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## **TERREBONNE PARISH COUNCIL**

### **BUDGET AND FINANCE COMMITTEE**

<b>Ms. Arlanda Williams</b>	<b>Chairwoman</b>
<b>Ms. Christa Duplantis-Prather</b>	<b>Vice-Chairwoman</b>
<b>Mr. John Navy</b>	<b>Member</b>
<b>Mr. Gerald Michel</b>	<b>Member</b>
<b>Mr. Scotty Dryden</b>	<b>Member</b>
<b>Mr. Darrin Guidry</b>	<b>Member</b>
<b>Mr. Al Marmande</b>	<b>Member</b>
<b>Mr. Dirk Guidry</b>	<b>Member</b>
<b>Mr. Steve Trosclair</b>	



In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Vénita H. Chauvin, Council Clerk, at (985) 873-6519 describing the assistance that is necessary.

### **AGENDA**

January 23, 2017  
5:50 PM

Parish Council Meeting Room

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**NOTICE TO THE PUBLIC:** If you wish to address the Council, please complete the "Public Wishing to Address the Council" form located on either end of the counter and give it to either the Chairman or the Council Clerk prior to the beginning of the meeting. Individuals addressing the council should be respectful of others in their choice of words and actions. Thank you.

**ALL CELL PHONES, PAGERS AND ELECTRONIC DEVICES USED FOR COMMUNICATION SHOULD BE SILENCED FOR THE DURATION OF THE MEETING**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**CALL MEETING TO ORDER**

**ROLL CALL**

1. **RESOLUTION:** Southeast Louisiana Legal Services Cooperative Endeavor Agreement and authorizing the Parish President to sign said agreement.
2. **RESOLUTION:** South Central Louisiana Human Services Authority Endeavor Agreement and authorizing the Parish President to sign said agreement.
3. **Resolution:** Authorizing the Parish President to negotiate and execute a Cooperative Endeavor Agreement with the Parish Sheriff's Office for the 2017 Public Safety Program.
4. **RESOLUTION:** Providing approval of Paymentus Corporation Contract.
5. **RESOLUTION:** Authorizing the Parish President to execute an application form to the Louisiana Commission on Law Enforcement and the Administration of Criminal Justice 2017-18 Crime Victim Assistance grant for the

Houma Police Department of the Terrebonne Parish Consolidated Government

6. CONSIDER THE INTRODUCTION OF AN ORDINANCE TO AMEND THE 2017 ADOPTED OPERATING BUDGET AND THE 5-YEAR CAPITAL OUTLAY BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEMS:
  - I. General Fund-Animal Shelter (Donations), \$14,100
  - II. Country Drive Improvements, \$1,107,686
  - III. Parks & Recreation, \$30,000and calling a public hearing on said matter on February 8 at 6:30 pm.
7. INTRODUCING AN ORDINANCE TO AMEND THE 2017 ADOPTED OPERATING BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT TO INCREASE ALL TERREBONNE PARISH CONSTABLES AND JUSTICES OF THE PEACE SALARIES TO \$800.00 PER MONTH AND CALLING A PUBLIC HEARING ON FEBRUARY 8, 2017 AT 6:30 P.M.
8. RESOLUTION: Authorizing the Parish President to execute an application form to the U.S. Department of Justice FY2017 Technology Innovation for Public Safety (TIPS)  
Addressing Precipitous Increases in Crime Competitive Grant for the Houma Police Department of the Terrebonne Parish Consolidated Government.
9. Adjourn

Category Number:  
Item Number:



Monday, January 23, 2017

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**Item Title:**

INVOCATION

**Item Summary:**

INVOCATION

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Category Number:  
Item Number:



Monday, January 23, 2017

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**Item Title:**

PLEDGE OF ALLEGIANCE

**Item Summary:**

PLEDGE OF ALLEGIANCE

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Monday, January 23, 2017

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**Item Title:**

Resolution for Southeast Louisiana Legal Services

**Item Summary:**

RESOLUTION: Southeast Louisiana Legal Services Cooperative Endeavor Agreement and authorizing the Parish President to sign said agreement.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Resolution for Southeast Louisiana Legal Services	1/17/2017	Executive Summary
Resolution for Southeast Louisiana Legal Services	1/17/2017	Resolution
Resolution for Southeast Louisiana Legal Services	1/17/2017	Backup Material



**EXECUTIVE SUMMARY**

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
Resolution for Southeast Louisiana Legal Services Corporation

PROJECT SUMMARY (200 WORDS OR LESS)
<b>RESOLUTION:</b> Authorizing the Parish President to negotiate and enter into a contract with Southeast Louisiana Legal Services Corporation to provide legal counseling and representation to low-income individuals in Terrebonne Parish free of charge.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
To authorize the Parish President to enter into a contract with Southeast Louisiana Legal Services Corporation

TOTAL EXPENDITURE		
\$30,000		
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)		
<u>ACTUAL</u>	ESTIMATED	
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)		
N/A	NO	<u>YES</u>
IF YES AMOUNT BUDGETED:		\$30,000

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)									
<u>Parishwide</u>	1	2	3	4	5	6	7	8	9

\_\_\_\_\_/s/Kayla Dupre

Signature

\_\_\_\_1/9/17

Date

OFFERED BY:  
SECONDED BY:

**RESOLUTION NO. 17-\_\_\_\_**

**WHEREAS**, Article VII, Section 14 of the Louisiana Constitution authorizes the use of public funds and property “for programs of social welfare for the aid and support of the needy”; and

**WHEREAS**, Article VII, Section 14 of the Louisiana Constitution further provides that “[F]or a public purpose, the state and its political subdivisions or political corporations may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation or individual”; and,

**WHEREAS**, SOUTHEAST LOUISIANA LEGAL SERVICES provides a variety of legal services for the clients in Terrebonne Parish that cannot afford legal representation; and

**WHEREAS**, TPCG believes that funding for services of SOUTHEAST LOUISIANA LEGAL SERVICES will serve the public purpose of making services accessible to individuals in Terrebonne Parish that may not have been able to acquire legal assistance on their own accord; and

**WHEREAS**, TPCG finds that partially funding the services of SOUTHEAST LOUISIANA LEGAL SERVICES in exchange for the expanded provision of legal services provided to citizens within Terrebonne Parish will serve a public purpose and have a public benefit commensurate with the costs; and

**NOW, THEREFORE BE IT RESOLVED** by the Terrebonne Parish Council (Budget and Finance Committee), on behalf of the Terrebonne Parish Consolidated Government, hereby authorizes Gordon Dove, Parish President, to enter into a contract with SOUTHEAST LOUISIANA LEGAL SERVICES for an amount not to exceed \$30,000.

THERE WAS RECORDED:

YEAS:  
NAYS:  
ABSTAINING:  
ABSENT:

The Chair declared the resolution adopted on this, the \_\_\_\_ day of \_\_\_\_\_, 2017.

I, VENITA CHAUVIN, Clerk of the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Budget and Finance Committee on \_\_\_\_\_, 2017 and subsequently ratified by the Assembled Council in Regular Session on \_\_\_\_\_, 2017 at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS \_\_\_\_  
DAY OF \_\_\_\_\_, 2017.

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VENITA CHAUVIN, COUNCIL CLERK  
TERREBONNE PARISH COUNCIL

**COOPERATIVE ENDEAVOR AGREEMENT  
FOR SERVICES BETWEEN TERREBONNE PARISH CONSOLIDATED  
GOVERNMENT AND SOUTHEAST LOUISIANA LEGAL SERVICES**

This agreement is entered into on the dates set forth herein by and between:

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT**, a political subdivision of the State of Louisiana, herein represented by Gordon Dove, President of Terrebonne Parish Consolidated Government, (“TPCG”), and

**SOUTHEAST LOUISIANA LEGAL SERVICES**, a non-profit corporation duly constituted under the laws of the State of Louisiana, authorized to do and doing business in the Parish of Terrebonne, State of Louisiana, herein represented by its duly authorized Executive Director, and

**WHEREAS**, Article VII, Section 14 of the Louisiana Constitution authorizes the use of public funds and property “for programs of social welfare for the aid and support of the needy;” and

**WHEREAS**, Article VII, Section 14 of the Louisiana Constitution further provides that “For a public purpose, the state and its political subdivisions or political corporations may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation or individual,” and

**WHEREAS**, the mission of SOUTHEAST LOUISIANA LEGAL SERVICES is to provide legal counseling and representation to low-income individuals in Terrebonne Parish free of charge; and

**WHEREAS**, the provision of legal services by Southeast Louisiana Legal Services is determined on a case-by-case basis according to objective criteria to insure that services are only being provided to the truly needy; and

**WHEREAS**, TPCG believes that partially funding the services of Southeast Louisiana Legal Services will serve the public purpose of making our legal system accessible to low-income and elderly citizens in Terrebonne Parish; and

NOW THEREFORE, the Parties agree as follows:



### **Purpose**

The purpose of this cooperative agreement between TPCG and Southeast Louisiana Legal Services is partially funding the services of Southeast Louisiana Legal Services will serve the public purpose of making our legal system accessible to low-income and elderly citizens in Terrebonne Parish by the Southeast Louisiana Legal Services.

### **Terms**

1. Southeast Louisiana Legal Services will provide legal counseling and representation to qualifying low-income individuals in Terrebonne Parish free of charge.
2. Southeast Louisiana Legal Services will require that all individuals receiving free legal services must meet objective criteria to insure that the individual is truly needy.
3. In consideration for the performance of the services specified in this Cooperative Endeavor, and upon providing adequately documented requests for reimbursement, TPCG agrees to remit up to Thirty Thousand Dollars and NO/100 (\$30,000).
4. During the term of this agreement, the remittance by TPCG to Southeast Louisiana Legal Services shall be allotted in the following amount and for the following purpose:
  - a. Up to Thirty Thousand Dollars and NO/100 (\$30,000) to pay the rent, utilities, and other office operating costs including janitorial service and office supplies for their office in Terrebonne Parish located at 521 Roussell Street, Houma, Louisiana 70360.
5. For work performed under the terms and conditions of this Agreement, Southeast Louisiana Legal Services may submit to the Terrebonne Parish Consolidated Government, Accounting Division, copies of cancelled checks for their Terrebonne Parish Office to receive reimbursement.
6. In order to receive reimbursement for travel expenses, at the end of the contract term, Southeast Louisiana Legal Services must submit a report detailing travel

expenses; destination and purpose of travel; names of employees incurring the expense; and the client being served by the travel.

7. This contract embodies the complete agreement of the parties superceding all oral or written previous or contemporary agreements between the parties relating to matters in this Agreement.

### **Term**

This agreement shall begin on January 1, 2017 and shall terminate on December 31, 2017.

### **Non-appropriation**

Notwithstanding any provisions herein, in the event sufficient funds for the performance of this contract for professional services are not appropriated by the governing authority of the TPCG in any fiscal year covered by this contract, this agreement may be terminated by the TPCG giving notice to Southeast Louisiana Legal Services of such facts and the Parish's intention to terminate its financial obligation.

### **Compliance with Laws**

The parties hereto and their employees, contractors and agents shall comply with all applicable federal, state and local laws and ordinances in carrying out the provisions of this agreement.

### **Choice of Law**

This agreement shall be governed by Louisiana law and the provisions of this agreement shall be enforced and brought in the Thirty-second Judicial District Court, Terrebonne Parish, Louisiana.

### **Legal Construction**

In case any one or more of the provisions contained in this agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions thereof and this agreement shall be considered as if such invalid, illegal, or unenforceable provision had never been contained in this agreement.

### **Amendment**

No amendment to this agreement shall be effective unless it is in writing, signed by the duly authorized representatives of both parties.

**THUS DONE AND SIGNED**, after due reading of the whole at Houma,  
Terrebonne Parish, Louisiana, this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

<b>WITNESSES:</b>	<b>TERREBONNE PARISH CONSOLIDATED GOVERNMENT</b>
_____	<b>BY:</b> _____
_____	<b>GORDON DOVE PARISH PRESIDENT</b>

**THUS DONE AND SIGNED**, after due reading of the whole at Houma,  
Terrebonne Parish, Louisiana, this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

<b>WITNESSES:</b>	<b>SOUTHEAST LOUISIANA LEGAL SERVICES</b>
_____	<b>BY:</b> _____
_____	<b>LAURA TUGGLE EXECUTIVE DIRECTOR</b>



Monday, January 23, 2017

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**Item Title:**

Resolution for South Central Louisiana Human Services Authority

**Item Summary:**

RESOLUTION: South Central Louisiana Human Services Authority Endeavor Agreement and authorizing the Parish President to sign said agreement.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Resolution for South Central Louisiana Human Services Authority	1/17/2017	Executive Summary
Resolution for South Central Louisiana Human Services Authority	1/17/2017	Resolution
Resolution for South Central Louisiana Human Services Authority	1/17/2017	Backup Material



**EXECUTIVE SUMMARY**

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
Resolution for South Central Louisiana Human Services (SCLHS)

PROJECT SUMMARY (200 WORDS OR LESS)
<b>RESOLUTION:</b> Authorizing the Parish President to negotiate and enter into a contract with SCLHS to direct the operation and management of public, community-based programs and services relative to mental health, developmental disabilities, and addictive disorders services in Terrebonne Parish

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
To authorize the Parish President to enter into a contract with SCLHS

TOTAL EXPENDITURE		
\$305,372		
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)		
<u>ACTUAL</u>	ESTIMATED	
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)		
N/A	NO	<u>YES</u>
IF YES AMOUNT BUDGETED:		\$308,000

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)									
<u>Parishwide</u>	1	2	3	4	5	6	7	8	9

\_\_\_\_\_/s/ Kayla Dupre\_\_\_\_\_  
Signature

\_\_\_\_1/9/17\_\_\_\_\_  
Date

RESOLUTION NO. 17-\_\_\_\_\_

WHEREAS, Article VII, Section 14 of the Louisiana Constitution authorizes the use of public funds and property “for programs of social welfare for the aid and support of the needy”; and

WHEREAS, the Attorney General for the State of Louisiana has determined that the mentally handicapped and developmentally disabled qualify as needy within the meaning of Article VII, Section 14 of the Louisiana Constitution; and

WHEREAS, Article VII, Section 14 of the Louisiana Constitution further provides that “[F]or a public purpose, the state and its political subdivisions or political corporations may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation or individual”; and,

WHEREAS, South Central Louisiana Human Services Authority (SCLHSA), a local governing entity contracted through the Department of Health and Hospitals, is authorized to direct the operation and management of public, community-based programs and services relative to mental health, developmental disabilities, and addictive disorders services in Terrebonne Parish; and

WHEREAS, TPCG believes that partially funding the services of SCLHSA by paying for certain social service contracts for mentoring/counseling, transportation, a peer supportive opportunity center and security for its Treatment Center serves the public purpose of serving the mental health, developmental disabilities, and addictive disorders services for needy citizens in Terrebonne Parish; and

NOW, THEREFORE BE IT RESOLVED by the Terrebonne Parish Council (Budget and Finance Committee), on behalf of the Terrebonne Parish Consolidated Government, hereby authorizes Gordon Dove, Parish President to enter into a contract with South Central Louisiana Human Services Authority for an amount not to exceed \$305,372.

THERE WAS RECORDED:

YEAS:

NAYS:

ABSTAINING:

ABSENT:

The Chairwoman declared the resolution adopted on this, the \_\_\_\_ day of \_\_\_\_\_, 2017.

\* \* \* \* \*

I, Venita H. Chauvin, Clerk of the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Budget & Finance Committee on \_\_\_\_\_ and subsequently ratified by the Assembled Council in Regular Session on \_\_\_\_\_ at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2017.

\_\_\_\_\_  
VENITA H. CHAUVIN, COUNCIL CLERK  
TERREBONNE PARISH COUNCIL

**COOPERATIVE ENDEAVOR AGREEMENT  
FOR SERVICES BETWEEN TERREBONNE PARISH CONSOLIDATED  
GOVERNMENT AND SOUTH CENTRAL LOUISIANA HUMAN SERVICES  
AUTHORITY**

This agreement is entered into on the dates set forth herein by and between:

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT** (“TPCG”), a political subdivision of the State of Louisiana, herein represented by Gordon Dove, President of Terrebonne Parish Consolidated Government, and

**SOUTH CENTRAL LOUISIANA HUMAN SERVICES AUTHORITY**, (“SCLHSA”) the local governing entity for behavioral health and developmental disability services, established by Legislative Act 449 in July 2006, duly constituted under the laws of the State of Louisiana, and providing services in the Parish of Terrebonne, State of Louisiana, herein represented by its duly authorized Lisa Schilling, Executive Director and

**WHEREAS**, Article VII, Section 14 of the Louisiana Constitution authorizes the use of public funds and property “for programs of social welfare for the aid and support of the needy;” and

**WHEREAS**, Article VII, Section 14 of the Louisiana Constitution further provides that “For a public purpose, the state and its political subdivisions or political corporations may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation or individual,” and

**WHEREAS**, SCLHSA, a local governing entity contracted through the Department of Health and Hospitals, is authorized to direct the operation and management of public, community-based programs and services relative to mental health, developmental disabilities, and addictive disorders services in Terrebonne Parish; and

**WHEREAS**, TPCG believes that partially funding the services of SCLHSA by paying for certain social service contracts for mentoring/counseling services to residents in Terrebonne Parish communities, transportation, a peer supportive opportunity center, psychosocial skills recovery for individuals with serious mental illness and/or physical/mental disabilities and security for its Behavioral Health Center serves the public purpose of serving the mental health, developmental disabilities, and addictive disorders services for needy citizens in Terrebonne Parish; and

NOW THEREFORE, the Parties agree as follows:

**Purpose**

The purpose of this cooperative agreement between TPCG and SCLHSA is to partially fund the services of SCLHSA by paying for social service contracts for mentoring/counseling services for residents in Terrebonne parish communities, transportation, a peer supportive opportunity center, psychosocial skills recovery for individuals with serious mental illness and/or physical/mental disabilities and security for its Behavioral Health Center to serve the public purpose of supporting the mental health, developmental disabilities, and addictive disorders services provided by SCLHSA for citizens in Terrebonne Parish.

**Terms**

1. SCLHSA shall continue to provide mental health, developmental disabilities, and addictive disorders services for citizens in Terrebonne Parish
2. In consideration for the performance of the services specified in this Cooperative Endeavor, and upon providing adequately documented requests for reimbursement, TPCG agrees to remit up to Three Hundred Five Thousand Three Hundred Seventy-two Dollars and NO/100 (\$305,372.00) in payment to SCLHSA for contracted services to provide mentoring/counseling for residents in Terrebonne parish communities, transportation, peer supportive opportunity center, psychosocial skills recovery supports on weekend/holidays for individuals with serious mental illness and/or physical disabilities living in Terrebonne Parish and security for its Behavioral Health Center. .
3. During the one year term of this agreement, the remittance by TPCG to SCLHSA shall be allotted in the following amount and for the following purpose:
  - a. Up to Three Hundred Five Thousand Three Hundred Seventy-two Dollars and NO/100 (\$305,372.00) to pay the contractors for the cost of providing the services as mentioned above.
4. For work performed under the terms and conditions of this Agreement, SCLHSA may submit to the Terrebonne Parish Consolidated Government, Accounting



Division, copies of documentation for social service contracts (see Attachment A) in their Terrebonne Parish Office to receive reimbursement on a monthly basis.

5. Further, SCLHSA shall provide a bi-annual report to the TPCG outlining the services provided by SCLHSA in Terrebonne Parish, in particular those services funded by TPCG in an acceptable format.
6. It is acknowledged by SCLHSA that any contractor's staff whose salaries are paid subject to reimbursement by TPCG are employees of the contractor and shall not be considered employees of TPCG.
7. This contract embodies the complete agreement of the parties superceding all oral or written previous or contemporary agreements between the parties relating to matters in this Agreement.

### **Term**

This agreement shall terminate on February 28, 2018.

### **Indemnification**

SCLHSA agrees to defend, indemnify, save and hold harmless the Terrebonne Parish Consolidated Government, all parish departments, agencies, boards, and commissions, its officers, agents, servants, employees, and agents, including volunteers (hereinafter referred to as "TPCG"), from and against any and all claims, demands, expenses for personal injury (including death), property damage or other harm for which recovery of damages is sought, suffered by any person or persons, which may occur or in any way grow out of any act or omission of SCLHSA, its agents, servants, employees, or assigns, and any and all costs, expenses and/or attorneys' fees incurred by TPCG as a result of any such claim, demands, and/or causes of action; except that the indemnity provided in this agreement shall not apply to any liability resulting from the sole negligence of TPCG, and in the event of joint and concurrent negligence of both SCLHSA and TPCG, responsibility and indemnity, if any, shall be apportioned comparatively in accordance with the laws of the State of Louisiana, without, however, waiving any governmental immunity available to the TPCG under Louisiana law and without waiving any defenses of the parties hereto; and,

SCLHSA further agrees to investigate, handle, respond to, provide defense for and defend any such claim, demand or suit, at its sole expense, even if it (the claim, etc.)

is groundless, false, or fraudulent; this indemnification shall not apply to any strict liability of the TPCG.

#### **Non-appropriation**

Notwithstanding any provisions herein, in the event sufficient funds for the performance of this contract for professional services are not appropriated by the governing authority of the TPCG in any fiscal year covered by this contract, this agreement may be terminated by the TPCG giving notice to SCLHSA of such facts and the Parish's intention to terminate its financial obligation.

#### **Compliance with Laws**

The parties hereto and their employees, contractors and agents shall comply with all applicable federal, state and local laws and ordinances in carrying out the provisions of this agreement.

#### **Choice of Law**

This agreement shall be governed by Louisiana law and the provisions of this agreement shall be enforced and brought in the Thirty-second Judicial District Court, Terrebonne Parish, Louisiana.

#### **Legal Construction**

In case any one or more of the provisions contained in this agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions thereof and this agreement shall be considered as if such invalid, illegal, or unenforceable provision had never been contained in this agreement.

#### **Amendment**

No amendment to this agreement shall be effective unless it is in writing, signed by the duly authorized representatives of both parties.

#### **Insurance**

SCLHSA shall procure and maintain, for the duration of this agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the parties' obligations as set forth in this agreement. Minimum insurance requirements are found in Addendum A which is attached and incorporated herein.

**THUS DONE AND SIGNED**, after due reading of the whole at Houma,  
Terrebonne Parish, Louisiana, this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

<b>WITNESSES:</b>	<b>TERREBONNE PARISH CONSOLIDATED GOVERNMENT</b>
_____	<b>BY:</b> _____
_____	<b>GORDON DOVE PARISH PRESIDENT</b>

**THUS DONE AND SIGNED**, after due reading of the whole at Houma,  
Terrebonne Parish, Louisiana, this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

<b>WITNESSES:</b>	<b>SOUTH CENTRAL LOUISIANA HUMAN SERVICES AUTHORITY</b>
_____	<b>BY:</b> _____
_____	<b>LISA SCHILLING EXECUTIVE DIRECTOR</b>

## **ADDENDUM A**

### **INSURANCE**

SCLHSA shall procure and maintain for the duration of this agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the terms of this agreement by the parties, its agents, representatives, employees or drivers.

A. Minimum Limits of Insurance:

All parties shall maintain limits no less than:

1. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
2. Automobile Liability: \$500,000 combined single limit per accident, for bodily injury and property damage.
3. Worker's Compensation Insurance to the meet the applicable statutory requirements and Employers' Liability insurance with limits of not less than \$1,000,000 and shall include:
  - a. Alternate Employer Endorsement
  - b. Voluntary Compensation Endorsement

If Contract involves work near or over water, such policy shall be properly endorsed to provide coverages:

- c. United States Longshore and Harbor Workers' Compensation Act with limits of not less than \$5,000,000.
- d. Outer Continental Shelf Lands Act endorsement
- e. Provision that a claim "in rem" shall be treated as a claim "in personam"
- f. Death on the High Seas Act Endorsement
- g. Endorsement to extend the territory to include the Gulf of Mexico.
- h. Amendments to Coverage B, Maritime Employers' Liability including Transportation, Wages, Maintenance and Cure.
- i. Amendments to Voluntary Compensation Endorsement – Maritime Operations.

B. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1.
  - a. TPCG is to be added as "additional insured" as respects liability arising out of activities performed by or on behalf of the insuring party; products and completed operations of the insuring party, vehicles owned, occupied or used by the insuring party. It is understood that the business auto policy under "Who is insured" automatically provides liability coverage in favor of each party named as an "additional insured."
  - b. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to each receiving party.
  - c. The receiving party's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
  - d. All policies of insurance shall, where applicable, favor all receiving parties with a waiver of subrogation.

2. Workers' Compensation and Employers Liability Coverage

SCLHSA and its insurer shall agree to waive all rights of subrogation against each "additional insured" party, its officers, officials, employees and volunteers for losses arising from work performed by the insuring party for each "additional insured" party.

3. All Coverages

- a. Each insurance policy required by this article shall be endorsed to state that coverage shall not be suspended, voided, cancelled by any party, or reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to each party listed as "additional insured."
- b. All policies above endorsed to be primary coverage to any other coverage.
- c. Coverages should be endorsed to cover proper "territory" of operations.

C. Acceptability of Insurers

Insurance is to be placed with insurers authorized in Louisiana, with a Best's rating of no less than A-V1.

D. Verification of Coverage

SCLHSA shall furnish to TPCG certificates of insurance effecting coverage required by this article. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the TPCG before work commences. TPCG reserves the right to require complete, certified copies of all required policies, at any time.

SOUTH CENTRAL LOUISIANA HUMAN SERVICES AUTHORITY

TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
PROPOSED BUDGET for 2017

	170,200 60% Account #409	113,160 40% Account #412	283,360
	TREATMENT CENTER (formerly referred to as Mental Health)	ASSESSMENT CENTER (formerly referred to as Addictive Disorders)	
<b><u>Contracted Services</u></b>			
Security services at Terrebonne Behavioral Health Clinic <u>Signal 88 Security</u> 250 operational days; averaging 8.25 hrs/day at a rate of \$25/hour	19,098	12,697	31,795
Transportation for Clinic Appointments <u>Bermeron Mobile</u> Provides transportation to patients who otherwise do not have a mode of transportation to go to the Terrebonne Behavioral Health Center to see the physician/counselor. Transportation was provided for 296 appointment in the last agreement period.	8,328	5,537	13,865
Mentoring Service to residents of Senator Circle <u>Gulf Coast Social Services</u> Program Director - oversight (33%) part-time mentoring staff (7 staff - 50%) includes staff travel through parish, supplies, and rent and utilities to Senator Circle for parttime use of building	84,091	55,909	140,000
Transitional Living <u>START Corp</u> Contractor will provide a Transitional Living Center (TLC) in Terrebonne Parish utilizing Evidenced Based Practice (EBP) model of service to patients of the SCLHSA Behavioral Health Center (BHC) who are in need of temporary housing. The EBP models will enhance the lives of those in Terrebonne Parish who are homeless, at risk of homelessness, or who meets criteria set forth from SCLHSA's BHC.	25,948	17,252	43,200
Staffing Services <u>Gulf Coast Social Services</u> Contractor will provide staffing to the SCLHSA's administrative office. Staff to be provided is one fulltime and one parttime biller. The assigned staff are responsible for the reception duties as well as submitting billable services to patients and/or insurance carriers.	32,735	21,765	54,500
	170,200	113,160	283,360
Starting Over Match Program <u>START Corp</u> Contractor operates the Starting Over Program that is partially funded by Housing Urban Development (HUD). The program component type is Permanent Supportive Housing and its focus is to provide the community with adequate and affordable housing. These contract will provide Start with the Matching Funds per the HUD Agreement.	Account #289 22,012	-	22,012



Monday, January 23, 2017

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**Item Title:**

Public Safety Program

**Item Summary:**

Resolution: Authorizing the Parish President to negotiate and execute a Cooperative Endeavor Agreement with the Parish Sheriff's Office for the 2017 Public Safety Program.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Public Safety Program	1/17/2017	Executive Summary
Public Safety Program	1/17/2017	Resolution



**EXECUTIVE SUMMARY**

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
2017 PUBLIC SAFETY PROGRAM

PROJECT SUMMARY (200 WORDS OR LESS)
To continue providing Public Safety Programs in partnership between the City of Houma Police Department and the Terrebonne Parish Sheriff's Department.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
Pubic Safety

TOTAL EXPENDITURE		
\$75,000		
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)		
<u>ACTUAL</u>	ESTIMATED	
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)		
N/A	NO	<u>YES</u>
IF YES AMOUNT BUDGETED:		\$100,000 (Fund 204-211)

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)									
<u>PARISHWIDE</u>	1	2	3	4	5	6	7	8	9

\_\_\_\_\_/s/ Kayla Dupre

Signature

\_\_\_\_\_  
January 9, 2017

Date

**A resolution authorizing the Parish President to negotiate and execute a cooperative endeavor agreement with the Parish Sheriff's Office for the 2017 Public Safety Program.**

**WHEREAS**, Parish Officials with the Consolidated Government, Houma Police Department and Sheriff's Office are continuing their joint efforts which began in 2008 on the education and promotion of public safety, and

**WHEREAS**, the Parish budgeted \$100,000 in the 2017 Budget for the continuation of Public Safety Programs, of which \$25,000 has been targeted for cameras and \$75,000 for the services provided by the Sheriff and the City of Houma.

**NOW, THEREFORE BE IT RESOLVED** by the Terrebonne Parish Council on behalf of the Terrebonne Parish Consolidated Government, authorizes the Parish President to negotiate and execute a cooperative endeavor agreement with the Terrebonne Parish Sheriff's Office and to address other matters relative thereto.





Monday, January 23, 2017

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**Item Title:**

Customer Service Paymentus

**Item Summary:**

RESOLUTION: Providing approval of Paymentus Corporation Contract.

---

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Executive Summary	1/18/2017	Executive Summary
Resolution	1/18/2017	Resolution
Contract	1/18/2017	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
A resolution providing approval of Paymentus Corporation Contract.

PROJECT SUMMARY (200 WORDS OR LESS)
Expanding payment options to taxpayers to include an Interactive Telephopne Voice Response System option to make payments on electric and gas bills

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
See Above

TOTAL EXPENDITURE			
\$66,000 Annualized			
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)			
ACTUAL		<u>ESTIMATED</u>	
IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)			
N/A	NO	YES	IF YES AMOUNT BUDGETED:

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)										
<u>PARISHWIDE</u>	1	2	3	4	5	6	7	8	9	

\_\_\_\_\_s/Kandace M. Mauldin, CFO

Signature

\_\_\_\_\_January 18, 2017

Date

**OFFERED BY:**  
**SECONDED BY:**

**RESOLUTION NO. 10-\_\_\_\_\_**

**WHEREAS**, the Finance Department, Customer Service Division is requesting to expand the payment options to taxpayers to include an Interactive Telephone Voice Response System option to make payments on electric and gas bills, and

**WHEREAS**, the Finance Department is recommending Paymentus Corporation to provide the Interactive Telephone Voice Response System, and

**WHEREAS**, the fee for such service will be \$2.10 for credit/debit card payments and \$0.45 for ACH/eCheck payments.

**NOW, THEREFORE BE IT RESOLVED** by the Terrebonne Parish Council (Budget and Finance Committee), on behalf of the Terrebonne Parish Consolidated Government, that the Parish President be authorized to enter into an agreement pending Legal review, with Paymentus Corporation to provide an Interactive Telephone Voice Response System option to the customers of Terrebonne Parish.



## MASTER SERVICES AGREEMENT

Client:	Terrebonne Parish
Client Address:	8026 Main St. Government Tower Building P O Box 2768 Houma, LA 70361
Contact for Notices to Client:	Mr. Edward Lawson, Customer Service Manager
Estimated Yearly Bills / Invoices:	264,000

This Master Services Agreement ("Master Agreement") is entered into as of the Effective Date below , by and between the Client ("Client") identified above and **Paymentus Corporation**, a Delaware Corporation ("Paymentus").

**WHEREAS** Paymentus desires to provide and the Client desires to receive certain services under the terms and conditions set forth in this Agreement. Paymentus provides electronic bill payment services to utilities, municipalities, insurance and other businesses.

**NOW, THEREFORE**, in consideration of the mutual covenants hereinafter set forth, the receipt and sufficiency of which are hereby acknowledged, the parties, intending to be legally bound, hereby covenant and agree as follows. This Agreement consists of this signature page, General Terms and Conditions, and the attachments ("**Attachments**") with schedules ("**Schedules**") listed below:

**Schedule A:** Paymentus Service Fee Schedule

**Schedule B:** Paymentus Service Fee Schedule, Enterprise Communications Manager

This Agreement represents the entire understanding between the parties hereto with respect to its subject matter and supersedes all other written or oral agreements heretofore made by or on behalf of Paymentus or Client with respect to the subject matter hereof and may be changed only by agreements in writing signed by the authorized representatives of the parties.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed by their duly authorized representatives.

**Client:**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Paymentus:**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## GENERAL TERMS AND CONDITIONS

### 1 Definitions:

For the purposes of this Agreement, the following terms and words shall have the meaning ascribed to them, unless the context clearly indicates otherwise.

1.1 **"Agreement"** or **"Contract"** shall refer to this Agreement, as amended from time to time, which shall constitute an authorization for the term of this contract for Paymentus to be the exclusive provider of services, stated herein, to the Client

1.2 **"User"** shall mean the users of the Client's services

1.3 **"Effective Date"** shall be the last date upon which the parties signed this Agreement. The Agreement will not be effective against any party until the said date

1.4 **"Launch Date"** shall be the date on which Client launches this service to the Users

1.5 **"Payment"** shall mean Users to make payments for Client's services or Client's bills

1.6 **"Payment Amount"** shall mean the bill amount User wants to pay to the Client.

1.7 **"Services"** shall include the performance of the Services outlined in section 2 of this Agreement

1.8 **"Paymentus Authorized Processor"** shall mean a Paymentus authorized merchant account provider and payment processing gateway

1.9 **"Average Bill Amount"** shall mean the total amount of Payments collected through Paymentus system in a given month divided by the number of the Payments for the same month.

### 2 Description of Services to be performed

#### 2.1 **Scope of Services**

Paymentus shall provide Users the opportunity to make Payments by Visa, MasterCard, Discover, E-check and other payment methods as deemed necessary by Paymentus. Payments may be made by Interactive Telephone Voice Response

System ("IVR") or secure Internet interface provided at the Paymentus Corporation's web site or other websites part of Paymentus' Instant Payment Network ("WebSites"), collectively referred to as the ("System" or "Platform").

#### 2.2 **Professionalism**

Paymentus shall perform in a professional manner all Services required to be performed under this Agreement.

### 3 Compensation

#### 3.1 **No Cost Installation**

Paymentus will charge no fees related to the initial setup and personalization of its standard service for both Web and IVR interfaces.

#### 3.2 **Paymentus Service Fee**

For each payment, Paymentus will charge a Paymentus Service Fee as per Schedule A (hereinafter called "Paymentus Service Fee").

For each payment, the Paymentus Service Fee collected will be used to pay the corresponding Credit Card transaction fees or transaction fees associated with Debit Cards or eChecks (hereinafter called "Transaction Fees") except for the return items (eCheck returns or Credit/Debit Card chargebacks).

A schedule of Paymentus Service Fee is attached hereto as Schedule A. The Paymentus Service Fee is based on the Average Bill Amount, current payment method mix (credit vs debit vs e-check) and on the assumption that the total number of payments and the total Payment Amount collected each month from the use of non-consumer cards shall be under 5% of the total per month ("Fee Assumptions"). Client shall be billed an additional Paymentus Service Fees based on the rate of 3.5% of the Payment Amount for any excess amount if the Fee Assumptions vary by more than 5%. Paymentus can amend this schedule upon prior written notice to the Client, if such change is required due to changes in the Visa and MasterCard regulations or changes in Credit Card fees or changes in the Average Bill Amount or changes in Fee Assumptions.

## 4 Payment Processing

### 4.1 Integration with Client's Billing System

At no cost to Client, Paymentus will develop one (1) file format interface with Client's billing system using Client's existing text file format currently used to post payments to Client's billing system. Client will be responsible to provide Paymentus with the one file format specification and will fully cooperate with Paymentus during the development of the said interface. If Client chooses to create an automated file integration process to download the posting file, due to Paymentus security requirements, Client will use Paymentus specified integration process. Paymentus platform is an independent full service fully hosted platform per PCI-DSS requirements for a fully hosted solution. As such, Paymentus platform does and can function independent of any billing system integration. A payment posting file can be emailed or downloaded from Paymentus Agent Dashboard. If Client chooses to have Paymentus platform integrated with its billing system, Paymentus offers two options:

- (i) Paymentus standard integration specification that Client can use to integrate its billing systems with Paymentus platform ("Standard Integration"); (or)
- (ii) Paymentus to either customize or configure its platform to integrate with Client using file specification or APIs supported by Client's billing system ("Client Specific Integration")

If Client chooses Standard Integration, Paymentus agrees to fully cooperate with Client and provide its specification to Client. Paymentus also agrees to participate in meetings with Client's software vendor to provide any information or clarifications needed to understand Standard Integration.

If Client chooses Client Specific Integration, Paymentus agrees to develop such integration at no cost to Client, provided however, Client agrees to fully cooperate with Paymentus and cause its software vendors to fully cooperate with Paymentus. Client agrees to provide all specification required for Client specific integration. Client further agrees to participate in testing with Paymentus and if needed, cause its billing software vendors to participate in testing.

Based on Client's use of Paymentus platform and respective modules selected under this Agreement, Paymentus will require the following integration points:

- (i) For one-time Payment Module:
  - a. Customer Information – Text File or Real-time
  - b. Payment Posting – Text File or Real-time
- (ii) For Recurring Payment Module
  - a. Text File
- (iii) For E-billing Module
  - a. Billing Data - Text File or Real-time link to billing data
- (iv) For ECM Module
  - a. Audience File – Text File for customer engagement messages

Each of these can be based on Standard Integration or Client Specific Integration.

### 4.2 PCI Compliance

For PCI Compliance, Client has two options for using Paymentus platform:

- (i) Paymentus Fully Hosted Solution ;or
- (ii) Any other configuration

To substantially reduce or eliminate any PCI compliance risks and to render all Client systems out of scope from PCI compliance requirements, Client agrees to use Paymentus' fully hosted service where Paymentus uses its own platform to capture Payments and to manage the entire (end to end) user experience from all channels for Payment acceptance: Web, Mobile, IVR, POS devices, recurring payments, Ebill Presentment ("Paymentus Fully Hosted Solution"). If Client chooses any other integration such as third party web pages integrated with Paymentus APIs, third party gateway pages, or its own IVR systems or POS solution not provided by Paymentus, or a cashiering module from third party, Client expressly agrees that Client shall not be exempt from PCI requirements and shall be liable for any data breaches occurring at its own systems as Client's recognizes that Client systems are participating in the transactions and are in scope for PCI compliance. Under such circumstances, Paymentus shall not be responsible for any PCI obligations outside of Paymentus own Platform and Paymentus expressly disclaims any PCI or security obligations related to Client systems or any third party systems that participate in the payment transactions.

Paymentus highly recommends that Client uses Paymentus Fully Hosted Solution to substantially reduce its PCI compliance and data breach risks.

If Client chooses to use any other option other than Paymentus Fully Hosted Solution, Client agrees and warrants that Client shall remain PCI compliant throughout the term of this Agreement. For clarity, just because Client uses PCI compliant applications such as its billing software, it does not eliminate the need for Client to be PCI compliant.

For clarity, if Client systems are participating in payment transactions in any form, Client systems fall within PCI compliance scope.

#### **4.3 Explicit User Confirmation**

Paymentus shall confirm the dollar amount of all Payments to be charged to a Card and electronically obtain the User approval of such charges prior to initiating Card authorizations transaction. Paymentus will provide User with electronic confirmation of all transactions.

#### **4.4 Merchant Account**

Paymentus will arrange for the Client to have a merchant account with the Paymentus Authorized Processor for processing and settlement of the credit card transactions.

#### **4.5 Card Authorization**

For authorization purposes, Paymentus will electronically transmit all Card transactions to the appropriate card associations in real time as the transactions occur.

#### **4.6 Settlement**

Paymentus together with its authorized Card processor shall forward the payment transactions to the appropriate card organizations for settlement directly to the Client's depository bank account previously designated by the Client (hereinafter the "Client Bank Account").

Paymentus will debit the Paymentus Service Fees from Client's account on a monthly basis. Paymentus together with Paymentus Authorized Processor will continuously review its settlement and direct debit processes for its simplicity and efficiencies. Client and Paymentus agree to fully co-operate with each other if Paymentus were to change its settlement and invoicing processes.

### **5 General Conditions of Services**

#### **5.1 Service Reports**

Paymentus shall provide Client with reports summarizing use of the Services by Users for a given reporting period.

#### **5.2 User Adoption Communication by Client**

Client will make Paymentus' Services available to its residential and commercial Clients by different means of Client communication including a) through bills, invoices and other notices; b) by providing IVR and Web payment details on the Client's website including a "Pay Now" or similar link on a mutually agreed prominent place on the web site; c) through Client's general IVR/Phone system; and d) other channels deemed appropriate by the Client.

Paymentus shall provide Client with logos, graphics and other marketing materials for Client's use in its communications with its users regarding the Services and/or Paymentus.

Both parties agree that Paymentus will be presented as a payment method option. Client will communicate Paymentus option to its end residential and commercial Clients wherever Client usually communicates its other payment methods.

#### **5.3 Independent Contractor**

Client and Paymentus agree and understand that the relationship between both parties is that of an independent contractor.

#### **5.4 Client's Responsibilities**

In order for Paymentus to provide Services outlined in this Agreement, the Client shall co-operate with Paymentus by:

- (i) Client will enter into all applicable merchant Card or cash management agreements.
- (ii) For the duration of this Agreement, Client will keep a bill payment link connecting to Paymentus System at a prominent and mutually agreed location on the Client website. The phone number for the IVR payment will also be added to the web site. Client will also add the IVR payment option as part of the Client's general phone system.
- (iii) User Adoption marketing as described in 5.2.
- (iv) Within 30 days of the merchant account setup, Client will launch the service to the Users.

(v) For the purpose of providing Client a posting file for posting to Client's billing system, Client will provide the file format specification currently used to post its payments to the billing system. Client will fully cooperate with Paymentus and provide the information required to integrate with Client's billing system.

## **6 Governing Laws**

This Agreement shall be governed by the laws of the state of Delaware.

## **7 Communications**

### **7.1 Authorized Representative**

Each party shall designate an individual to act as a representative for the respective party, with the authority to transmit instructions and receive information. The parties may from time to time designate other individuals or change the individuals.

### **7.2 Notices**

All notices of any type hereunder shall be in writing and shall be given by Certified Mail or by a national courier or by hand delivery to an individual authorized to receive mail for the below listed individuals, all to the following individuals at the following locations:

#### **To Client**

C/O:

Address:

Email:

#### **To Paymentus**

C/O: President and CEO

Address: 13024 Ballantyne Corporate Place

Suite 450

Charlotte, NC 28277

Email: [ceo@paymentus.com](mailto:ceo@paymentus.com)

Notices shall be declared to have been given or received on the date the notice is physically received if given by hand delivery, or if notices given by US Post, then notice shall be deemed to have been given upon on date said notice was deposited in the mail addressed in the manner set forth above. Any party hereto by giving notice in the manner set forth herein may unilaterally change the name of the person to whom notice is to be given or the address at which the notice is to be received.

## **7.3 Interpretation**

It is the intent of the parties that no portion of this Agreement shall be interpreted more harshly against either of the parties as the drafter.

## **7.4 Amendment of Agreement**

Modifications or changes in this Agreement must be in writing and executed by the parties bound to this Agreement.

## **7.5 Severability**

If a word, sentence or paragraph herein shall be declared illegal, unenforceable, or unconstitutional, the said word, sentence or paragraph shall be severed from this Agreement, and this Agreement shall be read as if said word, sentence or paragraph did not exist.

## **7.6 Attorney's Fees**

Should any litigation arise concerning this Agreement between the parties hereto, the parties agree to bear their own costs and attorney's fees.

## **7.7 Confidentiality**

Client will not disclose to any third party or use for any purpose inconsistent with this Agreement any confidential or proprietary non-public information it obtains during the term of this Agreement about Paymentus' business, operations, financial condition, technology, systems, no-how, products, services, suppliers, Clients, marketing data, plans, and models, and personnel. Paymentus will not disclose to any third party or use for any purpose inconsistent with this Agreement any confidential User information it receives in connection with its performance of the services.

## **7.8 Intellectual Property**

In order that the Client may promote the Services and Paymentus' role in providing the Services, Paymentus grants to Client a revocable, non-exclusive, royalty-free, license to use Paymentus' logo and other service marks (the "Paymentus Marks") for such purpose only. Client does not have any right, title, license or interest, express or implied in and to any object code, software, hardware, trademarks, service mark, trade name, formula, system, know-how, telephone number, telephone line, domain name, URL, copyright image, text, script (including, without limitation, any script used by Paymentus on the IVR



or the WebSite) or other intellectual property right of Paymentus ("Paymentus Intellectual Property"). All Paymentus Marks, Paymentus Intellectual Property, and the System and all rights therein (other than rights expressly granted herein) and goodwill pertain thereto belong exclusively to Paymentus.

## **7.9 Force Majeure**

Paymentus will be excused from performing the Services as contemplated by this Agreement to the extent its performance is delayed, impaired or rendered impossible by acts of God or other events that are beyond Paymentus' reasonable control and without its fault or judgment, including without limitation, natural disasters, war, terrorist acts, riots, acts of a governmental entity (in a sovereign or contractual capacity), fire, storms, quarantine restrictions, floods, explosions, labor strikes, labor walk-outs, extra-ordinary losses utilities (including telecommunications services), external computer "hacker" attacks, and/or delays of common carrier.

## **7.10 Time of the Essence**

Paymentus and Client acknowledge and agree that time is of the essence for the completion of the Services to be performed and each parties respective obligations under this Agreement.

## **8 Indemnification**

### **8.1 Paymentus Indemnification and Hold Harmless**

Paymentus agrees to the fullest extent permitted by law, to indemnify and hold harmless the Client and its governing officials, agents, employees, and attorneys (collectively, the "Client Indemnitees") from and against all liabilities, demands, losses, damages, costs or expenses (including reasonable attorney's fees and costs), incurred by any Client Indemnatee as a result or arising out of (i) the willful misconduct or negligence of Paymentus in performing the Services or (ii) a material breach by Paymentus of its covenants.

### **8.2 Client Indemnification and Hold Harmless**

Client agrees to the fullest extent permitted by law, to indemnify and hold harmless Paymentus, its affiliates, officers, directors, stockholders, agents, employees, and representatives, (collectively, the "Paymentus Indemnitees") from and against all liabilities, demands, losses, damages, costs or expenses (including without limitation reasonable

attorney's fees and expenses) incurred by any Paymentus Indemnatee as a result or arising out of (i) the willful misconduct or negligence of Client related to the Services or (ii) a material breach of Client's covenants.

## **8.3 Warranty Disclaimer**

Except as expressly set forth in this Agreement, Paymentus disclaims all other representations or warranties, express or implied, made to the Client or any other person, including without limitation, any warranties regarding quality, suitability, merchantability, fitness, for a particular purpose or otherwise of any services or any good provided incidental to the Services provided under this Agreement.

## **8.4 Limitation of Liability**

Notwithstanding the foregoing, the parties agree that neither party shall be liable to the other for any lost profits, lost savings or other special, indirect or consequential damages, even if the party has been advised of or could have foreseen the possibility of such damages. Paymentus' total liability for damages for any and all actions associated with this Agreement or the Services shall in no event exceed the specific dollar amount of the Paymentus Service Fee paid to Paymentus for the particular payment transaction which is the subject matter of the claim of damage.

## **9 Term and Termination**

### **9.1 Term**

The term of this Agreement shall commence on the effective date of this Agreement and continue for a period of 5 (five) years ("Initial Term") from the Launch Date. Services under this Agreement shall begin within 30 days of the merchant account setup.

At the end of the Initial Term, this Agreement will automatically renew for successive three (3) year periods unless either Client or Paymentus provide the other party with not less than 6 (six) months prior written notice before such automatic renewal date that such party elects not to automatically renew the term of this Agreement.

## 9.2 Material Breach

A material breach of this Agreement shall be cured within 90 (ninety) days ("Cure Period") after a party notifies the other of such breach. In the event, such material breach has not been cured within the Cure Period, the non-breaching party can terminate this Agreement by providing the other party with a 30 (thirty) days notice.

## 9.3 Upon Termination

Upon termination of this Agreement, the parties agree to cooperate with one another to ensure that all Payments are accounted for and all refundable transactions have been completed. Upon termination, Paymentus shall cease all Services being provided hereunder unless otherwise directed by the Client in writing.



## Schedule A – Paymentus Service Fee Schedule

Paymentus Service Fee charged to the Client will be based on the following model:

Absorbed Fee Model	
<input type="checkbox"/>	Absorbed Model
<input type="checkbox"/>	Average Bill Amount: \$152.00
<input type="checkbox"/>	Paymentus Service Fee per qualified utility rate transaction
<ul style="list-style-type: none"><li>• Credit/Debit Card</li><li>• ACH/ eCheck</li></ul>	<ul style="list-style-type: none"><li>\$2.10 (Visa, MasterCard, Discover utility Program Rate)</li><li>\$0.45</li></ul>

Note: Maximum Amount per Payment is \$450. Multiple payments can be made.

Paymentus may apply different limits per transactions for user adoption or to mitigate risks.



## Schedule B: Paymentus Service Fee Schedule

### Enterprise Communications Manager

Paymentus Enterprise Communications Manager consists of Paymentus' pre-recorded messages for payments reminders and service outage alerts. Automated messages can be sent to your customers through the Paymentus platform by automated phone, email, and SMS (Short Message Service) Text Messaging. There is no charge to the Customer for the infrastructure enabling these services.

ECM FEE STRUCTURE For Paymentus standard campaign messages	
<input type="checkbox"/> Up to 500 Combined Text, IVR and Email Messages Per Month	<b>No Charge</b>
<input type="checkbox"/> In Excess of Allotted Messages per Month:	
<input type="checkbox"/> \$0.15 per IVR and SMS message	
<input type="checkbox"/> \$0.05 per Email message	



Monday, January 23, 2017

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**Item Title:**

CVA 2017-18

**Item Summary:**

RESOLUTION: Authorizing the Parish President to execute an application form to the Louisiana Commission on Law Enforcement and the Administration of Criminal Justice 2017-18 Crime Victim Assistance grant for the Houma Police Department of the Terrebonne Parish Consolidated Government

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
ExecutiveSummary form	1/18/2017	Cover Memo
CVA 2017-18 Resolution	1/18/2017	Cover Memo
2016 VOCA Notice of Funding Opportunity	1/18/2017	Cover Memo
2015-16 VOCA Notice of Intent Worksheet	1/18/2017	Cover Memo



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
LCLE FY 17-18 CVA Grant Program

PROJECT SUMMARY (200 WORDS OR LESS)
The Terrebonne Parish Consolidated Government will use CVA funds to support the Houma Police Department. Funds will be used to facilitate overtime compensation for Post Certified Police Officers victim advocates within the City of Houma to outreach to victims

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
LCLE FY 2017-18 CVA funds will assist Government's support the city of Houma policing efforts, as well as ensure the sustenance of essential services.

TOTAL EXPENDITURE				
\$150,000.00				
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)				
ACTUAL			ESTIMATED	
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)				
N/A	NO	YES	IF YES AMOUNT BUDGETED:	

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)										
PARISHWIDE	1	2	3	4	5	6	7	8	9	

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

OFFERED BY:  
SECONDED BY:

RESOLUTION NO. \_\_\_\_\_

A resolution authorizing the Parish President to execute an application form to the Louisiana Commission on Law Enforcement and the Administration of Criminal Justice 2017-18 Crime Victim Assistance grant for the Houma Police Department of the Terrebonne Parish Consolidated Government; and to address other matters relative thereto.

**WHEREAS,** the Houma Police Department of the Terrebonne Parish Consolidated Government has been approved to apply for an application for a grant from the Louisiana Commission on Law Enforcement and the Administration of Criminal Justice Fiscal Year 2017-18 Crime Victim Assistance funding in the amount of One hundred and fifty Thousand dollars (\$150,000.00) for the Terrebonne Parish Consolidated Government. The Fiscal Year 2017-18 Crime Victim Assistance Fund will provide overtime grant funding to improve the effectiveness and safety of our Police Officers victim advocates and victims that are identified within the City of Houma and,

**WHEREAS,** the Parish Administrative staff and the Parish Finance Department will oversee the application process in the implementation and meeting all the requirements set forth by the Louisiana Commission on Law Enforcement and the Administration of Criminal Justice and,

**NOW, THEREFORE BE IT RESOLVED,** that the Terrebonne Parish Council on behalf of the Terrebonne Parish Consolidated Government, authorizes the Parish President to execute any and all necessary documents to implement the grant upon awarded amount from the Louisiana Commission on Law Enforcement and the Administration of Criminal Justice and to address other matters relative thereto.



## Notice of Funding Opportunity (NOFO)

### Part 1. Overview Information

Participating Organization:	Louisiana Commission on Law Enforcement and Administration of Criminal Justice <a href="http://www.lcle.la.gov">www.lcle.la.gov</a>
Funding Opportunity Title:	2016 Victims of Crime Act Program (VOCA)
Announcement Type:	VOCA New Grants
Catalog of Federal Domestic Assistance (CFDA) Number:	16.575 - Crime Victim Assistance
Federal Award Identification Number (NAIN):	2016-VA-GX-0074
Federal Award:	\$31,976,052
Period of Performance:	July 1, 2017 through December 31, 2018 ~ 18 months Unless otherwise noted
Funding Opportunity Purpose:	The Louisiana Commission on Law Enforcement and Administration of Criminal Justice announces the Notice of Funding Opportunity (NOFO) for the Victims of Crime Act Program (VOCA). The primary purpose of the Crime Victims Assistance Formula Grant Program (VOCA) (supported by the Office for Victims of Crime (OVC), authorized under the Victims of Crime Act of 1984, Public Law 98-473) is to support the provision of the services to victims of crime throughout the Nation.
Application Types Accepted:	Continuations, Renewals, and New Applications
Due Dates:	Contact the applicable District for the Notice of Intent (NOI) Due Dates
Funds Available:	Refer to your appropriate District
Notice of Intent	<ol style="list-style-type: none"> <li>1. Submit form to appropriate district VOCA contact for view and selection.</li> <li>2. If selected to continue application process, applicant will receive an invitation to apply.</li> <li>3. Applicants that do not comply may be delayed or not accepted for review.</li> </ol>

### Part 2. Full Text of the Announcement

#### A. Program Description

In 1984, VOCA established the Crime Victims Fund in the United States Treasury and authorized the fund to receive deposits of fines and penalties levied against criminals convicted of federal crimes. This fund provides the source of funding for carrying out all of the activities authorized by VOCA. VOCA crime victim assistance grant program is to assist a crime victim (a person who has suffered physical, sexual, financial, or emotional harm) as a result of the commission of a crime.

Services are defined as those effort that:

1. respond to the emotional and physical needs of crime victims;
2. assist primary and secondary victims of crime to stabilize their lives after victimization;
3. assist victims to understand and participate in the crime justice system; and
4. provide victims of crime with a measure of safety and security.



Funds must be allocated, without duplication, to each of the following areas:

1. Sexual Assault;
2. Domestic Violence;
3. Child Abuse; and
4. Previously Underserved Populations.

Applications must establish goals, objectives, and activities that ultimately enhance the delivery of comprehensive and quality victim services.

Priority is given to projects that are evidenced based and / or collaborative efforts.

**B. Financial Management and System of Internal Controls:**

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If selected for funding, the award recipient must:

1. Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway commission (COSO).
2. Comply with Federal statutes, regulations, and the terms and conditions of the Federal award.
3. Evaluate and monitor the non-Federal entity’s compliance with statute, regulations, and the terms and conditions of Federal awards.
4. Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
5. Take reasonable measures to safeguard protected personnel identified information and other information the Federal awarding agency or pass-through entity designated as sensitive or the non-Federal entity considers sensitive consistent with applicable Federal, state, and local laws regarding privacy and obligations of confidentiality.

**C. Eligibility Information**

- 
1. Eligible Applicants must provide advocacy and direct services to victims of crime.

Sexual Assault Programs	Domestic Violence Programs	Child Abuse Programs
Rape Treatment Programs	Law Enforcement Agencies	District Attorney’s Offices
Courts	Corrections Department	Mental Health Service Programs
Legal Service Agencies	Non-Profit Service Providers	For-Profit Service Providers

2. Prohibited Applicants

Federal Agencies	In-Patient Treatment Facilities	Indigent Defender Programs
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3. Match Requirements

- a. Twenty percent (20%) match.
- b. Match must be provided from resources other than FEDERAL FUNDS.
- c. Sources of Match:
  - I. Cash
  - II. Volunteered professional or personal services
  - III. Materials / Equipment
  - IV. Space / Facilities

#### D. Other Requirements

---

##### 1. Background and Fingerprint Checks

Any staff person working with populations (including Victim Advocates, Volunteers, Secretaries, Counselors, etc.) and who come into contact with vulnerable populations, (including victims served by your programs) must have had an employment-rated criminal background check conducted to ensure their history is clear. The staff must comply with the most current versions of the Louisiana Child Protection Act, LRS 15:587.1 and Adults Protection Services (APS) Law, LRS 15:1501-1511.

##### 2. Volunteers

- a. Agencies must use volunteers.
- b. If the agency cannot use volunteers, a volunteer waiver must be completed and approved during the application process.
- c. Volunteers can be used as in-kind match.
- d. Duties must be directly related to the focus of the program.
- e. Value of volunteers hours:
  - I. Volunteer value is limited to \$15 an hour
  - II. Professionals (licensed or certified therapist, attorneys, doctors, or law enforcement officers) can be valued as a donation of time.
  - III. Professional rate should be consistent with the professionals' usual and customary charges for the services volunteered.
  - IV. A volunteer professional hourly rate is limited to \$100 per hour.

##### 3. Supplanting / Non-Supplanting

- a. Federal funds must be used to supplement (add to), enhance, or expand existing services for program activities and not replace those funds that have been appropriated for the same purpose.
- b. A grant recipient may not use Federal grant funds to defray any costs that the recipient is already obligated to pay.
- c. The possibility of supplanting will be the subject of careful application review, possible pre-award review, post-award monitoring, and audit of any finding.
- d. If any additional information, assistance with definition, or examples of supplanting is needed, please contact the LCLE Program Manager.

##### 4. Confit of Interest Disclosure Form

These forms must be filled, signed, and return to the applicants District Directors office and / or LCLE Program Manager.

#### E. Application and Submission Information

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Potential applicants will first submit a "Notice of Intent (NOI) worksheet to the appropriate District VOCA Program Manger. The completed NOI worksheet must obtain the authorized official signature. The District Council will review and determine projects to move forward to the applicant process. Applicants will receive an invitation to submit the full application on the Louisiana commission on Lawn Enforcement's Egrants system. The NOI submission materials can be found on the LCLE website, [www.lcle.la.gov](http://www.lcle.la.gov) .

##### 1. What the NOI should include:

- a. Applicant Agency - legal name of agency
- b. Project Title - descriptive title of project
- c. Section 1. Agency Description Information - check the box that best describes the agency
- d. Section 2. Federal Program Area - enter the dollar amount associated with each program area.
- e. Section 3. Do not enter any information in this section.

- f. Section 4. Proposed Budget - For each budget item, thoroughly and clearly describe every category of expensed listed, demonstrated cost effectiveness and relation to the goals of the project. Refer to the table below to include in the calculations. Include a description of the procurement process for equipment purchases and consultants / contracts. Indirect cost rate agreement (if applicable) should be attached. If the applicant does not have a federally approved cost rate agreement, costs may be allocated in the direct cost categories.

*To review all requirements of the Victim Services Advisory Board Guidelines,  
go to the LCLE website [www.lcle.la.gov](http://www.lcle.la.gov).*

#### F. Required Registrations for Applicants

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All agencies are required to provide the following documents:

- a. Federal Tax Identification Number
- b. IRS Form W-9 (Taxpayer Identification and Certification)
- c. IRS Form 501C3 (Tax-exempt Status for Non-profit Organizations)
- d. State of Louisiana Self-service Request for Vender  
[https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest\\_user=self\\_reg](https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg)
- e. DUNS (Data Universal Numbering System) Number Certificate
- f. CAGE (Commercial and Government Agency) Code Certificate
- g. SAM (System for Award Management) Number and current expiration date
- h. Louisiana Secretary of State Non-Profit Corporation Certificate
- i. All agencies with a private, non-profit, or non-governmental status are required to procure and maintain a surety or dishonesty bond in the amount of the federal funds.
- j. LCLE E-grants registration must be complete in order to receive an invitation

#### G. New Applicant Agencies

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If the new applicant agencies have not yet demonstrated records of providing services, they must demonstrate that twenty-five percent (25%) of their overall financial support is from non-federal sources. This cannot be considered part of the required match.

#### H. Funding Restrictions

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All awards are subject to the terms and conditions, cost principles, and other considerations described in 2 CFR 200, Louisiana Statute and LCLE policy.

VOCA funds cannot be used for the following:

- a. duplication of services immediately available through municipal, provincial, or national government;
- b. market research, advertising (unless public service related to grant program) or other promotional expenses; and
- c. expenses made prior to the approval of the proposal or unreasonable expenditures will not be reimbursed.

#### I. Application Review Information

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Criteria: Each application will be evaluated and scored on the NOI Components and two Budget Components using a 100 point scale.

- a. *Project Summary and Strategy (30 points)*  
This section should be a succinct summary containing the description of the problem this project seeks to address the project's purpose, the program description, and expected results. Purpose a clear and realistic implementation plan to comprehensively address objectives of this Notice of Funding Opportunity. It should also outline the relevant and appropriate main activities.
- b. *Goals (15 points)*  
This section should outline the Program Goals and Expected Results for the project.
- c. *Objectives (15 points)*  
This section should state clearly defined and quantitatively measurable objectives that support programmatic progress. Present a brief, work plan including target dates for activities, which reflects the overall program approach and its objectives.

- d. *Organizational Capacity and Past Performance (20 points)*  
This section provides the information about the applicant organization and any proposed key partners. It provides evidence that the applicant has the ability to successfully carry out the program activities of the grant. Provide a description of the applicant organization, including the general purpose, goals, annual budget (including funding sources), and major past and current activities and projects undertaken. Include a description of all key partners for this project and of the proposed working relationship with them.
- e. *Budget Appropriateness (10 points)*  
Budgeted items are obviously necessary to the achievement of the goals and activities as presented in the application.
- f. *Cost-effectiveness (10 points)*  
Applicants should propose expenditures that are reasonable, allowable, and allocable to the proposed activities and that reflect the applicant understands of 2 CFR 200.

J. Award Information

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If the applicant receives approval from the District review, the applicant will be invited to submit the full applicant through the LCLE Egrants system. The application will then be presented to the LCLE for final approval after which time an award will be issued. Awardees are expected to comply with all special conditions, certified assurances, quarterly programmatic, and fiscal reporting requirements.

No diminished support policy is presently in effect for all programs, but the Board will reserve the right to approve a program at a reduced level. This will take into account other projects requesting funding and the past ability of the agency to appropriately expend its award funds. Funding is contingent on funds availability, proper subgrant management, meeting goals and objectives, and complying with all requirements. The board may make recommendations to the Commission to reduce funding or discontinue funding to those agencies not meeting these requirements.

Part 3. Contact Information

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District Contact Information

District 1

Northwest Law Enforcement Planning District, Inc.  
615 Main Street, Pineville, LA 71360-6935  
Ken Walker, District Director  
318-487-5430 [rrdkenw@aol.com](mailto:rrdkenw@aol.com)  
Sybil Richards, Assistant District Director  
318-487-5431 [rrdsybilann@aol.com](mailto:rrdsybilann@aol.com)  
Jeremy Edwards, Grant Manager  
318-487-5432 [rrdjeremy@aol.com](mailto:rrdjeremy@aol.com)

District 2

North Delta Law Enforcement Planning District, Inc.  
P. O. Box 3291, Monroe, LA 71210-3291  
Marky Tucker, District Director  
318-998-6041 [marky\\_tucker@yahoo.com](mailto:marky_tucker@yahoo.com)  
David Rigdon, Assistant District Director  
318-435-4505 [davidrigdon@franklinsheriff.net](mailto:davidrigdon@franklinsheriff.net)

District 3

Red River Delta Law Enforcement Planning Council, Inc.  
Same information as District 1

District 4

Evangeline Law Enforcement Council, Inc.  
P. O. Box 3986  
900 East University, Lafayette, LA 70502-3986  
Amanda Bourque, District Director [abergeon@lafayettegov.com](mailto:abergeon@lafayettegov.com)  
337-291-7153  
Danae Vincent, Assistant District Director [dvincent@lafayettela.gov](mailto:dvincent@lafayettela.gov)  
337-291-7154

District 5

Capital District Law Enforcement Planning Council, Inc.  
1406 South Range Avenue, Suite 5, Denham Springs, LA 70726-4801  
Wanda Johnson, District Director [plnningsc@bellsouth.net](mailto:plnningsc@bellsouth.net)  
225-667-1503  
Drusilla Merrick, Assistant

District 6

Southwest District Law Enforcement Planning Council, Inc.  
P. O. Box 1543  
1323 Oak Park Blvd., Lake Charles, LA 70602-1543  
Bonnie Vaughan, District Director [swldepc@aol.com](mailto:swldepc@aol.com)  
337-439-6750

District 7

Jefferson Parish Criminal Justice Coordinating Council (CJCC) and  
Metropolitan District Law Enforcement Planning and Action Commission, Inc. (METLEC)  
1221 Elmwood Park Blvd, Suite 607, Harahan, LA 70123-2337  
Ronald Lampart, District Director [rlampard@jeffparish.net](mailto:rlampard@jeffparish.net)  
504-736-6844  
Jody Moreau, Administrative Management Specialist [jmoreau@jeffparish.net](mailto:jmoreau@jeffparish.net)  
504-736-6903

District 9

New Orleans, City of / Office of Criminal Justice Coordination  
1300 Perdido Street, Room 8E15, New Orleans, LA 70112-2125  
Calvin Johnson, District Director [cjohnson@nola.gov](mailto:cjohnson@nola.gov)  
504-658-4984  
Maria-Kay Chetta, Deputy Director [mkchetta@nola.gov](mailto:mkchetta@nola.gov)  
504-658-4046  
Tuan Brown, Juvenile and BYRNE/JAG Grant Manager [tbrown@nola.gov](mailto:tbrown@nola.gov)  
504-658-4079  
George Lawrence, VOCA/VAWA Grant Manager [golawrence@nola.gov](mailto:golawrence@nola.gov)  
504-658-4044

LCLE Contact Information

Jim Craft, Executive Director [jim.craft@lcle.la.gov](mailto:jim.craft@lcle.la.gov)  
225-342-1500  
  
Kimberly Lax, VOCA Administrator [Kimberly.lax@lcle.la.gov](mailto:Kimberly.lax@lcle.la.gov)  
225-342-1573  
  
Rutha Chatwood, Federal Program Section Manager [Rutha.chatwood@lcle.la.gov](mailto:Rutha.chatwood@lcle.la.gov)  
225-342-1625  
  
Martha Addison, Grants Supervisor [Martha.addison@lcle.la.gov](mailto:Martha.addison@lcle.la.gov)  
225-342-1574

LCLE Egrants Contact Information

LCLE website: [www.lcle.la.gov](http://www.lcle.la.gov)  
Egrants website: [www.egrants.lcle.la.gov](http://www.egrants.lcle.la.gov)  
Egrants email: [egrants@lcle.la.gov](mailto:egrants@lcle.la.gov)  
Egrants phone number: 225-342-1968



# Louisiana Commission on Law Enforcement and Administration of Criminal Justice VOCA Notice of Intent Worksheet

<b>Applicant Agency:</b>	Terrebonne Parish Consolidated Government-Houma Police Department		
<b>Project Title:</b>	Crime Victim Assistance		
<b>Contact Person:</b>	LT Bobbie O'Bryan		
<b>Phone:</b>	985-873-6308	<b>email:</b>	bobryan@tpcg.org

Notice of Intent is:	<input type="checkbox"/>	Approved	<input type="checkbox"/>	Denied
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## 1 Agency Description Information: *(Check the appropriate Agency)*

- ☒ Criminal Justice Agency - Law Enforcement
- ☐ Criminal Justice Agency - Prosecution
- ☐ Non-Profit or Non-Government Victim Services Provider
- ☐ Government Agency
- ☐ Unit of Local Government
- ☐ Public or Private Victim Services Provider
- ☐ Tribal Government
- ☐ Community-Based Organization

## 2 Federal Program Area:

*check the appropriate area with the percentage of budget and the amount of the budget dedicated to each area)*

<input checked="" type="checkbox"/> Sexual Assault	<input type="text" value="35%"/>	%	<input type="text" value="\$70,000"/>
<input checked="" type="checkbox"/> Domestic Violence	<input type="text" value="15%"/>	%	<input type="text" value="\$30,000"/>
<input checked="" type="checkbox"/> Child Abuse	<input type="text" value="3%"/>	%	<input type="text" value="\$6,000"/>
<input checked="" type="checkbox"/> Underserved	<input type="text" value="47%"/>	%	<input type="text" value="\$94,000"/>
Total must equal 100%		<input type="text" value="100%"/>	%
			<input type="text" value="\$200,000"/>

Total must equal the *federal amount* in number 3

## 3 Proposed Budget

**(Do not fill in this summary table. Enter information into yellow fields on page 2, number 4)**

Budget Category	Federal Amount	Cash Match	In-Kind Match	Total Requested
Personnel	\$150,000	\$0	\$0	\$150,000
Employee Benefits	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0
Supplies and Operating Expenses	\$0	\$0	\$0	\$0
Consultants	\$50,000	\$0	\$0	\$50,000
<b>Totals</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>

VOCA requires a 20% match. To calculate the match amount use the formula below:

Federal Amount ÷ 80% = Total Award Amount — Federal Amount = Match Amount

Example: \$20,000 ÷ 80% = \$25,000 — \$20,000 = \$5,000

4	Proposed Budget	Federal Amount	Cash Amount	In-Kind Amount	Total Requested
	<b>Personnel</b>	\$150,000			\$150,000
<b>Describe and justify the Personnel Budget being requested.</b> (See the Notification of Funding Opportunity for the formula.)					
OT;100%;\$40.49 x 10.953955 hours x 78weeks ( For \$100,000 OT) ( \$50,000 for part time employee)					
	<b>Employee Benefits</b>	\$0	\$0	\$0	\$0
<b>Describe and identify below the Employee Benefits being requested.</b> (See the Notification of Funding Opportunity for the formula.)					
	<b>Travel</b>	\$0	\$0	\$0	\$0
<b>Describe below the Travel being requested and how necessary for project.</b> (See the Notification of Funding Opportunity for the formula.)					
	<b>Equipment</b>	\$0	\$0	\$0	\$0
<b>Describe below the Equipment being requested and how necessary for project.</b> (See the Notification of Funding Opportunity for the formula.)					
	<b>Supplies and OE</b>	\$0	\$0	\$0	\$0
<b>Describe below the Supplies and / or Operating Expenses being requested.</b> (See the Notification of Funding Opportunity for the formula.)					
	<b>Consultants</b>	\$50,000	\$0	\$0	\$50,000
<b>Describe below the Consultants being requested.</b> (See the Notification of Funding Opportunity for the formula.)					
\$50,000 for software up grade					

## 5 Program Description

- a. Project Summary and Strategy: *(Briefly describe the project - how does the project addresses the objectives of the NOFO and how will the project be implemented.)*

This program is designed to assist victims of crimes from any suffering both emotionally and physically, by the police agencies responding quickly and efficiently, then taking necessary action to ensure the safety of the victim by using overtime for officers to make face to face contact and a part time employee to evaluate, document, followup on status of victims cases with the DA's office and accumulate stats. One area concern is the Louisiana Victim Notice and Registration Form and the lack of victims being notified due to human error by creating a cloud base software that would notify any involved electronically.

- b. Goals: *(Briefly describe the proposed goals for this project.)*

Goal 1: Develop a electronic victims notification system for the Louisiana Victim Notice and Registration Form  
Goal 2: The advocates will make face to face contact with 500 victims of violent crimes and provide the necessary referrals for services

- c. Objectives: *(Briefly describe two measurable objectives per goal, of which one must be outcome-based, for this project. Please use numbers rather than percentages. )*

The committee will review 500 victims of crimes to evaluate their progress. 2. The members will make an outreach to 3 outside agencies in the hopes to provide improved services to the victims of violent crimes. The committee will make face to face contact with 500 victims to offer victim services such as restraining orders, educational tapes, and information on programs that might be able to assist them. With the list of face to face followup contact on 500 victims of violent crimes, our department will monitor their utilization of referral source and collecting evaluations forms provided to victims at the conclusion of their case. Develop a electronic victims notification system for the Louisiana Victim Notice and Registration Form

- d. Organizational Capacity and Capabilities: *(Briefly describe organization, partnerships, and ability to perform the project. )*

The Houma Police Department's victim advocates will work after their regular working hours to contact victims of crime but the part time employee will work during office hours. We have resources through the District Attorney's office, Children's Advocacy Center, Terrebonne Parish Sheriff's office as well as associations with the Haven, Gulf Coast Family Services, and other non-profit who offer housing and counseling assistance to those victims. Our agency will work with a vender to develop the software program.

## 6 Signatures

<b>Signature of Applicant Agency:</b>	
_____	_____
Print Name / Title / Date	Signature (Blue Ink)

<b>Signature of District Program Manager:</b>	
_____	_____
Print Name / Title / Date	Signature (Blue Ink)

<b>Signature of VOCA Administrator:</b>	
_____	_____
Print Name / Title / Date	Signature (Blue Ink)

Revised 08/20/2015





Monday, January 23, 2017

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**Item Title:**

2017 Various Items for Budget Amendment

**Item Summary:**

CONSIDER THE INTRODUCTION OF AN ORDINANCE TO AMEND THE 2017 ADOPTED OPERATING BUDGET AND THE 5-YEAR CAPITAL OUTLAY BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEMS:

I. General Fund-Animal Shelter (Donations), \$14,100

II. Country Drive Improvements, \$1,107,686

III. Parks & Recreation, \$30,000

and calling a public hearing on said matter on February 8 at 6:30 pm.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
2017 Various Items for Budget Amendment	1/18/2017	Executive Summary
2017 Various Items for Budget Amendment	1/18/2017	Budget Amendment
2017 Various Items for Budget Amendment	1/18/2017	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
Ordinance for a Budget Amendment

PROJECT SUMMARY (200 WORDS OR LESS)
AN ORDINANCE TO AMEND THE 2017 ADOPTED OPERATING BUDGET AND THE 5-YEAR CAPITAL OUTLAY BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEMS:  I. General Fund-Animal Shelter (Donations), \$14,100 II. Country Drive Improvements, \$1,107,686 III. Parks & Recreation, \$30,000

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
See above

TOTAL EXPENDITURE	
N/A	
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)	
ACTUAL	ESTIMATED
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)	
N/A	<div><div>NO</div><div>YES</div><div>IF YES AMOUNT BUDGETED:</div></div>

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)									
PARISHWIDE	1	2	3	4	5	6	7	8	9

/s/ Kayla Dupre

Signature

January 18, 2017

Date

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO AMEND THE 2017 ADOPTED OPERATING BUDGET AND THE 5-YEAR CAPITAL OUTLAY BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEMS:

- I. General Fund-Animal Shelter (Donations), \$14,100
- II. Country Drive Improvements, \$1,107,686
- III. Parks & Recreation, \$30,000

SECTION I

WHEREAS, the 2016 donations for the Animal Shelter totaled \$62,013 which was collected in the General Fund, and

WHEREAS, \$14,100 of these donations from Petsmart will be used for the Medical & Drugs Expense Account.

NOW, THEREFORE BE IT ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2017 Adopted Budget of the Terrebonne Parish Consolidated Government be amended for the Animal Shelter. (Attachment A)

SECTION II

WHEREAS, the Administration and the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, is widening Country Drive from St. Ann Bridge to Presque Isle with an estimated cost of \$7,6364,879, and

WHEREAS, the widening of Country Drive would improve traffic conditions and

WHEREAS, an additional amount of \$1,107,686 has been appropriated out of the Highway Trust Fund to finance improvement projects on the approved Federal-Aid Urban System under the direct administration of the Louisiana Department of Transportation and Development, and

WHEREAS, the Terrebonne Parish Consolidated Government has entered into a City-State agreement with the Louisiana Department of Transportation and requiring specific work to be performed relative to this project.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2017 Adopted Budget and 5-Year Capital Outlay of the Terrebonne Parish Consolidated Government be amended for the Country Drive Improvements Project. (Attachment B)

SECTION III

WHEREAS, Administration is requesting to have the tennis courts at Legion Park resurfaced,

WHEREAS, the funds will be transferred from General Fund to Parks & Recreation for \$30,000.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2017 Adopted Operating Budget be amended to recognize the transfer to Parks & Recreation. (Attachment C)

**ATTACHMENT A - Animal Shelter**

	2017		
	Adopted	Change	Amended
Medical & Drugs	40,000	14,100	54,100
Fund Balance (decrease)	N/A	(14,100)	N/A

**ATTACHMENT B - Country Drive Improvements**

	2017		
	Adopted	Change	Amended
Country Drive Improvements	1,557,419	1,107,686	2,665,105
DOTD Grant-Country Drive	(1,056,320)	(1,107,686)	(2,164,006)

**ATTACHMENT C - Parks and Recreation**

	2017		
	Adopted	Change	Amended
Legion Park Tennis Crt Resurface	-	30,000	30,000
Transfer from General Fund	-	(30,000)	(30,000)
Transfer to Parks & Recreation	-	30,000	30,000
Fund Balance (decrease)	N/A	(30,000)	N/A

Section I

---

**Kayla Dupre**

**From:** Valerie Robinson  
**Sent:** Friday, January 06, 2017 12:20 PM  
**To:** Kayla Dupre  
**Cc:** Ernest Brown; Al Levron  
**Subject:** FW: Petsmart Charities Grant  
**Attachments:** PSC Rescue Waggin' transition grant 10-4-16.pdf

Kayla,

Please make a budget amendment to move the \$14,100 from the Petsmart Charities grant to the medical expense account 151-442-8221-01.

Should you have questions or require additional information, please don't hesitate to contact me.

Best,

Valerie Robinson  
Animal Shelter Manager  
Terrebonne Parish Animal Shelter  
100 Government St. Gray, LA 70359  
(985) 873-6709  
(985) 580-8150 (fax)

[www.tpcg.org/animalshelter](http://www.tpcg.org/animalshelter)

**Follow us on Facebook...search "Terrebonne Parish Animal Shelter"**

Go Green!! Please consider the environment before printing this e-mail.

---

**From:** Al Levron  
**Sent:** Thursday, January 05, 2017 10:22 AM  
**To:** Valerie Robinson; Ernest Brown  
**Subject:** RE: Petsmart Charities Grant

No objections from me.

---

**From:** Valerie Robinson  
**Sent:** Thursday, January 05, 2017 9:58 AM  
**To:** Ernest Brown; Al Levron  
**Subject:** Petsmart Charities Grant

Good morning,

We were awarded a grant from Petsmart Charities at the end of 2016 in the amount of \$14,100 as a transitional grant because the Rescue Waggin' program ended. This grant is intended as a life-saving grant, and now that we have settling into our new facility, we would like to use those funds as they were intended. We have received approval from the organization to utilize the funds to pay for heartworm treatment in adoptable/transferrable dogs. Additionally, the funds will be used to cover medical expenses related to animals transported to destination shelters outside of Louisiana.

If no objections, we will begin moving forward with the budget amendment to move those funds into our medical expense account.

Should you have questions or require additional information, please let me know.

Best,

Valerie Robinson  
Animal Shelter Manager  
Terrebonne Parish Animal Shelter  
100 Government St. Gray, LA 70359  
(985) 873-6709  
(985) 580-8150 (fax)

[www.tpcg.org/animalshelter](http://www.tpcg.org/animalshelter)






MASTER SUPPORT AGREEMENT  
STATEMENT OF TERMS

THIS STATEMENT OF TERMS is entered into and forms a part of that certain Master Support Agreement (the "Agreement"), dated as of April 1, 2015, by and between Charities and Organization. Capitalized terms not otherwise defined herein shall have the meanings set forth in the Agreement.


General Terms									
Indicate Type of Program	Grant _X_ Sponsorship		Adoption						
Term	Start Date: upon date of full execution				End Date: until terminated				
Parties and Contact Information									
Organization	Terrebonne Parish			Charities		PetSmart Charities, Inc.			
Address	P.O. Box 2768 Houma LA 70361			Address		19601 North 27 <sup>th</sup> Avenue Phoenix, AZ 85027			
Principal Contact	Rachel Brunet			Principal Contact		Kelly Balthazor			
Tel.	985-873-6709 ext. 204		Fax		Tel.		623.587.2837		Fax
Grants									
Amount of Grant Funds – Cash			\$14,100						
Amount of Grant Funds – In-Kind (Fair Market Value)			\$ N/A						
Total Amount of Grant Funds (cash and/or in-kind)			\$14,100						
Description of in-kind goods or services provided (including equipment, services, etc.) to Organization (if any)			N/A						
Distribution Schedule of Grant Funds			\$14,100 in one single installment						
			The Grant Funds to support the transition of Rescue Waggin program totaling \$14,100 for animal welfare initiatives at the <a href="#">Terrebonne Parish</a> Animal Shelter.						
Grant Purpose			PetSmart Charities supports established best practices for transport such as those guidelines included in the Association of Shelter Veterinarians Guidelines for Standards of Care in Animal Shelters. Organization must operate vehicle within the Association of Shelter Veterinarians recommended transport guidelines and funds to be used for medical expenses, staff, and program expenses must be used within the term of one year following the date of contract execution.						

	<p>The intent of this grant is to provide Organization with assistance during the Rescue Waggin transition period. Also, while, the grant funding has been specifically allocated, if it is determined by Organization that a particular use of grant funds is no longer needed or Organization believes that the funds could be better utilized, Organization may use such funds for a different use as long as that use furthers Organization's charitable purpose and relates to Organization's previous involvement in the Rescue Waggin program.</p> <p>As outlined in the Master Support Agreement please submit any signage, branding and naming rights, and media materials, including press releases, advertising materials, and/or social media posts, related to this Rescue Waggin transition grant to PetSmart Charities for review and approval prior to publishing. Please note, these materials should be submitted at least 10 business days in advance of advertising and print deadlines.</p>
Grant Period	Start: upon date of full execution End: 12 months after full execution
<b>Sponsorships</b>	
Amount of Cash Grant Funds	\$ _____
Amount of In-Kind Grant Funds (Fair Market Value)	\$ _____ (FMV)
Total Amount of Grant Funds (cash and/or in-kind)	\$ _____
Distribution Schedule of Sponsored Amount	
Name and Date of Event or Conference	
Benefits Provided by Organization (if any)	
<b>Adoption</b>	
Location (address and/or PetSmart store number)	
Is the Adoption Center an "Everyday Adoption Center"?	Yes ___ No <u>X</u> ___
Start Date	
<b>Licenses</b>	
Charities' License of Organization's Marks as Identified Below	Yes ___ No <u>X</u> ___
Organization's License of Charities' Marks as Identified Below	Yes <u>X</u> ___ No ___
License Purpose and Duration (if different from the Term)	
<b>Organization's Marks</b>	
<b>Identification of Marks</b>	




(a)	
(b)	
Charities' Marks	
(a)	PetSmart Charities®
(b)	
<p align="center"><b>Other Requirements</b></p> <p>The organization agrees to provide the following reports to PetSmart Charities in connection with this grant, on or before the deadlines set forth below. PetSmart Charities reserves the right to change the method and format of how of how reports are provided.</p> <p>Unless otherwise specified, submit all reports via <a href="http://www.cybergiants.com/petsmartcharities/reports/app">www.cybergiants.com/petsmartcharities/reports/app</a>. An interim grant report is due by 2/1/17, and a final impact report will be due by 8/31/17. Impact reports will include:</p> <ol style="list-style-type: none"> <li>1) Detail use of grant funds and expenditure date</li> <li>2) Highlight of major accomplishments to date</li> <li>3) Description of any challenges encountered and remedies determined</li> </ol>	
<p>Reporting Requirements</p> <p>Additional Requirements (if any)</p>	
<p align="center"><b>Waiver and Amendment of Previous Grants</b></p> <p>By accepting this grant, Organization acknowledges that PetSmart Charities has previously notified the Organization of PetSmart Charities' intention to discontinue providing transportation and medical reimbursement through the Rescue Waggin Program effective July 31, 2016. Organization also agrees that it is aware of such intention and waives its right to receive formal written notice as provided for in the Master Support Agreement. This waiver does not affect any other term, obligation or right under the Master Support Agreement.</p> <p>Any current grants between PetSmart Charities and Organization where the grant funds are required for the use of or for the purpose of furthering the Rescue Waggin Program is hereby amended. Organization is no longer obligated to use the previous granted funds for such purpose. PetSmart Charities permits Organization to use such grant funds in a manner that the Organization deems best to further the Organization's charitable mission.</p>	

**"CHARITIES"**  
 PETSMART CHARITIES, INC.

Signature:   
 Name: Lindsay Del Chiaro

PetSmart Charities, Inc. – CONFIDENTIAL INFORMATION  
 Master Support Agreement Statement of Terms v20150227.10

**"ORGANIZATION"**  
 TERREBONNE PARISH

Signature:   
 Name: Gordon Dove



Title: Program Director  
Date: 09/21/2016

Title: Terrebonne Parish President  
Date: 09/05/16

FD176GG

GENERAL LEDGER/DETAIL DESCRIPTION

1/09/17  
09:12:57

NOVEMBER 30, 2016 - MONTH LAST CLOSED

ACCT: 151-000-6741-01

GENERAL FUND

NO DEPARTMENT NAME

DONATIONS-ANIMAL SHELTER

V IEW IMAGE

VENDOR

RANGE DATE: 1/2016 to 12/2017

CDE	DATE	DETAIL DESCRIPTION	STS	AMOUNT
J/E	08/31/16	08/2016 PETSMART	CLS	1,945.71-
C/R	09/07/16	ANIMAL SHELTER	CLS	365.25-
C/R	09/20/16	ANIMAL SHELTER	CLS	24.00-
C/R	09/28/16	ANIMAL SHELTER	CLS	5.25-
J/E	09/30/16	09/2016 PETSMART	CLS	14,380.00-
C/R	10/03/16	FRIENDS OF A.SHELT	CLS	34,500.00-
C/R	10/03/16	ANIMAL SHELTER	CLS	25.00-
C/R	10/11/16	DONATION A/S	CLS	67.25-
C/R	10/17/16	ANIMAL SHELTER	CLS	10.59-
C/R	10/24/16	ANIMAL SHELTER	CLS	103.00-
C/R	10/28/16	ANIMAL SHELTER	CLS	55.00-
C/R	11/07/16	ANIMAL SHELTER	CLS	1,254.21-
J/E	11/30/16	11/2016 PETSMART	CLS	250.00- +

CMD01 = EXIT

CMD02 = PREVIOUS SCR

CMD05 = DSP PO/DOC NBR

CMD07 = DSP INVOICE NBR

ACCT: 151-442-8221-01  
NOVEMBER 30, 2016 - MONTH LAST CLOSED

GENERAL FUND  
ANIMAL CONTROL  
MEDICAL & DRUGS

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2016	52,000	61,103.46	88	9,191-
2017	40,000	826.02	1,200	37,974
CLOSED:				
2010	0	.00	N/A	0
2011	7,000	5,019.09	N/A	1,981
2012	53,465	44,358.67	N/A	9,106
2013	47,000	47,638.14	N/A	638-
2014	47,000	48,524.33	N/A	1,524-
2015	53,500	52,788.64	N/A	711

ENTER = CONTINUE      ACCOUNT EXCEEDS BUDGET AMOUNT  
CF01 = EXIT      CF02 = INPUT SCR      CF04 = DSP DETAIL      CF06 = DSP ENCUMBRANCE      CF08 = PRT DETAIL

## Section II

### Kayla Dupre

**From:** Felicia Aubert  
**Sent:** Thursday, January 05, 2017 10:49 AM  
**To:** Kayla Dupre  
**Subject:** FW: Emailing - Resolution No. 16-586 Country Drive Widening.pdf  
**Attachments:** 1997-08-19 - City State Agreement.pdf; DOC170105-20170105101039.pdf

Can you use the attached as backup for the budget amendment?

**From:** Joan Schexnayder  
**Sent:** Thursday, January 05, 2017 10:10 AM  
**To:** Felicia Aubert  
**Subject:** RE: Emailing - Resolution No. 16-586 Country Drive Widening.pdf

Here is the contract page 6 article IX talks about the adjustments being made as the costs change. The last slide on the other attachment shows that it is 80%/20%.

Joan E. Schexnayder, P.E.  
Staff Engineer  
T.P.C.G. - Engineering Division  
Phone: (985)873-6375  
Fax: (985)873-6874

**Go Green.** Please consider the environment before printing this email.

**From:** Felicia Aubert  
**Sent:** Thursday, January 05, 2017 9:35 AM  
**To:** Joan Schexnayder  
**Cc:** Jeanne Bray; Madeleine Bodin  
**Subject:** RE: Emailing - Resolution No. 16-586 Country Drive Widening.pdf

Kayla wants some type of back-up to support her budget amendment. If you have anything from Facility Planning & Control that would be great back up.

Thanks,

### **Felicia M. Aubert**

Contracts Coordinator, Finance Department  
Terrebonne Parish Consolidated Government  
Post Office Box 2768  
8026 Main Street, Suite 300  
Houma, LA 70360  
Phone: (985) 873-6733 Ext: 1315  
Fax: (985) 873-6457  
[faubert@tpcg.org](mailto:faubert@tpcg.org)

661-310-8916-04  
661-000-6315-04

**From:** Joan Schexnayder  
**Sent:** Wednesday, December 28, 2016 10:15 AM  
**To:** Felicia Aubert  
**Cc:** Jeanne Bray; Madeleine Bodin  
**Subject:** FW: Emailing - Resolution No. 16-586 Country Drive Widening.pdf

Same deal as with Hollywood not all of the DOTD funding has been recognized since we received bids. Please see attached spreadsheet like we did for Hollywood.

Joan E. Schexnayder, P.E.  
Staff Engineer  
T.P.C.G. - Engineering Division  
Phone: (985)873-6375  
Fax: (985)873-6874

**Go Green.** Please consider the environment before printing this email.

# Budget Breakdown

**Country Drive Widening**  
**Parish Project 97-PAV-21**  
**Account No. 661-310-8916-04**  
Updated 12/28/2016 by Joan

TOTAL PROJECT BUDGET			\$6,631,827.00
Account No. 661-310-8916-04			
General Fund	\$2,699,013.00		
DOTD	\$3,932,814.00		
Engineering Contract Amount			\$1,633,879.00
Engineering Services	\$1,108,968.00		
CE&I	\$524,911.00		
Construction Contract Amount			\$4,305,762.17
Huey Stockstill	\$ 4,305,762.17		
Others			\$1,479,949.87
Land Acquisition	\$348,555.00		
Land Acquisition Turn Lane	\$24,008.00		
Land Acquisition Bridge	\$240,572.00		
Paul Charron	\$234,800.00		
Roberto Aguilar	\$20,700.00		
Craig Stanga	\$103,500.00		
Others	\$507,814.87		
Entergy	\$35,608.47		
Contingency (10%)			\$215,288.11
TOTAL PROJECT COST			\$7,634,879.15
AMOUNT LEFT IN CONTRACT FUND			(\$1,003,052.15)

Cost share Engineering DOTD 80% TPCG 20%

STATE NO.	FAP	INELIGIBLE COSTS	ELIGIBLE COSTS	20% TPCG	80% DOTD	MAX FEDERAL FUNDS	AMOUNT PAID TPCG	
742-55-0002	3008(005)M	\$1,334,254.41	\$6,300,624.74	\$1,260,124.95	\$5,040,499.79		\$2,594,379.36	
							\$2,699,013.00	already funded
		\$5,040,499.79 DOTD 80% Share						
		(\$3,932,814.00) DOTD Previously Budgeted					\$104,633.64	amount available
		\$1,107,685.79 DOTD Amount to be Budgeted						



STATE OF LOUISIANA  
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT  
P.O. Box 94245  
Baton Rouge, Louisiana 70804-9245



M. J. "MIKE" FOSTER  
GOVERNOR

FRANK M. DENTON  
SECRETARY

August 15, 1997  
(504)379-1585

Mr. Kevin Belanger, Planner  
Parish of Terrebonne  
Post Office Box 2678  
Houma, Louisiana 70361

AUG 19 1997

PLANNING DEPT.

Re: S.P. No. 742-55-0102  
F.A.P. NO. STP-3005-(002)M  
Country Drive Widening  
Terrebonne Parish

Dear Mr. Belanger:

As requested, we are sending you one copy of the City/State Agreement for the captioned project.

Should you have any questions or require any additional information, please do not hesitate to contact me at (504) 379-1585.

Sincerely

N. KENT ISRAEL, P.E.  
ROAD DESIGN ENGINEER ADMINISTRATOR

*Fred J. Borne, Jr.*  
FRED J. BORNE, JR., P.E., P.L.S.  
DESIGN ENGINEER ADVANCED

FJB  
attachments

661-310-8916-04

AN EQUAL OPPORTUNITY EMPLOYER  
A DRUG FREE WORKPLACE



STATE OF LOUISIANA  
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT  
P.O. Box 94245  
Baton Rouge, Louisiana 70804-9245



VIN W. EDWARDS  
GOVERNOR

(504) 379-1446

October 5, 1994

JUDE W. P. PATIN  
SECRETARY

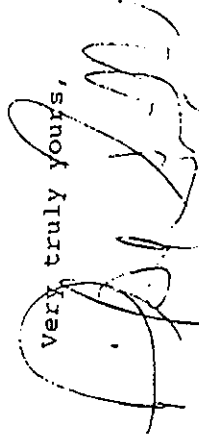
STATE PROJECT NOS. 700-55-0102 & 742-55-0102  
FEDERAL AID PROJECT NOS. STP-3005(001)M & STP-3005(002)M  
COUNTRY DRIVE WIDENING  
(ST. ANN BRIDGE - PRESQUE ISLE)  
TERREBONNE PARISH

Terrebonne Parish Consolidated Government  
c/o Mr. Kevin Belanger  
P. O. Box 6097  
Houma, LA 70361

Gentlemen:

Enclosed is the Government's fully executed agreement with the Department dated September 29, 1994. The agreement provides for the reimbursement of a portion of the cost of the captioned project with Federal funds available through the Department.

Very truly yours,

  
PAUL M. GRIFFIN, JR., P.E.  
CONTRACTS MANAGEMENT  
ENGINEER ADMINISTRATOR

PMG/KKH:qw  
Enclosures

cc: Mr. John Evanco (w/copy of agreement)  
Mr. Robert E. Boagni  
Mr. Kent Israel (w/copy of agreement)  
Mr. Oscar Cruz (w/copy of agreement)  
Federal Highway Administration (w/signed copy of agreement)  
Contracts Management Files (w/copy of agreement)

AN EQUAL OPPORTUNITY EMPLOYER  
A DRUG FREE WORKPLACE



STATE OF LOUISIANA  
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

AGREEMENT

STATE PROJECT NOS. 700-55-0102 AND 742-55-0102  
FEDERAL AID PROJECT NOS. STP-3005(001)M AND STP-3005(002)M  
COUNTRY DRIVE WIDENING  
(ST. ANN BRIDGE TO PRESQUE ISLE)  
TERREBONNE PARISH

THIS AGREEMENT, made and executed in three (3) original copies on this 29th day of September, 1994, by and between the Department of Transportation and Development, hereinafter referred to as "DOTD", and the Terrebonne Parish Consolidated Government, a political subdivision of the State of Louisiana, hereinafter referred to as "Grantee";

WITNESSETH: That;

WHEREAS, under the provisions of Title 23, United States Code, "Highways", as amended, funds have been appropriated out of the Highway Trust Fund to finance improvement projects on the approved Federal-Aid Urban System under the direct administration of the DOTD; and

WHEREAS, the Grantee has requested an appropriation of funds to finance a portion of the Urban System project as described herein; and

WHEREAS, the project is part of a transportation improvements program serving to implement the areawide transportation plan held currently valid by the metropolitan planning organization, and developed as required by Section 134 of Title 23, U.S.C.; and

WHEREAS, the DOTD is agreeable to the implementation of this Project and desires to cooperate with the Grantee as hereinafter provided:

NOW, THEREFORE, in consideration of the premises and mutual dependent covenants herein contained, the parties hereto agree as follows:

ARTICLE I - PROJECT DESCRIPTION

The improvement that is to be undertaken under this project will consist generally of all services necessary to design and widen the lanes of Country Drive from St. Ann Bridge to Presque Isle in the Parish of Terrebonne.

For purposes of identification and record keeping, State and Federal Project Numbers have been assigned to this project as follows:

For preliminary engineering services, State Project No. 700-55-0102 and Federal Project No. STP-3005(001)M have been assigned. Progress reports, invoices and other such data in connection with preliminary engineering shall be identified with these project numbers.



For construction costs, including construction engineering services and testing, State Project No. 742-55-0102 and Federal Project No. STP-3005(002)M have been assigned. All progress reports, invoices, etc. incurred in the performance of these services shall be identified with these project numbers.

#### ARTICLE II - FUNDING

Except for services hereinafter specifically listed to be furnished at the DOTD's expense or at the Grantee's expense, as the case may be, the cost of this project will be a joint participation between the Grantee and the Federal Highway Administration, hereinafter "FHWA", with the Grantee contributing the matching percentage of the participating cost and the FHWA contributing the DOTD, the appropriate full ratio at the time of authorization. The Grantee does, however, reserve the right to incorporate items of work into the construction contract not eligible for Federal-Aid participation if it so desires. Funds will be disbursed as provided in Article IX.

The cost of all services performed for the Grantee by the DOTD at the specific request of the Grantee will be determined on the basis of the DOTD's actual cost plus overhead including payroll additives. Payment for such services shall be made in advance by the Grantee based on a reasonable estimate prepared by the DOTD. Overruns and/or underruns in the cost of such services will be determined after completion of the services rendered and the proper party will be reimbursed accordingly. Services performed by the DOTD will be eligible for reimbursement by the FHWA in the appropriate ratio in effect at the time of authorization.

#### ARTICLE III - PRELIMINARY ENGINEERING

The DOTD shall advertise and select a consulting engineer firm for the performance of all engineering services necessary for the preparation of complete plans, specifications, and estimates for the proposed improvements as covered herein. Following the selection of the consulting engineer firm by the DOTD, the Grantee shall enter into a contract with the consulting engineer firm for the performance of all engineering services.

The Grantee or consulting engineers employed by it shall make all necessary surveys, prepare plans and special specifications for the project in accordance with the applicable requirements of Volume 6, Chapter 3, Section 3, Subsection 1 of the Federal Aid Highway Programs Manual and the following specific requirements.

1. The design standards shall comply with the criteria prescribed in Volume 6, Chapter 2, Section 1, Subsection 1 of the Federal Aid Highway Programs Manual. The format of the plans shall conform to the standards used by the DOTD in the preparation of its contract plans for items of work of similar character, including plans for all drainage and utilities affected, as contained in the current edition of its "Roadway Plan Preparation Manual", the "Drainage Manual" and Exhibit "A" which is attached hereto and made a part hereof.

2. Design surveys, right-of-way surveys and the preparation of right-of-way maps shall be performed in accordance with the requirements specified in the current edition of the DOTD's "Location & Survey Manual."

3. The Grantee will be required to develop this project in accordance with the DOTD's Action Plan as a prerequisite to the use of Federal Aid highway funds. The DOTD will assure that all projects are developed in accordance with the Action Plan. Requirements for Environmental Impact and Related Statements are prescribed in Volume 7, Chapter 7, Section 2 of the Federal Aid Highway Programs Manual. Requirements for Public Hearings and Location/Design Approval are prescribed in Volume 7, Chapter 7, Section 5 of the Federal Aid Highway Programs Manual. All documents required to be developed under these requirements shall be submitted to the DOTD for review and comments.

4. After preliminary plans have been developed to show all information required for a plan-in-hand inspection, one complete set of sepia reproducible shall be submitted to the DOTD for its use in developing prints necessary for a complete plan-in-hand field inspection with members of the DOTD and the FHWA at a time and date mutually agreed to in advance by all parties.

Subsequent to the plan-in-hand inspection, the Grantee shall make such changes in the plans as necessary to reflect agreements reached at this stage and shall show existing or taking lines required for right-of-way, referenced to the centerline of the Project.

5. Following the completion of preliminary plans, one (1) complete set of sepia reproducibles of the basic plans, dated and stamped "Preliminary", shall be submitted to the DOTD for review and comment.

6. Upon completion of its review of the preliminary plans, the DOTD will return one (1) set to the Grantee with comments, if any, marked thereon and the plans will be corrected accordingly.

7. Upon receipt of design approval (Volume 7, Chapter 7, Section 5 of Federal Aid Highway Programs Manual) and approval of right-of-way plans, the Grantee may proceed with the acquisition of right-of-way.

8. Subsequent to approval of final plans, acquisition of all required right-of-way and the relocation and/or adjustment of all utility conflicts, the DOTD shall prepare the construction proposals and construction cost estimate and prepare a Plan, Specification and Estimate (P S & E) submittal to FHWA as specified in Volume 6, Chapter 3, Section 3, Subsection 1 of the Federal Highway Programs Manual. This submission shall contain all certifications and data necessary to conform to Volume 6, Chapter 4, Section 2, Subsection 1 of the Federal Highway Programs Manual. Upon receipt of formal approval of the P S & E submission from the FHWA, the DOTD will advise the Grantee in writing of such approval and will advertise the project for the receipt of bids.

#### ARTICLE IV - RECEIPT OF BIDS

The DOTD will, at it's expense and at the proper time, prepare construction proposals based on Louisiana Standard Specifications for Roads and Bridges, 1982 edition, as amended to comply with the DOTD's current practices, advertise for and receive bids for the work in accordance with the DOTD's normal requirements. All such bids will be properly tabulated, extended and summarized to determine the official low bidder. The DOTD will then submit to the Grantee copies of the official bid tabulations for their information and comments or approval while its Review Committee will concurrently analyze the bids for the DOTD. The award of contract, which by law must be made within forty-five (45) days

following the receipt of bids, will be made by the DOTD on behalf of the Grantee following the favorable recommendation of award by the Review Committee and concurrence by the Federal Highway Administration and the Grantee.

Construction contracts will be prepared by the DOTD after the award of contract and will be transmitted to the Grantee for its further handling toward execution. The Grantee will be responsible for construction contract recordation. The DOTD will, at the proper time, inform the Grantee in writing to issue to the Contractor an official "Notice to Proceed" with construction.

#### ARTICLE V - CONSTRUCTION

The Grantee or its consultant will provide technical administration and inspection during the project construction; however, in the event a consultant provides this service for the Grantee it will be performed under the direct supervision of a full time employee of the Grantee who will have charge and control of the project at all times.

The DOTD will assign a project engineer from its District Office at Bridge City to serve as a construction coordinator for the DOTD during project construction. The construction coordinator will make intermittent trips to the construction site to insure that the construction contractor is following established construction procedures and that applicable Federal and State requirements are being enforced. The construction coordinator will advise the Project Engineer of any discrepancies noted and, if necessary, will direct that appropriate remedial action be taken. Failure to comply with such directives will result in the withholding of funds by DOTD until corrective measures are taken by the Grantee.

Except where a deviation has been mutually agreed to in writing by both the DOTD and the Grantee, the following specific requirements shall apply.

1. When it is stipulated in Louisiana Standard Specifications for Roads and Bridges that approval by the engineer or the DOTD is required for equipment and/or construction procedures, such approval must be obtained through the DOTD Construction Section. All DOTD policies and procedures for obtaining such approval shall be followed.
2. All construction inspections personnel utilized by the Grantee and/or the Grantee's consultant must meet the same qualifications required of DOTD construction personnel. When certification in a specific area is required, these personnel must meet the certification requirements of DOTD.
3. All construction procedures must be in accordance with DOTD guidelines and policies established by the Construction Manual, Chapter IX, the Engineering Directives and Standard Manual, and any applicable memoranda. These documents will be made available to the consultant through the Grantee.
4. All documentation of pay quantities must conform to the requirements of DOTD as outlined in the Construction Manual, Chapter VI. This manual will be made available to the consultant through the Grantee.

5. All materials to be tested shall be sampled in accordance with the Department's Sampling Manual. All material testing other than those test normally run by project personnel on the job site shall be tested by the Department's District or Central Laboratory.

The consultant and/or the Grantee shall be required to comply with all parts of this section while performing duties as project engineer.

#### ARTICLE VI - SUBCONTRACTING

Any subcontracting performed under this project either by consulting engineers engaged by the Grantee or the construction contractor must have the prior written consent of the Grantee and the DOTD. In the event that the consultant or the contractor elects to sublet any of the services required under this contract, it must take affirmative steps to utilize small business and disadvantaged/women-owned business as sources of supplies, equipment, construction, and services. Affirmative steps shall include the following:

- (a) Including qualified small and disadvantaged/women businesses on solicitation lists.
- (b) Assuring that small and disadvantaged/women businesses are solicited whenever they are potential sources.
- (c) When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit maximum small and disadvantaged/women business participation.
- (d) Where the requirement permits, establishing delivery schedules which will encourage participation by small and disadvantaged/women business.
- (e) Using the services and assistance of the Small Business Administration, the Office of Disadvantaged Business Enterprise of the Department of Commerce and the Community Services Administration as required.

Also, the Contractor is encouraged to procure goods and services from labor surplus areas.

#### ARTICLE VII - DBE/WBE REQUIREMENTS

It is the policy of the Federal Highway Administration that small business firms owned and controlled by socially and economically disadvantaged persons and other persons defined as eligible in Title 49 Code of Federal Regulations, Part 23 (49 CFR 23) shall have maximum opportunity to participate in the performance of contracts financed in whole or in part with Federal funds. Consequently, the requirements of 49 CFR 23 apply to this project.

The Grantee or its contractor agrees to ensure that Disadvantaged Businesses (DBE) and eligible Women-Owned Business Enterprises (WBE) as defined in 49 CFR 23 have maximum opportunity to participate in performance of contracts and subcontracts financed in whole or in part with Federal funds. The Grantee or its contractor shall take all necessary and reasonable steps in accordance with 49 CFR 23 to ensure that such firms have maximum opportunity to compete for and perform contracts. The Grantee or its contractor shall not discriminate

on the basis of race, color, national origin or sex in the performance of this contract.

The preceding Policy and DBE/WBE Obligation shall apply to this project and shall be included in the requirements on any contract or subcontract. Failure to carry out the requirements set forth therein shall constitute a breach of this agreement and, after notification by DOTD, may result in termination of this agreement by DOTD or other such remedy as DOTD deems appropriate.

The Grantee or its contractor shall utilize the services of banks in the community which are owned and controlled by minorities or women when feasible and beneficial.

The above requirements shall be physically included in all subcontracts entered into by the Grantee or its Contractor.

#### ARTICLE VIII - INCIDENTAL COSTS

Incidental project costs incurred by the Grantee in negotiating preliminary engineering contracts, right-of-way settlements, railroad and utility adjustments, contract recordation, and such other costs not provided in Article IX shall be the responsibility of the Grantee.

Incidental project costs incurred by the DOTD for services relating to preliminary engineering, right-of-way acquisitions, utility relocations, bid advertisements, construction and construction engineering will be absorbed by DOTD.

#### ARTICLE IX - COST REIMBURSEMENTS

The DOTD will reimburse the Grantee monthly the correct FHWA ratio of the costs of preliminary engineering services, right-of-way acquisitions, utility adjustments and the costs of construction and construction engineering in effect at the time of authorization. The Grantee shall render invoices monthly for reimbursement, which invoices shall be certified as correct by the proper designated official of the Grantee. All such charges shall be subject to verification, adjustment and/or settlement by the DOTD's Audit Officer.

In the event the Grantee elects to utilize consulting engineers to perform construction engineering services, it shall adhere to the DOTD's approved procedures for the selection and retainage of consultants prior to their utilization under this project.

When the final costs of engineering services, right-of-way acquisitions, utility adjustments, construction and construction engineering have been determined, adjustments will be made (except as noted above for construction engineering charges) so that the amount of participation in these items will not exceed the percentages outlined in Article II. Before final payment is recommended by DOTD, all documentation of pay quantities shall conform to DOTD policies and procedures. The Grantee acknowledges, however, that the FHWA will not participate in the cost of those items not constructed in accordance with the approved plans and specifications and in this event the Grantee will be obligated to assume full financial responsibility. The Grantee shall also submit all final billings for all phases of work within one year after the

completion of final acceptance of the project. Failure to submit these billings within the specified one year period shall result in the project being closed on previously billed amounts and any unbilled cost shall be the responsibility of the Grantee.

The Grantee shall reimburse the DOTD any and all amounts which may be cited by the FHWA or DOTD due to the Grantee's noncompliance with Federal/State laws and/or regulations. The cited amounts reimbursed by the Grantee will be returned to the Grantee upon clearance of the citation(s).

Should the Grantee fail to reimburse the DOTD any and all cited amounts within a thirty (30)-day period after notification, all future payment request from the Grantee will be held until the cited amount is exceeded at which time only the amount over and above the cited amount(s) will be released for payment. Additionally, no new Urban System project will be approved until such time as the cited amount is reimbursed to the DOTD.

The participation by the DOTD and the FHWA in the project shall in no way be construed to make the DOTD or the FHWA a party to the contract between the Grantee and its contractor.

#### ARTICLE X - COST RECORDS

The Grantee and all others employed by it in connection with this project shall maintain all books, documents, papers, accounting records and other evidence pertaining to cost incurred relative to this project and shall keep such material available at their respective offices at all reasonable times during the contract period and for three years from the date of final payment under the project, for inspection by the DOTD and/or Legislative Auditor, the FHWA or any authorized representative of the Federal Government under State and Federal Regulations effective as of the date of this contract and copies thereof shall be furnished if requested.

#### ARTICLE XI - CANCELLATION

The terms of this agreement shall be binding upon the parties hereto until the work has been completed and accepted and all payments required to be made to the Grantee have been made; but this agreement may be terminated under any or all of the following conditions:

1. By mutual agreement and consent of the parties hereto.
2. By the Grantee should it desire to cancel the project prior to the receipt of bids, provided any cost that has been incurred for the preparation of plans is not eligible for reimbursement by the DOTD or the FHWA.
3. By the DOTD due to the withdrawal of State or Federal funding for the project.

#### ARTICLE XII - PROJECT RESPONSIBILITY

The DOTD, its officers, engineers and employees will not be required to supervise or perform such other services in connection with the development of this project as specifically set forth herein; however, the Grantee will assume full responsibility for the project development and will save harmless the DOTD

against any loss or damage of any kind incident to or occasioned by deeds undertaken in pursuance of this agreement.

#### ARTICLE XIII - FINAL INSPECTION AND MAINTENANCE

Upon completion and final acceptance of the project, copy of which acceptance shall be furnished to the DOTD by the Grantee, the Grantee shall assume the maintenance of the improvement at its expense and in a manner satisfactory to the DOTD and/or the FHWA. The final acceptance will be recorded by the Grantee. Before making the final inspection, the DOTD's District Administrator shall be notified so that he may have a representative present for such inspection.

Title to the project right-of-way shall be vested in the Grantee but shall be subject to DOTD and FHWA requirements and regulations concerning abandonment, disposal, encroachments and/or uses for non-highway purposes.

#### ARTICLE XIV - CIVIL RIGHTS

The Grantee agrees that the project will be developed in full, in accordance with the principles and intents contained in the DOTD's latest Title VI Plan (Phase I) and that the same or closely related procedures providing for involvement of the Grantee designated civil rights specialist in appropriate key stages of project development as identified in the aforementioned Title VI Plan, will be followed.

Further, the Grantee agrees that its own employment policies and practices will afford fair and nondiscriminatory employment opportunities to all employees and applicants for employment and that a viable affirmative action program is maintained in the interest of increasing employment opportunities for minorities, women, and other disadvantaged persons. It is understood that the Grantee, as a recipient of federal financial assistance under this agreement, is subject to monitoring and review of its civil rights activities by the DOTD and agrees to cooperate with DOTD officials in the achievement of civil rights objectives prescribed in the agreement and in any contracts resulting herefrom.

#### ARTICLE XV - FEDERAL PROVISIONS

The provisions set forth in the attached "Agreement Provisions" (Federal Form PR-2) which will be formally entered into between the DOTD and the Federal Highway Administration following the execution of this agreement shall be made an integral part of this agreement by reference and adhered to by the Grantee.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their respective officers thereunto duly authorized as of the day and year first above written.

## WITNESSES:

*W. L. L.*  
(Witness for First Party)

*Linda J. L.*  
(Witness for First Party)

STATE OF LOUISIANA  
TERREBONNE PARISH CONSOLIDATED  
GOVERNMENT

BY: *Barry P. Bonvillain*

Barry P. Bonvillain  
Typed or Printed Name

TITLE: Parish President

72-6001390  
Federal Identification Number

*John A. L.*  
(Witness for Second Party)

*Paul V. Ballagh*  
(Witness for Second Party)

STATE OF LOUISIANA  
DEPARTMENT OF TRANSPORTATION  
AND DEVELOPMENT

BY: *[Signature]*  
Secretary

RECOMMENDED FOR  
APPROVAL BY: *[Signature]*  
Chief Engineer

APPROVED AS TO FORM:  
*Anna B. Friedrich*  
LA DOT  
COUNSEL'S OFFICE



5A Highway Safety Improvement Program - RR


To reduce the number of fatalities and injuries at public highway-rail grade crossings through the elimination of hazards and/or the installation/upgrade of warning devices at crossings.

A crossing inventory and Diagnostic Reviews are used by DOTD to prioritize crossings for improvement, documented in the RR Safety Action Plan.

Highway Safety/Improvement Program - RR

▶ LPAs should discuss safety concerns on highway-rail grade crossings in their areas with DOTD District Administrator for possible railroad safety projects. Each District has a designated Railroad Coordinator

▶ 100% federal funding



6 MPO - Urban System Program

▶ FHWA's Surface Transportation Program (STP) for areas with population >50K and

- ▶ <200K Population
- ▶ >200K Population

▶ Projects selected by MPOs

▶ Requires a Stage 0 documentation (will be covered later today)

- ▶ 80% federal / 20% local match
- ▶ \$75M allocated for FY 2014

ACCT: 661-310-8916-04  
ROAD CONSTRUCTION FUND  
ROADS & BRIDGES  
COUNTRY DRIVE IMPROVEMENTS

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2016	4,034,895	2,477,475.54	0	1,557,419
2017	0	108.00	0	108-
CLOSED:				
2010	0	.00	N/A	0
2011	4,573,258	315,035.58	N/A	4,258,222
2012	4,458,222	247,971.79	N/A	4,210,250
2013	4,210,251	356,979.87	N/A	3,853,271
2014	3,853,271	197,048.87	N/A	3,656,222
2015	3,656,222	1,154.03	N/A	3,655,068

ENTER = CONTINUE      CF02 = INPUT SCR      CF04 = DSP      ACCOUNT EXCEEDS BUDGET AMOUNT  
CF01 = EXIT      CF06 = DSP ENCUMBRANCE      CF08 = PRT DETAIL

ACCT: 661-000-6315-04  
ROAD CONSTRUCTION FUND  
NO DEPARTMENT NAME  
DOTD GRANT - COUNTRY DR.

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2016	2,434,896	1,378,575.85-	0	1,056,320-
2017	0	405,209.00-	0	405,209
CLOSED:				
2010	0	.00	N/A	0
2011	3,031,382	10,220.80-	N/A	3,021,161-
2012	3,021,161	187,470.40-	N/A	2,833,691-
2013	2,833,691	242,007.20-	N/A	2,591,684-
2014	2,591,684	119,349.60-	N/A	2,472,334-
2015	2,472,334	37,438.40-	N/A	2,434,896-

ENTER = CONTINUE      CF04 = DSP DETAIL  
CF01 = EXIT      CF02 = INPUT SCR      CF06 = DSP ENCUMBRANCE      CF08 = PRT DETAIL

TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2017 - FIVE YEAR CAPITAL OUTLAY  
FUND 661 - ROAD CONSTRUCTION FUND

661-310-8916-04  
COUNTRY DRIVE IMPROVEMENTS  
PROJECT # 97-PAV-21

TOTAL FUNDING	\$	7,739,513
EXPENDITURES THRU 12/31/15		(2,596,932)
PROJECT BALANCE	\$	5,142,581

ANNUAL COST OF OPERATING AND MAINTAINING

\$ 335,915 (ESTIMATED)

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2016	2017	2018	2019	2020	2021
Sep-93	ORD 5107	MARCH 1993 BOND ISSUE	55,268						
Sep-93	ORD 5107	DEPT. OF TRANSPORTATION & DEV.	221,072						
Sep-93	ORD 5107	SEPTEMBER 1996 BOND ISSUE	340,421						
Sep-93	ORD 5107	DEPT. OF TRANSPORTATION & DEV.	1,361,685						
Jul-97	LIA 043	TO 661-310-8916-01 (BOND FUNDS)	(395,689)						
Jul-97	LIA 043	DELAYED DOTD FUNDING TO 2002	(1,582,757)						
Sep-97	LIA 046	FROM VARIOUS CLEAN-UPS	83,186						
Jan-98	ORD 5854	FUND 151 GENERAL FUND	900,000						
Jan-98	C/O ADJ	DEPT. OF TRANSPORTATION & DEV.	11,245						
Dec-98	LIA 081	DEPT. OF TRANSPORTATION & DEV.	321,569						
Jan-99	ORD 5988	DEPT. OF TRANSPORTATION & DEV.	3,600,000						
Jan-00	ORD 6135	FUND 151 GEN FUND (VIDEO POKER)	-						
Jan-00	ORD 6135	D O T D	-						

CONTINUED ON NEXT PAGE

TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2017 - FIVE YEAR CAPITAL OUTLAY  
FUND 661 - ROAD CONSTRUCTION FUND

661-310-8916-04  
COUNTRY DRIVE IMPROVEMENTS (CONTINUED)  
PROJECT # 97-PAV-21

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2016	2017	2018	2019	2020	2021
Jan-01	ORD 6352	GENERAL FUND	107,206						
Jan-01	ORD 6352	REDUCE GENERAL FUND	(107,206)						
Jan-06	ORD 7061	FD 251 ROAD & BRIDGE FUND	562,000						
Jan-06	ORD 7061	FD 255 1/4% CAPITAL SALES TAX	574,000						
Jan-12	ORD 8076	FD 255 1/4% CAPITAL SALES TAX	200,000						
Sep-16	ORD 8775	FROM 661-310-8916-35 FD 251		5,356					
Sep-16	ORD 8775	FROM 661-310-8916-50 FD 661		84,460					
Sep-16	ORD 8775	FROM 661-310-8916-52 FD 255		102,915					
Sep-16	ORD 8775	FROM 661-310-8916-54 FD 251		17,231					
Sep-16	ORD 8775	FROM 661-310-8916-75 FD 251		150,000					
Sep-16	ORD 8775	FROM 661-310-8916-85 FD 661		19,865					
Feb-16	PENDING BA	D O T D			1,107,686				
LESS PRIOR YEARS EXPENDITURES			(2,596,932)						
FUNDS AVAILABLE			\$ 3,655,068	\$ 379,827	\$ 1,107,686	\$ -	\$ -	\$ -	\$ -

ENGINEER/ARCHITECT: T. BAKER SMITH, LLC  
MEYER ENGINEERING  
CONTRACTOR: HUEY STOCKSTILL, INC

DESCRIPTION: UPGRADE 2-LANED ROADWAY TO CURRENT  
STANDARDS, FEATURE TWO 12-FOOT LANES, AN 8-  
FOOT SHOULDER, SUBSURFACE DRAINAGE, AND  
RECONSTRUCTION OF ST ANNE BRIDGE.

# Section III

## Kayla Dupre

---

**From:** Kandace Mauldin  
**Sent:** Tuesday, January 17, 2017 11:02 AM  
**To:** Kayla Dupre  
**Subject:** Re: Tennis Court Resurfacing

The one at Legion Park. Expense should be put in recreation department.

Sent from my iPhone

On Jan 17, 2017, at 10:51 AM, Kayla Dupre <[kdupre@tpcg.org](mailto:kdupre@tpcg.org)> wrote:

Also, which tennis court?

---

**From:** Kayla Dupre  
**Sent:** Tuesday, January 17, 2017 10:50 AM  
**To:** Kandace Mauldin  
**Subject:** RE: Tennis Court Resurfacing

Where is the funding going?

---

**From:** Kandace Mauldin  
**Sent:** Tuesday, January 10, 2017 4:44 PM  
**To:** Kayla Dupre  
**Subject:** FW: Tennis Court Resurfacing

Another budget amendment from general fund fund balance. Please prepare.

---

**From:** Al Levron  
**Sent:** Tuesday, January 10, 2017 11:10 AM  
**To:** Christopher Pulaski  
**Cc:** Kandace Mauldin; Sterling Washington  
**Subject:** Re: Tennis Court Resurfacing

Thanks

Sent from my iPhone

On Jan 10, 2017, at 11:02 AM, Christopher Pulaski <[cpulaski@tpcg.org](mailto:cpulaski@tpcg.org)> wrote:

I am still obtaining additional quotes. Have a site visit set up with another contractor on Saturday. Cp

On Jan 10, 2017, at 9:41 AM, Kandace Mauldin <[kmauldin@tpcg.org](mailto:kmauldin@tpcg.org)> wrote:

As far as a funding source goes, the only place that I see possible right now is from General Fund. We have sold some property this year that we could use for the funding.

---

**From:** Al Levron  
**Sent:** Tuesday, January 10, 2017 9:39 AM  
**To:** Christopher Pulaski; Kandace Mauldin; Sterling Washington  
**Subject:** Tennis Court Resurfacing

Status?

---

**From:** Al Levron  
**Sent:** Tuesday, January 03, 2017 4:01 PM  
**To:** Christopher Pulaski; Julieanne Authement; Kandace Mauldin; Sterling Washington  
**Subject:** RE: Tennis Court Resurfacing

Kandace, please look for a funding source.....approx \$30,000.

Chris, we should seek multiple prices to get the best deal.

---

**From:** Christopher Pulaski  
**Sent:** Tuesday, January 03, 2017 3:49 PM

**To:** Julieanne Authement; Al Levron; Kandace Mauldin; Sterling Washington

**Subject:** RE: Tennis Court Resurfacing

Are we meeting to discuss?

Christopher M. Pulaski, PLA  
Terrebonne Parish Planning & Zoning  
(985) 873-6569

[cpulaski@tpcg.org](mailto:cpulaski@tpcg.org)

*"Saltwater Fishing Capital of the World"*

---

**From:** Julieanne Authement

**Sent:** Tuesday, January 03, 2017 3:43 PM

**To:** Al Levron; Christopher Pulaski; Kandace Mauldin; Sterling Washington

**Subject:** Tennis Court Resurfacing

For Discussion as per Mr. Al

Thank you,

*Julie Authement*

Julienne B. Authement  
Executive Secretary to Parish Manager  
Terrebonne Parish Consolidated Government  
8026 Main Street Suite 700  
P.O. Box 2768  
Houma, LA 70361  
Office: (985) 873-6406  
Fax: (985) 873-6409  
Email: [jauthement@tpcg.org](mailto:jauthement@tpcg.org)



Monday, January 23, 2017

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**Item Title:**

Constables and Justice of the Peace

**Item Summary:**

INTRODUCING AN ORDINANCE TO AMEND THE 2017 ADOPTED OPERATING BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT TO INCREASE ALL TERREBONNE PARISH CONSTABLES AND JUSTICES OF THE PEACE SALARIES TO \$800.00 PER MONTH AND CALLING A PUBLIC HEARING ON FEBRUARY 8, 2017 AT 6:30 P.M.

---

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Executive Summary	1/18/2017	Executive Summary
Ordinance	1/18/2017	Ordinance





EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
To approve raises and amend budget for raises for Constables and Justice of the Peace.

PROJECT SUMMARY (200 WORDS OR LESS)
AN ORDINANCE TO AMEND THE 2017 ADOPTED OPERATING BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT TO INCREASE ALL TERREBONNE PARISH CONSTABLES AND JUSTICES OF THE PEACE SALARIES TO \$800.00 PER MONTH. .

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
See above

TOTAL EXPENDITURE				
N/A				
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)				
ACTUAL			ESTIMATED	
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)				
N/A	NO	YES	IF YES AMOUNT BUDGETED:	N/A

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)									
PARISHWIDE	1	2	3	4	5	6	7	8	9

\_\_\_\_\_s/Kandace M. Mauldin, CFO

Signature

1/18/17

Date

**OFFERED BY:**  
**SECONDED BY:**

**ORDINANCE NO.**

AN ORDINANCE TO AMEND THE 2017 ADOPTED OPERATING BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT TO INCREASE ALL TERREBONNE PARISH CONSTABLES AND JUSTICES OF THE PEACE SALARIES TO \$800.00 PER MONTH.

**SECTION I**

WHEREAS, **the Parish Council has requested** Administration to consider amending the Operating Budget by increasing the Constables and Justices of the Peace salary to \$800 per month for a yearly increase to salaries for \$81,000 plus fringes of \$8,357, and

WHEREAS, the Council has determined that Constables and Justices of the Peace be reimbursed with current IRS mileage reimbursement for \$5,000 increasing the budget for the Travel and Training expense account, and

WHEREAS, the additional cost of salaries, related taxes/benefits, and mileage will be \$94,357, and

WHEREAS, Administration does not object to the direction of the Parish Council, relative to this matter.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2017 Adopted Operating Budget be amended to recognize the necessary adjustment for the increase in salaries for the Constables and Justices of the Peace positions in the General Fund-Ward Court Department.

**SECTION II**

If any word, clause, phrase, section or other portion of this ordinance shall be declared null, void, invalid, illegal, or unconstitutional, the remaining words, clauses, phrases, sections and other portions of this ordinance shall remain in full force and effect, the provisions of this ordinance hereby being declared to be severable.

**SECTION III**

This ordinance shall become effective upon approval by the Parish President or as otherwise provided in Section 2-13(b) of the Home Rule Charter for a Consolidated Government for Terrebonne Parish, whichever occurs sooner.

This ordinance, having been introduced and laid on the table for at least two weeks, was voted upon as follows:

**ATTACHMENT C - Ward Court**

	2017		
	Adopted	Change	Amended
Salaries & Wages	91,800	81,000	172,800
FICA	7,031	5,022	12,053
Medicare	1,644	1,175	2,819
Pension	3,024	2,160	5,184
Travel & Training	5,000	5,000	10,000
Fund Balance (decrease)	N/A	(94,357)	N/A



Monday, January 23, 2017

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**Item Title:**

USDOJ TIPS 2017 LISA Project

**Item Summary:**

RESOLUTION: Authorizing the Parish President to execute an application form to the U.S. Department of Justice FY2017 Technology Innovation for Public Safety (TIPS)

Addressing Precipitous Increases in Crime Competitive Grant for the Houma Police Department of the Terrebonne Parish Consolidated Government.

---

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
ExecutiveSummary form	1/19/2017	Cover Memo
USDOJ TIPS 2017 LISA Project Resolution	1/19/2017	Cover Memo
FY 2017 TIPS Appication	1/19/2017	Cover Memo



**EXECUTIVE SUMMARY**

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
USDOJ FY 2017 (TIPS) ( 2017 LISA Project)

PROJECT SUMMARY (200 WORDS OR LESS)
The grant funding will be uses to improve the Houma Police Department comprehensive plan involves addressing the critical gaps existing in cross-boundary information-sharing between justice agencies. Persistent lack of collaboration amongst law enforcement agencies, courts, and corrections has resulted in less effective crime control, increased public safety costs, and increased response times. Augmenting capacity for criminal justice systems to share and analyze information across jurisdictional borders would substantially enhance government’s capability to effectively respond to crime, particularly those crimes affecting the U.S. society. Through partnership between Houma Police Department (HPD), and software services these gaps in cross-boundary information-sharing can be substantially reduced and in many cases, eliminated,

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
USDOJ FY 2017 (TIPS) ( 2017 LISA Project) funds will assist Government's support the city of Houma policing efforts, as well as ensure the sustenance of essential services by closing the gap on information sharing

TOTAL EXPENDITURE				
\$500,000.00				
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)				
ACTUAL			ESTIMATED	
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)				
N/A	NO	YES	IF YES AMOUNT BUDGETED:	

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)									
PARISHWIDE	1	2	3	4	5	6	7	8	9

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

OFFERED BY:  
SECONDED BY:

RESOLUTION NO. \_\_\_\_\_

A resolution authorizing the Parish President to execute an application form to the U.S. Department of Justice FY2017 Technology Innovation for Public Safety (TIPS) Addressing Precipitous Increases in Crime Competitive Grant for the Houma Police Department of the Terrebonne Parish Consolidated Government; and to address other matters relative thereto

**WHEREAS**, the Houma Police Department of the Terrebonne Parish Consolidated Government is requesting to apply for an application for a grant from the U.S. Department of Justice for the FY2017 Technology Innovation for Public Safety (TIPS) Addressing Precipitous Increases in Crime Competitive Grant funding in the amount of Five Hundred Thousand dollars (\$500,000.00) for the Terrebonne Parish Consolidated Government. The grant funding will be used to improve the Houma Police Department comprehensive plan involves addressing the critical gaps existing in cross-boundary information-sharing between justice agencies. Persistent lack of collaboration amongst law enforcement agencies, courts, and corrections has resulted in less effective crime control, increased public safety costs, and increased response times. Augmenting capacity for criminal justice systems to share and analyze information across jurisdictional borders would substantially enhance government's capability to effectively respond to crime, particularly those crimes affecting the U.S. society. Through partnership between Houma Police Department (HPD), and software services these gaps in cross-boundary information-sharing can be substantially reduced and in many cases, eliminated, and,

**WHEREAS**, the Parish Administrative staff and the Parish Finance Department will oversee the application process in the implementation and meeting all the requirements set forth by the U.S. Department of Justice and,

**NOW, THEREFORE BE IT RESOLVED**, that the Terrebonne Parish Council on behalf of the Terrebonne Parish Consolidated Government, authorizes the Parish President to execute any and all necessary documents to implement the grant upon awarded amount from the U.S. Department of Justice and to address other matters relative thereto.

**U.S. Department of Justice**  
Office of Justice Programs  
*Bureau of Justice Assistance*



---

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for the implementation of innovative and replicable projects that combat precipitous increases in crime. This program furthers the Department's mission by assisting state, local, tribal, and territorial jurisdictions in reducing crime and improving the functioning of the criminal justice system through more effective information sharing, multi-agency collaboration, and implementation of data-driven, evidence-based strategies.

## **Technology Innovation for Public Safety (TIPS) Addressing Precipitous Increases in Crime FY 2017 Competitive Grant Announcement**

**Applications Due: February 7, 2017**

### **Eligibility**

Under this solicitation BJA is looking for innovative technology implementation and applicant projects that specifically address precipitous increases in crime(s) on a local, county, or regional basis. Eligible applicants are public agencies of state governments, units of local government, federally recognized Indian tribal governments that perform law enforcement functions (as determined by the Secretary of the Interior), or government agencies acting as fiscal agents for one of the previously listed eligible applicants.

BJA welcomes applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed subrecipients ("subgrantees").<sup>1</sup> The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire project. A subrecipient can represent nonprofit or for-profit organizations (including tribal nonprofit or for-profit organizations), faith-based and community organizations, or institutions of higher education (including tribal institutions of higher education) that support initiatives to improve the functioning of the criminal justice system as well as the same type of agency as the primary applicant. It is important to note that for-profit organizations (as well as other recipients) must agree to forgo any profit or management fee and this must be stated in the application. Applications establishing these types of partnerships will receive priority consideration.

The application should also clearly identify the lead applicant and the subrecipient(s). The lead applicant must be the entity with primary responsibility for administering the funding and

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<sup>1</sup> For additional information on subawards, see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

managing the entire project. Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient ("subgrantee") in more than one application.

**To be eligible for funding under this solicitation applicants must propose solutions that will be deployed to jurisdictions that are currently experiencing precipitous or extraordinary increases in crime, in accordance with 42 U.S.C. § 3756(b)(1) to assist them in addressing these increases. To assist with the application process and verify the applicant's eligibility, a required maximum two-page document is required to be submitted with the application specifically identifying the increased crime(s) to be addressed and showing statistical data proving the increases over a two-year period.**

BJA may elect to fund applications submitted under this FY 2017 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

## **Deadline**

Applicants must register with [Grants.gov](https://www.grants.gov) prior to submitting an application. All applications are due by 11:59 p.m. eastern time on February 7, 2017.

To be considered timely, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date, in order to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see [How to Apply](#) in Section D. Application and Submission Information.

## **Contact Information**

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via email to [support@grants.gov](mailto:support@grants.gov). The [Grants.gov](https://www.grants.gov) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline may email David P. Lewis, Senior Policy Advisor, BJA, by telephone at 202-616-7829, or by email at [david.p.lewis@ojp.usdoj.gov](mailto:david.p.lewis@ojp.usdoj.gov) **within 24 hours after the application deadline** to request approval to submit its application. Additional information on reporting technical issues appears under "Experiencing Unforeseen Grants.gov Technical Issues" in the [How to Apply](#) section.

For assistance with any other requirement of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 800-851-3420; via TTY at



301-240-6310 (hearing impaired only); email [grants@ncjrs.gov](mailto:grants@ncjrs.gov); fax to 301-240-5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday, and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Grants.gov number assigned to this announcement: BJA-2017-11547

Release date: December 7, 2016

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# Technology Innovation for Public Safety (TIPS)

## Addressing Precipitous Increases in Crime (CFDA #16.738)

### A. Program Description

#### Overview

While many jurisdictions are making significant progress implementing justice information-sharing solutions to address critical gaps in coordinating crime prevention across organizations and jurisdictions, there remains significant challenges inhibiting the ability of the criminal justice system to respond to threats to public safety, especially when it comes to addressing significant increases in crime(s). For this solicitation, justice information-sharing technology refers to any technology (hardware and/or software, hosted residually or remotely) that plays a role in the collection, storage, sharing, and analysis of criminal justice data. Funding under this program is provided to assist state, local, territorial, and tribal jurisdictions in enhancing their justice information-sharing capacity through the use of innovative technological solutions in order to allow them to more effectively address disproportional and precipitous increases in crime(s). **This is not an equipment purchasing solicitation. Applications limited to equipment purchases will be ineligible and eliminated from funding consideration.**

**Statutory Authority:** This program is funded under the “reserved funds” section (42 U.S.C. § 3756(b)(1)) of the Edward Byrne Memorial Justice Assistance Grant (JAG) program. The “reserved funds” section provides that up to 5 percent of the funds available to carry out the JAG Program may be granted for one or more of the purposes specified at 42 USC § 3751 upon a determination that such a grant is necessary “to combat, address, or otherwise respond to precipitous or extraordinary increases in crime, or in a type or types of crime.” 42 U.S.C. § 3756(b)(1).

#### Program-Specific Information:

The TIPS Program is designed to enable strategic information sharing across crime-fighting agencies and with identified partnerships to address specific local or regional crime problems. Often these efforts will require a multidisciplinary response, involving law enforcement, analysts/investigators, information technology staff, public safety/first responders, adjudications/courts, corrections, human services organizations, and other stakeholders. Applicants are encouraged to propose comprehensive plans that include coordination among multiple stakeholder agencies, shared investment and use of technology services or regional planning as appropriate.

Efficient and effective sharing of information between and among justice agencies and their partners is critical to preserving public safety and ensuring the fair and expeditious administration of justice. In the current fiscal environment of reduced resources at all levels of government, the ability to share information and collaborate across organizations remains one of the most important factors that enables communities to address their most pressing criminal justice problems in cost-effective ways.

The funding available through this program represents BJA's commitment to support the implementation of justice information-sharing solutions at the state, local, territorial, and tribal levels in ways that result in significant cost and time savings, and enhances criminal justice policies and practices that promote public safety and reduce crime.

Successful applicants will demonstrate a clear need in the field (a problem statement supported, as appropriate, through data and information that have been collected and documented) and a readiness to address the problem. In addition, applicants must propose implementation of innovative solutions promoting "cross-boundary" justice information sharing (e.g., interstate information sharing; intrastate information sharing between localities and states, localities and counties, etc.; or information sharing across agencies and functional disciplines within the same jurisdiction).

Because the primary focus of this program is implementation, evidence of cross-agency collaboration and a high level of commitment from participating agencies and entities should be received and documented via memoranda of understanding or other appropriate mechanisms prior to pursuing funding under this solicitation. Such commitment should be described in the application narrative, and relevant documentation submitted as additional attachments within the application.

All proposals where data is collected and analyzed in any matter must state the constitutional safeguards implemented to protect against the targeting of individuals or groups without the proper legal background and justification. These safeguards are required to ensure the protection of privacy and civil liberties of these individuals or groups.

The following list includes several TIPS examples of concrete implementation targets that could address particular crime problems (such as violent crime, recidivism rates, cybercrimes, or increased drug trafficking) that would fall within scope of the solicitation (**applicants are not limited to these areas**):

- Criminal Justice System Improvements – Where precipitous or extraordinary increases in crime(s) can have a substantial impact on the functioning of the criminal justice system responding to such increases, it is important to invest in data-sharing technology that improves efficiency and effectiveness of information systems that facilitate exchange of information between system components. Collaboration among law enforcement, prosecutors, courts, and corrections can result in more effective crime control and identify systemwide opportunities for improvement. Enhancing the capacity of criminal justice system partners to share and analyze information seamlessly across organizational and jurisdictional borders is critical in responding to emerging crime threats.
- Reducing Violent Crime – Implementation of information-sharing technology solutions that enable agencies to effectively identify, assess, and respond to specific violent crime challenges. Depending on community needs, this may include targeting gun violence, aggravated assault and robberies, domestic violence, witness intimidation, or addressing violent offender recidivism and rehabilitation. [DOJ's Violence Reduction Network \(VRN\)](#) can provide insights into the challenges being faced by some of the country's most at-risk communities. In addition, BJA's Smart Policing Initiative (SPI) promotes effective gun violence reduction strategies (among other topics): ["SMART Approaches to Reducing Gun Violence."](#)

- **Crime Analysis and Predictive Analytics** – Even agencies that are able to share and collect information effectively often face challenges with understanding how to leverage that data for both tactical and strategic operations. Crime analysis is a critical tool that can help law enforcement interpret and take action on information from a variety of sources to be more responsive to spikes in certain types of crime or crime within certain geographical areas. The capacity for an agency to adequately analyze data is critical to take full advantage of investments in records management systems, data integration, and software analytical tools.
- **Opioid Abuse** – The Office of National Drug Control Policy states that the considerable public health and safety consequences of nonmedical use, and inappropriate prescribing, of prescription opioids and the use of heroin and illicit fentanyl, underscore the need for action. The consequent spike in opioid overdose rates is having a profound impact on families, communities, and the criminal justice system throughout the country. Agencies facing precipitous increases in opioid-related crime may seek ways to advance their technology around data analytics and information sharing partners (such as drug courts) to deploy innovative tools and methods to make a real difference fighting the opioid epidemic. Proposals must clearly articulate how opioid use has translated to increased crime in their communities, and how proposed strategies will directly mitigate related criminal justice challenges.
- **The Economic, Cyber, High-Tech Crimes** – Programs designed to enhance the capacity of state, local, territorial, and tribal criminal justice systems to prevent, investigate, and provide enforcement for economic, cyber, and high-tech crimes by implementing or enhancing programs. Emerging issues of interest to BJA include, but are not limited to, combating the commission of crimes using social networking websites, hand-held devices (e.g., cell phones, smart phones, etc.), proactive efforts to support infrastructure protection, and responsiveness should an intrusion occur. The successful applicant is expected to work with BJA's training and technical assistance (TTA) provider and other partners. This relationship is to provide real life examples to the TTA providers to develop and enhance digital evidence resources and make them available to help educate the public safety agencies and their first responders, investigators, and the community. Applicants should address ethical and statutory requirements for collection of digital evidence, preparation of case materials for testimony, and proper format and evidence authenticated for introduction in court. A submission using this type of scenario is not intended to fund task force members' salaries, but should facilitate the sharing of data, resources, and expertise to assist their established partnerships in the investigation, prosecution, and prevention of these types of crimes.

Each applicant will be asked to define its unique challenges, impact on local communities, and comprehensive implementation plan for using justice information-sharing technology to reduce or mitigate crime problem(s). BJA and its partners have identified some of the more common technology challenges faced by criminal justice practitioners today with respect to information sharing. BJA encourages applicants to address one or more such topic areas in their applications, and set targeted goals for how to enable or improve these capabilities across organizations and partnerships. The TIPS Program is designed to support innovative applications of technology. It is not designed to support the purchase of new equipment, unless the equipment is directly related to the information sharing initiative, such as laptops, handheld devices, and communication equipment.

- **Technology Integration** – Connection of existing systems to share, reuse, and collaborate across agencies and systems. This could include data sharing enhancements to existing records management systems, case management systems, state or regional data sharing networks, analytical tools, and mobile technology platforms. Agencies may also seek to improve information flow between criminal justice system partners to improve completeness of records on offenders, warrants, cases, and incidents.
- **Data Linking and Identity Management** – When combining data sources or providing access to multiple data systems, a thoughtful approach is required. Access control rules must be considered and implemented to ensure appropriate access to sensitive information, and protocols for linking records across information silos are needed to ensure that records are complete and free from errors or duplication.
- **Mobile Operation** – To promote data sharing between officers and investigators in the field, enhancing mobile technologies to allow access to data and analytics remotely, particularly case management-based information, is crucial. Leveraging the force multiplier aspects of mobile data terminals by leveraging the integration of innovative applications involving mobile devices enables not only data access, but data entry as well. Better mobile tools means more time in the field and more efficient personnel management. This is an example where equipment alone does not produce innovation, the convergence of technology and process is critical to innovation.
- **National Repositories** – Numerous resources exist at the regional and national levels that can assist with investigations that only require minor integration or modification to current practices. For example, the National Integrated Ballistic Information Network (NIBIN) and eTrace from the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) can provide assistance in matching data obtained from gun crime scenes to link weapons and suspects. Participation in the Federal Bureau of Investigation's (FBI) National Data Exchange (NDEx) or similar systems offers a nationwide incident-based database to compile tips, leads, and referrals to advance investigations.
- **Social Network Analysis** – Social network analytics, not to be confused with social media-supported investigations, can provide valuable information for law enforcement investigators. Tools that perform social network analysis are steadily improving in sophistication and capability. They can serve law enforcement agencies by providing venues for greater collaboration within and outside their organizations and serve as a means of bringing insights and tips/leads from large and chaotic data sets. Social network analytics may not be limited to traditional tools available to the public, but include private forums designed to facilitate joint investigations, offer deconfliction services, or provide access to supplementary data resources such as pawn/salvage repositories to gain insights into linked criminal behavior within a jurisdiction. Projects in this area must have safeguards in place to ensure the protection of privacy and civil liberties of any individual or group.
- **Expanding Analytical Capacity** – Establishing or enhancing a crime analysis center (CAC), real-time crime center (RTCC), or fusion center (FC) can prove a valuable investment, particularly on a regional basis where such a center can offer critical insights based on a larger view of the data than is available within a single agency. Such centers are also uniquely situated to procure and use advanced technology tools such as

geographic information systems, facial recognition, and software analytics packages. In some cases they can also offer criminal intelligence functions by employing predictive analytic techniques.

- Emerging Technology Evaluation – BJA has established a [Criminal Justice Technology Forecasting Group](#) (CJTFG) to help identify areas where technology has the potential to outpace the criminal justice system's readiness to implement with appropriate care and established policy.

### **Priority Considerations:**

1. Documentation of precipitous increase in crime(s) as identified under [Eligibility](#) and provided in the required attachment for the application.
2. Correlation between stated application goals and identified precipitous increase in crime(s).
3. Innovations that integrate technologies with enhanced processes and the promotion of data sharing and analytics between systems and partners.
4. Identified processes to measure impact of stated application goals.
5. Partnerships working in conjunction to address the crime(s) identified in the application and can show the project will be sustained at the end of the federal funding period.

### **Goals, Objectives, and Deliverables**

The TIPS Program is specifically designed to support innovative law enforcement strategies that assist in decreasing crime in locations that have experienced precipitous increases in specific types of crime. The following strategies are viewed as instrumental in achieving this goal.

1. Promote information sharing and collaboration within and among criminal justice agencies having a role in response and investigation of specific crime(s).
2. Build successful partnerships between criminal justice agencies and nonprofit or for-profit organizations (including tribal nonprofit or for-profit organizations), faith-based and community organizations, and institutions of higher education (including tribal institutions of higher education) to assist in the prevention and reduction of specific crime(s).
3. Develop and enhance policies and practices that promote decision making with the use of technology with the intent to reverse the increases of specific crime(s).
4. Implement information-sharing solutions at the local, regional, state, tribal, and national levels that have a measureable positive impact on the specific crime trends.

During the 24-month program period, selected applicants will receive oversight and guidance from BJA and BJA's identified technical assistance provider, and will be required to achieve the following goals, objectives, and deliverables, including but not limited to:

Goal 1: Identify and promote technology solutions that target preventing, investigating, prosecuting, and responding to precipitous increases in specific crime(s).

- Objective 1: Use these innovative technology solutions to develop new resources or leverage existing resources to address the articulated need described in the application.
- Objective 2: The technology solutions should be cost-effective to the identified jurisdictions
- Deliverable 1: Applicants will document the technology solutions identified and articulate in a summary document on how the use of technology will address the identified specific crime(s) and the proposed cost savings.

Goal 2: Establish new and leverage existing partnerships to include other criminal justice entities, community organizations, and private/public providers to enhance the applicant's ability to respond to these specific crimes within their jurisdiction.

- Objective 1: Improve communications and training strategies with the intent to educate their communities and build awareness and support among the general public about crime reduction strategies being implemented.
- Deliverable 1: Applicants will collaborate with stakeholders and their communities to build awareness through meetings, trainings, and resource materials.

Goal 3: To develop policies and practices through technology to promote decision making with the intent to reduce the precipitous increase of the identified specific crime(s).

- Objective 1: Review existing and develop new policies based on the intended technology solutions to include the implementation and continued use of these solutions. This will include the protection of an individual's rights and privacies.
- Deliverable 1: Applicants will document and implement the policies and practices as part of the jurisdiction's operation manual and the agency's rules and regulations.

Goal 4: To implement the identified information-sharing solution(s) at all levels.

- Objective 1: Putting the identified technology solution(s) into effect with measureable positive impact on the specific crime trends.
- Deliverable 1: Applicants will implement and sustain the proposed technology solution(s).

For more information about and current research that focuses on these purpose areas and additional topics of national importance, applicants are encouraged to review:

- Information about OJP's Topics and its Strategic Plan: [www.ojp.usdoj.gov/about/strategicplan.htm](http://www.ojp.usdoj.gov/about/strategicplan.htm)
- National Institute of Justice website: [www.nij.gov](http://www.nij.gov)
- Crime Solutions website: [www.CrimeSolutions.gov](http://www.CrimeSolutions.gov)
- BJA's Strategic Plan, Fiscal Years 2013-2016: [www.bja.gov/About/BJAStrategicPlan.pdf](http://www.bja.gov/About/BJAStrategicPlan.pdf)



This program is designed to provide an important opportunity for BJA to support efforts that use innovative technology solutions to address serious crime problems. Applicants are, therefore, encouraged to consider the relevance of such technology in addressing the challenges they propose to address. Such applications must also clearly indicate that purpose, provide data which substantiates an increase in crime, and explain the solution to address the problem.

Applicants are also strongly encouraged to propose the development and implementation of technical solutions that can be replicated or reused by other agencies and organizations nationwide that are facing similar criminal justice challenges. This factor should be addressed in the application abstract.

Finally, in light of BJA's and OJP's focus on evidence-based and data-driven criminal justice strategies, successful applicants will be required to measure the impact of the solutions they implement on their criminal justice business practices. Applicants must be prepared to share data regarding project outputs and outcomes to assist future initiatives designed to replicate best practices and innovative technology solutions nationwide.

### **Leveraging Global Justice Information Sharing Initiative (DOJ's Global) Tools**

It is BJA's expectation that the justice information-sharing solutions implemented under this program will leverage the components of the Global Standards Package (GSP), which includes the Global Reference Architecture, the National Information Exchange Model, Global Federated Identity and Privilege Management, and the Global Privacy Technology Framework. For more information about the GSP, visit [www.it.ojp.gov/gsp](http://www.it.ojp.gov/gsp).

In addition, successful applicants must be willing to work with a BJA-designated national technical assistance provider to ensure the appropriate Global- or BJA-recommended justice information-sharing standards and tools are effectively applied in the solution used to address the stated business need(s).

Furthermore, it is BJA's expectation that the justice information-sharing solutions implemented under this program will be based on comprehensive privacy policies, where applicable. Privacy impact assessments and public discourse on the potential public impact of data collection activities is strongly encouraged to foster trust and acceptance by the public. At minimum, applicants must address the privacy considerations of their proposal, and identify whether or not a privacy policy will be used to govern the use of collected or shared data. For more information on privacy guidance available from BJA visit [www.bja.gov/publications.aspx](http://www.bja.gov/publications.aspx) and search for "privacy."

### **Program Deliverables**

Program deliverables must include, at a minimum, the following:

- Successful implementation of an information-sharing solution at the state, local, regional, tribal, or national level that leverages the GSP and has a measurable positive impact on the crime trends cited as the problem(s) to be addressed.
- Development of a BJA-branded report that documents the successful implementation process, as well as appropriate project outputs, outcomes, and performance measures, to support replication and adoption of the technical solution and related policies and practices to support other jurisdictions experiencing the same or similar challenges.

The Goals, Objectives, and Deliverables are directly related to the performance measures set out in the table in [Section D. Application and Submission Information](#), under "Program Narrative."

### **Evidence-Based Programs or Practices**

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- Improving the quantity and quality of evidence OJP generates.
- Integrating evidence into program, practice, and policy decisions within OJP and the field.
- Improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. The [OJP CrimeSolutions.gov](#) website is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

## **B. Federal Award Information**

BJA expects to make up to eight awards of up to \$500,000, with an estimated total amount awarded up to \$4,000,000. BJA expects to make awards for a 24-month period of performance, to begin on or before October 1, 2017. To meet the funding source eligibility requirements:

- Applicants must articulate the crime(s) or crime type(s) to be addressed by the proposed solution and submit this in a separate attachment in the application. This attachment should be no longer than two pages and the information included must be supported by statistical data over an identified two-year period.
- Applications must also identify the problem(s) (and how their proposed solution addresses the problem) that meets the requirements set forth in 42 U.S.C. §3756(b)(1). This language permits funding for solutions that "...combat, address, or otherwise respond to precipitous or extraordinary increases in crime."
- Prior to award consideration, BJA will verify the applicant meets this requirement based on the information provided in the application. Failure to submit any stated and required documents will eliminate the application from funding consideration.

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation, through supplemental awards. In making decisions regarding supplemental awards, OJP will consider, among other factors, the availability of appropriations, OJP's strategic

priorities, and OJP's assessment of both the management of the award (for example, timeliness and quality of progress reports), and the progress of the work funded under the award.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

### **Type of Award**

BJA expects that any award under this solicitation will be made in the form of a cooperative agreement, which is a type of award that provides for OJP to have substantial involvement in carrying out award activities. See [Administrative, National Policy, and Other Legal Requirements](#), under [Section F. Federal Award Administration Information](#), for a brief discussion of what may constitute substantial federal involvement.

### **Financial Management and System of Internal Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities<sup>2</sup>) must, as described in the Part 200 Uniform Requirements<sup>3</sup> as set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that [the recipient (and any subrecipient)] is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- (c) Evaluate and monitor [the recipient's (and any subrecipient's)] compliance with statutes, regulations, and the terms and conditions of Federal awards.
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or [the recipient (or any subrecipient)] considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

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<sup>2</sup> For purposes of this solicitation, the phrase "pass-through entity" includes any recipient or subrecipient that provides a subaward ("subgrant") to a subrecipient ("subgrantee") to carry out part of the funded award or program.

<sup>3</sup> The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

To help ensure that applicants understand applicable administrative requirements and cost principles, OJP encourages prospective applicants to enroll, at no charge, in the DOJ Grants Financial Management Online Training, available [here](#).

### **Budget Information**

The applicants must be able to meet the funding source eligibility requirements:

- Applicants must articulate the crime(s) or crime type(s) to be addressed by the proposed solution in a separate attachment to the application. This information must be supported by statistical information and state the sustainability of the project at the end of the federal funding period.
- Applicants must identify a problem that meets the requirements set forth in 42 U.S.C. §3756(b)(1). This language permits funding for solutions that "...combat, address, or otherwise respond to precipitous or extraordinary increases in crime."

### **Cost Sharing or Match Requirement**

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

### **Pre-Agreement Cost (also known as Pre-award Cost) Approvals**

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the federal award.

OJP does **not** typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs before submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving pre-agreement costs, the applicant may contact the point of contact listed on the title page of this solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for pre-agreement costs, consistent with the recipient's approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the [DOJ Grants Financial Guide](#) for more information.

### **Limitation on Use of Award Funds for Employee Compensation; Waiver**

With respect to any award of more than \$250,000 made under this solicitation, a recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2017 salary table for SES employees is available at the Office of Personnel Management website. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Non-federal funds used for any such additional compensation will not be considered matching funds, where match requirements apply.) If only a portion of an employee's time is charged to an OJP award, the maximum allowable compensation is equal to the percentage of time worked times the maximum salary limitation.

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, this limitation on compensation rates allowable under an award. An applicant that

requests a waiver should include a detailed justification in the budget narrative of its application. An applicant that does not submit a waiver request and justification with its application should anticipate that OJP will require the applicant to adjust and resubmit the budget.

The justification should address—in the context of the work the individual would do under the award—the particular qualifications and expertise of the individual, the uniqueness of a service the individual will provide, the individual's specific knowledge of the proposed program or project, and a statement that explains whether and how the individual's salary under the award would be commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work he/she would do under the award.

### **Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs**

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the OJP and DOJ policy and guidance on approval, planning, and reporting of such events, available at [www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm). OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients, as well as some conference, meeting, and training costs for grant recipients; and (3) set cost limits, which include a general prohibition of all food and beverage costs.

### **Costs Associated with Language Assistance (if applicable)**

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services, where appropriate.

For additional information, see the "Civil Rights Compliance" section under "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards" in the [OJP Funding Resource Center](#).

## **C. Eligibility Information**

For eligibility information, see [title page](#).

For information on cost sharing or match requirements, see [Section B. Federal Award Information](#).

## **D. Application and Submission Information**

### **What an Application Should Include**

This section describes in detail what an application should include. An applicant should anticipate that if it fails to submit an application that contains all of the specified elements, it may negatively affect the review of its application; and, should a decision be made to make an award, it may result in the inclusion of award conditions that preclude the recipient from

accessing or using award funds until the recipient satisfies the conditions and OJP makes the funds available.

Moreover, an applicant should anticipate that an application that OJP determines is nonresponsive to the scope of the solicitation, or that OJP determines does not include the application elements that BJA has designated to be critical, will neither proceed to peer review, nor receive further consideration. For this solicitation, BJA has designated the following application elements as critical: Statement of Eligibility, Project Abstract, Program Narrative, Budget Detail Worksheet, and Budget Narrative. An applicant may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the "Note on File Names and File Types" under [How to Apply](#) (below) to be sure applications are submitted in permitted formats.

*OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. Also, OJP recommends that applicants include resumes in a single file.*

## **1. Information to Complete the Application for Federal Assistance (SF-424)**

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and the OJP Grants Management System (GMS) take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

To avoid processing delays, applicants must include an accurate legal name on their SF-424. Current OJP award recipients, when completing the field for "Legal Name," should use the same legal name that appears on the prior year award document, which is also the legal name stored in OJP's financial system. On the SF-424, enter the Legal Name in box 5 and Employer Identification Number (EIN) in box 6 exactly as it appears on the prior year award document. Applicants with current awards must ensure that their GMS profile is current. If it isn't, they should submit a GAN updating the information on their GMS profile prior to applying under this solicitation.

New applicants should enter the Official Legal Name and address of the applicant entity in box 5 and the EIN in box 6 of the SF-424. Applicants must attach official legal documents to their applications (e.g., articles of incorporation, 501C3, etc.) to confirm the legal name, address, and EIN entered into the SF-424.

**Intergovernmental Review:** This solicitation ("funding opportunity") is subject to [Executive Order 12372](#). An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website: [www.whitehouse.gov/omb/grants\\_spoc/](http://www.whitehouse.gov/omb/grants_spoc/). If the State appears on the SPOC list, the applicant must contact the State SPOC to find out about, and comply with, the State's process under E.O. 12372. In completing the SF-424, an applicant whose State appears on the SPOC list is to make the appropriate selection in response to question 19 once the applicant has complied with its State E.O. 12372 process. (An applicant whose State does not appear on the SPOC list should answer question 19 by selecting the response that the "Program is subject to E.O. 12372 but has not been selected by the State for review.")



## 2. Statement of Eligibility

Applications must include in a separate attachment, not to exceed two pages, a clear statement identifying the increase of crime(s) over a two-year period, and a brief indication of how the proposed solution targets the identified increase. This statement must be supported by statistical data. This statement should also include the sustainability of this project upon completion of the federal funding period. This statement of eligibility should be:

- Written for a general public audience.
- Submitted as a separate attachment with “Eligibility” as part of its file name.
- Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

As a separate attachment, the statement of eligibility will **not** count against the page limit for the program narrative.

## 3. Project Abstract

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be:

- Written for a general public audience.
- Submitted as a separate attachment with “Project Abstract” as part of its file name.
- Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

All project abstracts should follow the detailed template available at [ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf](https://ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf).

**Permission to Share Project Abstract with the Public:** It is unlikely that OJP will be able to fund all applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding unfunded applications, for example, through a listing on a web page available to the public. The intent of this public posting would be to allow other possible funders to become aware of such applications.

In the project abstract template, each applicant is asked to indicate whether it gives OJP permission to share the applicant's project abstract (including contact information for individuals) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions. Moreover, if the application is not funded, providing permission will not ensure that OJP will share the abstract information, nor will it assure funding from any other source.

**Note:** OJP may choose not to list a project that otherwise would have been included in a listing of unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

## 4. Program Narrative

The Program Narrative must respond to the solicitation requirements (see Program-Specific Information) and the Selection Criteria (described below) in the order given. The Program Narrative should be double-spaced, using a standard 12-point font (Times New Roman) is

preferred) with 1-inch margins, and should not exceed 10 pages. The pages should be numbered in the following format: "1 of 10," "2 of 10," etc.

If the program narrative fails to comply with these length-related restrictions, BJA may consider such noncompliance in peer review and in final award decisions.

**NOTE: As stated, the statement of eligibility and project abstract will not count against the page limit for the program narrative.**

The following sections should be included as part of the program narrative<sup>4</sup>:

- a. Statement of the Problem
- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

OJP will require each successful applicant to submit specific performance measures data as part of its reporting under the award (see "[General Information about Post-Federal Award Reporting Requirements](#)" in [Section F. Federal Award Administration Information](#)). The performance measures correlate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in [Section A. Program Description](#).

The application should describe the applicant's plan for collection of all of the performance measures data listed in the table below under "Data Recipient Provides," should it receive funding.

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<sup>4</sup> For information on subawards (including the details on proposed subawards that should be included in the application), see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).



Performance measures for this solicitation are as follows:

Objectives	Catalog ID	Performance Measure(s)	Data Grantee Provides
Promote information sharing, partnerships, and collaboration within and among criminal justice agencies and the community that have a role in preventing, reducing, and investigating specific crime(s).	322	Percent increase in the number of agencies/entities participating in the collaborative governance process	<p>Number of agencies/entities participating in the collaborative governance process (baseline)</p> <p>Number of agencies/entities participating in the collaborative governance process during the reporting period</p> <p>Types of agencies/entities participating in the collaborative governance process</p>
	32	Number of agencies/organizations who commit participation formally through a Memorandum of Understanding (MOU)	<p>Number of new formal agreements/ partnerships (e.g. MOUs) established with other agencies (courts, corrections agencies, police departments, health and human service agencies, etc.)</p> <p>Number of agencies/organizations that commit formally through a Memorandum of Understanding (MOU) and informally as a letter of commitment.</p>
	573	Percent increase in the number of agencies/organizations receiving and sharing information within and among criminal justice agencies	<p>Number of agencies/organizations receiving and sharing information within and among criminal justice agencies <u>prior to</u> the implementation of the technical solution</p> <p>Number of agencies/organizations receiving and sharing information within and among criminal justice agencies due to the implementation of the technical solution</p>
	146	Number of community meetings conducted by the agencies involved in the project	Number of community meetings conducted by the agencies involved in the project.

Implement information-sharing solutions at the local, regional, state, tribal, and/or national levels that have a measureable positive impact on the crime trends identified by the applying jurisdiction.	448	Percent decrease in the number of crimes that occurred in the target area	Baseline statistical data reflecting number of incidents of the specific targeted crime (by type) reported in the target area (Data collection follows the federal UCR guidelines; Part I and Part II crimes)
			During the current reporting period, number of incidents of the specific targeted crime (by type) reported in the target area
	533	Number of new cases investigated resulting from partnerships/collaboration	Number of new cases investigated
			Number of leads identified as a result of regional or multi-agency partnerships/collaboration
	643	Percentage of investigated cases referred for prosecution	Of the cases investigated, the number referred for prosecution or to a prosecutor
	332	Percentage of referred cases prosecuted	Of the cases referred for prosecution, the number of cases prosecuted
Develop and enhance policies and practices that promote decision making with the use of technology	326	Number of agencies with new or revised policy and/or procedural documents	Number of agency partners with new or revised policies or practices.

BJA does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJA will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

### **Note on Project Evaluations**

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements, likely do not constitute “research.” Each applicant should provide sufficient information for OJP to determine whether the particular project it proposes would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ definition of research that appears at 28 C.F.R. Part 46 (“Protection of Human Subjects”).

Research, for purposes of human subjects protection for OJP-funded programs, is defined as “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge.” 28 C.F.R. 46.102(d).

For additional information on determining whether a proposed activity would constitute research for purposes of human subjects protection, applicants should consult the decision tree in the “Research and the protection of human subjects” section of the [“Requirements related to Research”](#) web page of the “Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017,” available through the [OJP Funding Resource Center](#). Every prospective applicant whose application may propose a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that web page.

## **5. Budget Detail Worksheet and Budget Narrative**

### **a. Budget Detail Worksheet**

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf](http://www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf). An applicant that submits its budget in a different format should use the budget categories listed in the sample budget worksheet. The Budget Detail Worksheet should break out costs by year.

For questions pertaining to budget and examples of allowable and unallowable costs, see the DOJ Grants Financial Guide at [DOJ Grants Financial Guide](#).

### **b. Budget Narrative**

The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

An applicant should demonstrate in its budget narrative how it will maximize cost effectiveness of award expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The budget narrative should be mathematically sound and correspond clearly with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how those costs are necessary to the completion of the proposed project. The narrative may include tables for clarification purposes, but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the budget narrative should describe costs by year.

### **c. Information on Proposed Subawards (if any), as well as on Proposed Procurement Contracts (if any)**

Applicants for OJP awards typically may propose to make “subawards.” Applicants also may propose to enter into procurement “contracts” under the award.

Whether—for purposes of federal grants administrative requirements—a particular agreement between a recipient and a third party will be considered a “subaward” or

instead considered a procurement "contract" under the award is determined by federal rules and applicable OJP guidance. It is an important distinction, in part because the federal administrative rules and requirements that apply to "subawards" and to procurement "contracts" under awards differ markedly.

In general, the central question is the relationship between what the third-party will do under its agreement with the recipient and what the recipient has committed (to OJP) to do under its award to further a public purpose (e.g., services the recipient will provide, products it will develop or modify, research or evaluation it will conduct). If a third party will provide some of the services the recipient has committed (to OJP) to provide, will develop or modify all or part of a product the recipient has committed (to OJP) to develop or modify, or will conduct part of the research or evaluation the recipient has committed (to OJP) to conduct, OJP will consider the agreement with the third party a subaward for purposes of federal grants administrative requirements.

This will be true **even if** the recipient, for internal or other non-federal purposes, labels or treats its agreement as a procurement, a contract, or a procurement contract. Neither the title nor the structure of an agreement determines whether the agreement—for purposes of federal grants administrative requirements—is a "subaward" or is instead a procurement "contract" under an award.

Additional guidance on the circumstances under which (for purposes of federal grants administrative requirements) an agreement constitutes a subaward as opposed to a procurement contract under an award, is available (along with other resources) on the [OJP Part 200 Uniform Requirements](#) web page.

## **1. Information on proposed subawards**

A recipient of an OJP award may not make subawards ("subgrants") unless the recipient has specific federal authorization to do so. Unless an applicable statute or DOJ regulation specifically authorizes (or requires) subawards, a recipient must have authorization from OJP before it may make a subaward.

A particular subaward may be authorized by OJP because the recipient included a sufficiently detailed description and justification of the proposed subaward in the application as approved by OJP. If, however, a particular subaward is not authorized by federal statute or regulation, and is not sufficiently described and justified in the application as approved by OJP, the recipient will be required, post-award, to request and obtain written authorization from OJP before it may make the subaward.

If an applicant proposes to make one or more subawards to carry out the federal award and program, the applicant should (1) identify (if known) the proposed subrecipient(s), (2) describe in detail what each subrecipient will do to carry out the federal award and federal program, and (3) provide a justification for the subaward(s), with details on pertinent matters such as special qualifications and areas of expertise. Pertinent information on subawards should appear not only in the Program Narrative, but also in the Budget Detail Worksheet and budget narrative.

## **2. Information on proposed procurement contracts (with specific justification for proposed noncompetitive contracts over \$150,000)**

Unlike a recipient contemplating a subaward, a recipient of an OJP award generally does not need specific prior federal authorization to enter into an agreement that—for purposes of federal grants administrative requirements—is considered a procurement contract, **provided that** (1) the recipient uses its own documented procurement procedures and (2) those procedures conform to applicable federal law, including the Procurement Standards of the (DOJ) Part 200 Uniform Requirements (as set out at 2 C.F.R. 200.317 - 200.326). The Budget Detail Worksheet and budget narrative should identify proposed procurement contracts. (As discussed above, subawards must be identified and described separately from procurement contracts.)

The Procurement Standards in the Part 200 Uniform Requirements, however, reflect a general expectation that agreements that (for purposes of federal grants administrative requirements) constitute procurement “contracts” under awards will be entered into on the basis of full and open competition. If a proposed procurement contract would exceed the simplified acquisition threshold—currently, \$150,000—a recipient of an OJP award may not proceed without competition unless and until the recipient receives specific advance authorization from OJP to use a non-competitive approach for the procurement.

An applicant that (at the time of its application) intends—without competition—to enter into a procurement “contract” that would exceed \$150,000 should include a detailed justification that explains to OJP why, in the particular circumstances, it is appropriate to proceed without competition. Various considerations that may be pertinent to the justification are outlined in the [DOJ Grants Financial Guide](#).

### **d. Pre-Agreement Costs**

For information on pre-agreement costs, see [Section B. Federal Award Information](#).

## **6. Indirect Cost Rate Agreement (if applicable)**

Indirect costs may be charged to an award only if:

- (a) The recipient has a current (that is, unexpired), federally-approved indirect cost rate; or
- (b) The recipient is eligible to use, and elects to use, the “de minimis” indirect cost rate described in the Part 200 Uniform Requirements, as set out at 2 C.F.R. 200.414(f).

An applicant with a current (that is, unexpired) federally-approved indirect cost rate is to attach a copy of the indirect cost rate agreement to the application. An applicant that does not have a current federally-approved rate may request one through its cognizant federal agency, which will review all documentation and approve a rate for the applicant entity, or, if the applicant’s accounting system permits, applicants may propose to allocate costs in the direct cost categories.

For assistance with identifying the appropriate cognizant federal agency for indirect costs, please contact the OCFO Customer Service Center at 1-800-458-0786 or at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov). If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <http://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

Certain OJP recipients have the option of electing to use the “de minimis” indirect cost rate. An applicant that is eligible to use the “de minimis” rate that wishes to use the “de minimis” rate should attach written documentation to the application that advises OJP of both-- (1) the applicant’s eligibility to use the “de minimis” rate, and (2) its election to do so. If an eligible applicant elects the “de minimis” rate, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. The “de minimis” rate may no longer be used once an approved federally-negotiated indirect cost rate is in place. (No entity that has ever had a federally-approved negotiated indirect cost rate is eligible to use the “de minimis” rate.)

#### **7. Tribal Authorizing Resolution (if applicable)**

A tribe, tribal organization, or third party that proposes to provide direct services or assistance to residents on tribal lands should include in its application a resolution, letter, affidavit, or other documentation, as appropriate, that demonstrates (as a legal matter) that the applicant has the requisite authorization from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for an award on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the award. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

#### **8. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)**

**Every** applicant (other than an individual applying in his/her personal capacity) is to download, complete, and submit the [OJP Financial Management and System of Internal Controls Questionnaire](#), as part of its application.

Among other things, the form requires each applicant to disclose whether it currently is designated “high risk” by a federal grant-making agency outside of DOJ. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the applicant’s past performance, or other programmatic or financial concerns with the applicant. If an applicant is designated high risk by another federal awarding agency, the applicant must provide the following information:

- The federal awarding agency that currently designates the applicant high risk.
- The date the applicant was designated high risk.
- The high-risk point of contact at that federal awarding agency (name, phone number, and email address).
- The reasons for the high-risk status, as set out by the federal awarding agency.

OJP seeks this information to help ensure appropriate federal oversight of OJP awards. An applicant that is considered “high risk” by another federal awarding agency is not automatically disqualified from receiving an OJP award. OJP may, however, consider the information in award decisions, and may impose additional OJP oversight of any award under this solicitation (including through the conditions that accompany the award document).

## 9. Disclosure of Lobbying Activities

Each applicant must complete and submit this information. An applicant that expends any funds for lobbying activities is to provide all of the information requested on the form Disclosure of Lobbying Activities (SF-LLL). An applicant that does not expend any funds for lobbying activities is to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

## 10. Additional Attachments

### a. Applicant Disclosure of Pending Applications

Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally-funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application under this solicitation, and (2) would cover any identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. The applicant is to disclose applications made directly to federal awarding agencies, and also applications for subawards of federal funds (e.g., applications to State agencies that will subaward ("subgrant") federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Each applicant that has one or more pending applications as described above is to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency.
- The solicitation name/project name.
- The point of contact information at the applicable funding agency.

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/Email for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Each applicant should include the table as a separate attachment to its application. The file should be named "Disclosure of Pending Applications." The applicant Legal Name on the application must match the entity named on the disclosure of pending applications statement.

Any applicant that does not have any pending applications as described above is to submit, as a separate attachment, a statement to this effect: “[Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally-funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application.”

**b. Research and Evaluation Independence and Integrity**

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant must demonstrate independence and integrity regarding both this proposed research and/or evaluation, and any current or prior related projects.

Each application should include an attachment that addresses **both** i. and ii. below.

- i. For purposes of this solicitation, each applicant is to document research and evaluation independence and integrity by including one of the following two items:
  - a. A specific assurance that the applicant has reviewed its application to identify any actual or potential apparent conflicts of interest (including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients), and that the applicant has identified no such conflicts of interest – whether personal or financial or organizational (including on the part of the applicant entity or on the part of staff, investigators, or subrecipients) – that could affect the independence or integrity of the research, including the design, conduct, and reporting of the research.

OR

- b. A specific description of actual or potential apparent conflicts of interest that the applicant has identified – including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients – that could affect the independence or integrity of the research, including the design, conduct, or reporting of the research. These conflicts may be personal (e.g., on the part of investigators or other staff), financial, or organizational (related to the applicant or any subrecipient entity). Some examples of potential investigator (or other personal) conflict situations are those in which an investigator would be in a position to evaluate a spouse’s work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization would not be given an award to evaluate a project, if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), because the organization in such an instance might appear to be evaluating the effectiveness of its own



prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.

- ii. In addition, for purposes of this solicitation, each applicant is to address possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
  - a. If an applicant reasonably believes that no actual or potential apparent conflicts of interest (personal, financial, or organizational) exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. The applicant also is to include an explanation of the specific processes and procedures that the applicant has in place, or will put in place, to identify and prevent (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OR

- b. If the applicant has identified actual or potential apparent conflicts of interest (personal, financial, or organizational) that could affect the independence and integrity of the research, including the design, conduct, or reporting of the research, the applicant is to provide a specific and robust mitigation plan to address each of those conflicts. At a minimum, the applicant is expected to explain the specific processes and procedures that the applicant has in place, or will put in place, to identify and eliminate (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OJP will assess research and evaluation independence and integrity based on considerations such as the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the applicant entity (and any subrecipients) in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

**c. Disclosure of Process Related to Executive Compensation**

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees.

Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization's managers

and those who receive the compensation to additional federal taxes. A rebuttable presumption of the reasonableness of a nonprofit organization's compensation arrangements, however, may be available if the nonprofit organization satisfied certain rules set out in Internal Revenue Service regulations with regard to its compensation decisions.

Each applicant nonprofit organization must state at the time of its application (in the "[OJP Financial Management and System of Internal Controls Questionnaire](#)" mentioned earlier) whether or not the applicant entity believes (or asserts) that it currently satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to establishing or invoking a rebuttable presumption of reasonableness of compensation of certain individuals and entities).

A nonprofit organization that states in the questionnaire that it believes (or asserts) that it has satisfied the requirements of 26 C.F.R. 53.4958-6 must then disclose, in an attachment to its application (to be titled "Disclosure of Process related to Executive Compensation"), the process used by the applicant nonprofit organization to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons").

At a minimum, the disclosure must describe in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant organization maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

For purposes of the required disclosure, the following terms and phrases have the meanings set out by the Internal Revenue Service for use in connection with 26 C.F.R. 53.4958-6: officers, directors, trustees, key employees, compensation, conflict of interest, appropriate data as to comparability, adequate documentation, and concurrent documentation.

Applicant nonprofit organizations should note that following receipt of an appropriate request, OJP may be authorized or required by law to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a prompt supplemental disclosure after the award in certain circumstances (e.g., changes in the way the organization determines compensation).

### **How to Apply**

Applicants must register in and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at [www.Grants.gov](http://www.Grants.gov). Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-**

**4726** or **606-545-5035**, which operates 24 hours a day, 7 days a week, except on federal holidays.

Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation of registration and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications at least 72 hours prior to the application due date, in order to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

OJP strongly encourages all prospective applicants to sign up for Grants.gov email [notifications](#) regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

**Browser Information:** Grants.gov was built to be compatible with Internet Explorer. For technical assistance with Google Chrome, or another browser, contact Grants.gov Customer Support.

**Note on Attachments:** Grants.gov has two categories of files for attachments: “mandatory” and “optional.” OJP receives all files attached in both categories. Please ensure that all required documents are attached in either Grants.gov category.

**Note on File Names and File Types:** Grants.gov only permits the use of certain specific characters in the file names of attachments. Valid file names may include only the characters shown in the table below. Grants.gov rejects any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov forwards successfully submitted applications to the OJP Grants Management System (GMS).

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore ( _ )	Comma ( , )	Semicolon ( ; )	Apostrophe ( ' )
Hyphen ( - )	At sign ( @ )	Number sign ( # )	Dollar sign ( \$ )
Space	Percent sign ( % )	Plus sign ( + )	Equal sign ( = )
Period ( . )	<b>When using the ampersand (&amp;) in XML, applicants must use the “&amp;” format.</b>		

**GMS does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

Every applicant entity must comply with all applicable System for Award Management (SAM) and unique entity identifier (currently, a Data Universal Numbering System ["DUNS"] number) requirements. If an applicant entity has not fully complied with applicable SAM and unique identifier requirements by the time OJP makes award decisions, OJP may determine that the

applicant is not qualified to receive an award and may use that determination as a basis for making the award to a different applicant.

An individual who wishes to apply in his/her personal capacity should search Grants.gov for funding opportunities for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. (An applicant applying as an individual must comply with all applicable Grants.gov individual registration requirements.)

Complete the registration form at <https://apply07.grants.gov/apply/IndCPRegister> to create a username and password for Grants.gov. (An applicant applying as an individual should complete all steps except 1, 2, and 4.)

1. **Acquire a unique entity identifier (currently, a "DUNS" number).** In general, the Office of Management and Budget requires every applicant for a federal award (other than an individual) to include a "unique entity identifier" in each application, including an application for a supplemental award. Currently, a DUNS number is the required unique entity identifier.

A DUNS number is a unique nine-digit identification number provided by the commercial company Dun and Bradstreet. This unique entity identifier is used for tracking purposes, and to validate address and point of contact information for applicants, recipients, and subrecipients. It will be used throughout the life cycle of an OJP award. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1-2 business days.

2. **Acquire registration with the System for Award Management (SAM).** SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients. All applicants for OJP awards (other than individuals) must maintain current registrations in the SAM database. An applicant must be registered in SAM to successfully register in Grants.gov. Each applicant must **update or renew its SAM registration at least annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete.

An application cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the information transfer from SAM to Grants.gov can take as long as 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. An applicant entity's "unique entity identifier" (DUNS number) must be used to complete this step. For more information about the registration process for organizations and other entities, go to [www.grants.gov/web/grants/register.html](http://www.grants.gov/web/grants/register.html). Individuals registering with Grants.gov should go to <http://www.grants.gov/web/grants/applicants/individual-registration.html>.
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. The E-Biz POC will need the Marketing Partner Identification

Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.

5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance ("CFDA") number for this solicitation is 16.738, titled "Edward Byrne Memorial Justice Assistance Grant Program," and the funding opportunity number is BJA-2017-11547.
6. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application. The second will state whether the application has been validated and successfully submitted, or whether it has been rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received, and then receive a rejection notice a few minutes or hours later. Submitting an application well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges each applicant to submit its application **at least 72 hours prior** to the application due date, to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification. Applications must be successfully submitted through Grants.gov by 11:59 p.m. eastern time on February 7, 2017.

Click [here](#) for further details on DUNS numbers, SAM, and Grants.gov registration steps and timeframes.

**Note: Application Versions**

If an applicant submits multiple versions of the same application, OJP will review only the most recent system-validated version submitted

**Experiencing Unforeseen Grants.gov Technical Issues**

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline may contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) (Federal Service Desk) to report the technical issue and receive a tracking number. The applicant may email the BJA contact identified in the contact information section on the title page **within 24 hours after the application deadline** to request approval to submit its application after the deadline. The applicant's email must describe the technical difficulties, and must include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s).

**Note: OJP does not automatically approve requests to submit a late application.** After OJP reviews the applicant's request, and contacts the Grants.gov or SAM Help Desks to verify the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the untimely application submission was due to the applicant's failure to follow all required procedures, OJP will deny the applicant's request to submit its application.

The following conditions generally are insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time. (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website.
- Failure to follow each instruction in the OJP solicitation.
- Technical issues with the applicant's computer or information technology environment, such as issues with firewalls or browser incompatibility.

**Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP [Funding Resource Center](#) web page.**

## E. Application Review Information

### Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

1. Statement of the Problem (20%)
  - a. See section [“Program-Specific Information”](#)
  - b. Identify the specific crime/criminal justice problem to be addressed through this program. Describe the process used to assess or determine the nature of the crime/criminal justice problem. Include data and information that has been used to identify and assess the problem, and that demonstrates that the applicant understands the nature and dimension of the problem.
2. Project Design and Implementation (35%)
  - a. Describe the collaborative governance and project management processes that will be put into place to oversee the proposed project to address the identified problem, and the specific roles to be carried out by the governance group(s)/committee(s)/team(s).
  - b. Explain the proposed solution to be implemented that will address the identified problem, and enable information sharing between two or more independent systems/agencies/entities that play key roles in crime-fighting efforts. Include a summary of how the solution will leverage the Global Standards Package (GSP).
  - c. Describe the current level of readiness to implement the proposed solution. Identify any issues or challenges related to implementation readiness, and explain how these will be addressed through this project.
  - d. Address whether and how the proposed solution to be implemented is relevant to other jurisdictions/agencies across the nation.
  - e. Identify the resources at the state/local/tribal level that will be used to support the proposed initiative.
3. Capabilities and Competencies (20%)
  - a. Fully describe the capabilities of the applying agency and its partners (if applicable) to implement the project successfully and the competencies of the project staff.

- b. Demonstrate sound knowledge of the GSP and describe any current or previous experiences using the GSP to enhance information sharing.
  - c. Include (via attachment or by reference) information pertaining to relevant privacy policies, governance documents, contractual agreements, etc. that help establish implementation readiness. (It is acceptable if no such documentation exists, but in that event applicants are strongly encouraged to include a plan for establishing strong project governance within the Project Design and Implementation section.)
- 4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
  - a. Describe the process for measuring project performance.
  - b. Identify who will collect the data, who is responsible for performance measurement, and how the information will be used to guide and evaluate the impact of the program.
  - c. Describe the process to accurately report implementation findings and the impact of the solution on criminal justice operational practices.
  - d. Applicants should identify and describe both outputs and outcomes they anticipate as a result of their proposed implementation strategy, and a process for measuring these.
- 5. Budget (15%)
  - a. Provide a proposed budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget Narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget Narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.<sup>5</sup>
  - b. Applicants should identify general procurement target dates.
  - c. Applicants should identify procurement process risks such as required council or board approvals, sole source expectations or other potential issues that could delay project expectations.
  - d. Applicants should also budget travel/lodging expenses for teams of individuals who share responsibility for the project management and implementation efforts to attend one 2-day meeting during the 18-month project period in the Washington, DC, area.
- 6. Program Continuity (5%)
  - a. Applicants should describe the steps taken to secure the ongoing management and administration of the project after federal funds are depleted.

## **Review Process**

OJP is committed to ensuring a fair and open process for making awards. BJA reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications

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<sup>5</sup> Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.



for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items designated as “critical elements.”
- The applicant must not be identified in SAM as excluded from receiving federal awards.

For a list of the critical elements for this solicitation, see “What an Application Should Include” under [Section D. Application and Submission Information](#).

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. BJA may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation's review criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Peer reviewers' ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully. Other important considerations for OJP include underserved populations, geographic diversity, strategic priorities, and available funding, as well as the extent to which the budget detail worksheet and budget narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by applicants. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award. If OJP anticipates that an award will exceed \$150,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System; “FAPIIS”).

**Important note on FAPIIS:** An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by applicants.

The evaluation of risks goes beyond information in SAM, however. OJP itself has in place a framework for evaluating risks posed by applicants for competitive awards. OJP takes into account information pertinent to matters such as:

1. Applicant financial stability and fiscal integrity.
2. Quality of the management systems of the applicant, and the applicant's ability to meet prescribed management standards, including those outlined in the DOJ Grants Financial Guide.



3. Applicant's history of performance under OJP and other DOJ awards (including compliance with reporting requirements and award conditions), as well as awards from other federal agencies.
4. Reports and findings from audits of the applicant, including audits under the Part 200 Uniform Requirements.
5. Applicant's ability to comply with statutory and regulatory requirements, and to effectively implement other award requirements.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may take into account not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

## **F. Federal Award Administration Information**

### **Federal Award Notices**

Award notifications will be made by September 30, 2017. OJP sends award notifications by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and steps to take in GMS to start the award acceptance process. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date.

For each successful applicant, an individual with the necessary authority to bind the applicant will be required to log in; execute a set of legal certifications and a set of legal assurances; designate a financial point of contact; thoroughly review the award, including all award conditions; and sign and accept the award. The award acceptance process requires physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

### **Administrative, National Policy, and Other Legal Requirements**

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, as well as all applicable requirements of federal statutes, regulations, and executive orders (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

Applicants should consult the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards](#)," available in the [OJP Funding Resource Center](#). In addition, applicants should examine the following two legal documents, as each successful applicant must execute both documents before it may receive any award funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Standard Assurances](#)

Applicants may view these documents in the Apply section of the [OJP Funding Resource Center](#).

The web pages accessible through the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards](#)” are intended to give applicants for OJP awards a general overview of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants and cooperative agreements awarded in FY 2017. Individual OJP awards typically also will include additional award conditions. Those additional conditions may relate to the particular statute, program, or solicitation under which the award is made; to the substance of the funded application; to the recipient's performance under other federal awards; to the recipient's legal status (e.g., as a for-profit entity); or to other pertinent considerations.

As stated above, BJA expects any award under this solicitation to be a cooperative agreement. A cooperative agreement will include a condition in the award document that sets out the “substantial federal involvement” in carrying out the award and program. Generally speaking, under cooperative agreements with OJP, responsibility for the day-to-day conduct of the funded project rests with the recipient. OJP, however, may have substantial involvement in matters such as coordination efforts and site selection, as well as review and approval of work plans, research designs, data collection instruments, and major project-generated materials. In addition, OJP often indicates in the award condition that it may redirect the project if necessary.

In addition to a condition that sets out the “substantial federal involvement” in the award, cooperative agreements awarded by OJP include a condition that requires specific reporting in connection with conferences, meetings, retreats, seminars, symposia, training activities, or similar events funded under the award.

### **General Information about Post-Federal Award Reporting Requirements**

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit the following reports and data.

Required reports: Recipients typically must submit quarterly financial reports, semiannual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

Awards that exceed \$500,000 will include an additional condition that, under specific circumstances, will require the recipient to report (to FAPIIS) information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either the OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Additional information on this reporting requirement appears in the text of the award condition posted on the OJP website at <http://ojp.gov/funding/FAPIIS.htm>.

Data on performance measures: In addition to required reports, an award recipient also must provide data that measure the results of the work done under the award. To demonstrate program progress and success, as well as to assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, OJP will require any recipient, post award, to provide the data listed as “Data Recipient Provides” in the performance measures table in

[Section D. Application and Submission Information](#), under "Program Narrative," so that OJP can calculate values for this solicitation's performance measures.

## **G. Federal Awarding Agency Contact(s)**

For OJP Contact(s), see ["Contact Information."](#)

For contact information for Grants.gov, see ["Contact Information."](#)

## **H. Other Information**

### **Freedom of Information Act and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)**

All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. By law, DOJ may withhold information that is responsive to a request pursuant to FOIA if DOJ determines that the responsive information either is protected under the Privacy Act or falls within the scope of one of nine statutory exemptions under FOIA. DOJ cannot agree in advance of a request pursuant to FOIA not to release some or all portions of an application.

In its review of records that are responsive to a FOIA request, OJP will withhold information in those records that plainly falls within the scope of the Privacy Act or one of the statutory exemptions under FOIA. (Some examples include certain types of information in budgets, and names and contact information for project staff other than certain key personnel.) In appropriate circumstances, OJP will request the views of the applicant/recipient that submitted a responsive document.

For example, if OJP receives a request pursuant to FOIA for an application submitted by a nonprofit or for-profit organization or an institution of higher education, or for an application that involves research, OJP typically will contact the applicant/recipient that submitted the application and ask it to identify—quite precisely—any particular information in the application that the applicant/recipient believes falls under a FOIA exemption, the specific exemption it believes applies, and why. After considering the submission by the applicant/recipient, OJP makes an independent assessment regarding withholding information. OJP generally follows a similar process for requests pursuant to FOIA for applications that may contain law-enforcement sensitive information.

### **Provide Feedback to OJP**

To assist OJP in improving its application and award processes, OJP encourages applicants to provide feedback on this solicitation, the application submission process, and/or the application review process. Provide feedback to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

**IMPORTANT:** This email is for feedback and suggestions only. OJP does **not** reply from this mailbox to messages it receives in this mailbox. Any prospective applicant that has specific questions on any program or technical aspect of the solicitation **must** use the appropriate telephone number or email listed on the front of this document to obtain information. These contacts are provided to help ensure that prospective applicants can directly reach an individual who can address specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your résumé to [ojppeerreview@lmsolas.com](mailto:ojppeerreview@lmsolas.com). (Do not send your résumé to the OJP Solicitation Feedback email account.) **Note:** Neither you nor anyone else from your organization or entity can be a peer reviewer in a competition in which you or your organization/entity has submitted an application.

## Application Checklist

### FY 2017 Technology Innovation for Public Safety (TIPS) Addressing Precipitous Increases in Crime

This application checklist has been created to assist in developing an application.

#### What an Applicant Should Do:

##### *Prior to Registering in Grants.gov:*

- \_\_\_\_\_ Acquire a DUNS Number (see page 30)
- \_\_\_\_\_ Acquire or renew registration with SAM (see page 30)

##### *To Register with Grants.gov:*

- \_\_\_\_\_ Acquire AOR and Grants.gov username/password (see page 30)
- \_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see page 30)

##### *To Find Funding Opportunity:*

- \_\_\_\_\_ Search for the Funding Opportunity on Grants.gov (see page 31)
- \_\_\_\_\_ Download Funding Opportunity and Application Package (see page 31)
- \_\_\_\_\_ Sign up for Grants.gov email [notifications](#) (optional) (see page 29)
- \_\_\_\_\_ Read [Important Notice: Applying for Grants in Grants.gov](#)
- \_\_\_\_\_ Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm) (see page 15)

##### *After Application Submission, Receive Grants.gov Email Notifications That:*

- \_\_\_\_\_ (1) application has been received,
- \_\_\_\_\_ (2) application has either been successfully validated or rejected with errors (see page 31)

##### *If No Grants.gov Receipt, and Validation or Error Notifications are Received:*

- \_\_\_\_\_ contact BJA regarding experiencing technical difficulties (see page 31)

#### Overview of Post-Award Legal Requirements:

- \_\_\_\_\_ Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards](#)" in the OJP Funding Resource Center.

#### Scope Requirement:

- \_\_\_\_\_ The federal amount requested is within the allowable limit(s) of up to \$500,000.

**Eligibility Requirement:** refer to the eligibility requirements on the [title page](#).

## What an Application Should Include:

_____	Application for Federal Assistance (SF-424)	(see page 16)
_____	Intergovernmental Review	(see page 16)
_____	Statement of Eligibility	(see page 17)
_____	Project Abstract	(see page 17)
_____	Program Narrative	(see page 21)
_____	Budget Detail Worksheet	(see page 21)
_____	Budget Narrative	(see page 21)
_____	Indirect Cost Rate Agreement (if applicable)	(see page 23)
_____	Tribal Authorizing Resolution (if applicable)	(see page 24)
_____	Financial Management and System of Internal Controls Questionnaire and Disclosure of High Risk (if applicable)	(see page 24)
_____	Disclosure of Lobbying Activities (SF-LLL)	(see page 25)
_____	Additional Attachments	
_____	_____ Applicant Disclosure of Pending Applications	(see page 25)
_____	_____ Research and Evaluation Independence and Integrity	(see page 26)
_____	Disclosure of Process related to Executive Compensation	(see page 27)
_____	Request and Justification for Employee Compensation Waiver (if applicable)	(see page 14)