

GRANT BRIEFING DOCUMENT

rev. 2/13/13

From:

Name: Beth Hart Dept: Police Phone: 410-263-7979

This is a request to

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

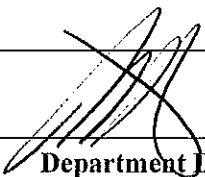

Grant title: Homicide Investigation Training - Law Enforcement Training Scholarships

Grantor: Governor's Office of Crime Control & Prevention Amount: \$ 2693.00

Attestation:

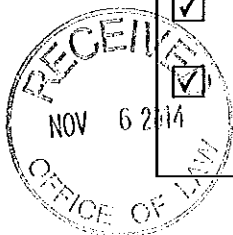
- Match is *not* required.
- Match is required. Match will be met in the form of <sup>1</sup> \_\_\_\_\_

I attest that this asset has been approved/appropriated in <sup>2</sup> \_\_\_\_\_



10/22/14  
 Department Director signature Dept Date

Routing	Initials	Date		Comments
		In	Out	
<input checked="" type="checkbox"/> originating Dept Director	<u>MBH</u>			<u>Approved</u>
<input checked="" type="checkbox"/> Grants Coordinator	<u>NCP</u>	<u>11/5</u>	<u>11/5</u>	
<input checked="" type="checkbox"/> Finance Director	<u>BTM</u>	<u>11/6</u>	<u>11/6</u>	<u>BTM</u>
<input checked="" type="checkbox"/> City Attorney	<u>QZ</u>	<u>11/6</u>	<u>11/6</u>	<u>QZ</u>
<input checked="" type="checkbox"/> City Manager	<u>CS</u>	<u>11/10</u>	<u>11/10</u>	
<input checked="" type="checkbox"/> Mayor	<u>MSP</u>	<u>11/10/14</u>		
<input checked="" type="checkbox"/> City Clerk				
<input checked="" type="checkbox"/> Finance Committee				
<input checked="" type="checkbox"/> 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		

The Governor's Office of Crime Control and Prevention offers Law Enforcement Training Scholarships to assist Police Departments in obtaining specialized training. The Annapolis Police Department applied for and received funds to send a detective (Jon Paul Hipsky) to the Southern Police Institute's Homicide Investigation Training to be held January 5-16, 2015 at the University of Louisville in Louisville, KY. The funds, \$2693.00, are for travel and registration expenses. The grant period is January 1 -31, 2015. The grant should cover all expenses.

<sup>1</sup> Examples: cash match, equipment loan, staff salaries, volunteer time, contribution from non-City agency.

<sup>2</sup> Examples: FY\_\_ Operating Budget, a memorandum of understanding, City Council resolution/ordinance.



GRANT BUDGET FORM

10/21/2014

Grant Title Homicide Investigation Training - LETS

Grant Award (\$) 2,693.00

Originating Department(s): Police

Dept Contact (Name/Phone): Beth Hart 410-263-7979

Expenditure Account	Revenue Source				Total per Expend. Type	Comments
	Federal	State	Local (Matching)	Other		
Salaries					0.00	
Benefits					0.00	
Overtime					0.00	
Supplies					0.00	
Telephone					0.00	
Electricity					0.00	
Fuel and Oil					0.00	
Training & Education		2,693.00			2,693.00	
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>2,693.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,693.00</b>	

TOTAL EXPENDITURES\*: 2,693.00

\* 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(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.



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FAX: 410-321-3116  
[INFO@GOCCP.STATE.MD.US](mailto:INFO@GOCCP.STATE.MD.US)  
[WWW.GOCCP.MARYLAND.GOV](http://WWW.GOCCP.MARYLAND.GOV)

Martin O'Malley  
*Governor*  
Anthony Brown  
*Lt. Governor*  
Tammy Brown  
*Executive Director*

October 09, 2014

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

RE: BJAG-2012-0053

Dear Chief Pristoop:

I am pleased to inform you that your grant application submitted by **Annapolis City Police Department**, entitled "**Homicide Investigation Training - LETS**", in the amount of \$2,693.00 has received approval under the Byrne - Justice Assistance Grant (JAG) Program (P.L. 108-447) program. Enclosed is the Grant Award packet containing information and forms necessary to initiate the project.

The grant will fund the program described below:

The Annapolis Police Department's Homicide Investigation Training program enhances tactical skills and knowledge through specialized training. The program permits one detective to attend the Southern Police Institute's Homicide Investigation Training to be held from January 5-16, 2015. The training provides on the science, medicine, law, court cases, professional experiences, and current events related to the organization, conduct, and successful resolution of homicide investigations. Grant funds provide travel and registration expenses.

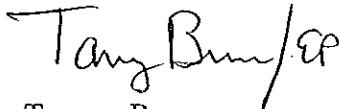
Please pay particular attention to the instructions included on the Grant Award. It is important that you **carefully review all Special Conditions** attached to this award. Additionally, the General Conditions for all grant awards issued by GOCCP are located online, at <http://www.goccp.maryland.gov/grants/general-conditions.php>. The Chief Elected Official, or another legally authorized official of the jurisdiction, state agency, or 501(c)(3) receiving the Grant Award, must sign the original Grant Award Acceptance form and return it to the Governor's Office of Crime Control and Prevention within **Twenty-One (21) Calendar days**. Should the acceptance form not be received, requests for reimbursement will not be honored.

A copy of the Grant Award, Notification of Project Commencement, and Individual Project Reports has also been sent to the Project Director. The Project Director is responsible for completing these and other required forms now and at the end of each reporting period. If the Project Director changes, GOCCP must be notified immediately to avoid potential reporting problems.

Projects may commence as soon as the Grant Award is signed and you have reviewed and accepted all of the General and Special Conditions. No funds may be encumbered or expended prior to this time without the specific written approval of the Governor's Office of Crime Control and Prevention.

If you have any questions or need any clarification regarding this Grant Award, please contact **Angee Carpintieri**, your Regional Monitor, or **Andrew Galarza**, Fiscal Specialist, at (410) 821-2828. We look forward to working with you on this project and anticipate its success in helping to address criminal justice problems in our State.

Sincerely,

A handwritten signature in cursive script that reads "Tammy Brown" followed by a stylized flourish.

Tammy Brown  
Executive Director

cc: Elizabeth A Hart



## Grant Award - Special Conditions

Grant Award Number:	BJAG-2012-0053	Sub-Recipient:	Annapolis City Police Department
Award Period:	01/01/2015 - 01/31/2015	Implementing Agency:	Annapolis City Police Department
Project Title:	Homicide Investigation Training - LETS		

- 1 This grant award is subject to the General Conditions (POST AWARD INSTRUCTIONS) found on the GOCCP website (<http://www.goccp.maryland.gov/grants/general-conditions.php>). The aforementioned General Conditions/Post Award Instructions are REQUIRED to be reviewed, should be printed for your reference and are subject to change without written notice.

In addition, the Grantees Toolbox is provided as a resource on the GOCCP website (<http://www.goccp.maryland.gov/grants/grantee-toolbox.php>) to address frequently asked questions.

- 2 Throughout the entire period of the grant, the sub-recipient must maintain a valid DUNS Number and current registration with SAM.Gov, previously the Central Contractor Registry (CCR).

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. Information about the registration procedure for SAM can be found at [www.sam.gov](http://www.sam.gov). Note: previous CCR (Central Contract Registry) information was migrated to SAM.gov.

- 3 In addition to GOCCP quarterly reports (financial and programmatic), the sub-recipient must report specific information, as mandated by the Federal Funding Accountability and Transparency Act (FFATA), directly to the Bureau of Justice Assistance (BJA) via their performance measurement tool (PMT).

The Bureau of Justice Assistance's reporting requirements MUST be completed NO LATER than FIFTEEN CALENDAR DAYS after the end of each quarter (via [www.bjaperformancetools.org](http://www.bjaperformancetools.org)).

Login procedures are either provided with your award packet or will be made available via email. The BJA PMT helpline number is: 1-888-252-6867.

Failure to comply may result in the de-obligation of funds and/or risk future funding.

- 4 Sub recipients must submit their reports following the timeline set forth below:

1. Complete the BJA Performance Measurement Tool (PMT, electronic) and GOCCP Progress Report / Performance Measures (electronic and hard copy) within fifteen (15) calendar days of each quarter end date.

2. Complete the GOCCP financial (electronic and hard copy) within thirty (30) calendar days of each quarter end date.

The BJA Performance Measurement Tool ([www.bjaperformancemeasures.org](http://www.bjaperformancemeasures.org)) helpdesk number is: 1-888-252-6867

Failure to comply may result in the de-obligation of funds and/or risk future funding.

- 5 The sub-recipients will comply (and will require any sub-contracts or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000(d)); the Rehabilitation Act of 1973 (29 U.S.C. § 704); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. § 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. § 6101-07); and the Department of Justice (DOJ's) Equal Treatment Regulations (28 C.F.R. pt. 38).

- 6 Your entity falls under the following federal requirement: Sub-recipients that are governmental or for-profit entities, that have fifty or more employees and that receive a single award of \$500,000 or more under the Safe Streets Act or other Department of Justice (DOJ) program statutes are required to submit their Equal Employment Opportunity Plan (EEOP) to the federal Office of Civil Rights (OCR). The sub-recipients are not required to submit a copy to the Governor's Office of Crime Control & Prevention (GOCCP), but must have a copy available on site for monitoring purposes. Those sub-recipients that are subject to the OCR's EEOP Certification Form may access this form at: <http://www.ojp.usdoj.gov/about/ocr/eeop/eeop.htm>.

- 7 The sub-recipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. To access this document, see U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (67 Federal Regulation 41455 (2002)). This regulation may be accessed at: <http://www.archives.gov/eeo/laws/title-vi.html>
- 8 The sub-recipient is reminded that this award represents the ONLY year of funding for this project.
- 9 All financial and programmatic information and receipts/back-up documentation must be retained for monitoring and auditing purposes during and after the funding period and be made available upon request.
- 10 If the applicant agency (in the preceding fiscal year) received 80 percent or more of its annual gross revenues in Federal awards AND \$25,000,000 or more in annual gross revenues from Federal awards, you must provide the names and total compensation of the five most highly compensated officers of the applicant agency.
- 11 All individuals awarded a scholarship, through the LETS program, must submit proof of training completion, i.e. a certificate. Copy of certificate/proof must be included with final reporting documents.



### Budget Notice

<b>Grant Award Number:</b>	<b>BJAG-2012-0053</b>	
<b>Sub-recipient:</b>	Annapolis City Police Department	
<b>Project Title:</b>	Homicide Investigation Training - LETS	
<b>Implementing Agency:</b>	Annapolis City Police Department	
<b>Award Period:</b>	<b>01/01/2015 - 01/31/2015</b>	CFDA: 16.738

Funding Summary	Grant Funds	100.0 %	\$2,693.00
	Cash Match	0.0 %	\$0.00
	In-Kind Match	0.0 %	\$0.00
	<b>Total Project Funds</b>		<b>\$2,693.00</b>

#### Travel

Description	Funding	Quantity	Unit Cost	Total Budget
airfare	Grant Funds	1	\$273.00	\$273.00
lodging	Grant Funds	1	\$600.00	\$600.00
meals	Grant Funds	13	\$45.00	\$585.00
taxi, training site	Grant Funds	1	\$40.00	\$40.00

Travel Total: \$1,498.00

#### Other

Description	Funding	Quantity	Unit Cost	Total Budget
Registration Fee	Grant Funds	1	\$1,195.00	\$1,195.00

Other Total: \$1,195.00

Approved: \_\_\_\_\_

*Zynda Williams*  
 GOCCP Authorized Representative

Effective Date: 1/1/2015