

GA-12-15

GRANT BRIEFING DOCUMENT

rev. 2/13/13

From: \_\_\_\_\_  
 Name: Belh Hart Dept: APD Phone: 410-263-7979

This is a request to

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

other Approve Grant Award and appropriate funds

Grant title: Specialized Training for the Annapolis Police Department

Grantor: Bureau of Justice Assistance Amount: \$ 16,560

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> \_\_\_\_\_

[Signature] APD 9/12/14  
 Department Director signature Dept Date

Routing	Initials	Date		Comments
		In	Out	
<input checked="" type="checkbox"/> originating Dept Director				
<input checked="" type="checkbox"/> Grants Coordinator	<u>NJP</u>		<u>9/12</u>	
<input checked="" type="checkbox"/> Finance Director	<u>BH</u>	<u>9/15</u>	<u>9/15</u>	<u>OK</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 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 Bureau of Justice Assistance has awarded the Annapolis Police Department an allocated grant for Specialized Training for \$16,560.00. The grant period is from 10/1/2013 to 9/30/2015. The grant will be used for training purposes for officers and civilian personnel.

<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

9/4/2014

Grant Title Specialized Training for the Annapolis Police Departmen

Grant Award (\$) 16,560.00

Originating Department(s): Police Department

Dept Contact (Name/Phone): Belh Hart ext. 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	16,560.00				16,560.00	
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>16,560.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,560.00</b>	

TOTAL EXPENDITURES\*: 16,560.00

\*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.