

GRANT BRIEFING DOCUMENT

rev. 2/13/13

From:
 Name: J.P. "Flip" Walters Dept: R & P- Harbormaster Phone: 410-263-7973

This is a request to

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

Grant title: Waterways Improvement Fund - Citywide Harbor Improvements

Grantor: Maryland Department of Natural Resources *Amount:* \$ \$50,000.00

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 _____

Michael Morris Rec & Parks- Hbrmstr. 13 July 2015
 Department Director signature Dept Date

Routing	Initials	Date		Comments
		In	Out	
<input checked="" type="checkbox"/> originating Dept Director	<u>MM</u>	<u>7/13/15</u>	<u>7/13/15</u>	
<input checked="" type="checkbox"/> Grants Coordinator	<u>NJP</u>		<u>7/14</u>	
<input checked="" type="checkbox"/> Finance Director	<u>MDR</u>	<u>7/14/15</u>	<u>7/14/15</u>	<u>initials mdy</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				<u>FOR 7/22/15</u>

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 no-match required 100% reimbursable funds Grant of \$50,000.00 for FY16-18 that we receive every year from the Maryland Department of Natural Resources, Waterways Improvement Fund- for Citywide Harbor Improvements.

The City receives a great deal of benefit from these grants each year.

Funds will be used for repair, maintenance and upgrade of existing boater facilities throughout City of Annapolis Harbor such as repair and replacement of pilings, navigational aids, docks, floating docks, moorings and boater related equipment; and to create and install new boater amenities, such as adding new floating dinghy docks with access ramps and/or ladders at various Street-End parks.

Individual projects are presented to MDNR Grant Administrator for advance approval prior to obligation of expenditure.

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 Citywide Harbor Improvements Grant Annual Renewal

Grant Award (\$) \$50,000.00

Originating Department(s): Rec & Parks - Harbormaster

Dept Contact (Name/Phone): J. P. "Flip" Walters / 7871

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		\$50,000.00	None Required		\$50,000.00	30400-524040-845XX
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	
other (fill-in)					0.00	
Total	0.00	50,000.00	0.00	0.00	50,000.00	

TOTAL EXPENDITURES*: \$50,000.00

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

Match is not required.

Michael Morris
Department Director Signature/Date

J.P. Walters
Rec & Parks - Harbormaster
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:

This is an annually renewed grant the City has been receiving for more than 20 years. Each Year we receive a new two year grant allocation.
It is somewhat like a stand-by fund. Projects are proposed to and approved by the Regional Boating Services Administrator at MDNR before funds
may be obligated. Actual Award amount may be different than application amount.

(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.

STATE OF MARYLAND
OFFICE OF THE GOVERNOR



LARRY HOGAN
GOVERNOR

STATE HOUSE
100 STATE CIRCLE
ANNAPOLIS, MARYLAND 21401-1925
410-974-3901
TOLL FREE 1-800-811-8336

TTY USERS CALL VIA MD RELAY

June 30, 2015

The Honorable Michael J. Pantelides
Mayor, City of Annapolis
City Hall, 160 Duke of Bloucester St.
Annapolis, MD 21401

Dear Mayor Pantelides:

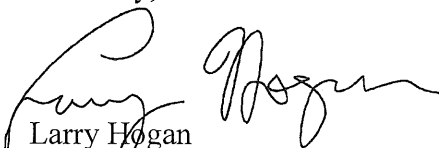
I am pleased to advise you that the Maryland General Assembly has approved the Fiscal Year 2016 budget request to provide the attached Waterway Improvement Fund grant to your jurisdiction. The approved project funds will become available on July 1, 2015.

Boating is a cornerstone of Maryland. This grant is an important resource to ensure that visitors and residents alike will continue to benefit from Maryland's world-class recreational boating opportunities, which contribute thousands of jobs and billions of dollars to our economy. Expanding and enhancing access to public boating opportunities, while also improving boating safety, will benefit your local area as well as the entire state.

I want to personally thank you and your staff for your support to make these grants possible, as we continue to manage Maryland's waterways as a true public resource available to both current and future generations.

If you have any questions regarding your grant, please contact Mr. Mark O'Malley, Department of Natural Resources' Director of Boating Services at (410) 260-8462 or via email at mark.o'malley@maryland.gov.

Sincerely,


Larry Hogan
Governor

Attachment

cc: Members of City Council
Mr. Thomas C. Andrews, City Manager
Mr. Michael Morris, Director, Dept. of Recreation & Parks
Mr. J. P. "Flip" Walters, Harbormaster

Approved Waterway Improvement Projects
 FY 2016

City of Annapolis

"PROJECTS TO BE COMPLETED BY THE LOCAL GOVERNMENT"

Grant #	County	Project Location	Description	Type	Approved Amount
LG-0206N-16	Anne Arundel	City of Annapolis	Citywide Harbor Improvements	LG	\$50,000.00

Key
DG - 100% Dredging/Navigation
LG - 100% Local Grant
MF - Matching Funds Local Governments
MFFR - Matching Funds Fire/Rescue
MFDG - Matching Funds Dredging Grants
SP - 100% State Project
ST - Statewide Project

Boating Services Waterway Improvement Fund Application & Project Agreement

Shaded areas for state use only		WWI Grant #	
1. APPLICANT NAME: City of Annapolis		Federal ID # 52-6000764	
2. PROJECT TITLE: Annapolis Citywide Harbor Improvements			
Individual or Multi-Year/Phased Project? (Check One) Individual Project _____ Multi-Year (Phased) Project <u> X </u>			
3. COUNTY / MUNICIPALITY: City of Annapolis, Anne Arundel County, MD., 21401		Lat: 38 58.583'N Long: 76 28.767'W	
4. LEGISLATIVE DISTRICT	MD-30 th US 3 rd	Last WWI Grant Issued # (at this site)	2014 Amount \$ \$50,000.00
5. PROJECT LOCATION (Street Address): Various locations, Citywide One Dock Street, Annapolis, MD., 21401			
6. PROJECT DESCRIPTION (Check Appropriate Phase of Project): Engineering <u> X </u> Construction <u> X </u> Equipment <u> X </u> Acquire DMP Site _____ Other <u> X </u> Provide Detailed Project Description (Attach any available site plans/drawings/photographs of proposed project): Various locations, Citywide One Dock Street, Annapolis, MD., 21401			
7. TYPE OF FUNDING REQUESTED: (Check One): 100% State (below \$100,000) <u> X </u> Matching Fund (Max. 50% State) _____ 100% State Dredging/Navigation _____ Matching Fund Fire/Rescue _____ State Lands Project _____ \$5,000 100% State _____ Tax District Loan _____ Service Contract _____			
8. TOTAL ESTIMATED PROJECT COST		\$99,000.00	
9. AMOUNT OF WATERWAY FUNDS REQUESTED		\$99,000.00 <i>(Maximum amount to be reimbursed by DNR for this specific grant only)</i>	
10. LOCAL PROJECT COORDINATOR:			
J.P. "Flip" Walters		Harbormaster	
(Print Name)		(Print Title)	
One Dock Street		(410)320-6849	
(Address)		(Telephone Number)	
Annapolis MD 21401		410-295-9018	
(City) (State) (Zip)		(Fax Number)	
jpwalters@annapolis.gov			
(E-mail address)			
11. PROJECT PERIOD: (<u>This grant only</u> . Not to exceed three (3) years.		FROM: 7/1/2015	To: 7/1/2017
Multi-Year Costs:			
Year One: \$ _____			
Year Two: \$ _____			
Year Three: \$ _____		Total Project Cost: \$ 99,000.00 (all years)	
How does this application relate to the total multi-year project?			

12. Detailed Project Status/Justification

A. Will project expand/improve public boating access? If yes, explain. YES – Funds will be used for repair, maintenance and upgrade of existing boater facilities throughout City of Annapolis Harbor such as repair and replacement of pilings, navigational aids, docks, floating docks, moorings and boater related equipment; and to create and install new boater amenities, such as adding new floating dinghy docks with access ramps and/or ladders at various Street-End parks. Individual projects are presented to MDNR Grant Administrator for advance approval prior to obligation of expenditure.

B. Will project improve/enhance boating safety? If yes, explain. YES – Funds will be used for repair, maintenance and upgrade of existing boater facilities throughout City of Annapolis Harbor such as repair and replacement of pilings, navigational aids, docks, floating docks, moorings and boater related equipment; and to create and install new boater amenities, such as adding new floating dinghy docks with access ramps and/or ladders at various Street-End parks. Individual projects are presented to MDNR Grant Administrator for advance approval prior to obligation of expenditure.

C. Status of federal/state/local permits (Check Appropriate Permits/Approvals where Applicable)? **Attach all approved permits:**

State Wetland License ____ Corps of Engineers Permit ____ Critical Areas ____ Water Quality Cert. ____

If all required permits are not available, provide further explanation (i.e. schedule to obtain permits, etc):

D. Projected expenditure rate? (check one) One Year ____ Two Years ____ Three Years + ____

E. Is this the continuation of a current or phased project? (check one) Yes No ____ If yes, explain.

F. Mooring maintenance, upgrade and improvements is an always on-going project. There are 23 street-end parks only six of which have floating dinghy docks. We are continually trying to allocate assets to maintain, improve and upgrade existing and new boating infrastructure.

G. Will the project impact local boating congestion? If yes, explain. YES – Upgraded and improved facilities allow more efficient services to an ever increasing boating population.

H. Number of boats that annually use facility: CY 2009 - Over 12,000 transactions

I. CY 2010 - Over 15,000 transactions

J. CY 2011 - Over 18,000 transactions

K. Increased number of boaters annually using facility as a result of project: _____

Based on cash receipt statistics above – yes but increment has yet to be determined.

L. Additional justification for project (attach additional page if necessary)

13. **Terms and Conditions:** In submitting this Project Proposal, the Governing Body hereby accepts the Terms and Conditions set forth in the State Boat Act (Section 8-701-9) and the following:

A. The applicant will not discriminate against any person on the basis of race, color, creed or national origin, in the use of any property or facility acquired or developed pursuant to this proposal.

B. The design, construction, and management of the project will be by or under the supervision of the Local Governing Body in accordance with the latest edition of the Waterway Improvement Fund Grants Manual. All necessary Federal, State and local permits and approvals must be secured by said Governing Body prior to start of construction.

C. Plans and Specifications, including all contract documents and any subsequent changes, must be completed by a Maryland Registered Professional Engineer unless approved otherwise in advance by the Waterway Improvement Program. In addition, all plans, specifications and proposed changes must be submitted for review and approval by the Program.

D. The Governing Body will publicly advertise the project for bids or use other procurement method approved in advance by the Department of Natural Resources (DNR). Proposals will be received and compiled by the Governing Body involved. DNR reserves the right to have a representative present at the bid opening.

- E. Project contracts with a value of \$500,000 or more for which the State provides 50% or more of the funding will be advertised as prevailing wage contracts (COMAR 21.11.11).
- F. The Governing Body will prepare a tabulation of bids and/or other method of procurement as per condition "D" referenced herein and submit same to the Department of Natural Resources with comments and recommendations prior to the award of any contract.
- G. The Governing Body must submit invoices and a copy of paid canceled check(s) or certification that payment has been made for reimbursement of the State's share of the project to the Department of Natural Resources upon completion of the project.
- H. The Governing Body will post the project, in a prominent location, as a "Public Facility" and, will place a permanent sign, approved by the Department, acknowledging project funding by the Waterway Improvement Fund.
- I. If a fee is to be charged for use of the facility, the Governing Body must obtain prior approval from the Department of Natural Resources. All Maryland registered boaters will have equal access to State funded boating facilities.
- J. The Governing Body agrees to operate and maintain the proposed project. Future maintenance funds are not guaranteed by the Department of Natural Resources.
- K. Any project funded in whole or in part with Waterway Improvement Fund grants must remain available and open for use by the general boating public. The Department must approve changes in use of a project before it is removed from public access and use, such as through sale, donation, or commercial use of the facility. If approved, the local governing body must replace the project with a facility open to the general boating public with equal value at the nearest approved location, at no cost to the Department. The local governing body may be required to repay the Department for the current value of the project in proportion to the total cost of the project paid by the State. The Department may require two independent appraisals to determine the amount to be reimbursed to the Waterway Improvement Fund.
- L. All projects must be in compliance with the Forest Conservation Act of 1991 and the Maryland Economic Growth, Resource Protection, and Planning Act of 1992 prior to the reimbursement of any State funds.
- M. The Department of Natural Resources reserves the right to revert any unexpended or unencumbered balance from this grant not used during the project period specified in this application. **Grant projects three years or older are subject to immediate reversion by DNR.**
- N. Projects financed through State bonds must be approved by the State Board of Public Works prior to the reimbursement of any State funds.
- O. The Governing Body, agrees that it will if necessary, unless previously approved by DNR:
 - 1) Provide, without cost to the State of Maryland, all necessary lands, easements, rights-of-way, and dredge disposal site(s) required for project;
 - 2) Hold and save the State of Maryland free from damages that may result from the construction of the project;
 - 3) Accomplish, without cost to the State of Maryland, alterations and relocations as required in sewer, water supply, drainage and other utility facilities; and
 - 4) Will assure that the facility will be designed and constructed for persons with disabilities pursuant to the Annotated Code of Maryland and the Americans with Disabilities Act (ADA).
- P. Department of Natural Resources will only reimburse the cost of grant projects approved in writing by the Department.
- Q. Service contract grants provided for trash removal and sanitary services at publicly owned boating facilities are limited to a maximum of nine (9) months per boating season (March 1st - November 30th). This does not affect DNR sponsored projects such as marine sewage pumpout stations.
- R. All press releases and grant related events shall be coordinated with DNR Boating Services.

Revised Sept 2010

1 LOCAL GOVERNMENT AUTHORIZATION

As the authorized representative of this Political Subdivision, I have read the terms of the "Project Agreement and Terms & General Conditions" of the Waterway Improvement Fund Application and Project Agreement, and The City of Annapolis hereby agrees to abide by the project terms and conditions.
 (County/Municipality)


 (Signature)

J. P. Walters
 (Print Name)

Harbormaster
 (Print Title)

30JUL14
 (Date)