

GAS-17

GRANT BRIEFING DOCUMENT

rev. 2/13/13

From: \_\_\_\_\_  
 Name: Michael Morris Dept: Recreation and Parks Phone: 263-7958

This is a request to  
 review, approve, and/or sign a grant agreement/award  
 other

Grant title: Maryland Abandoned Boat and Debris Program  
 Grantor: Maryland Department of Natural Resources Amount: \$ 25,000

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> \_\_\_\_\_  
 \_\_\_\_\_

Michael Morris Rec + Parks 8/31/16  
 Department Director signature Dept Date

Routing	Initials	Date		Comments
		In	Out	
<input checked="" type="checkbox"/> originating Dept Director	<u>MM</u>	<u>8/31/16</u>	<u>8/31/16</u>	
<input checked="" type="checkbox"/> Grants Coordinator	<u>WDP</u>	<u>9/1/16</u>	<u>9/1/16</u>	<u>* initials only *</u>
<input checked="" type="checkbox"/> Finance Director	<u>BTM</u>	<u>9/21</u>	<u>9/21</u>	
<input checked="" type="checkbox"/> City Attorney	<u>OyJ</u>	<u>9/20</u>	<u>9/20</u>	
<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		

This is non-match required grant from the Maryland Department of Natural Resources is for up to \$25,000. The grant reimburses expenditures to remove and confiscate derelict boats and/or debris from City waterways. This grant is provided annually and City has received it for numerous years. The grant is for FY2017 (July 1, 2016 - June 30, 2017).

<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 Title Abandoned Boat & Debris Grant

Grant Award (\$) 25,000.00

Originating Department(s): R&P

Dept Contact (Name/Phone): Mike Morris

Expenditure Account	Grant Award	Budgeted Grant Appropriation	Variance	Total per Expend. Type	Comments
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				0.00	
R & M - Equipment				0.00	
Special Programs				0.00	
Contract Services	25,000.00	25,000.00	0.00	25,000.00	
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>Sub- Total</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>0.00</b>	<b>25,000.00</b>	
<b>LOCAL MATCH</b>					
<b>Total</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>0.00</b>	<b>25,000.00</b>	
<b>TOTAL EXPENDITURES*:</b>				<b>25,000.00</b>	

\* 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.



GRANT BUDGET FORM

9/1/2016

Grant Title Maryland Abandoned Boat and Debris Program

Grant Award (\$) 25,000.00

Originating Department(s): Recreation and Parks

Dept Contact (Name/Phone): Michael Morris 263-7958

Expenditure Account	Revenue Source				Total per Expend. Type	Comments
	Federal	State	Local (Matching)	Other		
Salaries		5,000.00			5,000.00	
Benefits					0.00	
Overtime					0.00	
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		20,000.00			20,000.00	
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>25,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,000.00</b>	

TOTAL EXPENDITURES\*: 25,000.00

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



Match is not required.

Michael Morris  
Department Director Signature/Date

Rec & Parks  
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.



Larry Hogan, Governor  
Boyd K. Rutherford, Lt. Governor  
Mark J. Belton, Secretary  
Mark L. Hoffman, Acting Deputy Secretary

August 23, 2016

Annapolis Harbormaster  
One Dock Street  
Annapolis, MD 21401

RE: Abandoned Boat and Debris Grant Award  
FY 17 – AB 3701  
K00P7400326

I am writing to inform you that the City of Annapolis request for funds from the Maryland Abandoned Boat and Debris (AB&D) Program has been approved. A grant in the amount of \$25,000 has been awarded and is available for immediate use. **Purchase Order K00P7400326 is attached. Please cite this number on the reimbursement form.**

Under the terms of this grant, all legitimate expenses associated with the removal of abandoned boats and debris is 100% reimbursable. Removal of debris in State waters shall be permitted only in the best interest of the State, where such timber poses a hazard to public safety or an impediment to normal motorized vessel operating conditions. Please be sure to maintain documentation of all expenditures including invoices, receipts and photographs.

**Just a reminder, DNR is changing the duration of our AB&D grants from two years to one year. Therefore, jurisdictions must now apply every year for funding. All expenses related to this grant must be used by June 30, 2017. Any funds that are not expended by that date will be reverted to the program.**

If you have any questions or concerns regarding this award please contact me directly at (410) 643-6521 or [matt.negley@maryland.gov](mailto:matt.negley@maryland.gov)

Sincerely,

A handwritten signature in black ink, appearing to read "Matt Negley". The signature is written in a cursive, flowing style and is positioned above the typed name.

Matthew Negley  
DNR Boating Services  
Abandoned Boat and Debris Program

# PURCHASE ORDER

## STATE OF MARYLAND

**PURCHASE ORDER NO:** K00P7400326

**PRINT DATE:** 08/22/16

**PAGE:** 01

<b>DELIVER TO:</b> MATT NEGLEY DNR-NRP TECHNICAL SERVICES - HYDRO 303 MARINE ACADEMY DRIVE STEVENSVILLE MD 21666	<b>BILL TO:</b> SARA DAWES DNR/TAWES STATE OFFICE BLDG 580 TAYLOR AVE - E4 ANNAPOLIS MD 21401	
<b>VENDOR ID:</b> CITY OF ANNAPOLIS FINANCE DEPARTMENT 160 DUKE GLOUCESTER ST ANNAPOLIS MD 21401	<b>REFER QUESTIONS TO:</b> MATTHEW NEGLEY (410 )643-6521 MNEGLEY@DNR.STATE.MD.US	
<b>DELIVER BY:</b> 06/30/17		
<b>ITB:</b> <b>BPO:</b>	<b>EXPR DATE:</b> <b>POST DATE:</b> 08/18/16	<b>DISC TERMS:</b> . NET 30 <b>F.O.B. POINT:</b> DESTINATION

**TERMS:**

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

**PLEASE FURNISH THE STATE OF MARYLAND WITH THE FOLLOWING:**

<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>QUANTITY</u>	<u>U/M</u>	<u>UNIT COST</u>	<u>TOTAL</u>
0001	94631	1.00	EA	25,000.0000	25,000.00

GRANT PAYMENTS

ABANDONED BOAT AND DEBRIS GRANT FOR CITY OF ANNAPOLIS  
 GRANT #AB3701  
 GRANT EXPIRES ON 06/30/2017

<u>REQUISITION</u>	<u>LINE</u>	<u>SHIP/BILL CODE</u>	<u>SHIPPING CONTACT</u>
K00P7400326	001	KZJ /KSK	MATT NEGLEY

DOCUMENT TOTAL: 25,000.00

\*\*\*\*\* LAST PAGE \*\*\*\*\*

**AUTHORIZED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

BUYER AUTHORIZED DESIGNEE  
 INSTRUCTIONS TO VENDOR

EACH SHIPPING CONTAINER OR PACKAGE SHALL HAVE CLEARLY MARKED A COMPLETE DESCRIPTION AS TO CONTENTS AND QUANTITY CONTAINED THEREIN, THE PURCHASE ORDER NUMBER AND THE STOCK NUMBER, IF LISTED IN DESCRIPTION ABOVE. EACH SHIPMENT SHALL HAVE ATTACHED TO THE CONTAINER OR PACKAGE A PACKAGING SLIP AND SAID CONTAINER OR PACKAGE MUST BE READILY MARKED FOR IDENTIFICATION.

EACH INVOICE MUST BE SUBMITTED IN DUPLICATE AND INCLUDE THE FOLLOWING INFORMATION: 1) DATE AND METHOD OF SHIPMENT. 2) PURCHASE ORDER NUMBER. 3) DESCRIPTION AS IT APPEARS ON PURCHASE ORDER. 4) QUANTITY SHIPPED. 5) UNIT PRICE AND EXTENSIONS. 6) DATE OF INVOICE. 7) VENDOR'S FEDERAL TAX IDENTIFICATION OR SOCIAL SECURITY NUMBER. NOTE: INVOICE INFORMATION MUST BE IN ACCORDANCE WITH THAT CONTAINED ON PURCHASE ORDER. FAILURE TO COMPLY WITH THE FOREGOING WILL RESULT IN THE INVOICE BEING REJECTED FOR PAYMENT.

**PURCHASE ORDER**  
**STATE OF MARYLAND**

**PURCHASE ORDER NO:** K00P7400326

**PRINT DATE:** 08/22/16

**PAGE:** 02

<b>SUMMARY ACCOUNTING INFORMATION (STATE OF MARYLAND USE ONLY)</b>
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<u>SF</u>	<u>AGY</u>	<u>YR</u>	<u>INDEX</u>	<u>PCA</u>	<u>OBJECT</u>	<u>AOBJ</u>	<u>GRANT/PH</u>	<u>PROJ/PH</u>	<u>AG1</u>	<u>AG2</u>	<u>AMOUNT / %</u>
01	K00	17		R1503		1299					25,000.00
											-----
										TOTAL ENCUMBRANCE:	25,000.00