appeals Board
- Harry Hammond – **Term Ended** – Social Services Advisory Bd.

**Commissioner Abbott – You have One (1) position open:**

- Michelle Goad – **Term Ended** – Commission for Women

**Commissioner Mitrecic – You have Three (3) positions open:**

- Bill Paul – **Resigned** – Building Code Appeals Board
- Kimberly List – **Termed Out** – Commission for Women
- Rebecca Ferguson – **Resigned** – Social Services Advisory Board

Commissioner Elder – **All of your positions are fulfilled. Thank you!**

Commissioner Fiori - **You have Three (3) positions open:**

- Bruce Spangler – **Term Ending** – Ethics Board
- Keith Swanton -**Term Ended** - Water & Sewer Advisory Council, West Ocean City
- Blake Haley – **Term Ended** - Water & Sewer Advisory Council, West Ocean City

**All Commissioners**

**(4)-Adult Public Guardianship Board -**

**3– Terms Expiring** – Dr. Greer, Richard Collins, and Nancy Howard

**1– Vacancy – Psychiatrist**

**(2)-Drug and Alcohol Abuse Council –1- Term Ends** – Kim Moses, **1 – Declined Reappointment** – Alyce Marzola

**(2)-Local Development Council for the Ocean Downs Casino - Previously Expired Terms** – Mark Wittmyer, At-Large, and David Massey (At-Large-Business)

**(1)– Property Tax Assessment Appeal Board** - Alternate Seat Vacancy

**(1) – Social Services Advisory Board** – Commissioner Diana Purnell has served the maximum term. This Board requires one member to be a commissioner.

**(1)– Solid Waste Advisory Board** - Town of Berlin member – James Charles’s term is ending.

**(2)- Water and Sewer Advisory Council- West Ocean City-** 1 Term Ended Dec. 2021 – Keith Swanton and Blake Haley

**(4- Total): Commission for Women:**

**(3)– Resigned** - Laura Morrison – (At Large); Darlene Jackson Bowen – Resigned (Purnell) Resigned – Michelle Goad (Abbott)

**(1) - Termed Out** - Kimberly List (Mitrecic)

**ADULT PUBLIC GUARDIANSHIP BOARD**

Reference: PGL Family Law 14-402, Annotated Code of Maryland

Appointed by: County Commissioners

Function: Advisory  
Perform 6-month reviews of all guardianships held by a public agency.  
Recommend that the guardianship be continued, modified or terminated.

Number/Term: 1 1/3 year terms  
Terms expire December 31st

Compensation: None, travel expenses (under Standard State Travel Regulations)

Meetings: Semi-annually

Special Provisions: 1 member must be a professional representative of the local department  
1 member must be a physician  
1 member must be a psychiatrist from the local department of health  
1 member must be a representative of a local commission on aging  
1 member must be a representative of a local nonprofit social services organization  
1 member must be a lawyer  
2 members must be lay individuals  
1 member must be a public health nurse  
1 member must be a professional in the field of disability  
1 member must be a person with a physical disability

Staff Contact: Department of Social Services - Roberta Baldwin (410-677-6872)

Current Members:

<u>Member's Name</u>	<u>Representing</u>	<u>Years of Term(s)</u>
Roberta Baldwin	Local Dept. Rep. - Social Services	03-06-09-12-15-18-21-24-27
Melissa Banks	Public Health Nurse	*02-03-06-09-12-15-18-21-24-27
Dr. William Greer	Physician	07-10-13-16-19-22-25 Term Exp.
Richard Collins	Lawyer	95-16-19-22-25 Term Exp.
Nancy Howard	Lay Person	*17-19, 19-22-25 Term Exp.
Brandy Trader	Comm. On Aging	*15-17, 17-20, 20-23-26
Stephanie James	Wor. Co. Dev. Center	23-26
Vacancy	Psychiatrist	
Tina Dykes	Commission on Aging Rep.	25-28

\* = Appointed to fill an unexpired term

Reference: Public Local Law § ZS 1-346 (Right to Farm Law)

Appointed by: County Commissioners

Function: Regulatory  
 Mediate and arbitrate disputes involving agricultural or forestry operations conducted on agricultural lands and issue opinions on whether such agricultural or forestry operations are conducted in a manner consistent with generally accepted agricultural or forestry practices and to issue orders and resolve disputes and complaints brought under the Worcester County Right to Farm Law.

Number/Term: 5 Members/4-Year Terms - Terms expire December 31st

Compensation: None - Expense Reimbursement as provided by County Commissioners

Meetings: At least one time per year, more frequently as necessary

Special Provisions: - All members must be County residents  
 - Two Members chosen from nominees of Worcester County Farm Bureau  
 - One Member chosen from nominees of Worcester County Forestry Board  
 - Not less than 2 but not more than 3 members shall be engaged in the agricultural or forestry industries (**At-Large members - non-ag/forestry**)

Staff Contact: Dept. of Development Review & Permitting  
 - Jennifer Keener (410-632-1200)  
 County Agricultural Extension Agent - As Consultant to the Board  
 - Doug Jones, District Manager, Resource Conservation District - (632-3109, x112)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Ag/Forest Industry</u>	<u>Resides</u>	<u>Years of Term(s)</u>
George Solyak	At-Large	No	Ocean Pines	18-22
Dean Ennis	Farm Bureau	Yes	Pocomoke	06-10-14-18-22-26
Tom Babcock	At-Large	No	Whaleyville	14-18-22-26
Stacey Esham	Forestry Bd.	Yes	Berlin	12-16-20-24-28
Brooks Clayville	Farm Bureau	Yes	Snow Hill	00-04-08-12-16-20-24-28

Prior Members: Since 2000

- Michael Beauchamp (00-06)
- Phyllis Davis (00-09)
- Richard G. Holland, Sr. (00-12)
- Rosalie Smith (00-14)
- Betty McDermott \*(09-17)

\* = Initial terms staggered

## BUILDING CODE APPEALS BOARD

Reference: PGL - Public Safety Article - Section 12-501 - 12-508 - Annotated Code of Maryland  
COMAR 05.02.07 (Maryland Building Performance Standards)  
- International Building Code, International Residential Code

Appointed by: County Commissioners

Function: Quasi-Judicial  
Hear and decide upon appeals of the provisions of the International Building Code (IBC) and International Residential Code for one- and two-family dwellings (IRC)

Number/Term: 7/4-year terms  
Terms expire December 31

Compensation: \$100 per meeting (by policy)

Meetings: As Needed

Special Provisions: Members shall be qualified by reason of experience, training or formal education in building construction or the construction trades.

Staff Contact: Jennifer Keener, Director  
Development Review & Permitting (410-632-1200, ext. 1123)

### Current Members:

<u>Member=s Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Bill Paul	D-7 - Mitrecic	Ocean Pines	15-19-23 <b>Resigned</b>
Mike Poole	D-6 - Bunting	Bishopville	17-21, 21-25
Mark Bargar	D-4 - Elder	Berlin	14-18-22-26
Jim Wilson	D-3 - Fiori	Berlin	02-06-10-14-18-22-26
Elbert Davis	D-2 - Purnell	Snow Hill	*03-07-11-15-19-23-27
James Spicknall	D-5 - Bertino	Ocean Pines	04-08-12-16-20-24-28
Mark Frostrom, Jr.	D-1 - Abbott	Pocomoke	26-30

### Prior Members:

Robert L. Cowger, Jr. (92-95)  
Charlotte Henry (92-97)  
Robert Purcell (92-98)  
Edward DeShields (92-03)  
Sumei Prete (97-04)  
Shane C. Spain (03-14)  
Dominic Brunori (92-15)  
Richard P. Mueller (98-17)  
Kevin Holland (96-24)

\* = Appointed to fill an unexpired term

Reference: PGL Health-General, Section 8-1001

Appointed by: County Commissioners

Functions: Advisory  
Develop and implement a plan for meeting the needs of the general public and the criminal justice system for alcohol and drug abuse evaluation, prevention and treatment services.

Number/Term: At least 18 - At least 7 At-Large, and 11 ex-officio (also several non-voting members)  
At-Large members serve 4-year terms; Terms expire December 31

Compensation: None

Meetings: As Necessary

Special Provisions: Former Alcohol and Other Drugs Task Force was converted to Drug and Alcohol Abuse Council on October 5, 2004.

Staff Contact: Regina Mason, Council Secretary, Health Department (410-632-1100)  
Doug Dods, Council Chair, Sheriff=s Office (410-632-1111)

**Current Members:**

<u>Name</u>	<u>Representing</u> <u>At-Large Members</u>	<u>Years of Term(s)</u>
Kim Moses	Knowledgeable on Substance Abuse Issues	08-12-16-20, 20-24
Sue Abell-Rodden	Recipient of Addictions Treatment Services	10-14-18-22-26
Colonel Doug Dods	Knowledgeable on Substance Abuse Issues	04-10 (adv)-14-18-22-26
Jim Freeman, Jr.	Knowledgeable on Substance Abuse Issues	04-11-15, 15-19-23-27
Mimi Dean	Substance Abuse Prevention Provider	*18-19-23-27
Michael Trader	Knowledgeable on Substance Abuse Issues	23-27
Matthew Giardina	Knowledgeable on Substance Abuse Issues	24-28
Julie Rayne	Substance Abuse Treatment Provider	26-30
Rev. James Jones	Knowledge of Substance Abuse Issues	*21-25-29
Alyce Marzola	Knowledge of Substance Abuse Treatment	*24-25 Declined Reappt. Vacant

**Ex-Officio Members**

Rebecca Jones	Health Officer	Ex-Officio, Indefinite
Roberta Baldwin	Social Services Director	Ex-Officio, Indefinite
Crystal Duffy	Juvenile Services, Regional Director	Ex-Officio, Indefinite
Travis Knapp	Field Supervisor	Ex-Officio, Indefinite
Kris Heiser	State’s Attorney	Ex-Officio, Indefinite
Chasity Simpson	District Public Defender	Ex-Officio, Indefinite
Sheriff Matt Crisafulli	County Sheriff	Ex-Officio, Indefinite
Todd Ferrante	Board of Education President	Ex-Officio, Indefinite
Diana Purnell	County Commissioners	Ex-Officio, Indefinite
Judge Brian Shockley (Jen Bauman)	Circuit Court Administrative Judge	Ex-Officio, Indefinite
Hon. Melvin Jews	District Court Administrative Judge	Ex-Officio, Indefinite
Timothy Mulligan	Warden, Worcester County Jail	Ex-Officio, Indefinite

**Advisory Members**

\* Appointed to a partial term for proper staggering, or to fill a vacant term

## ETHICS BOARD

Reference: Public Local Law, Section CG 5-103

Appointed by: County Commissioners

Function: Advisory  
 Maintain all Ethics forms; develop procedures and policies for advisory opinions to persons subject to the Ethics Law and for processing complaints alleging violations of the Ethics Law; conduct a public information program regarding the purpose and application of the Ethics Law; annually certify compliance to the State; and recommend any changes to the Commissioners in order to comply with State Ethics Law.

Number/Term: 7/4 years  
 Terms expire December 31<sup>st</sup>

Compensation: \$100 per meeting

Meetings: As Necessary

Special Provisions:

Staff Contact: Roscoe Leslie, County Attorney (410-632-1194)

### Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Bruce Spangler	D-3, Fiori	Berlin	*02-05-09-13-17-21-25
Iola Tariq	D-2, Purnell	Berlin	*22-26
Mickey Ashby	D-1, Abbott	Pocomoke	14-18-22-26
David Deutsch	D-6, Bunting	Ocean Pines	17-21-23-27
Frank Knight	D-7, Mitrecic	Ocean City	*14-19-23-27
Judy Giffin	D-5, Bertino	Ocean Pines	*21-24-28
Joseph Stigler	D-4, Elder	Berlin	16-20-24-28

### Prior Members: (Since 1972)

J.D. Quillin, III	Walter Kissel (05-09)
Charles Nelson	Marion Chambers (07-11)
Garbriel Purnell	Jay Knerr (11-14)
Barbara Derrickson	Robert I. Givens, Jr. (98-14)
Henry P. Walters	Diana Purnell (09-14)
William Long	Kevin Douglas (08-16)
L. Richard Phillips (93-98)	Lee W. Baker (08-16)
Marigold Henry (94-98)	Richard Passwater (09-17)
Louis Granados (94-99)	Jeff Knepper (16-21)
Kathy Philips (90-00)	Faith Mumford (14-22)
Mary Yenney (98-05)	
Bill Ochse (99-07)	
Randall Mariner (00-08)	
Wallace D. Stein (02-08)	
William Kuhn (90-09)	

\* = Appointed to fill an unexpired term

HOUSING REVIEW BOARD

Reference: Public Local Law 'BR 3-104

Appointed by: County Commissioners

Function: Regulatory/Advisory  
To decide on appeals of code official=s actions regarding the Rental Housing Code. Decide on variances to the Rental Housing Code. Review Housing Assistance Programs.

Number/Term 7/3-year terms  
Terms expire December 31st

Compensation: \$100 per meeting (policy)

Meetings: As Needed

Special Provisions: Immediate removal by Commissioners for failure to attend meetings.

Staff Support: Development Review & Permitting Department  
Davida Washington, Housing Program Administrator - 410-632-1200

Ext: 1171

Current Members:

<u>Member=s Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Terms(s)</u>
Maria Campione-Lawrence	D-5, Bertino	Ocean Pines	*22-23
Don Furbay	D-3, Fiori	W. Ocean City	23-26
Charlie Murphy	D-7, Mitrecic	Ocean City	*23-26
Carl Smith	D-4, Elder	Snow Hill	24-27
Felicia Green	D-2, Purnell	Ocean Pines	*21-24-27
Debbie Hileman	D-6, Bunting	Ocean Pines	10-13-16-19-22-25-28
Dr. Lynn Duffy	D-1, Abbott	Pocomoke	26-29

Prior Members:

Phyllis Mitchell	Albert Bogdon (02-06)	Scot Tingle 14-24
William Lynch	Jamie Rice (03-07)	Keri Byrd 22-25
Art Rutter	Howard Martin (08)	
William Buchanan	Marlene Ott (02-08)	
Christina Alphonso	Mark Frostrom, Jr. (01-10)	
Elsie Purnell	Joseph McDonald (08-10)	
William Freeman	Sherwood Brooks (03-12)	
Jack Dill	Otho Mariner (95-13)	
Elbert Davis	Becky Flater (13-14)	
J. D. Quillin, III (90-96)	Ruth Waters (12-15)	
Ted Ward (94-00)	John Glorioso (*06-19)	
Larry Duffy (90-00)	Sharon Teagle (00- 20)	
Patricia McMullen (00-02)	Davida Washington (*21-21)	
William Merrill (90-01)	Donna Dillion (08-22)	
Debbie Rogers (92-02)	C.D. Hall 10-22	
Wardie Jarvis, Jr. (96-03)	Chase Church (*19-22)	
	Jake Mitrecic (15-21)	

\* = Appointed to fill an unexpired term

**LOCAL DEVELOPMENT COUNCIL  
FOR THE OCEAN DOWNS CASINO**

**ITEM 31**

Reference: Subsection 9-1A-31(c) - State Government Article, Annotated Code of Maryland

Appointed by: County Commissioners

Function: Advisory  
Review and comment on the multi-year plan for the expenditure of the local impact grant funds from video lottery facility proceeds for specified public services and improvements; Advise the County on the impact of the video lottery facility on the communities and the needs and priorities of the communities in the immediate proximity to the facility.

Number/Term: 15/4-year terms; Terms Expire December 31

Compensation: None

Meetings: At least semi-annually

Special Provisions: Membership to include State Delegation (or their designee); one representative of the Ocean Downs Video Lottery Facility, seven residents of communities in immediate proximity to Ocean Downs, and four business or institution representatives located in immediate proximity to Ocean Downs.

Staff Contacts: Kim Moses, Public Information Officer, 410-632-1194  
Roscoe Leslie, County Attorney, 410-632-1194

**Current Members:**

<u>Member=s Name</u>	<u>Nominated By</u>	<u>Represents/Resides</u>	<u>Years of Term(s)</u>
Mark Wittmyer	At-Large	Business - Ocean Pines	15-19
David Massey <sup>c</sup>	At-Large	Business - Ocean Pines	09-13-17, 17-21
Bobbi Jones	Ocean Downs Casino	Ocean Downs Casino	23-indefinite
Mary Beth Carozza	Indefinite	Maryland Senator	14-indefinite
Wayne A. Hartman	Indefinite	Maryland Delegate	18-indefinite
Charles Otto	Indefinite	Maryland Delegate	14-indefinite
Matt Gordon	Dist. 1 – Abbott	Resident - Pocomoke	19-22, 22-26
Ivy Wells	Dist. 3 - Church	Resident - Berlin	22-26
Cam Bunting <sup>c</sup>	At-Large	Business - Berlin	*09-10-14-18-22-26
Roxane Rounds	Dist. 2 - Purnell	Resident - Berlin	*14-15-19-23-27
Michael Donnelly	Dist. 7 - Mitrecic	Resident - Ocean City	*16-19-23-27
Kerrie Bunting	Dist. 4 - Elder	Resident - Snow Hill	*22-24-28
Mayor Rick Meehan <sup>c</sup>	At-Large	Business - Ocean City	*09-12-16-20-24-28
Tina Kolarik	Dist. 6 - Bunting	Resident -Bishopville	24-28
Bob Gilmore	Dist. 5 - Bertino	Resident - Ocean Pines	*19-21, 21-25-29

**Prior Members:**

J. Lowell Stoltzfus <sup>c</sup> (09-10)  
 Mark Wittmyer <sup>c</sup> (09-11)  
 John Salm <sup>c</sup> (09-12)  
 Mike Pruitt <sup>c</sup> (09-12)  
 Norman H. Conway <sup>c</sup> (09-14)  
 Michael McDermott (10-14)  
 Diana Purnell <sup>c</sup> (09-14)  
 Linda Dearing (11-15)  
 Todd Ferrante <sup>c</sup> (09-16)

**Since 2009**

Joe Cavilla (12-17)  
 James N. Mathias, Jr. <sup>c</sup> (09-18)  
 Ron Taylor <sup>c</sup> (09-14)  
 James Rosenberg (09-19)  
 Rod Murray <sup>c</sup> (\*09-19)  
 Gary Weber (\*19-21)

Charlie Dorman (12-19)  
 Gee Williams (09-21)  
 Bobbi Sample (17-23)  
 Steve Ashcraft (19-24)

\* = Appointed to fill an unexpired term/initial terms staggered  
<sup>c</sup> = Charter Member

**SOCIAL SERVICES ADVISORY BOARD**

Reference: Human Services Article - Annotated Code of Maryland - Section 3-501

Appointed by: County Commissioners

Functions: Advisory  
 Review activities of the local Social Services Department and make recommendations to the State Department of Human Resources.  
 Act as liaison between Social Services Dept. and County Commissioners.  
 Advocate social services programs on local, state and federal level.

Number/Term: 9 to 13 members/3 years  
 Terms expire June 30th

Compensation: None - (Reasonable Expenses for attending meetings/official duties)

Meetings: 1 per month (Except June, July, August)

Special Provisions: Members to be persons with high degree of interest, capacity & objectivity, who in aggregate give a countywide representative character.  
 Maximum 2 consecutive terms, minimum 1-year between reappointment  
 Members must attend at least 50% of meetings  
 One member (ex officio) must be a County Commissioner  
 Except County Commissioner, members may not hold public office.

Staff Contact: Roberta Baldwin, Director of Social Services - (410-677-6806)

**Current Members:**

<u>Member=s Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Harry Hammond	D-6, Bunting	Bishopville	15-21, 21- 24 Term Expired
Shelly Daniels	D-1, Abbott	Pocomoke City	22-25
Rebecca Colt-Ferguson	D-7, Mitrecic	Ocean City	22-25 Resigned
Janice Chiampa	D-5, Bertino	Ocean Pines	22-25
Diana Purnell	ex officio - Commissioner		14-18-22-25 Term Expired
Margaret Labesky	D-4, Elder	Snow Hill	23-26
Nancy Howard	D-2, Purnell	Ocean City	09-16-17-20-23-26 Term Expired
Mary Beth Quillen	At-Large	Snow Hill	25-28
Aves Ruffin-Jutis	D-3, Fiori	Pocomoke	25-28

\* = Appointed to fill an unexpired term

Reference: County Commissioners= Resolution 5/17/94 and 03-6 on 2/18/03

Appointed by: County Commissioners

Function: Advisory  
Review and comment on Solid Waste Management Plan, Recycling Plan, plans for solid waste disposal sites/facilities, plans for closeout of landfills, and to make recommendations on tipping fees.

Number/Term: 11/4-year terms; Terms expire December 31st.

Compensation: \$100 per meeting expense allowance, subject to annual appropriation

Meetings: At least quarterly

Special Provisions: One member nominated by each County Commissioner; and one member appointed by County Commissioners upon nomination from each of the four incorporated towns.

Staff Support: Solid Waste - Solid Waste Superintendent – David Candy - (410-632-3177)  
Solid Waste - Recycling Coordinator – Bob Keenan - (410-632-3177)  
Department of Public Works - Dallas Baker- (410-632-5623)

Current Members:

<u>Member-s Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
James Charles	Town of Berlin		21-25
Bob Gilmore	D-5, Bertino	Ocean Pines	*21-22, 22-26
George Linvill	D-1, Abbott	Pocomoke	14-18-22-26
George Dix	D-4, Elder	Snow Hill	*10-18-22-26
John O’Brien	D-6, Bunting	Bishopville	*22-23-27
Don Furbay	D-3, Fiori	Berlin	20-24-28
Granville Jones	D-7, Mitrecic	Berlin	*15-16-20-24-28
Mike Wyatt	Town of Pocomoke City		24-28
Aaron Lumpkins	Town of Snow Hill		25-29
Vaughn White	D-2, Purnell	Berlin	*19-21, 21-25-29
Brain Scarborough	Town of Ocean City		21-25-29

Prior Members: (Since 1994)

Ron Cascio (94-96)  
 Roger Vacovsky, Jr. (94-96)  
 Lila Hackim (95-97)  
 Raymond Jackson (94-97)  
 William Turner (94-97)  
 Vernon ACorey@ Davis, Jr. (96-98)  
 Robert Mangum (94-98)  
 Richard Rau (94-96)  
 Jim Doughty (96-99)  
 Jack Peacock (94-00)  
 Hale Harrison (94-00)  
 Richard Malone (94-01)  
 William McDermott (98-03)  
 Fred Joyner (99-03)  
 Hugh McFadden (98-05)  
 Dale Pruitt (97-05)

Frederick Stiehl (05-06)  
 Eric Mullins (03-07)  
 Mayor Tom Cardinale (05-08)  
 William Breedlove (02-09)  
 Lester D. Shockley (03-10)  
 Woody Shockley (01-10)  
 John C. Dorman (07-10)  
 Robert Hawkins (94-11)  
 Victor Beard (97-11)  
 Mike Gibbons (09-14)  
 Hank Westfall (00-14)  
 Marion Butler, Sr. (00-14)  
 Robert Clarke (11-15)  
 Bob Donnelly (11-15)  
 Howard Sribnick (10-16)  
 Dave Wheaton (14-16)  
 Wendell Purnell (97-18)  
 George Tasker (\*15-20)

Rodney Bailey \*19  
 Steve Brown \*10-19  
 Bob Augustine 16-19  
 Michael Pruitt \*15-19  
 James Rosenburg (\*06-19)  
 Jamey Latchum \*17-19  
 Hal Adkins (\*20-21)  
 Mike Poole (11-22)  
 Michelle B-El Soloh (\*19-24)  
 Michael Pruitt (\*22-24)

\* = Appointed to fill an unexpired term

**WATER AND SEWER ADVISORY COUNCIL  
NEWARK SERVICE AREA**

Reference: County Commissioners’ Resolution of February 4, 2025

Appointed by: County Commissioners

Function: Advisory  
Advise Commissioners on water and sewer needs of the Service Area; review amendments to Water and Sewer Plan; make recommendations on policies and procedures; review and recommend charges and fees; review annual budget for the service area.

Number/Term: 5/4-year terms  
Terms Expire December 31

Compensation: \$100.00/ Meeting

Meetings: Monthly

Special Provisions: Must be residents of Newark Service Area

Staff Support: Department of Public Works - Water and Wastewater Division  
Chris Clasing- (410-641-5251)

Current Members:

<u>Name</u>	<u>Resides/Appt. By</u>	<u>Years of Term(s)</u>
JC Barbely	Newark/Abbott	25-29
Susan Age	Newark/Abbott	25-29
Jim Scott	Newark/Abbott	25-29
Jenny Mumford	Newark/Abbott	25-29

**WATER AND SEWER ADVISORY COUNCIL  
OCEAN PINES SERVICE AREA**

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

Function: Advisory  
Advise Commissioners on water and sewer needs of the Service Area; review amendments to Water and Sewer Plan; make recommendations on policies and procedures; review and recommend charges and fees; review annual budget for the service area.

Number/Term: 5/4-year terms  
Terms Expire December 31

Compensation: \$100.00/ Meeting

Meetings: Monthly

Special Provisions: Must be residents of Ocean Pines Service Area

Staff Support: Department of Public Works - Water and Wastewater Division  
Chris Clasing- (410-641-5251)

Current Members:

<u>Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
John F. (Jack) Collins, Jr.	Ocean Pines	*18-21, 21-25
William Gabeler	Ocean Pines	22 - 26
Robert Kane	Ocean Pines	22-26
James Spicknall	Ocean Pines	07-10-14-18-22-26
Frederick Stiehl	Ocean Pines	*06-24, 24-28

Prior Members: (Since 1993)

- Andrew Bosco (93-95)
- Richard Brady (96-96, 03-04)
- Michael Robbins (93-99)
- Alfred Lotz (93-03)
- Ernest Armstrong (93-04)
- Jack Reed (93-06)
- Fred Henderson (04-06)
- E. A. "Bud" Rogner (96-07)
- David Walter (06-07)
- Darwin "Dart" Way, Jr. (99-08)
- Aris Spengos (04-14)
- Gail Blazer (07-17)
- Mike Hegarty (08-17)
- Michael Reilly (14-18)
- Bob Poremski (17-20)
- Gregory Sauter (17-21)

\* = Appointed to fill an unexpired term

## WATER AND SEWER ADVISORY COUNCIL WEST OCEAN CITY SERVICE AREA

Reference: County Commissioners= Resolution of November 19, 1993

Appointed by: County Commissioners

Function: Advisory  
Advise Commissioners on water and sewer needs of the Service Area; review amendments to Water and Sewer Plan; make recommendations on policies and procedures; review and recommend charges and fees; review annual budget for the service area.

Number/Term: 5/4-year terms  
Terms Expire December 31

Compensation: \$100.00/Meeting

Meetings: Monthly

Special Provisions: Must be residents/ratepayers of West Ocean City Service Area

Staff Support: Department of Public Works - Water and Wastewater Division  
Chris Clasing - (410-641-5251)

**Current Members:**

<u>Member=s Name</u>	<u>Resides/Ratepayer of</u>	<u>Terms (Years)</u>
Keith Swanton	West Ocean City	13-17, 17-21
Blake Haley	West Ocean City	*19-20, 20-24
Gail Fowler	West Ocean City	99-23-27
Deborah Stanley	West Ocean City	95-23-27
Todd Ferrante	West Ocean City	13-17-21-25-29

**Prior Members: (Since 1993)**

Eleanor Kelly <sup>c</sup> (93-96)	Andrew Delcorro (*14-19)
John Mick <sup>c</sup> (93-95)	
Frank Gunion <sup>c</sup> (93-96)	
Carolyn Cummins (95-99)	
Roger Horth (96-04)	
Whaley Brittingham <sup>c</sup> (93-13)	
Ralph Giove <sup>c</sup> (93-14)	
Chris Smack (04-14)	

\* = Appointed to fill an unexpired term  
c = Charter member

## COMMISSION FOR WOMEN

Reference: Public Local Law CG 6-101

Appointed by: County Commissioners

Function: Advisory

Number/Term: 11/3-year terms; Terms Expire December 31

Compensation: None

Meetings: At least monthly (3<sup>rd</sup> Tuesday at 5:30 PM - alternating between Berlin and Snow Hill)

Special Provisions: **7 district members**, one from each Commissioner District  
 4 At-large members, nominations from women=s organizations & citizens  
 4 Ex-Officio members, one each from the following departments: Social Services, Health & Mental Hygiene, Board of Education, Public Safety  
 No member shall serve more than six consecutive years

Contact: Susan Ostrowski, Chair, and Jocelyn Briddell, Secretary  
 Worcester County Commission for Women - P.O. Box 211, Snow Hill, MD 21863

**Current Members:**

<u>Member=s Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Kimberly List	D-7, Mitrecic	Ocean City	18- 21-24 <b>Termed Out</b>
Jocelyn Briddell	At-Large	Berlin	23-26
Laura Morrison	At-Large	Pocomoke	<b>*19-20-23-26 Resigned</b>
Crystal Bell, MPA	Health Department		*22-23-26
Jeannine Jerscheid	Public Safety – Sheriff’s Office		23-26
Sharnell Tull	At-Large	Pocomoke	23 -26
Susan Ostrowski	D-6, Bunting	Berlin	24-27
Dorothy Shelton-Leslie	D-5, Bertino	Ocean Pines	24-27
Dr. Darlene Jackson- Bowen	D-2, Purnell	Pocomoke	<b>*19-21-24-27 Resigned</b>
Michelle Goad	D-1, Abbott	Pocomoke City	<b>25-28 - Dismissal</b>
Cheryl Middleton	At-Large	West O. City	25-28
Kelsey Moran	Dept of Social Services		25-28
Ann Fletcher	D-3, Fiori	Berlin	25-28
Dawn Gears	D-4, Elder	Berlin	25-28
Sarah Blackburn	Board of Education		26-29

**Prior Members: Since 1995**

Ellen Pilchard <sup>c</sup> (95-97)	Marie Velong <sup>c</sup> (95-99)	Christine Selzer (03)
Helen Henson <sup>c</sup> (95-97)	Carole P. Voss (98-00)	Linda C. Busick (00-03)
Barbara Beaubien <sup>c</sup> (95-97)	Martha Bennett (97-00)	Gloria Bassich (98-03)
Sandy Wilkinson <sup>c</sup> (95-97)	Patricia Ilczuk-Lavanceau (98-99)	Carolyn Porter (01-04)
Helen Fisher <sup>c</sup> (95-98)	Lil Wilkinson (00-01)	Martha Pusey (97-03)
Bernard Bond <sup>c</sup> (95-98)	Diana Purnell <sup>c</sup> (95-01)	Teole Brittingham (97-04)
Jo Campbell <sup>c</sup> (95-98)	Colleen McGuire (99-01)	Catherine W. Stevens (02-04)
Karen Holck <sup>c</sup> (95-98)	Wendy Boggs McGill (00-02)	Hattie Beckwith (00-04)
Judy Boggs <sup>c</sup> (95-98)	Lynne Boyd (98-01)	Mary Ann Bennett (98-04)
Mary Elizabeth Fears <sup>c</sup> (95-98)	Barbara Trader <sup>c</sup> (95-02)	Rita Vaeth (03-04)
Pamela McCabe <sup>c</sup> (95-98)	Heather Cook (01-02)	
Teresa Hammerbacher <sup>c</sup> (95-98)	Vyoletus Ayres (98-03)	
Bonnie Platter (98-00)	Terri Taylor (01-03)	

\* = Appointed to fill an unexpired term

<sup>c</sup> = Charter member



Worcester County Administration
One West Market St. Room 1103 | Snow Hill MD 21863 | (410) 632-1194 | www.co.worcester.md.us

TO: The Daily Times Group and The Ocean City Today Group
FROM: Candace Savage, Deputy Chief Administrative Officer
DATE: March 4, 2026
SUBJECT: Worcester County Public Hearing – Amendment to Worcester County Water and Sewerage

Please publish the notice below in The Salisbury Daily Times and Ocean City Digest/Ocean City Today Dispatch on March 12, 2026 and March 19, 2026. Thank you.

Notice of Public Hearing
Amendment to Worcester County
Water and Sewerage Plan
Riddle Farm Sanitary Area
Berlin, Maryland

The Worcester County Commissioners will hold public hearings to consider an application filed by Mr. Hugh Cropper on behalf of multiple property owners to expand slightly the water and sewer planning areas in the Master Water and Sewerage Plan (The Plan). Those changes would include a revision to the Riddle Farm water and sewer planning area maps to include multiple commercial properties on the south side of Route 50 (Ocean Gateway), west of Herring Creek, specifically Parcels 133, 136, 137, 383, 471, and 256 of Tax Map 26). The Worcester County Planning Commission reviewed the proposed Plan amendment at their meeting of February 5, 2026, and found it to be consistent with the Worcester County Comprehensive Plan.

The public hearing on these applications will be held on:

Tuesday, April 7, 2026
at 10:30 A.M.
in the
Commissioners' Meeting Room
Room 1101 – Government Center
One West Market Street
Snow Hill, Maryland 21863

For additional information, please contact the Environmental Programs at (410) 632-1220 x 1601 or visit the County website at: online at www.co.worcester.md.us.

THE WORCESTER COUNTY COMMISSIONERS



Worcester County Department of Environmental Programs  
 Worcester County Government Center, 1 West Market Street, Rm 1306 | Snow Hill MD 21863  
 Tel: (410) 632-1220 | Fax: (410) 632-2012

## Memorandum

**To:** Weston S. Young, P.E., Chief Administrative Officer  
 Candace Savage, CGFM, Deputy Chief Administrative Officer

**From:** Robert J. Mitchell, LEHS, REHS/RS   
 Director, Environmental Programs

**Subject:** **Public Hearing Request**  
**Riddle Farm**  
**Expansion of Water and Sewer Planning Areas**  
**Case No. (SW-2026-1)**

**Date:** 2/9/26

The Planning Commission met on February 5, 2026, and reviewed this application. We are writing to forward the Planning Commission's finding of consistency with the *Comprehensive Development Plan* and their recommendation to amend the *Comprehensive Water and Sewerage Plan* for an amendment to expand the water and sewer planning areas to include a group of adjacent commercial properties in *The Plan* for the Riddle Farm Sanitary Service Area.

This amendment is a request to expand the water and sewer planning areas for the Riddle Farm Sanitary Service Area to include multiple commercial properties on the south side of Route 50 (Ocean Gateway), west of Herring Creek, to include Parcels 133, 136, 137, 383, 471, and 256 of Tax Map 26), Hugh Cropper, applicant; on behalf of multiple property owners. Case No. SW 2026-01. The properties are existing developed parcels with existing uses, and the owners are desirous to connect to the Riddle Farm systems when capacity is available.

The County Commissioners, after reviewing this request, may approve or disapprove the proposed amendment. Enclosed are the following attachments:

1. Environmental Program's transmittal letter and report to the Planning Commission; and
2. Minutes for this Case before Planning Commission meeting on February 5, 2026

A draft advertisement for the public hearing has been forwarded to County Administration under separate cover. As always, I am available at any time for the presentation and to answer any questions on this matter.

### Attachment

cc: WS File – Riddle Farm (SW-2026-1)

# Attachment 1

# Staff Report



**Worcester County**  
Department of Environmental Programs

January 28, 2026

Worcester County Planning Commission  
Worcester County Courthouse  
1 West Market Street, Room 1201  
Snow Hill, MD 21863

RE: Transmittal-Comprehensive Water and Sewerage Plan Amendment –Riddle Farm Sanitary Area – Expansion of Water/Sewer Planning Area  
TM 26 Parcels, 133, 136, 137, 256, 383, and 471)  
(SW-2026-1)

Dear Commissioners:

We are writing to forward the proposed *Worcester County Comprehensive Water and Sewerage Plan (The Plan)* amendment to revise the water and sewer planning areas for the Riddle Farm Sanitary Area in *The Plan*, for your review and comment to the County Commissioners.

Mr. Hugh Cropper is the applicant, on behalf of multiple property owners. This amendment seeks to reclassify the sewer and water planning areas for two adjacent properties from S-6/W-6 (no planned service) to S-1/W-1 (within two years) and include in the Riddle Farm sewer and water planning area information in *The Plan*.

The applicant is requesting a change in the water and sewer service classifications in order to provide for eventual public service of water and sewer for a group of developed commercial properties. The subject properties are located on Ocean Gateway (MD Route 50), west of Herring Creek. The properties are more specifically identified on Tax Map 26 as Parcels 133, 136, 137, 383, 471, and 256. The currently developed properties service a mix of existing commercial uses and are served by existing well and septic systems. The applicant understands that there does not exist sewer capacity to service these properties at the present time but would like to apply for such service when it becomes available.

The applicant would eventually access public water and sewer infrastructure via the east entrance to the Glen Riddle Community. If a previously approved amendment for the Riddle-Mystic water inter-connection under Herring Creek proceeds to construction, that could be an alternative water connection, subject to Department of Public Works approval. Any developer-constructed infrastructure

**Citizens and Government Working Together**

Riddle Farm WS Amendment Case SW 2026-01  
January 28, 2026

will be built under a Public Works agreement and will be turned over upon inspection and acceptance of the construction and materials by County personnel.

Other than the subject properties, this amendment does not seek to amend or intensify the planning areas approved in prior amendments with respect to the mapped planning areas.

The Planning Commission is tasked by Section 1.4 of *The Plan* (“Procedures for Plan Amendments”) to make a finding as to whether this amendment would be consistent with The Comprehensive Plan. The Planning Commission may also submit its project comments and recommendations. The findings and comments will be submitted to the County Commissioners. The County Commissioners will hold a public hearing and then take action on the proposal.

### **Comprehensive Plan Policies**

The Comprehensive Plan assigns one land use designation for this properties within this proposed amendment for the Riddle Farm water and sewer planning area. This designation is:

#### 1. Commercial Center

Commercial Center Areas are defined (p. 16) as follows:

- This category designates sufficient area to provide for anticipated needs for business, light industry, and other compatible uses.
- Retail, offices, cultural/entertainment, services, mixed uses, warehouses, civic, light manufacturing and wholesaling would locate in commercial centers

The Comprehensive Plan goes on to state:

Chapter One, “Introduction” states:

- Provide for adequate public services to facilitate the desired amount and pattern of growth (p.8).

Chapter Three, “Natural Resources” states:

- Provides a goal that Worcester County recognizes the value of and is committed to conservation and protection of the following natural resources (...) clean surface and ground water (p.33).
- Worcester County recognizes the value of and is committed to conservation and protection of the following natural resources...clean surface and ground water (p. 33).
- Improve water bodies on the “Impaired Water Bodies (303d) List” to the point of their removal from this list (p. 33).

Chapter Three, “TMDLs” states:

- “all reasonable opportunities to improve water quality should be undertaken as a part of good faith efforts to meet the TMDL standards.” (p.36)

Chapter Six, “Public Infrastructure” states:

- Consistent with the development philosophy, facilities and services necessary for the health, safety, and general welfare shall be cost effectively provided (p.70).
- Require new development “pay its way” by providing adequate public facilities to meet the infrastructure demand it creates (p.70).

Riddle Farm WS Amendment Case SW 2026-01  
January 28, 2026

- Plan for efficient operation, maintenance, and upgrades to existing sanitary systems as appropriate (p. 73).
- Provide for the safe and environmentally sound water supply and disposal of wastewater generated in Worcester County (p.73).
- Sewer systems should be sized to serve their service areas' planned for land uses (p. 74).

### Zoning

The current Riddle Farm *Planning Area* has already been approved under various amendments and is appropriately zoned for the current and proposed uses planned for the existing sanitary area properties, including the subject properties. The proposed expansion properties, which total approximately 27 acres in area, have a single zoning designation. They carry a C-2 (General Commercial District) designation. This zoning district is intended to provide for more intense commercial development serving populations of three thousand or more within an approximate ten-to twenty-minute travel time. From the Zoning Ordinance, these commercial centers have a higher parking demand and possess greater visibility. The existing uses on these properties are permitted in this zoning district.

### Staff's Comments

Staff comments are submitted below for your consideration.

1. The Riddle Farm WWTP does not have at this time adequate available sewer capacity to handle this addition. Applicants are aware of this and are pursuing this amendment to prepare for the time when they can acquire additional capacity to serve their existing developed and occupied commercial properties and perhaps expand or intensify their businesses.
2. The *Planning Area's* comprehensive plan designation and zoning permits the existing uses. Any construction in the *Planning Area* would be required to meet the provisions of the storm water program and other local and state regulatory requirements.
3. This proposal, while expanding the water and sewer planning areas, would require the expansion of sewer treatment facilities and connection to existing water mains and sewer collection systems. Additional public infrastructure expenses for the water main and sewer collection system extensions and any additional infrastructure additions will be constructed or funded by the applicant and turned over to the county. Connections to existing water and sewerage facilities, when they occur, are expected to eventually be completed through the east gate of the Glen Riddle community.
4. The properties are currently served by onsite sewage systems of various ages and conditions. The negative effects of continuing to serving existing commercial development with onsite sewage would be addressed with service from the Riddle Farm WWTP, a plant with exceptional Enhanced Nutrient Reduction (ENR) capability and a land application discharge utilizing spray irrigation.
5. *The Plan* states that proposed amendments must be consistent with *The Comprehensive Plan* and existing zoning classifications. As proposed, the project appears to be consistent with *The Comprehensive Plan* and existing zoning. If you need further information, please contact us.

Riddle Farm WS Amendment Case SW 2026-01

January 28, 2026

If you need any additional information or have any questions, please do not hesitate to contact me at (410) 632-1220.

Sincerely,

A handwritten signature in black ink, appearing to read 'RJM', with a long horizontal flourish extending to the right.

Robert J. Mitchell, LEHS, REHS/RS  
Director

Attachments



cc: WS Amendment File (SW 2026-01)

# Attachment 1

# MAPS



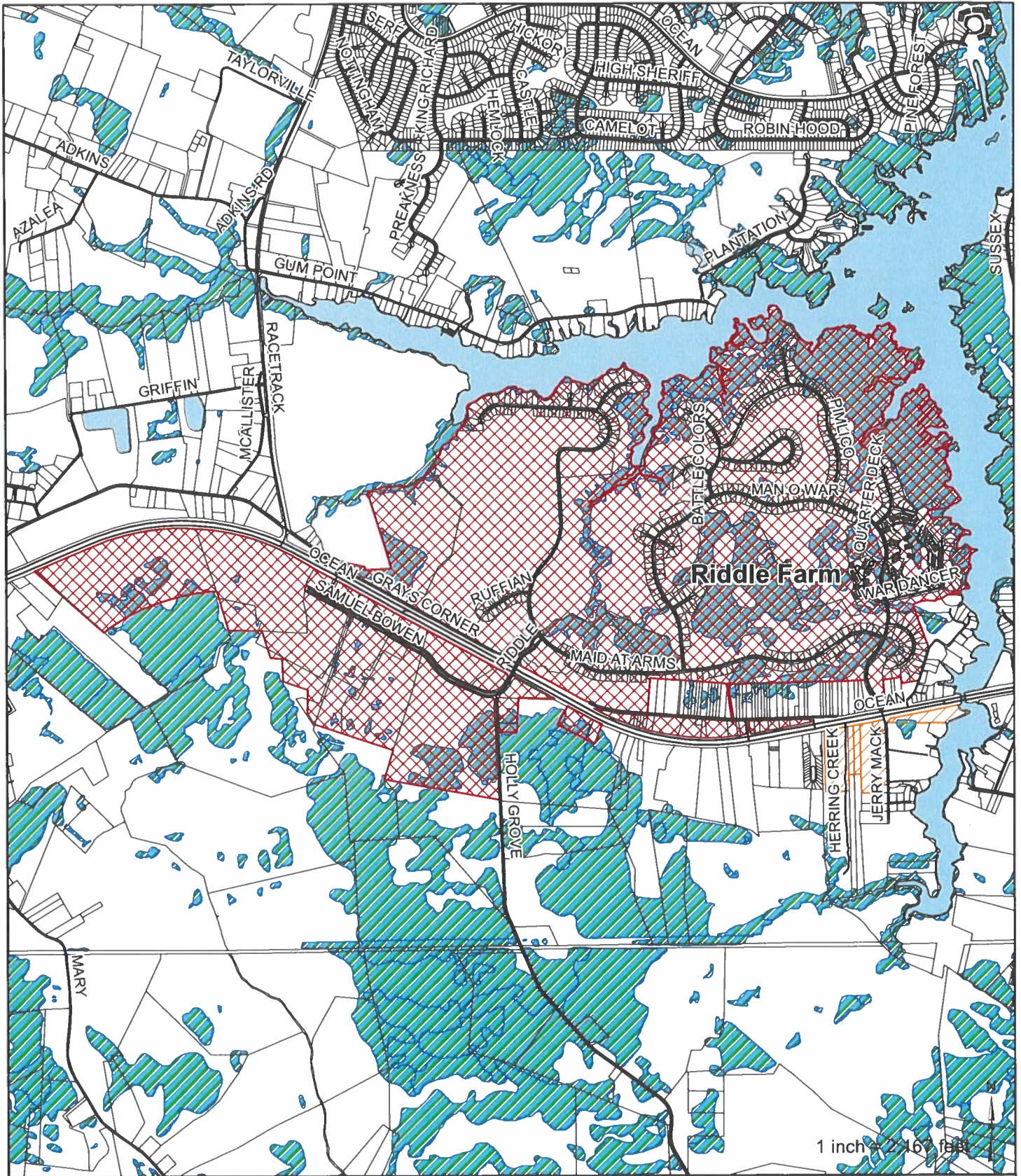
**Sanitary Areas**

-  Riddle Farm, Existing Sewer Sanitary Area
-  Riddle Farm, Proposed Sewer Planning Area Expansion

**Planning Area Expansion**




Riddle Farm





1 inch = 2,160 feet

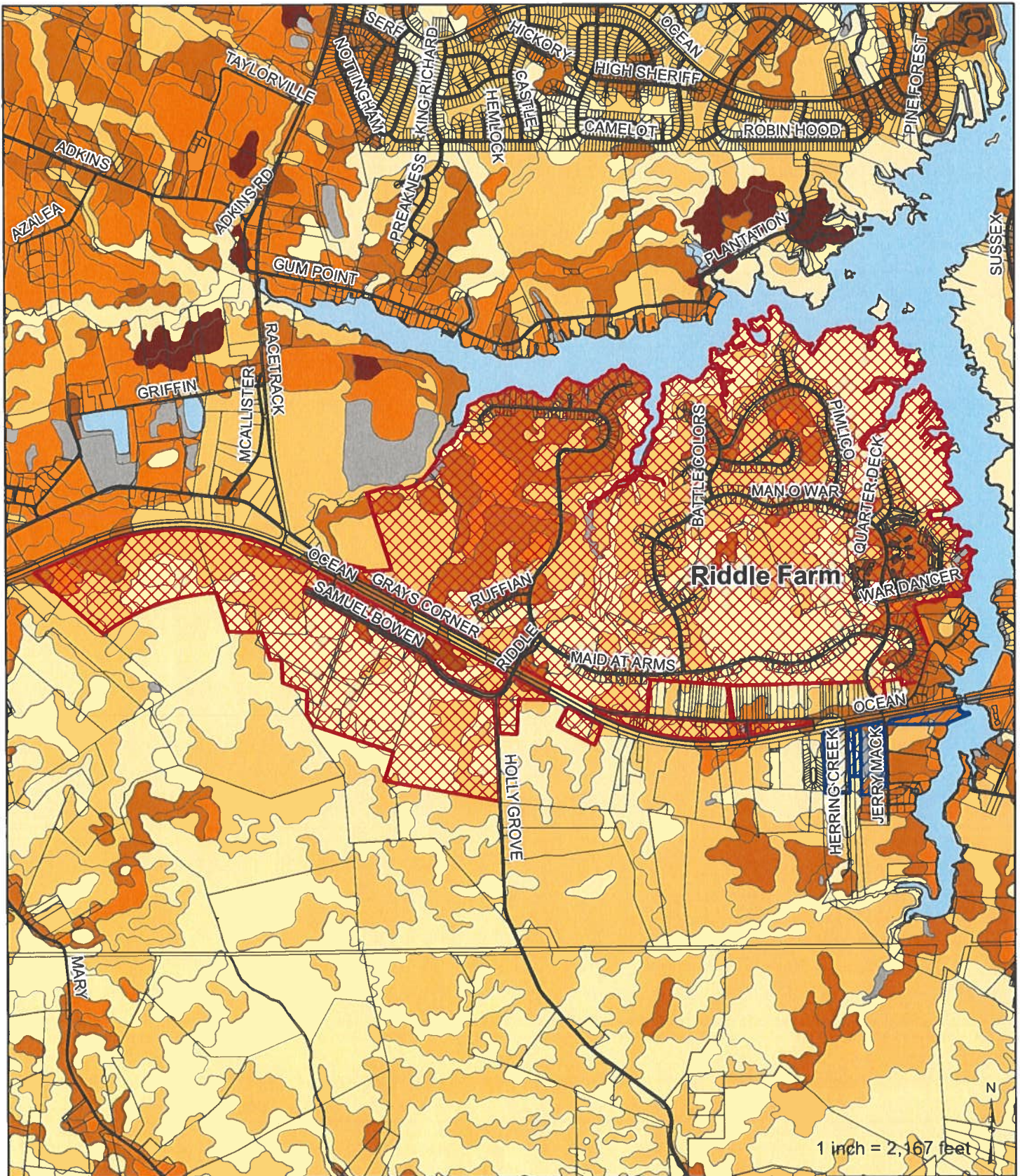
**Wetland Areas**

-  Riddle Farm, Existing Sanitary Area
-  Riddle Farm, Proposed Planning Area Expansion
-  Wetlands



**Planning Area Expansion**

Riddle Farm

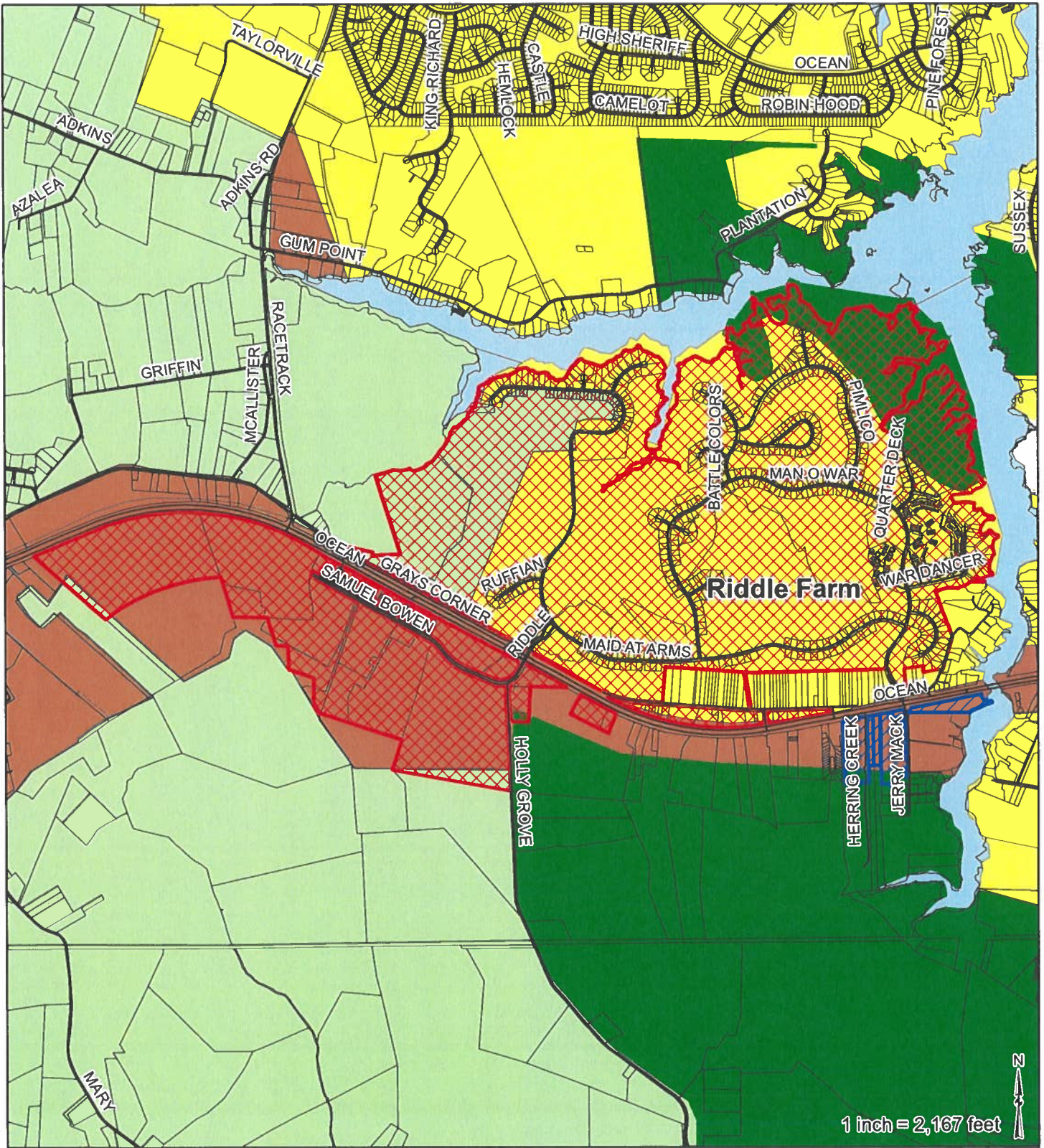


**Soils**

- |   |   |   |                              |
|---|---|---|------------------------------|
|  | Riddle Farm, Existing Sanitary Area           |  | Well drained                 |
|  | Riddle Farm, Proposed Planning Area Expansion |  | Moderately well drained      |
|  | Urban   |  | Somewhat excessively drained |
|  | Very poorly drained                           |  | Excessively drained          |
|  | Poorly drained                                |   |                              |

**Planning Area Expansion  
Riddle Farm**



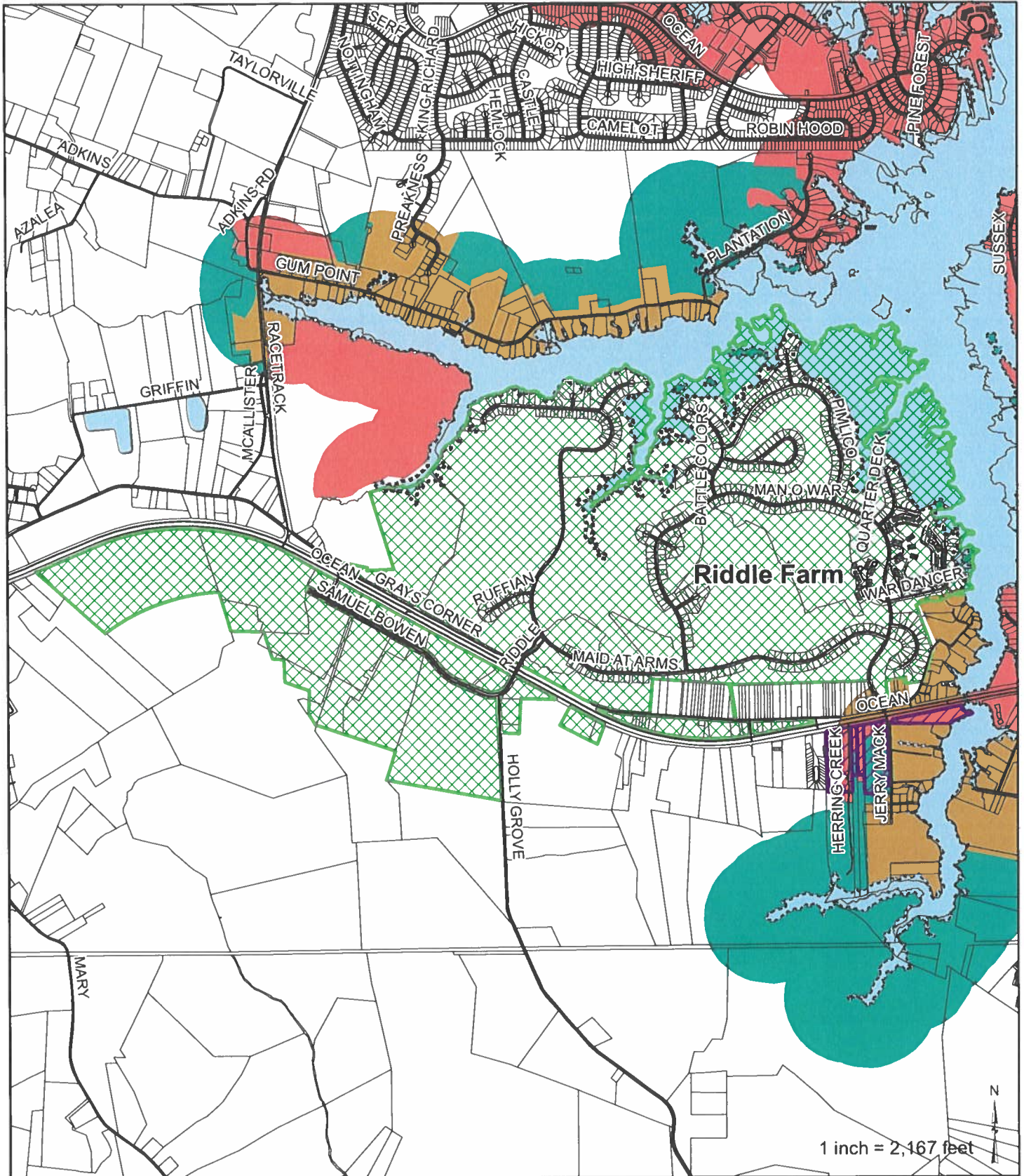


**Planning Area Expansion  
Riddle Farm**





**Land Use**




- Riddle Farm, Existing Sewer Planning Area
- Riddle Farm, Proposed Planning Area Expansion
- Agriculture
- Commercial Center
- Existing Developed Centers
- Green Infrastructure
- Waterway (rivers, streams, creeks)





**Critical Area**

-  Riddle Farm, Existing Sewer Planning Area
-  Riddle Farm, Proposed Planning Area Expansion
-  IDA- Intensely Development Areas
-  LDA- Limited Development Areas

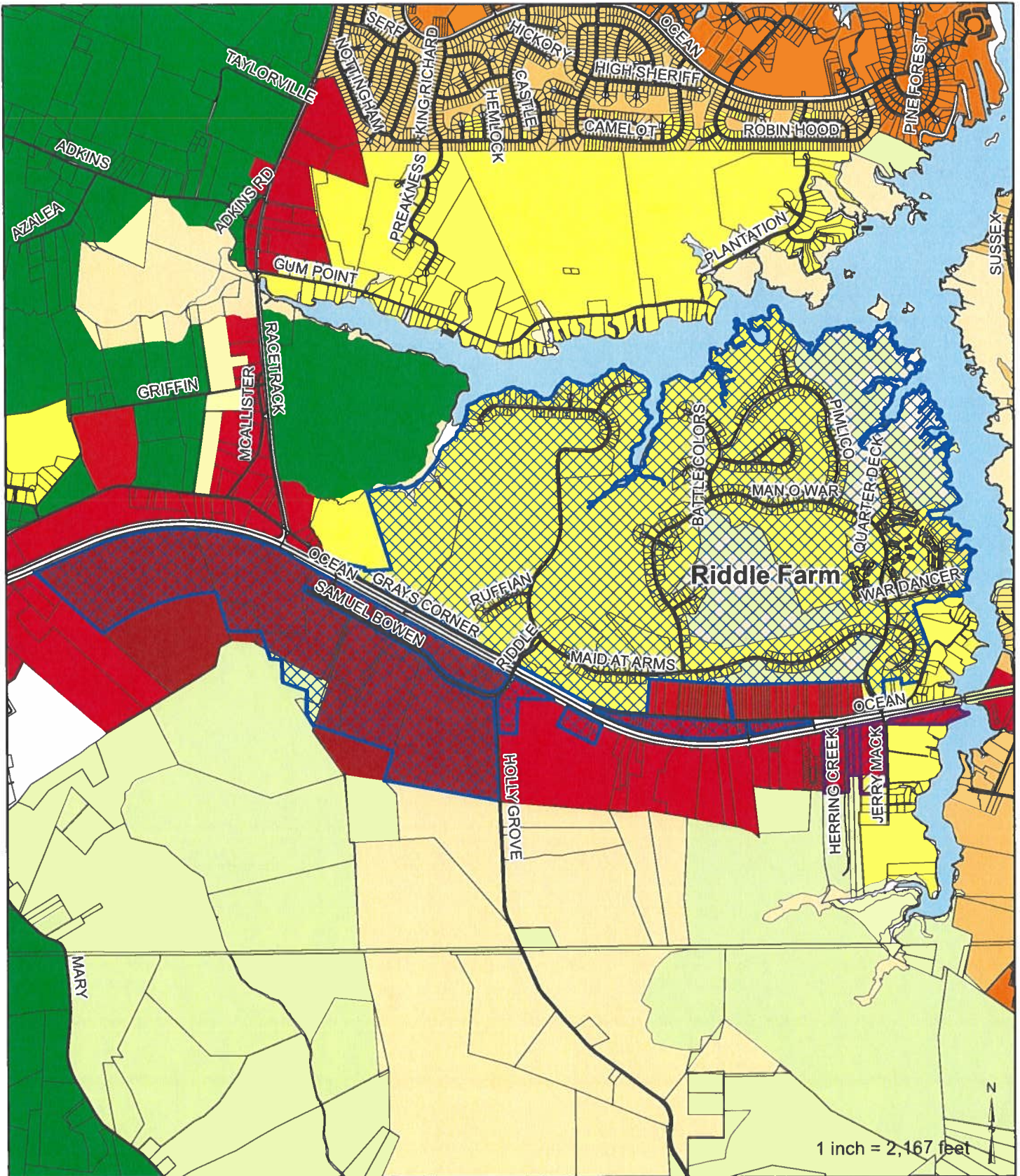
-  RCA- Resource Conservation Areas
-  Tidally Influenced Areas
-  Out of Program

**Planning Area Expansion**













Riddle Farm



1 inch = 2,167 feet



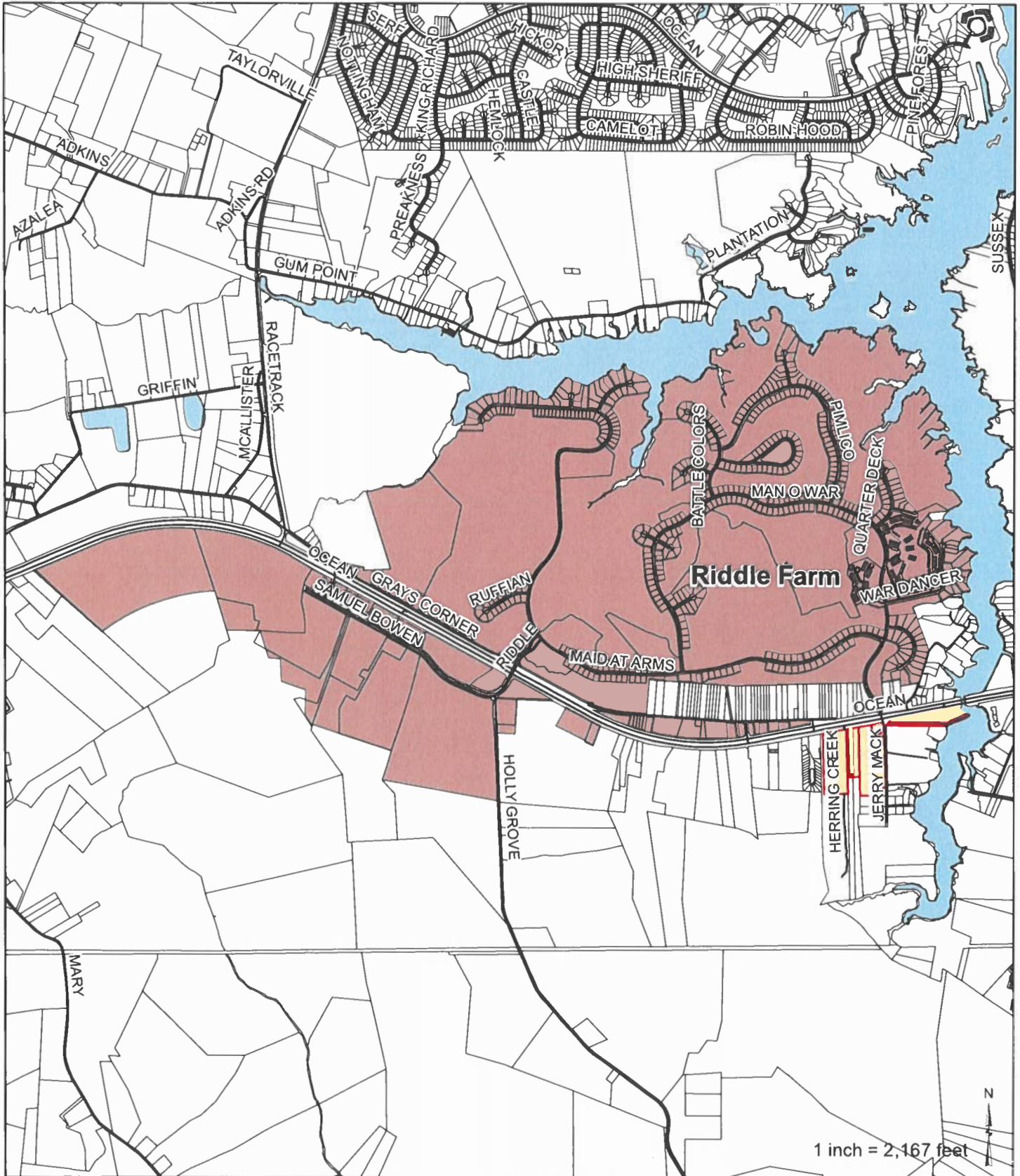
**Zoning Areas**

	Riddle Farm, Existing Planning Area		C2		R2
	Riddle Farm, Proposed Planning Area Expansion		C3		R3
	A1		E1		R4
	A2		R1		RP



**Planning Area Expansion**

Riddle Farm





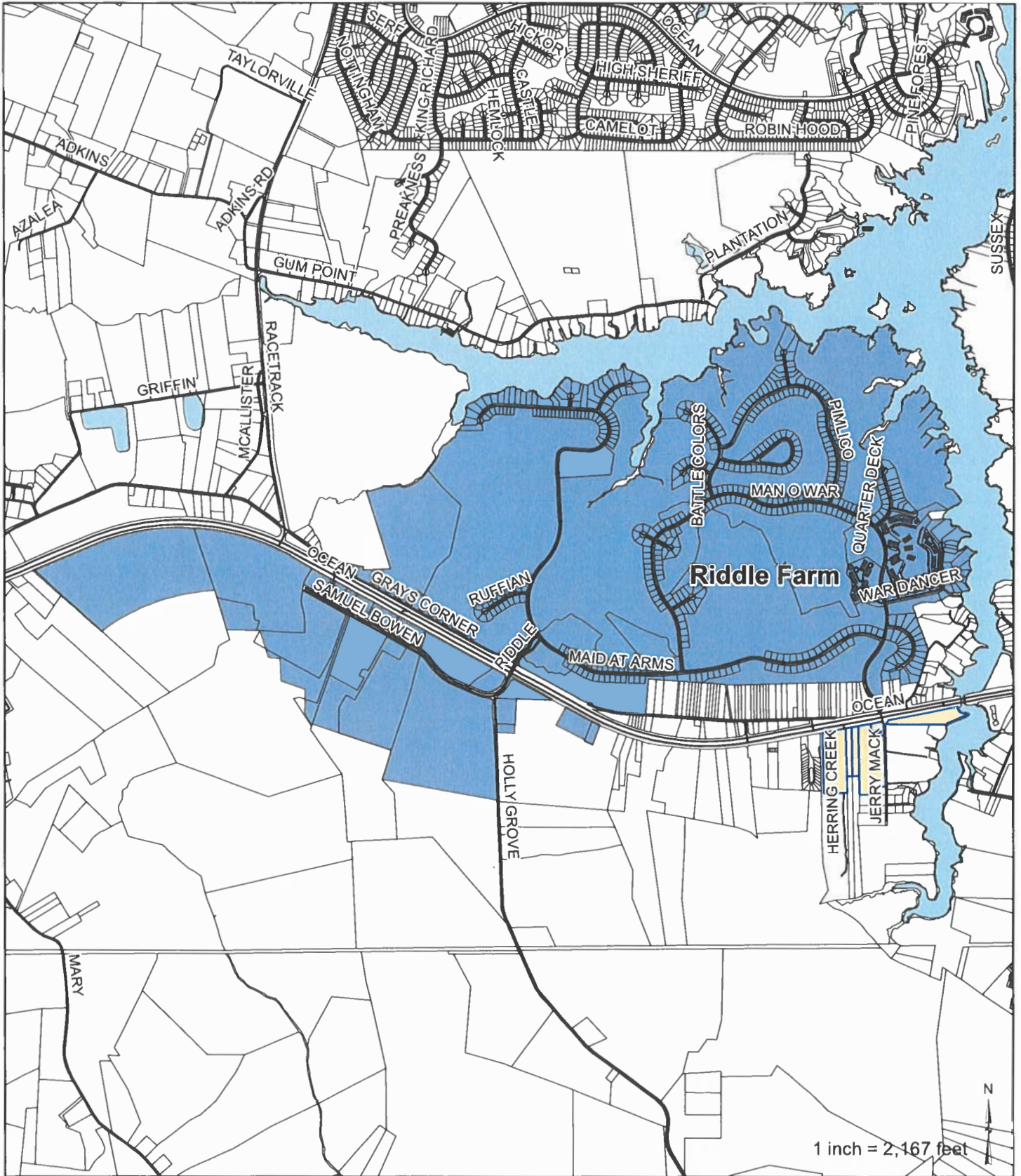
**Sewer Planning Area**

-  Riddle Farm, Existing Sanitary Sewer Area
-  Riddle Farm, Proposed Sanitary Area Expansion



**Sewer Planning Area**

Riddle Farm



**Sanitary Service Areas**

- Riddle Farm, Existing Water Sanitary Area
- Riddle Farm, Proposed Sanitary Area Expansion



**Water Sanitary Service Area**  
Riddle Farm

1 inch = 2,167 feet

**Attachment 2**

**APPLICANTS MAPS**

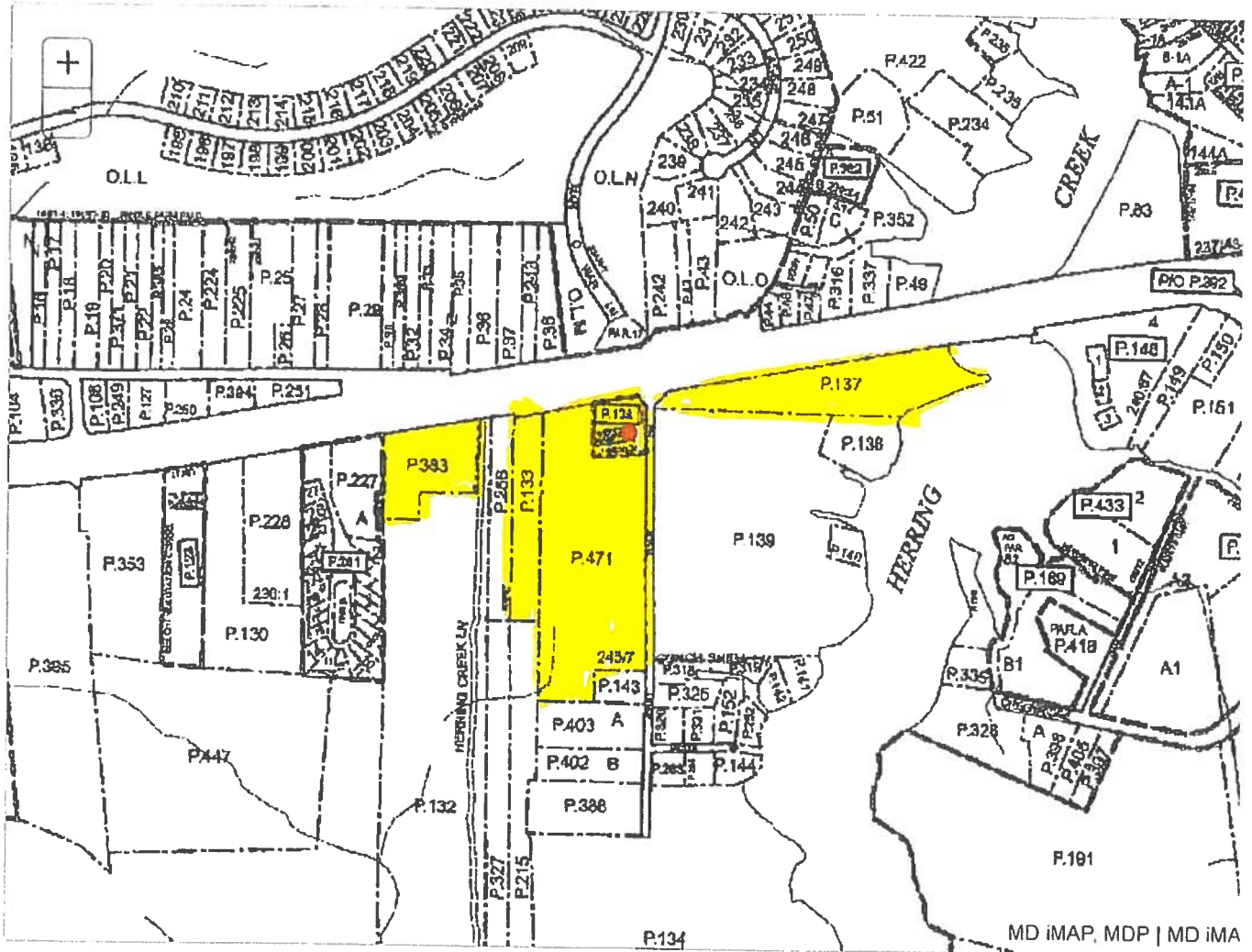


 PETITION AREA (WATER & SEWER)

Worcester County

Now Search (<https://sdat.dat.maryland.gov/RealProperty>)

District: 10 Account Number: 359333

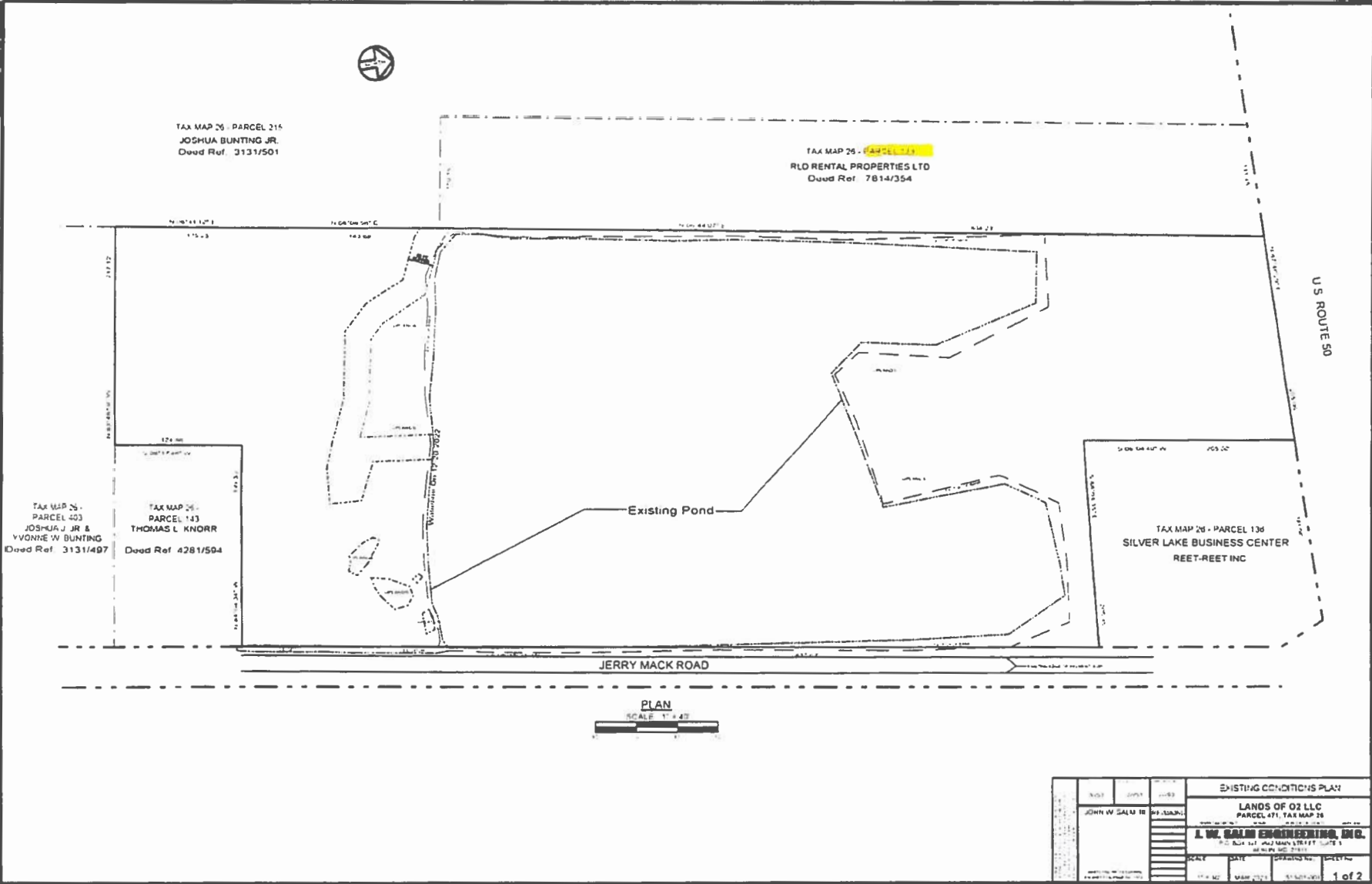


The information shown on this map has been compiled from deed descriptions and plats and is not a property survey. The map should not be used for legal descriptions. Users noting errors are urged to notify the Maryland Department of Planning Mapping, 301 W. Preston Street, Baltimore MD 21201.

If a plat for a property is needed, contact the local Land Records office where the property is located. Plats are also available online through the Maryland State Archives at [www.plats.net](http://www.plats.net) (<http://www.plats.net>).

Property maps provided courtesy of the Maryland Department of Planning.

For more information on electronic mapping applications, visit the Maryland Department of Planning web site at <http://planning.maryland.gov/Pages/OurProducts/OurProducts.aspx> (<http://planning.maryland.gov/Pages/OurProducts/OurProducts.aspx>).



## Attachment 2

# Planning Commission Minutes

**IV. Comprehensive Water and Sewerage Plan Amendment**

- D. As the next item of business, the Planning Commission reviewed an application associated to expand, slightly, the water and sewer planning areas for the Riddle Farm Sanitary Service Area in the *Master Water and Sewerage Plan (The Plan)*. Robert Mitchell, Director of Environmental Programs submitted the staff report to the Planning Commission for this meeting. Mr. Hugh Cropper and one of the property owners, Mr. Todd Ferrante, addressed the Planning Commission on the application.

Mr. Cropper referenced the staff report and indicated that the properties are zoned commercial, they are designated as a Commercial Center land use in the *Comprehensive Plan*, and they are positioned and willing to access Riddle Farm infrastructure when capacity becomes available in the future. Both Mr. Cropper and Mr. Ferrante indicated that the subject properties are all developed commercially with existing uses that they would like to preserve with a connection to sewer and water. Mr. Cropper added that he feels anytime the County gets opportunity to convert septic to sewer it's a good thing and they should try to take advantage of the opportunity

The Planning Commission did have a couple of questions. Ms. Wimbrow asked how they would access connections to the Riddle systems. Mr. Mitchell responded that the connections would be at the east gate of the Glen Riddle Community. Mr. French asked if these applicants would get priority over other applicants in the area that came later. Mr. Cropper responded that in his years of experience here, that just doesn't happen. This application was done because the land use designation of the subject properties is in conformance with extension of public services. Obviously, public services are not going to be extended to neighboring, undeveloped properties and non-commercially developed properties that have land use designations inconsistent with the *Comprehensive Plan*. Mr. Mitchell added that the County has been fortunate to match opportunities to convert septic to sewer in commercial corridors due to the willingness of the owners to intensify existing uses and pay for the infrastructure to connect. Those infrastructure extensions were also made accessible to residential user as well for their connections. He added that local code mandates growth pay for itself and these willing property owners understand that principle. Ms. Knight made a comment that she was sure the applicants understood that and their connection to the system one day will be beneficial to the County.

Following the discussion, a motion was made by Ms. Knight, seconded by Mr. French, to find this amendment application consistent with the *Comprehensive Plan* and recommended that they forward a favorable recommendation to the County Commissioners. The vote was unanimous.

TEL: 410-632-5623  
 FAX: 410-632-1753  
 WEB: co.worcester.md.us



**Worcester County**  
 DEPARTMENT OF PUBLIC WORKS  
 6113 TIMMONS ROAD  
 SNOW HILL, MD 21863

**DALLAS BAKER JR., P.E.**  
 DIRECTOR

**JANA POTVIN**  
 DEPUTY DIRECTOR

**MEMORANDUM**

**TO:** Weston Young P.E., Chief Administrative Officer  
 Candace Savage, CGFM, Deputy Chief Administrative Officer  
**FROM:** Dallas Baker Jr., P.E., Director *Dallas Baker Jr*  
**DATE:** March 24, 2026  
**SUBJECT:** FY 26 Road Striping

---

Public Works is requesting Commissioner approval to contract Alpha Space Control to perform our FY26 road line striping at \$0.095 cents per foot. Funding in the amount of \$70,000.00 was approved in the FY26 budget in the Road Striping account 100.1202.6110.400. Alpha Space Control has agreed to offer the Maryland Department of Transportation contract bid price which is designed to give government agencies substantial savings in an efficient time frame. Attached is their contract with State Highway Administration for \$0.095 cents per foot for 5" white and yellow lines (found on page 37). The Roads Division has contracted with Alpha Space Control in the past and they have provided excellent and very timely service.

Please let me know if there are any questions.

Attachment

CC: Edward Welch  
 Jana Potvin  
 Kevin Lynch

Contract No.: **492D21429**

Bid Opened: **11/20/2025**

F.A.P. No.: **STATE**

Executed:

Route No.:

Contractor:

**Alpha Space Control, LLC  
1580 Gabler Road  
Chambersburg, Pennsylvania 17201**

Description:

**Line Striping at Various Locations**

County(ies):

**Caroline, Cecil, Kent, Queen Anne's, and  
Talbot Counties**

STATE OF MARYLAND  
DEPARTMENT OF TRANSPORTATION  
STATE HIGHWAY ADMINISTRATION  
CONTRACT, PERFORMANCE BOND, PAYMENT BOND  
AND  
PROPOSAL FORM

SHA-72.0.D-15  
3-8-82

EXECUTION OF CONTRACT FORM

This form shall be used for executing the Contract. The State Highway Administration will indicate descriptive data in pertinent spaces and forward the form, in triplicate, with one separate original Payment Bond form to the responsible individual, partnership, corporation or firm and surety shall complete the forms and return them to the State Highway Administration prior to award and execution of this contract by the State Highway Administration.

It is understood by all parties to the Contract, that the Specifications referred to herein, the Special Provisions that were attached to the Proposal Form used in submitting the bid and all approved drawings are a part hereof and shall be considered in full force and effect, even though not attached hereto.

INSTRUCTIONS

PARTNERSHIPS:

If the principal is a partnership, the full names of all partners must be inserted, both the Contract and Bonds which must recite they are the partners composing the partnership, (to be named), and all partners must execute the Contract and Bonds as individuals.

CORPORATIONS:

The state of incorporation of each corporation must be inserted in the Contract and Bonds and the documents must be executed under the corporate seal of said corporations as provided by Section 1-304 of the Corporations and Associations Article of the Annotated Code of Maryland, as amended, and attested by the Secretary or other appropriate officer. Corporate signature must conform exactly with correct chartered name, which is placed on the contract document. If executed by an officer other than the President, evidence of authority granted such other officer must be furnished.

BONDS:

The Date of the Bonds will be the date said Bonds are executed by the Contractor and the Bonding Company. Certified copy of Power of the Attorney-in-Fact executing the Bonds, bearing the same date as the Bonds, must be attached to each copy of the Bonds.

In addition to the Bonds included in each of the three bound copies of the contract forms, separate fully executed originals of both the Payment and Performance Bonds shall be furnished, on the form provided, for filing in the Office of State Comptroller as required by the provisions of Section 9-112 of Article 21 of the Annotated Code of Maryland, as amended.

As required by Section 103.05 of the Specifications, name of the underwriting agency or agent must be shown in the space provided on both the contract and payment bonds.

Do NOT fill in "Date of Contract" on any of the forms, said date will be filled in at the time of award and execution of the Contract by the State Highway Administration.

SHA-72.0-D-15

1-9-84

Contract No.: **492D21429**

F.A.P. No.: **STATE**

CONTRACT

THIS CONTRACT, made this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_ in the year \_\_\_\_\_, by and between the State of Maryland, by the State Highway Administration, acting for and on behalf of said State, party of the first part, and

**Alpha Space Control, LLC** of **Chambersburg, Pennsylvania 17201** \_\_\_\_\_ a LLC, formed under the laws of **Pennsylvania** its successors and assigns, party of the second part, hereinafter called the Contractor.

or

THIS CONTRACT, made this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, by and between the State of Maryland, by the State Highway Administration, acting for and on behalf of said State, party of the first part, and

\_\_\_\_\_ trading as \_\_\_\_\_

his, her or their heirs, executors, administrators and assigns, party of the second part, hereinafter called the Contractor.

Witnesseth, that the Contractor for and in consideration of the payment or payments herein specified and agreed to by the party of the first part, hereby covenants and agrees to furnish and deliver all the materials and to do and perform all the work and labor for

**Line Striping at Various Locations in Caroline, Cecil, Kent, Queen Anne's, and Talbot Counties**

State of Maryland, being (approximately) N/A miles in length, at the unit prices bid by said Contractor for the respective estimated quantities, aggregating approximately the sum of **Six Hundred Seventeen Thousand, Five Hundred Sixty and 00/100** Dollars **\$ 617,560.00** such other items as are mentioned in its original Proposal,

SHA-72.0-D-15  
5-1-74

a copy of which Proposal, with prices named, is attached hereto and made a part hereof, and the State Highway Administration's Specifications, and Special Provisions are made a part of this Contract and accepted as such, even though not attached hereto, and also the Plans of the improvement prepared and/or approved by the State Highway Administration, which Plans as verified by said State Highway Administration are also agreed by each party as being part hereof; the said improvement being situated as follows:

**Line Striping at Various Locations in Caroline, Cecil, Kent, Queen Anne's, and Talbot Counties**

The Contractor further covenants and agrees that all of said work and labor shall be done and performed in the best and most workmanlike manner and that all and every of said materials and labor shall be in strict and entire conformity, in every respect, with the said Specifications and Plans and shall be subject to the inspection and approval of the Engineer of the State Highway Administration, or his duly authorized assistant, and, in case any of said material or labor shall be rejected by the said Engineer, or his assistant, as defective or unsuitable, then the said materials shall be removed and replaced with other approved materials and the said labor shall be done anew, to the satisfaction and approval of the said Engineer, or his assistant, at the cost and expense of the Contractor.

The Contractor further covenants and agrees that all and every of the said materials shall be furnished and delivered and all and every of the said labor shall be done and performed, in every respect, to the satisfaction and approval of the Engineer, aforesaid, on or before the expiration of \_

**Saturday, June 30, 2029** **(Calendar Date)**

after written notice has been given by the Engineer to begin work. It is expressly understood and agreed that in case of the failure on the part of the Contractor, for any reason, except with the written consent of the State Highway Administration, to complete the furnishing and delivery of the said materials and the doing and performance of said work within the aforesaid

**Saturday, June 30, 2029** **(Calendar Date)**

SHA-72.0-D-15  
12-5-79

the party of the first part shall have the right to deduct from any monies due or which may become due the Contractor, or if no monies shall be due, the party of the first part shall have the right to recover the amount of: N/A Dollars (\$ N/A) per calendar day for each and every day elapsing between the time stipulated for the completion and the actual date of completion, in accordance with the terms hereof; said deduction to be made or said sum to be recovered, not as a penalty, but as liquidated damages. Provided, however, that, upon receipt of written notice from the Contractor of the existence of causes over which said Contractor has no control and which must delay the completion of the said work, the State Highway Administration may, at its discretion, extend the period herein before specified for the completion of the said work, and in such case the Contractor shall become liable for said liquidated damages for delays commencing from the date on which said extended period shall expire.

It is distinctly understood and agreed that no claim for extra work or materials, not specifically herein provided, done or furnished by the Contractor, will be allowed by the State Highway Administration, nor shall the Contractor do any work or furnish any materials not covered by these Specifications and Contract, unless the same is ordered in writing by the Engineer. Any such work or materials which may be done or furnished by the Contractor, without such written order first being given shall be at said Contractor's own risk, cost and expense, and he hereby covenants and agrees that without such written order he shall make no claim for compensation for work or materials so done or furnished.

It is further distinctly agreed that the said Contractor shall not sign this Contract, nor any part thereof, nor any right to any of the monies to be paid him hereunder, nor shall any part of the work to be done or material furnished under said Contract be sublet, without the consent in writing of the State Highway Administration.

It is also agreed and understood that the acceptance of the final payment by the Contractor shall be considered as a release in full of all claim against the State of Maryland, or the State Highway Administration or its members or employees, arising out of, or by reason of, the work done and materials furnished under this Contract.

The Bond, given by the Contractor, in a sum equal to the total contract price of the work to be done, to secure a proper compliance with the terms and provisions of this Contract, is hereto attached and made a part hereof.

The Contractor hereby further agrees to receive the prices set forth in the Proposal Form attached hereto as full compensation for furnishing all the materials and labor which may be required in the prosecution and completion of the whole of the work to be done under this Contract, or agreement, and in all respects to complete said Contract to the satisfaction of the said State Highway Administration.

Contract No.: 492D21429

(CORPORATIONS, INDIVIDUALS, AND LLC FIRMS SIGN BELOW)

In witness Whereof, the parties to these presents have hereunto caused these presents to be executed in duplicate, the day and year first above mentioned.

STATE OF MARYLAND by STATE HIGHWAY ADMINISTRATION

WITNESS:

\_\_\_\_\_  
Chief, Contract Award Division

Approved for Execution:

Date:

\_\_\_\_\_  
Director, Office of Construction

\_\_\_\_\_

Approved as to availability of funds:

\_\_\_\_\_  
Director, Office of Finance

Approved as to form and legal sufficiency:

\_\_\_\_\_  
Assistant Attorney General

**21371727**  
Construction Firm  
License Number

BY:

BRADLEY GARNER  
Authorized Signature

(Seal)



BRADLEY GARNER  
Printed Name

**4/4/25**  
Date Issued

**General Manager**  
Title

**N/A**  
Place of Issuance (County)

ATTEST:

Robert Sanbower  
Witness Signature

**25-1582700**  
Federal ID # or Social Security #

Robert Sanbower  
Printed Name

SHA-72.0-D-15