

From:

TRANSPORTATION &

Name: Sally Nash

Dept: Planning and Zoning

Phone: 410.263.7961

This is a request to

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

Grant title: Fiscal Year 2015 UPWP Contracts

Grantor: Baltimore Metropolitan Council

Amount: \$ 28,700

Attestation:

- Match is *not* required.
- Match is required. Match will be met in the form of ¹ In-kind salary money

I attest that this asset has been approved/appropriated in ² FY2015 operating budget
 (\$4,540.00 in salary money for Transportation Planner, Department of Transportation)

Sally Nash Planning and Zoning May 22, 2014
 Department Director signature Dept Date

Routing	Initials	Date		Comments
		In	Out	
<input checked="" type="checkbox"/> originating Dept Director	S/N	5/20	5/22	
<input type="checkbox"/> Grants Coordinator				
<input checked="" type="checkbox"/> Finance Director	BA	6/12/14	6/12/14	
<input checked="" type="checkbox"/> City Attorney				
<input type="checkbox"/> City Manager				
<input checked="" type="checkbox"/> Mayor				
<input checked="" type="checkbox"/> City Clerk				
<input type="checkbox"/> Finance Committee				
<input checked="" type="checkbox"/> Finance Dept				

Return to Originating Department

41-04-A3

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		

BMC passes federal funding to the City for various transportation initiatives and studies.

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 Fiscal Year 2015 UPWP Contract

Grant Award (\$) 22,700

Originating Department(s): Planning and Zoning and Transportation

Dept Contact (Name/Phone): Sally Nash/7792

Expenditure Account	Revenue Source				Total per Expend. Type	Comments
	Federal	State	Local (Matching)	Other		
Salaries			4,540.00		4,540.00	Transportation Salary
Benefits					0.00	
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	18,160.00				18,160.00	
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	
other (fill-in)					0.00	
Total	18,160.00	0.00	4,540.00	0.00	22,700.00	

TOTAL EXPENDITURES*: 22,700.00

* 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⁾ Salary money from the Transportation Department

I attest that this asset has been approved/appropriated in ⁽²⁾ FY2015 Operating Budget



Department Director Signature/Date

Planning and 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.

Baltimore Metropolitan Council



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Anne Arundel County
Baltimore City
Baltimore County
Carroll County
Harford County
Howard County

May 14, 2014

Sally Nash, Director
City of Annapolis Department of Planning & Zoning
160 Duke of Gloucester Street
Annapolis, MD 21401

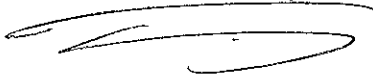
RE: Fiscal Year 2015 UPWP Contracts

Enclosed are five (5) copies of the FY 2015 Unified Planning Work Program (UPWP) contract for The City of Annapolis. Larry W. Klimovitz, the BMC Executive Director, executed each copy to complete the first step in finalizing the contract. Please have the appropriate officials from your jurisdiction add their signature. **After signing, keep three (3) copies for your records and return the other two (2) copies to me on or before Tuesday, June 17, 2014.**

Please note, Article IV Section Three of the contract, Method of Payment, now precludes any reimbursement to jurisdictions for consultant services until all associated work tasks and contract products are completed, submitted and invoiced. This section is consistent with Resolution #09-25 adopted at the May 26, 2009 meeting of the Baltimore Regional Transportation Board (BRTB). The resolution clarifies the consultant selection process to be followed for the retention of consultant services in support of projects funded from the UPWP.

Please take all actions necessary to get the contracts signed and returned to me quickly. The BMC letter authorizing you to proceed with your FY 2015 work program outlined in the UPWP and to invoice to the appropriate accounts, cannot be issued until the contracts are signed by all parties.

If you have any questions and/or concerns, please contact Victor Bonaparte of my staff at 410-732-0500 ext 1036. Thank you for your continued cooperation and timely action on this request.



Todd R. Lang, Director
Transportation Planning