

Town of Upper Marlboro

14211 School Lane • Upper Marlboro, Maryland 20772

Board of Town Commissioners

WORK SESSION

June 22, 2021 – 7:00 p.m.

AGENDA

This meeting will be conducted via Zoom Video Teleconference. As the Town Hall remains closed to the general public at this time, interested citizens may participate by video:

<https://us02web.zoom.us/j/85451683537> Video Meeting ID: 854 5168 3537, or
Audio Dial-in only: 301 715 8592 *Participants must sign-in with the Clerk*

Work Sessions are open to public observation, however,
public participation is at the discretion of the Board

Roll Call

Pledge of Allegiance

Business

- 1) DRAFT Red light & Speed Camera RFP (Board discussion)
- 2) Legislative Planning with Greenwill Consulting (Board discussion)
- 3) Elections Charter Amendment process (Board discussion)
- 4) FY2022 DNR Parks & Playground (Board discussion)
- 5) Training MOU with County Police renewal (Board discussion)
- 6) General Commissioner & Administrative Staff items:

Adjournment

*All meetings are subject to closure in accordance with the State Open Meetings Act—House Bill 217
See back of Agenda for Public Comment Procedures*

Janice Duckett
Commissioner

Sarah Franklin
Commissioner/Treasurer

Linda Pennoyer
Commissioner/President



Town of Upper Marlboro

Town Hall, 14211 School Lane
Upper Marlboro, MD 20772

Tel: (301) 627-6905
Fax: (301) 627-2080

info@uppermarlboromd.gov
www.uppermarlboromd.gov

Mailing address: P.O. Box 280 • Upper Marlboro, MD 20773-0280

Request for Proposals

Town of Upper Marlboro Automated Traffic Enforcement

RFP # UM 2021-01

Project Overview: The Town of Upper Marlboro is currently seeking proposals from qualified firms with demonstrated experience in automated red light and speed enforcement to provide and operate photo enforcement equipment and citation processing service as outlined herein. Services to be provided include, but are not necessarily limited to, provision and installation of equipment, system upgrades and maintenance, violation identification assistance, management information reports, and citation processing and mailing services.

Scope of Project: This RFP is for a 24-month contract with the Town, with the option for renewal beginning September 1st, 2023. Town Elected Officials will participate in the process of selecting the appropriate firm.

- The project scope includes installation and maintenance of all equipment and provision of a turnkey violation notice processing system for the issuance and adjudication of red-light running violations.
- Vendor must identify in its proposal whether it intends to outsource any turnkey violation notice processing functions including violation processing, accessing motor vehicle information via fiber or any other approved method, and printing and mailing of violation notices.
- Payment by the Town for the services will be made after the services have been performed and a billing statement is submitted in the form specified by the Town. Payment shall be made on a monthly basis.
- Any proposal may be withdrawn up until the date and time set above as the Deadline for submittal of RFPs. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the Town the services described in the attached specifications, or until one or more of the proposals have been approved by the Town, whichever occurs first.
- The Town shall not be responsible for any costs incurred by the bidder in preparing, submitting or presenting its response to the RFP.

Deadline: Responses to this RFP are to be submitted by **Friday August 13th, 2021**, at 5pm. By Mail: Town of Upper Marlboro P.O. Box 280 Upper Marlboro MD 20773. By Email: Info@UpperMarlboroMD.gov. In-Person: Upper Marlboro Town Hall 14211 School Lane Upper Marlboro MD 20772.

Confidentiality Vendors must treat all documents and information provided by the Town including this RFP, as confidential. The Town will treat all proposals received, and the information contained therein, as confidential until a negotiated contract is executed, or all proposals are rejected.

Public Statement No vendor shall make any public statement in relation to this RFP without prior written consent from the Town.

General Conditions The following general conditions apply:

- The Town may not necessarily accept the lowest cost proposal but will strive to select the best and most responsive proposal.
- The Town may cancel this RFP or amend its contents at any time prior to acceptance of a proposal. 3. If no proposal is acceptable, then the Town may either re-issue the request for proposal or negotiate with one or more vendors for a satisfactory offer.
- The award of a proposal shall not be deemed final unless and until a contract is successfully negotiated and approved by Town.

Insurance: It is desirable that respondents carry insurance in the approximate amounts set forth below. Responders who carry lower limits should state so in their responses to the proposal (bid response).

- Workers' Compensation (as required by State of Maryland law)
- Comprehensive General Liability Limits: \$500,000 per occurrence for Bodily Injury \$500,000 per occurrence for Property Damage \$1,000,000 aggregate
- Automobile Liability: Limits: \$500, 000 per person \$500,000 per occurrence \$500,000 per occurrence for property damage
- Selected respondent will be required to submit a policy endorsement naming the Town of Upper Marlboro, Maryland, as an additional insured.

Respond to these specifications and questions:

1. Vendor must provide a list of any personnel & subcontractors who will be utilized to meet the terms of the proposal.
2. Describe Vendor's history in the red-light camera industry.
3. Describe how the Vendors experience will benefit the Town in terms of program success, risk 5 | Page mitigation, and fiscal responsibility.
4. Provide three references on the company's Red Light Camera enforcement expertise.
5. Provide list of clients, including contact information, and number of camera systems for each.
6. Describe how the Vendors experience with the Maryland State Highway Administration's Red-Light Cameras on State Highway Administration Signals application process will benefit the Town. 7. Please indicate if any of Vendor's contracts have been terminated or shut down during the past three years. If so, provide the reason.

Rejection Of Submissions: The Town reserves the right to do the following: reject any or all submissions, waive informalities and irregularities in the submissions received, and accept any portion of any submission if deemed in the best interest of the Town.

Incurring Cost: The Town is not liable for any cost incurred by entities prior to executing a contract or purchase order.

Point of Contact: Kyle Snyder, Town Administrator, can be reached at 301-627-6905 or ksnyder@UpperMarlboroMD.gov with any questions.

Thank you for your interest in this Request for Proposals from the Town of Upper Marlboro.



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MEMORANDUM

To: Board of Town Commissioners

From: Kyle Snyder, Town Administrator

Date: Thursday June 17th, 2021

Re: Charter Amendment Ordinance Process & Discussion- Elections

Commissioners,

The Town of Upper Marlboro is one of the last municipalities in the State of Maryland to have an elected body of three members. Several issues of having only three elected officials include the open meetings act (two commissioners meeting is a quorum), continuity of government (loss of a single commissioner jeopardizes the ability for a quorum) and needing better representation as the Town expands and population grows. To increase the number of elected officials to 5 (a number which is on-par with other municipalities up to 3,500 residents) would require updating the Town Charter. Staff also understands the Board is interested in moving the election date to the 2nd Tuesday in November, a more reasonable election timeline. In addition to the Charter, the Town should also revise its elections Ordinance, which has not seen a major update since 2001.

In addition to the items discussed, below are some questions for the Board to discuss amongst themselves and with the residents:

- How will the Mayor/President be selected? Popular/highest vote? Run for the position separate than Commissioner? Use a "Council president"
- Do we wish to increase the number of Town elections Judges to 5? Or set a range of 3-5?
- Remove Section 82–33. (Women) completely?
- When a residential property is annexed into Town, when can the residents vote or run for Town office?

Potential Timeline:

June Worksession- Board Discussion

July Town Meeting- Public Forum

July Worksession- Discuss draft Charter Amendment.

August Town Meeting-Introduction/Adoption of the Charter Amendment

August Worksession- Discuss elections Ordinance.

September Town Meeting- Introduce Elections Ordinance

Registration, Candidates and Elections

Section 82–19. (Voters).

Every person who (a) is a citizen of the United States, (b) is at least eighteen (18) years of age, (c) has resided within the corporate limits of the Town for thirty (30) days next preceding any Town election and (d) is registered in accordance with the provisions of this Charter shall be a qualified voter entitled to vote at any or all Town elections. (Res. No. 1–01, 9/26/01.)

Section 82–19(A). (Voters, Non–Resident Property Owners).

(Repealed by Res. No. 1–77, 9/22/77.)

Section 82–20. (Board of Supervisors of Elections).

There shall be a Board of Supervisors of Elections, consisting of three members who shall be appointed by the President with the approval of the Board of Commissioners on or before the first Monday in November in every odd numbered year. The terms of members of the Board of Supervisors of Elections shall begin on the first Monday in November in the year in which they are appointed and shall run for two years. Members of the Board of Supervisors of Elections shall be qualified voters of the Town and shall not hold or be candidates for any elective office during their terms of office. The Board of Supervisors of Elections shall appoint one of its members as chairman. Vacancies on the said Board of Supervisors shall be filled by the President with the approval of the Board of Commissioners for the remainder of the unexpired term. The compensation of the members of the said Board of Supervisors shall be determined by the Board of Commissioners.

Section 82–21. (Removal).

Any member of the Board of Supervisors of Elections may be removed for good cause by the Board of Commissioners. Before removal, the member of the Board of Supervisors Elections to be removed shall be given a written copy of the charges against him and shall have a public hearing on them before the Board of Commissioners if he so requests within ten days after receiving the written copy of the charges against him.

Section 82–22. (Duties).

The Board of Supervisors of Elections shall be in charge of the registration of voters, nominations and all Town elections. The Board of Supervisors may appoint election judges, clerks or other employees to assist it in any of its duties. Any member of the Board of Supervisors of Elections shall not by virtue of his membership be disqualified to serve as a judge of election.

Section 82–23. (Notice).

The Board of Supervisors of Elections shall give at least two weeks' notice of every registration day and every election by an advertisement published in a newspaper of general circulation in the Town.

Section 82–24. (Registration).

Registration with the Prince George's County Board of Elections by a voter who resides in the corporate limits of the Town and whose address is reflected on the rolls as a Town resident shall be deemed registration registered for the Town elections. A person continues to have the choice to register only

with the Town for its elections and not to register with the Prince George's County Board of Elections. Persons desiring to register only with the Town may register at Town Hall during normal working hours daily; or upon request, may receive an application by mail. Registration shall be permanent, and no person shall be entitled to vote in Town elections unless he is registered to vote at least thirty (30) days prior to the election. It shall be the duty of the Board of Supervisors of Elections to keep the registration lists up to date by striking from the lists persons known to have died, to have moved out of the Town, who have failed to vote in three successive general elections held in said Town, or who have become otherwise disqualified. The Board of Commissioners is hereby authorized and directed, by ordinance, to adopt and enforce any provisions necessary to establish and maintain a system of permanent registration and to provide for a re-registration, when necessary. (Res. No. 3-01, 9/26/01.)

Section 82-25. (Appeal).

If any person shall feel aggrieved by the action of the Board of Supervisors of Elections in refusing to register or in striking off the name of any person, or by any other action, such person may appeal to the Board of Commissioners. Any decision or action of the Board of Commissioners upon such appeals may be appealed to the Circuit Court for Prince George's County within thirty days of the decision or action of the Board of Commissioners.

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Section 82-26. (Candidates).

Any person qualified to hold the office of Commissioner and desiring to be a candidate for such office shall file with one of the Supervisors of Elections a written statement to that effect on or before the second Monday in December next preceding the election at which he desires to be a candidate, or his name shall not be printed on the ballot. The name of any qualified person may be certified for candidacy and shall be printed on the ballot upon a petition of 10 or more qualified voters of said Town filed with one of the Supervisors of Elections on or before the second Monday in December next preceding the election or his/her name shall not be printed on the ballot. (Res. No. 5-01, 9/26/01.)

Section 82-27. (Election of the Board of Commissioners).

On the first Monday which is not a legal holiday in January in every even numbered year, the qualified voters of the Town shall elect three persons as Commissioners to serve for term of two years or until their successors qualify.

Section 82-28. (Conduct of Elections).

It shall be the duty of the Board of Supervisors of Elections to provide for each special and general election a suitable place or places for voting and suitable ballot boxes and ballots or voting machines. In each general election, the ballots or voting machines shall show the name of each candidate, arranged in alphabetical order with no party designation of any kind and shall indicate in such terms as may by said Board be deemed appropriate, that three Commissioners are to be elected. The ballots and/or voting machines shall also provide a space or spaces to permit the voter to write in name or names of additional persons. The Board of Supervisors of Elections shall keep the polls open for a minimum of four (4) hours, such time to be selected and announced by the said Board of Supervisors of Elections, provided that these hours fall between 7:00 a.m. and 9:00 p.m. (Res. 3-77, 9/22/77.)

Section 82–29. (Special Elections).

All special Town elections shall be conducted by the Board of Supervisors of Elections in the same manner and with the same personnel, as far as practicable, as regular Town elections. In the event a special election is required pursuant to Section 82–32, the said special election shall be held not less than thirty (30) days and not more than forty–five (45) days after the vacancy is created. The newly elected Commissioner shall take office on the second Monday of the month following the special election. The vote count of a special election for Commissioner shall be the same as provided under Section 82–30 of this Charter, as amended. (Res. 4–77, 9/22/77.)

Section 82–30. (Vote Count).

After the closing of the polls, the Board of Supervisors of Elections shall determine the vote cast for each candidate or question and shall, no later than 12:00 Noon on the Thursday immediately following the election, certify the results of the election to the clerk of the Town Charter of the Town of Upper Marlboro 146 – 13 (revised 11/10) who shall record the results in the minutes of the Board of Commissioners. The three candidates for Commissioners receiving the highest number of votes in a general election shall be declared elected. (Res. No. 4–01, 9/26/01.)

Section 82–31. (Preservation of Ballots).

All ballots and recording of votes used in any town election shall be preserved for at least six months from the date of the election.

Section 82–32. (Vacancies).

In case of a vacancy on the Board of Commissioners for any reason, the Board of supervisors [Supervisors] of Elections shall, pursuant to the provisions of Section 82–29, conduct a special election to elect some qualified person to fill such vacancy for the unexpired term, provided, however, any vacancy which occurs within 61 days of the next general election as provided for in Section 82–27 shall remain vacant until said general election. In case of a vacancy in the office of President for any reason, the Board shall elect one of its members to fill the vacancy for the remainder of the unexpired term. Any vacancy in the office of the President shall be filled by the favorable votes of a majority of the members of the Board. The results of any such votes shall be recorded in the minutes of the Board.

Section 82–33. (Women).

Women shall have equal privileges with men in registering, voting, and holding Town offices. Whenever the masculine gender has been used as to any registering, voting, or holding Town office, it shall be construed to include the feminine gender.

Section 82–34. (Regulation and Control).

The Board of Commissioners shall have the power to provide by ordinance in every respect not covered by the provisions of this Charter for the conduct of registration, candidacy and elections and for the prevention of fraud in connection therewith, and for a recount of ballots in case of doubt or fraud.

Section 82–35. (Penalties).

Any person who (a) fails to perform any duty required of him under the provisions of this Charter or any ordinance passed thereunder, or (b) in any manner willfully or corruptly violates any of the provisions of this Charter or any ordinances passed thereunder, or (c) willfully or corruptly does anything which will or will tend to affect fraudulently any registration, candidacy, or election, shall be deemed guilty of a misdemeanor or a municipal infraction, punishable as provided in sec. 82–88 hereof. Any officer or employee of the Town government who is convicted of a misdemeanor under the provisions of this section shall immediately upon conviction thereof cease to hold such office or employment. (Res. No. 01–2009, 9/2/09)



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MEMORANDUM

To: Board of Town Commissioners

From: Kyle Snyder, Town Administrator

Date: Thursday June 17th, 2021

Re: FY22 DNR Community Parks and Playgrounds Program (CP&P) Planning

Commissioners,

The Maryland Department of Natural Resources is now accepting grant proposals for the Community Parks and Playgrounds Program (CP&P). These proposals will be reviewed and considered for inclusion in the Department's FY 2023 capital budget request. Maryland's CP&P Program is designed to restore existing and create new park and green space systems in Maryland's cities and towns. The Community Parks and Playgrounds Program provides flexible grants to municipalities to respond to the unmet need for assistance to rehabilitate, expand or improve existing parks, create new parks, develop environmentally oriented parks and recreation projects, or purchase and install playground equipment in older neighborhoods and intensely developed areas throughout the state.

The Town was awarded \$200,000 in funding for the Town Playground Phase 1 in the State's FY20 budget and awarded an additional \$199,000 in funding for Phase 2 of the playground in the State's FY21 budget.

I wanted to make sure the Board had time to discuss which project, if any, they would like to Town to apply for funding for this upcoming year. Some different options for funding include the development of the downtown pocket park (funding for purchasing the lot is in the State Bond Bill), additional improvements to the Town Playground, or look into developing a new park (Marlborough Towne?). The key is the Town has to own the property or have an agreement in place prior to applying. Due to the current annexation timeline, I do not believe we will be able to apply for any parks in the Phase 2 & 3 areas of annexation this year.

Attached to this memo is the letter from DNR and the application packet for the Commissioner's review.



Larry Hogan, Governor
Boyd Rutherford, Lt. Governor
Jeannie Haddaway-Riccio, Secretary
Allan Fisher, Acting Deputy Secretary

June 2021

Dear Maryland municipal corporations and Baltimore City,

The Maryland Department of Natural Resources is now accepting grant proposals for the Community Parks and Playgrounds Program (CP&P). These proposals will be reviewed and considered for inclusion in the Department's FY 2023 capital budget request.

Maryland's CP&P Program is designed to restore existing and create new park and green space systems in Maryland's cities and towns. The Community Parks and Playgrounds Program provides flexible grants to municipalities to respond to the unmet need for assistance to rehabilitate, expand or improve existing parks, create new parks, develop environmentally oriented parks and recreation projects, or purchase and install playground equipment in older neighborhoods and intensely developed areas throughout the state.

The CP&P Program FY 2023 Grant Proposal Guide and all application materials are available at <http://dnr.maryland.gov/land/Pages/ProgramOpenSpace/CPP-Grant-Process.aspx>. If you would like to apply for CP&P project assistance, please complete the following items: Grant Proposal List, Community Parks and Playgrounds Application and Project Agreement, Project Details, and Supporting Documents. Please e-mail all required forms and attachments by 3:00 p.m. on August 26, 2021 to the program administrator for your County.

After reviewing the online information, if you have any questions concerning the Program or would like a printed copy of the materials, please contact your Program Administrator on the following list. We look forward to working with you to enhance the quality of life in your communities through environmentally sustainable park and recreation facilities.

Sincerely,

Carrie R. Lhotsky
Land Acquisition and Planning

Community Parks and Playgrounds Program Administrators:

John Braskey

Allegany and Garrett Counties

john.braskey@maryland.gov

301-777-2030

Margaret Lashar

Anne Arundel, Calvert, Charles, Carroll, Frederick, Howard, Montgomery, Prince George's, St. Mary's, and Washington Counties, and Baltimore City

margaret.lashar@maryland.gov

410-260-8427

Carrie Lhotsky

Baltimore, Caroline, Cecil, Dorchester, Harford, Kent, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester Counties

carrie.lhotsky@maryland.gov

443-534-8255



Maryland's Community Parks & Playgrounds Program

FY 2023

GRANT PROPOSAL GUIDE

Maryland Department of Natural Resources
Land Acquisition and Planning
Tawes Office Building, E-4
580 Taylor Avenue
Annapolis, MD 21401

Program Administrators:

John Braskey
Allegany and Garrett Counties
John.Braskey@maryland.gov
301-777-2030

Margaret Lashar
Anne Arundel, Calvert, Charles, Carroll, Frederick, Howard, Montgomery, Prince George's, St. Mary's,
and Washington Counties, and Baltimore City
Margaret.Lashar@maryland.gov
410-260-8427

Carrie Lhotsky
Baltimore, Caroline, Cecil, Dorchester, Harford, Kent, Queen Anne's, Somerset, Talbot, Wicomico, and
Worcester Counties
Carrie.Lhotsky@maryland.gov
443-534-8255

Visit our website for more information and up-to-date news:
<http://dnr.maryland.gov/land/Pages/ProgramOpenSpace/cpp.aspx>

Community Parks & Playgrounds (CP&P) Program Grants Proposal Guide

A. Program Description and Requirements

1. Purpose

The Community Parks and Playgrounds Program provides grant funding assistance to restore existing park and green space systems and create new park and green space systems in the municipal corporations of the state and Baltimore City.

2. Source of Funds

The source of funds for this program is primarily State General Obligation Bonds, which may be authorized on an annual basis.

3. Administration of the Funds

The Department of Natural Resources (DNR) administers the Community Parks and Playgrounds Program per Natural Resources Article § 5-9C-02. DNR staff prepares and distributes application materials to municipalities and Baltimore City, conducts grant writing workshops if necessary, and provides background information and analysis on applications.

4. General requirements

The Community Parks and Playgrounds Program provides funding to incorporated municipalities and Baltimore City. Grants may be for up to 100% of the project cost and are selected on a competitive basis. Each applicant will be limited to one (1) **Grant Proposal List** submission package, which may contain one or more prioritized projects, per award cycle. Non-profit organizations are encouraged to partner with applicants in project sponsorship and implementation.

5. Types of Projects Funded

Activities eligible for funding include, but are not limited to:

- 1) development of new parks
- 2) rehabilitation of existing parks
- 3) expansion or improvement of existing parks
- 4) purchase and installation of playground equipment
- 5) development of environmentally oriented parks and recreation projects
- 6) development of new trails or extension of existing trails
- 7) creation of access points to water recreation resources
- 8) acquisition of land to create new parks

Notes:

- The Department of Natural Resources works to provide opportunities for Marylanders, especially our children, to experience nature. The Department has developed a web site <http://dnr.maryland.gov/pgc/Pages/NPS/index.aspx> that provides information about Nature Play Spaces. Nature Play Spaces are one of the many types of public recreation projects eligible for consideration for Community Parks and Playgrounds grant funding.
- While land acquisition costs may be considered for project funding, the highest priority will be placed on capital costs associated with park development and improvement.

6. Specific Project Eligibility Requirements:

- 1) Projects are within the applicant's jurisdiction and the applicant holds the rights to develop on the property.
- 2) Applicant demonstrates the capacity to plan, implement and maintain the project (sufficient and qualified staff or contractor, effective administrative procedures and systems, evidence of past success, etc.)

- 3) Applicant is ready to begin design/construction immediately after Board of Public Works approval and complete the project in a timely manner.
- 4) Project is consistent with National Playground Safety Standards and the Americans with Disabilities Act (<https://www.ada.gov/>.)
- 5) Applicant ensures that project site addresses any stormwater drainage issues and discharge requirements.
- 6) Sustainability and energy efficiency are always key elements as projects are considered for Community Parks and Playgrounds grant funding. Please ensure that any proposed lighting is energy efficient and reduces light spill-over to the maximum extent possible.
- 7) Development projects must have a *minimum twenty (20) year life span*. Projects must be properly maintained to be in a safe and usable state for access by all members of the public. If the grantee fails to do so, the grantee, at no expense to the State, will replace the project with a project of equal or greater public recreational/ open space and monetary value approved by the Community Parks and Playgrounds Program.
- 8) Land acquired under a state grant from the Community Parks and Playgrounds Program must be maintained in perpetuity. Conversion of use of land will require replacement with land of equal or greater recreational use, acreage, and equal or greater monetary value approved by the Community Parks and Playgrounds Program.

B. Proposal Review and Selection

Awards will be competitive in nature. DNR staff will review complete applications. Projects will be evaluated based on: consistency with Community Parks and Playgrounds Program's purpose, eligibility requirements and criteria, the applicant's **Project Details** responses, as well as the status of any previously awarded grants. DNR staff will make recommendations for grant selections. Once reviewed by DNR, recommended projects will be forwarded to the Department of Budget and Management for possible inclusion in the Governor's Budget proposal. Once the budget is approved by the Legislature and the fiscal year begins, the selected projects will be submitted for State Clearinghouse review and to the Board of Public Works for final approval.

Although the Community Parks and Playgrounds selection criteria and funding will be used for these projects, the applicant's management and maintenance responsibilities will be the same as those associated with projects receiving Local Program Open Space funding.

C. Notification of Award

DNR will send a letter of award to the applicant for each approved project. Approved grant recipients may be required to submit a revised itemized budget if one is requested. Award funds may only be used for the project as submitted and approved by DNR and the Board of Public Works.

D. Monitoring, Evaluation, and Award Disbursement

DNR staff will monitor local progress in accordance with stated timelines, performance criteria and goals set forth in each approved project and the standards and policies of the Community Parks and Playgrounds Program. Community Parks and Playground projects are to be administered in accordance with the Program Open Space (POS) Grants Manual.

Community Parks and Playgrounds is a reimbursable grant program. DNR will reimburse the applicant for the approved project costs when proper documentation is provided with the reimbursement request for individual component projects. Reimbursement for actual project costs of any component will at no time exceed the Board of Public Works approved funding amount.

E. Project Proposal Format and Submission Process:

1. *List* all proposed projects and funding requests on the **Grant Proposal List** and *sign* the **Declaration of Adherence to Award Conditions/Requirements**.
2. *Complete* a **Community Parks and Playgrounds Application and Project Agreement** for each project listed on the **Grant Proposal List**. Sign and date the original application.
3. *Complete* **Project Details** for each project listed on the **Grant Proposal List**. Number and label each item. Responses may not exceed a total of five (5) pages in length.
4. *Assemble* all **Supporting Documents**.
5. *Contact* your Program Administrator, if needed, to review the required attachments.
6. *Complete* application packages must include:

- **Grant Proposal List** with the signed **Declaration and Adherence to Award Conditions/Requirements**; and

for each proposed project on the **Grant Proposal List**,

- A completed **Community Parks and Playgrounds Application and Project Agreement** form, a completed **Project Details** form with a proposed/estimated project schedule, and the requisite attachments listed in **Supporting Documents including photographs**.

Please be advised that incomplete or late applications may not be considered for funding.

7. **Applications are due on Thursday, August 26, 2021 by 3:00 p.m. and must be e-mailed to the Program Administrator for your County:**

John Braskey

Allegany and Garrett Counties

john.braskey@maryland.gov

301-777-2030

Margaret Lashar

Anne Arundel, Calvert, Carroll, Charles, Frederick, Howard, Montgomery, Prince George's, St. Mary's, and Washington Counties, and Baltimore City

margaret.lashar@maryland.gov

410-260-8427

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Baltimore, Caroline, Cecil, Dorchester, Harford, Kent, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester Counties

carrie.lhotsky@maryland.gov

443-534-8255

F. Anticipated Program Timeline

June 2021	Proposal requests announced.
August 26, 2021	Applications due by 3:00 p.m.
May/June 2022	Awards Announced and Notifications E-Mailed (subject to budget allocation and approval)

<http://dnr.maryland.gov>

The facilities and services of the Maryland Department of Natural Resources are available to all without regard to race, color, religion, sex, sexual orientation, age, national origin or physical or mental disability.

This document is available in alternative format upon request from a qualified individual with a disability.



Community Parks and Playgrounds (CP&P) Program

FY2023 Grant Proposal List

APPLICANT INFORMATION:

APPLICANT: _____

(Name of Municipality or Baltimore City)

PROPOSED PROJECT(S):

For each project listed, please provide a complete application packet.

List PRIORITY (#1 highest, etc.)	PROJECT TITLE	FUNDS REQUESTED
1.		\$

DECLARATION OF ADHERENCE TO AWARD CONDITIONS/REQUIREMENTS

I have read and agree to adhere to all award eligibility requirements and conditions for all submitted projects including:

1. All projects must be consistent with *National Playground Safety Standards* and with the *Americans with Disabilities Act*.
2. All projects must have a *minimum twenty (20) year life span*. Conversions of project use will require replacement with a project of equal or greater recreational use, acreage (in the case of acquisition projects) and equal or greater monetary value approved by the Community Parks and Playgrounds Program.
3. All projects are within the applicant's jurisdiction and the applicant holds the right to develop on the property.

LOCAL GOVERNMENT AUTHORIZATION

Community Parks and Playgrounds projects are to be administered in accordance with the Program Open Space (POS) Grants Manual. As the authorized representative of this Political Subdivision, I read the terms of the "Project Agreement and General Conditions" of the POS Grants Manual and I agree to perform all work in accordance with the Manual, POS Law and Regulations, Special Conditions of the Community Parks and Playgrounds Program and with the attachments included herewith and made a part thereof.

Signature

Print Name

Title

Date

**Maryland Department of Natural Resources
Community Parks and Playgrounds (CP&P) Program**

Community Parks and Playgrounds Application and Project Agreement

CPP PROJECT # _____

(DNR Use Only)

1. PROJECT INFORMATION: Please fill out all sections of the form completely unless otherwise indicated.

PARK NAME _____

PROJECT NAME _____

2. APPLICANT: _____ / _____

(Municipality or Baltimore City)

(Specify County)

**3. APPLICANT'S
FEDERAL ID #:** _____

**LAST CP&P GRANT
ISSUED ON THIS SITE #** _____

4. PROJECT LOCATION: Please identify all applicable parcels.

Street Address: _____

City/Town _____

County _____

Zip Code _____

County Tax Map _____

Grid _____

Parcel _____

Lot _____

SDAT Account Identifier _____

MD Legislative District _____

District-Subdivision-Account Number or Ward-Section-Block-Lot (as applicable)

PROJECT DESCRIPTION: Descriptions are written into the agenda item, which is presented to the Maryland Board of Public

- 5.** Works for approval. Please explain the proposed project and be specific. Why is it being done and how does it relate to local recreation needs? Is it a new development or does it build upon an existing facility? Provide all of the information that you feel is necessary to explain and justify the project and to convince the approving agencies that it is a worthwhile project. Attach a separate sheet, if necessary.

6. PROJECT FUNDING:

CP&P FUNDS REQUESTED: \$ _____ %

LOCAL FUNDS: \$ _____ %

OTHER FUNDS: \$ _____ % (Specify Source/Type) _____

TOTAL PROJECT COST: \$ _____ **100 %**

7. PROJECT PERIOD: From: _____ Date of Letter of Acknowledgement (DNR Use Only)

To: _____ Estimated Date of Completion (Must be filled in by Applicant)

8. LOCAL PROJECT COORDINATOR:

(Print Name)	(Title)	(Department)	(Organization)
(Mailing Address)		(City)	(State) (Zip)
(Phone Number)		(Mobile Number)	(Email Address)

9. ITEMIZED DETAILED COST ESTIMATE: Round to the nearest dollar.

ITEM NO.	ITEM DESCRIPTION	ESTIMATED COST
1.	Community Parks and Playgrounds Acknowledgement Sign Sample text: "A Maryland Department of Natural Resources, Community Parks and Playgrounds Program assisted project"	
TOTAL DEVELOPMENT COSTS:		

10. LOCAL GOVERNMENT AUTHORIZATION:

Community Parks and Playgrounds projects are to be administered in accordance with the Program Open Space (POS) Grants Manual. As the authorized representative of this Political Subdivision, I read the terms of the "Project Agreement and General Conditions" of the POS Grants Manual and I agree to perform all work in accordance with the Manual, POS Law and Regulations, Special Conditions of the Community Parks and Playgrounds Program and with the attachments included herewith and made a part thereof.

(Signature)	(Print Name)	(Print Title)	(Date)
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PROGRAM ADMINISTRATIVE REVIEW: (DNR Use Only)

11. ON-SITE INSPECTION DATE _____ BY _____

12. DEPARTMENT OF NATURAL RESOURCES APPROVAL:

(Signature)	(BPW Approval Date)	(Agenda Item No.)
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**Maryland Department of Natural Resources
Community Parks and Playgrounds (CP&P) Program**

Project Details

Project Title: _____

1. Please explain the public need for the proposed project: Explain why this project is being developed/acquired and how it relates to other local facilities/plans.

2. Please explain the public benefits associated with the proposed project: How do these benefits address the purpose of the Community Parks and Playgrounds Program?

3. Please explain the low impact development techniques incorporated in the proposed project: What measures are being used to minimize the effect of stormwater runoff? What environmentally sensitive materials and/or green building techniques are being used in your proposed project?

4. Please provide a proposed project schedule, if funds are awarded:

Design Start Date: _____ * if applicable

Design End Date: _____ * if applicable

Construction/Installation Start Date: _____

Construction/Installation End Date: _____

**Maryland Department of Natural Resources
Community Parks and Playgrounds (CP&P) Program**

Supporting Documents

The following attachments must be included with each application:

Elements	Description	Comments
Attachment #1	City/County Road Map	8 ½" x 11" Map with project location marked in red .
Attachment #2	Site Plan	The site plan of the entire area. Outline in red on each copy major items to be developed under this application. Label all facilities as either EXISTING at the time of application or PROPOSED for development in this project or future development.
Attachment #3	Local Planning Agency Approval and Infrastructure Review.	Certifies consistency with existing plans and addresses relationship of project with water, sewer, storm water, roads, school, or other facilities or plans for facilities.
Attachment #4	Compliance with Reforestation Law and Site specific plan.	If the scope of the planned disturbance requires it.
Attachment #5	Floor Plan	A floor plan of each enclosed building being proposed under this project.
Attachment #6	Project Photographs	Labeled photographs of existing equipment if applicable and area(s) proposed for development.
Attachment #7	Deed, SDAT, Lease, or Joint Use Agreement* http://dnr.maryland.gov/land/Documents/POS/pos_cpp_joint_use_agreement.pdf	Fee simple title, 20 year lease, or Joint-Use Agreement (one copy with original application only).
Attachment #8	Retention of Rights Explanation	If applicable, when not owned in fee simple.
Attachment #9	Two (2) independent appraisals	For acquisition projects only.

Community Parks and Playgrounds projects are to be administered in accordance with the Program Open Space (POS) Grants Manual. Please refer to the POS Grants Manual http://dnr.maryland.gov/land/Documents/POS/localposmanual_2006.pdf for further details on the required attachments.

For each proposed project, a complete application packet includes a Community Parks and Playgrounds Application and Project Agreement form, a Project Details form with a proposed/estimated project schedule, and the requisite attachments listed in Supporting Documents above.

* If the applicant is not the deeded owner of the property where the project is proposed, the applicant must either have a long-term lease for the property (with 20 years remaining) or enter into a DNR Joint Use Agreement with the property owner to conduct the project.