

GA-10-16

GRANT BRIEFING DOCUMENT

rev. 2/13/13

From:

Name: Lisa M. Craig Dept: Planning & Zoning Phone: 410-263-7961

This is a request to

- review, approve, and/or sign a grant agreement/award
other

Grant title: FFY15 CLG Educational Grant

Grantor: Maryland Association of Historic District Commissions Amount: \$ 3,136.00

Attestation:

- Match is not required.
Match is required. Match will be met in the form of Staff time.

I attest that this asset has been approved/appropriated in

Department Director signature Dept Date

Table with columns: Routing, Initials, Date In, Date Out, Comments. Rows include: originating Dept Director, Grants Coordinator, Finance Director, City Attorney, City Manager, Mayor, City Clerk, Finance Committee, Finance Dept.

Return to Originating Department

GRANT Briefing Document, continued

Provide a short narrative. Include:

-program description	- purpose of funds	- due dates
-grant period	-amount of request or award	
-special features, e.g., environmental impact implications, notarization required		

Program Description -
 Certified Local Government (CLG) Educational and Training Funds are provided annually to eligible CLGs through a grant from the Maryland Historical Trust (MHT).

Purpose of Funds -
 Registration for state-sponsored training workshops
 The National Trust for Historic Preservation (NTHP) PastForward Conference, including registration fees, lodging, parking, and mileage
 Programs by the National Alliance of Preservation Commissions (NAPC) &
 Programs by MAHDC.

Amount of Award -
 \$3,136.00

Grant Period -
 March 31, 2015 - June 30, 2016

Due Date -
 June 30, 2016

Special Features
 None

¹ Examples: cash match, equipment loan, staff salaries, volunteer time, contribution from non-City agency.
² Examples: FY__ Operating Budget, a memorandum of understanding, City Council resolution/ordinance.



Grant Title FFY2015 CLG EDUCATIONAL AND TRAINING FUNDS GRANT

Grant Award (\$) 3,136.00

Originating Department(s): PLANNING & ZONING

Dept Contact (Name/Phone): LISA M. CRAIG EXT. 7793

Expenditure Account	Revenue Source				Total per Expend. Type	Comments
	Federal	State	Local (Matching)	Other		
Salaries			1,254.40		1,254.40	STAFF - L. CRAIG & S. PIPPEN
Benefits					0.00	
Overtime					0.00	
Supplies					0.00	
Telephone					0.00	
Electricity					0.00	
Fuel and Oil					0.00	
Training & Education		3,136.00			3,136.00	
R & M - Equipment					0.00	
Special Programs					0.00	
Contract Services					0.00	
Capital Outlay					0.00	
other (fill-in)					0.00	
other (fill-in)					0.00	
other (fill-in)					0.00	
other (fill-in)					0.00	
other (fill-in)					0.00	
other (fill-in)					0.00	
Total	0.00	3,136.00	1,254.40	0.00	4,390.40	

TOTAL EXPENDITURES*: 4,390.40

* May be different from Grant Award \$ if there is a match requirement.

Match is not required.



Department Director Signature/Date



Department

Match is required.

Match will be met in the form of ⁽¹⁾ STAFF TIME - 40% MATCH

I attest that this asset has been approved/appropriated in ⁽²⁾ FY16 OPERATING BUDGET

Department Director Signature/Date

DEPARTMENT OF PLANNING & ZONING

Department

COMMENTS:

(1) Examples (include dollar amounts if applicable): Cash match, equipment loan, staff salaries, volunteer time, contribution from non-City agency.

(2) Examples: FY __ operating budget, a memorandum of understanding, City Council resolution/ordinance.



Instructions for Claiming Reimbursement FFY 2015 CLG Educational and Training Funds Grant

Certified Local Government (CLG) Educational and Training Funds are provided annually to eligible CLGs through a grant from the Maryland Historical Trust (MHT). As designated third party, the Maryland Association of Historic District Commissions (MAHDC) is managing the grant for Federal Fiscal Year (FFY) 2014. It is the CLG's responsibility to provide a full accounting of the use of the grant funds to MAHDC.

Eligible Activities

Eligible activities may include, but are not limited to:

- Registration for state-sponsored training workshops
- The National Trust for Historic Preservation (NTHP) PastForward Conference, including registration fees, lodging, parking, and mileage
- Programs by the National Alliance of Preservation Commissions (NAPC)
- Programs by MAHDC

Please contact MAHDC if you wish to use the funds for other programs, including on-site lectures and commission-specific training sessions, to ensure the event is eligible and will satisfy CLG training requirements.

In order to be eligible, the activities must be completed between March 31, 2015 and June 30, 2016.

40% Match

Grant recipients must provide a 40% match, which may consist of cash, an equivalent dollar value of in-kind services, or a combination of both.

Allowable cash match includes:

- Staff time (if staff members were paid for their time)
 - The value of staff time is the amount set by the local government as their billing rate (usually hourly rate plus benefits.)
- Staff mileage and travel expenses, such as airfare, train fare, lodging, parking, tolls, etc. (if reimbursed by their local government)
 - For FFY 2015, mileage is calculated at \$0.575/mile, as set by the state.
- Commissioner mileage and travel expenses (only if reimbursed by the local government)
- Workshop registration fees (in excess of what is requested for reimbursement)
- Membership dues for NTHP, MAHDC, or NAPC

Allowable in-kind match:

- Commissioner time
 - For FFY 2014, commissioner time is \$26.41/hour, as set by the state.