

GA-19-18



City of Annapolis
Office of the Mayor
160 Duke of Gloucester Street
Annapolis, MD 21401-2517

Mayor@annapolis.gov • 410-263-7997 • Fax 410-216-9284 • TDD use MD Relay or 711 • www.annapolis.gov

Grant Briefing Document

From:

Name Captain Christopher Amoia Phone 410-268-9000, x7212

Department Police

This grant is New Annual/Repeating

This is a request to:

Review, approve, and/or sign a grant agreement/award

Other _____

Grant title Body Armor Replacement

Grantor Governor's Office of Crime Control & Prevention Amount \$ 3,938 (+\$3,938 match)

Attestation:

Match is *not* required.

Match is required. Match will be met in the form of e.g. cash match, equipment loan, staff salaries, volunteer time, contribution from non-City agency. match from Operating Budget (plans were included to purchase vests)

Director's signature Date _____

Department Police

Routing

	Initials	Date In	Date Out	Comments
<input checked="" type="checkbox"/> Originating Dept Director	SSB	9/28/17	9/28/17	
<input checked="" type="checkbox"/> Grants Coordinator	MP	9/29	9/29	initials only
<input checked="" type="checkbox"/> Finance Director	BM	9/29	9/29	
<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				
<input checked="" type="checkbox"/> Return to Originating Department				

Grant period July 1, 2017 - June 30, 2018 Amount of request or award \$3,938

Due dates _____

Provide a short narrative, including program description, purpose of funds and special features, e.g., environmental impact implications, notarization required.

APD competitively applied for funding for body armor (a.k.a. vests) from the Governor's Office of Crime Control and Prevention which required a 50/50 match.

APD was awarded \$3,938 as half the money needed to purchase 11 vests at \$716 each. APD has budgeted to purchase vests, so the match of \$3,938 is already planned from the Operating Budget. A total of \$7,876 will be spent for these 11 vests.



Grant Title Body Armor Replacement

Grant Award (\$) 3,938 + \$3,938 = \$7,876

Originating Department(s): Police

Dept Contact (Name/Phone): Capt Amoia, 410-268-9000, x7212

Expenditure Account	Grant Award	Budgeted Grant Appropriation	Variance	Total per Expend. Type	Comments
Salaries					
Benefits					
Overtime					
Supplies					
Telephone					
Electricity					
Fuel and Oil					
Training & Education					
R & M - Equipment					
Special Programs					
Contract Services					
Capital Outlay					
other (fill-in)	\$3,938		3,938.00	3,938.00	
other (fill-in)					
other (fill-in)					
other (fill-in)					
other (fill-in)					
other (fill-in)					
Sub- Total	3,938.00		3,938.00	3,938.00	
LOCAL MATCH	3,938.00				
Total	7,876.00	0.00	3,938.00	3,938.00	
TOTAL EXPENDITURES*:				3,938.00	

* 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⁾ cash match

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

Department Director Signature/Date

Police

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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September 17, 2017

Chief Scott Baker
Chief of Police
Annapolis City Police Department
199 Taylor Avenue
Annapolis, MD 21401

RE: BARM-2018-0018

Dear Chief Baker:

I am pleased to inform you that your grant application submitted by **Annapolis City Police Department**, entitled "**Body Armor**", in the amount of \$3,938.00 has received approval under the Body Armor for Local Law Enforcement 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 Body Armor program provides increased safety for the agency's officers. Manufacturer's specification requires that body armor need to be replaced every five years in order to ensure the wearer's safety. Program funds provide vests for sworn Officers.

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 our office are located online, at www.goccp.maryland.gov. 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 upload it in the Grants Management System 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, we 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 **Carpintieri, Angela**, your Regional Monitor, or **Quinn, Laura**, Fiscal Specialist. 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 black ink, appearing to read "V. Glenn Fueston, Jr.", written in a cursive style.

V. Glenn Fueston, Jr.
Executive Director

cc: Lieutenant Brian Della



9/17/2017

Governor's Office of Crime Control and Prevention



Control Number

34408

Regional Monitor

Carpintieri, Angela

Fiscal Specialist

Quinn, Laura

Grant Award & Acceptance Form

Grant Award Number:	BARM-2018-0018	
Sub-recipient:	Annapolis City Police Department	
Project Title:	Body Armor	
Implementing Agency:	Annapolis City Police Department	
Award Period:	07/01/2017 - 06/30/2018	CFDA: State

Funding Summary	Grant Funds	50.0 %	\$3,938.00
	Cash Match	50.0 %	\$3,938.00
	In-Kind Match	0.0 %	\$0.00
	Total Project Funds		\$7,876.00

This Grant Award is hereby made for financial assistance by the Governor's Office of Crime Control and Prevention in accordance with the


Body Armor for Local Law Enforcement

This Grant Award is subject to the General Conditions and any Special Conditions attached to this award, as well as all statutes and requirements of the State of Maryland.

This Grant Award incorporates all the information, conditions, representations and Certified Assurances contained in the grantee's application.

The Grant Award shall become effective as of the start date of the award, unless otherwise specified, and upon submission to the Grants Management System, within twenty-one (21) calendar days, of a fully executed original of this document signed by the duly authorized official of the sub-recipient unit of government or sub-recipient agency receiving this Grant Award. Copies and faxes are not acceptable.

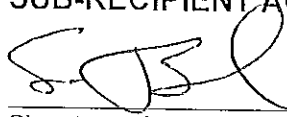
FOR THE STATE OF MARYLAND:



Executive Director

Governor's Office of Crime Control and Prevention

SUB-RECIPIENT ACCEPTANCE:



Signature of Authorized Official

Scott Baker, Chief of Police

Typed Name And Title

9/18/17

Date

To submit, sign in blue ink and scan and upload the document to the grant award Documents section in the Grants Management System.



Governor's Office of Crime Control and Prevention

Grant Award - Special Conditions

Grant Award Number:	BARM-2018-0018	Sub-Recipient:	Annapolis City Police Department
Award Period:	07/01/2017 - 06/30/2018	Implementing Agency:	Annapolis City Police Department
Project Title:	Body Armor		

- 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 BARM/BPVP funded recipients MUST complete the BARM/BPVP Property Inventory Report Form (PIRF), not the Standard Property Inventory Report Form. The form is included in the Project Director's award package. Since a PIRF is required any time funds are requested, it is recommended that copies of the blank form are made for potential quarterly expenditures.

If you would like to receive a formulated fillable form, please contact the BARM/BPVP Program Fund Manager, or BARM/BPVP Fiscal Specialist, by calling 410-821-2828, or Toll Free: 1-877-687-9004, or via email at info@goccp.state.md.us. You must state that you are requesting the BARM/BPVP Property Inventory Report Form (PIRF), provide your grant award number, callback phone number, and your email address.

- 3 Sub-recipient must provide detailed information on the selected vendor, when the vests will be ordered, and when delivery is expected, within 30 calendar days of acceptance of the grant award.
- 4 The sub-recipient is reminded that this award represents the ONLY year of funding for this project.
- 5 Receipts and/or back-up documentation reflecting actual expenditures must be submitted with each quarterly Financial Report form. Reimbursements to sub-recipients will not exceed actual costs.



Regional Monitor
Fiscal Specialist

Carpintieri, Angela
Quinn, Laura

Governor's Office of Crime Control and Prevention

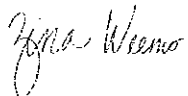
Budget Notice

Grant Award Number:	BARM-2018-0018	
Sub-recipient:	Annapolis City Police Department	
Project Title:	Body Armor	
Implementing Agency:	Annapolis City Police Department	
Award Period:	07/01/2017 - 06/30/2018	CFDA: State

Funding Summary	Grant Funds	50.0 %	\$3,938.00
	Cash Match	50.0 %	\$3,938.00
	In-Kind Match	0.0 %	\$0.00
	Total Project Funds		\$7,876.00

Equipment

Description	Funding	Quantity	Unit Cost	Total Budget
Body Armor	Cash Match	11	\$358.00	\$3,938.00
Body Armor	Grant Funds	11	\$358.00	\$3,938.00
Equipment Total:				\$7,876.00

Approved: 

 Governor's Office of Crime Control and Prevention Authorized Representative

Effective Date: 9/13/2017



Programmatic Reporting

Grant Award Number:	BARM-2018-0018	
Sub-recipient:	Annapolis City Police Department	
Project Title:	Body Armor	
Implementing Agency:	Annapolis City Police Department	
Award Period:	07/01/2017 - 06/30/2018	CFDA: State

The information collected on this form helps us measure the progress you are making in achieving your project's goals and objectives. It also helps us determine what, if any, technical assistance you may need in implementing your project.

Performance Measures (5)

1	Number of officers currently without Protective Body Armor or Stab Resistant Vests.	
2	Number of officers currently wearing Protective Body Armor or Stab Resistant Vests that is five years old or older.	
3	Number of vests that still need to be procured to ensure officer safety.	
4	Number of Protective Body Armor or Stab Resistant Vests purchased with these funds.	
5	Number of officers are currently employed with your agency?	

Progress Report Questions (6)

1	If no funds or minimal funds (less than 25%) were expended during this reporting period please provide an explanation as to why and when you anticipate requesting funds. Your detailed explanation should address each budget category.
2	Provide name of the vendor and advise if there have been any problems or delays from the time the vest(s) were ordered to the time the vest(s) were received to your agency. Did the vendor confirm that the manufacture of the vest(s) is NIJ approved? In addition, did the price of the vest(s) change during the life of the award?
3	Is your agency following the spending plan described in your application? If not, please explain.
4	Advise if you have begun the procurement process. If you have not begun the procurement process explain why. If you have, provide details of the status (ex: requisition, purchase order) and the projected time frame of actual delivery and payment.
5	Did your agency experience any problems or delays from the time equipment was ordered to the time it was received?
6	Currently, what is your agency's anticipation for body armor request for the next grant year?

Signed: _____ Date: _____

Project Director - Della, Brian

(Project Director is preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)

Printed Name: _____ Phone: _____



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PERFORMANCE IMPROVEMENT • GRANTS

September 17, 2017

Lieutenant Brian Della
Community Service Commander
Annapolis City Police Department
199 Taylor Avenue
Annapolis, MD 21401

RE: BARM-2018-0018

Dear Lieutenant Della:

I am pleased to inform you that your grant application entitled, "**Body Armor**", in the amount of \$3,938.00 has received approval under the 'Body Armor for Local Law Enforcement' program. Scott Baker has received the Grant Award packet containing information and forms necessary to initiate the project.

Enclosed are the project commencement, special conditions, programmatic forms, and budget notice. The General Conditions for all of our awards are located online, at www.goccp.maryland.gov. A copy of the Grant Award letter is also included.

It is essential, as the Project Director, that you submit the **Notification of Project Commencement** to indicate the starting date of your project **within 30 calendar days** after receiving your grant award packet. **No Financial Forms can or will be processed** unless the Notification of Project Commencement has been signed and uploaded to the Grants Management System.

Please be sure to review the Grant Award. As the Project Director you are responsible for the operation, administration, and the completion of the forms necessary to initiate and report project activities and comply with the special conditions. It is important that you understand all the Special Conditions attached to this award, as they are specific to your funding source. One General Condition that must be emphasized is that none of the principal activities of the project may be sub-awarded to another organization without written prior approval by the Governor's Office of Crime Control and Prevention.

Sample copies of your programmatic reporting questions are included with this award package, but you are required to complete **all** reporting electronically, using our web-based Grants Management System (GMS, https://grants.goccp.maryland.gov:443/BLIS_GOCCP). Training videos and a downloadable GMS user's guide are available online at www.goccp.maryland.gov.

Electronic programmatic reports must be submitted within 15 calendar days after the end of each quarter. Electronic financial reports must be submitted within 30 calendar days after the end of each quarter. Submitted reports that have not yet been approved may be sent back to you electronically for edits if requested.

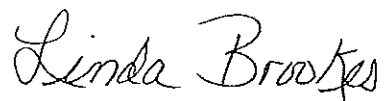
Approved electronic financial reports may only be revised manually, not electronically, by submitting a revised financial report as a paper hard copy or a scan of the paper document. Revisions are allowed to be submitted up to 60 days after the end date of each quarter. These revisions are only accepted if the initial quarterly report was submitted within the mandatory time frame noted above.

Any request for changes or modifications to the project as awarded must be made online using the Grants Management System.

If the purchase of furniture/equipment is part of this grant project and you are a governmental agency, it is required that such purchases are made by competitive bid or through your approved governmental procurement process and that inventory records be maintained.

Should you have any questions or need any clarification regarding this Award, **please have your award number when you call** so that you can be referred to the appropriate Regional Monitor (**Angela Carpintieri**) or Fiscal Team Member (**Laura Quinn**). This will enable us to provide you with technical assistance and information in a timely manner.

Sincerely,



Linda Brookes

Funding Manager

cc: Chief Scott Baker



Governor's Office of Crime Control and Prevention

Control Number

34408

Regional Monitor

Carpintieri, Angela

Fiscal Specialist

Quinn, Laura

Notification of Project Commencement


Grant Award Number:	BARM-2018-0018	
Sub-recipient:	Annapolis City Police Department	
Project Title:	Body Armor	
Implementing Agency:	Annapolis City Police Department	
Award Period:	07/01/2017 - 06/30/2018	CFDA: State

The verification section of this form must be completed. Additionally, this form must be signed by the project director and submitted through the Grants Management System within thirty (30) calendar days after receiving your grant award packet.

No Requests for Funds will be processed until this Notification of Project Commencement has been signed and received.

Authorized Official:	Baker, Scott ssbaker@annapolis.gov Annapolis City Police Department 199 Taylor Avenue Annapolis, MD 21401-3421 410-268-9000	Chief of Police FAX: 410-263-7867
Project Director:	Della, Brian BDella@Annapolis.gov Annapolis City Police Department 199 Taylor Avenue Annapolis, MD 21401-3421 410-268-9000	Community Service Commander FAX: 410-268-9472
Fiscal Officer:	Maronski, Kim kemaronski@annapolis.gov City of Annapolis 160 Duke of Gloucester Street Annapolis, MD 21401- 410-263-7952	Accountant FAX: 410-263-7529

Award Information Verification - Please initial appropriate selection(s):		BARM-2018-0018
<input type="checkbox"/>	All information on this form is correct and project will commence on time. Project Director signs below.	
<input type="checkbox"/>	The contact information for all the staff on this form is not correct. You must submit a Grant Modification that provides a justification and indicates all changes/revisions.	
<input type="checkbox"/>	The project will not commence within forty-five (45) days of the beginning of the award period 07/01/2017. You must submit a Grant Modification. Grant Modification must provide justification and indicate all changes.	

Signed:  Date: 9/20/17
Project Director - Della, Brian (Project Director is Preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)

Printed Name: Brian C. Della Phone: 410 268-9000



Regional Monitor
Fiscal Specialist

Carpintieri, Angela
Quinn, Laura

Governor's Office of Crime Control and Prevention

Grant Award - Special Conditions

Grant Award Number:	BARM-2018-0018	Sub-Recipient:	Annapolis City Police Department
Award Period:	07/01/2017 - 06/30/2018	Implementing Agency:	Annapolis City Police Department
Project Title:	Body Armor		

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- 3 Sub-recipient must provide detailed information on the selected vendor, when the vests will be ordered, and when delivery is expected, within 30 calendar days of acceptance of the grant award.
- 4 The sub-recipient is reminded that this award represents the ONLY year of funding for this project.
- 5 Receipts and/or back-up documentation reflecting actual expenditures must be submitted with each quarterly Financial Report form. Reimbursements to sub-recipients will not exceed actual costs.



Governor's Office of Crime Control and Prevention

Regional Monitor:
Fiscal Specialist

Carpintieri, Angela
Quinn, Laura

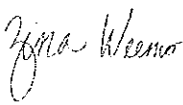
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Grant Award Number:	BARM-2018-0018	
Sub-recipient:	Annapolis City Police Department	
Project Title:	Body Armor	
Implementing Agency:	Annapolis City Police Department	
Award Period:	07/01/2017 - 06/30/2018	CFDA: State

Funding Summary	Grant Funds	50.0 %	\$3,938.00
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Body Armor	Grant Funds	11	\$358.00	\$3,938.00
Equipment Total:				\$7,876.00

Approved: 

Governor's Office of Crime Control and Prevention Authorized Representative

Effective Date: 9/13/2017



Governor's Office of Crime Control and Prevention



Control Number

34408

Regional Monitor

Carpintieri, Angela

Fiscal Specialist

Quinn, Laura

Submitted Date:

Programmatic Reporting

Grant Award Number:	BARM-2018-0018	
Sub-recipient:	Annapolis City Police Department	
Project Title:	Body Armor	
Implementing Agency:	Annapolis City Police Department	
Award Period:	07/01/2017 - 06/30/2018	CFDA: State

The information collected on this form helps us measure the progress you are making in achieving your project's goals and objectives. It also helps us determine what, if any, technical assistance you may need in implementing your project.

Performance Measures (5)

1	Number of officers currently without Protective Body Armor or Stab Resistant Vests.	0
2	Number of officers currently wearing Protective Body Armor or Stab Resistant Vests that is five years old or older.	0
3	Number of vests that still need to be procured to ensure officer safety.	220
4	Number of Protective Body Armor or Stab Resistant Vests purchased with these funds.	
5	Number of officers are currently employed with your agency?	114

Progress Report Questions (6)

1	If no funds or minimal funds (less than 25%) were expended during this reporting period please provide an explanation as to why and when you anticipate requesting funds. Your detailed explanation should address each budget category.
2	Provide name of the vendor and advise if there have been any problems or delays from the time the vest(s) were ordered to the time the vest(s) were received to your agency. Did the vendor confirm that the manufacture of the vest(s) is NIJ approved? In addition, did the price of the vest(s) change during the life of the award?
3	Is your agency following the spending plan described in your application? If not, please explain.
4	Advise if you have begun the procurement process. If you have not begun the procurement process explain why. If you have, provide details of the status (ex: requisition, purchase order) and the projected time frame of actual delivery and payment.
5	Did your agency experience any problems or delays from the time equipment was ordered to the time it was received?
6	Currently, what is your agency's anticipation for body armor request for the next grant year?

Signed: _____ Date: _____

Project Director - Della, Brian

(Project Director is preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)

Printed Name: _____ Phone: _____

