

GA-3-18



City of Annapolis
Office of the Mayor
160 Duke of Gloucester Street
Annapolis, MD 21401-2517

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Grant Briefing Document

From:

Name Vehicle Theft Prevention Council Phone 4103863015

Department Police

This grant is New Annual/Repeating

This is a request to:

Review, approve, and/or sign a grant agreement/award

Other _____

Grant title ALERT_ Auto Larceny Education Reduces Theft

Grantor Vehicle Theft Prevention Council Amount \$ 21000

Attestation:

Match is *not* required.

Match is required. Match will be met in the form of e.g. cash match, equipment loan, staff salaries, volunteer time, contribution from non-City agency. _____

Director's signature [Signature] Date 7/2/17

Department Annapolis Police Department

Routing

	Initials	Date In	Date Out	Comments
<input checked="" type="checkbox"/> Originating Dept Director				
<input checked="" type="checkbox"/> Grants Coordinator	<u>NPP</u>	<u>Rec'd 7/18</u>		<u>To CM 8/1/17</u>
<input checked="" type="checkbox"/> Finance Director	<u>BM</u>	<u>7/27/17</u>		
<input checked="" type="checkbox"/> City Attorney	<u>[Signature]</u>	<u>7/27/17</u>	<u>7/23/17</u>	<u>To Finance</u>
<input checked="" type="checkbox"/> City Manager	<u>[Signature]</u>	<u>8/3/17</u>	<u>8/3/17</u>	<u>To City Clerk</u>
<input checked="" type="checkbox"/> Mayor	<u>[Signature]</u>	<u>7/27/17</u>		<u>9</u>
<input checked="" type="checkbox"/> City Clerk	<u>[Signature]</u>	<u>8/3/17</u>	<u>8/3/17</u>	
<input checked="" type="checkbox"/> Finance Committee				
<input checked="" type="checkbox"/> Finance Dept				

Return to Originating Department

Grant period July 1, 2017 to June 30, 2018 Amount of request or award \$21000
Due dates _____

Provide a short narrative, including program description, purpose of funds and special features, e.g., environmental impact implications, notarization required.

Continued Auto Theft Prevention Programs, funded through the Vehicle Theft Prevention Council. Funds are used to fund a part time position within the Police Department and provide funding for materials for disseminating for public awareness and community outreach.

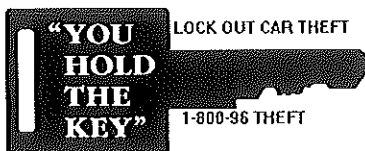
The goal of APD remains two-fold: (1) to reduce thefts from vehicles, (2) to reduce thefts of vehicles. Other related goals include preventing vandalism of vehicles, recovering stolen vehicles, and recovering property stolen from vehicles.

The major objective is to educate the public to lock their vehicles, therefore hindering theft. APD will distribute information and tips for preventing the theft of vehicles and theft from vehicles. Also, the department will issue warnings and/ or citations when encountering unlocked vehicles with the engine running. Letters will be mailed to those who leave valuables visible in unlock vehicles. The citizens and visitors to Annapolis need to learn that crime can happen anywhere, even in Annapolis. This educational outreach will be handled by the ALERT coordinator.

Strategies to effectively combat vehicle-related thefts are both all-encompassing (integrated across all units and functions as part of overall law enforcement and crime prevention) and uniquely dedicated (through VTPC/ALERT resources).

LAWRENCE J. HOGAN, JR.
GOVERNOR

BOYD K. RUTHERFORD
LT. GOVERNOR



WILLIAM M. PALLOZZI
SUPERINTENDENT

CHRISTOPHER T. McDONOLD
EXECUTIVE DIRECTOR

State of Maryland
Department of State Police
VEHICLE THEFT PREVENTION COUNCIL
1100 Baltimore Blvd.
Westminster, MD 21157
Telephone: 410-386-3015 Fax: 410-386-3003
1-800-96-THEFT

June 2, 2017

Chief Scott Baker
Annapolis Police Department
199 Taylor Avenue
Annapolis, MD 21401

Dear Chief Baker:

I am pleased to inform you that the Vehicle Theft Prevention Grant Request for the Annapolis Police Department's "Auto Larceny Education Reduces Theft" program submitted for consideration has received final approval for Fiscal Year 2018. Funding has been approved by the Council in the following amount under Grant #VTPC 2018-01.

\$ 21,000.00 Fiscal Year 2018

Enclosed you will find Grant Award information necessary to initiate the project. Please pay particular attention to instructions included on the Grant Award, general Grant Policies and Conditions as agreed to on the initial application or special conditions that may be attached to the Award. The Vehicle Theft Prevention Council "Plan of Operation" contains detailed instructions regarding Grant Policies and Conditions. It shall provide project staff with programmatic reporting and fiscal requirements necessary to ensure project compliance.

The original *Grant Award* (Form VTPC-01) must be signed by the chief elected official or the principal authorizing official of the jurisdiction receiving the grant and returned to the Vehicle Theft Prevention Council within 30 days. Reimbursement may not be authorized until this document is returned to the Vehicle Theft Prevention Council.

Projects may commence as early as the beginning date of the award period. No project funds may be encumbered or expended prior to the award date without the specific prior written approval of the Vehicle Theft Prevention Council. Should the project director, Captain Christopher Amoia, change during the award period, the Council should be immediately notified to avoid potential reporting and reimbursement problems.

Vehicle Theft Prevention Council Grants are funded on a fiscal year basis. The period of this Grant will be for Fiscal Year 2018 beginning 07/01/17 and ending 06/30/18.

In accordance with pre-established Grant conditions, funding will be paid on a quarterly reimbursement basis. Your first *Financial Report* will be due 10/31/17 for the quarter ending 9/30/17. The last *Financial Report* will be due NO LATER than 7/20/18 for the quarter ending 6/30/18.

Should you have any questions or need clarification regarding this award, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris T. McDonold".

Christopher T. McDonold
Executive Director

Enclosure

Secretary William M. Pallozzi

Secretary Sam J. Abed Hon. Scott Shellenberger* James V. Aluisi* Angela Carpintieri * Christine Nizer

* William P. Holland*Phillip V. Lee* Secretary Stephen Moyer* Thomas Reich * Larry E. Hinton *Neil Schachter * Henry P. Stawinski III

STATE OF MARYLAND
VEHICLE THEFT PREVENTION COUNCIL

GRANT AWARD

Date: 07/01/17

A.	TITLE OF PROJECT:	<u>Auto Larceny Education Reduces Thefts (ALERT)</u>
B.	APPLICANT:	<u>Annapolis Police Department</u>
C.	IMPLEMENTING AGENCY:	<u>Annapolis Police Department</u>
D.	PERIOD OF AWARD:	<u>July 1, 2017 - June 30, 2018</u>
E.	AMOUNT OF AWARD:	<u>\$21,000.00</u>


<u>GRANT FUNDS</u>	<u>FUNDING FROM O/SOURCES</u>	<u>PROJECT TOTAL</u>
\$21,000.00	\$.00	\$21,000.00


In accordance with the provisions of Public Safety Article Subtitle 2-702 of the Annotated Code of Maryland, this Grant Award is hereby made for financial assistance by the Vehicle Theft Prevention Council.

This Grant is subject to any special conditions attached to the Grant Award as well as the General Policies and Conditions as set forth in the Vehicle Theft Council Plan of Operation and all statutes and requirements of the State of Maryland.

This Grant incorporates all information, conditions, representation, and certified assurances contained in the Grantee's application dated 5/10/17.

This Grant shall become effective as of the beginning date of the Award period. A fully executed original of the Grant Award must be signed by the duly authorized official and returned to the Vehicle Theft Prevention Council within 30 days.

FOR THE STATE OF MARYLAND

Executive Director
Vehicle Theft Prevention Council

APPLICANT ACCEPTANCE

Signature of Authorized Official
Michael J. Pantelides
Typed Name and Title Mayor
8/3/17
Date

request
Mayor
sign

CONDITIONS OF GRANT AWARD

SPECIAL GRANT CONDITIONS - VTPC 2018-01

1. The subrecipient agrees to ensure that the State Regional Automated Property Information Database (RAPID) Global Administrator receives written notification regarding any complaint, investigation or anticipated audit activity involving junk dealer and scrap metal processors and the result of any complaint, investigation or audit conducted on a junk dealer and scrap metal processor.
2. The subrecipient agrees to conduct the appropriate inquiry into information received from the State Regional Automated Property Information Database (RAPID) Global Administrator pertaining to a junk dealer and scrap metal processors in a timely fashion and make written notification regarding any complaint, investigation or audit activity involving junk dealer and scrap metal processors resulting from the referral.
3. The subrecipient agrees to conduct appropriate inquiries into the operations of junk dealers and scrap metal processors within their jurisdiction and in support of allied agencies when requested.
4. The subrecipient agrees to conduct the appropriate inquiry into information received from the Maryland Motor Vehicle Administration pertaining to motor vehicle titles and registrations in a timely fashion and make written notification regarding any complaint, investigation or audit activity resulting from the referral.
5. The subrecipient agrees to actively support public safety and justice information sharing of motor vehicle theft and related activities reported within the jurisdiction and shall publish and make available without restriction among local and state governmental entities data to facilitate the analysis and exchange of motor vehicle theft and related information across city and county boundaries.
6. The subrecipient agrees to participate in and promote the Maryland Watch Your Car Program within their jurisdiction. The Maryland Vehicle Prevention Council will provide funding for all materials needed to promote the program (brochures, decals, forms, etc.). The Grantee agrees to manage the Maryland Watch Your Car Program in it's jurisdiction, including completing all data entry in the METERS system, providing instructions and decals to any citizens that apply for the program and reporting Maryland Watch Your Car Program information in the related section of the GRANT PROGRESS AND PERFORMANCE EVALUATION form that is submitted each quarter.

****NOTE: The above conditions apply only to Law Enforcement Grantees.**

7. The subrecipient agrees that any publication, media release, or video production issued describing any portion of the project funded in whole or in part with funds provided by the Maryland Vehicle Theft Prevention Council will contain the following statement:

This project supported by funds awarded by the Maryland vehicle Theft Prevention Council.

8. The subrecipient agrees that Maryland Vehicle Theft Prevention funds used for travel to and attendance at IAATI Conferences will only be used to fund travel to and attendance at the S.E. IAATI Conference unless pre-approval is obtained from the Vehicle Theft Prevention Council.
9. The object of this Grant Award is to support the proposal in obtaining goals and objectives throughout the full grant time period (7/01/17 - 6/30/18.) Therefore, the Vehicle Theft Prevention Council has adopted the following Special Grant Condition:

"Grant Expenditures in excess of 75% of the total Grant Award prior to 4/01/18 will not be reimbursed until the end of the fourth quarter (6/30/18) without prior written approval of the Council."

CONDITIONS OF GRANT AWARD

SPECIAL GRANT CONDITIONS - VTPC 2018-01

10. The period of this Grant will be for FY-2018 beginning 07/01/17 and ending 06/30/18.
11. The Grant will be paid on a quarterly reimbursement basis (quarters ending 9/30/17, 12/31/17, 3/31/18, and 6/30/18)
12. Quarterly Financial Reports, in a form as prescribed by the Council, must be submitted by the 30th day of the month following the end of each quarter with the exception of the Financial Report for the final quarter. The Financial Report for the quarter ending on 6/30/2018 must be received no later than 7/20/2018.
13. All Financial, Progress and Evaluation reports for Grant #VTPC 2017-01 must be submitted to the Council prior to approval of reimbursement requests for Grant 2018-01.
14. Any property in excess of \$ 100.00 purchased with grant funds will be reflected on the "*Property Inventory Report*" form VTPC-06 and submitted with the "*Quarterly Financial Report*."
15. A quarterly progress evaluation, in a form as prescribed by the Council consisting of special performance indicators, progress reports, and a commentary overview must be submitted by the end of the month following the end of the quarter. This information will be used to monitor and assess the program to determine if it is meeting the stated goals and objectives, supports the Vehicle Theft Prevention Council Plan of Operations and Statewide Strategy, and complies with State grant requirements.