

GA-32-14

GRANT BRIEFING DOCUMENT

rev. 2/13/13

From:

Name: Debbie Hughes *DBH* 1/8/14 Dept: Police Phone: x7321

This is a request to

- review, approve, and/or sign a grant agreement/award
 other; review to accept, appropriate, and set up account(s)

Grant title: Local Government Insurance Trust (LGIT) Training Grant for "Homicide Investigations"

Grantor: Local Government Insurance Trust (LGIT) Amount: \$ 3,197

Attestation:

- Match is *not* required.
 Match is required. Match will be met in the form of ¹ _____

I attest that this asset has been approved/appropriated in ² _____

[Signature] Police 1/8/14
Department Director signature Dept Date

Routing	Initials	Date		Comments
		In	Out	
<input checked="" type="checkbox"/> originating Dept Director	<i>[Signature]</i>	<u>1/8/14</u>	<u>1/8/14</u>	
<input checked="" type="checkbox"/> Grants Coordinator				
<input checked="" type="checkbox"/> Finance Director	<i>[Signature]</i>	<u>1/13/14</u>	<u>1/13/14</u>	
<input type="checkbox"/> City Attorney				
<input checked="" type="checkbox"/> City Manager	<i>[Signature]</i>	<u>1/9/14</u>		
<input type="checkbox"/> Mayor				
<input type="checkbox"/> City Clerk				
<input type="checkbox"/> Finance Committee				
<input 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 Annapolis Police Department competitively won an award from the Local Government Insurance Trust (LGIT) to send a Commander to training entitled "Homicide Investigations." The training is an intensive two-week course at Southern Police Institute, Louisville, KY, January 6-17, 2014. The course is taught by nine experts in subjects to include crime scene investigations, surveillance, forensic pathology, and felony prosecution.

Funds were awarded in the amount of \$3,197. Funding pays for travel, fees, lodging, meals, and incidentals. Funding is offered to the City in the form of a one-time check.

A copy of the award letter (which constitutes the totality of "award documents") is attached.

No matching funds are required.

N.B. The Executive Director of LGIT, Mr. Timothy Ailsworth, requested an opportunity to present the check to the City at a City Council meeting. Arrangements have been made for Mr. Ailsworth to do so at the City Council meeting of January 13, 2014.

¹ Examples: 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 Title Local Government Insurance Trust (LGIT) Training Grant for "Homicide Investigations"

Grant Award (\$) 3,197.00

Originating Department(s): Police

Dept Contact (Name/Phone): Debbie Hughes, x7321

Deb 1/8/14

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				3,197.00	3,197.00	for travel, fees, lodging, meals, incidentals
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	
Total	0.00	0.00	0.00	3,197.00	3,197.00	

TOTAL EXPENDITURES*: 3,197.00

* May be different from Grant Award \$ if there is a match requirement.

XX Match is not required.

Department Director Signature/Date

Police

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.