

was approved and allocated by Mayor and Council under the FY 2026 City Budget; and

- G. **WHEREAS**, the Grantee is requesting the CS&E Grant Funds to support its resident youth programming and services, including workforce and career preparation (the “**Grantee’s CS&E Grant Funded Programs**”); and
- H. **WHEREAS**, Mayor and Council, in reliance upon the representations from the Grantee, desires to approve and allocate a maximum Community Services and Enrichment Grant in the amount of **Thirty Thousand 00/100 Dollars (\$30,000.00)** to the Grantee in order to assist in the funding of the Grantee’s CS&E Grant Funded Programs, subject to the terms and conditions set forth in this Agreement.

**NOW, THEREFORE, IN CONSIDERATION** of the Recitals, which are incorporated herein by reference, the mutual promises and covenants in this Agreement, and other good and valuable consideration, the receipt, sufficiency, and adequacy of which are hereby acknowledged by each Party hereto, the Parties hereby agree as follows:

### **AGREEMENT**

1. **Term of Agreement.** The term of this Agreement shall commence on the Effective Date, and shall expire on June 30, 2026, unless extended or sooner terminated in accordance with Section 12 of this Agreement.
2. **Program Services.**
  - a. The Grantee shall perform those services related to the implementation of the Grantee’s CS&E Grant Funded Programs (the “**Program Services**”) as specified in **Exhibit A** entitled “Scope of Program Services” which is attached hereto and incorporated herein.
  - b. **Time of Performance.** The Grantee’s performance of the Program Services shall begin on the Effective Date and end on the 30<sup>th</sup> day of June 2026. All of the various obligations to be undertaken by the Grantee pursuant to this Agreement, including the performance of Program Services must be completed by no later than June 30, 2026, unless the City Manager grants an extension for good cause shown.
  - c. **Performance Monitoring.** The City Manager or his designee will monitor the performance of the Grantee against the program performance measures described in the Scope of Program Services attached hereto as **Exhibit A**. Substandard performance as solely determined by the City Manager or his designee shall constitute noncompliance with this Agreement.

**3. Fiscal Year 2026 Community Services and Enrichment Grant Funds.**

- a. In consideration of the various obligations to be undertaken by the Grantee pursuant to this Agreement, including the performance of Program Services, Mayor and Council agrees to provide the Grantee with certain Community Services and Enrichment Grant Funds in the maximum amount of **Thirty Thousand 00/100 Dollars (\$30,000.00)** (the “**FY 2026 Community Services and Enrichment Grant**”), to be used for the sole purpose of helping to fund the Program Services.
- b. In consideration for accepting the FY 2026 Community Services and Enrichment Grant from Mayor and Council, the Grantee shall administer the Grantee’s CS&E Grant Funded Programs in a manner satisfactory to the City Manager and consistent with any standards required by all applicable federal, state and City of Rockville rules and regulations.

**4. Disbursement of FY 2026 Community Services and Enrichment Grant Funds.** The City Manager or his designee will disburse FY 2026 Community Services and Enrichment Grant funds to the Grantee pursuant to the terms of this Agreement.

- a. On or about ***April 3, 2026, and June 30, 2026***, the Grantee shall submit a request for the disbursement of FY 2026 Community Services and Enrichment Grant funds to the City Manager or his designee in order to help pay for certain eligible expenses for Program Services related to the Grantee’s CS&E Grant Funded Programs (the “**Program Expenses**”). The Program Expenses for which a disbursement of FY 2026 Community Services and Enrichment Grant funds is requested must have either been actually incurred by the Grantee or approved by the City Manager or his designee.
- b. The Grantee shall submit a request for the disbursement of FY 2026 Community Services and Enrichment Grant funds utilizing the “Disbursement of Grant Funds” form, a sample of which is attached hereto as **Exhibit B** and incorporated herein. When submitting the request for disbursement, the Grantee must specifically identify the Program Expenses for which a disbursement of FY 2026 Community Services and Enrichment Grant funds is requested. In addition, the Grantee must attach to its request:
  - i. copies of all receipts and any other documentation as may be requested by the City Manager or his designee for Program Expenses actually incurred; and
  - ii. copies of all invoices and any other documentation as may be requested by the City Manager or his designee for Program Expenses that have not yet been incurred by the Grantee, but for which approval is requested.

The City Manager shall have the right at any time to request that the Grantee provide additional reasonable supporting documentation with any request for disbursement of FY 2026 Community Services and Enrichment Grant funds.

- c. The Grantee's request for disbursement of FY 2026 Community Services and Enrichment Grant funds should be made allowing at minimum twenty-one (21) calendar days to receive the grant funds. The request for disbursement shall not exceed the Program Expenses actually incurred or approved by the City Manager or his designee.
- d. The Grantee hereby acknowledges and expressly agrees that all disbursements of FY 2026 Community Services and Enrichment Grant funds to the Grantee by Mayor and Council under this Agreement shall be:
  - i. subject to the availability of sufficient funds in the FY 2026 City Budget, and
  - ii. subject to the Grantee's compliance with all terms and conditions of this Agreement, including the monitoring and audit requirements set forth herein.
- e. Drawdowns for the disbursement of eligible expenses shall be made against the Grantee's CS&E Grant Funded Programs Budget, a copy of which is attached hereto as **Exhibit C** and incorporated herein, and in accordance with this Agreement.
- f. All FY 2026 Community Services and Enrichment Grant funds that have been disbursed by the City Manager or his designee but have not been expended by the Grantee pursuant to this Agreement by June 30, 2026, shall be returned to Mayor and Council by not later than July 15, 2026. All FY 2026 Community Services and Enrichment Grant funds by the Grantee that have not been approved and disbursed by the City Manager or his designee by August 15, 2026, shall remain with Mayor and Council.
- g. The Grantee shall not expend any FY 2026 Community Services and Enrichment Grant funds disbursed in violation of any federal, state, or local law existing during the term of this Agreement. In the event any such unlawful expenditures are made by the Grantee; the Grantee shall refund to Mayor and Council the FY 2026 Community Services and Enrichment Grant funds that were expended in violation of law.
- h. If applicable, the Grantee is obligated to take one of the following actions within seven (7) days after the receipt of FY 2026 Community Services and Enrichment Grant funds paid to the Grantee by Mayor and Council to pay for services and/or work related to the Grantee's obligations under this Agreement performed by an approved subcontractor of the Grantee:
  - i. Pay the subcontractor for the proportionate share of the total disbursement received from Mayor and Council attributable to the services and/or work related to the Grantee's obligations under this Agreement performed by the approved subcontractor; or

- ii. Notify the City Manager and the subcontractor, in writing, of the Grantee's intention to withhold all or a part of the subcontractor's payment, with an explanation for the nonpayment.
5. **Independent Contractor.** The Grantee covenants and agrees that in the performance of the various obligations to be undertaken by the Grantee pursuant to this Agreement, including the performance of Program Services, it shall act as and be an independent contractor and not an agent or employee of the City of Rockville. In addition, the Grantee covenants and agrees that it will not in any manner hold itself out as an agent or representative of Mayor and Council or act in such a fashion that would give the impression to a reasonable person that the Grantee is acting in such capacity.
6. **Insurance.** Prior to the execution of this Agreement, the Grantee shall obtain, at its own costs and expense, the policies set forth in **Exhibit D** entitled "Insurance Requirements," which is attached hereto and incorporated herein, and maintain and keep in full force and effect those policies for the term of this Agreement. All policies, endorsements, certificates and/or binders shall be subject to approval by the City of Rockville's Safety and Risk Manager (the "**Risk Manager**") as to form and content. These requirements are subject to amendment or waiver if approved in writing by the Risk Manager. The Grantee shall provide the Risk Manager with a copy of said policies, certificates and/or endorsements demonstrating that the required insurance policies are in effect prior to the Effective Date. Self-insurance in the Montgomery County self-insurance fund shall be deemed sufficient to meet the requirements of this section.
7. **Records.** The Grantee shall be solely responsible for the implementation of internal controls and record keeping procedures that comply with this Agreement and all applicable laws. The Grantee's administrative, programmatic, and financial records pertaining to this Agreement must sufficiently support the determination that expenditures are allowable. City Manager and the City Attorney, or any of their duly authorized representatives, shall have access and the right to examine the Grantee's administrative, programmatic, and financial records pertaining to this Agreement. The Grantee shall retain all records pertinent to this Agreement for a period of five (5) years from the date of final disbursement for each fiscal year. Grantee shall retain such records beyond five (5) years so long as any litigation, audit, dispute, or claim relating to the Grantee's performance under this Agreement is pending.
8. **Reports.**
  - a. **Interim Progress Report.** Six months following the Effective Date, the Grantee shall provide the City Manager or his designee with an interim progress report (the "**Interim Progress Report**") in a manner and form to be determined by the City Manager or his designee. The Interim Progress Report shall contain such information as the City Manager or his designee requests, including but not limited

to work accomplished and problems encountered, past and projected expenditures made against the Grantee's CS&E Grant Funded Programs Budget, and benchmarks reached. The Grantee shall ensure that each Interim Progress Report is received by the City Manager or his designee no later than ten (10) business days after the due date.

- b. Final Report. On or about June 30, 2026, the Grantee shall submit to the City Manager or his designee a final report in a manner and form to be determined by the City Manager or his designee that describes the completed obligations of the Grantee under this Agreement, including the completed Program Services, the success of the Grantee's CS&E Grant Funded Programs, any problems encountered in completing the Grantee's CS&E Grant Funded Programs, and such other information as the City Manager or his designee requires.
- c. In addition to the requirements set forth above, the Grantee shall provide the City Manager or his designee with such additional records, reports, and other documentation as may be required by the City Manager or his designee.

#### **9. Monitoring / Audits.**

- a. The Grantee agrees that the City Manager and the City Attorney, or any of their duly authorized representatives, shall have access to and the right to examine all facilities and activities of the Grantee related to the Grantee's performance under this Agreement, including, but not limited to, the right to audit, conduct further financial review, examine and make excerpts or transcripts of all contracts, subcontracts, invoices, payroll records, personnel records, and all other data or financial records relating to matters covered by this Agreement. The Grantee shall cooperate with the City Manager and the City Attorney, or any of their duly authorized representatives, in such audit, examination, or further review and shall provide them with access to the Grantee's facilities, staff and to all relevant records, documents, and data, including but not limited to, management letters, board minutes, and payroll.
- b. The Grantee shall comply with any audits by the City Manager and the City Attorney, or any of their duly authorized representatives, at Grantee's sole expense. The City Manager, or his duly authorized representatives, shall monitor the Grantee a minimum of once per year, which shall include a desk review and an annual site visit. The Grantee shall pay to Mayor and Council, from neither local nor federal funds, the full amount of liability resulting from disallowances or other audit or monitoring exceptions which are attributed to the Grantee's error, omission, or violation of any provision of this Agreement.

#### **10. City Acknowledgment.** The Grantee shall acknowledge the support of Mayor and Council, where appropriate, in written documents and informational materials

regarding the Grantee's CS&E Grant Funded Programs.

**11. Representations and Warranties of the Grantee.** The Grantee represents and warrants to Mayor and Council that:

- a. The Grantee is duly formed, validly existing and in good standing under the laws of the State of Maryland and has the legal power and authority to conduct its business, to own its properties and to execute and deliver, and to perform its obligations under, this Agreement.
- b. This Agreement has been duly authorized, executed and delivered by the Grantee, and constitutes a legal, valid and binding obligation of the Grantee for the benefit of Mayor and Council.
- c. All proceedings legally required to be taken by the Grantee in connection with the authorization of this Agreement and of the transactions related thereto, and all approvals, authorizations, consents and other orders of public boards or bodies as may be legally required to be obtained by the Grantee prior to the date hereof with respect to all or any of such matters, have been taken or obtained.
- d. The execution and delivery of this Agreement by the Grantee, and the performance of the Grantee of its obligations hereunder, do not (i) violate any provisions of the articles of incorporation, bylaws or other governing instrument of the Grantee, (ii) violate any law, rule or regulation having applicability to the Grantee or any order, writ, judgment, decree, determination or award to which the Grantee is a party, or (iii) result in the breach of or constitute a default under any agreement, lease or instrument to which the Grantee is a party or by which the Grantee is bound.

**12. Termination.** This Agreement may be terminated in whole or in part under any of the following circumstances:

- a. Termination for Convenience. Mayor and Council may, through the City Manager, terminate this Agreement without cause by giving the Grantee sixty (60) calendar days written notice.
- b. Termination for Cause. Each of the Grantee's obligations under this Agreement, including the performance of Program Services, shall be deemed material. If the Grantee fails to perform any of its obligations under this Agreement, or any other Agreement with Mayor and Council, Mayor and Council may terminate this Agreement upon ten (10) business days advance notice ("**Notice Period**") to the Grantee, specifying Grantee's breach and providing the Grantee with the opportunity to cure the specified breach within the Notice Period or in those instances where the specified breach cannot reasonably be cured within the Notice Period, the opportunity to commence to cure the specified breach. In the event the Grantee fails to cure or commence to cure the specified breach within the Notice

Period, this Agreement shall be terminated.

- c. Termination for Unavailability of Funds. In the event of reduction, suspension, discontinuance or other unavailability of funds, Mayor and Council unilaterally may take appropriate action(s) including, but not limited to, immediately reducing the maximum dollar amount of the FY 2025 Community Organization Grant. Mayor and Council shall give the Grantee no less than sixty (60) days' advanced written notice of the action(s) Mayor and Council intends to take as a result of the unavailability of funds.
- d. In the event of termination under this section, the Grantee shall have the following obligations:
  - i. No later than thirty (30) days following the date of termination, the Grantee shall refund to Mayor and Council any unused portion of the FY 2026 Community Services and Enrichment Grant, including interest accrued, except that the Grantee shall have no obligation to refund to Mayor and Council any portion of the FY 2026 Community Services and Enrichment Grant expended as of the date of termination in accordance with the terms of this Agreement. Grantee shall also provide Mayor and Council with a written report detailing the expenditures, if any, from the FY 2026 Community Services and Enrichment Grant, including an accounting of its administrative expenses to the date of termination.

Nothing in this Agreement shall be deemed to be a waiver of Mayor and Council's right to recover from the Grantee any portion of the FY 2026 Community Services and Enrichment Grant that has not been spent in accordance with this Agreement.

  - ii. Upon termination, the Grantee shall immediately deliver to Mayor and Council any and all copies of materials used or developed including, but not limited to, all data collection forms, studies and other work perform, whether or not completed by the Grantee or Grantee's subcontractor, if any, under this Agreement.
- e. The City Manager is authorized to terminate this Agreement on Mayor and Council's behalf.
- f. The City Manager may, at his sole option, pursue a course correction process with the Grantee to address issues with the Grantee's performance under this Agreement. However, the City Manager is under no obligation to pursue a course correction prior to exercising his right to suspend disbursement to the Grantee or to terminate this Agreement. Nothing in this Agreement shall be construed so as to deprive Mayor and Council of its rights and remedies at law or in equity against the Grantee.

### **13. Miscellaneous Provisions.**

- a. Notices, Demands, and Communications Between the Parties. Formal notices, demands, and communications between the Grantee and Mayor and Council shall be given either by (a) personal service, (b) delivery by reputable document delivery service such as Federal Express that provides a receipt showing date and time of delivery, (c) mailing utilizing a certified or first class mail postage prepaid service of the United States Postal Service that provides a receipt showing date and time of delivery, or (d) delivery by facsimile or electronic mail (email) with transmittal confirmation and confirmation of delivery, addressed to:

**To Mayor and Council:** City of Rockville  
111 Maryland Avenue  
Rockville, Maryland 20850  
Attn: Sara Taylor-Ferrell, City Clerk / Director of  
Council Operations  
Email: [sferrell@rockvillemd.gov](mailto:sferrell@rockvillemd.gov)

**With a Copies to:** Jeff Mihelich, City Manager  
Email: [jmiheich@rockvillemd.gov](mailto:jmiheich@rockvillemd.gov)  
Robert E. Dawson, City Attorney  
Email: [rdawson@rockvillemd.gov](mailto:rdawson@rockvillemd.gov)  
Ryan Trout, Director of City of Rockville Housing  
and Community Development  
Email: [rtrout@rockvillemd.gov](mailto:rtrout@rockvillemd.gov)

**To the Grantee:** RHE Foundation, Inc.  
1300 Piccard Drive, # 203  
Rockville, Maryland, 20850  
Attn: James Hedrick, Executive Director  
Email: [jhedrick@rockvillehe.org](mailto:jhedrick@rockvillehe.org)

Notices personally delivered or delivered by document delivery service shall be deemed effective upon receipt. Notices mailed shall be deemed effective on the second business day following deposit in the United States mail. Notices delivered by facsimile or email shall be deemed effective the next business day, not less than 24 hours, following the date of transmittal and confirmation of delivery to the intended recipient. Such written notices, demands, and communications shall be sent in the same manner to such other addresses as any Party may from time to time designate in writing.

- b. Relationship of Parties. The provisions of this Agreement are intended solely for the purpose of defining the relative rights of the Parties as grantor and grantee and

no relationship of partnership, joint venture or other joint enterprise shall be deemed to be created hereby by and among the Parties pursuant to this Agreement.

- c. Interpretation. The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against any Party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply. The Section headings are for purposes of convenience only and shall not be construed to limit or extend the meaning of this Agreement.
- d. Assignment. The Parties agree that the expertise and experience of the Grantee are material considerations for this Agreement. Grantee shall not assign or transfer any interest in this Agreement nor the performance of any of the Grantee's obligations hereunder, without the prior written consent of Mayor and Council. In the event Mayor and Council determines that any of the rights, duties, obligations under this Agreement have been subcontracted or assigned to another vendor by Grantee, without the written consent of the City Manager, then Mayor and Council may exercise its right to take any appropriate remedy including, without limitation, termination of this Agreement.
- e. Entire Agreement, Waivers and Amendments. This Agreement integrates all of the terms and conditions mentioned herein, or incidental hereto, and supersedes all negotiations and previous agreements between the Parties with respect to the FY 2026 Community Services and Enrichment Grant funds. All waivers of the provisions of this Agreement must be in writing and signed by the appropriate authorities of the Party to be charged, and all amendments and modifications hereto must be in writing and signed by the appropriate authorities of the Parties. Mayor and Council's failure to act with respect to a breach by the Grantee does not waive its right to act with respect to subsequent or similar breaches. The failure of Mayor and Council to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.
- f. No Third-Party Beneficiaries. No provision of this Agreement shall be construed to confer any rights upon any person or entity who is not a Party hereto, whether a third-party beneficiary or otherwise.
- g. Conflict of Interests. No member of Mayor and Council or any employee of the City of Rockville, Maryland shall be entitled to receive any funds provided pursuant to this Agreement or to any pecuniary benefit that may arise therefrom.
- h. Severability. If any term, provision, covenant, or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of this Agreement shall not be affected thereby to the extent such remaining provisions are not rendered impractical to perform taking into

- consideration the purposes of this Agreement. In the event that all or any portion of this Agreement is found to be unenforceable, this Agreement or that portion which is found to be unenforceable shall be deemed to be a statement of intention by the Parties; and the Parties further agree that in such event, and to the maximum extent permitted by law, they shall take all steps necessary to comply with such procedures or requirements as may be necessary in order to make valid this Agreement or that portion which is found to be unenforceable.
- i. Indemnification. The Grantee shall indemnify and hold harmless, Mayor and Council, its employees, agents, successors and assigns against liability for any suits, actions or claims of any character arising from or related to the performance by the Grantee (or its officers, agents, employees, successors and assigns) of any of it right or obligations under this Agreement.
  - j. Liability. The Grantee releases Mayor and Council, its employees and agents from, agrees that Mayor and Council, its employees and agents shall not have any liability for, any and all suits, actions, claims, demands, losses, expenses, and costs of every kind and nature, including reasonable attorneys' fees, incurred by or asserted or imposed against Mayor and Council, its employees and agents, as a result of or in connection with the Grantee's CS&E Grant Funded Programs, except for the gross negligence or willful misconduct of Mayor and Council, its employees and agents. This section shall survive the term of this Agreement.
  - k. No Attorneys' Fees. In the event of any dispute or legal action arising under this Agreement, the prevailing Party shall not be entitled to attorneys' fees.
  - l. No Waiver of Sovereign Immunity by the City. Notwithstanding any other provisions of this Agreement to the contrary, nothing in this Agreement nor any action taken by Mayor and Council pursuant to this Agreement nor any document which arises out of this Agreement shall constitute or be construed as a waiver of either the sovereign immunity or governmental immunity of Mayor and Council's elected and appointed officials, officers and employees.
  - m. No Discrimination. The Grantee shall not discriminate against any person in employment or in the provision of its obligations under this Agreement, including the performance of Program Services, because of race, gender, creed, color, sex, national origin, ancestry, marital status, handicap, sexual orientation, or age.
  - n. Governing Law. This Agreement shall be construed in accordance with and governed by the laws of the State of Maryland. Each Party consents to the jurisdiction and venue of the courts of Montgomery County, Maryland.
  - o. Exhibits. All Exhibits referred to in this Agreement are by such references fully incorporated herein.

- p. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, and such counterparts shall constitute one and the same instrument.

**[Signatures and acknowledgments appear on the following pages]**

**IN WITNESS WHEREOF**, the Parties have each executed, or caused to be duly executed, this Agreement under seal in duplicate, in the name and behalf of each of them (acting individually or by their respective officers or appropriate legal representatives, as the case may be, thereunto duly authorized) as of the day and year first written above.

**MAYOR AND COUNCIL**

**Approved as to form:**

**THE MAYOR AND COUNCIL OF  
ROCKVILLE**, a body corporate and  
municipal corporation of the State of  
Maryland

\_\_\_\_\_  
Robert E. Dawson, City Attorney

By: \_\_\_\_\_  
Jeff Mihelich, City Manager

**ATTEST**

By: \_\_\_\_\_  
Sara Taylor-Ferrell, City Clerk /  
Director of Council Operations

**GRANTEE**

**RHE FOUNDATION, INC.**, a Maryland  
nonprofit agency, as Grantee

By: \_\_\_\_\_

Name: James Hedrick

Title: Executive Director

**ACKNOWLEDGMENT**

STATE OF MARYLAND  
COUNTY OF MONTGOMERY

On this the \_\_\_\_ day of \_\_\_\_\_, 2026, before me, personally appeared \_\_\_\_\_, known to me (or satisfactorily proven) to be the person whose name and title is subscribed to within the instrument, who acknowledged [herself / himself] to be \_\_\_\_\_ of \_\_\_\_\_ in the above instrument, and that [she / he], as \_\_\_\_\_, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of \_\_\_\_\_, by [herself / himself] as \_\_\_\_\_ of \_\_\_\_\_.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

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**EXHIBIT A**  
**FY 2026 Community Services and Enrichment Grant**  
**Scope of Program Services**  
**RHE FOUNDATION, INC.**  
**Providing City of Rockville Youth Programming and Services**

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**PROGRAM SERVICES**

- RHE Foundation, Inc. will use these funds to support youth programming and services, including workforce and career preparation. These funds will allow RHE Foundation, Inc. to continue to provide quality programming for one of the most fragile populations in the City of Rockville.

**PERFORMANCE MEASURES**

| <b>Performance Measures</b>                                          | <b>Proposed Outputs</b> |
|----------------------------------------------------------------------|-------------------------|
| Enrollment                                                           | 65 youth                |
| Placement into Employment or Education in the 2nd Quarter after Exit | 80% (52/65)             |
| Placement into Employment or Education in the 4th Quarter after Exit | 75% (49/65)             |
| Credential Attainment                                                | 80% (52/65)             |

**Short Term Outcomes (0 – 7 months)**

Focus: Immediate Learning, skills gain, or credential attainment

80% of participants obtain one or more educational or work credential (GED, OSHA, Home Builders Institute – Pre-Apprenticeship Certificate Training)

**Intermediate Outcomes (8 – 19 months)**

Focus: Employment, postsecondary enrollment, or apprenticeship placement

80% of program completers enter unsubsidized employment, registered apprenticeships, or postsecondary education within 12 months of exit.

**Long Term Outcome (19+ months)**

Focus: Placement Retention, earnings growth, and long term stability

75% of participants remain employed or enrolled in postsecondary education 12 months after program completion

*(End of Exhibit “A”)*

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**EXHIBIT B**  
**FY 2026 Community Services and Enrichment Grant**  
**Disbursement of Grant Funds**  
**RHE FOUNDATION, INC.**

**Providing City of Rockville Youth Programming and Services**

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**DISBURSEMENT METHOD:**      Semi-Annually and Quarterly Reimbursement

The City agrees to disburse a quarterly payment to Grantee upon receipt of a request for funds, accompanied by expense receipts, and the report or reports due for the relevant reporting period. Each request must be made in writing on a form provided by the City.

Disbursement shall be made upon approval of the request by the Collective Impact Manager or designated City staff member. Once each invoice is processed, a payment will be made.

Invoices **must be submitted concurrently with the report(s) from the quarter in question** (including six-month or year-end report, when applicable), as shown in the schedule below:

|                                    |                        |                      |                             |
|------------------------------------|------------------------|----------------------|-----------------------------|
| <b><del>October 10, 2025</del></b> | <del>Q1 Invoice*</del> | <del>Q1 Report</del> |                             |
| <b>January 14, 2026</b>            | Q2 Invoice*            | Q2 Report            | <del>Six Month Report</del> |
| <b>April 15, 2026</b>              | Q3 Invoice*            | Q3 Report            |                             |
| <b>July 8, 2026</b>                | Q4 Invoice*            | Q4 Report            | Year-End Report             |

*\*Invoice will not be processed if not accompanied by the relevant report(s). If there are errors in the report(s), the invoice will not be processed until a corrected report is submitted.*

*(End of Exhibit “B”)*

**EXHIBIT C**  
**FY 2026 Community Services and Enrichment Grant**  
**Program Budget**

**RHE FOUNATION, INC.**

**Providing City of Rockville Youth Programming and Services**

**COMMUNITY SERVICES AND ENRICHMENT GRANT APPLICATION – FY 2026**

Organization Name: RHE Foundation, Inc.

Program Name: YouthBuild



**PROGRAM BUDGET**

*Itemize the revenue and expenses in the budget for this program.*

[See Attachment for definitions of revenue and expense line items.](#)

| Budget Categories                                                                                                                | City Request | Program Budget |                   |                  |
|----------------------------------------------------------------------------------------------------------------------------------|--------------|----------------|-------------------|------------------|
|                                                                                                                                  | FY 2026      | Last Yr. FY 24 | Current Yr. FY 25 | Grant Yr. FY 26* |
| <b>Revenue (lines 1 – 7)</b>                                                                                                     |              |                |                   |                  |
| 1. Direct Contributions <i>(Include special events, net of direct costs)</i>                                                     |              |                |                   |                  |
| 2. Grants from Foundations <i>(Identify by name)</i>                                                                             |              |                |                   |                  |
| a)                                                                                                                               |              |                |                   |                  |
| b)                                                                                                                               |              |                |                   |                  |
| c)                                                                                                                               |              |                |                   |                  |
| d)                                                                                                                               |              |                |                   |                  |
| e)                                                                                                                               |              |                |                   |                  |
| f)                                                                                                                               |              |                |                   |                  |
| 3. Fees & Grants from Government sources <i>(Identify by name)</i>                                                               |              |                |                   |                  |
| a) City of Rockville FY2026 Grant Request                                                                                        | 30,000       |                |                   |                  |
| b)                                                                                                                               |              |                |                   |                  |
| c)                                                                                                                               |              |                |                   |                  |
| 4. Program Fees                                                                                                                  |              |                |                   |                  |
| 5. In-kind Contributions <i>(Reflect only items shown in expense lines below, and list by type, i.e., rent, personnel, etc.)</i> |              |                |                   |                  |
| a)                                                                                                                               |              |                |                   |                  |
| b)                                                                                                                               |              |                |                   |                  |
| c)                                                                                                                               |              |                |                   |                  |
| 6. Other – specify:                                                                                                              |              |                |                   |                  |
| 7. Revenue without in-kind contributions <i>(sums automatically)</i>                                                             | 30000        |                |                   |                  |
| 8. Total Revenue <i>(sums automatically)</i>                                                                                     | 30000        |                |                   |                  |
| <b>Expenses (lines 8 – 19)</b>                                                                                                   |              |                |                   |                  |
| 9. Personnel <i>(salaries, benefits, taxes)</i>                                                                                  |              |                |                   |                  |
| Position 1: YouthBuild Program Manager                                                                                           | 10,000       |                |                   |                  |
| Position 2: YouthBuild Case Manager                                                                                              | 10,000       |                |                   |                  |
| Position 3: YouthBuild Job Developer                                                                                             | 10,000       |                |                   |                  |
| Position 4:                                                                                                                      |              |                |                   |                  |
| 10. Consultants/Contract Services                                                                                                |              |                |                   |                  |
| 11. Occupancy <i>(rent, electricity, gas, etc.)</i>                                                                              |              |                |                   |                  |
| 12. Consumable Supplies                                                                                                          |              |                |                   |                  |
| Supply 1                                                                                                                         |              |                |                   |                  |
| Supply 2                                                                                                                         |              |                |                   |                  |
| 13. Transportation/Travel                                                                                                        |              |                |                   |                  |
| 14. Liability Insurance                                                                                                          |              |                |                   |                  |
| 15. Rental/Lease of Equipment                                                                                                    |              |                |                   |                  |
| 16. Other Direct Expenses/Costs - specify:                                                                                       |              |                |                   |                  |
| 17. Value of in-kind contributions <i>(sums automatically)</i>                                                                   |              | 0              | 0                 | 0                |
| 18. Depreciation <i>(prorated share for this program)</i>                                                                        |              |                |                   |                  |
| 19. Other – specify:                                                                                                             |              |                |                   |                  |
| 20. Expenses without in-kind contributions <i>(sums automatically)</i>                                                           |              | 0              | 0                 | 0                |
| 21. Total expenses <i>(sums automatically)</i>                                                                                   | 30,000       | 0              | 0                 | 0                |
| 22. Excess/deficit <i>(calculates automatically)</i>                                                                             |              | 0              |                   | 0                |

\*Projected

**UNIT OF SERVICE INFORMATION**

[See Attachment for a definition and examples of units of service. Keep a non-zero number in "Unit of service count" fields at all times to avoid an error message.](#)

Primary unit of service for the program:

|                                                    | Last Yr. FY 24              |                           | Current Yr. FY 25<br>(projected) |                           | Grant Yr. FY 26*<br>(projected) |                           |
|----------------------------------------------------|-----------------------------|---------------------------|----------------------------------|---------------------------|---------------------------------|---------------------------|
| 1. Unit of service count (to all clients) message. |                             |                           |                                  |                           | 65                              |                           |
| 2. Unit of service count (to city residents only): |                             |                           |                                  |                           | 65                              |                           |
|                                                    | Incl. in-kind contributions | W/o in-kind contributions | Incl. in-kind contributions      | W/o in-kind contributions | Incl. in-kind contributions     | W/o in-kind contributions |
| 3. Total program cost:*                            | 0                           | 0                         | 0                                | 0                         | 30000                           | 30000                     |
| 4. Unit of service cost:*                          | #DIV/0!                     | #DIV/0!                   | #DIV/0!                          | #DIV/0!                   | 461.538462                      | 461.538462                |

\*Program cost automatically populates from program budget. Unit of service cost calculates automatically.

*(End of Exhibit “C”)*



**DEPARTMENT OF FINANCE**

Marc Elrich  
*County Executive*

Michael J. Coveyou  
*Director*

Re: Certificate of Insurance – ***Rockville Housing Enterprises***

Dear Sir or Madam:

Enclosed is a certificate of insurance evidencing general and automobile liability, Workers' Compensation and personal property coverage for Rockville Housing Enterprises, a member of the Montgomery County Self-Insurance Program. Article 20-37 of the Montgomery County Code, which regulates the program, restricts legal defense to members of the Program and does not allow it for outside entities. Therefore, the Program is unable to list any other entities as an additional insured under the coverage it provides.

The certificate of insurance shows limits of insurability as follows: general liability coverage in amounts of \$800,000 aggregate and \$400,000 each occurrence; Automobile Liability at \$30,000 per person, \$60,000 per accident bodily injury and \$15,000 property damage, State of Maryland statutory limits for workers' compensation and, personal property coverage of \$250,000. These are the maximum limits of liability for which the Montgomery County Self-Insurance Program is responsible, as determined by the Local Government Tort Claims Act, as amended.

If there are any questions, please contact me at (240) 777-8920.

Sincerely,

Sam Mynatt  
Chief, Risk Management

Attachment: Acord 25

**Division of Risk Management**

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101 Monroe Street, 15<sup>th</sup> Floor. Rockville, Maryland 20850



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/01/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PRODUCER</b><br>Montgomery County, Maryland<br>Self Insurance Program<br>101 Monroe Street, 15th Floor<br>Rockville MD 20850 | <b>CONTACT NAME:</b> Sam Mynatt, Chief, Risk Management<br><b>PHONE (A/C, No, Ext):</b> 240-777-8920<br><b>FAX (A/C, No):</b><br><b>E-MAIL ADDRESS:</b><br><b>INSURER(S) AFFORDING COVERAGE</b><br><b>INSURER A:</b> Montgomery County Self Insurance Program<br><b>INSURER B:</b><br><b>INSURER C:</b><br><b>INSURER D:</b><br><b>INSURER E:</b><br><b>INSURER F:</b> |
| <b>INSURED</b><br>Rockville Housing Enterprises<br>1300 Piccard Drive #203<br>Rockville MD 20850                                | <b>NAIC #</b>                                                                                                                                                                                                                                                                                                                                                          |

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                | ADDL INSD | SUBR WVD | POLICY NUMBER               | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                              |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|-----------------------------|-------------------------|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: | N         | N        | Self Insurance / County Law | 07/01/2025              | 07/01/2026              | EACH OCCURRENCE \$ 400,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$<br>MED EXP (Any one person) \$<br>PERSONAL & ADV INJURY \$<br>GENERAL AGGREGATE \$ 800,000<br>PRODUCTS - COMP/OP AGG \$  |
| A        | <input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b><br>ANY AUTO<br><input checked="" type="checkbox"/> ALL OWNED AUTOS<br><input type="checkbox"/> HIRED AUTOS<br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS                               | N         | N        | Self Insurance / County Law | 07/01/2025              | 07/01/2026              | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$ 30,000<br>BODILY INJURY (Per accident) \$ 60,000<br>PROPERTY DAMAGE (Per accident) \$ 15,000                                |
|          | <input type="checkbox"/> <b>UMBRELLA LIAB</b><br><input type="checkbox"/> EXCESS LIAB<br>DED <input type="checkbox"/> RETENTIONS                                                                                                                                                                 |           |          |                             |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$                                                                                                                                                                  |
| A        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                    | N         | A        | Self Insurance / County Law | 07/01/2025              | 07/01/2026              | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 100,000<br>E.L. DISEASE - EA EMPLOYEE \$ 100,000<br>E.L. DISEASE - POLICY LIMIT \$ 500,000 |
| A        | Property                                                                                                                                                                                                                                                                                         | N         | N        | Self Insurance / County Law | 07/01/2025              | 07/01/2026              | \$250,000; \$1,000 Deductible                                                                                                                                                                       |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Confirmation of Coverage - for information only

**CERTIFICATE HOLDER****CANCELLATION**

For Information Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Sam Mynatt, Chief, Risk Management

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**EXHIBIT D**  
**FY 2026 Community Services and Enrichment Grant**  
**Insurance Requirements**  
**RHE FOUNDATION, INC.**  
**Providing City of Rockville Youth Programming and Services**

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Contractor/Vendor Name

Contract Number

RHE Foundation

Description of agreement and scope of work

Reallocation of FY26 grant funds to current grantee RHE, via the RHE foundation

Current 2026 insurance attached

Insurance Carried

Workers' Compensation, Automobile Liability, Commercial General Liability

Workers' Compensation Waiver of Subrogation

Additional Insured Endorsement

No

No

Limit of General Liability Insurance

Limit of Automobile Liability Insurance

\$400k/\$800k

\$30k/\$60k

Limit of Excess/Umbrella Liability Insurance

Limit of Professional Liability Insurance

Certificate of Insurance

Expiration Date of COI

7/1/2026

Comments/Exceptions/Recommendations

Evidence of insurance for Rockville Housing Enterprises (RHE) for the policy ending 7/1/2026

Documents Needed for Approval

Risk Management Determination

Reviewed By

Approved

Marcus Odorizzi

Attachments

*IMPORTANT: Please remove any header page, the first page should only contain the Certificate of Insurance form. Do not attach any document that contains confidential or personal information. Instead, email these documents, including workers' compensation directly to the Safety and Risk Manager.*

 FY26 RHE COI.pdf

***(End of Exhibit "D")***