



City of Annapolis  
Office of the Mayor  
160 Duke of Gloucester Street  
Annapolis, MD 21401-2517

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Grant Briefing Document

From:

Name Capt. Christopher Amoia Phone 4102689000

Department Police

This grant is  New  Annual/Repeating

This is a request to:

Review, approve, and/or sign a grant agreement/award

Other \_\_\_\_\_

Grant title ALERT Grant Coordinator

Grantor MD Vehicle Theft Prevention Council Amount \$ 20,500

Attestation:

Match is *not* required.

Match is required. Match will be met in the form of e.g. cash match, equipment loan, staff salaries, volunteer time, contribution from non-City agency. \_\_\_\_\_

Director's signature \_\_\_\_\_ Date \_\_\_\_\_

Department Police

Routing

	Initials	Date In	Date Out	Comments
<input checked="" type="checkbox"/> Originating Dept Director		11/10/16		Continued Program
<input checked="" type="checkbox"/> Grants Coordinator	NDP	11/10/16	11/10/16	initials only
<input checked="" type="checkbox"/> Finance Director				
<input checked="" type="checkbox"/> City Attorney				
<input checked="" type="checkbox"/> City Manager				
<input checked="" type="checkbox"/> Mayor				
<input checked="" type="checkbox"/> City Clerk				return to Finance
<input checked="" type="checkbox"/> Finance Committee				
<input checked="" type="checkbox"/> Finance Dept				
<input type="checkbox"/> Return to Originating Department				

Grant period July 1, 2016 to June 30, 2017 Amount of request or award 20,500

Due dates \_\_\_\_\_

Provide a short narrative, including program description, purpose of funds and special features, e.g., environmental impact implications, notarization required.

This grants if for the continued "Auto Theft Education Reduces Thefts (ALERT)" Grant Coordinator. This position has been funded and filled for more than 10 years. The Coordinator acts as a liaison between the Police Department and the MD Vehicle Theft Prevention Council.

The Annapolis Police Department (APD) proposes to continue the community-based outreach program entitled, "Auto Larceny Education Reduces Thefts (ALERT)." The program will concentrate on two objectives, reducing the theft of vehicles and reducing theft from vehicles. Objectives will be accomplished through an aggressive Watch Your Car efforts, focused scrutiny by patrol officers, neighborhood watch meetings, citizen cooperation, and an obvious presence at community events, with broad distribution of ALERT materials. APD will also be actively investigating auto thefts and some thefts from auto.

The goal of APD remains two-fold: (1) to reduce thefts from vehicles, (2) to reduce thefts of vehicles. Other related goals include preventing vandalism of vehicles, recovering stolen vehicles, and recovering property stolen from vehicles.

The major objective is to educate the public to lock their vehicles, therefore hindering theft. APD will distribute information and tips for preventing the theft of vehicles and theft from vehicles. Also, the department will issue warnings and/ or citations when encountering unlocked vehicles with the engine running. Letters will be mailed to those who leave valuables visible in unlock vehicles. The citizens and visitors to Annapolis need to learn that crime can happen anywhere, even in Annapolis. This educational outreach will be handled by the ALERT coordinator.



Grant Title ALERT- Auto Larceny Education Reduces Thefts Coordinator

Grant Award (\$) 20500 FY17

Originating Department(s): Police

Dept Contact (Name/Phone): Capt. Amoia x.7212

Expenditure Account	Revenue Source				Total per Expend. Type	Comments
	Federal	State	Local (Matching)	Other		
Salaries		19,114.00			19,114.00	
Benefits		1,386.00			1,386.00	
Overtime					0.00	
Supplies					0.00	
Telephone					0.00	
Electricity					0.00	
Fuel and Oil					0.00	
Training & Education					0.00	
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	
<b>Total</b>	<b>0.00</b>	<b>20,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20,500.00</b>	

TOTAL EXPENDITURES\*: **20,500.00**

\* 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 <sup>(1)</sup>**

I attest that this asset has been approved/appropriated in <sup>(2)</sup>

Department Director Signature/Date

Department

**COMMENTS:**

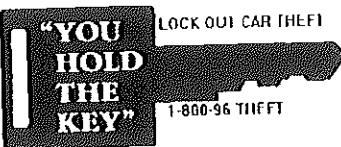
**Please Note: This is an approximate amount. Allocations for FY17 have yet to be released.**

(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.

LAWRENCE J. HOGAN, JR.  
GOVERNOR

BOYD K. RUTHERFORD  
GOVERNOR



WILLIAM M. PALLOZZI  
SUPERINTENDENT

CHRISTOPHER T. McDONOLD  
EXECUTIVE DIRECTOR

State of Maryland  
Department of State Police  
**VEHICLE THEFT PREVENTION COUNCIL**  
1100 Baltimore Blvd.  
Westminster, MD 21157  
Telephone: 410-386-3015 Fax: 410-386-3003  
1-800-96-THEFT

June 22, 2016

Chief Michael A. Pristoop  
Annapolis Police Department  
199 Taylor Avenue  
Annapolis, MD 21401

Dear Chief Pristoop:

I am pleased to inform you that the Vehicle Theft Prevention Grant Request for the Annapolis Police Department's "Auto Larceny Education Reduces Theft" program submitted for consideration has received final approval for Fiscal Year 2017. Funding has been approved by the Council in the following amount under Grant #VTPC 2017-01.

**\$ 20,500.00 Fiscal Year 2017**

Enclosed you will find Grant Award information necessary to initiate the project. Please pay particular attention to instructions included on the Grant Award, general Grant Policies and Conditions as agreed to on the initial application or special conditions that may be attached to the Award. The Vehicle Theft Prevention Council "Plan of Operation" contains detailed instructions regarding Grant Policies and Conditions. It shall provide project staff with programmatic reporting and fiscal requirements necessary to ensure project compliance.

The original *Grant Award* (Form VTPC-01) must be signed by the chief elected official or the principal authorizing official of the jurisdiction receiving the grant and returned to the Vehicle Theft Prevention Council within 30 days. Reimbursement may not be authorized until this document is returned to the Vehicle Theft Prevention Council.

Projects may commence as early as the beginning date of the award period. No project funds may be encumbered or expended prior to the award date without the specific prior written approval of the Vehicle Theft Prevention Council. Should the project director, Captain Christopher Amoia, change during the award period, the Council should be immediately notified to avoid potential reporting and reimbursement problems.

Vehicle Theft Prevention Council Grants are funded on a fiscal year basis. The period of this Grant will be for Fiscal Year 2017 beginning 07/01/16 and ending 06/30/17.

In accordance with pre-established Grant conditions, funding will be paid on a quarterly reimbursement basis. Your first *Financial Report* will be due 10/31/16 for the quarter ending 9/30/16. The last *Financial Report* will be due NO LATER than 8/01/17 for the quarter ending 6/30/17.

Should you have any questions or need clarification regarding this award, please feel free to contact me.

Sincerely,

Christopher T. McDonold  
Executive Director

Enclosure

\*Secretary William M. Pallozzi\*

\*Secretary Sam J. Abed\* Hon. Scott Shellenberger\* James V. Ahlusi\* Angela Carpintieri\* Christine Nizer

\* William P. Holland\* Phillip V. Lee\* Secretary Stephen Moyer\* Thomas Reich\* Larry P. Hinton\* Neil Schachter\* Henry P. Stawinski III

VTPC - 2017-01  
Grant Award Number

STATE OF MARYLAND  
VEHICLE THEFT PREVENTION COUNCIL

GRANT AWARD

Date: 07/01/16

A.	TITLE OF PROJECT:	<u>Auto Larceny Education Reduces Thefts (ALERT)</u>
B.	APPLICANT:	<u>Annapolis Police Department</u>
C.	IMPLEMENTING AGENCY:	<u>Annapolis Police Department</u>
D.	PERIOD OF AWARD:	<u>July 1, 2016 - June 30, 2017</u>
E.	AMOUNT OF AWARD:	<u>\$20,500.00</u>

GRANT FUNDS	FUNDING FROM O/SOURCES	PROJECT TOTAL
\$20,500.00	\$0.00	\$20,500.00


In accordance with the provisions of Public Safety Article Subtitle 2-702 of the Annotated Code of Maryland, this Grant Award is hereby made for financial assistance by the Vehicle Theft Prevention Council.

This Grant is subject to any special conditions attached to the Grant Award as well as the General Policies and Conditions as set forth in the Vehicle Theft Council Plan of Operation and all statutes and requirements of the State of Maryland.

This Grant incorporates all information, conditions, representation, and certified assurances contained in the Grantee's application dated 5/13/16.

This Grant shall become effective as of the beginning date of the Award period. A fully executed original of the Grant Award must be signed by the duly authorized official and returned to the Vehicle Theft Prevention Council within 30 days.

FOR THE STATE OF MARYLAND

  
Executive Director  
Vehicle Theft Prevention Council

APPLICANT ACCEPTANCE

  
Signature of Authorized Official

Michael J. [unclear]  
Typed Name and Title

6/24/16  
Date

VEHICLE THEFT PREVENTION COUNCIL

VTPC 2017-01

GRANT AWARD

TITLE OF PROJECT: Auto Larceny Education Reduces Thefts (ALERT)  
 IMPLEMENTING AGENCY: Annapolis Police Department  
 PERIOD OF AWARD: July 1, 2016 - June 30, 2017

ADJUSTED BUDGET SUMMARY: TOTAL GRANT \$ 20,500.00  
 TOTAL FUNDING O/SOURCES \$ .00  
 TOTAL PROJECT COSTS \$ 20,500.00

BUDGET DETAIL

		<u>Approved Costs</u>
1.	<u>Salaries and Wages:</u>	
	Total Salaries and Wages	\$ <u>20,500.00</u>
2.	<u>Technical and Special Fees:</u>	
	Total Technical and Special Fees	\$ <u>.00</u>
3.	<u>Investigative Funds:</u>	
	Total Investigative Funds	\$ <u>.00</u>
4.	<u>Communication:</u>	
	Total Communication	\$ <u>.00</u>
5.	<u>Contractual Services:</u>	
	Total Contractual Services	\$ <u>.00</u>
6.	<u>Travel:</u>	
	Total Travel	\$ <u>.00</u>
7.	<u>Supplies and Materials:</u>	
	Total Supplies and Materials	\$ <u>.00</u>
8.	<u>Additional New Equipment</u>	
	Total Additional New Equipment	\$ <u>.00</u>

APPROVED:   
 Executive Director

EFFECTIVE DATE: July 1, 2016

# CONDITIONS OF GRANT AWARD

## SPECIAL GRANT CONDITIONS - VTPC 2017-01

1. The subrecipient agrees to ensure that the State Regional Automated Property Information Database (RAPID) Global Administrator receives written notification regarding any complaint, investigation or anticipated audit activity involving junk dealer and scrap metal processors and the result of any complaint, investigation or audit conducted on a junk dealer and scrap metal processor.
2. The subrecipient agrees to conduct the appropriate inquiry into information received from the State Regional Automated Property Information Database (RAPID) Global Administrator pertaining to a junk dealer and scrap metal processors in a timely fashion and make written notification regarding any complaint, investigation or audit activity involving junk dealer and scrap metal processors resulting from the referral.
3. The subrecipient agrees to conduct appropriate inquiries into the operations of junk dealers and scrap metal processors within their jurisdiction and in support of allied agencies when requested.
4. The subrecipient agrees to conduct the appropriate inquiry into information received from the Maryland Motor Vehicle Administration pertaining to motor vehicle titles and registrations in a timely fashion and make written notification regarding any complaint, investigation or audit activity resulting from the referral.
5. The subrecipient agrees to actively support public safety and justice information sharing of motor vehicle theft and related activities reported within the jurisdiction and shall publish and make available without restriction among local and state governmental entities data to facilitate the analysis and exchange of motor vehicle theft and related information across city and county boundaries.
6. The subrecipient agrees to participate in and promote the Maryland Watch Your Car Program within their jurisdiction. The Maryland Vehicle Prevention Council will provide funding for all materials needed to promote the program (brochures, decals, forms, etc.). The Grantee agrees to manage the Maryland Watch Your Car Program in it's jurisdiction. including completing all data entry in the METERS system, providing instructions and decals to any citizens that apply for the program and reporting Maryland Watch Your Car Program information in the related section of the GRANT PROGRESS AND PERFORMANCE EVALUATION form that is submitted each quarter.

**\*\*NOTE: The above conditions apply only to Law Enforcement Grantees.**

7. The subrecipient agrees that any publication, media release, or video production issued describing any portion of the project funded in whole or in part with funds provided by the Maryland Vehicle Theft Prevention Council will contain the following statement:  
  
This project supported by funds awarded by the Maryland vehicle Theft Prevention Council.
8. The subrecipient agrees that Maryland Vehicle Theft Prevention funds used for travel to and attendance at IAATI Conferences will only be used to fund travel to and attendance at the S.E. IAATI Conference unless pre-approval is obtained from the Vehicle Theft Prevention Council.
9. The object of this Grant Award is to support the proposal in obtaining goals and objectives throughout the full grant time period (7/01/16 - 6/30/17.) Therefore, the Vehicle Theft Prevention Council has adopted the following Special Grant Condition:

"Grant Expenditures in excess of 75% of the total Grant Award prior to 4/01/17 will not be reimbursed until the end of the fourth quarter (6/30/17) without prior written approval of the Council."

# CONDITIONS OF GRANT AWARD

## SPECIAL GRANT CONDITIONS - VTPC 2017-01

10. The period of this Grant will be for FY-2017 beginning 07/01/16 and ending 06/30/17.
11. The Grant will be paid on a quarterly reimbursement basis (quarters ending 9/30/16, 12/31/16, 3/31/17, and 6/30/17)
12. Quarterly Financial Reports, in a form as prescribed by the Council, must be submitted by the *30th day* of the month following the end of each quarter INCLUDING the Financial Report for the final quarter ending 6/30.
13. All Financial, Progress and Evaluation reports for Grant #VTPC 2016-01 must be submitted to the Council prior to approval of reimbursement requests for Grant 2017-01.
14. Any property in excess of \$ 100.00 purchased with grant funds will be reflected on the "*Property Inventory Report*" form VTPC-06 and submitted with the "*Quarterly Financial Report.*"
15. A quarterly progress evaluation, in a form as prescribed by the Council consisting of special performance indicators, progress reports, and a commentary overview must be submitted by the end of the month following the end of the quarter. This information will be used to monitor and assess the program to determine if it is meeting the stated goals and objectives, supports the Vehicle Theft Prevention Council Plan of Operations and Statewide Strategy, and complies with State grant requirements.