

GA-31-15

GRANT BRIEFING DOCUMENT

rev. 2/13/13

From:

Name: Kwaku Agyemang-Duah Dept: Transportation Phone: 410-263-6001

This is a request to

- review, approve, and/or sign a grant agreement/award
other GA-31-15

- emailed kwaku/pick 6/15/15 @ 12:30 pm

Grant title: FY2016 Shuttle Services Agreement

Grantor: State of Maryland Amount: \$ 265,000

Attestation:

- Match is not required.
Match is required. Match will be met in the form of 1 services rendered;

7/1/15 - 6/30/16 Free State Shuttle service in accordance with agreed schedule

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

Department Director signature Transportation Dept 6/15/2015 Date

Table with columns: Routing, Initials, Date In, Date Out, Comments. Rows include: originating Dept Director, Grants Coordinator, Finance Director, City Attorney, City Manager, Mayor, City Clerk, Finance Committee, 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 money is provided to the City in exchange for the services of a State Shuttle. This shuttle is free to users and provides transport from the US Navy-Marine Corps Memorial Stadium, government offices and Church Circle; with additional hours during the General Assembly. This includes stops along DNR, Court of Appeals, Visitor's Center, Circuit Court, Lawyers Mall and the State Parking Garage.

<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**

Grant Title FY2016 STATE SHUTTLE AGREEMENT

Grant Award (\$) 265,000.00

Originating Department(s): TRANSPORTATION

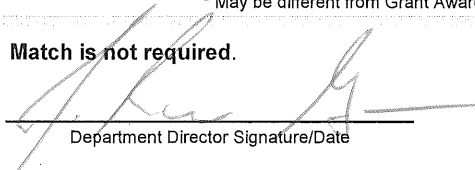
Dept Contact (Name/Phone): Kwaku Agyemang-Duah (x6001)

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					0.00	
R & M - Equipment					0.00	
Special Programs					0.00	
Contract Services					0.00	
Capital Outlay					0.00	
		265,000.00			265,000.00	
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>265,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>265,000.00</b>	

TOTAL EXPENDITURES\*: 265,000.00

\* 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 <sup>(1)</sup> Money is in exchange for services as outlined in the agreement.

I attest that this asset has been approved/appropriated in <sup>(2)</sup> \_\_\_\_\_

\_\_\_\_\_  
Department Director Signature/Date

\_\_\_\_\_  
Department

**COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<sup>(1)</sup> Examples (include dollar amounts if applicable): 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.



*City of Annapolis*

**DEPARTMENT OF TRANSPORTATION**

308 Chinquapin Round Road, Annapolis, Maryland 21401

Phone: 410-263-7964 410-263-7994 Fax: 410-263-4508 Internet: [transit@annapolis.gov](mailto:transit@annapolis.gov)  
J. RICK GORDON, DIRECTOR

## ROUTING SLIP

**Date:** June 10, 2015

**Document:** FY 2016 State Shuttle Agreement (3 Copies)

**Purpose:** For Review and Signatures

**Route to:**

1. City Attorney ✓ 6/10/15

2. Finance Director

3. City Manager

4. Mayor 6/15/15

5. City Clerk 6/15/15

**Return to:**

**Rick Gordon, Director, Transportation Department**

