

GA-42-18



City of Annapolis
Office of the Mayor
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Annapolis, MD 21401-2517

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Grant Briefing Document

From:

Name Captain Christopher Amoia Phone 410-268-9000

Department Annapolis Police Department

This grant is New Annual/Repeating

This is a request to:

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

Other _____

Grant title Distracted Driving

Grantor Maryland Highway Safety Office (MHSO) F418 Amount \$ 8,000.00

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. _____

Director's signature Date _____

Department Annapolis Police Department

Routing

	Initials	Date In	Date Out	Comments
<input checked="" type="checkbox"/> Originating Dept Director	<u>SA</u>			
<input checked="" type="checkbox"/> Grants Coordinator	<u>WSP</u>		<u>6/19</u>	<u>initials only</u>
<input checked="" type="checkbox"/> Finance Director	<u>red</u>		<u>6/19</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				
<input checked="" type="checkbox"/> Return to Originating Department				

Grant period 10/01/17-09/30/18 Amount of request or award 8,000.00

Due dates _____

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

The Distracted Driving initiative, funded by the Maryland Highway Safety Office (MHSO), provides funds for officer overtime to conduct Distracted Driving details. Funds will be used to conduct overtime assignments to combat texting and cell phone use while driving.



Grant Title Distracted Driving

Grant Award (\$) 8,000.00

Originating Department(s): Police Department

Dept Contact (Name/Phone): Officer David Higgins 410-268-9000

Expenditure Account	Revenue Source				Total per Expend. Type	Comments
	Federal	State	Local (Matching)	Other		
Salaries					0.00	
Benefits					0.00	
Overtime		8,000.00			8,000.00	Officer OT for varioius traffic details
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	
Vehicle Use					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	8,000.00	0.00	0.00	8,000.00	

TOTAL EXPENDITURES*: 8,000.00

* 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 ⁽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.



Maryland
Highway
Safety
Office

PROJECT AGREEMENT

6601 Ritchie Highway
Glen Burnie, MD 21062
PHONE 410-787-4050 FAX 410-787-4020

The formal approval of this Project Agreement and the obligation of funds to it are contingent upon the availability of anticipated federal funds, as determined by Congress, Maryland statute, or other federal or state action.

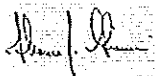
PROJECT TITLE: Distracted Driving	FOR MHSO USE ONLY
	PROJECT NUMBER: LE-Annapolis PD-2018-035
PROJECT AGENCY: Annapolis Police Department	
PROJECT AGENCY ADDRESS: 199 Taylor Avenue, Annapolis, MD-21401	
FUND RECIPIENT: City of Annapolis	
FUND RECIPIENT ADDRESS: 199 Taylor Avenue, Annapolis, MD-21401	
FEDERAL IDENTIFICATION NUMBER: 52-6000764	

The undersigned agree that the Project Agency will carry out the Project within the dates of the Project Period, in accord with the general programmatic and financial requirements set forth in the agreement, and in compliance with the Project Conditions. Reimbursement is limited to actual eligible expenditures, the total of which is not to exceed the amount of Funds Obligated from MHSO. Furthermore, the Project Agency certifies that it is eligible under grant guidelines to receive grant funds; can accept a reimbursable grant; can successfully implement the project at the indicated funding level; and accepts the provisions of the entire Agreement including its Project Conditions. Costs cannot be incurred prior to the Project Start Date listed below.

BUDGET CATEGORIES	MHSO FUNDS
Salary and Benefits	\$0.00
Law Enforcement Overtime	\$8,000.00
Training / Conference and Accommodations	\$0.00
Mileage	\$0.00
Contractual Services	\$0.00
Equipment	\$0.00
Other Direct Costs	\$0.00
Indirect Costs	\$0.00
Total	\$8,000.00

The Project Director and Authorizing Official signing below cannot be the same person, nor can they be the Financial Official listed in the grant.

PROJECT DIRECTOR & AUTHORIZING OFFICIAL SIGNATURES			
PROJECT DIRECTOR		AUTHORIZING OFFICIAL	
NAME: David Higgins		NAME: Christopher Amoia	
TITLE: Police Officer		TITLE: Captain	
AGENCY: City of Annapolis		AGENCY: City of Annapolis	
ADDRESS:		ADDRESS:	
PHONE: (410) 268-9000	FAX:	PHONE: (410) 268-9000	FAX:
E-MAIL: dmhiggins@annapolis.gov		E-MAIL: caamoia@annapolis.gov	
SIGNATURE & DATE:		SIGNATURE & DATE:	
David Higgins (Electronically Signed) 08/16/2017		Christopher Amoia (Electronically Signed) 08/18/2017	

FOR MHSO USE ONLY	
PROJECT PERIOD START DATE: 10/01/2017	FUNDS OBLIGATED FROM MHSO:
PROJECT PERIOD END DATE: 09/30/2018	\$8,000.00
MHSO CHIEF APPROVAL (SIGNATURE & DATE)	
	
09/15/2017	