



# Frederick County, Maryland

## Staff Report Concurrence Form

To: Office of the County Executive

Date: 12/30/2025

Division Director: Tom CoeApproved: Tom Coe

DocuSigned by:

DCC63852C86A4DB...

From: Tom CoeDivision: Fire and Rescue ServicesPhone #: 301-600-1780

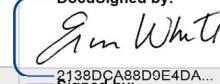
Please verify you have attached the correct documents

Staff Report Topic:Staff Memo:  Attachments: Yes:  No: 

Budget Journal for Senator Amoss Funds Supplement

Time Sensitive? Yes  (if yes, deadline for approval: \_\_\_\_\_) No Action Requested by Executive's Office: Signature Requested  OR Information Only Staff Report Review:

This staff report has been thoroughly reviewed first by the appropriate divisions/agencies noted on Page 2 followed by those outlined below:

	Name	Signature	Date
Budget Office	Kelly Weaver	 DocuSigned by: 15B09697D28946D...	1/5/2026
Finance Division	Erin White	 DocuSigned by: 15B09697D28946D...	1/5/2026
County Attorney's Office	Jennifer Keefer	 DocuSigned by: 2139DCA88D9E4DA...	1/13/2026

Refer to County Council? Yes  No 

(County Attorney's Office to complete)

Chief Administrative Officer	John Peterson	 DocuSigned by: John Peterson	1/13/2026
County Executive	Jessica Fitzwater	 DocuSigned by: Jessica Fitzwater	1/14/2026

Forward to Council? Yes  No 

(County Executive to complete)



# Frederick County, Maryland

## Staff Report Concurrence Form

### Other Reviewers:

Title	Name	Signature	Date
3. Deputy Chief	Steve Leatherman	<p>Signed by:  <b>Steve Leatherman</b>            A97085A0A4064EA...            DocuSigned by:</p>	1/1/2026
4. Accountant	Angie Fogle	<p><b>Angie Fogle</b>            610AF3699F70497...            Signed by:  <b>Angie Fogle</b>            2EF9AF13ADC442A...</p>	1/5/2026
5. Budget Analyst II	Kimberly Taylor	<p><b>kimberly Taylor</b>            2EF9AF13ADC442A...</p>	1/5/2026
6.			
7.			
8.			
9.			
10.			

### Comments:

From	Date	Comment
Kelly Weaver	01/05/2026	The supplemental appropriation requires County Council approval.



## FREDERICK COUNTY GOVERNMENT

### DIVISION OF FIRE & RESCUE SERVICES

Administrative Services Section

Jessica Fitzwater  
County Executive

Thomas E. Coe, Chief  
Steve Leatherman, Deputy Chief

**TO:** County Council  
**THROUGH:** County Executive Jessica Fitzwater  
**FROM:** Tom Coe, Director/Chief, Division of Fire & Rescue Services  
**DATE:** December 30, 2025  
**SUBJECT:** Budget Journal for Senator Amoss Funds Supplement

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#### ISSUE:

Should the County Council approve a Budget Journal (Attachment 1) to correct the original budget amount posted for the Senator William H. Amoss Funds (State 508 funds) to match the amount that was actually received and to be disbursed to the County's fire companies?

#### BACKGROUND:

The Division of Fire & Rescue Services receives funding through the State of Maryland Senator William H. Amoss Award (also known as the State 508 funds) each year to be disbursed to the fire companies in Frederick County. The amount originally established in the budget was \$615,000. The actual amount received to be disbursed was \$674,655, an increase of \$59,655 over the projected amount. The attached Budget Transfer (Attachment 1) is to reflect in INFOR the actual amount received and ultimately disbursed to the fire companies in Frederick County. Please see Attachment 2 for the deposits received by Frederick County from the Maryland Department of Emergency Management.

#### STRATEGIC ANALYSIS:

Increasing the budget for the FY26 Amoss funds supports "continuing the legacy of interdisciplinary coordination among public safety partners", a goal identified as part of the Livable Frederick Plan addendum, the 2023 Safe Frederick Plan.

#### RECOMMENDATION:

The Division of Fire & Rescue Services recommends the approval of this budget increase in the amount of \$59,655 and that the attached budget journal be forwarded to the County Council for its consideration and approval.

**FINANCIAL IMPACT:** Yes - Indirect

1. Fiscal Year of Financial Impact: FY2026
2. Account Unit / Activity & Account: 10.27.205.999 #54405
3. Budget Balance as of December 29, 2025: \$615,000
4. Budget Journal Required: Yes – Included
5. Is or will lead to an ongoing expense: No
6. Amount of County Funding Requested: \$59,655
7. Adding FTEs not budgeted: No
8. Other Pertinent Information: N/A

**ATTACHMENT(S):**

Attachment 1 – Budget Journal

Attachment 2 – Deposit Record for FY26 Amoss Funds




**Maryland Taxes Online Services**
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[FAQ](#)

## One Stop Vendor Payment Inquiry

### Payment Details

FREDERICK COUNTY GOVERNMENT

#### Vendor Information

Prefix:	<b>1</b>
Vendor #:	<b>526000943</b>
Mail Code:	<b>000</b>
Vendor Address:	<b>12 EAST CHURCH STREET FREDERICK, MD 21701</b>

#### Payment Information

Payment Number:	<b>509019666</b>
Payment Total:	<b>\$794,686.14</b>
Payment Date:	<b>11/13/2025</b>
Payment Status:	<b>Paid</b>
Status Date:	<b>11/12/2025</b>

#### Payment Details

Agency	Doc No	Doc Date	Invoice No	Invoice Date	Invoice Amount	Ref Doc
D52	D6600979		AMOSS FY26 FRE	11/05/2025	\$387,229.00	

**Invoice Desc:** AMOSS FY26 FREDERICK COUNTY

D52 D6600999 REIMB-25-395 10/27/2025 \$23,690.00

**Invoice Desc:** 25-395 FREDERICK CO 911

D52 D6601000 REIMB-25-134 10/27/2025 \$383,767.14

**Invoice Desc:** 25-134 FREDERICK CO 911

#### Agency Contact Information for Payment Inquiries

Agency Name: **DEPARTMENT OF EMERGENCY MANAGEMENT**  
 Telephone Number: **410- 517- 3600**

15138  
15391  
15392

[Menu](#) [Back](#) [Quit](#)

**Moreland, Rebecca**

**From:** Fogle, Angie  
**Sent:** Monday, December 29, 2025 2:01 PM  
**To:** Moreland, Rebecca  
**Subject:** FW: AMOSS \$287426.00

Rebecca,

Please see the email below for the second payment for FY26 Amoss funds.

Thank you,  
Angie

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**From:** Pradeep, Jyothi <JPradeep@FrederickCountyMD.gov>  
**Sent:** Tuesday, December 2, 2025 3:15 PM  
**To:** Fogle, Angie <AFogle@FrederickCountyMD.gov>  
**Subject:** AMOSS \$287426.00

Hi Angie.. post this to 10.27.205.999.41350?

Thanks,

## One Stop Vendor Payment Inquiry Payment Details

### FREDERICK COUNTY GOVERNMENT

#### Vendor Information

Prefix: **1**  
Vendor #: **526000943**  
Mail Code: **000**  
Vendor Address: **12 EAST CHURCH STREET  
FREDERICK , MD 21701**

#### Payment Information

Payment Number: **509037053**  
Payment Total: **\$380,549.20**  
Payment Date: **12/02/2025**  
Payment Status: **Paid**  
Status Date: **12/01/2025**

#### Payment Details

Agency	Doc No	Doc Date	Invoice No	Invoice Date	Invoice Amount	Ref D
D52	D6601074		REIMB-25-286	10/21/2025	\$93,123.20	
<b>Invoice Desc:</b>	25-286 FREDERICK CO 911					
D52	D6601100		AMOSSFREDERICK	11/21/2025	\$287,426.00	
<b>Invoice Desc:</b> AMOSSFY26FREDERICKCOCORRECTION						

## Agency Contact Information for Payment Inquiries

Agency Name: **DEPARTMENT OF EMERGENCY MANAGEMENT**  
Telephone Number: **410- 517- 3600**

JYOTHI PRADEEP  
Frederick County Government  
30 N. Market Street  
Frederick, MD 21701  
Phone 301-600-1111  
Frederickcountymd.gov



# Frederick County, Maryland

## Staff Report Concurrence Form

To: Office of the County Executive

Date: 01/08/2026

Division Director: Vincent RogersApproved: Vincent RogersFrom: Vincent RogersDivision: HousingPhone #: 301-600-3518

Please verify you have attached the correct documents

Staff Report Topic:Staff Memo:  Attachments: Yes:  No: 

Budget Journal to Recognize the FFY25 Community Development Block Grant Entitlement Award

Time Sensitive? Yes  (if yes, deadline for approval: 01/22/2026) No Action Requested by Executive's Office: Signature Requested  OR Information Only Staff Report Review:

This staff report has been thoroughly reviewed first by the appropriate divisions/agencies noted on Page 2 followed by those outlined below:

	Name	Signature	Date
Budget Office	Kelly Weaver	<u>kelly Weaver</u> <small>15B09697D28946D... DocuSigned by:</small>	1/15/2026
Finance Division	Erin White	<u>Erin White</u> <small>2139DCA88D9E4DA... DocuSigned by:</small>	1/21/2026
County Attorney's Office	Kathy L Mitchell	<u>Kathy L Mitchell</u> <small>77ADE83DC263487... DocuSigned by:</small>	1/22/2026

Refer to County Council? Yes  No 

(County Attorney's Office to complete)

Chief Administrative Officer	John Peterson	<u>John Peterson</u> <small>0090FF05084D47... DocuSigned by:</small>	1/22/2026
County Executive	Jessica Fitzwater	<u>Jessica Fitzwater</u> <small>32F7AAE4DF204E6... DocuSigned by:</small>	1/27/2026

Forward to Council? Yes  No 

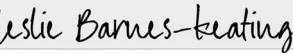
(County Executive to complete)



# Frederick County, Maryland

## Staff Report Concurrence Form

### Other Reviewers:

Title	Name	Signature	Date
3. Financial Office Manager	Shirley Vergara	DocuSigned by:  EDA5B2FA6C0C446...	1/8/2026
4. Accountant II	Matt Reynold	DocuSigned by:  0B2F514A3327492...	1/13/2026
5. Deputy Chief Administrative Officer	Leslie Barnes-Keating	DocuSigned by:  50EDCF485499410...	1/14/2026
6.			
7.			
8.			
9.			
10.			

### Comments:

From	Date	Comment
Matt Reynold	1/13/2026	On the last line of the budget journal under expenditures, the project category should be 84401, not 71050.
Kelly Weaver	01/15/2026	The supplemental appropriation requires County Council approval.



## FREDERICK COUNTY GOVERNMENT

### DIVISION OF HOUSING

Vincent Rogers, Division Director

**TO:** County Council

**THROUGH:** County Executive Jessica Fitzwater

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Initial

**FROM:** Vincent Rogers, Director, Division of Housing

VR

**DATE:** January 8, 2026

**SUBJECT:** Budget Journal to Recognize the FFY25 Community Development Block Grant Entitlement Award

#### **ISSUE:**

Should the County Council approve a budget journal ([Attachment 1](#)) to recognize the full amount of the FFY25 Community Development Block Grant (CDBG) Entitlement (FY25 County) award?

#### **BACKGROUND:**

Frederick County has been designated an urban county eligible to receive annual entitlement funds under the CDBG program to be used for a variety of housing and community development needs.

The U.S. Department of Housing and Urban Development (HUD) required that the County submit an approvable Consolidated Plan and Annual Action Plan by August 16, 2025, to receive its annual formula grant award. The Division of Housing (DOH) contracted with consultant Capital Access in March 2025 to lead stakeholder engagement, for data analysis and strategic planning, and to provide technical assistance to ensure the plans were timely submitted and HUD-compliant. The initial budget for FFY25 was established at that time to cover this eligible pre-award cost. Frederick County's plans have been submitted and reviewed by HUD and determined to be in compliance as of September 26, 2025 ([Attachment 2](#)).

The Federal Award Agreement for FFY25 has been executed by the County Executive on November 4, 2025, and was signed by the HUD Office of Community Planning and Development with an effective date of December 5, 2025 ([Attachment 3](#)). DOH has allocated all of the \$722,727 grant award to the four municipalities who have submitted projects for FFY25, to the County's Bell Court Senior Apartments property, and to allowable administrative costs for the County. The period of performance for this award began on October 1, 2024, and continues until September 30, 2033.

Staff Report Memo re: Budget Journal to Recognize the FFY25 Community Development Block Grant

Entitlement Award

January 8, 2026

Page 2

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**STRATEGIC ANALYSIS:**

The development of the Consolidated Plan engaged with communities in participating municipalities throughout the County. Becoming an Entitlement jurisdiction and partnering with municipalities align with the County Executive's Transition Report.

**RECOMMENDATION:**

Staff recommends the County Council approve the budget journal to recognize the full amount of the FFY25 CDBG Entitlement award.

**FINANCIAL IMPACT:** Yes – Direct

1. Fiscal Year of Financial Impact: FY2026 through FY2034
2. Account Unit / Activity & Account: 22.34.240.999 / G3021.1000.25 various accounts
3. Budget Balance as of January 8, 2026: \$0
4. Budget Journal Required: Yes – Included
5. Is or will lead to an ongoing expense (yes or no): No
6. Amount of County Funding Requested: \$0
7. Adding FTEs not budgeted: No
8. Other Pertinent Information: Initial budget for HUD's approved pre-award costs in the amount of \$87,500 was established in April 2025. This budget journal for \$635,227 recognizes the full amount of the award.

**ATTACHMENT(S):**

[Attachment 1](#) – Budget Journal Form

[Attachment 2](#) – Email dated 09.26.2025 from Baltimore Office of Community Planning and Development

[Attachment 3](#) – U.S. Department of Housing and Urban Development Office of Community Planning and Development Federal Award Agreement

**FREDERICK COUNTY  
BUDGET JOURNAL**

**FY 2026****J-26-206****Period # 1****Page 1 of 1**

1/6/2026 Division of Housing - Susan E. Brown

**Request Date** **Department & Requestor**

Signed by:

SV for SEB

*Vincent Rogers*

1/12/2026

**Department Head** 668E2C52DE734C**Division Director****DESCRIPTION/REASON FOR REQUEST:**

To recognize the FFY25 Community Development Block Grant (CDBG) Entitlement (FY25 County) full awarded amount. The CDBG Entitlement grant is a direct federal grant provided by the U.S. Department of Housing and Urban Development (HUD) Office of Community Planning and Development. The grant agreement was fully executed by HUD on 12/5/2025. The grant period starts on 10/1/2024 and ends on 9/30/2033.

DS  
*MR*

**REVENUE:**

<b>Accounting Unit# - Account#</b>	<b>Project# - Project Category#</b>	<b>Project Name &amp; Account Description</b>	<b>Increase</b>	<b>Decrease</b>
22.34.240.999 - 41050	G3021.1000.25 - 71050	CDBG Entitlement - Federal Grants Direct	635,227	
		<b>TOTAL</b>	<b>635,227</b>	<b>0</b>
		<b>Net Change</b>	<b>635,227</b>	

**EXPENDITURES:**

<b>Accounting Unit# - Account#</b>	<b>Project# - Project Category#</b>	<b>Project Name &amp; Account Description</b>	<b>Increase</b>	<b>Decrease</b>
22.34.240.999 - 50101	G3021.1000.25 - 80101	CDBG Entitlement - Salary & Wages	25,771	
22.34.240.999 - 50201	G3021.1000.25 - 80201	CDBG Entitlement - Health Insurance	2,686	
22.34.240.999 - 50250	G3021.1000.25 - 80250	CDBG Entitlement - Social Security	1,972	
22.34.240.999 - 50260	G3021.1000.25 - 80260	CDBG Entitlement - Defined Benefit Plan	3,479	
22.34.240.999 - 50280	G3021.1000.25 - 80280	CDBG Entitlement - Unemployment	9	
22.34.240.999 - 50290	G3021.1000.25 - 80290	CDBG Entitlement - Worker's	18	
22.34.240.999 - 50301	G3021.1000.25 - 80301	CDBG Entitlement - Life Insurance	82	
22.34.240.999 - 52401	G3021.1000.25 - 82401	CDBG Entitlement - Telephone	365	
22.34.240.999 - 53215	G3021.1000.25 - 83215	CDBG Entitlement - Computer	1,085	
22.34.240.999 - 53230	G3021.1000.25 - 83230	CDBG Entitlement - NonCapital	102	
22.34.240.999 - 53605	G3021.1000.25 - 83605	CDBG Entitlement - Office Supplies	150	
22.34.240.999 - 54110	G3021.1000.25 - 84110	CDBG Entitlement - Misc Operating Exp	21,326	
22.34.240.999 - 54401	G3021.1000.25 - 71050	CDBG Entitlement - Subgrants	578,182	
		<b>TOTAL</b>	<b>635,227</b>	<b>0</b>
		<b>Net Change</b>	<b>635,227</b>	

DocuSigned by:

*Kelly Weaver*

1580997D28946...

**BUDGET OFFICE APPROVAL**

1/15/2026

DATE

DocuSigned by:

*Jessica Fitzwater*

32F7AAE4DF204E6...

**COUNTY EXECUTIVE**

1/27/2026

DATE

**COUNTY COUNCIL PRESIDENT**

DATE

Revised February 2025

ACCT-UNIT		Project	FY	71050	PROJECT-CATEGORY	Project Category Description	Current Budget	
22.34.240.999		G3021.1000.25	2026		71050	Federal Grants - Direct	\$ (87,500.00)	
						<b>TOTAL REVENUE:</b>	<b>\$ (87,500.00)</b>	<b>(635,227.00)</b>
22.34.240.999	G3021.1000.25	2026	80101	Salary & Wages	\$ -		25,771.00	
22.34.240.999	G3021.1000.25	2026	80201	Health Insurance	\$ -		2,686.00	
22.34.240.999	G3021.1000.25	2026	80250	Social Security/Medicare	\$ -		1,972.00	
22.34.240.999	G3021.1000.25	2026	80260	Defined Benefit Plan	\$ -		3,479.00	
22.34.240.999	G3021.1000.25	2026	80280	Unemployment Contributions	\$ -		9.00	
22.34.240.999	G3021.1000.25	2026	80290	Worker's Compensation	\$ -		18.00	
22.34.240.999	G3021.1000.25	2026	80301	Life Insurance	\$ -		82.00	
						<b>TOTAL PERSONNEL:</b>	<b>\$ -</b>	<b>34,017.00</b>
22.34.240.999	G3021.1000.25	2026	81150	Consulting	\$ 87,500.00			
22.34.240.999	G3021.1000.25	2026	82401	Telephone	\$ -		365.00	
22.34.240.999	G3021.1000.25	2026	83215	Computer Hardware / Software	\$ -		1,085.00	
22.34.240.999	G3021.1000.25	2026	83230	NonCapital Furniture/Equipment	\$ -		102.00	
22.34.240.999	G3021.1000.25	2026	83605	Office Supplies	\$ -		150.00	
22.34.240.999	G3021.1000.25	2026	84110	Misc Operating Expense	\$ -		21,326.00	
22.34.240.999	G3021.1000.25	2026	84401	Subgrants	\$ -		578,182.00	
						<b>TOTAL OPERATING:</b>	<b>\$ 87,500.00</b>	<b>601,210.00</b>
								<b>635,227.00</b>

Current Budget		Budget After BJ	
	\$ (87,500.00)	\$ (635,227.00)	\$ (722,727.00)
\$ -	\$ 25,771.00	\$ 25,771.00	\$ 25,771.00
\$ -	\$ 2,686.00	\$ 2,686.00	\$ 2,686.00
\$ -	\$ 1,972.00	\$ 1,972.00	\$ 1,972.00
\$ -	\$ 3,479.00	\$ 3,479.00	\$ 3,479.00
\$ -	\$ 9.00	\$ 9.00	\$ 9.00
\$ -	\$ 18.00	\$ 18.00	\$ 18.00
\$ -	\$ 82.00	\$ 82.00	\$ 82.00
	<b>\$ 34,017.00</b>	<b>\$ 34,017.00</b>	<b>\$ 34,017.00</b>
\$ 87,500.00	\$ 87,500.00	\$ 87,500.00	\$ 87,500.00
\$ -	\$ 365.00	\$ 365.00	\$ 365.00
\$ -	\$ 1,085.00	\$ 1,085.00	\$ 1,085.00
\$ -	\$ 102.00	\$ 102.00	\$ 102.00
\$ -	\$ 150.00	\$ 150.00	\$ 150.00
\$ -	\$ 21,326.00	\$ 21,326.00	\$ 21,326.00
\$ -	\$ 578,182.00	\$ 578,182.00	\$ 578,182.00
	<b>\$ 601,210.00</b>	<b>\$ 601,210.00</b>	<b>\$ 601,210.00</b>
<b>\$ 87,500.00</b>			<b>\$ 688,710.00</b>

## Division of Housing - CDBG Entitlement - Project G3021.1000.25

**FFY25 CDBG Entitlement**  
**Awarded Amount for County**  
**Admin:** **\$144,545**

Operating	\$	110,528.00
Personnel	\$	34,017.00
<b>Total</b>		<b>\$ 144,545.00</b>

<b>\$ 34,017.00</b>	<b>From CDBG Entitlement</b>
<b>\$ 17,115.00</b>	<b>From General Fund</b>
<b>Total Personnel</b>	<b>\$ 51,132.00</b>

<b>Percent of Breakdown of Salary and Fringe (from Infor Budgets)</b>		<b>Amount</b>	<b>Rounded Amount</b>
<i>Salary</i>	75.76%	\$25,771.16	25,771
<i>Health</i>	7.90%	\$2,686.04	2,686
<i>Social Security</i>	5.80%	\$1,971.56	1,972
<i>Retirement</i>	10.23%	\$3,479.22	3,479
<i>Unemployment</i>	0.03%	\$9.48	9
<i>Worker's Comp</i>	0.05%	\$18.01	18
<i>Life Insurance</i>	0.24%	\$81.53	82
	<b>100.00%</b>	<b>\$34,017.00</b>	<b>34,017</b>

**Brown, Susan**

**From:** BaltimoreCPD <BaltimoreCPD@hud.gov>  
**Sent:** Friday, September 26, 2025 9:17 AM  
**To:** Brown, Susan  
**Cc:** Rose, Michael D; Rogers, Vincent  
**Subject:** RE: <External Message> RE: NOTIFICATION: Frederick County, MD FY25 Consolidated Plan/Action Plan

**[EXTERNAL EMAIL]**

Good Morning,

We received notification that your Plan is now compliance with EO requirements.

The Baltimore Office of Community Planning and Development

**From:** Brown, Susan <SBrown@FrederickCountyMD.gov>  
**Sent:** Wednesday, September 24, 2025 9:50 PM  
**To:** CPD DAS for Field Operations <CPDDASforfieldoperations@hud.gov>  
**Cc:** BaltimoreCPD <BaltimoreCPD@hud.gov>; Madyun, Ebony M <Ebony.M.Madyun@hud.gov>; Rose, Michael D <Michael.D.Rose@hud.gov>; Rogers, Vincent <VRogers@FrederickCountyMD.gov>; Herring, Courtney J <Courtney.J.Herring@hud.gov>  
**Subject:** RE: <External Message> RE: NOTIFICATION: Frederick County, MD FY25 Consolidated Plan/Action Plan

Good Evening –

Per your request, attached is a Word version of Frederick County's Consolidated Plan which incorporates the edits that were submitted in IDIS earlier today. I was unable to add the 20% admin as a project in this version; however, those edits were also submitted in IDIS earlier today and verified by Courtney Herring.

Housing is open Monday through Friday, 8am – 4pm. We accept your paperwork in person, by mail, e-mail, or the secure black drop box located to the left of our main entrance.

Thanks!

*Susan E. Brown*

Director of Community Development  
Division of Housing, Frederick County Government  
401 Sagner Ave., Frederick, MD 21701  
301-600-3530 Voice; 301-600-3585 Fax  
[sbrown@frederickcountymd.gov](mailto:sbrown@frederickcountymd.gov)

**From:** CPD DAS for Field Operations <[CPDDASforfieldoperations@hud.gov](mailto:CPDDASforfieldoperations@hud.gov)>  
**Sent:** Wednesday, September 24, 2025 5:56 PM  
**To:** Brown, Susan <[SBrown@FrederickCountyMD.gov](mailto:SBrown@FrederickCountyMD.gov)>  
**Cc:** BaltimoreCPD <[BaltimoreCPD@hud.gov](mailto:BaltimoreCPD@hud.gov)>; Madyun, Ebony M <[Ebony.M.Madyun@hud.gov](mailto:Ebony.M.Madyun@hud.gov)>; Rose, Michael D <[Michael.D.Rose@hud.gov](mailto:Michael.D.Rose@hud.gov)>; Rogers, Vincent <[VRogers@FrederickCountyMD.gov](mailto:VRogers@FrederickCountyMD.gov)>  
**Subject:** RE: <External Message> RE: NOTIFICATION: Frederick County, MD FY25 Consolidated Plan/Action Plan

**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
**OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT**  
**FEDERAL AWARD AGREEMENT**

**A. General Federal Award Information**

1. Recipient name (must match Unique Entity Identifier name) and address:  Frederick County 12 E CHURCH STREET FREDERICK, MD 21701-5402	12. Assistance listing number and title: <ul style="list-style-type: none"><li>• 14.218, Community Development Block Grant Program for Entitlement Communities</li><li>• 14.225, Community Development Block Grant Program for Insular Areas</li><li>• 14.228, Community Development Block Grant Program for States and Non-Entitlement Grants in Hawaii</li></ul>
2. Recipient's Unique Entity Identifier:  K9VMLKYJNYP7	13. Amount of federal funds obligated by this action:  \$722,727.00
3. Tax identification number:  52-6000943	14. Total amount of federal funds obligated:  \$722,727.00
4. Federal Award Identification Number (FAIN):  B25UC240015	15. Total approved cost sharing (if applicable):  N/A
5. Instrument type:  Grant <input checked="" type="checkbox"/> Cooperative agreement <input type="checkbox"/> Loan Guarantee <input type="checkbox"/>	16. Total federal award amount, including approved cost sharing:  \$722,727.00
6. Period of performance start and end date:  10/1/2024 - See Addendum 2	17. Budget approved by HUD: <b>12/5/2025</b>
7. Budget period start and end date:  10/1/2024 - See Addendum 2	18. Fiscal year:  2025
8. Initial Agreement <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> #	19. Statutory authority:  42 U.S.C. 5301 et seq.
9. Indirect cost rate (per § 200.414):  Recipients must complete Addendum 3: Indirect Cost Rate Schedule	20. Applicable appropriations act(s):  Public Law 119-4
10. Is this award for research and development (per 2 C.F.R. § 200.1)? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	21. Notice/notice of funding opportunity this award is made under (if applicable):  N/A
11. Awarding official name and contact information:  <b>Ebony Madyun</b> <b>CPD Director</b>	22. Program regulations (if applicable):  24 C.F.R. Part 570
23. Federal award description:  The CDBG program provides funding to eligible grantees for the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income.  <ul style="list-style-type: none"><li>• Addendum 1. Policy Requirements</li><li>• Addendum 2. Program-Specific Requirements</li><li>• Addendum 3. Indirect Cost Rate Schedule</li></ul>	

*Authority and Agreement.* This agreement between the U.S. Department of Housing and Urban Development (HUD) and the Recipient is made pursuant to the statutory authority above (box 19) and is subject to the applicable appropriations act(s) (box 20). This agreement incorporates by reference the Community Development Block Grant program statute 42 U.S.C. 5301 et seq., the program regulations at 24 C.F.R. § 570 (as now in effect and as may be

## U.S. Department of Housing and Urban Development — Federal Award Agreement

amended from time to time), Recipient's consolidated plan/action plan, the relevant funding notice (**box 21**), any attached Specific Terms and Conditions, and the attached addenda (**box 23**).

### **B. Terms and Conditions**

1. *General terms and requirements.* The Recipient must comply with all applicable federal laws, regulations, and requirements, unless otherwise provided through HUD's formal waiver authorities. This agreement, including any attachments and addenda, may only be amended in writing executed by parties to this agreement and any addenda.
2. *Administrative requirements.* The Recipient must comply with the following requirement(s) if checked below:
  - The administrative requirements in the HUD General Administrative, National, and Departmental Policy Requirements and Terms for HUD's Financial Assistance Programs 2025, as indicated in the relevant NOFO, apply to this agreement.
  - The grantee shall comply with requirements established by the Office of Management and Budget (OMB) concerning the Unique Entity Identifier (UEI); the System for Award Management (SAM.gov.); the Federal Funding Accountability and Transparency Act as provided in 2 C.F.R. part 25, Universal Identifier and General Contractor Registration; and 2 C.F.R. part 170, Reporting Subaward and Executive Compensation Information.
3. *Applicability of 2 C.F.R. part 200.*
  - The Recipient must comply with the applicable requirements at 2 C.F.R. part 200, as may be amended from time to time. If any previous or future amendments to 2 C.F.R. part 200 replace or renumber any part 200 section cited in HUD's regulations in Title 24 of the Code of Federal Regulations, the amended part 200 requirements will govern award activities carried out after the amendments' effective date.
  - The Recipient must comply with the applicable requirements at 2 C.F.R. part 200. If any previous amendments to 2 C.F.R. part 200 replace or renumber any part 200 section cited in HUD's regulations in Title 24 of the Code of Federal Regulations, the amended part 200 requirements will govern award activities carried out after the amendments' effective date.
4. *Future budget periods.* If the period of performance spans multiple budget periods, subsequent budget periods are subject to the availability of funds, program authority, satisfactory performance, and compliance with the terms and conditions of the Federal award.
5. *Indirect Cost Rate.* If the Recipient intends to use a negotiated or de minimis rate for indirect costs, the Recipient must submit an Indirect Cost Rate form to HUD, either with its application using HUD-426 (competitive grants) or with this agreement using "Addendum #3 "Indirect Cost Rate Schedule" (formula and congressional grants). The submitted form/addendum will be incorporated into and made part of this agreement, provided that the rate information is consistent with the applicable requirements under 2 C.F.R. § 200.414. If there is any change in the Recipient's indirect cost rate, it must immediately notify HUD and execute an amendment to this agreement to reflect the change if necessary.
6. *Recipient integrity and performance matters.* If the Federal share of this award is more than \$500,000 over the period of performance (**box 6**), the terms and conditions in 2 C.F.R. part 200 Appendix XII apply to this agreement.
7. *Recordkeeping and Access to Records.* The Recipient hereby agrees to maintain complete and accurate books of account for this award and award activities in such a manner as to permit the preparation of statements and reports in accordance with HUD requirements, and to permit timely and effective audit. The Recipient agrees to furnish HUD such financial and project reports, records, statements, subrecipient data, and documents at such times, in such form, and accompanied by such reporting data as required by HUD. HUD and its duly authorized representative shall have full and free access to all Recipient offices and facilities, and to all books, documents, and records of the Recipient relevant to the administration, receipt, and use of this award and award activities, including the right to audit and make copies. The Recipient agrees to maintain records that identify the source and application of funds, including relevant subrecipient data, in

## U.S. Department of Housing and Urban Development — Federal Award Agreement

such a manner as to allow HUD to determine that all funds are and have been expended in accordance with program requirements and in a manner consistent with applicable law.

Further, the Recipient hereby acknowledges that HUD is in the process of implementing new grants management and reporting tools, which will be made available for the Recipient's use in the future. The Recipient agrees to report on grant performance and financial activities (including vendor and cash disbursement supporting details for the Recipient and its subrecipients) using these new tools when they are released. HUD will work with the Recipient to support the Recipient's transition to this new reporting environment. Once implemented, timely reporting in this new environment will be mandatory. HUD reserves the right to exercise all of its available rights and remedies for any noncompliance with these grants management and financial reporting requirements, to include, without limitation, requiring 100% review, suspension of disbursements, and all other legally available remedies, to the furthest extent permitted by law, as amended.

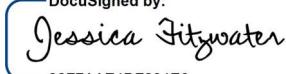
8. *Noncompliance.* If the Recipient fails to comply with the provisions of this agreement, HUD may take one or more of the actions provided in program statutes, regulations or 2 C.F.R. § 200.339, as applicable. Nothing in this agreement shall limit any remedies otherwise available to HUD in the case of noncompliance by the Recipient. No delay or omissions by HUD in exercising any right or remedy available to it under this agreement shall impair any such right or remedy or constitute a waiver of or acquiescence in any Recipient noncompliance.
9. *Termination provisions.* Unless superseded by program statutes, regulations or NOFOs, the termination provisions in 2 C.F.R. § 200.340 apply.
10. *Build America, Buy America.* The Recipient must comply with the requirements of the Build America, Buy America (BABA) Act, 41 U.S.C. § 8301 note, and all applicable rules and notices, as may be amended, if applicable. Pursuant to HUD's Notice, "Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance" (88 Fed. Reg. 17001), BABA requirements apply to any infrastructure projects HUD has obligated funds for after the effective dates, unless excepted by a waiver.
11. *Waste, Fraud, Abuse, and Whistleblower Protections.* Any person who becomes aware of the existence or apparent existence of fraud, waste, or abuse of any HUD award must report such incidents to both the HUD official responsible for the award and to HUD's Office of Inspector General (OIG). Allegations of fraud, waste, and abuse related to HUD programs can be reported to the HUD OIG hotline via phone at 1-800-347-3735 or online hotline form. The Recipient must comply with 41 U.S.C. § 4712, which includes informing employees in writing of their rights and remedies, in the predominant native language of the workforce. Under 41 U.S.C. § 4712, employees of a government contractor, subcontractor, recipient, and subrecipient—as well as a personal services contractor—who make a protected disclosure about a Federal award or contract cannot be discharged, demoted, or otherwise discriminated against if they reasonably believe the information they disclose is evidence of (1) gross mismanagement of a Federal contract or award; (2) waste of Federal funds; (3) abuse of authority relating to a Federal contract or award; (4) substantial and specific danger to public health and safety; or (5) violations of law, rule, or regulation related to a Federal contract or award.
12. *Third-Party Claims.* Nothing in this agreement shall be construed as creating or justifying any claim against the federal government or the Recipient by any third party.
13. *Rule of Construction and No Construction Against Drafter.* Notwithstanding anything contained in this agreement, the terms and conditions hereof are to be construed to have full and expansive effect in both interpretation and application, and the parties agree that the principle of interpretation that holds that ambiguities in terms or conditions are construed against the drafter shall not apply in interpreting this agreement.

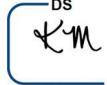
### **C. Federal Award Performance Goals**

The Recipient must meet any applicable performance goals, indicators, targets, and baseline data as required by applicable program requirements.

## U.S. Department of Housing and Urban Development — Federal Award Agreement

**D. Specific Terms and Conditions** Not applicable  Attached 

For the U.S. Department of HUD (name and title of authorized official) <b>Ebony Madyun</b> <b>CPD Director</b>	Signature DocuSigned by:  122F7040D736411...	Date <b>12/5/2025</b>
For the Recipient (name and title of authorized official) Jessica Fitzwater, County Executive	Signature DocuSigned by:  32F7AAE4DF204F6...	Date 11/4/2025

  
DS  
KM

10/31/2025

U.S. Department of Housing and Urban Development — Federal Award Agreement

**ADDENDUM 1. POLICY REQUIREMENTS**

If applicable:

1. The Recipient shall not use grant funds to promote “gender ideology,” as defined in Executive Order (E.O.) 14168, Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government;
2. The Recipient agrees that its compliance in all respects with all applicable Federal anti-discrimination laws is material to the U.S. Government’s payment decisions for purposes of section 3729(b)(4) of title 31, United States Code;
3. The Recipient certifies that it does not operate any programs that violate any applicable Federal anti-discrimination laws, including Title VI of the Civil Rights Act of 1964;
4. The Recipient shall not use any grant funds to fund or promote elective abortions, as required by E.O. 14182, Enforcing the Hyde Amendment; and that,
5. Notwithstanding anything in the NOFO or Application, this Grant shall not be governed by Executive Orders revoked by E.O. 14154, including E.O. 14008, or NOFO requirements implementing Executive Orders that have been revoked.
6. The Recipient must administer its grant in accordance with all applicable immigration restrictions and requirements, including the eligibility and verification requirements that apply under title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, as amended ([8 U.S.C. 1601-1646](#)) (PRWORA) and any applicable requirements that HUD, the Attorney General, or the U.S. Citizenship and Immigration Services may establish from time to time to comply with PRWORA, [Executive Order 14218](#), or other Executive Orders or immigration laws.
7. No state or unit of general local government that receives funding under this grant may use that funding in a manner that by design or effect facilitates the subsidization or promotion of illegal immigration or shields illegal aliens from deportation, including by maintaining policies or practices that materially impede enforcement of federal immigration statutes and regulations.
8. The Recipient must use SAVE, or an equivalent verification system approved by the Federal government, to prevent any Federal public benefit from being provided to an ineligible alien who entered the United States illegally or is otherwise unlawfully present in the United States.
9. Faith-based organizations may be subrecipients for funds on the same basis as any other organization. Recipients may not, in the selection of subrecipients, discriminate against an organization based on the organization’s religious character, affiliation, or exercise.

## U.S. Department of Housing and Urban Development — Federal Award Agreement

### ADDENDUM 2. PROGRAM-SPECIFIC REQUIREMENTS

#### Assistance Listing 14.218, Community Development Block Grant Program for Entitlement Communities

#### Assistance Listing 14.225, Community Development Block Grant Program for Insular Areas

#### Assistance Listing 14.228, Community Development Block Grant Program for States and Non-Entitlement Grants in Hawaii

1. *Environmental Review.* The Recipient agrees to assume all the responsibilities for environmental review, decision making, and actions, as specified and required in regulations issued by the Secretary pursuant to section 104(g) of title I of the Housing and Community Development Act of 1974 and published in 24 C.F.R. part 58; except that if the Recipient is a state, the Recipient must require the unit of general local government to assume that responsibility and must comply with the state's responsibilities under 24 C.F.R. 58.4.
2. *Public Use.* The Recipient shall ensure that no CDBG funds are used to support any Federal, State, or local projects that seek to use the power of eminent domain, unless eminent domain is employed only for public use. For the purposes of this requirement, public use shall not be construed to include economic development that primarily benefits private entities. Any use of funds for mass transit, railroad, airport, seaport, or highway projects as well as utility projects that benefit or serve the general public (including energy-, communication-, water-, and wastewater-related infrastructure), other structures designated for use by the general public or which have other common-carrier or public-utility functions that serve the general public and are subject to regulation and oversight by the government, and projects for the removal of an immediate threat to public health and safety or brownfield as defined in the Small Business Liability Relief and Brownfields Revitalization Act (Pub. Law No. 107-118) shall be considered a public use for purposes of eminent domain.
3. *Prohibition on Selling, Trading, and Transferring Funds.* The Recipient or unit of general local government that directly or indirectly receives CDBG funds may not sell, trade, or otherwise transfer all or any such portion of such funds to another such entity in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under title I of the Housing and Community Development Act of 1974.
4. *Construction of Water and Sewer Facilities.* Notwithstanding any other provision of this agreement, the Recipient may not obligate or expend award funds to plan or construct water or sewer facilities, including any new or revised activities, until after 1) it completes the review procedures required under Executive Order 12372, Intergovernmental Review of Federal Programs, and 24 C.F.R. part 52 and 2) HUD provides written notice of the release of funds.
5. *Funds for For-Profit Entities.* Under 42 U.S.C. § 5305(a)(17), CDBG funds may not be provided to a for-profit entity unless such activity or project has been evaluated and selected in accordance with Appendix A to 24 C.F.R. § 570, *Guidelines and Objectives for Evaluating Project Costs and Financial Requirements*.
6. *Violence Against Women Act.* The Recipient will comply with the right to report crime and emergencies protections at 34 U.S.C. § 12495 of the Violence Against Women Act.

U.S. Department of Housing and Urban Development — Federal Award Agreement

7. Funding Information and Period of Performance and Budget Period End Dates

Source of Funds	Amount	Period of Performance End Date	Budget Period End Date
2025	\$722,727.00	9/30/2033	9/30/2033

## U.S. Department of Housing and Urban Development — Federal Award Agreement

**ADDENDUM 3. INDIRECT COST RATE SCHEDULE**

As the duly authorized representative of the Recipient, I certify that the Recipient:

- Will not use an indirect cost rate to calculate and charge indirect costs under the grant.
- Will calculate and charge indirect costs under the grant by applying a *de minimis* rate as provided by 2 C.F.R. § 200.414(f), as may be amended from time to time.
- Will calculate and charge indirect costs under the grant using the indirect cost rate(s) listed below, and each rate listed is included in an indirect cost rate proposal developed in accordance with the applicable appendix to 2 C.F.R. part 200 and, *if required*, was approved by the cognizant agency for indirect costs.

Agency/department/major function	Indirect cost rate	Type of Direct Cost Base
	%	
	%	
	%	

**Instructions for the Recipient:**

The Recipient must mark the one (and only one) checkbox above that best reflects how the Recipient's indirect costs will be calculated and charged under the grant. Do not include indirect cost rate information for subrecipients.

The table following the third box must be completed only if that box is checked. When listing a rate in the table, enter both the percentage amount (e.g., 10%) and the type of direct cost base to be used. For example, if the direct cost base used for calculating indirect costs is Modified Total Direct Costs, then enter "MTDC" in the "Type of Direct Cost Base" column.

If using the Simplified Allocation Method for indirect costs, enter the applicable indirect cost rate and type of direct cost base in the first row of the table.

If using the Multiple Allocation Base Method, enter each major function of the organization for which a rate was developed and will be used under the grant, the indirect cost rate applicable to that major function, and the type of direct cost base to which the rate will be applied.

If the Recipient is a government and more than one agency or department will carry out activities under the grant, enter each agency or department that will carry out activities under the grant, the indirect cost rate(s) for that agency or department, and the type of direct cost base to which each rate will be applied.

To learn more about the indirect cost requirements, see 2 C.F.R. part 200, subpart E and Appendix VII to Part 200 (for state and local governments).



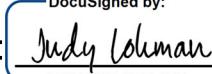
# Frederick County, Maryland

## Staff Report Concurrence Form

To: Office of the County Executive

Date: 01/15/2026

Division Director: Judy Lohman

Approved: 

From: Judy Lohman

Division: Circuit Court

Phone #: 301-600-1843

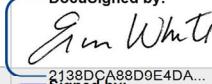
Please verify you have attached the correct documents

Staff Report Topic:Staff Memo:  Attachments: Yes:  No: 

Budget Journal - Security Enhancements for Frederick County Courthouse

Time Sensitive? Yes  (if yes, deadline for approval: \_\_\_\_\_) No Action Requested by Executive's Office: Signature Requested  OR Information Only Staff Report Review:

This staff report has been thoroughly reviewed first by the appropriate divisions/agencies noted on Page 2 followed by those outlined below:

	Name	Signature	Date
Budget Office	Kelly Weaver	 DocuSigned by: 15B09697D28946D...	1/16/2026
Finance Division	Erin White	 DocuSigned by: 15B09697D28946D...	1/20/2026
County Attorney's Office	Catherine Keller	 DocuSigned by: 2139DCA88D9E4DA...	1/20/2026

Refer to County Council? Yes  No 

(County Attorney's Office to complete)

Chief Administrative Officer	John Peterson	 DocuSigned by: John Peterson	1/20/2026
County Executive	Jessica Fitzwater	 DocuSigned by: Jessica Fitzwater	1/21/2026

Forward to Council? Yes  No 

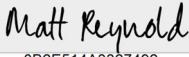
(County Executive to complete)



# Frederick County, Maryland

## Staff Report Concurrence Form

### Other Reviewers:

Title	Name	Signature	Date
3. Accountant II	Matt Reynold	DocuSigned by:  0B2E514A3327492...	1/16/2026
4.			
5.			
6.			
7.			
8.			
9.			
10.			

### Comments:

From	Date	Comment
Kelly Weaver	01/16/2026	The supplemental appropriation requires County Council approval.



## The Circuit Court for Frederick County

Sixth Judicial Circuit of Maryland  
Frederick County Courthouse

**TO:** County Council

**THROUGH:** County Executive Jessica Fitzwater

A handwritten signature in blue ink, appearing to read "JF".

**THROUGH:** Richard Sandy, Administrative Judge, Frederick County Circuit Court

**FROM:** Judy Lohman, Administrator, Frederick County Circuit Court

A handwritten signature in blue ink, appearing to read "JL".

**DATE:** January 15, 2026

**SUBJECT:** Budget Journal – Security Enhancements for the Frederick County Courthouse

### **ISSUE:**

Should the County Council approve the budget journal ([Attachment 1](#)) in the amount of \$166,622.73 for security enhancements for the Frederick County Courthouse?

### **BACKGROUND:**

The Circuit Court for Frederick County has requested and received funds from the Maryland Judiciary, Administrative Office of the Courts (AOC) since 2017. Security enhancements improve security at the courthouse and provide a safe environment for all parties doing business with the court.

County Executive Jessica Fitzwater signed the Memorandum of Understanding (MOU) ([Attachment 2](#)) with the AOC on January 12, 2026. The MOU was fully executed by all parties on January 13, 2026, and the Purchase Order was issued by the AOC on January 14, 2026.

### **STRATEGIC ANALYSIS:**

Security enhancements align with the County Executive's priority initiative of Public Safety by providing a safe environment for all those who work in or visit the courthouse. All visitors to the courthouse should have access to justice and legal services without security concerns or barriers to ensure equal access to justice.

### **RECOMMENDATION:**

Staff recommends the County Council approve the budget journal in the amount of \$166,622.73.

**Staff Report Memo re: Budget Journal—Security Enhancements for the Frederick County Courthouse**  
**January 15, 2026**

Page 2

**FINANCIAL IMPACT:** Yes - Direct

1. Fiscal Year of Financial Impact: FY 2026
2. Account Unit / Activity & Account: 22.09.065.999 / G1002.1000.26 85201
3. Budget Balance as of January 15, 2026: \$0
4. Budget Journal Required: Yes
5. Is or will lead to an ongoing expense: No
6. Amount of County Funding Requested: \$0
7. Adding FTEs not budgeted: None
8. Other Pertinent Information: N/A

**ATTACHMENT(S):**

Attachment 1 – Budget Journal

Attachment 2 – Memorandum of Understanding



**MEMORANDUM OF UNDERSTANDING  
FOR SECURITY GOODS AND SERVICES OVER \$100,000 AND UP TO \$500,000  
BY AND BETWEEN THE  
ADMINISTRATIVE OFFICE OF THE COURTS  
ON BEHALF OF THE CIRCUIT COURT FOR FREDERICK COUNTY, AND  
THE FREDERICK COUNTY GOVERNMENT**

**E26-0040-25K**

This Memorandum of Understanding (MOU) is entered into this 13<sup>th</sup> day of January, 2026, by and between the Administrative Office of the Courts (AOC) on behalf of the Circuit Court for Frederick County, and the Frederick County Government hereby known as the "Parties."

WHEREAS, the AOC recognizes the Frederick County Government possesses the capability to acquire goods and/or services as specified below; and,

WHEREAS, the AOC desires to obtain said goods and/or services as specified herein; and,

WHEREAS, the Frederick County Government has agreed to perform for the AOC in accordance with this MOU.

NOW, THEREFORE, in consideration of the above premises and of the mutual promises and other good and valuable considerations set forth below, the AOC and the Frederick County Government enter into this MOU and agree as follows:

**ARTICLE I – SCOPE OF WORK**

The Frederick County Government shall acquire through the county/city procurement process, security-related goods and/or services, as described in and in strict accordance with Exhibit A, incorporated as part of this document.

**ARTICLE II – COMPENSATION AND METHOD OF PAYMENT**

In consideration of the satisfactory performance and acceptance by the AOC, the AOC shall pay the Frederick County Government in accordance with the terms of this MOU and at the rate specified in the Exhibit A. Except by MOU modification, total payments may not exceed \$166,622.73(the "NTE Amount").

All invoices shall be submitted within thirty (30) calendar days after the completion and acceptance of each deliverable by the AOC, and shall include the following information:

- a. name and address of AOC contact: Sean Wolcoff, Office of Security Administration, 187 Harry S. Truman Parkway, Annapolis, MD 21401,
- b. name, remittance address, and federal taxpayer identification number of the Frederick County Government,
- c. invoice period,
- d. invoice date,
- e. invoice number,
- f. amount due,

- g. deliverable ID number for the deliverable being invoiced, if applicable, and
- h. Purchase Order number.

Hardware, software, and products purchased as a result of the agreement will become the property of the jurisdiction performing the purchase. All maintenance will become the responsibility of the jurisdiction. All hardware manufacturers make, model, and serial, numbers should be included on invoices related to those goods. Additional information may be required in the future. Invoices submitted without the required information will not be processed for payment.

Payments to the Frederick County Government shall be made as soon as possible after inspection and acceptance by the AOC and after receipt of a proper invoice. Charges for late payment of invoices are prohibited.

### **ARTICLE III – TERM**

The term of this MOU shall begin upon award and terminate on June 30, 2027 with up to two (2) extension option(s) of one (1) year at the sole discretion of the AOC. No work may begin under this MOU until all parties have signed it and the AOC has instructed the Frederick County Government by Purchase Order to proceed. If there are any inconsistencies between the terms of the Purchase Order and the terms of this MOU, the terms of this MOU shall prevail.

### **ARTICLE IV – MODIFICATIONS**

Any modifications to this MOU must be in writing and signed by authorized representatives of both parties.

### **ARTICLE V – GENERAL CONDITIONS**

Security Funding Acknowledgement Form is attached for signature as Exhibit B.

**Relationship between Parties.** Nothing in this MOU shall be construed to create an employment relationship between the AOC and any employee or contractor of the Frederick County Government including any staff or contractor that is assigned to perform any work in the Circuit Court for Frederick County. The Frederick County Government will have sole responsibility for all its staffing determinations, including, but not limited to, hiring, training, termination, and scheduling.

**Liability.** The AOC assumes no liability or responsibility with respect to the conduct and operation of the Frederick County Government related to business being conducted, nor for any loss or damage, caused by any employee, officer, contractor, or third party associated with the Frederick County Government. The AOC shall not be responsible for any damage(s) caused by the Frederick County Government employees, agents, or officials to personal property, documents, records, monies, or goods of the Frederick County Government or to anyone in or about the Frederick County Government's premises for the duration of the period of the MOU between the Frederick County Government and the AOC.

**Non-Disclosure.** The Frederick County Government shall not without the AOC's prior written consent, copy, disclose, publish, release, transfer, disseminate, use, or allow access for any purpose or in any form, any information which may be held or maintained by the Judicial Branch as Confidential Information except for the sole and exclusive purpose of performing under this MOU, and except for

disclosures to such Judiciary employees whose knowledge of the information is necessary to the performance of the MOU. The Frederick County Government may also be required to complete and submit a Non-Disclosure Agreement. Failure to comply with these conditions may result in the termination of this agreement.

## **ARTICLE VI – REPRESENTATIVES**

The following individuals are designated as representatives for their respective Parties:

For the AOC: Department of Procurement, Contract & Grant Administration

Name and Title: Whitney S. Williams, Director

Phone: 410-260-1581 Email: [whitney.williams@mdcourts.gov](mailto:whitney.williams@mdcourts.gov)

For the Frederick County Government:

Name and Title: Jessica Fitzwater, County Executive

Phone: 301-600-1100 Email: [jfitzwater@frederickcountymd.gov](mailto:jfitzwater@frederickcountymd.gov)

## **ARTICLE VII – KEY PERSONNEL, if applicable**

The Frederick County Government agrees that the following named individual(s) is considered to be essential to the work being performed hereunder, and is designated as Key Personnel who shall be made available to the full extent required to carry out the work under this MOU:

Name/Title: Judy Lohman, Court Administrator

Personnel of at least equivalent capability shall be assigned to the project if this individual becomes unavailable during the term of this MOU. Any such substitutions shall require prior written approval by the AOC, which approval may be denied at its sole discretion. The AOC may terminate this MOU; or, at its option, negotiate with the Frederick County Government for an equitable adjustment under the MOU relative to the loss of such Key Personnel if the Frederick County Government is unable to provide substitutes acceptable to the AOC.

## **ARTICLE VIII – ENTIRE AGREEMENT**

This MOU embodies the whole agreement of the Parties. There are no promises, terms, conditions, or obligations regarding the Parties' agreement, other than those contained herein, or incorporated herein by reference.

THE REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK

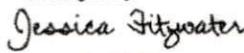
## **ARTICLE IX – SIGNATURES**

In acknowledgement of the foregoing description of the terms and requirements of this MOU, these authorized signatories of the Parties do hereby attest to their acceptance of these terms and conditions.

For the Frederick County Government:

1/12/2026

Date

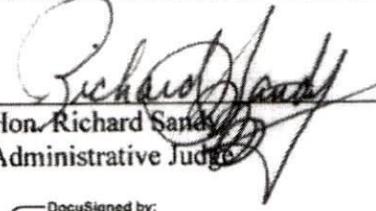
DocuSigned by:  
  
32P7AAE4DP204E0

Jessica Fitzwater  
County Executive  
12 East Church Street  
Frederick, MD 21701

1-2-26

Date

For the Circuit Court for Frederick County:

  
Hon. Richard Sandy  
Administrative Judge

DocuSigned by:  
  
605611764B9A4EE

Judy Lohman  
Court Administrator

For the Administrative Office of the Courts:

Jan 12, 2026 | 4:03 PM EST

Date

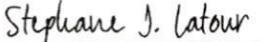
  
Whitney S. Williams  
Director, Department of Procurement, Contract & Grant  
Administration

Jan 13, 2026 | 5:33 PM EST

Date

  
Judy K. Rupp  
State Court Administrator

Approved as to form and legal sufficiency this 13th day of January, 2026.

  
Stephane J. Latour  
Managing Legal Counsel

## Exhibit A

**FY2026 Courthouse Security Items Request**Court Name: Circuit Court for Frederick CountyVendor/MOU Partner: Frederick CountyMailing Address: 12 East Church StreetFrederick, Maryland 21701Federal Tax ID #: 52-6000943**Please complete the following:**

- o Select tier item(s) below
- o Complete each subtotal amount
- o Provide a description, location, and justification on page 2 for each item requested
- o Exhibit A = Compile itemized quotes and supporting documentation for each item, such as pamphlets, photos, drawings, etc.

		<b>Subtotal*</b>	Approved (AOC only)
<b>TIER I</b>			
<input type="checkbox"/>	<b>X-Ray Machine</b>	\$	\$
<input type="checkbox"/>	<b>Magnetometer</b>	\$	\$
<input checked="" type="checkbox"/>	<b>Access Control System</b>		
<input checked="" type="checkbox"/>	<b>Duress Alarms</b>	\$166,622.73	\$166,622.73
<input checked="" type="checkbox"/>	<b>Camera System</b>		
<input type="checkbox"/>	<b>Audio Visual Intercom</b>		
<b>TIER II</b>			
<input type="checkbox"/>	<b>Building Alarms</b>	\$	\$
<input type="checkbox"/>	<b>Bullet Resistant Barriers</b>	\$	\$
<input type="checkbox"/>	<b>Fenced/Restricted Judges Parking</b>	\$	\$
<input type="checkbox"/>	<b>Security Blast Film</b>	\$	\$
<b>TIER III</b>			
<input type="checkbox"/>	<b>Emergency Intercom</b>	\$	\$
<b>Total:</b>		<b>\$166,622.73</b>	<b>\$166,622.73</b>

\*Amounts provided are estimates based on market research at the time of this request. Actual expenditures may differ. Reimbursement payments to the MOU partner shall not exceed the final scope and amounts approved by the State Court Administrator.

Please provide a **description, proposed location, and justification** for each item request.

<b>TIER I</b>	
<b>X-Ray Machine</b>	
<b>Magnetometer</b>	<p><b><u>\$98,883.77</u></b> <b>Quote:</b> The Frederick City Police recently vacated the Frederick County Courthouse. Circuit Court will be occupying the first floor of the vacated space early Spring 2026. Drug Court; Truancy Court; IT Support; and Administrative Staff will be moving to the vacated space. Access control systems, duress alarms, camera, and intercom systems are needed prior to occupancy of the new space. Senior visiting judges will occupy the space vacated by Drug Court which will require the installation of a secure door and additional card reader.</p> <p><b><u>\$67,548.98</u></b> <b>Quote:</b> Adding card readers to all existing courtroom doors (9). By adding card readers to the courtroom doors it will allow the Sheriff's Office to lock them in an emergency. The Sheriff's Office has the ability to get into the card reader system and within the system there is an emergency function that can be selected to lock all the doors in the courthouse that have card readers. In an active shooter situation Sheriff's Office can lock all doors so that a shooter would not be able to enter the courtrooms. During courtroom operating hours the card reader function will be turned off so that the public can gain access to the courtrooms.</p> <p><b><u>\$189.98</u></b> <b>TV and Mounting Bracket:</b> The TV will be used by Sheriff's Department Judicial Services Commander to monitor the security cameras throughout the courthouse from his office. Provides the ability to leave the TV on throughout the day to observe different cameras within the courthouse and allow observation to any problems that are occurring.</p>
<b>Access Control System</b> <b>Duress Alarms</b> <b>Camera System</b> <b>Audio Visual Intercom</b>	
<b>TIER II</b>	
<b>Building Alarms</b>	

<b>Bullet Resistant Barriers</b>	
<b>Fenced/Restricted Judges Parking</b>	
<b>Security Blast Film</b>	
<b>TIER III</b>	
<b>Emergency Intercom</b>	

**Vendor/MOU Partner**

Representative Name: Jessica Fitzwater  
 Title: County Executive  
 Phone Number: 301-600-1100  
 Email: jfitzwater@frederickcountymd.gov

The following individual is considered to be essential to the work proposed above and is designated as Key Personnel who shall be made available to the full extent required to carry out the work under the forthcoming MOU agreement.

**Key Personnel**

Name: Judy Lohman  
 Title: Circuit Court Administrator

**Funding Request Submitted By:**

Name: Judy Lohman  
 Title: Circuit Court Administrator  
 Signature: Judy Lohman Date: 11/12/25



Bill to:  
Frederick County Government  
12 E. Church Street  
Frederick, MD 21701

Location:  
Frederick County Government  
100 W Patrick St  
Frederick, Maryland 21701

## Quote

Date: 11-10-2025  
Expiration Date: 12-10-2025  
Quote NO: QUO-10344  
Revision ID: 0  
Demand NO: DMND0012974  
Terms: Net 30

Contract Number:	Salesperson:	Reference:	F.O.B.
CCPN CATS is 49-F-1-24/25	Kendra Collier	Frederick Courthouse FPD Additional Access Control	Origin

## SECTION 1: STATEMENT OF WORK

### FREDERICK COUNTY CONTRACT:

- Skyline's quote follows the CCPN Contract RFP 49-F-1-18/19.
- Skyline to provide factory yellow "jumpers" between camera and biscuit installed by Frederick County and the headend if Skyline installs the cable.
- Skyline to use the below cable colors for CCTV installs:
  - Structure cable (In the ceiling): Data - Blue, Voice - White.
  - Patch Panel cables: Data & Aiphone - Gray, Cameras - Yellow, WAPS - Orange.
- Skyline to make all building penetrations 5/8", the standard procedure set by Frederick County.
- Skyline's proposal is a firm fixed price.
- Skyline to obtain low voltage permits for locations outside of city limits. Associated costs to be included on the quote.

#### 1. Statement of Work

1. Skyline Technology Solutions is pleased to provide Frederick County Government with a quote for the Access control, panic buttons, aiphone, and CCTV Installation located at Frederick County Courthouse. Skyline Technology Solutions will complete the following Scope of Work based on site survey & attached floor plan or performed on 10/23/2025.

##### 2. System Overview

1. Skyline will provide, configure, and install (1) New CCTV Camera.
2. Skyline will provide, configure, and install (1) New Aiphone IX-DV.
3. Skyline will provide, configure, and install (3) Aiphone Master Stations.
4. Skyline will provide, configure, and install (5) New Panic Buttons.
5. Skyline will provide, configure, and install (12) New Card Readers.

#### 2. Scope of Work

##### 1. Cabling

1. Provide, Install, Terminate, and Test (6) Blue Cat5 cables.
2. Provide, Install, Terminate, and Test (12) Access Control cables.
3. Provide, Install, Terminate, and Test (1) 18-2 for aiphone unlock relay.
4. Reuse existing rack.
5. Use available space on the existing patch panel.
6. Skyline will provide (1) 3' Gray Cat6 patch cable for patch panel to switch.

##### 2. Video Surveillance System



1. Provide, configure, and install (1) interior cameras.
  1. (1) Axis P3275-LV to be ceiling mounted in corner of room 1107 per attached drawing.
2. (1) VMS/Camera Licenses will be applied to Customer VMS.
3. (1) cameras will be enrolled into Customer VMS.
4. Estimated video storage for 30 days of continuous recording assuming 10fps, H.264 codec (H.265 if available), max resolution, 50% compression, Zip Stream set to Medium – .5 TB.
5. Price includes (1) years of Genetec Advantage. Actual Genetec Advantage costs will be calculated at the time of ordering.
3. *Access Control System*
  1. Skyline will provide, configure, and install (1) Galaxy LG161 (8) Board (16) Door Galaxy Panel.
  2. Skyline will provide, configure, and install (1) FPO150-B1002D8E2
  3. CR1 – Door 1133
    1. Skyline will provide, configure, and install (1) Signo 40 Reader
    2. Skyline will wire the built in Latch bolt monitor on HES 1500 Strike for door contact.
    3. Skyline will provide, configure, and install (1) HES 1500 Strike.
  4. CR2 – Door 1107B
    1. Skyline will provide, configure, and install (1) Signo 20 Reader
    2. Skyline will provide, configure, and install (1) Door Contact
    3. Skyline will provide, configure, and install (1) Schlage 9098 storeroom function mortise lock.
    4. Skyline will provide, configure, and install (1) SFIC (7) pin mortise cylinder
    5. Skyline will provide, configure, and install (1) HES 1500 electric strike with LBM.
    6. Skyline will provide, configure, and install (1) Aiphone IX-DV.
  5. CR3 – 1115 Hallway – New Door
    1. Skyline will provide, configure, and install (1) Signo 40 Reader
    2. Skyline will provide, configure, and install (1) Door Contact
    3. Skyline will provide, configure, and install (1) HES 1500 Strike.
  6. CR4 – 1124 Hallway – New Door
    1. Skyline will provide, configure, and install (1) Signo 40 Reader
    2. Skyline will provide, configure, and install (1) Door Contact
    3. Skyline will provide, configure, and install (1) HES1500 Strike.
  7. CR5 – 2117B – New Door
    1. Skyline will provide, configure, and install (1) Signo 40 Reader
    2. Skyline will provide, configure, and install (1) Door Contact
    3. Skyline will provide, configure, and install (1) Schlage ND SFIC storeroom function lever sets.
    4. Skyline will provide, configure, and install (1) HES 1500 electric strike with LBM'S.
  8. CR6 Stairwell Door – LL
    1. Skyline will provide, configure, and install (1) Signo 40 Reader
    2. Skyline will provide, configure, and install (1) Door Contact
    3. Skyline will Reswing & rehang existing door to RHR opening
    4. Skyline will provide, configure, and install (1) Von Duprin 98/99 series 36" rim exit device
    5. Skyline will provide, configure, and install (1) Von Duprin 98/99 series NL pull trim.
    6. Skyline will provide, configure, and install (1) SFIC (7) pin rim cylinder.
    7. Skyline will provide, configure, and install (1) HES 9600 rim electric strike.
    8. Skyline will provide, configure, and install (1)GEN 7000 Duro door closer
  9. CR7 – Stairwell Door – 1<sup>st</sup> Floor
    1. Skyline will provide, configure, and install (1) Signo 40 Reader
    2. Skyline will provide, configure, and install (1) Door Contact
    3. Skyline will provide, configure, and install (1) Von Duprin 98/99 series 36" rim exit devices
    4. Skyline will provide, configure, and install (1) Von Duprin 98/99 series NL pull trims
    5. Skyline will provide, configure, and install (1) SFIC (7) pin rim cylinders
    6. Skyline will provide, configure, and install (1) HES 9600 electric strikes.
  10. CR8 – Stairwell Door – 2<sup>nd</sup> Floor
    1. Skyline will provide, configure, and install (1) Signo 40 Reader
    2. Skyline will provide, configure, and install (1) Door Contact



3. Skyline will provide, configure, and install (1) Von Duprin 98/99 series 36" rim exit devices
4. Skyline will provide, configure, and install (1) Von Duprin 98/99 series NL pull trims
5. Skyline will provide, configure, and install (1) SFIC (7) pin rim cylinders
6. Skyline will provide, configure, and install (1) HES 9600 electric strikes.
11. CR9 - Elevator Door – LL
  1. Skyline will provide, configure, and install (1) Signo 40 Reader.
  2. Skyline will provide elevator contractors (1) Dry Contact Lock Relay for valid card read to Open Elevator.
12. CR10 - Elevator Door – 1<sup>st</sup> Floor
  1. Skyline will provide, configure, and install (1) Signo 40 Reader.
  2. Skyline will provide elevator contractors (1) Dry Contact Lock Relay for valid card read to Open Elevator.
13. CR11 - Elevator Door – 2<sup>nd</sup> Floor
  1. Skyline will provide, configure, and install (1) Signo 40 Reader.
  2. Skyline will provide elevator contractors (1) Dry Contact Lock Relay for valid card read to Open Elevator.
14. CR12-Door 1107a
  1. Skyline to provide configure, install card reader door contact & HES1500 strike
  15. Skyline will provide, configure, and install (3) Aiphone Master Stations in the following offices.
    1. 1102
    2. 1104
  4. 3. 1105
  5. 16. Price includes (16) Galaxy reader connection licenses.

#### *6. Panic Buttons*

1. IDF – RM2117B
  1. Skyline will provide, configure, and install:
    1. (1) Bosch B9512C intrusion panel.
    2. (1) Bosch B426 IP Ethernet Interface.
    3. (1) Bosch B426 IP Ethernet Interface.
    4. (1) Bosch B208 8 Zone Expander Module
    5. (1) Bosch B308 8 Relay Module
    6. (1) Bosch B942 Color Touch Screen Keypad
  2. Skyline will provide, configure, and install (5) Hardwired Panic Buttons in the following offices.
    1. 1102
    2. 1104
  3. 3. 1105
  4. 4. 1111
  5. 5. 1118

#### **Assumptions**

##### *1. General*

1. All work will be performed during normal business hours of 7am - 5pm.
2. Access to a free and clear workspace will be granted by the customer.
3. Skyline will confirm that all existing equipment and cabling that are to be reused or relocated will be operational prior to project initiation. All nonfunctioning equipment and cabling will be addressed by a Change Order quote.

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##### *2. Cabling By Skyline*

1. All cable pathways are accessible.
2. Patching drywall and painting are excluded from the proposal except when stated in the Scope of Work.
3. Core holes are excluded from proposal except when stated in the Scope of Work.



**3. Video Surveillance**

1. All camera views will be verified by the end user within (1) business day of project completion.
2. The customer will return the completed Customer Requirements Form (CRF) before any equipment is purchased. CRF includes I.P. Address, Device Naming, Power Requirements, Storage Needs, etc.
3. Skyline will have remote access before, during, and after installation.
4. Skyline assumes the customer will replace ceiling tiles if needed.
5. Price assumes all cameras are installed no more than 20' above ground.
6. Price assumes all exterior cameras will be mounted on gooseneck wall mounts.
7. Price assumes all interior cameras will be surface mounted directly to the walls or ceilings.
8. Skyline cannot guarantee the integrity of the existing cameras to be reused. If the existing cables cannot meet the performance requirements of the applicable standard certification test, Skyline will notify the point of contact and may replace the cameras by means of an approved Change Order.

**4. Access Control**

1. If the system is tied into a burglar alarm system, Skyline will leave and identify a Normally Closed circuit for Alarm contractor use.
2. All doors will be tested with the customer at the time of project completion.
3. Skyline will have remote access before, during, and after installation.
4. Price does not include cardholder data entry.
5. Skyline is not responsible for wiring dry elevator contacts into elevator controls.
6. Elevator technician must be present at the time of install.
7. Price assumes Frederick County Government will provide door handle and latch for new 1125 and 1115 corridor doors.

**4. Provided by Others**

1. (3) dedicated 110VAC Quad Receptacle will be provided at IDF – RM2117B location for Equipment Power.
2. 8'x 4' fire-rated plywood mounted in the telecommunications room.
3. (6) patch panel ports.
4. (5) 15W POE Network ports.
5. (1) Non-POE Network ports.
6. All Necessary Servers and Workstations.
7. Skyline will provide a separate Customer Requirements Form (CRF) following proposal acceptance, detailing items needed prior to equipment being ordered and/or work being scheduled. Specific items may include, but are not limited to, IP address information, power equipment, switch/patch panel ports, etc.

**5. Training**

1. Training is not included in this quote.

**6. Drawings & Submittals**

1. Submittals are not included in this quote.
2. As-Built drawings are not included in this quote.
3. Price includes initial architectural submittals after quote approval. Additional submittals beyond the initial submittals can be provided on a T&M basis.
4. Price includes As-Built drawings to be provided at project close out. Additional CAD work beyond the initial As-Builts and O&M manuals can be provided on a T&M basis.
5. For AHJ (Authority Having Jurisdiction) Fire Marshal and life safety drawings, submittals, and permits provided by others. Fire alarm drawings and submittals will be provided on a T&M basis.

**7. Standard Practices**

1. All Category Cable and/or Fiber will be tested with an approved testing device in compliance with Industry testing procedures.
2. This design and installation will comply with all federal, state, county, and municipal codes and regulations, the National Electric Code (NEC), National Fire Protection Assn. (NFPA), ANSI/EIA/TIA - 568A & 569 for building telecommunication wiring and pathway.
3. All cable, outlets, termination panels, and devices will be machine-printed labeled using a sequence to



match the floor plan and/or customer-provided labeling scheme.

4. All Skyline-provided equipment will be tested in our lab before being installed at the customer location to reduce RMAs.
5. Video Surveillance will comply with standards set forth in the National Electric Code (NEC) Internet Connection Article 725, requirements for minimum wire sizes, adjustment factors, overcurrent protection, insulation requirements, wiring methods, and materials.
6. Access Control System will comply with standards set forth in the National Electric Code (NEC) Internet Connection Article 725, requirements for minimum wire sizes, adjustment factors, overcurrent protection, insulation requirements, wiring methods, and materials.



## SECTION 2: BILL OF MATERIALS

Part Number	Description	Qty	MSRP	Disc%	Unit Price	Amount
635LG161	635 16 Reader Large Controller- Includes Large Controller Box, CPU, 8 DRMs & Power Supply	1	\$7,930.00		\$4,361.50	\$4,361.50
MISC JOB MATERIALS	MISC JOB MATERIALS	1			\$1,666.50	\$1,666.50
180RS-12-W	3/4" Stubby Steel Door Recessed Switch Set, 12" #22AWG leads, closed loop, White	1	\$5.67		\$4.88	\$53.68
40NKS-00-000000	HID Signo 40 reader, Wall mount, 13.56MHz & 125kHz, OSDP/Wiegand, Pigtail, Mobile Ready, BLE	11			\$214.05	\$2,355.00
IX-DV	APHONE IP VIDEO DOOR STAT, SIP COMPAT, VANDAL RESISTANT, SURFACE MOUNT, ALUMI DIE CAST COV	1	\$1,774.00		\$878.13	\$878.13
IX-MV7-HB	IP VIDEO MASTER STATION, SIP COMPATIBLE, W/ 7" TOUCHSCREEN, PRIVACY HANDSET, BLACK	3	\$2,190.00		\$1,084.05	\$3,252.15
658AMJ 004500	500'-Access Control Cable, Plenum-CMP, 3-22 AWG pairs, 4-18 AWG conductors, 4-22 AWG conductors	4	\$1,521.00		\$544.50	\$2,178.00



Part Number	Description	Qty	MSRP	Disc%	Unit Price	Amount
FPO250-B1002C82D8E2	FPO250-B1002C82D8E2	1			\$775.55	\$775.55
20NKS-00-000000	HID Signo 20 reader, Mullion, 13.56mHz & 125kHz, OSDP/Wiegand, Pigtail, Mobile Ready, BLE	1			\$207.76	\$207.76
90-0600-70/16E	SG Enterprise Up to 16 Readers with first year software maintenance	1	\$2,640.00		\$1,452.00	\$1,452.00
585A-6W	1585A-6W CAT5E Blue	3			\$324.50	\$973.50
6300UE877U1000	18/2 STR BC NS CMP	1	\$352.20		\$187.00	\$187.00
Subcon - Intrusion Materials	Strat - Subcontractor Materials	1	0		\$4,268.04	\$4,268.04
AX101307	Category 5e KeyConnect Jack Gray	8	\$8.95		\$5.50	\$44.00
560-100-005	Category 5e 5' Patch Cord Gray	7	\$1.82		\$1.43	\$10.01
560-115-005	Category 5e 5' Patch Cord Yellow	1	\$1.82		\$1.43	\$1.43
GSC-OM-E-1C	Genetec, 1 video license for GSC Omnicast Enterprise	1	\$300.00	25%	\$225.00	\$225.00
ADV-CAM-E-1Y	Genetec™ Advantage for 1 Omnicast Enterprise Camera - 1 year	1	\$55.00	25%	\$41.25	\$41.25
02980-001	High-performance 2 MP dome camera with AI analytics. Excellent image quality thanks to Forensic WDR	1	\$679.00	20%	\$543.20	\$543.20



Part Number	Description	Qty	MSRP	Disc%	Unit Price	Amount
Subcon - Locksmith Materials	Safelock - Sourced Materials	1			\$22,450.00	\$22,450.00
SKY-LB-FAC-LEAD	Strat - Facilities Specialist Lead	44			\$133.12	\$5,857.28
SKY-LB-SEC ENG	Engineer, Physical Security	12			\$168.96	\$2,027.52
SKY-LB-FAC SPEC II	Facilities Specialist Level II	93			\$120.83	\$11,237.19
SKY-LB-FAC SPEC I	Facilities Specialist Level I	62			\$112.64	\$6,983.68
SKY-LB-PROJECT MGR	Project Manager	25			\$168.96	\$4,224.00
SKY-LB-FAC-LEAD	Safelock - Facilities Specialist Lead (Subcon)	170			\$133.12	\$22,630.40



## SECTION 3: SUMMARY

Return POs by email to your Salesperson or email to contracts@skylinenet.net.

**Please include the following on your PO:**

- Ship To Address and Site Contact Name
- Invoicing Name and Address or Email
- PO Number and Master Contract Number
- Quantities and Part Numbers
- Order Date
- Chassis Serial #(s) - Maintenance Requests

FOB = Origin

<b>Labor Subtotal</b>	<b>\$52,960.07</b>
<b>Materials Subtotal</b>	<b>\$45,923.70</b>
<b>QUOTE TOTAL</b>	<b>\$98,883.77</b>

---

Authorized Signature

Print Name and Title

Date



Bill to:	Location:
Frederick County Government 12 E. Church Street Frederick, MD 21701	Frederick County Government 100 W Patrick St Frederick, Maryland 21701

## Quote

Date: 11-10-2025  
 Expiration Date: 12-10-2025  
 Quote NO: QUO-10348  
 Revision ID: 0  
 Demand NO: DMND0012979  
 Terms: Net 30

Contract Number:	Salesperson:	Reference:	F.O.B.
CCPN CATS is 49-F-1-24/25	Kendra Collier	Frederick Courthouse Courtrooms 9 Readers and One Camera	Origin

## SECTION 1: STATEMENT OF WORK

### FREDERICK COUNTY CONTRACT:

- Skyline's quote follows the CCPN Contract RFP 49-F-1-18/19.
- Skyline to provide factory yellow "jumpers" between camera and biscuit installed by Frederick County and the headend if Skyline installs the cable.
- Skyline to use the below cable colors for CCTV installs:
  - Structure cable (In the ceiling): Data - Blue, Voice - White.
  - Patch Panel cables: Data & Aiphone - Gray, Cameras - Yellow, WAPS - Orange.
- Skyline to make all building penetrations 5/8", the standard procedure set by Frederick County.
- Skyline's proposal is a firm fixed price.
- Skyline to obtain low voltage permits for locations outside of city limits. Associated costs to be included on the quote.

#### 1. Statement of Work

1. Skyline Technology Solutions is pleased to provide Frederick County Government with a quote for the solution offering located at Frederick County Courthouse. Skyline Technology Solutions will complete the following Scope of Work based on site survey & attached floor plan performed on 10/23/2025.

#### 2. System Overview

1. Skyline will provide, configure, and install (9) New Access Control Doors.
2. Skyline will provide, configure, and install (1) CCTV Camera.

#### 2. Scope of Work

##### 1. Cabling

1. Provide, Install, Terminate, and Test (1) Blue Cat5 cables.
2. Provide, Install, Terminate, and Test (9) Access Control cables.
3. Reuse existing rack.
4. Use available space on the existing patch panel.
5. Skyline will provide (1) 3' Blue Cat5 patch cable for patch panel to switch.

##### 2. Video Surveillance System

1. Provide, configure, and install (1) interior cameras.
  1. (1) Axis P3285-LV in Room 0302.
2. (1) VMS/Camera Licenses will be applied to Customer VMS.
3. (1) cameras will be enrolled into Customer VMS.
4. Estimated video storage for 30 days of continuous recording assuming 10fps, H.264 codec (H.265 if available), max resolution, 50% compression, Zip Stream set to Medium – .5 TB.

##### 3. Access Control System



**1. IDF – RM2458**

1. Skyline will configure, and install (1) Galaxy (4) Door panel Provided by Frederick Co. Government.
2. Skyline will provide, configure, and install (1) 8 Door Life Safety Power Supply.

**2. RM 1225A – Orphans Courtroom**

1. Skyline will provide, configure, and install (1) HID Signo 40 Card Reader.
2. Skyline will provide, configure, and install (1) Door Contact.
3. Skyline will provide, configure, and install (1) HES1500 Strike with Latch Bolt Monitor.

**3. RM 2447 – Magistrate 2**

1. Skyline will provide, configure, and install (1) HID Signo 40 Card Reader.
2. Skyline will provide, configure, and install (1) Door Contact.
3. Skyline will provide, configure, and install (1) HES1500 Strike
4. Skyline will provide, configure, and install (1) Schlage Lever set.

**4. RM 2531A – Magistrate 1**

1. Skyline will provide, configure, and install (1) HID Signo 40 Card Reader.
2. Skyline will provide, configure, and install (1) Door Contact.
3. Skyline will provide, configure, and install (1) Von Duprin 98/99 series storeroom function lever trims.
4. Skyline will provide, configure, and install (1) Command Access Von Duprin MLR'S.
5. Skyline will provide, configure, and install (1) Command Access 3500 HD (6) conductor power transfer butt hinges

**5. RM 2504 – Circuit Courtroom 6**

1. Skyline will provide, configure, and install (1) HID Signo 40 Card Reader.
2. Skyline will provide, configure, and install (1) Door Contact.
3. Skyline will provide, configure, and install (1) Von Duprin 98/99 series storeroom function lever trims.
4. Skyline will provide, configure, and install (1) Command Access Von Duprin MLR'S.
5. Skyline will provide, configure, and install (1) Command Access 3500 HD (6) conductor power transfer butt hinges

**6. IDF – RM 3412**

1. Skyline will provide, configure, and install (2) DRM Boards.

**7. RM 3203 – Courtroom 1**

1. Skyline will provide, configure, and install (1) HID Signo 40 Card Reader.
2. Skyline will provide, configure, and install (1) Door Contact.
3. Skyline will provide, configure, and install (1) Sargent 700ET storeroom function lever trims
4. Skyline will provide, configure, and install (1) Command Access Sargent MLR'S.
5. Skyline will provide, configure, and install (1) Command Access 3500 HD (6) conductor power transfer butt hinges

**8. RM 3218 – Courtroom 2**

1. Skyline will provide, configure, and install (1) HID Signo 40 Card Reader.
2. Skyline will provide, configure, and install (1) Door Contact.
3. Skyline will provide, configure, and install (1) Command Access Sargent MLR'S.
4. Skyline will provide, configure, and install (1) Command Access 3500 HD (6) conductor power transfer butt hinges

**9. RM 3227 – Courtroom 3**

1. Skyline will provide, configure, and install (1) HID Signo 40 Card Reader.
2. Skyline will provide, configure, and install (1) Door Contact.
3. Skyline will provide, configure, and install (1) Command Access Sargent MLR'S.
4. Skyline will provide, configure, and install (1) Command Access 3500 HD (6) conductor power transfer butt hinges

**10. RM 3410 – Courtroom 4**

1. Skyline will provide, configure, and install (1) HID Signo 40 Card Reader.
2. Skyline will provide, configure, and install (1) Door Contact.
3. Skyline will provide, configure, and install (1) Sargent 700ET storeroom function lever trims
4. Skyline will provide, configure, and install (1) Command Access Sargent MLR'S.
5. Skyline will provide, configure, and install (1) Command Access 3500 HD (6) conductor power transfer butt hinges

**11. RM 3438 – Courtroom 5**

1. Skyline will provide, configure, and install (1) HID Signo 40 Card Reader.
2. Skyline will provide, configure, and install (1) Door Contact.



3. Skyline will provide, configure, and install (1) Sargent 700ET storeroom function lever trims
4. Skyline will provide, configure, and install (1) Command Access Sargent MLR'S.
5. Skyline will provide, configure, and install (1) Command Access 3500 HD (6) conductor power transfer butt hinges

12. Price includes (1) 8 Pack Galaxy Reader Connection Licensing.

### 3. Assumptions

#### 1. General

1. Access to a free and clear workspace will be granted by the customer.
1. Skyline will confirm that all existing equipment and cabling that are to be reused or relocated will be operational prior to project initiation. All nonfunctioning equipment and cabling will be addressed by a Change Order quote.

#### 2. Cabling By Skyline

1. All cable pathways are accessible.
2. Patching drywall and painting are excluded from the proposal except when stated in the Scope of Work.
3. Core holes are excluded from proposal except when stated in the Scope of Work.
4. Low-voltage boxes, string, and conduit are excluded from proposal except when stated in the Scope of Work.
5. Exterior wiremold or surface mount raceway is excluded from proposal except when stated in the Scope of Work.
6. The existing underground conduit pathway to be utilized for this installation is assumed to be viable, unobstructed, and capable of being traversed. Conduits which are found to be non-viable or obstructed will not be utilized by Skyline unless they are repaired or replaced by others or repaired or replaced by Skyline by means of an approved change order.

#### 3. Video Surveillance

1. All camera views will be verified by the end user within (1) business day of project completion.
2. The customer will return the completed Customer Requirements Form (CRF) before any equipment is purchased. CRF includes I.P. Address, Device Naming, Power Requirements, Storage Needs, etc.
3. Skyline will have remote access before, during, and after installation.
4. Skyline assumes the customer will replace ceiling tiles if needed.
5. Price assumes all cameras are installed no more than 20' above ground.
6. Price assumes all exterior cameras will be mounted on gooseneck wall mounts.
7. Price assumes all interior cameras will be surface mounted directly to the walls or ceilings.
8. Skyline cannot guarantee the integrity of the existing cameras to be reused. If the existing cables cannot meet the performance requirements of the applicable standard certification test, Skyline will notify the point of contact and may replace the cameras by means of an approved Change Order.

#### 4. Access Control

1. If the system is tied into a burglar alarm system, Skyline will leave and identify a Normally Closed circuit for Alarm contractor use.
2. All doors will be tested with the customer at the time of project completion.
3. Skyline will have remote access before, during, and after installation.
4. Price does not include cardholder data entry.
5. Price assumes (4) Door galaxy panel will be provided by Frederick County Government.
6. Price assumes (5) Available lock power ports in life safety panel in RM-3412 at the time of the install.
7. Price assumes (2) Available DRM board slots in Galaxy panel in RM 3412.
8. Price assumes all plexy glass cases to the right of circuit court doors can be moved to allow space for card readers.
9. Price assumes (1) available reader connection license at the time of install.

#### 4. Provided by Others

1. (2) dedicated 110VAC Quad Receptacle will be provided at IDF RM 2458 location for Equipment Power.
2. fire-rated plywood mounted in the telecommunications room.
3. (1) patch panel ports.
4. (1) 15W POE Network ports.
5. All Necessary Servers and Workstations.
6. Skyline will provide a separate Customer Requirements Form (CRF) following proposal acceptance, detailing items needed prior to equipment being ordered and/or work being scheduled. Specific items may include, but are



not limited to, IP address information, power equipment, switch/patch panel ports, etc.

**5. Training**

1. Training is not included in this quote.

**6. Drawings & Submittals**

1. Submittals are not included in this quote.
2. As-Built drawings are not included in this quote.
3. Price includes initial architectural submittals after quote approval. Additional submittals beyond the initial submittals can be provided on a T&M basis.
4. Price includes As-Built drawings to be provided at project close out. Additional CAD work beyond the initial As-Buils and O&M manuals can be provided on a T&M basis.
5. For AHJ (Authority Having Jurisdiction) Fire Marshal and life safety drawings, submittals, and permits provided by others. Fire alarm drawings and submittals will be provided on a T&M basis.

**7. Standard Practices**

1. All Category Cable and/or Fiber will be tested with an approved testing device in compliance with Industry testing procedures.
2. This design and installation will comply with all federal, state, county, and municipal codes and regulations, the National Electric Code (NEC), National Fire Protection Assn. (NFPA), ANSI/EIA/TIA - 568A & 569 for building telecommunication wiring and pathway.
3. All cable, outlets, termination panels, and devices will be machine-printed labeled using a sequence to match the floor plan and/or customer-provided labeling scheme.
4. All Skyline-provided equipment will be tested in our lab before being installed at the customer location to reduce RMAs.
5. Video Surveillance will comply with standards set forth in the National Electric Code (NEC) Internet Connection Article 725, requirements for minimum wire sizes, adjustment factors, overcurrent protection, insulation requirements, wiring methods, and materials.
6. Access Control System will comply with standards set forth in the National Electric Code (NEC) Internet Connection Article 725, requirements for minimum wire sizes, adjustment factors, overcurrent protection, insulation requirements, wiring methods, and materials.



## SECTION 2: BILL OF MATERIALS

Part Number	Description	Qty	MSRP	Disc%	Unit Price	Amount
FPO150-B100C8D8E1	LSP Product   Standard   Dual Voltage   E1   8 Doors   120 VAC	1	\$702.24		\$447.26	\$447.26
40NKS-00-000000	HID Signo 40 reader, Wall mount, 13.56MHz & 125kHz, OSDP/Wiegand, Pigtail, Mobile Ready, BLE	9			\$214.05	\$1,926.45
180RS-12-W	3/4" Stubby Steel Door Recessed Switch Set, 12" #22AWG leads, closed loop, White	9	\$5.67		\$4.88	\$43.92
20-0235-10	635 Dual Reader Module (DRM)	2	\$790.00		\$513.50	\$1,027.00
658AMJ 004500	500'-Access Control Cable, Plenum-CMP, 3-22 AWG pairs, 4-18 AWG conductors, 4-22 AWG conductors	4	\$1,521.00		\$544.50	\$2,178.00
ADV-CAM-E-1Y	Genetec™ Advantage for 1 Omnicast Enterprise Camera - 1 year	1	\$53.95	25%	\$40.46	\$40.46
GSC-OM-E-1C	Genetec, 1 video license for GSC Omnicast Enterprise	1	\$300.00	25%	\$225.00	\$225.00
Subcontractor Materials	Subcon Materials	1			\$20,625.00	\$20,625.00
1585A-6W	1585A-6W - Blue Cat5E	1			\$324.50	\$324.50
MISC JOB MATERIALS	MISC JOB MATERIALS	1			\$0.00	\$0.00
90-0600-70/8EUP	SG Enterprise 8 Reader Upgrade (System Key Required)	1	\$1,320.00	35%	\$858.00	\$858.00
02980-001	AXIS P3285-LV High-performance 2 MP dome camera with AI analytics. Excellent image quality thanks t	1	\$679.00	20%	\$543.20	\$543.20
SKY-LB-FAC-LEAD	Facilities Specialist Lead (Subcon)	155			\$133.12	\$20,633.60



Part Number	Description	Qty	MSRP	Disc%	Unit Price	Amount
SKY-LB-FAC SPEC II	Facilities Specialist Level II	73			\$120.83	\$8,820.59
SKY-LB-SEC ENG	Engineer, Physical Security	8			\$168.96	\$1,351.68
SKY-LB-FAC SPEC I	Facilities Specialist Level I	50			\$112.64	\$5,632.00
SKY-LB-PROJECT MGR	Project Manager	17			\$168.96	\$2,872.32



### SECTION 3: SUMMARY

Return POs by email to your Salesperson or email to contracts@skylinenet.net.

**Please include the following on your PO:**

- Ship To Address and Site Contact Name
- Invoicing Name and Address or Email
- PO Number and Master Contract Number
- Quantities and Part Numbers
- Order Date
- Chassis Serial #(s) - Maintenance Requests

FOB = Origin

<b>Labor Subtotal</b>	<b>\$39,310.19</b>
<b>Materials Subtotal</b>	<b>\$28,238.79</b>
<b>QUOTE TOTAL</b>	<b>\$67,548.98</b>

---

Authorized Signature

Print Name and Title

Date

10/14/25, 8:18 AM

TCL 40" Class Q3K Series 1080P FHD QLED Smart TV with Google TV (2025) 40Q3K - Best Buy

Outlet Event Ends Oct. 26. Limited quantities. No rainchecks. Shop now

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Frederick

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TCL

## TCL - 40" Class Q3K Series 1080P FHD QLED Smart TV with Google TV (2025)

Model: 40Q3K SKU: 6625830

4.6 (223 reviews)

Deal ends in 16:41:55

**\$149.99**

Save \$80

Comp. Value: \$229.99

4 payments starting at  
\$37.50

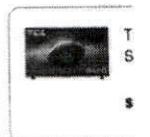
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Finance Options View your offers

Special Offers On related products

Series: Full HD QLED - Q3K



Screen Size Class: 40"



### Highlights

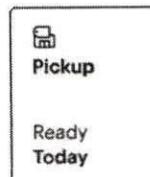
Resolution  
Full HD  
(1080p)Screen Size  
Class  
40 inchesDisplay Type  
LEDBacklight Type  
Direct LitSmart Capable  
YesVoice Assistant  
Built-in  
Google  
Assistant

### Specifications

### Features

### Questions & Answers (39)

### Availability



Pickup at Frederick

Sold By Best Buy

See it in-store: Frederick has a demo model on display.

Add to cart

Saved

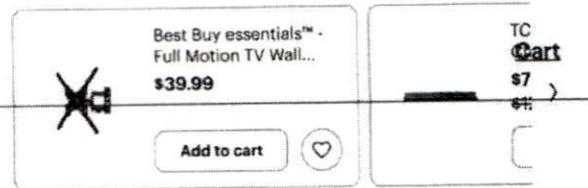
Return &amp; Exchange Policy

Key Accessories:



10/14/25, 8:18 AM

TCL 40" Class Q3K Series 1080P FHD QLED Smart TV with Google TV (2025) 40Q3K - Best Buy



Best Buy essentials™ -

Full Motion TV Wall...

\$39.99

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**Cart**

\$7

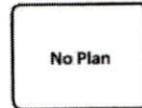
6/6

**Protect your TV**

(29,586)

[What's included](#) | [Terms & Conditions](#)

## Standard Geek Squad Protection



About \$0.83/mo.

&gt;

Most Popular

**More Buying Options**

New and Open-Box

\$137.99 - \$179.99

&gt;

**Related Item**

Sponsored

[Hisense - 43" Class QD6 Series QLED 4K UHD HDR Smart Fire TV \(2025\)](#)

(183)



\$199.99

\$299.99

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Sponsored



10/14/25, 8:18 AM

Best Buy essentials™ Full Motion TV Wall Mount for Most 19–50" TVs Black BE-MSFM - Best Buy

Outlet Event Ends Oct. 26. Limited quantities. No rainchecks. Shop now

[Yardbird](#) [Best Buy Outlet](#) [Best Buy Business](#) [Shop with an Expert](#)

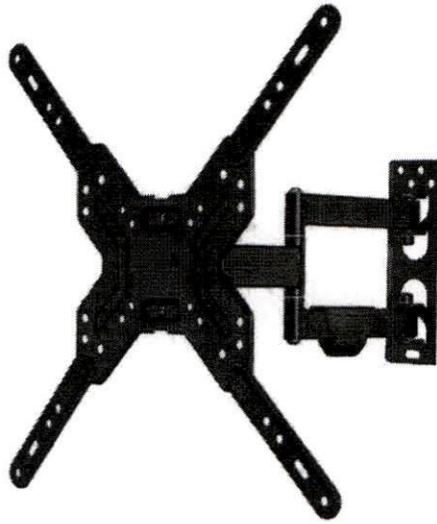
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Best Buy essentials™

A Best Buy brand

## Best Buy essentials™ - Full Motion TV Wall Mount for Most 19–50" TVs - Black

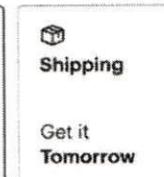
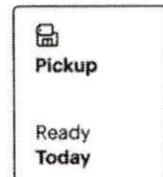
Model: BE-MSFM SKU: 6451094

[4.7 \(3,043 reviews\)](#)

4 payments starting at

**\$39.99** or **\$10.00**with [zip](#)[Learn more >](#)[Finance Options](#) [View your offers](#)

### Availability

Pickup at **Frederick**

Sold By Best Buy

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### Key Accessories:



### More Buying Options

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\$34.99 - \$39.99

### About This Item

A mounted TV doesn't just look better—it gives more flexibility in positioning your TV. With the Best Buy essentials Full Motion TV Wall Mount for 19–50" TVs, choose your viewing angle with full-motion capabilities. A 15.7-inch arm moves your TV away from the wall, and a 90-degree swivel mechanism offers multiple positioning options. Tilt technology allows simple adjustments from +2 to -12 degrees. Plus, it also grants easy access to the ports behind your TV. This steel wall mount can hold up to 55 lbs. and is VESA compliant to work with most 19–50" TVs. It also has a screw locking system that ensures your TV will always be secure on the wall. Backed by Best Buy, this mount will improve the way you watch TV with support and materials you can trust.

### Features

### Specifications

### Questions & Answers (236)

10/14/25, 8:18 AM

Best Buy essentials™ Full Motion TV Wall Mount for Most 19–50" TVs Black BE-MSFM - Best Buy

## Related Item

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[Sanus - Premium Series Fixed-Position TV Wall Mount for Most TVs 65"-95" up to 180 lbs - Slim Profile Sits 1.6" From Wall - Black](#)



(2233)

Clearance

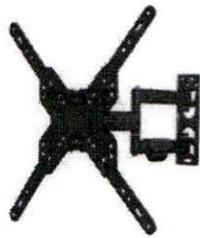
\$69.99

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## Reviews

## Compare similar products

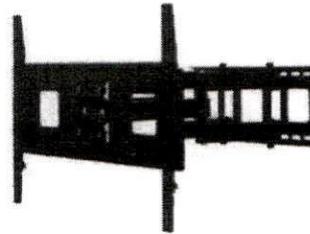
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[Best Buy essentials™ - Full Motion TV Wall Mount for Most 19–50"](#)...

4.7 (3043)

\$39.99

A mounted TV doesn't just look better—it gives more flexibility in positioning your TV. With the Best Buy essentials Full Motion TV Wall Mount for 19–50"...

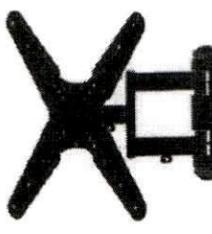
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[Best Buy essentials™ - Full Motion TV Wall Mount for 47–84"](#)...

4.7 (8040)

\$59.99

A mounted TV doesn't just look better—it gives more flexibility in positioning your TV. With the Best Buy essentials Full Motion TV Wall Mount for 47–84" TVs,...

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[Peerless-AV - Full-Motion Tilt, Rotate Display TV Wall Mount For...](#)

4.0 (16)

\$49.99

The Peerless-AV® Full-Motion Tilting Wall Mounts combine ease of installation with viewing flexibility. With A4X4, extend the TV up to 16.00"...

[See more...](#)[View All Images](#)

[Best Buy essentials™ - Tilting TV Wall Mount for Up to 50" TVs...](#)

4.5 (528)

\$19.99

You can get even more enjoyment out of your favorite shows by mounting your flat-panel TV. The Best Buy essentials Tilting TV Wall Mount for Up to 50" TVs...

[See more...](#)

## Pros

## Exhibit B

**Security Funding Acknowledgement Form**

By my signature below, I accept, understand, and acknowledge that I was consulted in the preparation of this Memorandum of Understanding (MOU), have reviewed the MOU, and agree to my role in the request. I further acknowledge, on behalf of my office, that the Frederick County Government has the ability and desire to accommodate the security enhancements requested within the MOU, including, but not limited to, appropriate staffing and/ or space.

Administrative Judge:SIGNATURESandy

LAST NAME

Richard

FIRST NAME

1-2-26

DATE

M.I.

If the MOU includes work in an area of responsibility of the Clerk of Court, the Clerk is required to sign below. If the Clerk does not need to sign, please write N/A below and provide a written explanation as a separate document.

Clerk of Court:SANDRA K DALTON

SIGNATURE

1/6/2026

DATE

Dalton

LAST NAME

Sandra

FIRST NAME

K

M.I.

If the MOU includes building modifications or personnel changes and/ or modifications, the county is required to acknowledge the following:

The authorized party has reviewed the MOU and authorizes the associated modifications and/or resource requirements.

County Authorized Official:Jessica Fitzwater

SIGNATURE

County Executive

TITLE

Jessica Fitzwater

LAST NAME

FIRST NAME

M.I.

1/12/2026

DATE



# Frederick County, Maryland

## Staff Report Concurrence Form

To: Office of the County Executive

Date: 1/20/2026

Division Director: Mark Schweitzer

DocuSigned by:

F7E3A81C96B9465...

Approved:

From: Mark A. SchweitzerDivision: Water and Sewer UtilitiesPhone #: 301-600-2296

Please verify you have attached the correct documents

Staff Report Topic:Staff Memo:  Attachments: Yes:  No: 

Budget Journal for RFP 24-320-CP; PFAS Line Extension (Contract No. 027H-W)

Time Sensitive? Yes  (if yes, deadline for approval: \_\_\_\_\_) No Action Requested by Executive's Office: Signature Requested  OR Information Only Staff Report Review:

This staff report has been thoroughly reviewed first by the appropriate divisions/agencies noted on Page 2 followed by those outlined below:

	Name	Signature	Date
Budget Office	Kelly Weaver	 DocuSigned by: 15B09697D28946D...	1/20/2026
Finance Division	Erin White	 DocuSigned by: 15B09697D28946D...	1/20/2026
County Attorney's Office	Kathy Mitchell	 DocuSigned by: 2139DCA88D9E4DA...	1/20/2026

Refer to County Council? Yes  No 

(County Attorney's Office to complete)

Chief Administrative Officer	John Peterson	 DocuSigned by: John Peterson	1/21/2026
County Executive	Jessica Fitzwater	 DocuSigned by: Jessica Fitzwater	1/21/2026

Forward to Council? Yes  No 

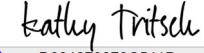
(County Executive to complete)



# Frederick County, Maryland

## Staff Report Concurrence Form

### Other Reviewers:

Title	Name	Signature	Date
3. Chief Financial Officer	Dan Lewis	DocuSigned by:  <small>6B3C860F7C40447...</small> Signed by:  <small>D624279873C541D...</small>	1/20/2026
4. Accounting Team Leader	Kathy Tritsch		1/23/2026
5.			
6.			
7.			
8.			
9.			
10.			

### Comments:

From	Date	Comment
Kelly Weaver	01/20/2026	The supplemental appropriation requires County Council approval.



## FREDERICK COUNTY GOVERNMENT

### DIVISION OF WATER AND SEWER UTILITIES

Mark A. Schweitzer, Director

**TO:** County Council  
**THROUGH:** County Executive Jessica Fitzwater  
**FROM:** Mark A. Schweitzer, Director, Division of Water and Sewer Utilities (DWSU)   
**DATE:** January 20, 2026  
**SUBJECT:** Budget Journal for RFP 24-320-CP  
 Design-Build Project of Extension of Public Water to Springview and  
 Gilbert Mobile Home Parks and Briercrest Apartments; Contract No. 027H-W

**ISSUE:** Should the County Council approve a Budget Journal ([Attachment 1](#)) in the amount of \$64,691.00 to match the loan amount eligible from Maryland Department of the Environment and local sources for additional costs to complete the project mentioned above?

**BACKGROUND:** The Capital Improvement Program (CIP) project involves the extension of public water service to three sites. They are currently being served by private water systems that are experiencing PFAS contamination in their supply wells. These sites are Gilbert's and Springview Mobile Home Parks located on Jefferson Pike and the Briercrest Apartments in Jefferson. Project includes design, bidding, inspection, construction services and connection fees required to provide water service to these sites.

The Notice to Proceed for the design-build *Water Extensions to PFAS Impacted Areas* project was issued on June 5, 2025, with a contractual duration of four hundred seventy (470) consecutive calendar days, establishing the contract completion date as September 18, 2026.

The additional funding request is being submitted to ensure successful and timely completion of the project over the next ten (10) months. This period includes administrative management, close-out efforts, and related documentation. Additionally, the funds include contingency items related to construction.

A previous budget journal for the project was approved November 13, 2024, in an amount anticipated to cover project costs. The current budget journal will cover the amount eligible for the MDE funding.

DWSU has an agreement with the Maryland Department of the Environment (MDE), under which MDE will provide \$2,198,340.00 in funding through loan forgiveness administered by the Maryland Water Infrastructure Financing Administration (MWIFA). DWSU will contribute the remaining \$45,351.00, bringing the total project funding to \$2,243,691.00. The current budget journal is \$2,179,000.00, leaving a difference of \$64,691.00.

**STRATEGIC ANALYSIS:** N/A

**RECOMMENDATION:** The DWSU recommends approval of a Budget Journal in the amount of \$64,691.00 to complete the project.

County Council  
Staff Report Memo re:

**Budget Journal for RFP 24-320-CP**  
Design-Build Project of Extension of Public Water to Springview and  
Gilbert Mobile Home Parks and Briercrest Apartments  
Contract No. 027H-W

January 20, 2026

Page 2 of 2

**FINANCIAL IMPACT:**

Yes - Direct

1. Fiscal Year of Financial Impact: FY2026
2. Existing Account Unit/Activity & Account: 58.52.998.999 11590/ 11530.1142.01  
85135 (Project Management), 85140 (Overhead), and 85425 (Construction-State's Share)
3. New Account Unit/Activity & Account: N/A
4. Budget Balance as of January 16, 2025: \$272,330.47
5. Budget Journal Required: Yes - Included
6. Amount of County Funding Requested: \$ 64,691.00 [W&S Enterprise Funds]
7. Adding FTEs not budgeted: No
8. Other Pertinent Information: See Attachment 2

**ATTACHMENTS:**

Attachment 1 - Budget Journal Form (1 page)

Attachment 2 - Project Transaction Report Dated January 16, 2026 (1 page)

*LFS TVH KJA*  
BJB:LFS:TVH:KJA:kja  
ec: File/027H-W (3) (w/attachments)



**Project Summary Report- Life to Date**  
**Fiscal Year 2026 - Month 12**

Project	Project Category	Budget	Encumbrance	Actuals	Budget Remaining
11530.1142.01 - 027H-W Water Extens PFAS Areas	85001 - Land	16,500	.00	.00	16,500.00
11530.1142.01 - 027H-W Water Extens PFAS Areas	85130 - Inspectors - County	177,571	126,812.40	45,442.80	5,315.80
11530.1142.01 - 027H-W Water Extens PFAS Areas	85135 - Project Management	63,270	.00	31,680.03	31,589.97
11530.1142.01 - 027H-W Water Extens PFAS Areas	85140 - Overhead	94,947	.00	47,507.30	47,439.70
11530.1142.01 - 027H-W Water Extens PFAS Areas	85415 - Site Work - State's Share	0	.00	.00	.00
11530.1142.01 - 027H-W Water Extens PFAS Areas	85420 - A&E - State's Share	0	1,475,755.53	179,471.47	-1,655,227.00
11530.1142.01 - 027H-W Water Extens PFAS Areas	85425 - Construction - State's Share	1,829,712	.00	.00	1,826,712.00
		<b>2,179,000</b>	<b>1,602,567.93</b>	<b>304,101.60</b>	<b>272,330.47</b>

Run Date: 01/16/2026 01:31:14 PM  
 Report Parameters: Fiscal Year = 2026, Fiscal Month = 12, Calendar = FISCAL, Balance Type = Natural Balance, Accounting Entity Structure = 11\_NODE, Ledger Structure = DWSU\_NODE, Project Structure = CORE, Finance  
 Dimension 3 Structure = DWSU, Project = 11530.1142.01