

GA-32-18

GRANT BRIEFING DOCUMENT

rev. 2/13/13

From:

Name: Beth R. Bellis Dept: Recreation and Parks Phone: 410-263-7973

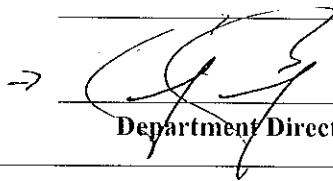
This is a request to

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

Grant title: Pump-Out Grant Operating and Maintenance Calendar Year 2018Grantor: Department of Natural Resources Amount: \$ \$70,000

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 _____


Department Director signature

Dept

Date

Routing

Initials

Date

In Out

Comments

-7 ☒ originating Dept DirectorAJ1/15/181/15/18☒ Grants CoordinatorMP1/191/22*initials only*☒ 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		

Annual Renewal of Grant to Operate and Maintain 2 Pump-Out boats (1 for 12 months, the other for approximately 6 months)

We receive \$70,000 annually to maintain and operate Pumpout Boat to service resident and visiting boaters in Annapolis waters.

This is a ONE HUNDRED PERCENT GRANT Requiring NO MATCHING FUNDS from the City.

This grant is 75% Funded by Federal Clean Water Act Funds from The US Department of Interior, Fish and Wildlife Service and 25% Matching Funds Requirement is Satisfied by 25% matching funds from the Maryland Department of Natural Resources.

The City has been operating a pumpout boat under this program for more than twenty five years, and in fact the original boat and the replacement current boat were both built and purchased under the same funding arrangements.

Operating the pumpout boat and expanding pumpout operations has previously been identified as a high environmental priority. Further, In past years the City Administration had established a policy to seek Federal Approval of a City-wide "No Discharge Zone." Demonstrating adequate local Pumpout facilities is a Federal pre-requisite in order to establish a federal "No Discharge Zone" under US Environmental Protection Agency guidelines.

The current Grant Agreement MOU, authorized by MDNR and USDOJ is attached for signatures; and appropriation thru the City Council Finance Committee.

This is a calendar year grant, covering from 01 January, 2016 thru 31 Dec., 2016; effectively bridging two fiscal years.

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 BUDGET FORM

1/12/2018

Grant Title Pump-Out Operating and Maintenance Grant--Calendar Year 2017

Grant Award (\$) 70,000.00

Originating Department(s):

Recreation & Parks Department
Harbormaster Division

Dept Contact (Name/Phone): Beth Bellis 410-263-7872

Expenditure Account	Grant Award	Budgeted Grant Appropriation	Variance	Total per Expend. Type	Comments
Salaries	\$50,000	50,000	-----	50,000.00	3300 man hours at \$15/hour on average
Benefits			-	-	
Overtime			-	-	
Supplies			-	-	
Telephone			-	-	
Electricity			-	-	
Fuel and Oil	\$6,000	6,000	-	6,000.00	
Training & Education			-	-	
R & M - Equipment	\$11,000	11,000	-	11,000.00	\$4000 Maintenance+ \$7,000 Repairs
Special Programs			-	-	
Contract Services			-	-	
Capital Outlay			-	-	
other (fill-in)	\$3,000	3,000	-	3,000.00	Supplies
other (fill-in)			-	-	
other (fill-in)			-	-	
other (fill-in)			-	-	
other (fill-in)			-	-	
other (fill-in)			-	-	
Sub- Total	70,000.00	70,000.00	0.00	70,000.00	
LOCAL MATCH					
Total	70,000.00	0.00	70,000.00	70,000.00	
TOTAL EXPENDITURES*:				70,000.00	

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

Match is not required.

Department Director Signature/Date

Parks and Recreations Department

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:

⁽¹⁾ Examples (include dollar amounts if applicable): Cash match, equipment loan, staff salaries, volunteer time, contribution from non-City

⁽²⁾ Examples: FY ___ operating budget, a memorandum of understanding, City Council resolution/ordinance.

2018 PUMPOUT BOAT OPERATIONS & MAINTENANCE
GRANT APPLICATION

Organization Name and Address:

Annapolis Harbormaster

1 Dock Street Annapolis MD 21401

Contact Name

Beth Bellis

Pumpout boat dates, days, hours of operation:

4/1-11/15: 7 days/wk, 9am to 4 11/15-3/30: 2 days/wk 9-3

Phone: 410-263-7973

Email: harbormaster@annapolis.gr

Fee charged for a pumpout?

(MAY NOT EXCEED \$5) \$5

Off-Season Operation?

(Yes) or (No)

Official DNR pumpout sign posted?

(Yes) or (No)

AGREEMENT:

As the owner or authorized representative of the above organization, I hereby agree to be bound by the Terms and Conditions contained in the 2018 contract and scope work if approved.

Beth R. Bellis

Printed Name

Beth Bellis

Signature and Date

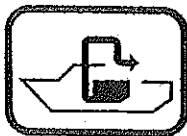
DNR APPROVAL:

CVA Coordinator

Date Approved

Approved for legal sufficiency by the Office of the Attorney General 01/17

COMPLETE AND MAIL TO:



CVA Coordinator
MD Dept. of Natural Resources
Chesapeake and Coastal Service
580 Taylor Avenue, E-2
Annapolis, MD 21401

Additional paperwork will be prepared for annual O&M agreements if approved. Unless otherwise noted, the annual grant limit for O&M funding for a pumpout boat is \$15,000. Boat operators must submit a new application for each year. Funding one year is not a guarantee of funding for subsequent years. All grants are based upon availability of state and federal funding and benefit to the boating public.

O&M Cost Estimates--Briefly explain each category's estimates below table.

Category	Amount Requested
Salary ¹	\$50,000
Boat Operations and Maintenance (including fuel ² , maintenance ³ , repairs ⁴)	\$20,000
Slip fee/dockage ⁵	0
Insurance ⁶	
Other ⁷ (specify)	
Total	\$70,000

Budget Details:

¹ Salary (detail rate and estimate hours): @3300 hrs @ \$15	49,500
² Fuel:	6,000
³ Maintenance:	4,000
⁴ Repairs	7,000
⁵ Slip fee/dockage	N/A
⁶ Insurance	---
⁷ Other	3000

1 boat 6 months
1 boat 12 months