

GA-3-16

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

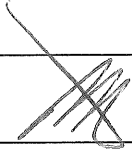
Grant title: Auto Larceny Education Reduces Thefts (ALERT)

Grantor: State of Maryland - Vehicle Theft Prevention Council Amount: \$ 20,500.00

Attestation:

- Match is *not* required.
 Match is required. Match will be met in the form of ¹ _____

I attest that this asset has been approved/appropriated in ² _____



Department Director signature

APD

Dept

6/30/15

Date

Routing

	Initials	Date		Comments
		In	Out	
<input checked="" type="checkbox"/> originating Dept Director	<u>MBH</u>			
<input checked="" type="checkbox"/> Grants Coordinator	<u>NJP</u>	<u>6/30</u>		
<input checked="" type="checkbox"/> Finance Director				<u>*initials only*</u>
<input checked="" type="checkbox"/> City Attorney				<u>*initials only*</u>
<input checked="" type="checkbox"/> City Manager				<u>*initials only*</u>
<input checked="" type="checkbox"/> Mayor				
<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 Annapolis Police Department has been competitively awarded \$20,500 from the Vehicle Theft Prevention Council (VTPC) of the Maryland State Police to assist efforts to prevent thefts from auto and theft of vehicles. The award period is July 1, 2015 to June 30, 2016. Funds will be used for salary and fringe (payroll taxes) for the part time services of a Project Leader whose primary focus is community outreach. The Project Leader will create and distribute materials that encourages the securing of vehicles. The Project leader will also promote the "Watch Your Car" program for residents to voluntarily register their vehicles for scrutiny between 1:00 AM and 5:00 AM.

Grant funding will pay for salary and required payroll taxes.

APD has benefited from this award in varying amounts since 1995.

NO ADDITIONAL FUNDS ARE REQUESTED FROM THE CITY OR ANY OTHER SOURCE.

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 BUDGET FORM

6/29/2015

Grant Title Auto Larceny Education Reduces Thefts (ALERT)

Grant Award (\$) 20,500.00

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		19,114.00			19,114.00	Part Time Salary
Benefits		1,386.00			1,386.00	Payroll Taxes
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	
Total	0.00	20,500.00	0.00	0.00	20,500.00	


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 ⁽¹⁾ _____

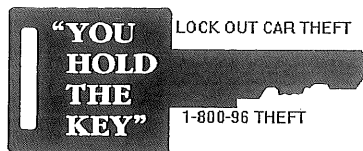
I attest that this asset has been approved/appropriated in ⁽²⁾ _____

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.



State of Maryland
Department of State Police
VEHICLE THEFT PREVENTION COUNCIL
1201 Reisterstown Rd.
Pikesville, MD 21208
Telephone: 410-386-3015 Fax: 410-386-3003
1-800-96-THEFT

June 15, 2015

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 2016. Funding has been approved by the Council in the following amount under Grant #VTPC 2016-01.

\$ 20,500.00 Fiscal Year 2016

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 2016 beginning 07/01/15 and ending 06/30/16.

In accordance with pre-established Grant conditions, funding will be paid on a quarterly reimbursement basis. Your first *Financial Report* will be due 10/31/15 for the quarter ending 9/30/15. The last *Financial Report* will be due NO LATER than 8/01/16 for the quarter ending 6/30/16.

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. Angela D. Alsobrooks* James V. Aluisi* Angela Carpintieri * Milton Chaffee*

* William P. Holland* Phillip V. Lee* Secretary Stephen Moyer* Thomas Reich * Steven F. Rutzebeck *Neil Schachter *

STATE OF MARYLAND
VEHICLE THEFT PREVENTION COUNCIL

GRANT AWARD

Date: 07/01/15

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, 2015 - June 30, 2016</u>
E.	AMOUNT OF AWARD:	<u>\$20,500.00</u>

GRANT FUNDS	FUNDING FROM O/SOURCES	PROJECT TOTAL
\$20,500.00	\$.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 5/14/15.

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 Pantelides, Christ
Typed Name and Title

7/23/15
Date

signature of Authorized Official

Michael Pantelides, Mayor

Date

VEHICLE THEFT PREVENTION COUNCIL

VTPC 2016-01

GRANT AWARD

TITLE OF PROJECT: Auto Larceny Education Reduces Thefts (ALERT)

IMPLEMENTING AGENCY: Annapolis Police Department

PERIOD OF AWARD: July 1, 2015 - June 30, 2016

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, 2015

CONDITIONS OF GRANT AWARD

SPECIAL GRANT CONDITIONS - VTPC 2016-01

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 its 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 (7/01/15 - 6/30/16.) 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 4/01/16 will not be reimbursed until the end of the fourth quarter (6/30/16) without prior written approval of the Council."

CONDITIONS OF GRANT AWARD

SPECIAL GRANT CONDITIONS - VTPC 2016-01

10. The period of this Grant will be for FY-2016 beginning 07/01/15 and ending 06/30/16.
11. The Grant will be paid on a quarterly reimbursement basis (quarters ending 9/30/15, 12/31/15, 3/31/16, and 6/30/16.)
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 2015-01 must be submitted to the Council prior to approval of reimbursement requests for Grant 2016-01.
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.