

**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:* National Internal Affairs Investigators Association Annual Conference

*Grantor:* Local Government Insurance Trust (LGIT) Amount: \$ 2759.00

**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> \_\_\_\_\_

\_\_\_\_\_ APD 10/17/14  
 Department Director signature Dept Date

| Routing   | Initials       | Date         |              | Comments             |
|---|----------------|--------------|--------------|----------------------|
|   |                | In           | Out          |                      |
| <input checked="" type="checkbox"/> originating Dept Director | <u>11/16 P</u> | <u>10/17</u> | <u>10/17</u> | <u>Initials Only</u> |
| <input checked="" type="checkbox"/> Grants Coordinator        | <u>107P</u>    | <u>10/20</u> | <u>10/20</u> |                      |
| <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                | _____          | _____        | _____        |                      |
| <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 Local Government Insurance Trust (LGIT) has awarded the Annapolis Police Department \$2759.00 to send two employees, Professional Standards Director Miguel Dennis and Internal Affairs Investigator Sergeant Mark Ferguson, to the National Internal Affairs Investigators Association Annual Conference in Tampa, FL. held from November 3rd-6th, 2014. The conference provides training and networking opportunities.

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<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**

10/17/2014

Grant Title LGIT Training Grant - National Internal Affairs Investigators Association Annual Conference

Grant Award (\$) 768,849.00

Originating Department(s): Police Department

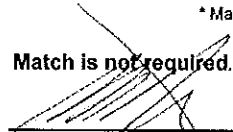
Dept Contact (Name/Phone): Beth Hart 410-263-7979

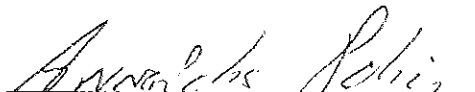
| Expenditure Account  | Revenue Source |             |                  |                 | Total per Expend. Type | Comments |
|----------------------|----------------|-------------|------------------|-----------------|------------------------|----------|
|                      | Federal        | State       | 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 |                |             |                  | 2,759.00        | 2,759.00               |          |
| 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>0.00</b> | <b>0.00</b>      | <b>2,759.00</b> | <b>2,759.00</b>        |          |

TOTAL EXPENDITURES\*: 2,759.00

\* 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.



7225 Parkway Drive, Hanover, MD 21076 • www.lgit.org  
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September 19, 2014

Ms. Debbie Hughes,  
Grant Coordinator  
City of Annapolis  
199 Taylor Avenue  
Annapolis, MD 21401

Dear Ms. Hughes,

Congratulations! We are pleased to advise you that your LGIT Training Grant application has been approved to attend "National Internal Affairs Investigators Association Annual Conference" in the amount of \$2,759. We commend the steps that you have taken to pro-actively address the training needs within your local government. This is an example of the Trust and local government working together to address risk management concerns.

Please complete and return the enclosed questionnaire once you have implemented this educational grant program into your operations so that we may monitor the effectiveness of the grant award. Failure to return the completed questionnaire within 90 days of the training's implementation may result in a forfeiture of the grant funds and possible ineligibility for future grant awards for up to two years.

If you have any questions or concerns, please do not hesitate to contact me at the number listed above.

Sincerely,

A handwritten signature in black ink, appearing to read "Timothy S. Ailsworth".

Timothy S. Ailsworth  
Executive Director

TSA/mdy

Cc: The Hon. Michael J. Pantelides, Mayor  
Mary O'Brien, Risk Analyst