

GA-3-15

GRANT BRIEFING DOCUMENT

rev. 2/13/13

From:

Name: Brian Woodson Dept: Recreation & Parks Phone: _____

This is a request to

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

Grant title: Westerwood Park Trail Enhancements and Repair

Grantor: Maryland State Highway Administration Amount: \$ 24,000

Attestation:

- Match is *not* required.
 Match is required. Match will be met in the form of ¹ Salaries & Expenses - Already Expended.

I attest that this asset has been approved/appropriated in ² FY 14

Brian Woodson Department Director signature Dept Recreation & Parks Date 7/3/2014

Routing	Initials	Date		Comments
		In	Out	
<input type="checkbox"/> originating Dept Director	<u>BWS</u>		<u>7/3</u>	
<input type="checkbox"/> Grants Coordinator				
<input checked="" type="checkbox"/> Finance Director	<u>MLL</u>	<u>7/9</u>	<u>4/9</u>	<u>OK</u>
<input checked="" type="checkbox"/> City Attorney				
<input checked="" type="checkbox"/> City Manager	<u>JKW</u>		<u>7/3</u>	
<input checked="" type="checkbox"/> Mayor				
<input checked="" type="checkbox"/> City Clerk				
<input checked="" 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		

This is a grant for work at Waterworks park that was approved in 2009. It never happened because of the CIP project to demolish the dam meant that we could not do trail work. Now we want to use the money to purchase a trail maintenance machine, and they have approved that use of their funds. We re-did the description for them, and now we need to agreement to match that intent, and it does.

Brian..

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 Waterside Park Trail Enhancements and Repairs

Grant Award (\$) 24,000 Originating Department(s): Recreation and Parks Department
Dept Contact (Name/Phone): Ben J Woodward

Expenditure Account	Revenue Source				Total per Expend. Type	Comments
	Federal	State	Local (Matching)	Other		
Salaries			24,000		24,000.00	Already expended
Benefits					0.00	
Overtime					0.00	
Supplies			8,000		8,000.00	already expended
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		24,000			24,000.00	Purchase equipment
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	24,000.00	32,000.00	0.00	56,000.00	

TOTAL EXPENDITURES: 0.00

* 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)

Salaries & Supplies (already expended)

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

FY 14 operating budget

Ben J Woodward
Department Director Signature/Date

Recreation & Parks
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.

