

GA-36-14

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

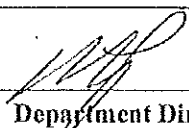
Grant title: Annapolis Highway Safety Initiative

Grantor: Maryland Highway Safety Office Amount: \$ 4000.00

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> \_\_\_\_\_


Police
4-25-14  
 Department Director signature Dept Date

Routing	Initials	Date		Comments
		In	Out	
<input checked="" type="checkbox"/> originating Dept Director			<u>4/23</u>	
<input type="checkbox"/> Grants Coordinator				
<input checked="" type="checkbox"/> Finance Director	<u>BH</u>	<u>4/23/14</u>	<u>4/24</u>	
<input checked="" type="checkbox"/> City Attorney				
<input checked="" type="checkbox"/> City Manager				
<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 Title Annapolis Highway Safety Initiative

Grant Award (\$) 4,000.00

Originating Department(s): Police

Dept Contact (Name/Phone): Beth Hart x7979

Expenditure Account	Revenue Source				Total per Expend. Type	Comments
	Federal	State	Local (Matching)	Other		
Salaries					0.00	
Benefits					0.00	
Overtime		4,000.00			4,000.00	
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>4,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,000.00</b>	

TOTAL EXPENDITURES\*: 4,000.00

\* 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.

**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		

This grant has been awarded for the Annapolis Police Department for overtime to conduct Distracted Driving Initiatives during April (National Distracted Driving Month). The grant funds are to be used to pay overtime for four initiatives in April. Officers are looking for drivers who are either talking on their cellphone or texting. The grant award is for \$4000.00.

<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.