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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>	<b>Member</b>



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

### **AGENDA**

June 26, 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:** Concurring with the recommendation of Parish administration to award Bid 17-RB-51 Purchase of Aggregate Material for Various Departments/Divisions to the lowest qualified bidder Vulcan Construction Material, LLC and reject the bid of Lafarge Aggregate
2. **RESOLUTION:** Approving the 2017 Five Year Capital Outlay Budget Amendment as submitted by the Terrebonne Parish Veterans Memorial District; for the construction of the Museum Building Phase II.
3. **RESOLUTION:** Authorizing the Parish President, Gordon E. Dove, to enter into an agreement with South Louisiana Wetlands Discovery Center to provide \$10,000 to be used for the Rougarou Festival being held October 21-22, 2017
4. **RESOLUTION:** Authorizing the Parish President to execute an Intergovernmental Agreement/Cooperative

Endeavor Agreement between Bayou Cane Fire Protection District and TPCG on behalf of the Houma Fire Department for donation of SCBA (Self Contained Breathing Apparatus) and equipment.

5. Discussion and possible action with regards to allocating an additional \$10,000 for the continuance of Parish summer camp programs until the end of summer.
6. CONSIDER THE INTRODUCTION OF AN ORDINANCE TO AMEND THE 2017 ADOPTED OPERATING BUDGET AND 5-YEAR CAPITAL OUTLAY BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEMS AND TO PROVIDE FOR RELATED MATTERS.  
Houma Police Department, \$7,061  
Lake Boudreaux Diversion Project, (\$1,155,258)  
Bayou Black Pump Station, \$4,123,436  
Bayou Terrebonne Pump Station, \$100,000  
Reclass General Fund accounts, Net effect -0-  
and calling a public hearing on said matter on July 12 at 6:30 pm
7. RESOLUTION: Authorizing the Parish President to execute the Sales Tax Department Lease.
8. RESOLUTION: Authorizing the Parish President to execute an application form to the 2017 Walmart Community Grant for the Houma Police Department of the Terrebonne Parish Consolidated Government.
9. RESOLUTION: Authorizing the Parish President to execute an application form to the 2017 Walmart Community Grant for the Houma Fire Department of the Terrebonne Parish Consolidated Government; and to address others matters relative thereto. (This is an opportunity to receive a community grant from Wal-Mart to purchase smoke alarms and fire education materials.)
10. Discussion and possible action with regards to requesting that Administration consider allocating an additional \$60,000 for the L.E.N.S. Program to target crime.
11. Introducing an ordinance to declare vehicles from the Houma Police Department as surplus and calling a public hearing on July 12, 2017 at 6:30 p.m.
12. RESOLUTION: Authorizing the Parish President to execute an application form to The Bureau of Justice Assistance (BJA) for the (FY) 2017 Bulletproof Vest Partnership (BVP) solicitation for the Houma Police Department of the Terrebonne Parish Consolidated Government.
13. RESOLUTION: Concurring with the recommendation of Parish Administration approving the sole source / proprietary purchase of various Isuzu diesel engine parts from M & L Engine Company, LLC.
14. RESOLUTION: Authorizing the Parish President to award Bid 17-DRA-25 Purchase of Five (5) New/Unused 7:2 Ratio Right Angle Gear Drives to award to the lowest responsive, responsible bidder.
15. RESOLUTION: Authorizing the Parish President to execute an application form to the U.S. Department of Justice FY2017 Community Oriented Policing Services (COPS) Hiring Program for the Houma Police Department of the Terrebonne Parish Consolidated Government
16. RESOLUTION: Concurring with the recommendation of the Parish President approving the emergency public works project to include the purchase, delivery and installation / integration of two (2) used 12" skid mounted pump packages.
17. RESOLUTION: Concurring with Parish Administration to declare obsolete items as surplus from various parish departments/divisions.
18. Adjourn

Category Number:  
Item Number:



Monday, June 26, 2017

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**Item Title:**  
INVOCATION

**Item Summary:**  
INVOCATION

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Category Number:  
Item Number:



Monday, June 26, 2017

---

**Item Title:**

PLEDGE OF ALLEGIANCE

**Item Summary:**

PLEDGE OF ALLEGIANCE

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Monday, June 26, 2017

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**Item Title:**

Bid 17-RB-51 Purchase of Aggregate Material for Various Departments/Divisions

**Item Summary:**

RESOLUTION: Concurring with the recommendation of Parish administration to award Bid 17-RB-51 Purchase of Aggregate Material for Various Departments/Divisions to the lowest qualified bidder Vulcan Construction Material, LLC and reject the bid of Lafarge Aggregate

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Bid 17-RB-21 Executive Summary	6/15/2017	Executive Summary
Bid 17-RB-21 Resolution to Award	6/15/2017	Resolution
Bid 17-RB-21 Support Material	6/15/2017	Backup Material



## EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

### PROJECT TITLE

RESOLUTION: Bid 17-RB-21 Purchase of Aggregate Material for Various Departments/Divisions

### PROJECT SUMMARY (200 WORDS OR LESS)

Award bid 17-RB-21 Purchase of Aggregate Material to Vulcan Construction Material, LLC and reject the bid of Lafarge Aggregate

### PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

The aggregate material will be used by the Roads and Bridges Division for the maintenance of various roadways and shoulders, and also used, as needed by other departments/divisions for various projects/maintenance throughout Terrebonne Parish.

### TOTAL EXPENDITURE

Item #1 -26.85 per ton; Item #2 - \$26.85 & Item #3- \$27.85

### AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

☒ ACTUAL

☐ ESTIMATED

### IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)

☐ N/A

☐ NO

☒ YES

IF YES AMOUNT  
BUDGETED:

\$125,000.00 (R&B only)

### COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

☒ PARISHWIDE

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

☐ 6

☐ 7

☐ 8

☐ 9

Signature

Date

OFFERED BY:

SECONDED BY:

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

**WHEREAS**, on May 31, 2017 bids were received by the Terrebonne Parish Consolidated Government (TPCG) for Bid 17-RB-21 Purchase of Aggregate Material for Various Departments/Divisions, and

**WHEREAS**, after careful review by the Purchasing Division, David Rome, Roads and Bridges Superintendent and Mike Touns, Public Works Director, it has been determined that the bid of Vulcan Construction Material, LLC should be accepted for Item #1 at \$26.85 per ton, Item #2 at \$26.85 per ton and Item #3 at \$27.85 per ton and the bid of Lafarge Aggregate, must be rejected for failure to comply with the "Requirements and Instructions for Bidders", and

**WHEREAS**, The term of this agreement shall be effective from the date of the Notice of Award for a period of twelve (12) months and may be extended at TPCG's option, for two (2) additional one (1) year terms in accordance with the terms, conditions, prices and specifications contained in the bid.

**WHEREAS**, Parish Administration has concurred with the recommendation that the bid of Vulcan Construction Material, LLC be accepted for Bid 17-RB-21 Purchase of Aggregate Material for Various Departments/Divisions at the aforementioned prices and the bid of Lafarge Aggregates be rejected as per attached documents, and

**NOW, THEREFORE BE IT RESOLVED** by Terrebonne Parish Council (Budget and Finance Committee), on behalf of the Terrebonne Parish Consolidated Government, that the recommendation of the Parish Administration be accepted for the purchase of aggregate material as per attached documents

**THERE WAS RECORDED:**

**YEAS:**

**NAYS:**

**ABSTAINING:**

**ABSENT:**

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



**Bid Cover Sheet** #2434

**Bid Name:** Bid 17-RB-21 Purchase of Aggregate Material for Various Departments/Divisions

**Bid(s) Received:** 2      **Bid Date:** 05/31/2017      **Bids Opened By:** Gina Bergeron

[illegible]

## Purchasing Department Comments:

Three bids were submitted. Vulcan Construction Material LLC and Slat's Lucas Aggregates provided the proper documentation as required by the "Instructions for Bidders." The bid of Lafarge Aggregates must be rejected for failure to comply with the "Instructions for Bidders. Vulcan is the lowest qualified bidder. The file is being forwarded to the requesting division for review of the specifications and award recommendation

Purchasing Bid Form Listing ▼

TPCG Secure Login  
Gina Bergeron - gbergeron@tpcg.org  
[Main Menu](#) [Help](#) [Logout](#)

Purchasing Bid Form Listing > Maintenance Bid: '2436'

[< Return to List](#)

Approval Details

Printer Version

Bid Form Id: 2436

Bid Name: Bid 17-RB-21 Purchase of Aggregate Material for Vario

\* Bids Opened By: Gina Bergeron

\* Department: Public Works Department

\* Division:

Bid Type: Bid Cover Sheet

- Approval Sequence:
1. Reviewer - approved on 06/01/2017 by purth03
  2. Division Head - approved on 06/02/2017 by mctoups
  3. Department Head - approved on 06/02/2017 by mctoups
  4. Chief Financial Officer - approved on 06/07/2017 by kmauldin
  5. Parish Manager - approved on 06/08/2017 by admin02
  6. Parish President - approved on 06/09/2017 by gdove
  7. Purchasing Manager - approved on 06/09/2017 by purth03

\* Date: 05/31/2017 (mm/dd/yyyy)

Related RFB: Crushed limestone aggregate for the shelling of roads and shoulders. ▼

Charge Account: 251-310-8231-02

Estimated Price: 50000.00

Amount Budgeted: 125000.00

Status: Complete

Comments: Three bids were submitted. Vulcan Construction Material LLC and Slat's Lucas Aggregates provided the proper documentation as required by the "Instructions for Bidders" The bid of Lafarge Aggregates must be rejected for failure to comply with the "Instructions for Bidders. Vulcan is the lowest qualified bidder. The file is being forwarded to the requesting division for review of the specifications and award recommendation ▼

Award Bid To: Vulcan

Award Amount: .00

Bidders:

\* Name:

Vulcan

\* Amount:

14833.25

\* Check:

0

\* Bond:

0.00

Remove Bidder Entry

\* Name:

Slats

\* Amount:

15337.50

\* Check:

0

\* Bond:

0.00

Remove Bidder Entry

Add New Bidder

Additional Departments

Department	Division	ChargeAccount
------------	----------	---------------

Documents:

DOC053117-003.pdf - Added By Gina Bergeron Bid Documents and Tabulations

(purh05)

Add New Document

Save Changes

\* Denotes required fields.

Bid added by Gina Bergeron on 05/31/2017

"Bid Analysis" -  
Line item View  
(Contains all vendor prices)  
Bid # 17-RB-21 Purchase of Aggregate Material for Various Departments/Divisions  
Bids will be received until:2017-05-31 14:00:00

Item 1  
#610 gradation  
Qty:45

Supplier (Company Name)	Unit Price	Ext. Total	Mfg Name	Part Number
-------------------------	------------	------------	----------	-------------

LafargeHolcim (LafargeHolcim) 26 1170 LA DOTD 610 8698

VulcanMaterialsCo (Vulcan Ma 26.85 1208.25 Vulcan 15741BLK

statslucas (Stats Lucas Agg) 27.5 1237.5 610 610

Item 2  
#1/4 x 0 gradation  
Qty:300

Supplier (Company Name)	Unit Price	Ext. Total	Mfg Name	Part Number
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LafargeHolcim (LafargeHolcim) 25.5 7650 1/4X0 7228

Supplier (Company Name)	Unit Price	Ext. Total	Mfg Name	Part Number
-------------------------	------------	------------	----------	-------------

"Bid Analysis" -	VulcanMaterial&Co (Vulcan Ma 26.85	8055	Vulcan	30011
	slatslucas (Slats Lucas Agg)	28	1/4x0	140

Item 3

#57 gradation

Qty:200

LafargeHolcim (LafargeHolcim) 28	5600	WASHED 57	7020	
	VulcanMaterial&Co (Vulcan Ma 27.85	5570	Vulcan	25281BLK
slatslucas (Slats Lucas Agg)	28.5	5700	W57	570



TPCG-MS - Bid Opening Report

Title

Bid 17-RB-21 Purchase of Aggregate Material for Various Departments/Divisions

Bid Opening/Expiration Date/Time:

2017-05-31 14:00:00

Vendor (company name of each vendor)	LA Contractor License #	Total Bid Price
LafargeHolcim		14,420.0000
Vulcan Materials Company		14,833.2500
Slats Lucas Agg		15,337.5000

OFFICIAL BID FORM  
SECTION "A"

(Must be fully completed and uploaded as an attachment to CAH with submittal of bid)

Bid No. 17-RB-21 Purchase of Aggregate Material for Various Departments/Divisions

Availability of Material: In 30 days from Notice of Award.

This bid will be awarded to the vendor who submits the lowest price on all three items combined. Failure by a bidder to submit a bid on all three items listed shall render the bid as non-responsive.

TPCG reserves the right to increase or decrease quantities, at the unit price stated in the bid.

\*\*\*\*\*  
The undersigned bidder hereby declares and represents that she/he, a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) has personally inspected and is familiar with the project site, and hereby proposes to provide materials and supplies as required, all in strict accordance with the Bidding Documents prepared by: TPCG Purchasing Division and dated May 2017.

NAME OF BIDDER: Vulcan Construction Materials, LLC

ADDRESS OF BIDDER: 8400 Veterans Memorial Blvd, Suite 105

Kenner, LA 70062

NAME OF AUTHORIZED SIGNATORY BIDDER: (Printed or Typed) Christina N. Alvord

SIGNATURE OF AUTHORIZED SIGNATORY BIDDER \*\* Christina M. Alvord

TITLE OF AUTHORIZED SIGNATORY BIDDER: President, Southern and Gulf Coast Division

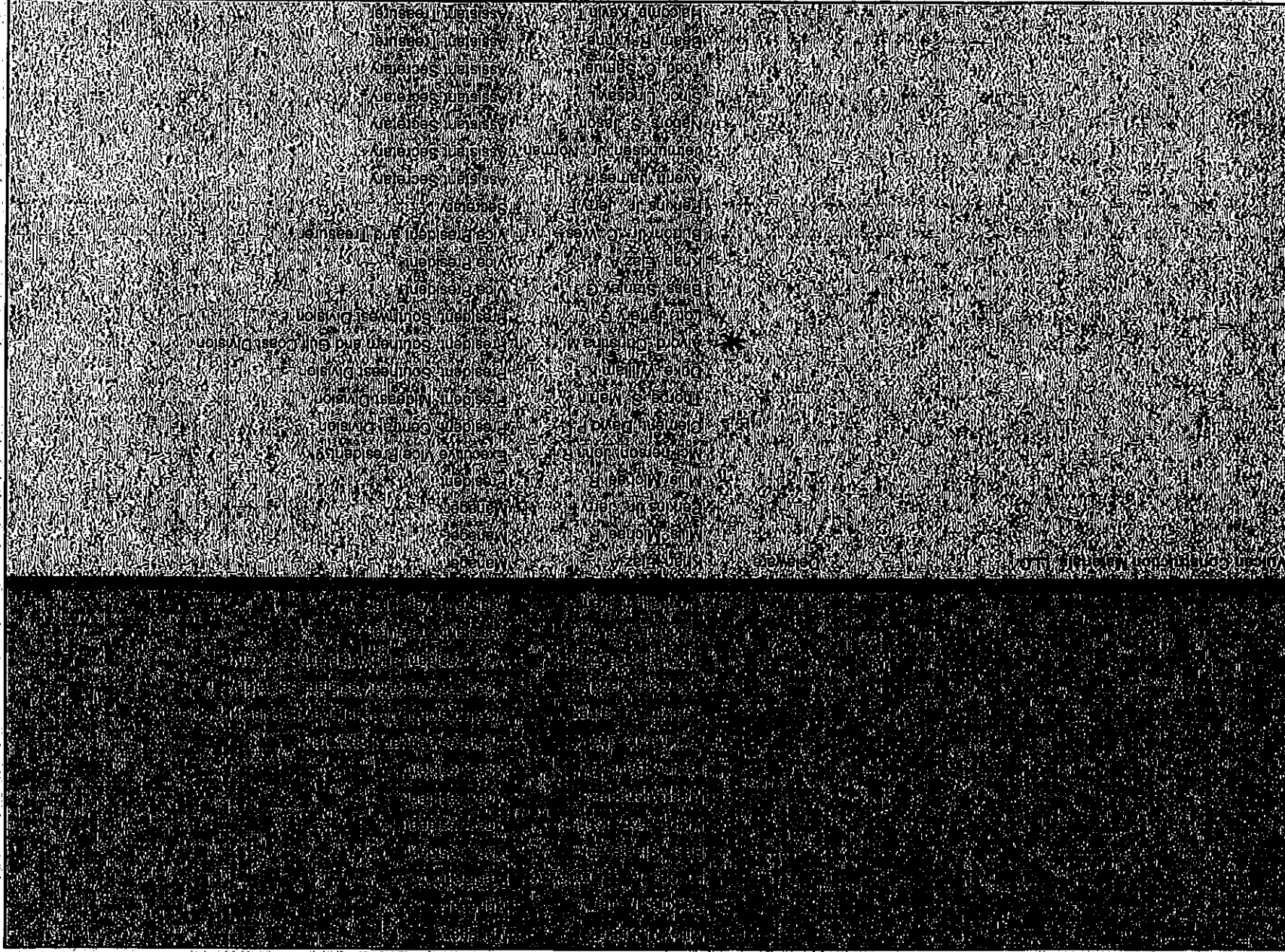
DATE: 5/30/2017

\*\* Signature Authorization. (If applicable) Written evidence of the person signing the bid SHALL be submitted at the time of bidding, in accordance with LA R.S. 38:2212(B)(5)

Address of Plant Site where aggregate material is located for pick-up:

3639 Industrial Avenue A

Thiboda, LA 70363







**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

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**Central Bidding Time:** Wed May 31, 2017 2:20:11 PM GMT-6

Place a Bid for

Please enter your best bid proposal for this project

Bid table

**NOTICE:** If you would like to save your work in order to return to make modifications to this form at a later time, you **MUST** complete the bid submittal process. If you leave this form prior to submitting your bid as outlined below, no information will be saved.  
-Scroll to the bottom of the page and select the **NEXT** button.  
-Enter your private key on the following preview page, and select the **Submit Bid** button.  
-You can then return to this bid form and repeat this process as often as necessary until the set time has expired.  
-You must complete the process above **BEFORE** the time has expired. Once the time of the bid has expired you will no longer have access to your bid and your last submitted bid information will be provided to the Listing Owner.

Bidding This Item?	Item	Quantity	Unit of measure	Short description	Part #	Mfg. name	Price	Extended price
<input checked="" type="checkbox"/>	1	45	tons	#610 gradation	15741B	Vulcan	26.85	1,208.2500
<input checked="" type="checkbox"/>	2	300	tons	#1/4 x 0 gradation	30011	Vulcan	26.85	8,055.0000
<input checked="" type="checkbox"/>	3	200	tons	#57 gradation	25281B	Vulcan	27.85	5,570.0000
Total Extended Price:								14,833.2500

Vendor Contractor Number

Vulcan

Enter all information required on the outside of the sealed envelope in the box below

Vulcan Construction Materials, LLC  
2400 Veterans Memorial Blvd, Suite 105  
Kenner, LA 70062

Bid No. 17-RB-21 Purchase of Aggregate Material for Various Departments/Divisions

Bid Bond #

Upload Attachment(s)

Click the Upload button in order to upload bid related documents

[Home](#) - [Central Bidding](#) - [Register](#) - [Contact Us](#) - [Terms](#)

[Renew/Upgrade Membership](#)



Central Auction House, LTD

OFFICIAL BID FORM  
SECTION "A"

(Must be fully completed and uploaded as an attachment to CAH with submittal of bid)

Bid No. 17-RB-21 Purchase of Aggregate Material for Various Departments/Divisions

Availability of Material: In 14 days from Notice of Award.

This bid will be awarded to the vendor who submits the lowest price on all three items combined. Failure by a bidder to submit a bid on all three items listed shall render the bid as non-responsive.

TPCG reserves the right to increase or decrease quantities, at the unit price stated in the bid.

.....  
The undersigned bidder hereby declares and represents that she/he; a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) has personally inspected and is familiar with the project site, and hereby proposes to provide materials and supplies as required, all in strict accordance with the Bidding Documents prepared by: TPCG Purchasing Division and dated May 2017.

NAME OF BIDDER: Shats ~~Lucas~~ Lucas Aggregates

ADDRESS OF BIDDER: 562 Elks Lake Rd  
Hattiesburg, MS 39401

NAME OF AUTHORIZED SIGNATORY BIDDER: (Printed or Typed) Steven M. Warner

SIGNATURE OF AUTHORIZED SIGNATORY BIDDER \*\* [Signature]

TITLE OF AUTHORIZED SIGNATORY BIDDER: President

DATE: 5/26/17

\*\* Signature Authorization. (If applicable) Written evidence of the person signing the bid SHALL be submitted at the time of bidding, in accordance with LA R.S. 38:2212(B)(5)

Address of Plant Site where aggregate material is located for pick-up:

1147 Coteau Rd,  
Houma, LA 70364



PO Box 572, Hattiesburg, MS 39403, 601-544-7811 Office 601-544-6203 Fax

May 31, 2017

To Whom it may concern

Steven M. Warren is the President of Slats Lucas Aggregates LLC.

A handwritten signature in black ink, appearing to read "David McKay".

David McKay, CFO

Slats Lucas Aggregates LLC





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  - Create New TPCG-MS
- Logout (tpcg)

**Central Bidding Time:** Wed May 31, 2017 2:24:16 PM GMT-6

Place a Bid for

Please enter your best bid proposal for this project

Bid table

**NOTICE:** If you would like to save your work in order to return to make modifications to this form at a later time, you MUST complete the bid submittal process. If you leave this form prior to submitting your bid as outlined below, no information will be saved.  
-Scroll to the bottom of the page and select the **NEXT** button.  
-Enter your private key on the following preview page, and select the **Submit Bid** button.  
-You can then return to this bid form and repeat this process as often as necessary until the set time has expired.  
-You must complete the process above **BEFORE** the time has expired. Once the time of the bid has expired you will no longer have access to your bid and your last submitted bid information will be provided to the Listing Owner.

Bidding This Item?	Item	Quantity	Unit of measure	Short description	Part #	Mfg. name	Price	Extended price
<input checked="" type="checkbox"/>	1	45	tons	#610 gradation	610	610	27.50	1,237.5000
<input checked="" type="checkbox"/>	2	300	tons	#1/4 x 0 gradation	140	1/4x0	28.00	8,400.0000
<input checked="" type="checkbox"/>	3	200	tons	#57 gradation	570	w57	28.50	5,700.0000
Total Extended Price:								15,337.5000

Vendor Contractor Number

Stats Lucas Hg





**CENTRALBIDDING**  
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Central Bidding Time: Wed May 31, 2017 2:14:55 PM GMT-6

Location:	Metairie > Louisiana > USA
Name:	Scott Plourde
Email:	scott.plourde@lafargeholcim.com
Address:	1 Galleria Blvd
Zip code:	70001
Contact number:	(504) 875-2374
Official Company/Business Name:	LafargeHolcim
Are you registered with the State of Louisiana as a Disadvantaged Business Enterprise (DBE)?:	No
Is your company owned my a female?:	No
Is your company owned by a minority?:	No
Louisiana Contractor ID#:	
NIGP Codes: (Commodity code categories)	15015 - Concrete, Polymer, All Types
	74502 - Asphalt, AC (Asphalt/Cement)
	77006 - Aggregate, Gravel, Marble and Stone Chips, etc. (For Roofs)
	91327 - Construction, Highway and Road
	91484 - Trade Services, Construction (Not Otherwise Classified)

Where To?



[Main Menu](#)

Reject  
No Section "A"

Category Number:  
Item Number: 2.



Monday, June 26, 2017

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**Item Title:**

Veterans Budget Amendment

**Item Summary:**

RESOLUTON: Approving the 2017 Five Year Capital Outlay Budget Amendment as submitted by the Terrebonne Parish Veterans Memorial District; for the construction of the Museum Building Phase II.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Agenda Executive Summary	6/16/2017	Executive Summary
Resolution	6/16/2017	Resolution



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
A resolution approving the 2017 Five Year Capital Outlay Budget Amendment as submitted by the Terrebonne Parish Veterans Memorial District; for the construction of the Museum Building Phase II

PROJECT SUMMARY (200 WORDS OR LESS)
<p><b>WHEREAS</b>, effective June 17, 2008, the Terrebonne Parish Veterans Memorial District (the “District) was created as a governing authority under the provisions of LA R.S. 33:9357, which requires the District to receive approval of the Terrebonne Parish Council prior to any of the following actions by the board:</p> <ol style="list-style-type: none"><li><b>1. Adoption of an annual budget</b></li><li>Purchase, sale or encumbrance of immovable property.</li><li>Submitting for voter approval any tax proposal.</li><li>Any other matter or action as determined by ordinance adopted by the Terrebonne Parish Consolidated Government</li></ol>

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
Veterans 2017 Five Year Capital Outlay Budget Amendment.

TOTAL EXPENDITURE				
Net Increase, \$1,037,575				
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)				
<u>ACTUAL</u>			ESTIMATED	
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)				
N/A	NO	YES	IF YES AMOUNT BUDGETED:	Pending

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

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

Signature

6/16/17

Date

**A resolution approving the 2017 Budget Amendment of the Five-Year Capital Outlay Budget as submitted by the Terrebonne Parish Veterans Memorial District (the District); for the Museum Building Phase II**

**WHEREAS**, effective June 17, 2008, the Terrebonne Parish Veterans Memorial District (the “District”) was created as a governing authority under the provisions of LA R.S. 33:9357, which requires the District to receive approval of the Terrebonne Parish Council prior to any of the following actions by the board:

- 1. Adoption of an annual budget**
2. Purchase, sale or encumbrance of immovable property.
3. Submitting for voter approval any tax proposal.
4. Any other matter or action as determined by ordinance adopted by the Terrebonne Parish Consolidated Government, and

**WHEREAS**, at the June 15, 2017 Board Meeting, the District approved the amendment to their 2017 Five Year Capital Outlay Budget for \$1,037,575 for the construction of the Museum Building Phase II, and

**NOW, THEREFORE BE IT RESOLVED** by the Terrebonne Parish Council (Budget and Finance Committee), on behalf of the Terrebonne Parish Consolidated Government, to approve the Terrebonne Parish Veterans Memorial District Board 2017 Five Year Capital Outlay amendment as per Attachment A

ATTACHMENT A

		2017	
	Adopted	Change	Amended
Transfer In	249,075	(249,075)	-
Principal	210,000	(210,000)	-
Bond Interest	39,075	(39,075)	-
Building Construction	179,710	1,603,225	1,635,070
Museum Display	67,500	(67,500)	-
Fund Balance		(1,037,575)	



Monday, June 26, 2017

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**Item Title:**

Rougarou Festival

**Item Summary:**

RESOLUTION: Authorizing the Parish President, Gordon E. Dove, to enter into an agreement with South Louisiana Wetlands Discovery Center to provide \$10,000 to be used for the Rougarou Festival being held October 21-22, 2017

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Resolution	6/16/2017	Executive Summary
Executive Summary	6/16/2017	Resolution
Backup - CEA	6/16/2017	Backup Material

OFFERED BY:  
SECONDED BY:

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

A Resolution authorizing the Parish President, Gordon E. Dove, to enter into an agreement with South Louisiana Wetlands Discovery Center to provide \$10,000 to be used for the Rougarou Festival being held October 21-22, 2017.

**WHEREAS**, Article VII, Section 14 of the Louisiana Constitution 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 Rougarou Festival (Festival), a first time event in 2012, was designed by the CENTER to celebrate Cajun Folklore and raise awareness about coastal landloss, and which exceeded expectations with people attending the Festival from as far as Canada; and

**WHEREAS**, TPCG and CENTER believe they can substantially benefit the tourism efforts in Terrebonne Parish by entering into this cooperative endeavor; 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 E. Dove, Parish President to enter into a Cooperative Endeavor Agreement pending Legal review with South Louisiana Wetlands Discovery Center for an amount not to exceed \$10,000.



## EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
A Resolution authorizing the Parish President, Gordon E. Dove, to enter into an agreement with South Louisiana Wetlands Discovery Center to provide \$10,000 to be used for the Rougarou Festival being held October 21-22, 2017

PROJECT SUMMARY (200 WORDS OR LESS)
The Rougarou Festival (Festival), was designed by the South Louisiana Wetlands Discovery Center to celebrate Cajun Folklore and raise awareness about coastal landloss, and which exceeded expectations with people attending the Festival from as far as Canada; and TPCG and CENTER believe they can substantially benefit the tourism efforts in Terrebonne Parish by entering into this cooperative endeavor

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

TOTAL EXPENDITURE		
\$10,000		
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)		
ACTUAL	ESTIMATED	
IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)		
N/A	NO	<u>YES</u>
IF YES AMOUNT BUDGETED:		\$10,000

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

s/Kandace M. Mauldin  
Signature

June 6, 2017  
Date



**COOPERATIVE ENDEAVOR AGREEMENT  
BETWEEN  
TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
AND  
SOUTH LOUISIANA WETLANDS DISCOVERY CENTER**

This agreement is made and entered into on the date and place indicated below between:

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

**SOUTH LOUISIANA WETLANDS DISCOVERY CENTER (“the CENTER”)** a non-profit corporation of the State of Louisiana represented herein by its duly authorized Executive Director, Jonathan Foret,

who declares as follows:

**WHEREAS**, Article VII, Section 14 of the Louisiana Constitution 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 Rougarou Festival (Festival), a first time event in 2012, was designed by the CENTER to celebrate Cajun Folklore and raise awareness about coastal landloss, and which exceeded expectations with people attending the Festival from as far as Canada; and

**WHEREAS**, TPCG and CENTER believe they can substantially benefit the tourism efforts in Terrebonne Parish by entering into this cooperative endeavor; and

**NOW THEREFORE**, in consideration of the agreement herein contained, the Terrebonne Parish Consolidated Government, and CENTER, each represented by the undersigned duly authorized to act herein, respectively, agree to the following:

**Purpose**

The purpose of this Cooperative Endeavor Agreement between TPCG and CENTER is to utilize Parish Funds to attract more non-resident visitors by enhancing the Festival with quality entertainment for stage performances, activities for children, a parade, logistical support, and enabling the CENTER to plan for a two day event.

**Execution**

The CENTER shall create, plan, and execute the Festival as described herein. The Festival events shall be designed to increase tourism, and to publicize southern Louisiana with particular emphasis on Terrebonne Parish’s culture and distinctive coast/wetlands. Admission to the Festival shall be free and open to the public. It shall be a comprehensive event that celebrates our Cajun Folklore and raises awareness about coastal landloss; educates students, visitors and the general public on the importance of the habitat of the Rougarou while providing a fun-filled event that is family friendly.

CENTER shall, within sixty (60) days of the effective date of this agreement, provide the TPCG with a written timeline and schedule of goals, which shall establish deadlines for the goals of each Project. Goals shall include but not be limited to deadlines for procuring additional funding, launching advertising, securing entertainment, booking vendors, securing venues, securing permits, and executing the Project.

## **Terms and Conditions**

1.

1. Should the Festival not be executed by October 21-22, 2017, the Festival is considered to have expired. If a Festival expires, CENTER must return funds advanced by the TPCG within 14 days of the Festival expiration date as a debt due and owing to the TPCG.
2. Any and all funds are to be used prior to the deadline set above and solely for the purpose specified herein unless written permission has been obtained from the TPCG to vary these purposes. Any funds not so used must be returned by CENTER to the TPCG within 14 days of the completion date or expiration date of the project as a debt due and owing to the TPCG.
3. The assistance of the Terrebonne Parish Consolidated Government must be acknowledged in some way appropriate to the final product of the festival. The Terrebonne Parish Consolidated Government has registered a trademark with the US Patent and Trademark Office – Saltwater Fishing Capital of the World® – for the parish tourism initiative. The TPCG’s trademark and seal, message, and requirements for use and display may be forwarded to the CENTER by the TPCG. The final completion report will include copies of all Festival publicity.
4. As a condition of accepting financial assistance from the TPCG, CENTER agrees to cooperate and permit an evaluation and audit of the CENTER if deemed necessary by the TPCG. Complete financial records must be retained by CENTER and made available to the TPCG upon request.

2.

In consideration for the performance of the services specified in this Cooperative Endeavor Agreement, TPCG agrees to provide CENTER with Ten Thousand (\$10,000.00) Dollars for the Festival.

3.

This Agreement shall be terminated under any or all of the following conditions:

- a. By written mutual agreement and consent of the parties hereto.
- b. *For cause:* By TPCG as a consequence of the failure of CENTER to comply with the terms and conditions of this Agreement in a satisfactory manner, proper allowance being made for circumstances beyond the control of CENTER, provided TPCG has first given CENTER 30 days written notice of the alleged failure to comply and an opportunity to cure the alleged failure by thirty (30) days written notice by CENTER or TPCG. *For convenience:* By thirty (30) days written notice by either party.

4.

**No-waiver.** The failure of TPCG and CENTER to enforce any of the terms of this Agreement or to provide any of the supporting documentation in any particular instance shall not constitute a waiver of, or preclude the subsequent enforcement of, any or all of the terms or conditions of this Agreement or of any of the supporting documentation.

5.

**Complete Contract.** 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.

6.

**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.

7.

**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.

8.

**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.

9.

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

10.

**Assignment.** No party shall assign, in whole or in part, the rights and obligations under this Agreement in any manner except by operation of law or by the consent of the non-assigning party obtained beforehand in writing, and in case of such assignment so consented to, all of the conditions and provisions herein shall apply to such substituted party.

11.

**Indemnification.** CENTER 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 wrongful act or omission of CENTER its agents, servants, employees, or assigns, except that the indemnity provided in this agreement shall not apply to any liability resulting from the negligence or fault of TPCG, and in the event of joint and concurrent negligence of both CENTER 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,

CENTER 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.

12.

**Insurance.** The CENTER 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 1 which is attached and incorporated herein.

13.

**Severability.** If any term of this Agreement or the application thereof is held invalid, such invalidity shall not affect other terms or applications which can be given effect without the invalid term or application; to this end the terms of this Agreement are declared severable.

14.

**Non-Appropriation.** Notwithstanding any provisions herein, in the event sufficient funds for the performance of this Agreement 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 CENTER of such facts and the Parish's intention to terminate its financial obligation.

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

**WITNESSES:**

**TERREBONNE PARISH  
CONSOLIDATED GOVERNMENT**

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

BY: \_\_\_\_\_  
**GORDON E. DOVE  
PARISH PRESIDENT**

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

**WITNESSES:**

**SOUTH LOUISIANA WETLANDS  
DISCOVERY CENTER**

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

BY: \_\_\_\_\_  
**JONATHAN FORET  
EXECUTIVE DIRECTOR**

## **ADDENDUM 1**

### **INSURANCE**

The CENTER 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 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

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

The CENTER 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

CENTER 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.



Monday, June 26, 2017

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**Item Title:**

Intergovernmental Agreement between Bayou Cane Fire Dist. & TPCG for SCBA equipment

**Item Summary:**

RESOLUTION: Authorizing the Parish President to execute an Intergovernmental Agreement/Cooperative Endeavor Agreement between Bayou Cane Fire Protection District and TPCG on behalf of the Houma Fire Department for donation of SCBA (Self Contained Breathing Apparatus) and equipment.

---

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Executive Summary	6/19/2017	Executive Summary
Bayou Cane resolution	6/19/2017	Resolution
Intergovernmental Agreement	6/19/2017	Backup Material





## EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

### PROJECT TITLE

Self Contained Breathing Apparatus Equipment (SCBA)

### PROJECT SUMMARY (200 WORDS OR LESS)

Obtain Self Contained Breathing Apparatus Equipment (SCBA) from Bayou Cane Fire Department

### PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

Needed equipment and no cost to department

### TOTAL EXPENDITURE

0

### AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

### IS PROJECT ALREADY 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



COPY

OFFERED BY: Mr. Picon

SECONDED BY: Mr. Bergeron

RESOLUTION NO. 17-0612-1

**A RESOLUTION  
AUTHORIZING THE CHAIRMAN  
OF THE BOARD OF BAYOU CANE FIRE DISTRICT  
TO EXECUTE A COOPERATIVE ENDEAVOR AGREEMENT  
BETWEEN  
BAYOU CANE FIRE PROTECTION DISTRICT  
AND  
TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
ON BEHALF OF THE  
HOUMA FIRE DEPARTMENT**

**BE IT RESOLVED** by the Bayou Cane Fire Protection District Board of Commissioners, Jeff Teuton, Chairman of Bayou Cane Fire Protection District Board, is hereby authorized to execute the Cooperative Endeavor Agreement between Bayou Cane Fire Protection District and Terrebonne Parish Consolidated Government on behalf of the Houma Fire Department, containing substantially the same terms as set out in the attached agreement; and

**UPON VOTE TAKEN, THERE WAS RECORDED:**

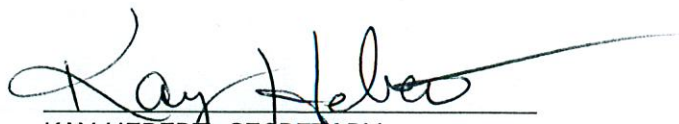
YEAS: 7

NAYS: 0

NOT VOTING: 0

ABSENT: 0

I, Kay Hebert, Secretary for Bayou Cane Fire Protection District, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Bayou Cane Fire Protection District Board of Directors, on the 12 day of June, 2017, where the Board was assembled in Regular Session on the 12 day of June, 2017, at which meeting a quorum was present.

  
KAY HEBERT, SECRETARY  
BAYOU CANE FIRE PROTECTION DISTRICT



**STATE OF LOUISIANA  
PARISH OF TERREBONNE**

**INTERGOVERNMENTAL AGREEMENT/  
COOPERATIVE ENDEAVOR AGREEMENT**

**BETWEEN**

**BAYOU CANE FIRE PROTECTION DISTRICT  
AND  
TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
ON BEHALF OF THE  
HOUMA FIRE DEPARTMENT**

This Agreement made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by and between the following parties:

**Bayou Cane Fire Protection District** of the Parish of Terrebonne, State of Louisiana, a political subdivision of the State of Louisiana, herein represented by Jeff Tueton, District Board Chairman; and

**Terrebonne Parish Consolidated Government** (hereinafter sometimes referred to as "TPCG"), a political subdivision of the State of Louisiana, on behalf of the Houma Fire Department, herein represented by, Gordon E. Dove, President of TPCG.

**WHEREAS**, the provisions of Article VII, Section 14E, allow political subdivisions whose functions include public safety, to donate or exchange movable surplus property between or among political subdivisions.

**WHEREAS**, public safety is a function of both Bayou Cane Fire Protection District and TPCG/Houma Fire Department, providing fire safety and protection and emergency response services to the citizens of Terrebonne Parish, Louisiana.

**THEREFORE**, in consideration of a mutual covenant contained herein, Bayou Cane Fire Protection District and TPCG/Houma Fire Department agree as follows:



That upon execution of this Agreement, Bayou Cane Fire Protection District herein agrees that it shall donate to TPCG/Houma Fire Department, the following items:

**13 oxygen bottles, and**

**10 SCBA (Self Contained Breathing Apparatus) packs, and**

**2 RIT (Rapid Intervention Team) bags**

It is further understood by each party to this Agreement that TPCG/Houma Fire Department agrees to fully inspect and determine whether and ensure that each piece of equipment is in safe working order prior to use, and acknowledges that Bayou Cane Fire Protection District makes no warranty of the quality, working order or safety of any donated items, and further, that TPCG/Houma Fire Department agrees to indemnify, defend and hold Bayou Cane Fire Protection District, its employees, officers and agents, harmless from any and all liability arising from or related to this Agreement, or the equipment transferred herein.

**WHEREAS**, if any term, covenant, condition or provision of this Agreement, or the application thereof to any person or circumstances shall, at any time, or to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term, covenant, condition or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each, term, covenant, condition and provision of this Agreement shall be valid and enforced to the fullest extent permitted by law.

This Agreement, including any attachments that are expressly referred to in this Agreement, contain the entire Agreement between the parties and supersedes all agreements or contracts previously entered into between the parties. No representations were made or relied upon by either party, other than those that are expressly set forth. This Agreement may be modified or amended at any time by mutual consent of the parties, provided that, before any modification or amendment shall be operative and valid, it shall be reduced to writing and signed by the parties.

The validity, interpretation and performance of this Agreement shall be controlled by and construed in accordance with the laws of the State of Louisiana.

Both parties shall comply with all federal and state local laws and regulations, including specifically, the Louisiana Code of Governmental Ethics (R.S. 42:1101, *et seq.*) in carrying out the provisions of this Agreement.

Neither party to this Agreement shall be responsible to the other party hereto for any delays or failure to perform were caused by any circumstances reasonably beyond



the immediate control of the party prevented from performing, including, but not limited to, acts of God.

In the event of default by either party, the aggrieved party shall have all rights granted by the general laws of the State of Louisiana.

All notices and other communications pertaining to this Agreement shall be in writing and shall be transmitted either by personal hand-delivery (and receipted for) or deposited in the United States mail, as certified mail, return receipt requested and postage prepaid, to the other party, addressed as follows:

Bayou Cane Fire Protection District  
6166 West Main Street  
Houma, LA 70360  
Attention: Fire Chief, Kenneth Himel

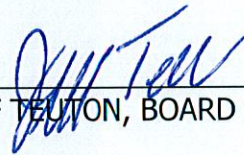
Houma Fire Department  
600 Wood Street  
Attention: Keith Ward, Fire Chief

In Witness whereof, the parties hereto have made and executed this Cooperative Endeavor Agreement as of the day and year first written above.

WITNESS



JEFF TEUTON, BOARD CHAIRMAN



WITNESS

GORDAN E. DOVE, PARISH PRESIDENT

OFFERED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

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

**A RESOLUTION  
AUTHORIZING THE TERREBONNE PARISH PRESIDENT  
ON BEHALF OF TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
ON BEHALF OF THE HOUMA FIRE DEPARTMENT  
TO EXECUTE A COOPERATIVE ENDEAVOR AGREEMENT  
BETWEEN  
TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
OBO THE HOUMA FIRE DEPARTMENT  
AND  
BAYOU CANE FIRE PROTECTION DISTRICT**

**BE IT RESOLVED** by the Terrebonne Parish Council, Gordon E. Dove, President of Terrebonne Parish Consolidated Government, is hereby authorized to execute the Cooperative Endeavor Agreement between Terrebonne Parish Consolidated Government, on behalf of the Houma Fire Department, and Bayou Cane Fire Protection District, containing substantially the same terms as set out in the attached agreement; and

**UPON VOTE TAKEN, THERE WAS RECORDED:**

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

NOT VOTING: \_\_\_\_\_

ABSENT: \_\_\_\_\_

I, \_\_\_\_\_, Secretary for Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Terrebonne Parish Council, on the \_\_\_\_\_ day of \_\_\_\_\_, 2017, where the Board was assembled in Regular Session on the \_\_\_\_ day of \_\_\_\_\_, 2017, at which meeting a quorum was present.

\_\_\_\_\_  
\_\_\_\_\_, SECRETARY  
TERREBONNE PARISH COUNCIL



Category Number:  
Item Number: 5.



Monday, June 26, 2017

---

**Item Title:**

Summer Camp Funding

**Item Summary:**

Discussion and possible action with regards to allocating an additional \$10,000 for the continuance of Parish summer camp programs until the end of summer.

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**ATTACHMENTS:**

**Description**

Summer Camp Funding Request

**Upload Date**

6/22/2017

**Type**

Backup Material



<b>COMMITTEE:</b>	<b>Budget &amp; Finance</b>
<b>MEETING DATE:</b>	06/26/2017
<b>REQUESTED BY:</b>	Councilman John Navy
<b>TOPIC:</b>	Discussion & possible action with regards to allocating \$10,000 for the continuance of Parish Summer camp programs until the end of summer.

**BACKUP INFORMATION:**

<b>ATTACHED:</b>	<b>FORTHCOMING:</b>	<b>NOT NEEDED: XX</b>
------------------	---------------------	-----------------------

<b>TO BE PREPARED BY:</b>	N/A
<b>PERSON COMPLETING FORM:</b>	Suzette Thomas
<b>DATE:</b>	06-21-17



Monday, June 26, 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 5-YEAR CAPITAL OUTLAY BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEMS AND TO PROVIDE FOR RELATED MATTERS.

Houma Police Department, \$7,061

Lake Boudreaux Diversion Project, (\$1,155,258)

Bayou Black Pump Station, \$4,123,436

Bayou Terrebonne Pump Station, \$100,000

Reclass General Fund accounts, Net effect -0-

and calling a public hearing on said matter on July 12 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	6/20/2017	Executive Summary
2017 Various Items for Budget Amendment	6/20/2017	Budget Amendment
2017 Various Items for Budget Amendment	6/20/2017	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 5-YEAR CAPITAL OUTLAY BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEMS AND TO PROVIDE FOR RELATED MATTERS.  I. Houma Police Department, \$7,061 II. Lake Boudreaux Diversion Project, (\$1,155,258) III. Bayou Black Pump Station, \$4,123,436 IV. Bayou Terrebonne Pump Station, \$100,000 V. Reclass General Fund accounts, Net effect -0-

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

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

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

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

Signature

\_\_\_\_\_June 20, 2017

Date

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

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

- I. Houma Police Department, \$7,061
- II. Lake Boudreaux Diversion Project, (\$1,155,258)
- III. Bayou Black Pump Station, \$4,123,436
- IV. Bayou Terrebonne Pump Station, \$100,000
- V. Reclass General Fund accounts, Net effect -0-

SECTION I

WHEREAS, the Houma Police Department received a reimbursement of \$7,061 for damages occurred to unit #235, and

WHEREAS, this reimbursement needs to be reflected in the Auto and Truck Repairs account for the impending repairs to the vehicle.

NOW, THEREFORE BE IT 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 reimbursement for damages occurred to the Houma Police Department vehicle. (Attachment A)

SECTION II

WHEREAS, the Lake Boudreaux Diversion Project is funded from the Department of Natural Resources (DNR), and

WHEREAS, DNR decreased their funding by \$1,155,258 for the Lake Boudreaux Diversion Project.

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 and 5-Year Capital Outlay Budget be amended for the Lake Boudreaux Diversion Project. (Attachment B)

SECTION III

WHEREAS, funding is needed for the Bayou Black Pump Station Project, and

WHEREAS, the funding source is from the Parishwide Drainage Construction Fund for \$4,024,436 and the Capital Projects Control Fund for \$99,000.

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 and 5-Year Capital Outlay Budget be amended to recognize the funding of the Bayou Black Pump Station Project. (Attachment C)

SECTION IV

WHEREAS, funding is needed for the Bayou Terrebonne Pump Station Project, and

WHEREAS, the funding source is from the Parishwide Drainage Construction Fund for \$100,000.

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 and 5-Year Capital Outlay Budget be amended to recognize the funding of the Bayou Terrebonne Pump Station Project. (Attachment D)

#### SECTION V

WHEREAS, certain grants currently accounted for in General Fund need to be reclassified into a grant fund for accounting purposes, and

WHEREAS, the net effect of the change will be zero.

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 for the reclassification of accounts to a Grant Fund. (Attachment E)

Prepared By: Finance Department  
PC File: 2017-Various Items - L  
Date Prepared: 6/19/17 BA #17

**ATTACHMENT A - Houma Police Department**

	2017		
	Adopted	Change	Amended
Compensation Property Damage	(24,203)	(7,061)	(31,264)
Auto & Truck Repairs	52,027	7,061	59,088

**ATTACHMENT B - Lake Boudreaux Diversion**

	2017		
	Adopted	Change	Amended
DNR-Lake Boudreaux Diversion	(1,184,674)	1,155,258	(29,416)
Lake Boudreaux Diversion CWPRA	6,857,039	(1,155,258)	5,701,781

**ATTACHMENT C - Bayou Black Pump Station**

	2017		
	Adopted	Change	Amended
Statewide B Blk Pump Station	-	(950,000)	(950,000)
Mount Pilgrim 6-3 Humphires Drainage	2,313,170	(500,000)	1,813,170
Upper Dularge Levee	623,637	(428,294)	195,343
ML King Drainage Improvement	1,399,188	(1,399,188)	-
Bayou Terrebonne Clear/Snag	846,954	(746,954)	100,000
Bayou Black Pump Station	-	4,123,436	4,123,436
Transfer from Capital Projects Control	(225,691)	(99,000)	(324,691)
Transfer to P/W Drainage Construction	225,691	99,000	324,691
Whiskey Island	140,718	(99,000)	41,718

**ATTACHMENT D - Bayou Terrebonne Pump Station**

	2017		
	Adopted	Change	Amended
Bayou Terrebonne Clear/Snag	100,000	(100,000)	-
Bayou Terrebonne Pump Station	-	100,000	100,000

**ATTACHMENT E - General Fund**

	2017		
	Adopted	Change	Amended
Non-fed share PDMCPL06LA201203	(16,275)	16,275	0
Transfer to PDMC/RFC Grants	20,266	(16,275)	3,991
Transfer from General Fund	(20,266)	16,275	(3,991)
Non-fed share PDMCPL06LA201203	0	(16,275)	(16,275)



Section I



P.O. BOX 6097  
HOUMA, LOUISIANA 70361  
(985) 868-5050



P.O. BOX 2768  
HOUMA, LOUISIANA 70361  
(985) 868-3000

TERREBONNE PARISH  
CONSOLIDATED GOVERNMENT

Memorandum

TO: Customer Service Department

FROM: Loretta Lambert, Risk Management Department

DATE: June 16, 2017

RE: Claimant: Jeffery Mullan  
DOL: 10/5/2016  
Dept.: HPD (204/211)  
Claim #: 10577  
Policy #: 16AL 1130138

☒ X

Please deposit the attached \$7060.60 check #000568734 into account no. 204-000-6912-00 for Houma Police Department. Claimant caused damages to unit #235 due to an auto accident caused by claimant intersection of Honduras St. And Goode St. This is costs of damages to vehicle from other driver's insurance, Sedgwick Claims Management Services, Inc.

Should you have any questions or need additional information, please contact me at 873-6470.

/ll

Attachment

CC (Hard Copy): Claim File

AL Recovery File

CC (Electronically): Kayla Dupre, Accounting

Paulette Garrett, Accounting

J. Dana Ortego, Human Resources & Risk Management

Dana Coleman, HPD

Donna Wedgeworth, HPD

Saltwater Fishing Capital of the World®

ACCT: 204-211-8421-01

APRIL 30, 2017 - MONTH LAST CLOSED

PUBLIC SAFETY FUND

POLICE

AUTO & TRUCK REPAIRS

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2017	52,027	35,093.14	734	16,200
CLOSED:				
2011	60,000	45,034.06	N/A	14,966
2012	60,000	57,844.97	N/A	2,155
2013	69,000	68,297.42	N/A	703
2014	60,000	52,943.18	N/A	7,057
2015	63,071	79,280.23	N/A	16,209--
2016	63,071	58,497.03	N/A	4,574

ENTER = CONTINUE

CF01 = EXIT

CF02 = INPUT

SCR

CF04 = DSP

DETAIL

CF06 = DSP

ENCUMBRANCE

CF08 = PRT

DETAIL



*Section II*

# State of Louisiana

BOBBY JINDAL  
GOVERNOR

## MEMORANDUM

**RECEIVED**

**JUN 13 2017**

**TPCG FINANCE DEPT.**

**TO:** Kyle Graham  
CPRA Executive Director

**THROUGH:** Clifton O. Bingham, Jr.  
CPRA General Counsel

**THROUGH:** Susan Dunham  
CPRA Attorney

**FROM:** Jim Altman  
CPRA Land Manager

**DATE:** October 26, 2015

**RE:** Request for review, and execution of Amendment to Cooperative Endeavor Agreement between Louisiana Coastal Protection and Restoration Authority and Terrebonne Parish Consolidated Government  
North Lake Boudreaux Freshwater Introduction and Hydrologic Management Project TE-0032  
Terrebonne Parish, Louisiana

Attached for your review and execution are two (2) original Amendments to the Cooperative Endeavor Agreement between Louisiana Coastal Protection and Restoration Authority and Terrebonne Parish Consolidated Government. If everything meets with your approval please sign in the places provided and return both original for further handling.

Please let me know if you have any questions. Phone # 225-342-1934 or e-mail [james.altman@la.gov](mailto:james.altman@la.gov)

*De-obligating 1,155,258 / 659-000-6343-22*  
*1,155,258 / 659-301-8941-01*

Attachments two (2)

**2<sup>ND</sup> ADDENDUM TO APPENDIX A**

**SCOPE OF SERVICES**

**Lake Boudreaux Freshwater Diversion Project; TE-32**

The Appendix A to the Cooperative Endeavor Agreement, first entered into by and between the Louisiana Department of Natural Resources, Office of Coastal Resources, predecessor to the Louisiana Coastal Protection and Restoration Authority (herein referred to as "CPRA"), and the Terrebonne Parish Consolidated Government (herein referred to as "Parish"), is hereby amended to define the Scope of Work as set forth in the attached Second Addendum to Appendix A.

The revisions set forth in the Second Addendum do not increase the budget category for this Project.

The Parties agree that the maximum fee paid under this Amended Scope of Services shall not exceed FIFTY THOUSAND AND NO/100 (\$50,000.00), and shall be paid only in the event Parish employs a subcontractor to perform the Scope of Work. Parish agrees to obtain the written approval by CPRA prior to subcontracting the services enumerated in the Second Revision to Appendix A, which approval shall not be unreasonably withheld.

The term for completing the Scope of Work performed pursuant to the attached Addendum shall be effective from September 1, 2015 through May 31, 2016. Term for completing this work shall not be extended beyond May 31, 2016.

It is further understood and agreed by Parish that the United States Department of the Interior Cost Share Agreement No. 2511-99-01, is used by the CPRA to fund this Agreement.

[The remainder of this page is intentionally left blank.]



This Second Addendum to Appendix A has been executed by the parties in duplicate original on the dates indicated below.

Witnesses:

Joann D. Hicks  
Print Name: Joann D. Hicks  
Shirley T. Long  
Print Name: Shirley T. Long

Coastal Protection and Restoration  
Authority:

[Signature]  
Kyle Graham, Executive Director  
10/30/15  
Date

Witnesses:

Al J. Levron  
Print Name: Al J. Levron  
Trudy Arceneux  
Print Name: Trudy Arceneux

Terrebonne Parish Consolidated  
Government

[Signature]  
Michel Claudet, Parish President  
10/09/2015  
Date:

SCOPE OF SERVICES  
Second Revision to Appendix A

Land Rights Acquisition for the  
Lake Boudreaux Freshwater Introduction Project; TE-32

**INTRODUCTION:**

The goals and objectives of this Addendum are to provide a mechanism allowing the Parish, acting on behalf of CPRA, to acquire the requisite land rights from landowners whose property will be impacted as a result of the North Lake Boudreaux Freshwater Introduction Project; TE-32 (herein referred to as "Project"). This Project is funded through the Coastal Wetlands Planning, Protection and Restoration Act (CWPPRA), with the United States Fish and Wildlife Service as a federal sponsor.

CPRA had the property appraised in accordance with the Uniform Acquisition Standards for Federal Land Acquisitions (Yellow Book) to determine values for temporary and permanent servitudes or rights-of-way (collectively referred to as "Servitudes") of private property that will be impacted by the Project. Land owners have been apprised of the value of the Servitude on their respective properties.

CPRA prepared the appropriate Servitude Agreements for each landowner within the Project area. CPRA further provided each landowner with the Servitude Agreement affecting his property. Some landowners executed the Servitude Agreements and returned the signed original agreements to CPRA.

**SCOPE OF SERVICES:**

The Parish will procure temporary or permanent servitude agreements or rights-of-way agreements (collectively referred to as "Servitude Agreements") from landowners whose property will be impacted by the Project using appraised property values and Servitude Agreements documents provided by CPRA.

**OBLIGATIONS OF PARISH:**

Parish will contact landowners from the list provided by CPRA for the sole purpose of obtaining their notarized signatures on the CPRA-approved Servitude Agreements. In addition, Parish will conduct any curative work, if necessary, to clear liens, mortgages, judgments, or other encumbrances prior to obtaining any landowner signatures.

Parish shall use the Servitude Agreements prepared by CPRA. Parish shall not change, alter or modify the Servitude Agreements provided by CPRA. Parish shall use the appraised value of the property as provided by CPRA. Parish shall not negotiate a higher value for the Servitude than that provided by CPRA.

No later than May 31, 2016, Parish shall provide CPRA with four (4) properly executed, signed original Servitude Agreements for each listed landowner, along with evidence that any liens, mortgages, judgments or other encumbrances have been cleared.



Parish will provide CPRA with an estimated project schedule for work, which shall be submitted to CPRA no later than November 1, 2015.

Parish will provide CPRA with monthly status reports detailing landowners the work performed in obtaining signed Servitude Agreements. Monthly status reports shall be submitted on or before the first day of each month, beginning on November 1, 2015.

**OBLIGATIONS OF CPRA:**

CPRA will provide Parish with a list of those landowners who have not executed the Servitude Agreement, along with copies of the corresponding Servitude Agreements. CPRA will provide Parish with a Certificate of Estimate of Compensation and Statement of Basis for the Determination of Just Compensation for each of the listed landowners.

Once Parish has obtained the signed and notarized Servitude Agreements from the landowners and returned them to CPRA, CPRA will record the Servitude Agreements in the appropriate public records in Terrebonne Parish. CPRA will not record any Servitude Agreement, nor make any payment to any landowner, until all of the impacted landowners have properly executed their respective Servitude Agreements.

CPRA will distribute one (1) certified copies of the recorded Servitude Agreements to each landowners along with the appropriate payment for such Servitude or right-of-way, based upon the appraised value

**PAYMENT:**

Payment of no more than Fifty Thousand and No/100 Dollars (\$50,000.00) shall be made only in the event the scope of services are performed by a subcontractor contracted by Parish. All requests for payment must be accompanied by a detailed invoice and must be in accordance with the attached budget and fee scheduled submitted by Parish's subcontractor, T. Baker Smith.

**NOTICE:**

The Parties designate the following persons to act as their primary representatives with responsibility and points of contact for implementing the Project pursuant to this Agreement.

To the CPRA:

Andrew Beall  
Coastal Protection and Restoration Authority  
P. O. Box 44027  
Baton Rouge, LA 70804 - 4027

To the Parish:

Al Levron, Parish Manager  
Terrebonne Parish Consolidated Government  
P.O. Box 6097  
Houma, LA 70361

A Party may change its above named representative at any time during the term of this Agreement by providing notice to the other Party.

2<sup>ND</sup> ADDENDUM TO APPENDIX A

SCOPE OF SERVICES

Lake Boudreaux Freshwater Diversion Project; TE-32

The Appendix A to the Cooperative Endeavor Agreement, first entered into by and between the Louisiana Department of Natural Resources, Office of Coastal Resources, predecessor to the Louisiana Coastal Protection and Restoration Authority (herein referred to as “CPRA”), and the Terrebonne Parish Consolidated Government (herein referred to as “Parish”), is hereby amended to define the Scope of Work as set forth in the attached Second Addendum to Appendix A.

The revisions set forth in the Second Addendum do not increase the budget category for this Project.

The Parties agree that the maximum fee paid under this Amended Scope of Services shall not exceed FIFTY THOUSAND AND NO/100 (\$50,000.00), and shall be paid only in the event Parish employs a subcontractor to perform the Scope of Work. Parish agrees to obtain the written approval by CPRA prior to subcontracting the services enumerated in the Second Revision to Appendix A, which approval shall not be unreasonably withheld.

The term for completing the Scope of Work performed pursuant to the attached Addendum shall be effective from September 1, 2015 through May 31, 2016. Term for completing this work shall not be extended beyond May 31, 2016.

It is further understood and agreed by Parish that the United States Department of the Interior Cost Share Agreement No. 2511-99-01, is used by the CPRA to fund this Agreement.

[The remainder of this page is intentionally left blank.]

This Second Addendum to Appendix A has been executed by the parties in duplicate original on the dates indicated below.

Witnesses:

Joann D. Hicks  
Print Name: Joann D. Hicks  
Shirley T. Long  
Print Name: Shirley T. Long

Coastal Protection and Restoration  
Authority:

11  
\_\_\_\_\_  
Kyle Graham, Executive Director  
10/30/15  
\_\_\_\_\_  
Date

Witnesses:

Al J. Levron  
Print Name: Al J. Levron  
Trudy Arcement  
Print Name: Trudy Arcement

Terrebonne Parish Consolidated  
Government

W

\_\_\_\_\_  
Michel Claudet, Parish President  
10-07-2015  
\_\_\_\_\_  
Date:

SCOPE OF SERVICES  
Second Revision to Appendix A

Land Rights Acquisition for the  
Lake Boudreaux Freshwater Introduction Project; TE-32

**INTRODUCTION:**

The goals and objectives of this Addendum are to provide a mechanism allowing the Parish, acting on behalf of CPRA, to acquire the requisite land rights from landowners whose property will be impacted as a result of the North Lake Boudreaux Freshwater Introduction Project; TE-32 (herein referred to as “Project”). This Project is funded through the Coastal Wetlands Planning, Protection and Restoration Act (CWPPRA), with the United States Fish and Wildlife Service as a federal sponsor.

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No later than May 31, 2016, Parish shall provide CPRA with four (4) properly executed, signed original Servitude Agreements for each listed landowner, along with evidence that any liens, mortgages, judgments or other encumbrances have been cleared.

Parish will provide CPRA with an estimated project schedule for work, which shall be submitted to CPRA no later than November 1, 2015.

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**NOTICE:**

The Parties designate the following persons to act as their primary representatives with responsibility and points of contact for implementing the Project pursuant to this Agreement.

To the CPRA:

Andrew Beall  
Coastal Protection and Restoration Authority  
P. O. Box 44027  
Baton Rouge, LA 70804 - 4027

To the Parish:

Al Levron, Parish Manager  
Terrebonne Parish Consolidated Government  
P.O. Box 6097  
Houma, LA 70361

A Party may change its above named representative at any time during the term of this Agreement by providing notice to the other Party.



**TERREBONNE PARISH CONSOLIDATED GOVERNMENT**  
**2017 - FIVE YEAR CAPITAL OUTLAY**  
**FUND 659 - CAPITAL PROJECTS CONTROL**

**659-301-8941-01**  
**LAKE BOUDREAUX DIVERSION (CWPRA)**  
**PROJECT # 05-LAND-14 & 09-DRA-66**

<b>TOTAL FUNDING</b>	<b>\$</b>	<b>6,178,224</b>
<b>EXPENDITURES THRU 12/31/15</b>		<b>(415,792)</b>
<b>PROJECT BALANCE</b>	<b>\$</b>	<b>5,762,432</b>

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2016	2017	2018	2019	2020	2021
Jan-04	ORD 6821	FD 255 1/4% CAPITAL SALES TAX	150,000						
Jan-05	ORD 6942	FD 255 1/4% CAPITAL SALES TAX	150,000						
May-06	ORD 7123	DNR	1,260,000						
Aug-06	ORD 7185	FD 151 GENERAL FUND	350,000						
Jan-07	ORD 7234	FD 255 1/4% CAPITAL SALES TAX	200,000						
Jan-08	ORD 7401	FD 151 GENERAL FUND	200,000						
Jan-09	ORD 7566	FD 151 GENERAL FUND	250,000						
Jan-10	ORD 7744	FD 151 GENERAL FUND	250,000						
Jan-10	ORD 7744	*ADJUST GENERAL FUND	(119,000)						
Jan-10	ORD 7744	*FUND BALANCE	119,000						
Jan-12	ORD 8076	FD 151 GENERAL FUND	200,000						
Jan-13	ORD 8247	FUND 252 DRAINAGE TAX FUND	692,208						
Jan-13	ORD 8247	FD 255 1/4% CAPITAL SALES TAX	1,173,000						
Jan-13	ORD 8247	FD 215 COASTAL RESTORATION - BP	937,475						
Jan-15	ORD 8494	FUND 252 DRAINAGE TAX FUND	1,200,000						
Jan-15	ORD 8494	FD 255 1/4% CAPITAL SALES TAX	1,075,000						
Jul-16	ORD 8754	TO 659-301-8941-09 FD 255		(1,075,000)					
Jul-16	ORD 8754	TO 659-301-8941-09 FD 252		(825,000)					
Jan-17	ORD 8796	FROM 659-197-8912-01 GEN FUND			427,000				
Jan-17	ORD 8796	FROM 659-650-8913-01 FD 151			75,000				
Jan-17	ORD 8796	FROM 659-501-8913-21 FD 151			50,000				

CONTINUED ON NEXT PAGE

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2017 - FIVE YEAR CAPITAL OUTLAY  
FUND 659 - CAPITAL PROJECTS CONTROL**

**659-301-8941-01  
LAKE BOUDREAUX DIVERSION (CWPRA) (CONTINUED)  
PROJECT # 05-LAND-14 & 09-DRA-66**

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2016	2017	2018	2019	2020	2021
Jan-17	ORD 8796	FROM 659-195-8353-18 FD 151			156,242				
Jan-17	ORD 8796	FROM 655-351-8928-56 FD 151			300,000				
Jan-17	ORD 8796	FROM 655-351-8929-61 FD 255			129,757				
Jan-17	ORD 8796	FROM 659-501-8913-22 FD 151			7,800				
Jul-17	PENDING BA	DE-OB DNR			(1,155,258)				
LESS PRIOR YEARS EXPENDITURES			(415,792)						
FUNDS AVAILABLE			\$ 7,671,891	\$ (1,900,000)	\$ (9,459)	\$ -	\$ -	\$ -	\$ -

**ENGINEER/ARCHITECT: T. BAKER SMITH, LLC**

**DESCRIPTION:** COASTAL WETLANDS PLANNING AND RESTORATION.

\* Adjust General Fund Transfer due to \$119,000 coming from Fund Balance

ACCT: 659-301-8941-01

APRIL 30, 2017 - MONTH LAST CLOSED

CAPITAL PROJECTS CONTRL

COASTAL RESTORE/PRESERV

LAKE BOUDREAUX DIVERSION CWPRA

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2017	6,857,039	108.00	124,605	6,732,326
CLOSED:				
2011	2,540,691	11,916.50	N/A	2,528,775
2012	2,728,774	64,758.04	N/A	2,664,016
2013	5,466,699	24,506.50	N/A	5,442,193
2014	5,442,192	19,746.43	N/A	5,422,446
2015	7,697,446	25,554.73	N/A	7,671,891
2016	5,771,891	60,651.36	N/A	5,711,240

ENTER = CONTINUE

CF01 = EXIT

CF02 = INPUT SCR

CF04 = DSP DETAIL

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

ACCT: 659-000-6343-22  
CAPITAL PROJECTS CONTRL  
NO DEPARTMENT NAME  
DNR-LAKE BOUDREAUX DIVERSION

APRIL 30, 2017 - MONTH LAST CLOSED

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN: 2017	<del>1,191,522</del> <i>1,184,674</i>	43,110.47-	0	1,148,412-
CLOSED:				
2011	1,191,522	.00	N/A	1,191,522-
2012	1,191,522	.00	N/A	1,191,522-
2013	1,191,522	.00	N/A	1,191,522-
2014	1,191,522	.00	N/A	1,191,522-
2015	1,191,522	.00	N/A	1,191,522-
2016	1,191,522	6,847.91	N/A	1,198,370-

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

Section III

**Kayla Dupre**

---

**From:** Kandace Mauldin  
**Sent:** Thursday, June 15, 2017 7:44 AM  
**To:** Kayla Dupre  
**Subject:** Bayou Black Pump Station  
**Attachments:** RE: Book3.xlsx; Book2.xlsx

We need to do a budget amendment for the Bayou Black Pump Station. This is going to be a new project. I have attached the information for the funding as well as some communication for back up.

Let me know if you need anything else.  
Kandace

1-857-422-3436

11/17/17  
11/17/17  
11/17/17



**Kayla Dupre**

**From:** Kandace Mauldin  
**Sent:** Wednesday, June 14, 2017 12:09 PM  
**To:** Jeanne Bray  
**Cc:** Felicia Aubert; Joan Schexnayder; Niayonda Picou; Madeleine Bodin; Al Levron  
**Subject:** RE: Book3.xlsx

Yep that is a typo it should be the \$846,954

**From:** Jeanne Bray  
**Sent:** Wednesday, June 14, 2017 11:59 AM  
**To:** Kandace Mauldin  
**Cc:** Felicia Aubert; Joan Schexnayder; Niayonda Picou; Madeleine Bodin; Al Levron  
**Subject:** RE: Book3.xlsx

Kandace,

The Engineering Division is fine with all numbers but the BT Clearing and Snagging number. For some reason, we are coming up with \$846,954.00 as remaining in the budget, not \$849,654.00. Maybe it's a typo?

If you agree with the revision above, we are fine with you proceeding!

Jeanne P. Bray  
Capital Projects Administrator  
Terrebonne Parish Consolidated Government (TPCG)  
[www.tpcg.org/engineering](http://www.tpcg.org/engineering)  
985.873.6841 (Office)  
985.873.6874 (Fax)



Please consider the environment before printing this email.

**From:** Kandace Mauldin  
**Sent:** Wednesday, June 14, 2017 11:52 AM  
**To:** Jeanne Bray  
**Cc:** Felicia Aubert; Joan Schexnayder; Niayonda Picou; Madeleine Bodin; Al Levron  
**Subject:** RE: Book3.xlsx

Thanks Jeanne.

Just to make sure we are all on the same page this is what will be doing the budget amendment for. Let me know if you see anything that needs to be changed. If I don't hear from anyone I will move forward with the budget amendment for the week of June 26<sup>th</sup>.

Project number	Account No	Page No	Projects	Local Money Available
01-DRA-44	655-351-8929-94	95	Mount Pilgrim FD 6-3 (Humphries)	500,000.00 SWFC
16-DRA-28	659-301-8941-08		Whiskey Island	\$500,000.00 Keepii engine
06-LEV-02 Non Active Project	655-351-8929-63	77	Upper Dularge Levee	99,000.00
Non Active Project	655-351-8929-02	48	MLK Improvements	428,294.00 FP&C planni
	655-351-8929-14	55	BT Clearing and Snagging	1,399,188.00 Draini
				849,654.00 Stated
				3,276,136.00
				950,000.00 Stated

**From:** Jeanne Bray  
**Sent:** Wednesday, June 14, 2017 11:48 AM  
**To:** Kandace Mauldin  
**Cc:** Felicia Aubert; Joan Schexnayder; Niayonda Picou; Madeleine Bodin; Al Levron  
**Subject:** RE: Book3.xlsx

Kandace,

We originally had \$350k in that account. We are under contract for \$250k. So you can move \$99k (we would like to keep around \$1k for recordation fees).

Jeanne P. Bray  
Capital Projects Administrator  
Terrebonne Parish Consolidated Government (TPCG)  
[www.tpcg.org/engineering](http://www.tpcg.org/engineering)  
985.873.6841 (Office)  
985.873.6874 (Fax)



Please consider the environment before printing this email.

**From:** Kandace Mauldin  
**Sent:** Tuesday, June 13, 2017 5:10 PM  
**To:** Jeanne Bray; Al Levron  
**Cc:** Felicia Aubert; Joan Schexnayder; Niayonda Picou; Madeleine Bodin  
**Subject:** RE: Book3.xlsx

So you are saying that we shouldn't move anything from Whiskey Island project, correct?

That would give us a total of \$4,127,136 to move.

**From:** Jeanne Bray  
**Sent:** Tuesday, June 13, 2017 3:12 PM  
**To:** Al Levron; Kandace Mauldin  
**Cc:** Felicia Aubert; Joan Schexnayder; Niayonda Picou; Madeleine Bodin  
**Subject:** RE: Book3.xlsx

Kandace,

See attached CEA for the Dularge Levee Project which shows no funding for us at this time. I'm not sure if it's actually rescinded or not, but wanted to share.

As for Whiskey Island, it looks like we still owe GIS for \$40,595.72 for the Whiskey Island project. See below.

ENGINEERING FEES		INVOICE	
Lump Sum		TOTAL	
INVOICE #	DATE	BASIC SERVICES	
GEL000076	07/22/16	\$1,628.67	\$1,628.67
70000111	10/03/16	\$6,760.66	\$10,635.66
70000144	10/03/16	\$12,457.82	\$26,057.82
70000163	10/20/16	\$29,152.26	\$37,812.26
70000192	11/15/16	\$28,892.54	\$44,031.13
70000234	01/13/17	\$16,357.69	\$27,546.62





Public Works & Water Resources Division  
PO Box 94245 | Baton Rouge, LA 70804-9245  
ph: 225-379-3015 | fx: 225-379-3002

John Bel Edwards, Governor  
Shawn D. Wilson, Ph.D., Secretary

July 21, 2016

State Project Number 576-55-0024 / H.009237  
Statewide Flood Control Program  
Bayou Terrebonne Dredge and Removal or Weirs  
Terrebonne Parish

Mr. Gordon E. Dove  
Parish President  
Terrebonne Parish Consolidated Government  
Post Office Box 2768  
Houma, Louisiana 70361

**RECEIVED**  
**JUN -9 2017**  
**TPCG FINANCE DEPT.**

**Subject: Statewide Flood Control Program Fiscal Year 2017 Funding**

Dear President Dove:

The 2016 Regular Session of the Louisiana Legislature has provided funding for the Statewide Flood Control Program to be distributed according to the prioritized list of projects adopted by the Joint Legislative Committee on Transportation, Highways and Public Works.

Funding for your project is as follows:

SPONSOR: Terrebonne Parish Consolidated Government

Project Name	State Project Number	Estimated Construction Cost	State's Funding Amount F.Y. 16/17
Bayou Terrebonne Dredge and Removal of Weirs	576-55-0024 / H.009237	\$11,691,712	\$950,000

Please note that State Project Number H.009237 has been assigned to your project, and you should use it for reference in all future correspondence.

The amount we are able to provide at this time does not equate to the full state share. We intend to incrementally provide funding each year until the portion attributable to the State has been satisfied. When this year's allocation is combined with funding that has been made available in previous years, a total of \$2,296,954 has been made available for your project. The balance of monies needed to complete the State's obligation is \$8,225,587.

655-000-6343-16 \$950,000

Mr. Dove  
July 21, 2016  
Page 2

Since the level of funding provided is not sufficient to completely fund your project, the Department strongly encourages you to review your project and determine if all, or a portion thereof, may be constructed by:

1. Constructing the project with your own money and getting reimbursed by DOTD
2. Dividing the project into phases
3. A combination of both

Louisiana Revised Statute 38:90.12 C(2) allows a sponsor to utilize its own funds for project construction and to be reimbursed by the Statewide Flood-Control Program. Phasing a project allows you to divide the project into logical phases permitting a more rapid starting date. Either of these options will assist you in controlling the cost of the entire project by minimizing the effect of inflation, since a portion of the project is constructed earlier. **If you choose any of the above options, please contact this office for further instructions.**

After the initial announcement of funding for this project, you entered into an agreement with DOTD. As noted in this agreement, we must review plans and specifications and issue approval before advertising can be scheduled. Detailed instructions for the contracting process and payment release method are explained in the procedures manual. Please review the material carefully.

We look forward to working with you toward the reduction of flooding damages in your area. If I can be of further assistance, please contact me or Mr. Billy Williamson, P.E., at (225) 379-3023.

Sincerely,



Christopher P. Knotts, P.E.  
Chief, Public Works and Water Resources Division

cc: Senator Norby Chabert  
Senator R.L. "Bret" Allain, II  
Representative Tanner Magee  
Representative Jerome Zeringue  
Representative Beryl Amedee  
Mr. Al Levron, Terrebonne Parish Consolidated Government  
Mr. Chris Morvant, P.E.  
Mr. Ennis Johnson, P.E.  
Ms. Ashleigh Clare-Kearney, J.D.  
Ms. Renee Mozee  
Ms. Sharon Lyles, J.D.  
Mr. Miles Hesterly

Project number	Account No	Projects	Local Money Available
01-DRA-44	655-351-8929-94	Mount Pilgrim FD 6-3 (Humphries)	500,000.00
16-DRA-28	659-301-8941-08	Whiskey Island	99,000.00
06-LEV-02	655-351-8929-63	Upper Dularge Levee	428,294.00
Non Active Project	655-351-8929-02	MLK Improvements	1,399,188.00
Non Active Project	655-351-8929-14	BT Clearing and Snagging	846,954.00
			3,273,436.00
			950,000.00
			4,223,436.00

\* 3,173,436  
 statewide flood control (new request)  
 4,123,436 B. B. P. S

\* per Parish President only 746,954

another Budget Amendment \$100,000 to Bayou Terrebonne Pump Station  
 from 655-351-8929-14



TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2017 - FIVE YEAR CAPITAL OUTLAY  
FUND 655 - PARISHWIDE DRAINAGE CONSTRUCTION FUND

655-351-8939-07  
BAYOU BLACK PUMP STATION

TOTAL FUNDING	\$	4,123,636
EXPENDITURES THRU 12/31/15		-
PROJECT BALANCE	\$	4,123,636

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2016	2017	2018	2019	2020	2021
Jul-17	PENDING BA	FROM 655-351-8929-02			1,399,188				
		FROM 655-351-8929-14			746,954				
		FROM 655-351-8929-63			428,494				
		FROM STATEWIDE FLOOD CONTROL			950,000				
		FROM 655-351-8929-94			500,000				
		FROM 659-301-8941-08			99,000				

LESS PRIOR YEARS EXPENDITURES

FUNDS AVAILABLE	\$	-	\$	-	\$	4,123,636	\$	-	\$	-	\$	-	\$	-
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ENGINEER/ARCHITECT:

DESCRIPTION:

TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2017 - FIVE YEAR CAPITAL OUTLAY  
FUND 655 - PARISHWIDE DRAINAGE CONSTRUCTION FUND

655-351-8929-94  
MOUNT PILGRIM FORCED DRAINAGE (6-3) HUMPHRIES  
PROJECT # 01-DRA-44

TOTAL FUNDING	\$	2,095,260
EXPENDITURES THRU 12/31/15		(244,602)
PROJECT BALANCE	\$	1,850,658

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2016	2017	2018	2019	2020	2021
Jul-98	LIA 025	FD 655 UNALLOCATED INTEREST	20,000						
Jan-02	LIA 005	ORD 6430 FUND 699 2000 PUB IMPRV	50,000						
Jan-03	ORD 6699	FUND 252 DRAINAGE TAX FUND	150,000						
Jan-05	ORD 6942	FROM 655-351-8929-79 FD 655 INTEREST	125,014						
Jan-05	ORD 6942	FROM 655-351-8929-79 FD 252 DRAINAGE TAX FUND	67,678						
Jan-05	ORD 6942	FROM 655-351-8929-79 FD 255 1/4% CAPITAL SALES TAX	17,308						
Jan-06	ORD 7061	DEPT OF TRANSPORTATION & DEV	1,405,260						
Jan-06	ORD 7061	FD 655 DRAINAGE CONSTRUCTION FD	116,196						
Jan-06	ORD 7061	FD 255 CAPITAL SALES TAX FUND	143,804						
Aug-06	ORD 7185	FD 255 CAPITAL SALES TAX FUND	100,000						
Jan-07	ORD 7234	FD 151 GENERAL FUND	200,000						
Jan-09	ORD 7586	FD 151 GENERAL FUND	200,000						
Jul-17	PENDING BA	TO 655-351-8939-07			(500,000)				
LESS PRIOR YEARS EXPENDITURES			(244,602)						
FUNDS AVAILABLE			\$ 2,350,658	\$ -	\$ (500,000)	\$ -	\$ -	\$ -	\$ -

ENGINEER/ARCHITECT: T. BAKER SMITH, LLC

DESCRIPTION: PREPARE PLANS TO CONSTRUCT A NEW DRAINAGE PUMP STATION CLEANING OUT CANALS AND DITCHES AND INSTALLING CROSS DRAIN SLIDE GATES.

TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2017 - FIVE YEAR CAPITAL OUTLAY  
FUND 659 - CAPITAL PROJECTS CONTROL

659-301-8941-08  
WHISKEY ISLAND

TOTAL FUNDING	\$	251,000
-		-
PROJECT BALANCE	\$	251,000

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2016	2017	2018	2019	2020	2021
Feb-16	ORD 8678	659 FUND BALANCE		157,311					
Feb-16	ORD 8678	FD 667- 2005 SALES TAX CONST-INT		92,689					
Dec-16	ORD 8807	FROM 659-301-8941-02 FD 151		100,000					
Jul-17	PENDING BA	TO 655-351-8939-07			(99,000)				
LESS PRIOR YEARS EXPENDITURES									
FUNDS AVAILABLE			\$ -	\$ 350,000	\$ (99,000)	\$ -	\$ -	\$ -	\$ -

DESCRIPTION: PRELIMINARY ENGINEERING AND PERMITTING  
FOR WHISKEY ISLAND SEGMENTED  
BREAKWATER ROCKS AND ARMOUR OF THE  
ISLAND.

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT**  
**2017 - FIVE YEAR CAPITAL OUTLAY**  
**FUND 655 - PARISHWIDE DRAINAGE CONSTRUCTION FUND**

**655-351-8929-63**  
**UPPER DULARGE LEVEE**  
**PROJECT # 06-LEV-02**  
**FP&C PROJECT # 50-J55-12-01**

<b>TOTAL FUNDING</b>	<b>\$</b>	<b>1,092,706</b>
<b>EXPENDITURES THRU 12/31/15</b>		<b>(896,703)</b>
<b>PROJECT BALANCE</b>	<b>\$</b>	<b>196,003</b>

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2016	2017	2018	2019	2020	2021
Aug-08	LIA 039	FROM 655-351-8929-08 FD 252 DRNG TAX	325,000						
Jan-09	ORD 7566	FUND 151 GENERAL FUND	500,000						
Jan-13	ORD 8247	FROM 655-351-8929-81 FD 252 DRNG TAX	300,000						
Apr-13	ORD 8286	FACILITY PLANNING & CONTROL (CONSTR)	196,000						
Jan-14	ORD 8376	FROM 661-310-8916-38 GENERAL FUND	100,000						
Jan-15	ORD 8494	FUND 252 DRAINAGE TAX FUND	100,000						
Jul-17	PENDING BA	TO 655-351-8939-07			(428,294)				
LESS PRIOR YEARS EXPENDITURES			(896,703)						
FUNDS AVAILABLE			\$ 624,297	\$ -	\$ (428,294)	\$ -	\$ -	\$ -	\$ -

**ENGINEER/ARCHITECT: CB&I ENVIRONMENTAL, INC**

**DESCRIPTION:** PROPOSED LEVEE ON EAST BANK OF BAYOU  
DULARGE, FROM MARMANDE CANAL TO FALGOUT  
CANAL.

TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2017 - FIVE YEAR CAPITAL OUTLAY  
FUND 655 - PARISHWIDE DRAINAGE CONSTRUCTION FUND

655-351-8929-02  
MARTIN LUTHER KING DRAINAGE IMPROVEMENTS

TOTAL FUNDING	\$	18,812
EXPENDITURES THRU 12/31/15		(18,812)
PROJECT BALANCE	\$	-

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2016	2017	2018	2019	2020	2021
Aug-06	ORD 7185	FD 252 DRAINAGE TAX FUND	500,000						
May-15	ORD 8541	FROM 655-351-8929-05 FD 252	918,000						
		EXCHANGE FUNDING SOURCE FD 252							
Jan-17	ORD 8796	DRNG TAX FUND TO 655-00			(918,000)				
		EXCHANGE FUNDING SOURCE FD 151							
Jan-17	ORD 8796	GENERAL FUND FROM 655-00			918,000				
Jul-17	PENDING BA	TO 655-351-8939-07 FD 252			(1,399,188)				
LESS PRIOR YEARS EXPENDITURES			(18,812)						
FUNDS AVAILABLE			\$ 1,399,188	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

DESCRIPTION: DRAINAGE IMPROVEMENTS IN THE MARTIN LUTHER  
KING BLVD AREA.



**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2017 - FIVE YEAR CAPITAL OUTLAY  
FUND 655 - PARISHWIDE DRAINAGE CONSTRUCTION FUND**

**655-351-8929-14  
BAYOU TERREBONNE CLEARING AND SNAGGING  
PROJECT # 04-DRA-24**

<b>TOTAL FUNDING</b>	<b>\$</b>	<b>537,019</b>
<b>EXPENDITURES THRU 12/31/15</b>		<b>(537,019)</b>
<b>PROJECT BALANCE</b>	<b>\$</b>	<b>-</b>

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2016	2017	2018	2019	2020	2021
Jan-04	ORD 6821	FD 255 1/4% CAPITAL SALES TAX	100,000						
Jan-05	ORD 6942	FD 255 1/4% CAPITAL SALES TAX	300,000						
Jan-06	ORD 7081	WAL-MART DONATION	75,000						
Jan-09	ORD 7566	FD 255 1/4% CAPITAL SALES TAX	400,000						
Dec-10	LIA 081	FROM 655-351-8929-56 FD 151	500,000						
Dec-14	ORD 8498	STATEWIDE FLOOD CONTROL	546,954						
May-15	ORD 8557	TO 659-442-8911-10 GEN FUND	(500,000)						
May-15	ORD 8557	TO 659-442-8911-10 FUND 255	(337,981)						
Jun-16	ORD 8717	STATEWIDE FLOOD CONTROL		800,000					
Jan-17	ORD 8796	TO 655-351-8939-02 FD 255			(500,000)				
Jul-17	PENDING BA	TO 655-351-8939-07			(746,954)				
Jul-17	PENDING BA	TO 655-351-8939-08			(100,000)				
LESS PRIOR YEARS EXPENDITURES			(537,019)						
FUNDS AVAILABLE			\$ 546,954	\$ 800,000	\$ (1,346,954)	\$ -	\$ -	\$ -	\$ -

**ENGINEER/ARCHITECT: CB&I COASTAL, INC.**  
**CONTRACTOR: COASTAL DREDGING COMPANY**

**DESCRIPTION:** REMOVAL OF DEBRIS, TREES, AND PLANTS ALONG  
BAYOU TERREBONNE.

APRIL 30, 2017 - MONTH LAST CLOSED

ACCT: 655-351-8929-94  
P/W DRAINAGE CONSTR.  
DRAINAGE  
MNT PILGRIM 6-3 HUMPHRIES DRNG

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2017	2,313,170	3,273.65	0	2,309,896
CLOSED:				
2011	2,412,840	19,138.28	N/A	2,393,702
2012	2,393,702	11,459.95	N/A	2,382,242
2013	2,382,242	.00	N/A	2,382,242
2014	2,382,242	.00	N/A	2,382,242
2015	2,382,242	31,584.30	N/A	2,350,658
2016	2,350,658	37,488.20	N/A	2,313,170

ENTER = CONTINUE

CF01 = EXIT

CF02 = INPUT SCR

CF04 = DSP DETAIL

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

ACCT: 655-351-8929-63

APRIL 30, 2017 - MONTH LAST CLOSED

P/W DRAINAGE CONSTR.

DRAINAGE

UPPER DULARGE LEVEE

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2017	623,637	.00	0	623,637
CLOSED:				
2011	825,000	.00	N/A	825,000
2012	825,000	517,662.60	N/A	307,337
2013	803,338	210,689.42	N/A	592,649
2014	692,649	136,060.15	N/A	556,589
2015	656,589	32,291.71	N/A	624,297
2016	624,297	660.00	N/A	623,637

ENTER = CONTINUE

CF01 = EXIT

CF02 = INPUT

SCR

CF04 = DSP

DETAIL

CF06 = DSP

ENCUMBRANCE

CF08 = PRT

DETAIL

ACCT: 655-351-8929-02

APRIL 30, 2017 - MONTH LAST CLOSED

P/W DRAINAGE CONSTR.

DRAINAGE

MARTIN LUTHER KING DRAIN IMPRV

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2017	1,399,188	.00	0	1,399,188
CLOSED:				
2011	500,000	.00	N/A	500,000
2012	500,000	18,812.50	N/A	481,188
2013	481,188	.00	N/A	481,188
2014	481,188	.00	N/A	481,188
2015	1,399,188	.00	N/A	1,399,188
2016	1,399,188	.00	N/A	1,399,188

ENTER = CONTINUE

CF01 = EXIT

CF02 = INPUT

SCR

CF04 = DSP DETAIL

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

ACCT: 655-351-8929-14

APRIL 30, 2017 - MONTH LAST CLOSED

P/W DRAINAGE CONSTR.

DRAINAGE

BAYOU TERREBONNE CLEAR/SNAG

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2017	846,954	.00	0	846,954
CLOSED:				
2011	955,128	.00	N/A	955,128
2012	955,128	112,837.80	N/A	842,290
2013	842,290	89,359.80	N/A	752,930
2014	1,299,884	85,051.80-	N/A	1,384,936
2015	546,954	.00	N/A	546,954
2016	1,346,954	.00	N/A	1,346,954

ENTER = CONTINUE

CF01 = EXIT

CF02 = INPUT

SCR

CF04 = DSP

DETAIL

CF06 = DSP

ENCUMBRANCE

CF08 = PRT

DETAIL



ACCT: 655-000-7106-59

P/W DRAINAGE CONSTR.

NO DEPARTMENT NAME

CAPITAL PROJECTS CONTROL FUND

APRIL 30, 2017 - MONTH LAST CLOSED

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2017	225,691	225,691.00-	0	0
CLOSED:				
2011	0	.00	N/A	0
2012	1,707	1,707.00-	N/A	0
2013	0	.00	N/A	0
2014	84,929	84,929.00-	N/A	0
2015	0	.00	N/A	0
2016	695,000	695,000.00-	N/A	0

ENTER = CONTINUE

CF01 = EXIT

CF02 = INPUT SCR

CF04 = DSP DETAIL

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

APRIL 30, 2017 - MONTH LAST CLOSED

ACCT: 655-351-8929-14  
P/W DRAINAGE CONSTR.  
DRAINAGE  
BAYOU TERREBONNE CLEAR/SNAG

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2017	846,954	.00	0	846,954
CLOSED:				
2011	955,128	.00	N/A	955,128
2012	955,128	112,837.80	N/A	842,290
2013	842,290	89,359.80	N/A	752,930
2014	1,299,884	85,051.80-	N/A	1,384,936
2015	546,954	.00	N/A	546,954
2016	1,346,954	.00	N/A	1,346,954

ENTER = CONTINUE

CF01 = EXIT

CF02 = INPUT

SCR

CF04 = DSP

DETAIL

CF06 = DSP

ENCUMBRANCE

CF08 = PRT

DETAIL

ACCT: 659-999-9106-55

APRIL 30, 2017 - MONTH LAST CLOSED

CAPITAL PROJECTS CONTRL

OPERATING TRANSFERS

PARISHWIDE DRAINAGE CONST FUND

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2017	225,691	225,691.00	0	0
CLOSED:				
2011	0	.00	N/A	0
2012	1,707	1,707.00	N/A	0
2013	0	.00	N/A	0
2014	84,929	84,929.00	N/A	0
2015	0	.00	N/A	0
2016	695,000	695,000.00	N/A	0

ENTER = CONTINUE

CF01 = EXIT

CF02 = INPUT SCR

CF04 = DSP DETAIL

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL



Section IV

Project number	Account No	Projects	Local Money Available
01-DRA-44	655-351-8929-94	Mount Pilgrim FD 6-3 (Humphries)	500,000.00
16-DRA-28	659-301-8941-08	Whiskey Island	99,000.00
06-LEV-02	655-351-8929-63	Upper Dularge Levee	428,294.00
Non Active Project	655-351-8929-02	MLK Improvements	1,399,188.00
Non Active Project	655-351-8929-14	BT Clearing and Snagging	846,954.00*
			3,273,436.00
			950,000.00
			4,223,436.00

3,173,436  
Statewide Flood Control (new request)  
4,123,436 B. Bels PLS

\* per Parish President only 746,954

another Budget Amendment \$100,000 to Bayou Terracebonne Pump Station  
from 655-351-8929-14

TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2017 - FIVE YEAR CAPITAL OUTLAY  
FUND 655 - PARISHWIDE DRAINAGE CONSTRUCTION FUND

655-351-8939-08  
BAYOU TERREBONNE PUMP STATION

TOTAL FUNDING	\$	100,000
EXPENDITURES THRU 12/31/15		-
PROJECT BALANCE	\$	100,000

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2016	2017	2018	2019	2020	2021
Jul-17	PENDING BA	FROM 655-351-8929-14			100,000				

LESS PRIOR YEARS EXPENDITURES

FUNDS AVAILABLE	\$	-	\$	-	\$	100,000	\$	-	\$	-	\$	-	\$	-
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ENGINEER/ARCHITECT:

DESCRIPTION:



**TERREBONNE PARISH CONSOLIDATED GOVERNMENT**  
**2017 - FIVE YEAR CAPITAL OUTLAY**  
**FUND 655 - PARISHWIDE DRAINAGE CONSTRUCTION FUND**

**655-351-8929-14**  
**BAYOU TERREBONNE CLEARING AND SNAGGING**  
**PROJECT # 04-DRA-24**

<b>TOTAL FUNDING</b>	<b>\$</b>	<b>537,019</b>
<b>EXPENDITURES THRU 12/31/15</b>		<b>(537,019)</b>
<b>PROJECT BALANCE</b>	<b>\$</b>	<b>-</b>

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2016	2017	2018	2019	2020	2021
Jan-04	ORD 6821	FD 255 1/4% CAPITAL SALES TAX	100,000						
Jan-05	ORD 6942	FD 255 1/4% CAPITAL SALES TAX	300,000						
Jan-06	ORD 7081	WAL-MART DONATION	75,000						
Jan-09	ORD 7566	FD 255 1/4% CAPITAL SALES TAX	400,000						
Dec-10	LIA 081	FROM 655-351-8929-56 FD 151	500,000						
Dec-14	ORD 8498	STATEWIDE FLOOD CONTROL	546,954						
May-15	ORD 8557	TO 659-442-8911-10 GEN FUND	(500,000)						
May-15	ORD 8557	TO 659-442-8911-10 FUND 255	(337,981)						
Jun-16	ORD 8717	STATEWIDE FLOOD CONTROL		800,000					
Jan-17	ORD 8796	TO 655-351-8939-02 FD 255			(500,000)				
Jul-17	PENDING BA	TO 655-351-8939-07			(746,954)				
Jul-17	PENDING BA	TO 655-351-8939-08			(100,000)				
LESS PRIOR YEARS EXPENDITURES			(537,019)						
FUNDS AVAILABLE			\$ 546,954	\$ 800,000	\$ (1,346,954)	\$ -	\$ -	\$ -	\$ -

**ENGINEER/ARCHITECT:** CB&I COASTAL, INC.  
**CONTRACTOR:** COASTAL DREDGING COMPANY

**DESCRIPTION:** REMOVAL OF DEBRIS, TREES, AND PLANTS ALONG  
BAYOU TERREBONNE.

ACCT: 151-000-6343-19

GENERAL FUND

NO DEPARTMENT NAME

NON-FED SHARE PDMCPL06LA201203

*Section II*

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2017	16,275	.00	0	16,275-
CLOSED:				
2011	0	.00	N/A	0
2012	0	.00	N/A	0
2013	16,275	.00	N/A	16,275-
2014	16,275	.00	N/A	16,275-
2015	16,275	.00	N/A	16,275-
2016	16,275	.00	N/A	16,275-

ENTER = CONTINUE

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

Category Number:  
Item Number: 7.



Monday, June 26, 2017

---

**Item Title:**

Sales Tax Department Lease

**Item Summary:**

RESOLUTION: Authorizing the Parish President to execute the Sales Tax Department Lease.

---

**ATTACHMENTS:**

**Description**

Executive Summary

Resolution

Lease

**Upload Date**

6/20/2017

6/20/2017

6/20/2017

**Type**

Executive Summary

Resolution

Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
A resolution authorizing the Parish President to execute the Sales Tax Department Lease.

PROJECT SUMMARY (200 WORDS OR LESS)
Authorizes Gordon E. Dove, Parish President, to enter into a lease with the Terrebonne Sales and Use Tax Department for a period of three (3) years, for Three Thousand Nine Hundred Thirty Dollars and Sixty Six Cents (\$3,930.66) per month, beginning January 1, 2016 and ending December 31, 2018.

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

TOTAL EXPENDITURE		
N/A		
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)		
<u>ACTUAL</u>	ESTIMATED	
IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)		
N/A	NO	<u>YES</u>
IF YES AMOUNT BUDGETED:		Revenue: \$47,168

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

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

Signature

6/20/2017

Date

OFFERED BY:  
SECONDED BY:

RESOLUTION NO. 17-

WHEREAS, La R.S. 33:1324 provides any parish or political subdivision of the State may make agreements among themselves to engage jointly in the construction or improvement of any public project or the promotion and maintenance of any undertaking provided that at least one of the participants to the agreement is authorized by law to complete the undertaking, and

WHEREAS, pursuant to the above described local services, law, Sales Tax is authorized to collect taxes for various agencies and political subdivisions outside those of TPCG, and

WHEREAS, TPCG provides full service office space to Sales Tax within the Government Tower to the benefit of those outside agencies which collect taxes through the Terrebonne Parish Sales and Use Tax Department, and

WHEREAS, the above parties believe that the collection of local taxes serves a necessary public purpose and that the lease terms of this agreement are commensurate with the costs involved.

NOW, THEREFORE BE IT RESOLVED that the Terrebonne Parish Council (Budget and Finance Committee), on behalf of the Terrebonne Parish Consolidated Government, hereby authorizes Gordon E. Dove, Parish President, to enter into a lease with the Terrebonne Sales and Use Tax Department for a period of three (3) years, for Three Thousand Nine Hundred Thirty Dollars and Sixty Six Cents (\$3,930.66) per month, beginning January 1, 2016 and ending December 31, 2018.

THERE WAS RECORDED:

YEAS:

NAYS:

ABSTAINING:

ABSENT:

**LEASE AGREEMENT  
BETWEEN  
TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
AND  
TERRBONNE PARISH  
SALES AND USE TAX DEPARTMENT  
FOR OFFICE SPACE**

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 represent by its duly authorized President, Gordon E Dove; and

**TERREBONNE PARISH SALES AND USE TAX DEPARTMENT**, (SALES TAX/TENANT”), a political subdivision of the State of Louisiana, represented by Mark Daigle. Sales Tax Director.

Who declared that they herby make and enter into contract and agreement under the following terms and conditions:

**WHEREAS**, La. R.S. 33:1324 provides any parish or political subdivision of the state may make agreements among themselves to engage jointly in the construction or improvement of any public project or the promotion and maintenance of any undertaking provided that at least one of the participants to the agreement is authorized by law to complete the undertaking; and

**WHEREAS**, pursuant to the above described local services law, SALES TAX is authorized to collect taxes for various agencies and political subdivisions outside those of TPCG;

**WHEREAS**, TPCG provides full service office space to SALES TAX within the Government Tower to benefit of these outside agencies which collect taxes through TPCG’s Sales and Use Tax Department; and

**WHEREAS**. The above parties believe that the collection of local taxes serves a necessary public purpose and that the lease terms of this agreement are commensurate with the costs involved; and

**NOW THEREFORE; BE IT RESOLVED**, that all parties named above, in accordance with La. R.S. 33:1321, et. seq. herby enter into the following intergovernmental agreement:

Terms

1.

SALES TAX shall have use of area number three (3) on the six floor of the Government Tower. (See Attachment “A”). All space provided to SALES TAX, within the Government Tower facility may be subject to reallocation or revocation should the premises become necessary for a different use by TPCG.

2.

In consideration for this lease, TENANT promises to pay TPCG at the office of TPCG located 8026 Main Street, Suite 601, Houma, Louisiana in lawful money of the United States, annual rental at the initial rate of FORTY SEVEN THOUSAND ONE HUNDRED SIXTY EIGHT THOUSAND AND NO CENTS (\$47,168.00) payable in equal monthly installments of THREE THOUSAND NINE HUNDRED THIRTY DOLLARS AND SIXTY SIX CENTS (\$3,930.66) each. Monthly installments of rental are to be paid in advance, without demand, on the 1<sup>st</sup> day of each and every calendar month during term hereof.

3.

TPCG shall provide all necessary insurance, utilities, access to restrooms, elevator service and custodian services.



4.

SALES TAX shall maintain the provided office space (premises) in good repair and in substantially the same condition as the premises was upon receipt.

5.

SALES TAX shall not make or erect any changes or structures within the space without prior approval of TPCG.

6.

TPCG shall provide and install all letters and numerals on or about the entrance to the premises. All such letters and numerals shall be in the building's standard graphics. No signs, numerals, letters, or other graphics shall be used or permitted on the exterior of the premises or which otherwise may be visible from outside the premises, unless approved in writing by TPCG. TPCG shall maintain in a segment of the Building Common Area a building directory containing Tenant's name and location within the building.

7.

Tenant shall comply with, and Tenant shall cause all Tenant Related-Parties to comply with, the written rules and regulations of the building promulgated and amended by TPCG from time to time for the safety, care and cleanliness of the premises and building and for preservation of good order therein. The presently existing rules of the building are attached and incorporated hereto as Attachment "B".

8.

Subject to the parking requirement of TPCG, TPCG shall allocate parking spots to SALES TAX based on needs. Any parking spots, within the Government Tower parking facility, allocated to the SALES TAX may be subject to reallocation should the spots become necessary for a different use by TPCG.

9.

The premises shall be continuously used and occupied during the full term of this lease for the purpose of sales and use tax collection and the premises shall be used for no other purpose without the consent of TPCG.

### **Termination**

This agreement shall continue in effect for a term of three (3) years commencing on January 1, 2016, and ending on December 31, 2018 or until the space subject to this agreement becomes necessary for a different use by TPCG or until the conditions of this agreement are violated. At the expiration of this lease, lessee shall have the option to extend the lease for two (2) one-year (1) terms with each term subject to the same terms and conditions as the original lease. Sixty (60) days prior to the expiration of this lease, lessee may notify Lessor or Lessor's agent in writing of Lessee's intentions regarding their option to renew this lease.

This intergovernmental agreement may also be terminated under any or all of the following conditions:

- a. By written mutual agreement and consent of TPCG and SALES TAX
- b. By thirty (30) days written notice by TPCG or SALES TAX

### **Compliance with Laws**

The parties hereto and their employees, contractors and agents shall comply with all applicable federal, state and local laws and or 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.

IN WITNESS WHEREOF, this Lease Agreement is executed by TERREBONNE PARISH CONSOLIDATED GOVERNMENT, and the TERREBONNE PARISH SALES AND USE TAX DEPARTMENT on the dates indicated below.

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

WITNESSES:

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

**TERREBONNE PARISH  
CONSOLIDATED GOVERNMENT**

BY: \_\_\_\_\_  
GORDON E DOVE

DATE: \_\_\_\_\_

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

WITNESSES:

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

**SALES AND USE TAX DEPARTMENT**

BY: \_\_\_\_\_  
MARK DAIGLE

DATE: \_\_\_\_\_

**ATTACHMENT “B”**  
**RULES AND REGULATIONS**

1. Tenant shall not allow any visitor or guest to disturb, solicit, or canvass any occupant of the building and shall cooperate to prevent same.
2. TPCG reserves the right to exclude from the building, between the hours of 6:30 P.M. and 7:30 A.M., and in all hours on Sunday and legal holidays, all persons who do not present a pass to the building, signed by tenant. Each tenant shall be responsible for all persons for whom he issues such a pass and shall be liable to TPCG for all acts of such persons.
3. Tenant shall not bring or permit to be brought into the building any bicycle, or any vehicle, or dog (except in the company of a blind person) or other animal or bird.
4. Tenant shall not bring install any radio, microwave dish, television antenna or satellite dish on the roof, or on, or in any part of the inside or the outside of the building, other than inside the premises without TPCG approval.
5. Two keys to locks on the corridor doors entering the premises shall be furnished by TPCG free of charge, with any additional keys to be furnished by TPCG to each tenant, at tenant's cost. TPCG may retain a pass-key to the premises and be allowed admittance thereto at all times to enable its representatives to examine or exhibit the premises from time to time. No additional locks or bolts of any kind shall be places upon any of the doors, nor shall any change be made in existing locks. Each tenant must upon his/her termination of tenancy restore to TPCG all keys to office, restrooms, and other areas.
6. Tenant shall not paint, display, inscribe, maintain, or affix any sign, picture, advertisement, notice, lettering or direction on any part of the outside, except on hallway doors of the premises, and then only such name or names or matter and in such color, size, style, character and material as may be first approved by TPCG in writing. TPCG reserves the right to remove, at tenant's expense, all matter other than that above provided for without notice to tenant.
7. Sidewalks, doorways, vestibules, halls, stairways and other similar areas shall not be obstructed by tenant or used by any tenant for any purpose to her than ingress and egress to and from the premises and for going from one to another part of the building.
8. Movement in or out of the building's furniture or office equipment, or dispatch or receipt by tenants of any bulky material, merchandise or materials which requires use of elevators or stairways, or movement through the building's entrances or lobby shall be restricted to such hours as TPCG shall designate. All such movements shall be under the supervision of TPCG and in the manner agreed between the tenants and TPCG by prearrangement before performance. Such prearrangement initiated by a tenant will include determination by TPCG, and subject to its decision and control, as to the time, method, and routing of movement and as to limitations for safety or other concern which may prohibit any article, equipment or any other item from being brought into the building. The tenants are to assume all risks as to the damage to articles moved and injury to persons or public engaged or not engaged in such movement, including equipment, property and personnel of TPCG if damaged or injured as a result of acts in connection with carrying out this service for a tenant from time of entering the property to completion of work; and TPCG shall not be liable for acts of any person engaged in, or any damage or loss to any of said property or persons resulting from, any act in connection with such service performed for a tenant.
9. TPCG shall have the right to prescribe the weight and position of safes and other heavy equipment or items, which shall in all cases, to distribute weight, stand on supporting devices approved by TPCG. All damages done to the building by the installation or removal of any property of a tenant, or done by a tenant's property while in the building, shall be repaired at the expense of such tenant. Tenant shall bear all costs incurred by TPCG or tenant in determining the feasibility or actual installation of any such heavy equipment.

10. Corridor doors, when not in use, shall be kept closed.
11. Each tenant shall cooperate with TPCG's employees in keeping its premises neat and clean
12. No machinery of any kind shall be operated by tenant on its premises prior to written consent of TPCG, nor shall any tenant use or keep in the Building an inflammable or explosive fluid or substance.
13. TPCG will not be responsible for lost or stolen personal property, money, or jewelry from tenant's premises or public or common areas regardless of whether such loss occurs when the area is locked against entry or not.
14. No curtains or other window treatments shall be placed between the glass and the building's standard window treatments without TPCG's written consent.
15. TPCG reserves the right to make such other and further rules and regulations as in its judgment may be for the safety, care, and cleanliness of the building and for the preservation of good order therein. Tenant agrees to abide by such rules and regulations herein above stated and additional rules and regulations which are adopted.

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**TENANT**

Category Number:  
Item Number: 8.



Monday, June 26, 2017

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**Item Title:**

2017 Walmart Community Grant

**Item Summary:**

RESOLUTION: Authorizing the Parish President to execute an application form to the 2017 Walmart Community Grant for the Houma Police Department of the Terrebonne Parish Consolidated Government.

---

**ATTACHMENTS:**

**Description**

ExecutiveSummary form

Walmart17 Resolution

**Upload Date**

6/20/2017

6/20/2017

**Type**

Cover Memo

Cover Memo



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
2017 Walmart Community Grant

PROJECT SUMMARY (200 WORDS OR LESS)
The Houma Police Department will use the Walmart Community Grant funds to support the Houma Police Department and Young Marines Program. Funds will be used to purchase educational materials for children of all ages to educate them on safety and drug-free lifestyles.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
2017 Walmart Community Grant funds will assist the Houma Police Department in educating the Young Marines Program and assist officers in teaching and leading young children in various beneficial subjects, by purchasing age-appropriate educational materials.

TOTAL EXPENDITURE				
\$2000.00				
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 2017 Walmart Community 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 implement an application for a grant from the 2017 Walmart Community Grant in the amount of two thousand dollars (\$2000) for the Terrebonne Parish Consolidated Government. The Fiscal Year 2017 Walmart Community Grant will provide grant funding to educate the Young Marines and children of all ages, by providing age-appropriate educational materials for officers use when teaching children in the community.

**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 2017 Walmart Community Grant,

**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 from the 2017 Walmart Community Grant to address other matters relative thereto.



Monday, June 26, 2017

---

**Item Title:**

2017 Wal-Mart Community Grant

**Item Summary:**

RESOLUTON: Authorizing the Parish President to execute an application form to the 2017 Walmart Community Grant for the Houma Fire Department of the Terrebonne Parish Consolidated Government; and to address others matters relative thereto. (This is an opportunity to receive a community grant from Wal-Mart to purchase smoke alarms and fire education materials.)

---

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Executive Summary	6/20/2017	Executive Summary
Resolution	6/20/2017	Backup Material



## EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

### PROJECT TITLE

2017 Walmart Community Grant

### PROJECT SUMMARY (200 WORDS OR LESS)

The Houma Fire Department will use the Walmart Community Grant funds to support the Houma Fire Department "Save a Life Program." Funds will be used to purchase smoke alarms and fire education material to install in homes of financially challenged citizens.

### PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

2017 Walmart Community Grant funds will assist the Houma Fire Department in providing smoke alarms and fire education materials to install basic fire safety equipment in the community.

### TOTAL EXPENDITURE

\$2000.00

### AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

### IS PROJECT ALREADY 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] 6/20/17

Signature

Date



OFFERED BY:  
SECONDED BY:

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

A resolution authorizing the Parish President to execute an application form to the 2017 Walmart Community Grant for the Houma Fire Department of the Terrebonne Parish Consolidated Government; and to address other matters relative thereto.

**WHEREAS**, the Houma Fire Department of the Terrebonne Parish Consolidated Government has been approved to implement an application for a grant from the 2017 Walmart Community Grant in the amount of two thousand dollars (\$2000) for the Terrebonne Parish Consolidated Government. The Fiscal Year 2017 Walmart Community Grant will provide grant funding to purchase smoke alarms and fire education materials for the community.

**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 2017 Walmart Community Grant,

**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 from the 2017 Walmart Community Grant to address other matters relative thereto.

Category Number:  
Item Number: 10.



Monday, June 26, 2017

---

**Item Title:**

L.E.N.S.

**Item Summary:**

Discussion and possible action with regards to requesting that Administration consider allocating an additional \$60,000 for the L.E.N.S. Program to target crime.

---

**ATTACHMENTS:**

**Description**

L.E.N.S. Funding Request

**Upload Date**

6/22/2017

**Type**

Backup Material

<b>COMMITTEE:</b>	<b>Budget &amp; Finance</b>
<b>MEETING DATE:</b>	06/26/2017
<b>REQUESTED BY:</b>	Councilman John Navy
<b>TOPIC:</b>	Discussion & possible action with regards to requesting Administration to consider allocating an additional \$60,000 for the L.E.N.S. Program to target crime.

**BACKUP INFORMATION:**

<b>ATTACHED:</b>	<b>FORTHCOMING:</b>	<b>NOT NEEDED: XX</b>
------------------	---------------------	-----------------------

<b>TO BE PREPARED BY:</b>	N/A
<b>PERSON COMPLETING FORM:</b>	Suzette Thomas
<b>DATE:</b>	06-21-17





Monday, June 26, 2017

---

**Item Title:**

Ordinance to declare vehicles from HPD as surplus

**Item Summary:**

Introducing an ordinance to declare vehicles from the Houma Police Department as surplus and calling a public hearing on July 12, 2017 at 6:30 p.m.

---

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Ordinance to declare vehicles from HPD as surplus	6/21/2017	Cover Memo
Ordinance to declare vehicles from HPD as surplus	6/21/2017	Ordinance
Ordinance to declare vehicles from HPD as surplus	6/21/2017	Backup Material



## EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

### PROJECT TITLE

ORDINANCE: To declare vehicles from the Houma Police Department as surplus

### PROJECT SUMMARY (200 WORDS OR LESS)

Declaring as surplus vehicles from the Houma Police Department with a value of \$5,000.00 or greater and to acquire authorization to dispose of items through legally approved methods.

### PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

To legally dispose of surplus / obsolete equipment no longer needed by departments. To generate revenue for departments.

### TOTAL EXPENDITURE

Anticipated Revenue: \$50,000

### AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

### IS PROJECT ALREADY 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

Angela Guidry, Purchasing Manager

June 21, 2017

Signature

Date

ORDINANCE NO: \_\_\_\_\_

**An Ordinance to declare vehicles from the Houma Police Department as surplus as described in the attached Exhibit “A” and authorizing said items to be disposed of by public bid, negotiated sale, junked or by any other legally approved method.**

SECTION I

NOW THEREFORE BE IT ORDAINED that the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, does hereby declare the attached Exhibit “A” surplus and authorizes the Parish President to dispose of said items by public bid, negotiated sale, junked or by any other legally approved method.

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 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 two weeks, was voted upon as follows:

THERE WAS RECORDED:

YEAS:

NAYS:

NOT VOTING:

ABSENT:

The Chairman declared the ordinance adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

## EXHIBIT A

### **Houma Police Department:**

1 ea. 2006 Dodge Charger (Unit 390)	\$5,000
1 ea. 2006 Ford Crown Victoria (Unit 392)	\$5,000
1 ea. 2009 Ford Crown Victoria (Unit 298)	\$5,000
1 ea. 2002 Dodge Van (Unit 344)	\$5,000
1 ea. 2008 Ford Crown Victoria (Unit 289)	\$5,000
1 ea. 2008 Ford Crown Victoria (Unit 288)	\$5,000
1 ea. Ford Crown Victoria (Unit 376)	\$5,000
1ea. 2006 Dodge Charger (Unit 391)	\$5,000
1 ea. 2002 Ford Crown Victoria (Unit 355)	\$5,000
1 ea. 2009 Ford Crown Victoria (Unit 348)	\$5,000



**DILLARD UNIVERSITY POLICE DEPARTMENT**  
2601 Gentilly Boulevard  
New Orleans, Louisiana 70122



**DILLARD**  
UNIVERSITY

Information: (504) 816-5310  
Julian B. Coaxum  
Chief of Police

dupd.dispatch@dillard.edu  
Emergency: (504) 816-4911  
Fax: (504) 816-4954

January 20, 2017

City of Houma  
Houma Police Department  
500 Honduras Street  
Houma, Louisiana 70360

Re: Surplus Vehicles for Purchase

Dear Chief Dana T. Coleman:


The Dillard University Police Department is expressing its intent to purchase three used police cars with equipment from the Houma Police Department through the surplus process. Dillard University is recognized by the State of Louisiana as a Cooperative Purchasing Entity.

Please note that we intend to purchase the below listed vehicles at a cost of \$5,000.00 each:

- 
- |                        |                          |                         |
|------------------------|--------------------------|-------------------------|
| 1. Vehicle # 390       | 2006 Dodge Charger       | VIN # 2B3KA43G56H460055 |
| a. Black & White Color | Mileage: 45,502          | LA Lic # PP187862       |
| 2. Vehicle # 391       | 2006 Dodge Charger       | VIN # 2B3KA43G36H460054 |
| a. Black & White color | Mileage: 69,831          | LA Lic # PP187863       |
| 3. Vehicle # 298       | 2009 Ford Crown Victoria | VIN # 2FAHP71V69X148031 |
| a. Black & White color | Mileage: 68,806          | LA Lic # PP208767       |

Please contact Lt. Silas Phipps, Jr. at (504) 816-5310 or [sphipp@du.dillard.edu](mailto:sphipp@du.dillard.edu) with questions or concerns regarding this communication.

Sincerely yours,

  
Julian B. Coaxum  
Chief of Police

Cc: File  
Dr. Roland Bullard, Jr.  
Mrs. Janel Green

---

*Integrity · Courage · Service · Respect*



**CRAIG WEBRE**  
SHERIFF

**"NATIONALLY ACCREDITED"**

# **Parish of Lafourche Office of the Sheriff**

*Serving  
and  
Protecting*

THIBODAUX (985) 449-2255  
GALLIANO (985) 798-2255  
LOCKPORT (985) 532-2255  
FAX (985) 447-1854

Bobbie,

After inspection of the five units listed below, and in consideration of the installed equipment and average used car value, we would like to make an offer of \$4,000.00 per unit (as is) or a total of \$20,000.00. We will also offer that we will waive the tuition fee for one cadet in our next Academy, and wave the fee for one slot in the Tactical Tracker Training in March. If this offer is agreeable we can work out the transfer paperwork and payment at your convenience.

---

**1st HPD 392, 2006 Ford C/V mileage 116.559 Vin # 2FAFP71W87X103573**

**2nd HPD 288, 2008 Ford C/V mileage 74.433 Vin # 2FAFP71V98X164312**

**3rd HPD 248, 2009 Ford C/V mileage 60.410 Vin # 2FAHP71V99X148038**

**4th HPD 276, 2007 Ford C/V mileage 55.998 Vin # 2FAFP71V68X101345**

**5th HPD 289, 2008 Ford C/V mileage 74.539 Vin # 2FAFP71VX8X164318**

Todd Diaz  
Chief Deputy  
Lafourche Parish Sheriff's Office  
200 Canal Blvd  
Thibodaux La. 70301  
(985)449-4424 Office  
(985)438-1373 Cell  
[www.lpso.net](http://www.lpso.net)



# CONDITION REPORT FOR VEHICLES / HEAVY EQUIPMENT

Complete form and make a copy for your department files. Send the original with the Surplus form to Purchasing for disposal instructions. **NOTE: Vehicle must be cleaned and all keys turned in to Purchasing.**

DEPARTMENT/DIVISION Houma Police Department UNIT NUMBER: 248  
 YEAR: 2009 MAKE: Ford MODEL: Crown Victoria  
 BODY TYPE: Sedan MILEAGE / HOURS: 74539  
 VIN / SERIAL#: 2FAHP71V99X148038 COLOR: Black and White  
 ENGINE TYPE: 8 CYL ☒ 6 CYL ☐ 4 CYL ☐ OTHER \_\_\_\_\_  
 TRANSMISSION TYPE: Automatic  
 FUEL TYPE: GAS ☒ DIESEL ☐ BI-FUEL (GAS/E-85) ☐ FLEX-FUEL (CN) \_\_\_\_\_  
 OTHER OPTIONS INCLUDED (CREW CAB, EXTENDED CAB, 2WD, 4WD, ETC.) \_\_\_\_\_

## CONDITION OF VEHICLE:

CHECK THE APPROPRIATE BOX TO RATE THE CONDITION OF THE

	GOOD	FAIR	POOR	SALVAGE	DESCRIPTION OF
ENGINE	X				
TRANSMISSION	X				
DIFFERENTIAL	X				
BODY		X			Hole in Front Bumper
BRAKES	X				
CLUTCH	X				
RADIATOR	X				
STEERING	X				
BATTERY	X				
AIR CONDITIONER	X				
HEATER	X				
WINDSHIELD/GLASS	X				
UPHOLSTERY	X				
RADIO	X				
JACK	X				
PAINT		X			Paint Chipping and Minor Scratches
TIRES: RIGHT FRONT	X				
TIRES: RIGHT REAR	X				
TIRES: LEFT FRONT	X				
TIRES: LEFT REAR	X				
TIRES: SPARE	X				

\* JPSD interested in for use  
 FREE trading  
 \$4000 plus  
 slot

REASON FOR SURPLUS: Condition of Vehicle

LOCATION OF VEHICLE: 500 Honduras Street DATE REMOVED FROM SERVICE: January 2017

CONTACT PERSON: LT. Karl Beattie TELEPHONE #: 985-876-5143

AUTHORIZED BY DEPT. HEAD: Chief [Signature] DATE: 5/24/17

FLEET MAINTENANCE SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

# CONDITION REPORT FOR VEHICLES / HEAVY EQUIPMENT

Complete form and make a copy for your department files. Send the original with the Surplus form to Purchasing for disposal instructions. **NOTE: Vehicle must be cleaned and all keys turned in to Purchasing.**

DEPARTMENT/DIVISION Houma Police Department UNIT NUMBER: 289

YEAR: 2008 MAKE: Ford MODEL: Crown Victoria

BODY TYPE: Sedan MILEAGE / HOURS: 74539

VIN / SERIAL#: 2FAF071VX8X164318 COLOR: Black and White

ENGINE TYPE: 8 CYL ☒ 6 CYL ☐ 4 CYL ☐ OTHER \_\_\_\_\_

TRANSMISSION TYPE: Automatic

FUEL TYPE: GAS ☒ DIESEL ☐ BI-F \_\_\_\_\_

OTHER OPTIONS INCLUDED (CREW CAB, EXTN \_\_\_\_\_)

\* LPED is interested in this unit 289  
to \$4000 plus a FREE Academy slot

CHECK THE APPROPRIATE:

	GOOD	FAIR	POOR
ENGINE	X		
TRANSMISSION	X		
DIFFERENTIAL	X		
BODY	X		
BRAKES	X		
CLUTCH	X		
RADIATOR	X		
STEERING	X		
BATTERY	X		
AIR CONDITIONER	X		
HEATER	X		
WINDSHIELD/GLASS	X		
UPHOLSTERY	X		
RADIO	X		
JACK	X		
PAINT		X	
TIRES: RIGHT FRONT		X	
TIRES: RIGHT REAR	X		
TIRES: LEFT FRONT		X	
TIRES: LEFT REAR	X		
TIRES: SPARE	X		

Paint Chipping

Low Tread

LowTread

REASON FOR SURPLUS: Condition of Vehicle

LOCATION OF VEHICLE: 500 Honduras Street DATE REMOVED FROM SERVICE: January 2017

CONTACT PERSON: LT. Karl Beattie TELEPHONE #: 985-876-5143

AUTHORIZED BY DEPT. HEAD: Chief [Signature] DATE: 5/24/17

FLEET MAINTENANCE SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

# CONDITION REPORT FOR VEHICLES / HEAVY EQUIPMENT

Complete form and make a copy for your department files. Send the original with the Surplus form to Purchasing for disposal instructions. **NOTE: Vehicle must be cleaned and all keys turned in to Purchasing.**

DEPARTMENT/DIVISION Houma Police Department UNIT NUMBER: 276

YEAR: 2007 MAKE: Ford MODEL: Crown Victoria

BODY TYPE: Sedan MILEAGE / HOURS: 55998

VIN / SERIAL#: 2FAFP71V68X101345 COLOR: Black and White

ENGINE TYPE: 8 CYL ☒ 6 CYL ☐ 4 CYL ☐ OTHER ☐

TRANSMISSION TYPE: Automatic

FUEL TYPE: GAS ☒ DIESEL ☐ BI-FUEL (GAS/E-85) ☐ FLEX-FUEL (CNG/GAS) ☐

OTHER OPTIONS INCLUDED (CREW CAB, EXTENDED CAB, 2WD, 4WD, ETC.)

COND

CHECK THE APPROPRIATE BOX

	GOOD	FAIR	POOR	IF LAST SERVICE
ENGINE	X			
TRANSMISSION	X			
DIFFERENTIAL	X			
BODY	X			
BRAKES	X			
CLUTCH	X			
RADIATOR	X			
STEERING	X			
BATTERY	X			
AIR CONDITIONER	X			
HEATER	X			
WINDSHIELD/GLASS	X			
UPHOLSTERY	X			
RADIO	X			
JACK	X			
PAINT		X		
TIRES: RIGHT FRONT			X	
TIRES: RIGHT REAR	X			
TIRES: LEFT FRONT	X			
TIRES: LEFT REAR	X			
TIRES: SPARE	X			

\* USED interest in unit 276  
 @ \$4000 i. FREE Academy 276

Paint Chipping and some rust  
 Flat

REASON FOR SURPLUS: Condition of Vehicle

LOCATION OF VEHICLE: 500 Honduras Street DATE REMOVED FROM SERVICE: January 2017

CONTACT PERSON: LT. Karl Beattie TELEPHONE #: 985-876-5143

AUTHORIZED BY DEPT. HEAD: Chief [Signature] DATE: 5/24/17

FLEET MAINTENANCE SUPERVISOR:  DATE:

# CONDITION REPORT FOR VEHICLES / HEAVY EQUIPMENT

Complete form and make a copy for your department files. Send the original with the Surplus form to Purchasing for disposal instructions. **NOTE: Vehicle must be cleaned and all keys turned in to Purchasing.**

DEPARTMENT/DIVISION Houma Police Department UNIT NUMBER: 288

YEAR: 2008 MAKE: Ford MODEL: Crown Victoria

BODY TYPE: Sedan MILEAGE / HOURS: 74433

VIN / SERIAL#: 2FAFP71V98X164312 COLOR: Black and White

ENGINE TYPE: 8 CYL ☒ 6 CYL ☐ 4 CYL ☐ OTHER ☐

TRANSMISSION TYPE: Automatic

FUEL TYPE: GAS ☒ DIESEL ☐ BI-FUEL (GAS/E-85) ☐ FLEX-FUEL (CNG/GAS) ☐

OTHER OPTIONS INCLUDED (CREW CAB, EXTENDED CAB, 2WD, 4WD, ETC.)

## CONDITION

CHECK THE APPROPRIATE BOX TO

	GOOD	FAIR	POOR	DATE OF LAST SERVICE
ENGINE	X			
TRANSMISSION	X			
DIFFERENTIAL	X			
BODY	X			
BRAKES	X			
CLUTCH	X			
RADIATOR	X			
STEERING	X			
BATTERY	X			
AIR CONDITIONER	X			
HEATER	X			
WINDSHIELD/GLASS	X			
UPHOLSTERY	X			
RADIO	X			
JACK	X			
PAINT		X		
Paint Chipping and some rust				
TIRES: RIGHT FRONT	X			
TIRES: RIGHT REAR	X			
TIRES: LEFT FRONT	X			
TIRES: LEFT REAR	X			
TIRES: SPARE	X			

*UPSO interested in this unit  
at \$4000 & FREE Academy spot*

REASON FOR SURPLUS: Condition of Vehicle

LOCATION OF VEHICLE: 500 Honduras Street DATE REMOVED FROM SERVICE: January 2017

CONTACT PERSON: LT. Karl Beattie TELEPHONE #: 985-876-5143

AUTHORIZED BY DEPT. HEAD: Chief [Signature] DATE: 5/24/17

FLEET MAINTENANCE SUPERVISOR:  DATE:

# CONDITION REPORT FOR VEHICLES / HEAVY EQUIPMENT

Complete form and make a copy for your department files. Send the original with the Surplus form to Purchasing for disposal instructions. **NOTE: Vehicle must be cleaned and all keys turned in to Purchasing.**

DEPARTMENT/DIVISION Houma Police Department UNIT NUMBER: 298

YEAR: 2009 MAKE: Ford MODEL: Crown Victoria

BODY TYPE: Sedan MILEAGE / HOURS: 68814

VIN / SERIAL#: 2Fahp71v69x148031 COLOR: Black and White

ENGINE TYPE: 8 CYL ☒ 6 CYL ☐ 4 CYL ☐ OTHER ☐

TRANSMISSION TYPE: Automatic

FUEL TYPE: GAS ☒ DIESEL ☐ BI-FUEL (GAS/E-85) ☐ FLEX-FUEL (CNG) ☐

OTHER OPTIONS INCLUDED (CREW CAB, EXTENDED CAB, 2WD, 4WD, ETC.)

CHECK THE APPROPRIATE BOX

	GOOD	FAIR	POOR	DATE OF LAST SERVICE
ENGINE	X			
TRANSMISSION	X			
DIFFERENTIAL	X			
BODY	X			
BRAKES	X			
CLUTCH	X			
RADIATOR	X			
STEERING	X			
BATTERY	X			
AIR CONDITIONER	X			
HEATER	X			
WINDSHIELD/GLASS	X			
UPHOLSTERY	X			
RADIO	X			
JACK	X			
PAINT		X		
TIRES: RIGHT FRONT	X			
TIRES: RIGHT REAR	X			
TIRES: LEFT FRONT	X			
TIRES: LEFT REAR	X			
TIRES: SPARE				
PAINT CHIPPING				
NO SPARE TIRE				

\* Dillard's University is interested in Unit 298 @ \$5000

REASON FOR SURPLUS: Condition of Vehicle

LOCATION OF VEHICLE: 500 Honduras Street DATE REMOVED FROM SERVICE: January 2017

CONTACT PERSON: LT. Karl Beattie TELEPHONE #: 985-876-5143

AUTHORIZED BY DEPT. HEAD: *Oliver Thompson* DATE: 5/24/17

FLEET MAINTENANCE SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

# CONDITION REPORT FOR VEHICLES / HEAVY EQUIPMENT

Complete form and make a copy for your department files. Send the original with the Surplus form to Purchasing for disposal instructions. **NOTE: Vehicle must be cleaned and all keys turned in to Purchasing.**

DEPARTMENT/DIVISION Houma Police Department UNIT NUMBER: 390

YEAR: 2006 MAKE: Dodge MODEL: Charger

BODY TYPE: Sedan MILEAGE / HOURS: 45515

VIN / SERIAL#: 2B3KA43G56H460055 COLOR: Black and White

ENGINE TYPE: 8 CYL ☒ 6 CYL ☐ 4 CYL ☐ OTHER ☐

TRANSMISSION TYPE: Automatic

FUEL TYPE: GAS ☒ DIESEL ☐ BI-FUEL (GAS/E-85) ☐ FLEX-FUEL (CNG/GAS) ☐

OTHER OPTIONS INCLUDED (CREW CAB, EXTENDED CAB, 2WD, 4WD, ETC.)

## CONDITION OF VEHICLE:

CHECK THE APPROPRIATE BOX TO RATE THE CONDITION OF THE VEHICLE / HEAVY EQUIPMENT

	GOOD	FAIR	POOR	SALVAGE	DESCRIPTION OF ANY PROBLEMS	DATE OF LAST SERVICE
ENGINE	X					
TRANSMISSION	X					
DIFFERENTIAL	X					
BODY	X					
BRAKES	X					
CLUTCH	X					
RADIATOR	X					
STEERING	X					
BATTERY	X					
AIR CONDITIONER	X					
HEATER	X					
WINDSHIELD/GLASS	X					
UPHOLSTERY	X					
RADIO	X					
JACK	X					
PAINT	X					
TIRES: RIGHT FRONT	X					
TIRES: RIGHT REAR	X					
TIRES: LEFT FRONT	X					
TIRES: LEFT REAR	X					
TIRES: SPARE	X					

\* Dillard University has interest  
in unit #390 @ \$5000

REASON FOR SURPLUS: Condition of Vehicle

LOCATION OF VEHICLE: 500 Honduras Street DATE REMOVED FROM SERVICE: January 2017

CONTACT PERSON: LT. Karl Beattie TELEPHONE #: 985-876-5143

AUTHORIZED BY DEPT. HEAD: Chief [Signature] DATE: 5/24/17

FLEET MAINTENANCE SUPERVISOR: [Signature] DATE:



# CONDITION REPORT FOR VEHICLES / HEAVY EQUIPMENT

Complete form and make a copy for your department files. Send the original with the Surplus form to Purchasing for disposal instructions. **NOTE: Vehicle must be cleaned and all keys turned in to Purchasing.**

DEPARTMENT/DIVISION Houma Police Department UNIT NUMBER: 391  
 YEAR: 2006 MAKE: Dodge MODEL: Charger  
 BODY TYPE: Sedan MILEAGE / HOURS: 69839  
 VIN / SERIAL#: 2B3ka43g36h460054 COLOR: Black and White  
 ENGINE TYPE: 8 CYL ☒ 6 CYL ☐ 4 CYL ☐ OTHER \_\_\_\_\_  
 TRANSMISSION TYPE: Automatic  
 FUEL TYPE: GAS ☒ DIESEL ☐ BI-FUEL (GAS/E-85) ☐ FLEX-FUEL (CNG/GAS) ☐  
 OTHER OPTIONS INCLUDED (CREW CAB, EXTENDED CAB, 2WD, 4WD, ETC.) \_\_\_\_\_

## CONDITION OF VEHICLE:

CHECK THE APPROPRIATE BOX TO RATE THE CONDITION OF THE VEHICLE / HEAVY EQUIPMENT

	GOOD	FAIR	POOR	SALVAGE	DESCRIPTION OF ANY PROBLEMS	DATE OF LAST SERVICE
ENGINE	X					
TRANSMISSION	X					
DIFFERENTIAL	X					
BODY	X					
BRAKES	X					
CLUTCH	X					
RADIATOR	X					
STEERING	X					
BATTERY	X					
AIR CONDITIONER	X					
HEATER	X					
WINDSHIELD/GLASS	X					
UPHOLSTERY	X					
RADIO	X					
JACK	X					
PAINT	X					
TIRES: RIGHT FRONT	X					
TIRES: RIGHT REAR	X					
TIRES: LEFT FRONT	X					
TIRES: LEFT REAR	X					
TIRES: SPARE	X					

\* Dillard University interested in unit 391 @ \$5000.00

REASON FOR SURPLUS: Condition of Vehicle

LOCATION OF VEHICLE: 500 Honduras Street DATE REMOVED FROM SERVICE: January 2017

CONTACT PERSON: LT. Karl Beattie TELEPHONE #: 985-876-5143

AUTHORIZED BY DEPT. HEAD: Chief Raymond Colman DATE: 5/24/17

FLEET MAINTENANCE SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

# CONDITION REPORT FOR VEHICLES / HEAVY EQUIPMENT

Complete form and make a copy for your department files. Send the original with the Surplus form to Purchasing for disposal instructions. **NOTE: Vehicle must be cleaned and all keys turned in to Purchasing.**

DEPARTMENT/DIVISION Houma Police Department UNIT NUMBER: 392

YEAR: 2006 MAKE: Ford MODEL: Crown Victoria

BODY TYPE: Sedan MILEAGE / HOURS: 116559

VIN / SERIAL#: 2FAFP71W87X10357 COLOR: Black and White

ENGINE TYPE: 8 CYL ☒ 6 CYL ☐ 4 CYL ☐ OTHER ☐

TRANSMISSION TYPE: Automatic

FUEL TYPE: GAS ☒ DIESEL ☐ BI-FUEL (GAS/E-85) ☐ FLEX-FUEL (CNG/GAS) ☐

OTHER OPTIONS INCLUDED (CREW CAB, EXTENDED CAB, 2WD, 4WD, ETC.)

## CHECK THE APP

	GOOD	FAIR			ST SERVICE
ENGINE	X				
TRANSMISSION	X				
DIFFERENTIAL	X				
BODY	X				
BRAKES	X				
CLUTCH	X				
RADIATOR	X				
STEERING	X				
BATTERY	X				
AIR CONDITIONER	X				
HEATER	X				
WINDSHIELD/GLASS	X				
UPHOLSTERY	X			Slight Tear on Drivers Seat	
RADIO	X				
JACK	X				
PAINT		X		Paint Chipping and some rust	
TIRES: RIGHT FRONT	X				
TIRES: RIGHT REAR	X				
TIRES: LEFT FRONT	X				
TIRES: LEFT REAR	X				
TIRES: SPARE	X				

\* LPD interested in this unit

\$4000 plus a FREE spot in their Academy

REASON FOR SURPLUS: Condition of Vehicle

LOCATION OF VEHICLE: 500 Honduras Street DATE REMOVED FROM SERVICE: January 2017

CONTACT PERSON: LT. Karl Beattie TELEPHONE #: 985-876-5143

AUTHORIZED BY DEPT. HEAD: Chief Raymond A. Brown DATE: 5/24/17

FLEET MAINTENANCE SUPERVISOR:  DATE:



Monday, June 26, 2017

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**Item Title:**

2017 Bulletproof Vest Grant

**Item Summary:**

RESOLUTION: Authorizing the Parish President to execute an application form to The Bureau of Justice Assistance (BJA) for the (FY) 2017 Bulletproof Vest Partnership (BVP) solicitation 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	6/21/2017	Cover Memo
Bulletproof Vest 2017 Resolution	6/21/2017	Cover Memo
2017 Bulletproof grant	6/21/2017	Cover Memo



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
BJA FY 17 Bulletproof Vest Partnership (BVP) solicitation Grant Program

PROJECT SUMMARY (200 WORDS OR LESS)
The Terrebonne Parish Consolidated Government will use (BVP) funds to support the Houma Police Department. Funds will be used to purchase bulletproof vest for Post Certified Police Officers within the Houma Police Department.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
BJA FY 17 Bulletproof Vest Partnership (BVP) solicitation Grant Program funds will assist Government's support to the city of Houma Police Department to purchase bulletproof vest for Post Certified Police Officers to improve the safety of each Police Officer for essential services.

TOTAL EXPENDITURE				
\$20,426.00				
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:

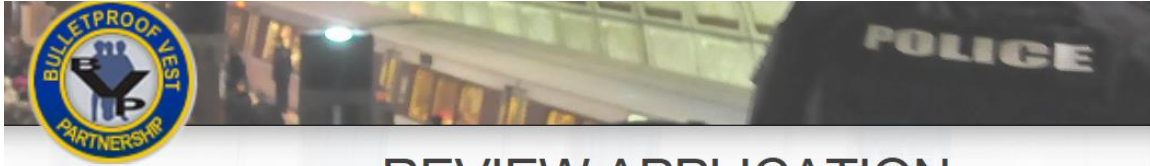
RESOLUTION NO. \_\_\_\_\_

A resolution authorizing the Parish President to execute an application form to The Bureau of Justice Assistance (BJA) for the (FY) 2017 Bulletproof Vest Partnership (BVP) solicitation 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 implement an application for a grant from the Bureau of Justice Assistance (BJA) for the (FY) 2017 Bulletproof Vest Partnership (BVP) solicitation grant in the amount of \$20,426.00 (Twenty Thousand Four Hundred and Twenty-Six Dollars). The Fiscal Year 2017 (BJA) (BVP) Fund will provide grant funding to purchase bulletproof vest to improve the effectiveness and safety of our Police Officers 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 (BJA) and National Institute of Justice (NIJ) 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 all necessary documents to implement the grant from the Bureau of Justice Assistance (BJA) for the (FY) 2017 Bulletproof Vest Partnership (BVP) solicitation grant and to address other matters relative thereto.



# REVIEW APPLICATION

- 1. Agency Profile
- 2. Application
  - 2.1 Application Profile
  - 2.2 Manage Application
  - 2.3 Review Application
  - 2.4 Mandatory Wear Policy
  - 2.5 Submit Application
- 3. Payment
- 4. Status
- 5. Personal Information
- Help



Application Profile    Application    NIJ Approved Vests    Submit Application

Below is the current status of your application.

## APPLICATION PROFILE

Participant	HOUMA CITY
Fiscal Year	2017
Number of Agencies Applied	0
Total Number of Officers for Application	86
Number of Officers on Approved Applications	86

## APPLICATION PROFILE

Fiscal Year	2017
Vest Replacement Cycle ⓘ	5
Number of Officers	86
Number of Emergency Replacement Needs ⓘ	Number of Stolen or Damaged 0 Number of Officer Turnover 6

## REVIEW BVP APPLICATION FOR FUNDING

Applicant	Quantity	Total Cost	Date Submitted	Application Status
HOUMA CITY	26	\$20,426.00		Sent for BVP Approval
Grand Totals:	26	\$20,426.00		



Monday, June 26, 2017

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**Item Title:**

Resolution approving the sole source / proprietary purchase of Isuzu diesel engine parts

**Item Summary:**

RESOLUTION: Concurring with the recommendation of Parish Administration approving the sole source / proprietary purchase of various Isuzu diesel engine parts from M & L Engine Company, LLC.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Isuzu Diesel Engine Parts	6/21/2017	Cover Memo
Isuzu Diesel Engine Parts	6/21/2017	Resolution
Isuzu Diesel Engine Parts	6/21/2017	Backup Material





## EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

### PROJECT TITLE

RESOLUTION: Concurring with the recommendation of Administration approving the sole source / proprietary purchase various Isuzu diesel engine parts.

### PROJECT SUMMARY (200 WORDS OR LESS)

It has been determined that the quoted price from M & L Engine, LLC for the purchase of various Isuzu diesel engine parts be approved under the sole source provisions set forth in LA R.S. 39:1597.

### PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

This will provide the Forced Drainage Division with an inventory of various parts to have on hand for Isuzu engines in pump stations should or when one breaks. This will reduce the down time while waiting for parts to come in. Creating an in house parts inventory of common parts that are needed for repairs.

### TOTAL EXPENDITURE

\$38,325.80

### AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

### IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

YES

IF YES AMOUNT  
BUDGETED:

\$38,325.80

### COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

PARISHWIDE

1

2

3

4

5

6

7

8

9

Angela Guidry, Purchasing Manager

6/21/2017

Signature

Date

OFFERED BY:  
SECONDED BY:

RESOLUTION NO. 17-

WHEREAS, prices were obtained by the Forced Drainage Division, Public Works Department for the sole source / proprietary purchase of various Isuzu Diesel Engine Parts, and

WHEREAS, after careful review by Carl Ledet, Forced Drainage Superintendent and Mike Toups, Public Works Director it has been determined that the quoted price of Thirty-eight Thousand, Three Hundred Twenty-five Dollars and Eighty Cents (\$38,325.80) from M & L Engine, LLC for the sole source / proprietary purchase of various Isuzu Diesel Engine Parts should be accepted as per the attached documents and the under sole source / proprietary provisions set forth in the Louisiana Revised Statutes 39:1597, and

WHEREAS, the Parish Administration has recommended the acceptance of the prices from the M & L Engine, LLC at the cost of Thirty-eight Thousand, Three Hundred Twenty-five Dollars and Eighty Cents (\$38,325.80) as per the attached documents.

NOW, THEREFORE BE IT RESOLVED by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the recommendation of the Parish Administration be approved and that the sole source / proprietary purchase of the various Isuzu Diesel Engine Parts be accepted as per the attached forms.

THERE WAS RECORDED:

YEAS:

NAYS:

ABSTAINING:

ABSENT:

Item	QTY	Description	Price Each	EXT PRICE
1	2	6UZ1 RADIATOR	\$ 3,043.60	\$ 6,087.20
2	2	EXHAUST FLANGE	\$ 767.20	\$ 1,534.40
3	2	STARTER SOLENOID	\$ 55.67	\$ 111.34
4	4	RADIATOR ISOLATORS	\$ 23.10	\$ 92.40
5	2	CONTROL PANEL HARNESS	\$ 319.12	\$ 638.24
6	2	ECM ENCLOSURE 6UZ1	\$ 1,087.80	\$ 2,175.60
7	4	RADIATOR BRAKET ISOLATOR	\$ 6.72	\$ 26.88
8	8	ENGINE MOUNT ISOLATORS	\$ 12.46	\$ 99.68
9	2	6UZ1 FAN	\$ 410.05	\$ 820.10
10	2	SAE 1 / 14" PTO	\$ 2,416.68	\$ 4,833.36
11	2	PILOT BEARING	\$ 36.14	\$ 72.28
12	2	PTO REPAIR KIT	\$ 491.26	\$ 982.52
13	6	NEOPRENE PUMP BEARING	\$ 210.70	\$ 1,264.20
14	8	BEARING SNAP RING	\$ 14.91	\$ 119.28
15	2	UNIVERSAL JOINT	\$ 127.68	\$ 255.36
16	2	SHAFT HUB	\$ 163.80	\$ 327.60
17	2	SAE 2 / 11" PTO	\$ 1,363.95	\$ 2,727.90
18	2	PTO REPAIR KIT	\$ 432.00	\$ 864.00
19	2	6HK1 RADIATOR	\$ 2,499.00	\$ 4,998.00
20	2	6HK1 RADIATOR FAN	\$ 632.80	\$ 1,265.60
21	2	ECM ENCLOSURE 6HK1	\$ 1,087.80	\$ 2,175.60
22	2	4HK1 RADIATOR	\$ 1,241.80	\$ 2,483.60
23	2	4HK1 FAN	\$ 362.88	\$ 725.76
24	2	4HK1 PTO	\$ 1,045.80	\$ 2,091.60
25	2	PTO REPAIR KIT	\$ 216.37	\$ 432.74
26	6	NEOPRENE BEARING 24" PUMP	\$182.00	\$ 1,092.00
27	6	3" SNAP RING	\$4.76	\$ 28.56
28				\$ -
			TOTAL	\$ 38,325.80



**M&L Engine, LLC – 1212 St. Charles St. Houma, LA – 800-960-0068 – Fax:985-851-0006**

To Whom it May Concern,

June 21, 2017

M& L Engine LLC is the authorized Isuzu Diesel Engine Distributor for the states of: Texas, Louisiana, Mississippi, Alabama, Florida, Georgia, and Tennessee for sales, parts, service, and warranty. We service the surrounding parish's within an 100 mile radius direct through our Location a 1212 St. Charles Street, Houma LA 70360.

Sincerely,

Ryan Marmande  
General Manager  
M&L Engine LLC

Category Number:  
Item Number: 14.



Monday, June 26, 2017

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**Item Title:**

A resolution authorizing the Parish President to award Bid 17-DRA-25 Purchase of Five (5) New/Unused 7:2 Ratio Right Angle Gear Drives

**Item Summary:**

RESOLUTION: Authorizing the Parish President to award Bid 17-DRA-25 Purchase of Five (5) New/Unused 7:2 Ratio Right Angle Gear Drives to award to the lowest responsive, responsible bidder.

---

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Executive Summary Bid 17-DRA-25	6/21/2017	Executive Summary
Resolution Bid 17-DRA-25	6/21/2017	Resolution



## EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

### PROJECT TITLE

RESOLUTION: Bid 17-DRA-25 Purchase of Five (5) New/Unused 7:2 Ratio Right Angle Gear Drives

### PROJECT SUMMARY (200 WORDS OR LESS)

Authorizing the Parish President to award Bid 17-DRA-25 the lowest responsive, responsible bidder

### PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

Equipment for the Forced Drainage Division to maintain/repair pumps

### TOTAL EXPENDITURE

\$120,000.00

### AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

### IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

YES

IF YES AMOUNT  
BUDGETED:

\$123,010.00

### COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

PARISHWIDE

1

2

3

4

5

6

7

8

9

Signature

Date

6-21-17

**OFFERED BY:**

**SECONDED BY:**

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

**A resolution authorizing the Parish President to award Bid 17-DRA-25  
Purchase of Five (5) New/Unused 7:2 Ratio Right Angle Gear Drives**

**WHEREAS,** the Terrebonne Parish Consolidated Government will be receiving sealed bids on July 7, 2017 for the aforementioned equipment, and

**WHEREAS,** the Terrebonne Parish Consolidated Government desires authorization to award the bidder that submits the lowest responsive, responsible bid, and

**NOW, THEREFORE BE IT RESOLVED,** that the Terrebonne Parish Council (Budget Finance Committee), on behalf of the Terrebonne Parish Consolidated Government grants authorization to the Parish President to award Bid 17-DRA-25 Purchase of Five (5) New/Unused 7:2 Ratio Right Angle Gear Drives to the lowest responsive, responsible bidder, and

**BE IT FURTHER RESOLVED,** that the Parish President be authorized to award the lowest responsive, responsible bidder for the aforementioned bid for the purchase of the gear drives

**THERE WAS RECORDED:**

**YEAS:**

**NAYS:**

**ABSTAINING:**

**ABSENT:**

The Chairman declared this resolution adopted this \_\_\_\_\_ day of

\_\_\_\_\_ 2017.





Monday, June 26, 2017

---

**Item Title:**

USDOJ FY 2017 COPS Hiring Program Grant

**Item Summary:**

RESOLUTION: Authorizing the Parish President to execute an application form to the U.S. Department of Justice FY2017 Community Oriented Policing Services (COPS) Hiring Program for the Houma Police Department of the Terrebonne Parish Consolidated Government

---

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
2017COPSExecutiveSummary	6/21/2017	Executive Summary
2017COPSResolution	6/21/2017	Resolution
COPSApplication2017	6/21/2017	Application



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
USDOJ FY 2017 COPS Hiring Program Grant

PROJECT SUMMARY (200 WORDS OR LESS)
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 COPS Hiring Program funding in the amount of six hundred seventy-five thousand five hundred twenty-five dollars and eighty-six cents (\$675,525.86). The 2017 COPS grant provides a 75% match for three years to the amount of three hundred seventy-three thousand five hundred seventy-one dollars (\$373,571.00) and the Terrebonne Parish Consolidated Government's responsibility of the 25% match for the three years with a 100% match for 4 <sup>th</sup> year is three hundred one thousand nine hundred fifty-four dollars and eighty-six cents (\$301,954.86). The grant funding will be used to hire two officers, one new police officer and one lieutenant. With crime rates increasingly rising, the Houma Police Department can benefit from hiring a police officer and a lieutenant, in an effort to increase their community policing capacity and crime prevention efforts.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
USDOJ FY 2017 COPS Hiring Program Grant funds will assist Terrebonne Parish Consolidated Government by supporting the city of Houma policing efforts, as well as ensure the sustenance of essential services by hiring two police officers.

TOTAL EXPENDITURE				
\$675,525.86				
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 Community Oriented Policing Services (COPS) Hiring Program 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 COPS Hiring Program funding in the amount of six hundred seventy-five thousand five hundred twenty-five dollars and eighty-six cents (\$675,525.86). The 2017 COPS grant provides a 75% match for three years to the amount of three hundred seventy-three thousand five hundred seventy-one dollars (\$373,571.00) and the Terrebonne Parish Consolidated Government's responsibility of the 25% match for the three years with a 100% match for 4<sup>th</sup> year is three hundred one thousand nine hundred fifty-four dollars and eighty-six cents (\$301,954.86). The grant funding will be used to hire two officers, one new police officer and one lieutenant and,

**WHEREAS**, With crime rates increasingly rising, the Houma Police Department can benefit from hiring a police officer and a lieutenant, in an effort to increase their community policing capacity and crime prevention efforts 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.



The U.S. Department of Justice, Office of Community Oriented Policing Services (COPS Office, [www.cops.usdoj.gov](http://www.cops.usdoj.gov)) is pleased to announce that it is seeking applications for funding for the COPS Office FY 2017 COPS Hiring Program (CHP). This program furthers the department's mission of advancing public safety through community policing by addressing the department's goal of assisting state, local, and tribal efforts to prevent or reduce crime and violence.

## 2017 COPS Hiring Program (CHP) Application Guide

CFDA 16.710

Funding Opportunity Number: COPS-HIRING-PROGRAM-APPLICATION-2017

### Eligibility

The FY 2017 CHP program is an open solicitation. All state, local, and tribal law enforcement agencies that have primary law enforcement authority are eligible to apply. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

### Deadline/application period

The application period for the 2017 CHP program begins **May 22, 2017**. All applications must be submitted by **July 10, 2017, at 7:59 p.m. EDT**. Applications submitted after **July 10, 2017** will not be considered for funding.

Completing an application under the CHP program is a two-step process. Applicants are first required to register via [www.grants.gov](http://www.grants.gov) and complete an SF-424, submitting it through the Grants.gov website. Once the SF-424 has been submitted via Grants.gov, the COPS Office will send an invitation e-mail to the applicant with instructions on completing the second part of the COPS Hiring Program through the COPS Office Online Application System (see "Registration" on page 4 and "How to Apply" on page 12). If you have not renewed your COPS Office Account Access information, contact the COPS Office Response Center at [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov) or 800-421-6770. An application is not considered submitted until both of these steps are completed.

### Contact information

For technical assistance with submitting the SF-424, call the Grants.gov customer service hotline at 800-518-4726, send questions via e-mail to [support@Grants.gov](mailto:support@Grants.gov), or consult the Grants.gov Organization Applicant User Guide at <http://www.grants.gov/help/html/help/index.htm>. For programmatic assistance with the requirements of this program or with submitting the application through the COPS Office Online Application System, please call the COPS Office Response Center at 800-421-6770 or send questions via e-mail to [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov).

U.S. Department of Justice  
Office of Community Oriented Policing Services  
Russell Washington, Acting Director  
[www.cops.usdoj.gov](http://www.cops.usdoj.gov)

# 2017 COPS Hiring Program (CHP) Application Guide

The COPS Office Application Guide is designed to assist applicants in applying for COPS Office award programs. This guide includes general information on the administrative and legal requirements governing the COPS Hiring Program as well as detailed program-specific information.

For more information about COPS Office awards, please call the COPS Office Response Center at 800-421-6770.



U.S. Department of Justice  
Office of Community Oriented Policing Services  
145 N Street NE  
Washington, DC 20530  
Visit the COPS Office online: [www.cops.usdoj.gov](http://www.cops.usdoj.gov)  
Published 2017

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# COPS Hiring Program (CHP) (CFDA 16.710) Overview

## COPS Hiring Program (CHP) description and federal award information

This program is authorized under the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. § 3796dd et seq., as amended and the Violent Crime Control and Law Enforcement Act of 1994, Title I, Part Q, Public Law 103-322.

The COPS Hiring Program (CHP) provides funding directly to law enforcement agencies to hire and/or rehire career law enforcement officers in an effort to increase their community policing capacity and crime prevention efforts.

**The COPS Office anticipates making an estimated 200 CHP awards for a total of approximately \$137 million. All awards are subject to the availability of funds.**

2017 CHP award will cover up to 75 percent of the approved entry-level salary and fringe benefits of each newly hired and/or rehired full-time sworn career law enforcement officer over the three-year (36-month) award period, with a minimum 25 percent local cash match requirement and maximum federal share of \$125,000 per officer position. CHP award funding will be based on your agency's current entry-level salary and fringe benefits for full-time sworn officers. Any additional costs for higher than entry-level salaries and fringe benefits will be the responsibility of the recipient agency. All agencies' requests will be capped at no more than 5 percent of their actual sworn force strength as reported on the date of application. Agencies with a service population of 1 million or more may apply for up to 25 officer positions; agencies with a service population less than 1 million may apply for up to 15 officer positions. (The request of any agency with a sworn force strength less than or equal to 20 will be capped at one officer.) Funding under this program may be used to do the following:

- Hire new officers, which includes filling existing officer vacancies that are no longer funded in your agency's budget. These positions must be in addition to your current budgeted (funded) level of sworn officer positions, and the officers must be hired on or after the official award start date as it is listed on your agency's award document.
- Rehire officers laid off by any jurisdiction as a result of state, local, or Bureau of Indian Affairs (BIA) budget reductions. The rehired officers must be rehired on or after the official award start date as it appears on your agency's award document. Documentation must be maintained showing the date(s) that the positions were laid off and rehired.
- Rehire officers who are (at the time of application) currently scheduled to be laid off by your jurisdiction on a specific future date as a result of state, local, or BIA budget reductions. Recipients will be required to continue funding the positions with local funding until the date(s) of the scheduled layoffs. The dates of the scheduled layoffs and the number of positions affected must be identified in the CHP application. In addition, documentation must be maintained detailing the dates and reason(s) for the layoffs. Furthermore, agencies awarded will be required to maintain documentation that demonstrates that the scheduled layoffs are occurring for local economic reasons unrelated to the availability of CHP award funds; such documentation may include local council meeting minutes, memoranda, notices, or orders discussing the layoffs, budget documents ordering jurisdiction-wide budget reductions, and/or notices provided to the individual officers regarding the layoffs.

An applicant may request funding in one or more of the above-referenced hiring categories under CHP. CHP award will be made for officer positions requested in each of these three categories, and recipients of CHP awards are required to use awarded funds for the specific categories awarded. If your agency receives a CHP award and after

receiving the award your agency needs to change one or more of the funded hiring categories it received funding under, your agency must request a post-award modification and must receive prior approval before spending CHP funding. To obtain information on modifying a CHP award, please contact the COPS Office Response Center at 800-421-6770.

An applicant may not reduce its existing current fiscal year budget for sworn officers just to take advantage of the CHP award. Any budget cut must be unrelated to the receipt of CHP award funds to avoid a violation of the COPS Office statutory nonsupplanting requirement.

The nonsupplanting requirement means that COPS Office award funds must be used to supplement (increase) state, local, or BIA funds that would have been dedicated toward the award purpose if federal funding had not been awarded. CHP award funds must not be used to replace (supplant) local funds that agencies otherwise would have devoted to sworn officer hiring. The hiring or rehiring of officers under CHP must be in addition to, and not in lieu of, officers who otherwise would have been hired or rehired with local funds. For additional information on the COPS nonsupplanting requirement as it applies to CHP, please refer to the nonsupplanting FAQs at <https://www.cops.usdoj.gov/pdf/2017AwardDocs/chp/FAQs.pdf>.

Furthermore, all award recipients must retain any CHP-funded officer positions awarded for at least 12 months immediately after the 36 months of federal funding has ended for each position. Applicants are required to affirm in their CHP award application that their agency plans to retain any additional officer positions awarded following the expiration of the award and identify their planned source(s) of retention funding.

## **New Certification Requirement**

All State or local government entity applicants (e.g., police departments, sheriff's departments, state police) are required to certify compliance with 8 U.S.C. § 1373 regarding prohibitions or restrictions on sending to, requesting or receiving from, maintaining, or exchanging information on citizenship or immigration status, including any prohibitions or restrictions imposed or established by a State or local government entity or official.

In FY 2017, all State or local government entity applicants (e.g., police departments, sheriff's departments, state police) are required to certify compliance with 8 U.S.C. § 1373 regarding prohibitions or restrictions on sending to, requesting or receiving from, maintaining, or exchanging information on citizenship or immigration status, including any prohibitions or restrictions imposed or established by a State or local government entity or official.

This certification must be completed by the governing body's chief legal officer (e.g., City or County Attorney).

- a) Set up a new user and roles in the COPS Office Agency Portal at [www.cops.usdoj.gov/Default.asp?Item=2450](http://www.cops.usdoj.gov/Default.asp?Item=2450). Establish accounts for the law enforcement executive (LE)/program official (PO), government executive (GE)/ financial official (FO), and chief legal officer (CLO).
- b) Set up an e-signature in the COPS Office Agency Portal at [www.cops.usdoj.gov/Default.asp?Item=2450](http://www.cops.usdoj.gov/Default.asp?Item=2450). Establish an electronic signature for all officials (LE/PO, GE/FO, and CLO). This is critical as it enables your agency to sign important documents in the application process.

We strongly recommend notifying your governing body's chief legal counsel of this certification requirement as soon as the CHP application period opens so that they may conduct the required reviews necessary for completing the certification before the application deadline.

Questions regarding the certification requirement may be directed to the COPS Office Legal Division at 202-514-3750.

Please be advised that a hold may be placed on any application if it is deemed that the applicant agency is not in good standing on other U.S. Department of Justice awards, has other award compliance issues that would make the applicant agency ineligible to receive COPS Office funding, and/or is not cooperating with an ongoing U.S. Department of Justice award review or audit. A hold may also be placed on any application if it is deemed that the applicant agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.

Misuse of COPS Office funds and/or failure to comply with all COPS Office award requirements may result in suspension or termination of award funds, the repayment of award funds, and/or other remedies available by law.

Under the False Claim Act, any credible evidence that a person has submitted a false claim or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving COPS Office funds may be referred to the Office of Inspector General (OIG). The OIG may be contacted at [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov), or 800-869-4499.

Please be advised that a hold may be placed on any application if it is deemed that the applicant agency is not in good standing on other U.S. Department of Justice awards, has other award compliance issues that would make the applicant agency ineligible to receive COPS Office funding, and/or is not cooperating with an ongoing U.S. Department of Justice award review or audit. A hold may also be placed on any application if it is deemed that the applicant agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.

Misuse of COPS Office funds and/or failure to comply with all COPS Office award requirements may result in suspension or termination of award funds, the repayment of award funds, and/or other remedies available by law.

Under the False Claim Act, any credible evidence that a person has submitted a false claim or has committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving COPS Office funds may be referred to the Office of the Inspector General (OIG). The OIG may be contacted at [oig.hotline@usdoj.gov](mailto:oig.hotline@usdoj.gov), <https://oig.justice.gov/hotline/index.htm>, and 800-869-4499.

## Registration

All FY 2017 CHP applicants are required to have a valid ORI number. The ORI number is assigned by the Federal Bureau of Investigation (FBI) and is your agency's unique identifier. Please contact the COPS Office Response Center at 800-421-6770 to verify your agency's ORI number. If you do not have an ORI number, a COPS Office Response Center Specialist will assign one to you for the purpose of tracking your award application. This is required before you begin your application on Grants.gov.

In addition, the Federal Government requires that all applicants for federal awards—with the exception of individuals other than sole proprietors—have a Data Universal Numbering System (DUNS) number and be registered in the System for Award Management (SAM) database prior to submitting an application. See "section 3: General agency information" on page 36 of this guide for more information regarding DUNS and SAM.

Completing an application under the CHP program is a two-step process. Applicants are first required to register via [www.grants.gov](http://www.grants.gov) and complete an SF-424, the government-wide standard application form for federal assistance. Once you have registered and submitted your SF-424 through Grants.gov, you will receive an e-mail from the COPS Office within one business day with instructions on completing the second part of the COPS Hiring Program application process, which is the COPS Office Application Attachment to the SF-424 through the COPS Office Online Application System. If you have not renewed your COPS Office Account Access information, contact the COPS Office Response Center at [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov) or 800-421-6770.

It is strongly recommended that applicants register immediately on [www.grants.gov](http://www.grants.gov). In addition, applicants are strongly encouraged to complete the SF-424 and section 1 on Grants.gov as quickly as possible. Any delays in registering with Grants.gov or submitting the SF-424 may result in insufficient time for processing your application through Grants.gov or the COPS Office Online Application System.

For technical assistance with submitting the SF-424, call Grants.gov Customer Service Hotline at 800-518-4726, e-mail [support@grants.gov](mailto:support@grants.gov), or consult the Grants.gov Applicant User Guide at [https://www.grants.gov/help/html/help/Get\\_Started/Get\\_Started.htm](https://www.grants.gov/help/html/help/Get_Started/Get_Started.htm). See "How to Apply/Application Submission" on page 12 of this guide for more information.

For technical assistance with submitting the online application via the COPS Office website, please call 800-421-6770 or send questions via e-mail to [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov). See "How to Apply/Application Submission" on page 12 of this guide for more information.

## Deadline: Application

All completed applications must be submitted by **July 10, 2017 at 7:59 p.m. EDT**. Please see “How to Apply/Application Submission” for more information.

Applications for this program must be submitted in two parts. First, applicants must apply online via **[www.grants.gov](http://www.grants.gov)** to complete the SF-424. Applicants will then be directed to the COPS Office website (**[www.cops.usdoj.gov](http://www.cops.usdoj.gov)**) to complete the second part of the application by **July 10, 2017 at 7:59 p.m. EDT**.

## Eligibility Requirements

The CHP program is an open solicitation. All local, state, and tribal law enforcement agencies that have primary law enforcement authority are eligible to apply. An agency with primary law enforcement authority is defined as the first responder to calls for service for all types of criminal incidents within the jurisdiction served. Please note that CHP applicants must have a police department that is operational by the close of this application or receive services through a new or existing contract for law enforcement services. If funds under this program are to be used as part of a written contracting agreement for law enforcement services (e.g., a town that contracts with a neighboring sheriff's department to receive services), the agency wishing to receive law enforcement services must be the legal applicant in this application (although we will ask you to supply some information about the contract service provider in section 7 of this application).

For additional information, please contact your COPS Office Grant Program Specialist by calling the COPS Office Response Center at 800-421-6770.

## Program-Specific Information

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

### Program goal

CHP is designed to increase the capacity of law enforcement agencies to implement community policing strategies that strengthen partnerships for safer communities and enhance law enforcement's capacity to prevent, solve, and control crime through funding for additional officers.

### Length of award term, maximum federal share, local share requirements, and hiring categories

CHP awards provide funding for three years (36 months) for each position awarded. No-cost extensions of time (not additional funding) may be provided on a case-by-case basis to provide additional time beyond the three years to complete the expenditure of award funds. CHP recipients are required to retain each officer position awarded for at least 12 months following the conclusion of 36 months of award funding for that position. The additional officer positions should be added to your agency's law enforcement budget with state and/or local funds over and above the number of locally-funded officer positions that would have existed in the absence of the award. Absorbing CHP-funded officers through attrition (rather than adding the extra positions to your budget with additional funding) does not meet the retention requirement.

2017 CHP awards provide up to 75 percent funding of the approved entry level salaries and fringe benefit of each newly hired and/or rehired full-time sworn career law enforcement officer over the three-year (36-month) award period with a minimum 25 percent local cash match requirement and a maximum federal share of \$125,000 per officer position. All budget calculations must be based on the current authorized salary and fringe benefits of an entry-level officer in your department. Any additional costs for higher than entry-level salaries and fringe benefits will be the responsibility of the recipient agency.

CHP awards may be used on or after the official award start date as it appears on your agency's award document to (1) hire new officer positions (including filling existing officer vacancies that are no longer funded in your agency's budget); (2) rehire officers who have been laid off by any jurisdiction (at the time of application) as result of state, local, or Bureau of Indian Affairs (BIA) budget reductions; and/or (3) rehire officers who are (at the time of application) scheduled to be laid off by your jurisdiction on a specific future date as a result of state, local, or BIA budget reductions.

CHP funds will be awarded for officer positions in the above three specific hiring categories and recipients are required to use CHP funds for the specific categories awarded. An applicant may request funding in one or more of the hiring categories. However, funding requests must be based upon the applicant's current need for funding in these three hiring categories. If an applicant receives an award for a specific hiring category and then needs to make changes to the hiring categories following the receipt of the CHP award, the recipient must request a post-award modification and receive prior approval from the COPS Office before expending CHP funding under the new category. To request a post-award modification, please contact the COPS Office Response Center at 800-421-6770.



The COPS Office statutory nonsupplanting requirement mandates that CHP funds be used to supplement (increase) the recipient's law enforcement budget for sworn officer positions and may not supplant (replace) state, local, or BIA funds that a recipient would otherwise have spent on sworn officer positions in the absence of the CHP award.

Awarded agencies are required to draw down award funds based upon immediate cash disbursement needs throughout the 36-month funding period and not as a lump sum payment.

## **Federal funding: Allowable and unallowable costs**

### **Allowable costs: Fundable requests**

Allowable costs are costs that will be paid for by this award program. The only allowable costs under CHP are the approved full-time, entry-level salaries and fringe benefits of newly hired or rehired sworn career law enforcement officers hired or rehired on or after the award start date. A "career law enforcement officer" is a person hired on a permanent basis who is authorized by law or by a state, local, or tribal agency to engage in or oversee the prevention, detection, or investigation of violations of criminal laws. An agency seeking to rehire officers scheduled to be laid off on a specific future date with CHP funds must continue to fund them with local funds through the award date until the date of the scheduled layoff. Officers previously employed by your agency who have been (or are currently scheduled to be) laid off as a result of budget reductions may be rehired using CHP award funds, but funding requests must be limited to your agency's entry level salaries and fringe benefits for full-time officers. Please be aware that your agency will be responsible for paying any costs that exceed entry-level salaries and fringe benefits with local funds.

CHP awards provide 36 months of funding for sworn officer positions. Funding requests must be based upon the applicant's current (at the time of application) need for funding in the three hiring categories (new hires, rehiring of previously laid-off officers, and rehiring officers who are scheduled to be laid off on a specific future date). When evaluating how many CHP positions to request, please be mindful of the initial 36-month award period and your agency's ability to fill and retain the officer positions awarded while following your agency's established hiring policies and procedures.

Requests may be made only for positions that are not otherwise budgeted with state, local, or BIA funds and that would not be funded in the absence of the CHP award.

All requests will be considered on a case-by-case basis during the budget review process. Requested items under the program must comply with the appropriations language enacted for FY 2017. Additionally, each request must programmatically link to the CHP activities described in your application.

### **Unallowable costs: Requests will NOT be funded**

All items other than entry level personnel costs (salaries and fringe benefits) as described in the preceding section are considered unallowable under CHP. Therefore, requests for equipment, training, uniforms, vehicles, and indirect costs are not permitted under CHP. In addition, the following personnel costs are unallowable:

- Salaries and fringe benefits of existing locally-funded officers, unless those officers are currently scheduled to be laid off on a specific future date
- Salaries and fringe benefits over and above an agency's entry-level salary and fringe benefits for officers
- Salaries and fringe benefits for civilian or nonsworn personnel

- Salaries and fringe benefits for part-time officer positions
- Salaries and fringe benefits for furloughed officers
- Overtime costs

This is not an inclusive list, and items not listed above will be reviewed on a case-by-case basis. The COPS Office reserves the right to deny funding for items that may not be included on this list. Agencies are expected to request items that show a direct link between the requested item and the applicant's CHP project. All requests must contribute directly to the specific purpose of the award project and relate to the appropriations language enacted for FY 2017.

## Monitoring, reporting, and evaluation requirements

Federal law requires that law enforcement agencies receiving federal funding from the COPS Office be monitored to ensure compliance with their award conditions and other applicable statutory regulations. The COPS Office is also interested in tracking the progress of our programs and the advancement of community policing. Both aspects of award implementation—compliance and programmatic benefits—are part of the monitoring process coordinated by the U.S. Department of Justice. Award monitoring activities conducted by the COPS Office include site visits, enhanced office-based award reviews, alleged noncompliance reviews, financial and programmatic reporting, and audit resolution. Through these monitoring efforts, the COPS Office may seek information including, but not limited to, your agency's compliance with nonsupplanting and both programmatic and financial requirements of the award and your agency's progress toward achieving your community policing strategy. Program and Monitoring Specialists as well as Auditors are particularly interested in confirming that the purchase of items and services is consistent with the applicant's approved award budget as reflected on the Financial Clearance Memo and Final Funding Memorandum. All COPS Office recipients will be required to participate in award monitoring activities of the U.S. Department of Justice including, but not limited to, reviews conducted by the COPS Office, the Office of the Inspector General, or any entity designated by the COPS Office.

Awarded agencies will be responsible for submitting Programmatic Progress Reports and Federal Financial Reports on a quarterly basis. In addition, awarded agencies will be responsible for the timely submission of a final Closeout Report and any other required final reports. By accepting a COPS award, COPS recipients agree to cooperate with and respond to any requests for information pertaining to their COPS award.

Though a formal assessment is not a requirement, awarded agencies are strongly encouraged to conduct an independent assessment of their respective award-funded projects. Project evaluations have proven to be valuable tools in helping departments identify areas in need of improvement, providing data regarding successful processes, and reducing vulnerabilities.

Please feel free to contact the COPS Office Response Center at 800-421-6770 to discuss any questions or concerns you may have regarding the monitoring, reporting, and evaluation requirements.

### ***Reporting***

If awarded, all recipients will be required to electronically submit their financial reports using the SF-425 form by the 30th day following the end of each calendar quarter, and a final report is due 90 days following the award end date. Recipients who do not submit SF-425 reports by the due date will be unable to drawdown funds. More information will be provided in the award package upon receipt of a COPS award.

In addition, if awarded, all recipients will be required to electronically submit quarterly progress reports and a final progress report. The COPS Office will notify the recipient when the progress report is due and provide instructions for submission.

## Performance Measures

To assist in fulfilling the U.S. Department of Justice's (DOJ) responsibilities under the Government Performance and Results Modernization Act (GPRAMA) of 2010, P.L. 111-352, recipients who receive funding from the Federal Government must measure the results of work that funding supports. GPRAMA specifically requires the COPS Office and other federal agencies to set program goals, measure performance against those goals, and publicly report progress in the form of funding spent, resources used, activities performed, services delivered, and results achieved.

Performance measures for CHP are as follows:

Objective	Performance Measures	Data Recipient Provides
Increase the capacity of law enforcement agencies to implement community policing strategies that strengthen partnerships for safer communities and enhance law enforcement's capacity to prevent, solve, and control crime through funding for personnel, technology, equipment, and training.	Extent to which COPS Office award funding (e.g., officers, equipment, training, technical assistance, etc.) has increased your agency's community policing capacity?	
Extent to which COPS Office knowledge resources (e.g., publications, podcasts, training, etc.) have increased your agency's community policing capacity?	Recipients will rate the effectiveness of the COPS Office funding in increasing community policing capacity. Data will be collected on a periodic basis through recipient progress reports.	

COPS Office awards target increasing recipient capacity to implement community policing strategies within the three primary elements of community policing: 1) problem solving; 2) partnerships; and 3) organizational transformation. The COPS Office requires all CHP applicants to describe how the personnel requested will assist the applicant in implementing community policing strategies. For more information on community policing, please go to the COPS Office website at [www.cops.usdoj.gov/Default.asp?Item=2754](http://www.cops.usdoj.gov/Default.asp?Item=2754).

As part of the programmatic progress report, CHP recipients will be required to report on their progress toward implementing community policing strategies. Based on the data collected from recipients, the COPS Office may make improvements to CHP to better meet the program's objective and law enforcement agency needs.

## How to Apply/Application Submission

Primary Steps Required to Complete Application	Complete?
If necessary, request an ORI through the COPS Office Response Center at <a href="mailto:AskCopsRC@usdoj.gov">AskCopsRC@usdoj.gov</a> or 800-421-6770.	<input type="checkbox"/>
If you have not renewed your COPS Office Account Access information since November 15, 2014, contact the COPS Office Response Center at <a href="mailto:AskCopsRC@usdoj.gov">AskCopsRC@usdoj.gov</a> or 800-421-6770.	<input type="checkbox"/>
Register with Grants.gov/Confirm registration.	<input type="checkbox"/>
Obtain a DUNS number/Confirm DUNS number.	<input type="checkbox"/>
Register with SAM database/Confirm SAM number.	<input type="checkbox"/>
Complete SF-424 on Grants.gov (funding number: COPS-CHP-Application-2017).	<input type="checkbox"/>
Upon receipt of an e-mail from the COPS Office confirming successful submission of the SF-424 on Grants.gov, complete the second part of the application on the COPS Office Online Application System.	<input type="checkbox"/>

### Electronic submission of the SF-424 in two parts via Grants.gov and the COPS Office website

Please read the following important information before attempting to submit your application via the COPS Office website:

- Completing a CHP application is a two-step process. Applicants are first required to register via [www.grants.gov](http://www.grants.gov) and complete an SF-424. The Grants.gov funding code for this solicitation is COPS-CHP-Application-2017. Once the SF-424 has been submitted, applicants will receive an e-mail from the COPS Office with instructions on completing the second part of the CHP application through the COPS Office Online Application System. If you have not renewed your COPS Office Account Access information, contact the COPS Office Response Center at [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov) or 800-421-6770.
- It is strongly recommended that applicants register immediately on Grants.gov. In addition, applicants are strongly encouraged to complete the SF-424 as quickly as possible. Any delays in registering with Grants.gov or submitting the SF-424 may result in insufficient time for processing your application through Grants.gov or the COPS Office Online Application System. An application is not considered submitted until you have submitted your SF-424 on Grants.gov and the second part of the application on the COPS Office website.
- Confirmation of submission: After completing the second part of the application and clicking "Submit," applicants will receive a message stating "Your application has been successfully recorded." The confirmation page will also provide the submission date, ORI, confirmation number, and program type.
- For technical assistance with submitting the SF-424, call the Grants.gov Contact Center at 800-518- 4726 or e-mail [support@Grants.gov](mailto:support@Grants.gov). For assistance with submitting the application through the COPS Office Online Application System, please call the COPS Office Response Center at 800-421- 6770 or send questions via e-mail to [AskCopsRC@usdoj.gov](mailto:AskCopsRC@usdoj.gov).

- To apply for funding, applicants must have a DUNS number (DUNS numbers are required of all agencies requesting federal funding) and have an active registration with the System for Award Management (SAM) database.
- Applicants must comply with any word and/or field limit requirements described in the COPS Office Application Guide.
- Applicants will have the opportunity to print a copy of the application prior to submission and another copy of the application after it has been submitted. Please note that the application package cannot be submitted until all required fields have been completed. Note: If Internet access is not available to print a copy of the application package, contact the Response Center at 800-421-6770 to request that a printed copy be sent to you.
- Applicants will be able to print a copy of the application package only for reference while completing the application online via the COPS Office website. The COPS Office will not accept applications submitted via mail or e-mail.
- Do not wait until the application deadline date to begin the application process through the COPS Office website. The registration steps may take several days to complete, and if you wait until the application deadline date you may be unable to submit your application online.

In addition, all applicants are required to maintain current registrations in the System for Award Management (SAM) database. SAM replaces the Central Contractor Registration (CCR) database as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. The Department of Justice requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the SAM database. Applicants must update or renew their SAM registration annually to maintain an active status.

Applicants that were previously registered in the CCR database must at a minimum

- create a SAM account;
- log in to SAM and migrate permissions to the SAM account (all the entity registrations and records should already have been migrated).

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

## Obtaining a Data Universal Numbering System (DUNS) number

The Federal Government requires that all applicants for awards with the exception of individuals, other than sole proprietors, have a Data Universal Numbering System (DUNS) number prior to application submission. The DUNS number is used to identify related organizations that are receiving funding under awards and to provide consistent name and address data for electronic grant application systems. A DUNS number may be obtained by telephone at 866-705-7511 or via the Internet at [fedgov.dnb.com/webform](http://fedgov.dnb.com/webform).

## Data Universal Numbering System (DUNS) number

- The DUNS number is a unique nine- or thirteen-digit identification number provided by Dun & Bradstreet (D&B).
- The DUNS number is site-specific. Therefore, each distinct physical location of an entity (such as branches, divisions, and headquarters) may be assigned a DUNS number. Organizations should try to keep DUNS numbers to a minimum. In many instances, a central DUNS number with a DUNS number for each major division/department/agency that applies for a award may be sufficient.
- You should verify that you have a DUNS number or take the steps needed to obtain one as soon as possible, if there is a possibility you will be applying for future federal awards. There is no need to wait until you are submitting a particular application.
- **If you already have a DUNS number.** If you, as the entity applying for a federal award or cooperative agreement, previously obtained a DUNS number in connection with the federal acquisition process or requested or had one assigned to you for another purpose, you should use that number on all of your applications. It is not necessary to request another DUNS number from D&B. You may request D&B to supply a family-tree report of the DUNS numbers associated with your organization. Organizations should work with D&B to ensure the right information is on the report. Organizations should not establish new numbers, but use existing numbers and update or validate the information associated with the number.
- **If you are not sure whether you have a DUNS number,** call D&B using the toll-free number 866- 705-5711 and indicate that you are a federal award applicant or prospective applicant. D&B will tell you if you already have a number. If you do not have a DUNS number, D&B will ask you to provide the information listed below and will immediately assign you a number, free of charge.

## To obtain your DUNS number

- The requestor may obtain a DUNS number via the Internet at [fedgov.dnb.com/webform](http://fedgov.dnb.com/webform).
- The requestor may also obtain a DUNS number via telephone at 866-705-5711. The phone is staffed from 8:00 a.m.to 6:00 p.m. (local time of the caller when calling from within the contiguous United States). Calls placed to the above number outside of those hours will receive a recorded message requesting the caller to call back between the operating hours. The process to request a number takes about 5–10 minutes. A DUNS number will be assigned at the conclusion of the call. You will need to provide the following information:
- Legal name
- Headquarters name and address for your organization
- Doing business as (DBA) or other name by which your organization is commonly known or recognized
- Physical address, city, state, and ZIP code
- Mailing address (if separate from headquarters and/or physical address)
- Telephone number
- Contact name and title
- Number of employees at your physical location



## Managing your DUNS number

- D&B periodically contacts organizations with DUNS numbers to verify that their information is current. Organizations with multiple DUNS numbers may request a free family tree listing from D&B to help determine what branches or divisions have numbers and whether the information is current. Please call the dedicated toll-free DUNS number request line at 866-705-5711 to request your family tree.
- D&B recommends that organizations with multiple DUNS numbers have a single point of contact for controlling DUNS number requests to ensure that the appropriate branches or divisions have DUNS numbers for federal purposes.
- As a result of obtaining a DUNS number you have the option to be included on D&B's marketing list that is sold to other companies. If you do not want your name or organization included on this marketing list, request to be de-listed from D&B's marketing file when you are speaking with a D&B representative during your DUNS number telephone application.

Obtaining a DUNS number is absolutely free for all entities doing business with the Federal Government. This includes grant and cooperative agreement applicants or prospective applicants and federal contractors. Be certain to identify yourself as a federal grant applicant or prospective applicant.

## Registering with the System for Award Management (SAM)

Applicants for all federal awards are required to register with the System for Award Management (SAM). If your organization already has an Employer Identification Number (EIN), your SAM registration will take up to two weeks to process. If your organization does not have an EIN, then you should allow two to five weeks for obtaining the information from the IRS when requesting the EIN via phone, fax, mail, or Internet. Follow the steps listed below to register in the SAM:

To register in SAM, follow the next steps:

### *Step 1.*

Obtain a DUNS number at [www.dnb.com/us](http://www.dnb.com/us) or call 866-705-5711.

### *Step 2.*

Access the SAM online registration through the SAM home page at [www.sam.gov](http://www.sam.gov) and follow the online instructions for new SAM users.

### *Step 3.*

Complete and submit the online registration. If you already have the necessary information on hand, the online registration takes approximately 30 minutes to complete, depending upon the size and complexity of your business or organization. Please note that organizations must update or renew their SAM registration at least once a year to maintain an active status.

To migrate your legacy system user account from Central Contractor Registration (CCR), FedReg, ORCA, or EPLS, you must first create a personal account in SAM by clicking on “Create an Account” on the homepage. An individual account is required to manage entity registrations in SAM. You will not be able to manage your registration unless you create a system account in SAM. Once you validate that you have access to the e-mail address you provided during the registration process and login, you will see a message on the user dashboard (My SAM) that will ask you, “Would you like to migrate a legacy system account?” Click “Yes” to begin the migration process. Alternatively, you may click on “Manage My User Roles,” then on “Migrate Legacy Account” link to begin the migration process. The roles you had with the legacy system will be mapped to your SAM account.

To update your entity’s SAM registration, follow the next steps:

***Step 1.***

Go to the SAM homepage ([www.sam.gov](http://www.sam.gov)), enter your username and password, and then click the “Log In” button.

***Step 2.***

Select “Complete Registrations” under Registration/Update Entity” in the left navigation pane.

***Step 3.***

Select the entity record that you want to update and click the “Update” button.

For more details on updating your registration, please refer to the SAM User Guide, available at [www.sam.gov](http://www.sam.gov).

If awarded funds, your agency must maintain the currency of your information in the SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

To review the System for Award Management and Universal Identifier Award Term, please see the appendices of this guide.

## Geographic Names Information System (GNIS) ID number

The Geographic Names Information System (GNIS) database is maintained by the U.S. Geological Survey, U.S. Department of the Interior. The database assigns a unique, permanent feature identifier, the feature ID, which is the only standard federal key for integrating or reconciling feature data from multiple datasets.

To determine your jurisdiction's feature ID number, follow these steps:

- Go to [geonames.usgs.gov/](http://geonames.usgs.gov/) and click on "Search Domestic Names."
- From this screen, you can enter the name of your jurisdiction (for example, "Cleveland").
- Select your state ("Ohio").
- Click "Send Query." (The results will show that Cleveland, Ohio, is a populated place with a feature ID of 1066654.)
- Enter this seven-digit number into your application form. Some jurisdictions may have feature IDs of less than seven digits; for example, American University is a school in the District of Columbia with a feature ID of 531560. In this case, you should place a "0" in front of the number to ensure that seven digits are entered into the application form (e.g., 0531560).

## Deadline/Application period

The application period for the 2017 COPS Hiring Program begins **May 22, 2017**. All applications must be submitted by **July 10, 2017, at 7:59 p.m. EDT**. Applications submitted after **July 10, 2017, at 7:59 p.m. EDT** will not be considered for funding.

## Helpful online resources

DUNS Number Information: [fedgov.dnb.com/webform/displayHomePage.do](http://fedgov.dnb.com/webform/displayHomePage.do)

System for Award Management (SAM): [www.sam.gov](http://www.sam.gov)

## Audit requirement

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. Part 200, Subpart F – Audit Requirements, available at [www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl), establish the requirements for organizational audits that apply to COPS Office award recipients. Recipients must arrange for the required organization-wide (not award-by-award) audit in accordance with the requirements of Subpart F.

## Civil rights

All recipients are required to comply with nondiscrimination requirements contained in various federal laws. A memorandum addressing federal civil rights statutes and regulations from the Office for Civil Rights, Office of Justice Programs will be included in the award package for recipients. All applicants should consult the Assurances form to understand the applicable legal and administrative requirements.

Please be advised that a hold may be placed on this application if it is deemed that the applicant agency is not in compliance with federal civil rights law and/or is not cooperating with an ongoing federal civil rights investigation.

## Section 508 of the Rehabilitation Act

If you are an applicant using assistive technology and you encounter difficulty when applying using the COPS Office online system ([www.cops.usdoj.gov](http://www.cops.usdoj.gov)), please contact:

**Donte Turner**  
**U.S. Department of Justice, COPS Office**  
**202-616-9427 or [Donte.Turner@usdoj.gov](mailto:Donte.Turner@usdoj.gov)**

The department is committed to ensuring equal access to all applicants and will assist any applicant who may experience difficulties with assistive technology when applying for awards using the COPS Office online system.

## Award terms and conditions/Funding restrictions

The following section describes all of the compliance terms and conditions that applicants should be aware of before applying to COPS Office programs. The table below further defines which of the legal requirements are applicable to the program for which you are applying. Please review each section carefully. The signatures of the applicant's Law Enforcement Executive/Agency Executive and Government Executive/ Financial Official on section 17: Reviews and Certifications assure the COPS Office that your agency will comply with all legal and administrative requirements that govern the acceptance of the COPS award and use of federal award funds.

Key: Y = Yes; N = No

FY 2017 Program	CHP
Assurances	Y
Certifications	Y
Disclosure of Lobbying Activities	Y
Supplementing, Not Supplanting	Y
Sole Source Justification	N
Criminal Intelligence Systems	N
Certification to Mitigate Possible Adverse Health Safety & Environment Impacts (if applicable)	N
Community Policing Self Assessment Tool (CP-SAT)	N
System for Award Management (SAM) and Universal Identifier Requirements	Y
Federal Funding Accountability and Transparency Act (FFATA)—Reporting Subaward and Executive Compensation	Y
Contract Provisions	Y
Prior Approval Planning and Reporting of Conference/Meeting/Training Costs	N
Curriculum Development	N
Restriction on Internal Confidentiality Agreements	Y
Mandatory Disclosure	Y
Debarment and Suspension	Y
Recipient Integrity and Performance Matters	Y
False Statements	Y
Duplicative Funding	Y
Additional High-Risk Recipient Requirements	Y
Modification	Y
Evaluations	Y
Allowable Costs	Y
Local Match	Y
Equal Employment Opportunity Plan	Y
Employment Eligibility	Y
Whistleblower Protection	Y
Federal Civil Rights	Y
Conflict of Interest	Y
Reports/Performance Goals	Y
Extensions	Y
Computer Network Requirement	N
Award Monitoring Activities	Y
Community Policing	Y
Retention	Y
Contracts and/or MOUs with Other Jurisdictions	Y
Travel Costs	N
State Information	Y
Public Release Information	N
News Media	Y
Paperwork Reduction Act	N
Copyright	N
Human Subjects Research	N
Compliance with 8 U.S.C. 1373	Y

## I. & II. Assurances and Certifications (also refer to section 15 on page 55 of this application guide and Standard Application forms.)

Applicants to COPS Office programs are required to sign the standard Assurances and Certifications forms. Signing these documents assures the COPS Office that you have read and understood and that you accept the award terms and conditions as outlined in the Assurances and Certifications. Please read these documents carefully, as signatures on these documents are treated as material representation of fact upon which reliance will be placed when the U.S. Department of Justice determines to make an award.

## III. Disclosure of Lobbying Activities (also refer to section 16 on page 57 of this Application Guide and Standard Application forms.)

This disclosure form shall be completed by the reporting entity, whether subrecipient or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. § 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with a covered federal action. Complete all items that apply for both the initial filing and material change reports. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

If this applies to your agency, you are required to complete the disclosure form in section 16 of the application. If you need to complete and submit additional forms, please complete and submit them as attachments to your application online.

## IV. Nonsupplanting requirement

The COPS Office nonsupplanting requirement mandates that award funds not be used to replace state or local funds (or, for tribal recipients, Bureau of Indian Affairs funds) that would, in the absence of federal aid, be made available for the purpose of the award. Instead, award funds must be used to increase the total amount of funds that would otherwise be made available for the award purposes.

Funds budgeted to pay for sworn officer positions irrespective of the award may not be reallocated to other purposes or refunded as a result of receiving a CHP award. Nonfederal funds must remain available for and devoted to that purpose, with COPS Office funds supplementing or increasing those nonfederal funds.

Awarded funding cannot be obligated or expended until on or after the award start date. This means that CHP funds cannot be applied to any agency cost prior to the award start date. In addition, all recipients will be expected to take active and timely steps pursuant to their standard procedures to fully fund law enforcement costs already budgeted as well as to fill all locally funded vacancies resulting from attrition during the life of the award.

Under CHP, the nonsupplanting requirement means that an award recipient receiving CHP award funds to hire a new officer position, including filling an existing officer vacancy that is no longer funded in the recipient's local budget, must hire the additional position on or after the official award start date, above its current budgeted (funded) level of sworn officer positions.

The nonsupplanting requirement also means that an award recipient that receives CHP award funds to rehire an officer who has already been laid off (at the time of application) as a result of state, local, or BIA budget reductions must rehire the officer on or after the official award start date. The award recipient must maintain documentation showing the date(s) that the position(s) was/were laid off and rehired in its CHP award file.

In addition, the nonsupplanting requirement means that an award recipient that receives CHP award funds to rehire an officer who is (at the time of application) currently scheduled to be laid off on a specific future date as a result of state, local, or BIA budget reductions must continue to fund the officer with its own funds through the award start date until the date of the scheduled layoff. [For example, if the award start date is September 1 and the layoff is scheduled for November 1, then the CHP funds may not be used to fund the officer until November 1, the date of the scheduled layoff.]. An agency must identify the date(s) of the scheduled layoffs and the number of officers to be laid off in its application. If a CHP award is awarded, an award recipient must maintain documentation showing the date(s) and reason(s) for the layoffs, the number of officers laid off, the number of officers rehired, and dates the officers were rehired. [Please note that as long as your agency can document that the layoffs would occur on the identified dates if the CHP award funds were not available, it may transfer the officers to the CHP funding on or immediately after the date of the layoff without formally completing the administrative steps associated with a layoff for each individual officer.]

Documentation that may be used to prove that scheduled layoffs are occurring for local economic reasons that are unrelated to the availability of CHP award funds may include (but are not limited to) council or departmental meeting minutes, memoranda, notices, or orders discussing the layoffs; notices provided to the individual officers regarding the date(s) of the layoffs; and/or budget documents ordering departmental and/or jurisdiction-wide budget reductions. These records must be maintained with your agency's CHP award records during the award period and for three years following the official closeout of the CHP award in the event of an audit, monitoring, or other evaluation of your award compliance. For additional information on the COPS nonsupplanting requirement as it applies to CHP, please refer to the Frequently Asked Questions (FAQ) information sheet at <https://www.cops.usdoj.gov/pdf/2017AwardDocs/chp/FAQs.pdf>.

If you have questions concerning the nonsupplanting requirement while completing this application, please contact the COPS Office Response Center at 800-421-6770 for further information.

V. Procurement and sole source justification - Not applicable under CHP

VI. Criminal intelligence systems/28 C.F.R. Part 23 compliance - Not applicable under CHP

VII. Certification to mitigate possible adverse health, safety, and environmental impacts  
- Not applicable to any FY17 COPS Office programs

VIII. Community Policing Self-Assessment Tool (CP-SAT) - Not applicable under CHP

## IX. System for Award Management (SAM) and Universal Identifier requirements

Unless exempted from this requirement under 2 C.F.R. § 25.110, the recipients must maintain the currency of their information in the SAM until submission of the final financial report required under this award or receipt of the final payment, whichever is later. This requires recipients to review and update the information at least annually after the initial registration and more frequently if required by changes in information or other award term.

To review the System for Award Management and Universal Identifier Award Term, please see appendix D.

## X. Federal Funding Accountability and Transparency Act (FFATA) — Reporting subaward and executive compensation information

The Federal Funding Accountability and Transparency Act of 2006 (FFATA) requires, among other things, that information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is [www.USASpending.gov](http://www.USASpending.gov).

Applicants should note that all recipients of awards of \$25,000 or more under this solicitation, consistent with FFATA, will be required to report award information on any first-tier subawards totaling \$25,000 or more and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. If applicable, the FFATA Subaward Reporting System (FSRS), accessible via the Internet at [www.fsrs.gov](http://www.fsrs.gov), is the reporting tool recipients under this solicitation will use to capture and report subaward information and any executive compensation data required by FFATA.

The subaward information entered in FSRS will then be displayed on [www.USASpending.gov](http://www.USASpending.gov), associated with the prime award, furthering federal spending transparency.

Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the applicable reporting requirements should it receive funding.

To review the FFATA Reporting Subaward and Executive Compensation Award Term, please see the appendices of this guide.

## XI. Contract provision under federal award

All contracts made by the recipients under the Federal award must contain the provisions required under 2 C.F.R. part 200, Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.

For the full text of 2 C.F.R. Appendix II to Part 200, please refer to the appendices of this guide.

## XII. Prior approval, planning, and reporting of conference/meetings/training costs - Not applicable under CHP

## XIII. Curriculum development - Not applicable under CHP

## XIV. Restrictions on internal confidentiality agreements

Recipients, subrecipients, or entities that receive a contract or subcontract with any funds under this award, may not require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits



or otherwise restricts the lawful reporting of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

## **XV. Mandatory disclosure**

Recipients and subrecipients are required to timely disclose in writing to the COPS Office or pass-through entity, as applicable, all federal criminal law violations involving fraud, bribery, or gratuity that may potentially affect the awarded federal funding. Recipients agree to report certain civil, criminal, or administrative proceedings in SAM, if it received an award with the Term and Condition for Recipient Integrity and Performance Matters as outlined in 2 C.F.R. Part 200, Appendix XII to Part 200. Failure to make required disclosures can result in any of the remedies, including suspension and debarment, described in 2 C.F.R. § 200.338.

## **XVI. Debarment and Suspension**

Recipients agree not to award federal funds under this program to any party which is debarred or suspended from participation in federal assistance programs.

## **XVII. Recipient Integrity and Performance Matters**

Recipients that received \$500,000 or more in a federal award, agree to comply with the terms and conditions outlined in 2 C.F.R. Part 200, Appendix XII to part 200 - Term and Condition for Recipient Integrity and Performance Matters.

For the full text please refer to the appendices of this guide.

## **XVIII. False Statements**

False statements or claims made in connection with COPS Office awards may result in fines, imprisonment, or debarment from participating in federal awards or contracts, and/or any other remedy available by law.

## **XIX. Duplicative Funding**

Recipients agree to notify the COPS Office if they receive, from any other source, funding for the same item(s) or service(s) also funded under this award.

## **XX. Additional High-Risk Funding Recipient Requirements**

Recipients agree to comply with any additional requirements that may be imposed during the award performance period if the awarding agency determines that the recipient is a high-risk recipient (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. § 200.207 as adopted by the Department of Justice in 2 C.F.R. § 2800.101).

## **XXI. Modifications**

Occasionally, a change in an agency's fiscal or law enforcement situation necessitates a change in its COPS Program award. Award modifications are evaluated on a case-by-case basis. All modification requests involving new budget items must be approved, in writing, by the COPS Office prior to their implementation. In addition, please be aware that the COPS Office will not approve any modification request that results in an increase of federal funds.

## **XXII. Evaluations**

The COPS Office may conduct monitoring or sponsor national evaluations of the COPS Office award programs. Recipients agree to cooperate with the monitors and evaluators.

## **XXIII. Allowable Costs**

The funding under this award is for the payment of approved costs identified in the Financial Clearance Memorandum (FCM). Recipients may not earn or keep any profit resulting from the award unless expressly authorized, in writing, by the COPS Office.

## **XXIV. Local Match**

COPS Hiring Program award recipients are required to contribute a local match of at least 25 percent towards the total cost of the approved award project, unless waived in writing by the COPS Office. The local match must be a cash match from funds not previously budgeted for law enforcement purposes and must be paid during the award period. The local match contribution must be made on an increasing basis during each year of the three-year award period, with the federal share decreasing accordingly.

## **XXV. Equal Employment Opportunity Plan**

Recipients agree to comply with the federal regulations pertaining to the development and implementation of an Equal Employment Opportunity Plan (28 C.F.R. Part 42 subpart E).

## **XXVI. Employment Eligibility**

Recipients agree to complete and keep on file, as appropriate, a Bureau of Citizenship and Immigration Services Employment Eligibility Verification Form (I-9). This form is to be used by recipients of federal funds to verify that persons are eligible to work in the United States.

## **XXVII. Whistleblower Protection**

Recipients agree not to discharge, demote, or otherwise discriminate against an employee as reprisal for the employee disclosing information that he/she reasonably believes is evidence of gross mismanagement of a Federal contract or award, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or award, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or award. Recipients also agree to provide to their employees in writing (in the predominant native language of the workforce) of the rights and remedies provided in 41 U.S.C. § 4712. Please see Appendix X in this Application Guide for a full text of the statute.

## **XXVIII. Federal Civil Rights**

As a condition of receipt of federal financial assistance, recipients acknowledge and agree that they will not (and will require any subrecipient, contractors, successors, transferees, and assignees not to), on the grounds of race, color, religion, national origin, sex, or disability unlawfully exclude any person from participation in, deny the benefits of, or employment to any person, or subject any person to discrimination in connection with any programs or activities funded in whole or in part with federal funds. They will also not discriminate in the delivery

of benefits or services based on age. These civil rights requirements are found in the non-discrimination provisions of Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. § 3789d); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794); the Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101); Title IX of the Education Amendments of 1972, as amended (20 U.S.C. § 1681); and the corresponding U.S. Department of Justice regulations implementing those statutes at 28 C.F.R. Part 42 (subparts C, D, E, G, and I). They will also comply with Executive Order 13279, as amended by Executive Order 13559, and the implementing regulations at 28 C.F.R. Part 38, Partnerships With Faith-Based and Other Neighborhood Organizations, which requires equal treatment of religious organizations in the funding process and prohibits religious discrimination against beneficiaries.

## **XXIX. Conflict of Interest**

Recipients must disclose in writing to the COPS Office or pass-through entity, as applicable, any potential conflict of interest affecting the awarded federal funding in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. § 200.112 as adopted by the Department of Justice in 2 C.F.R. § 2800.101.

## **XXX. Reports/Performance Goals**

Recipients will be responsible for submitting quarterly programmatic progress reports that describe project activities during the reporting period and quarterly Federal Financial Reports using Standard Form 425 (SF-425). The progress report is used to track recipient's progress toward implementing community policing strategies and to collect data to gauge the effectiveness of increasing your agency's community policing capacity through COPS funding.

## **XXXI. Extensions**

Recipients may request an extension of the award period to receive additional time to implement your award program. Such extensions do not provide additional funding. Awards may be extended a maximum of 36 months beyond the initial award expiration date. Any request for an extension beyond 36 months will be evaluated on a case-by-case basis. Only recipients that can provide a reasonable justification for delays will be granted no-cost extensions. Reasonable justifications may include technology implementation delays, procurement challenges, change in administration, staff turnover of key award/award-funded personnel, training delays, hiring and recruitment delays or other circumstances that interrupt the 36-month award funding period. An extension allows recipient to compensate for such delays by providing additional time to complete the full 36 months of funding. Extension requests must be received prior to the end date of the award.

## **XXXII. Computer Network Requirement - Not applicable under CHP**

## **XXXIII. Award Monitoring Activities**

Federal law requires that law enforcement agencies receiving federal funding from the COPS Office must be monitored to ensure compliance with their award conditions and other applicable statutory regulations. The COPS Office is also interested in tracking the progress of our programs and the advancement of community policing.

Both aspects of award implementation—compliance and programmatic benefits—are part of the monitoring process coordinated by the U.S. Department of Justice. Award monitoring activities conducted by the COPS Office include site visits, enhanced office-based award reviews, alleged noncompliance reviews, financial and programmatic reporting, and audit resolution. Recipients agree to cooperate with and respond to any requests for information pertaining to their award.

#### **XXXIV. Community Policing**

Community policing activities to be initiated or enhanced by recipients were identified and described in their award application. Recipients develop a community policing plan for the award with specific reference to a crime or disorder problem and the following elements of community policing: a) problem solving—a recipient’s plan to assess and respond to the problem identified; b) community partnerships and support, including related governmental and community initiatives that complement a recipient’s proposed use of funding; and c) organizational transformation—how a recipient will use the funds to reorient its mission to community policing or enhance its involvement in and commitment to community policing. Throughout the award period recipients are required to implement the community policing plan they set forth in the award application.

#### **XXXV. Retention**

Recipients commit to retain all sworn officer positions funded under the award with state and/or local funds for a minimum of 12 months following the conclusion of 36 months of federal funding for each position, over and above the number of locally-funded sworn officer positions that would have existed in the absence of the award. Recipients cannot satisfy the retention requirement by using COPS Office-funded positions to fill locally-funded vacancies resulting from attrition.

#### **XXXVI. Contracts and/or MOUs with Other Jurisdictions**

Equipment, technology, training, vehicles, sworn law enforcement officer positions and civilian positions, awarded may only be used for law enforcement activities or services that exclusively benefit the recipient/taskforce and the population that it serves.

#### **XLIII. Travel Costs - Not applicable under CHP**

#### **XLIV. State Information Point of Contact**

Recipients agree to ensure that the appropriate State Information Technology Point of Contact receives written notification regarding any information sharing or technology project funded by a COPS Office award. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these award funds. In addition, recipients agree to maintain an administrative file documenting the meeting of this requirement. For a list of State Information Technology Points of Contact, go to <https://it.ojp.gov/default.aspx?area=policyAndPractice&page=1046>.

## XXXIX Public Release Information - Not applicable under CHP

## XL. News Media

Recipients agree to comply with the COPS Office policy on contact with the news media. The policy establishes the COPS Office Communications Division as the principal point of contact for the news media for issues relevant to the COPS Office and/or parameters of the award. Recipients agree to refer all media inquiries on these topics directly to the COPS Office Communications Division at 202.514.9079.

## XLI. Paperwork Reduction Act - Not applicable under CHP

## XLII. Copyright - Not applicable under CHP

## XLIII. Human Subjects Research – Not applicable under CHP

## XLIV. Compliance with 8 U.S.C. 1373.

To obligate or expend FY 2017 award funding, all State or local government entities must comply with a new grant condition requiring compliance with 8 U.S.C. § 1373 regarding prohibitions or restrictions on sending to, requesting or receiving from, maintaining, or exchanging information on citizenship or immigration status, including any prohibitions or restrictions imposed or established by a State or local government entity or official. This condition applies throughout the grant award period. The full text of this grant condition may be found in the appendices.

## Application review information

The COPS Office is committed to ensuring a fair and open process for making awards. The COPS Office will review applications to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation.

This review will also assess whether costs are reasonable, necessary, and allocable under applicable federal cost principles and agency regulations. This financial review will be conducted by the COPS Office staff or in collaboration with the peer review process.

For CHP, the COPS Office will focus on balancing the applicant's need for federal assistance (as measured by economic and fiscal health questions) with crime rates and the applicant's current commitment to community policing and their proposed community policing strategy. For FY 2017, an applicant's commitment to community policing and the strength of their overall community policing strategy will be the basis for initial scoring.

For CHP, fiscal need will constitute 20 percent, crime 30 percent, and community policing 50 percent of the overall score. Additional consideration will be given to applicants who select one of the following community policing problems or focus areas: "Violent Crime", "Homeland Security", or "Illegal Immigration". CHP recipients who choose one of the community policing problems or focus areas listed above will not be allowed to change their choice post-award.

Additional consideration will be given to applicants in states with certain anti-human trafficking laws that treat minors engaged in commercial sex as victims (referred to as "safe harbor" laws) and permit individuals to vacate arrest or prosecution records for non-violent offenses as a result of being trafficked. Additional consideration also

may be given for applicants that experienced an unanticipated catastrophic event, applicants that commit to hiring at least one military veteran, and applicants that partner with federal law enforcement to address illegal immigration.

Prior to award, applications for potential awards will receive a financial integrity review to evaluate the fiscal integrity and financial capability of applicants and to examine proposed costs and the extent to which the budget detail worksheet supports and explains project costs. This review will also assess whether costs are reasonable, necessary, and allocable under applicable federal cost principles and agency regulations. This financial review will be conducted by the COPS Office staff.

In addition, prior to making an award greater than the simplified acquisition threshold (currently set at \$150,000), any information about applicants that is in the designated integrity and performance system accessible through SAM will be reviewed and considered. Applicants may review and comment on any information about them in SAM that a Federal awarding agency previously entered in the designated integrity and performance system, and such applicant comments will also be reviewed and considered.

Past performance on previous awards may be in an indicator in this review process. Financial and programmatic performance factors may be included in the past performance review.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Director of the COPS Office, who may also give consideration to factors including, but not limited to, underserved populations, population served, geographic diversity, strategic priorities, past performance, risk, and available funding when making awards.

## **Federal award administration information**

### ***The award document***

The award document is the document indicating your official award funding amount, the number of officer positions awarded, the type of positions awarded, the award number, the award conditions, and the award start and end dates.

The award document is preprinted with your agency's law enforcement and government executives' names. If this information is incorrect or has changed, please update your "Agency Contacts" online at [www.cops.usdoj.gov](http://www.cops.usdoj.gov) through the "Account Access" link. If the law enforcement or government official has changed since the time of application, please have the current law enforcement executive or government executive for your agency create an account through the "Account Access" link, log in, and electronically sign the award document once your agency contacts have been updated online. Once you have reviewed your award document, please electronically sign it and make a copy of all pages of the document for your records, along with all award condition pages, within 90 days of the date shown on the award congratulatory letter.

As stated in 2 C.F.R. § 200.309 (Period of Performance) a COPS award recipient may charge to the federal award only allowable costs incurred during the period of performance and any costs incurred before the COPS Office made the federal award that were authorized by the COPS Office.

The duration of your CHP award is 36 months of funding for each officer position awarded.

Your award number is in the following format: 2017-ULWX-0000 or 2017-UMWX-0000 for awards given in FY 2017. The COPS Office tracks award information based upon this number. Therefore, it is important to have your agency's award number (or your agency's ORI number) readily available when corresponding with the COPS Office.

Your ORI number begins with your state abbreviation followed by five numbers or letters (e.g., VA00000). This number is assigned by the Federal Bureau of Investigation (FBI) for use in tracking information for the Uniform Crime Report (UCR). The COPS Office tracks programmatic award information based upon this ORI number. If your agency does not have an ORI number assigned by the FBI, the COPS Office assigns a nonofficial ORI code to use as an agency identifier (in such cases, the last two characters will be "ZZ"). If you have any questions regarding your award, please refer to your award number or your agency's ORI number when you contact the COPS Office.

The award conditions are listed on your agency's award document. By accepting this award, you are obtaining federal funds from the COPS Office. As part of that agreement, if awarded, your agency will acknowledge that it will comply with these conditions (and, if applicable, additional special conditions specific to your agency).

In limited circumstances, your award may be subject to special conditions that prevent your agency from drawing down or accessing award funds until the special conditions are satisfied as determined by the COPS Office. Any special conditions will be included with your award.

## **Administrative and national policy requirements**

If selected for funding, in addition to implementing the funded project consistent with the approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements including, but not limited to, OMB, DOJ, or other federal regulations that will be included in the award or incorporated into the award by reference or are otherwise applicable to the award.

Please see general terms and conditions on page 18.

## Suspension or termination of funding

The COPS Office may suspend, in whole or in part, or terminate funding or impose other sanctions on a recipient for the following reasons:

- Failure to substantially comply with the requirements or objectives of the Public Safety Partnership and Community Policing Act of 1994, program guidelines, or other provisions of federal law
- Failure to make satisfactory progress toward the goals or strategies set forth in this application
- Failure to adhere to award agreement requirements or special conditions
- Proposing substantial plan changes to the extent that, if originally submitted, would have resulted in the application not being selected for funding
- Failure to submit required or requested reports
- Filing a false statement or certification in this application or other report or document
- Other good cause shown

Prior to imposing sanctions, the COPS Office will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt to resolve the problem informally. Appeal procedures will follow those in the U.S. Department of Justice regulations in 28 C.F.R. Part 18.

Awards terminated due to non-compliance with the Federal statutes, regulations, or award terms and conditions, will be reported to the integrity and performance system accessible through SAM (currently FAPIIS).

False statements or claims made in connection with COPS Office awards may result in fines, imprisonment, debarment from participating in federal awards or contracts, and/or any other remedy available by law.

Please be advised that recipients may not use COPS Office funding for the same item or service also funded by another U.S. Department of Justice Award.

## COPS Office Application Attachment to SF-424

### What an application must include

Detailed explanations of required documents can be found on the following pages.

### Required application documents and sections for the COPS Hiring Program

Listed below is a chart that shows the required documentation that must be completed and submitted for your application to be considered complete. Failure to submit all required documentation at the time of application may delay processing and/or result in the denial of your application. Unless otherwise noted, each section listed must be completed in its entirety. You can use this chart as an application checklist to ensure you have met all of the necessary requirements.



Application Documents and Sections	Required?	Completed?
Standard Form 424	Yes	<input type="checkbox"/>
COPS Office Application Attachment to SF-424	Yes	<input type="checkbox"/>
Section 1. COPS Office Program Request	Yes	<input type="checkbox"/>
Section 2. Agency Eligibility Information	Yes (section 2A only)	<input type="checkbox"/>
Section 3. General Agency Information	Yes	<input type="checkbox"/>
Section 4. Executive Information	Yes	<input type="checkbox"/>
Section 5. COPS Office Officer Request	Yes (section 5A only)	<input type="checkbox"/>
Section 6. Law Enforcement and Community Policing Strategy	Yes (section 6B only)	<input type="checkbox"/>
Section 7. Need for Federal Assistance	Yes	<input type="checkbox"/>
Section 8. Continuation of Project after Federal Funding Ends	Yes (section 8A only)	<input type="checkbox"/>
Section 9. School Safety Assessment	No	<input type="checkbox"/>
Section 10. Executive Summary	No	<input type="checkbox"/>
Section 11. Project Description (narrative)	No	<input type="checkbox"/>
Section 12. Official Partner(s) Contact Information	Possible	<input type="checkbox"/>
Section 13. Application Attachments	Possible	<input type="checkbox"/>
Section 14. Budget Detail Worksheet	Yes	<input type="checkbox"/>
Section 15. Assurances and Certifications	Yes	<input type="checkbox"/>
Section 16A. Disclosure of Lobbying Activities	Possible	<input type="checkbox"/>
Section 16B. Certification of Compliance with 8 U.S.C. 1373	Yes	<input type="checkbox"/>
Section 17. Reviews and Certifications	Yes	<input type="checkbox"/>
Section 18. Application Data Verification	Not applicable at time of application	<input type="checkbox"/>

Please note: When completing this application online, the system will time out after 20 minutes of inactivity. To prevent any loss of information, applicants are advised to save their information frequently. When completing sections where you are required to provide a significant amount of narrative or other information, the COPS Office suggests that you complete your response in a separate document offline and then paste it into the application.

## General information

The applicant's SF-424 must be submitted online via [www.grants.gov](http://www.grants.gov). Once the SF-424 has been submitted via Grants.gov, the COPS Office will send an invitation e-mail to the applicant with instructions on completing the second part of the COPS Hiring Program application through the COPS Office online via the COPS Office website ([www.cops.usdoj.gov](http://www.cops.usdoj.gov)).

## Instructions: Application for Federal Assistance SF-424

Public reporting burden for this collection of information is estimated to average 60 minutes per response including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

The Instructions for the Application for Federal Assistance SF-424 on page 32 is a standard form (including the continuation sheet) required for use as a cover sheet for submission of pre-applications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the federal agency (agency).

Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

1. **Type of Submission** (required). Select one type of submission in accordance with agency instructions.
  - Pre-application
  - Application
  - Changed/corrected application—If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.
2. **Type of Application** (required). Select one type of application in accordance with agency instructions.
  - New—An application that is being submitted to an agency for the first time.
  - Continuation—An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.
  - Revision—Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "other" is selected, please specify in text box provided.
    - A. Increase award
    - B. Decrease award
    - C. Increase duration
    - D. Decrease duration
    - E. Other (specify)

3. **Date Received.** Leave this field blank. This date will be assigned by the federal agency.
4. **Applicant Identifier.** Enter the entity identifier assigned by the federal agency, if any, or the applicant's control number if applicable.
- 5a. **Federal Entity Identifier.** Enter the number assigned to your organization by the federal agency, if any.
- 5b. **Federal Award Identifier.** For new applications, leave blank. For a continuation or revision to an existing award, enter the previously assigned federal award identifier number. If a changed/corrected application, enter the federal identifier in accordance with agency instructions.
6. **Date Received by State.** Leave this field blank. This date will be assigned by the state, if applicable.
7. **State Application Identifier.** Leave this field blank. This identifier will be assigned by the state, if applicable.
8. **Applicant Information.** Enter the following in accordance with agency instructions:
  - a. *Legal name* (required). Enter the legal name of the applicant who will undertake the assistance activity. This is what the organization has registered with the System for Award Management. Information on registering with SAM may be obtained by visiting the Grants.gov website.
  - b. *Employer/Taxpayer number (EIN/TIN)* (required). Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the United States, enter 44-4444444.
  - c. *Organizational DUNS* (required). Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.
  - d. *Address.* Enter the complete address as follows: Street address (line 1 required), City (required), County, State (required, if country is United States), Province, Country (required), ZIP/Postal Code (required, if country is United States).
  - e. *Organizational Unit.* Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the assistance activity, if applicable.
  - f. *Name and contact information of person to be contacted on matters involving this application* (required) *and organizational affiliation (if affiliated with an organization):* Enter the name (first and last name, then the application organization), telephone number (required), fax number, and e-mail address (required) of the person to contact on matters related to this application.
9. **Type of Applicant** (required). Select up to three applicant type(s) in accordance with agency instructions.
  - State government
  - County government
  - City or township government
  - Special District government
  - Regional Organization
  - U.S. Territory or possession
  - Independent school district
  - Public/state controlled institution of higher education
  - Indian/Native American Tribal Government (federally recognized)
  - Indian/Native American Tribal Government (other than federally recognized)
  - Indian/Native American tribally designated organization
  - Public/Indian housing
  - Nonprofit
  - Private institution of higher education
  - Individual
  - For-profit organization (other than small business)

Small business  
Hispanic-serving institution  
Historically Black colleges and universities (HBCU)  
Tribally controlled colleges and universities (TCCU)  
Alaska Native and Native Hawaiian serving institutions  
Nondomestic (non-U.S.) entity  
Other (specify)

10. **Name of Federal Agency** (required). Enter the name of the federal agency from which assistance is being requested with this application.
11. **Catalog of Federal Domestic Assistance Number/Title**. Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
12. **Funding Opportunity Number/Title** (required). Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
13. **Competition Identification Number/Title**. Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
14. **Areas Affected by Project**. List the areas or entities using the categories (e.g., cities, counties, states) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
15. **Descriptive Title of Applicant's Project** (required). Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.
16. **Congressional Districts Of** (required).
  - 16a. Enter the applicant's congressional district, and
  - 16b. Enter all district(s) affected by the program or project. Enter in the format:
    - Two-character state abbreviation
    - Three-character district number

e.g., CA-005 for California 5th district, CA-012 for California 12th district, NC-103 for North Carolina 103rd district

    - If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland.
    - If nationwide, i.e., all districts within all states are affected, enter U.S.-all.
    - If the program/project is outside the United States, enter 00-000.
17. **Proposed Project Start and End Dates** (required). Enter the proposed start date and end date of the project.
18. **Estimated Funding** (required). Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
19. **Is Application Subject to Review by State under Executive Order 12372 Process?** Applicants should contact the state single point of contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the state intergovernmental review process. Select the appropriate box. If "a" is selected, enter the date the application was submitted to the state.

20. **Is the Applicant Delinquent on Any Federal Debt?** (required) Select the appropriate box. This question applies to the applicant organization, not to the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans, and taxes. If yes, include an explanation on the continuation sheet.
21. **Authorized Representative** (required). To be signed and dated by the authorized representative of the applicant organization. Enter the name (first and last name required), title (required), telephone number (required), fax number, and e-mail address (required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office (certain federal agencies may require that this authorization be submitted as part of the application).

## Section 1. COPS Office program request

Please ensure that the correct program box is checked. If you plan to apply for other COPS Office programs, a separate application must be completed for each COPS Office program for which you are applying. Please ensure that you read, understand, and agree to comply with the applicable terms and conditions as outlined in this application guide before finalizing your selections.

## Section 2. Agency eligibility information

For this section, check the appropriate box, and choose the appropriate entity from the drop-down menu.

In section 2A, you will be asked several questions about your law enforcement agency operations and authority to determine your eligibility to apply for a COPS Hiring Program (CHP) award. Please note that CHP applicants must have a police department that is operational by the close of this application or receive services through a new or existing contract for law enforcement services. Applicants must also maintain primary law enforcement authority for the population to be served.

Additionally, if funds under this program are to be used as part of a written contracting agreement for law enforcement services (e.g., a town which contracts with a neighboring sheriff's department to receive services), the agency wishing to receive law enforcement services must be the legal applicant in this application (although we will ask you to supply some information about the contract service provider in section 7 of this application).

Before proceeding with this application, we ask that you please log onto the COPS Office Agency Portal to update the agency providing law enforcement services as your Law Enforcement Executive/Agency Executive Information. This information will be prepopulated from the COPS Office Agency Portal in section 4 of this application, so please ensure its accuracy.

## Section 3. General agency information

Please provide accurate agency information, as this information is used to identify your agency and may be used along with other data collected to determine funding eligibility.

### **Applicant ORI number**

The ORI number is assigned by the FBI and is your agency's unique identifier. The COPS Office uses the first seven characters of this number. The first two letters are your state abbreviation, the next three numbers are your county's code, and the next two numbers identify your jurisdiction within your county. If you do not currently have an ORI number, the COPS Office will assign one to your agency for the purpose of tracking your award. ORI numbers assigned to agencies by the COPS Office may end in "ZZ."

### **Applicant Data Universal Numeric System (DUNS) number**

The Federal Government requires that all applicants for federal awards and cooperative agreements, with the exception of individuals other than sole proprietors, have a Data Universal Numbering System (DUNS) number prior to application submission. A DUNS number is a unique nine- or thirteen-digit sequence recognized as the standard identifier for entities receiving federal funds, and provides consistent name and address data for electronic award application systems. A DUNS number may be obtained by telephone at 866-705-7511 or via the Internet at [fedgov.dnb.com/webform](http://fedgov.dnb.com/webform). For more information about how to obtain a DUNS number, please refer to the "How to Apply" section of this application guide.

### **System for Award Management (SAM)**

The System for Award Management (SAM) database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. The Federal Government requires that all applicants of federal award funds and cooperative agreements—with the exception of individuals other than sole proprietors—be registered in the database prior to application submission. Please contact the SAM Service Desk at 866-606-8220 or view or update your registration information at [www.sam.gov](http://www.sam.gov). If your SAM registration is set to expire prior to September 30, 2017, please renew your SAM registration prior to completing this application. All applicants are required to maintain current registrations in the SAM database. Please note that applicants must update or renew their SAM at least once per year to maintain an active status. For more information about how to register with SAM, please refer to the "How to Apply" section of this application guide.

### **Geographic Names Information System (GNIS) ID**

The Geographic Names Information System (GNIS) identification number is a unique ID assigned to all geographic entities by the U.S. Geological Survey. To look up your GNIS Feature ID, please go to [geonames.usgs.gov/domestic/index.html](http://geonames.usgs.gov/domestic/index.html). For more information about how to obtain a GNIS number, please refer to the "How to Apply" section of this application guide.

### **Cognizant Federal Agency**

A Cognizant Federal Agency, generally, is the federal agency from which your jurisdiction receives the most federal funding. Your Cognizant Federal Agency also may have been previously designated by the Office of Management and Budget. Applicants that have never received federal funding should select the "U.S. Department of Justice" as the Cognizant Federal Agency.

### **Fiscal year**

Enter the month, day, and year of the legal applicant's fiscal year.

### **Law enforcement agency sworn force information**

When completing your agency's general law enforcement agency information in section 3G, please note that "budgeted sworn force strength" refers to the number of sworn officer positions your agency has funded within its budget, including state, BIA, and locally funded vacancies. Do not include unfunded vacancies or unpaid/reserve officers. "Actual sworn force strength" refers to the actual number of sworn officer positions employed by your agency as of the date of the application.

### **Civilian staffing**

Enter the number of civilian positions funded in your agency's fiscal year budget, both full-time and part-time.

### **U.S. Department of Justice and other federal funding**

Applicants are required to disclose whether they have pending applications for federally funded assistance or active federal awards that support the same or similar activities or services for which award funding is being requested under this application.

Be advised that COPS Office award funding may not be used for the same item or service funded through another funding source. However, leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate. To aid the COPS Office in the prevention of awarding potentially duplicative funding, please list all pending applications and active awards your agency has with any other federal funding source (e.g., direct federal funding or indirect federal funding through state subawarded federal funds) that support the same or similar activities or services as being proposed in this COPS Office application.

## **Section 4. Executive information**

Please ensure that information listed is current. If these officials are "Interim" or "Acting" at the time of application, check the appropriate box. Please note that this information will be used for any future correspondence regarding this award application, and ultimately, if funding is awarded, this information will be used for any award notifications.

### **Applicant executive/agency executive information**

#### **A. For law enforcement agencies**

This is the highest ranking law enforcement official within your jurisdiction (e.g., chief of police, sheriff, or equivalent). If the funding is awarded, the person in this position will ultimately be responsible for the programmatic implementation of the award. This section will be prepopulated from the information listed in your COPS Office Agency Portal account. If this information is no longer correct, please log in to your COPS Office Agency Portal account and make the necessary corrections before proceeding with this application. For assistance, please call the COPS Office Response Center at 800-421-6770.

## B. For government agencies

This is the highest ranking government official within your jurisdiction (e.g., mayor, municipal administrator, tribal chairman, or equivalent). If funding is awarded, the person in this position will ultimately be responsible for the financial management of the award. Please note that information for nonexecutive positions (e.g., clerks or trustees) is not acceptable. This section will be prepopulated from the information listed in your COPS Office Agency Portal account. If this information is no longer correct, please log in to your COPS Office Agency Portal account and make the necessary corrections before proceeding with this application. For assistance, please call the COPS Office Response Center at 800-421-6770.

**Note:** Listing individuals without ultimate programmatic and financial authority for the award could delay the review of your application, or remove your application from consideration.

## Application contact information

Enter the name and contact information for the person completing this application.

## Section 5. COPS Office officer request

2017 CHP award funds cover up to 75 percent of the approved entry level salary and fringe benefits of each newly hired and/or rehired full-time sworn career law enforcement officer for the three-year (36-month) award period with a minimum 25 percent local cash match requirement up to a maximum federal share of \$125,000 per officer position. CHP funding will be based on your agency's current entry-level salaries and fringe benefits for full-time sworn officers.

All agencies' requests will be capped at no more than 5 percent of their actual sworn force strength as reported on the date of application. Agencies with a service population of 1 million or more may apply for up to 25 officer positions; however, agencies with a service population less than 1 million may apply for up to 15 officer positions. (When noting the service population of your jurisdiction, please note that the actual population and service population may or may not be the same. For example, a service population may be the census population minus incorporated towns and cities that have their own police department within your geographic boundaries or estimates of ridership (e.g., transit police) or visitors (e.g., park police). The request of any agency with a sworn force strength less than or equal to 20 will be capped at one officer.

Based on the maximum number of positions that would be available if your agency were awarded funding, please identify how the requested positions would be allocated across the three specific hiring categories:

- Hiring new officers, which includes the filling of existing officer vacancies that are no longer funded in your agency's budget. These positions must be in addition to the current budgeted (funded) level of sworn officer positions, and the officers must be hired on or after the official award start date as it appears on your agency's award document.
- Rehire officers laid off by any jurisdiction as a result of state, local, or BIA budget reductions. The rehired officers must be rehired on or after the official award start date as it appears on your agency's award document. Documentation must be maintained showing the date(s) that the positions were laid off and rehired.



- Rehire officers who are (at the time of application) currently scheduled to be laid off on a specific future date as a result of state, local, or BIA budget reductions. Recipients will be required to continue funding the position(s) with local funding until the date of the scheduled layoff(s). The date of the scheduled layoff(s) and the number of positions affected must be identified in the CHP application. In addition, documentation must be maintained detailing the date(s) and reason(s) for the layoff(s). Furthermore, agencies awarded will be required to maintain documentation that demonstrates that the scheduled layoffs are occurring for local economic reasons unrelated to the availability of CHP award funds. Such documentation may include local council meeting minutes, memoranda, notices, or orders discussing the layoff(s); budget documents ordering jurisdiction-wide budget reductions; and/or notices provided to the individual officers regarding the layoff(s).

CHP funds are awarded based on your agency's current entry level full-time sworn officer salaries and fringe benefits package over a three-year period. Any additional costs higher than entry level will be the responsibility of the recipient agency.

A recipient receiving CHP funding to rehire officers that are scheduled for layoff must continue to fund the officers with local funds until the date of the scheduled layoff. The recipient may rehire the officers with CHP funding on or immediately after the date of the scheduled layoff. Unless required by a recipient jurisdiction, the agency is not required to formally complete the administrative steps associated with the layoff of the individual officers it is seeking to rehire so long as the agency can document that a final, approved budget decision was made to lay off those individual officers on the identified layoff date.

An applicant may not reduce its budget for sworn officers just to take advantage of the CHP award. Any budget cut must be unrelated to the receipt of CHP award funds (to avoid a violation of the nonsupplanting requirement).

When completing the questions about the number of CHP sworn officer positions your agency is requesting, please base your responses on your agency's current (at the time of application) needs for funding in the three hiring categories (new hires, rehiring of previously laid-off officers, and rehiring officers who are scheduled to be laid off on a specific future date). CHP award will be made for officer positions requested in each of these three categories, and recipients of CHP awards are required to use awarded funds for the specific categories awarded. If an applicant receives an award and after receiving the award needs to change the hiring categories, it must request a post-award modification and must receive prior approval before spending CHP funding. For additional information on modifying a CHP award, please contact the COPS Office Response Center at 800-421-6770.

Please note that although hiring military veterans as new hires is not an award requirement under 2017 CHP, the COPS Office supports the attorney general's commitment to hiring military veterans whenever possible. **To this end, applicants who commit to hiring or rehiring at least one military veteran (as defined in appendix A) under 2017 CHP will receive additional consideration for CHP funding.** (Again, these military veterans may be in any of the three hiring categories, not just new hires.) The COPS Office recommends that applicants examine their internal hiring practices to ensure that an officer funded by a CHP award would meet the veteran requirement.

**If your agency is requesting officer position(s) in order to deploy school resource officers (SRO), then all of the officer position(s) requested must be used to deploy full-time SROs as defined in appendix A;** do not request more officer positions than your agency can expect to deploy in this capacity. If awarded CHP funding for SRO position(s), please note that the COPS Office requires that the officer(s) deployed into the SRO position(s) spend a minimum of 75 percent of their time in and around primary and/or secondary schools, working on youth-related activities. The time commitment of the funded officers must be above and beyond the amount of time that the agency devoted to the schools before receiving the award. There must be an increase in the level of community

policing activities performed in and around primary or secondary schools in the agency's jurisdiction as a result of the award. **In addition, you must select "School Based Policing through School Resource Officers" under "Child and Youth Safety Focus" as your focus area in section 6B, question 6, and complete the supplemental questions.**

If awarded, recipients using CHP funding to hire and/or deploy school resource officers into schools agree that a signed Memorandum of Understanding (MOU) between the law enforcement agency and the school partner(s) must be submitted to the COPS Office before obligating or drawing down funds under this award. An MOU is not required at time of application; however, if the law enforcement agency already has an MOU in place that is applicable to the partnership, the MOU can be submitted as an attachment in section 13 of the award application. The MOU must contain the following: the purpose of the MOU; clearly defined roles and responsibilities of the school district and the law enforcement agency focusing officers' roles on safety, information sharing, supervision responsibility, and chain of command for the SRO; and signatures. Please refer to the MOU fact sheet at [https://cops.usdoj.gov/pdf/2017AwardDocs/chp/MOU\\_Fact\\_Sheet.pdf](https://cops.usdoj.gov/pdf/2017AwardDocs/chp/MOU_Fact_Sheet.pdf) for a full description of the MOU requirements. If awarded, recipients must submit their MOU to the COPS Office within 90 days of the date shown on the award congratulatory letter. The implementation of the CHP award without submission and acceptance of the required MOU may result in expenditures not being reimbursed by the COPS Office and/or award de-obligation.

The placement of law enforcement officers in school carries a risk of contributing to a "school-to-prison pipeline" process where students are arrested or cited for minor, nonviolent behavioral violations and then diverted to the juvenile court system. This pipeline wastes community resources and can lead to academic failure and greater recidivism rates for these students. If awarded, the recipient agrees that any officers deployed while implementing School-based Policing under the COPS Hiring Program award cannot be involved in the administrative discipline of the students.

If awarded CHP funding for SRO(s), recipients must ensure all COPS-funded SROs complete a National Association of School Resource Officers (NASRO) basic training course, paid for by the COPS Office, no later than nine months after the date shown on the award congratulatory letter. If possible, SROs should complete training prior to beginning work in a partner school or school district. If a COPS-funded SRO leaves the recipient agency after completing the NASRO training, the recipient agrees to pay for the new SRO, who is assigned to backfill this position, to attend a NASRO basic training course. This new SRO must complete the training no later than nine months after being placed in the schools.

## Section 6. Law enforcement and community policing strategy

COPS Office recipient must be used to reorient the mission and activities of law enforcement agencies toward the community or enhance their involvement in community policing. Community policing is a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime.

In section 6B, the COPS Office requires all CHP applicants to describe how hiring additional officers will assist the applicant in implementing and/or enhancing community policing strategies. Please complete the questions in this section to describe the types of community policing activities that will continue or result from COPS Office funding.

One of the criteria in receiving a CHP award is a minimum community policing score based on responses to this section; agencies that do not meet a minimum community policing score will not be considered for funding. Applications with a minimum community policing score reflect a basic existing commitment to community policing and a strategy to enhance or build community policing capacity.

We understand that your community policing needs may change during the life of your award. **Minor changes to this strategy may be made without prior approval of the COPS Office; however, the recipient will be required to report on progress or changes to the community policing strategy (if any) through required progress reports. If your agency's community policing strategy changes significantly, you must submit those changes to the COPS Office for approval.** Changes are significant if they deviate from the specific crime problems originally identified and approved in the community policing strategy submitted with the application. In some cases, changes to the approved community policing strategies may also be deemed significant and may require approval of a modified community policing strategy by the COPS Office, depending on the scope and nature of those changes as identified in the quarterly progress reports. Please note that applicants that choose certain problem/focus areas will not be able to change from these problem/focus areas if awarded CHP funding (see below, question 7).

## **6B section I. Current organization commitment to community policing**

Section I aims to examine the current policies and practices within the agency as they relate to the three primary elements of community policing.

### ***Question 1(a-e)***

Please indicate which of the following activities your agency currently employs focusing on community partnerships and problem solving. The community partnerships category refers to the forging of relationships between the law enforcement agency and the individuals and organizations they serve to collaboratively develop solutions to problems and increase trust in police. The problem solving category refers to the process of engaging in the proactive and systematic examination of identified problems to develop effective responses that are rigorously evaluated.

### ***Question 2***

The community policing philosophy focuses on the way that the departments are organized and managed and how the infrastructure can be changed to support the philosophical shift behind community policing. Question 2 aims to identify how your agency currently infuses community policing ideals internally within the agency. Please check which, if any, internal management practices your agency currently employs.

### ***Question 3***

Community policing calls for a broadening of police outcome measures beyond that of the typical police performance. Question 3 examines the ways in which your agency currently assesses overall performance. Please indicate which of the following assessment measures your agency annually uses to assess performance.

#### Question 4

Community policing is a collaborative effort between the law enforcement agency and the community it serves. The pathway of communication between the community and the law enforcement agency is paramount to the success of any community oriented policing strategy. Question 4 seeks to gain an understanding of the ways in which your agency shares information with the community it serves. Please indicate in which of the following ways your agency routinely shares information with community members.

#### Question 5

Community policing advocates that the public should play a role in prioritizing public safety problems.

Individuals who live, work, or otherwise have an interest in the community are a valuable resource for identifying community concerns. Please identify in which of the following ways your agency formally involves community members in influencing agency practices and operations.

### 6B Section II (A). Proposed community policing strategy—problem solving and partnerships

Section II (A) aims to identify the specific problem/focus area you wish to address with COPS Office funding, the ways you identified and prioritized these public safety issues, and what organizations/agencies you intend to partner with in addressing the problem/focus area. This section also aims to determine the metrics used by your agency to evaluate whether the identified public safety problem is being adequately addressed and what the goals of your agency are in responding to the identified public safety issue.

We strongly recommend agencies consult with their current and prospective partners in order to provide information about the most critical partnerships necessary to address the needs of the community. If awarded funds, your responses to sections II (A) and II (B) will constitute your agency's community policing strategy under this award.

#### Question 6

The community policing philosophy engages in a proactive and systematic examination of identified problems that can be countered with effective responses. Question 6 aims to identify the community problem/focus area you wish to address with COPS Office funding.

You will be allowed to select one problem/focus area that your community is facing. You should select only the problem/focus area that your agency believes it can best address with this funding and by the officers requested in this application. **At any time during your award you need to be prepared to demonstrate how the recipient funds were specifically used to enhance or initiate community policing activities according to your community policing strategy. After selecting your problem/focus area, you will answer Questions 6a through 11.**

In **question 6**, please identify your problem/focus by selecting a major problem heading (e.g., violent crime problems). Once selected, a series of subheadings will be presented that narrow down the nature of the problem/focus (e.g., assault). Once you have selected the appropriate subheading, please describe the nature of your problem/focus in the text box in precise, specific terms and in less than 50 characters. Examples have been provided to assist you with specifying the individual problems/focus areas. Since community policing aims to develop solutions to the immediate underlying conditions contributing to your public safety problems, there may

be a problem your agency wishes to address that is not reflected in the subheadings. If so, please identify the major heading that best fits your problem/focus and under the “other” subheading explain your problem. The COPS Office supports the attorney general’s priority goal of reducing violent crime, especially gun violence. **To this end, applicants who choose “Violent Crime” or “Illegal Immigration” as their problem/focus area under 2017 CHP will receive additional consideration for CHP funding. Applicants who choose “Homeland Security” will also receive additional consideration for CHP funding. For each of the above community policing problem/focus areas, if awarded CHP funding, agencies will not be able to change the problem/focus area of their community policing strategies post-award.**

Please note that any applicant that chooses to deploy their officer position(s) as school resource officers in section 5 of this application must choose the “school based policing through school resource officers” focus area under “child and youth safety focus” and answer the supplemental questions.

In **question 6a**, please describe the selected problem/focus area that you wish to address with COPS Office funding in 4,000 characters or less. This text will allow you to expand on the nature of your community’s problem and breadth of your proposed project. Community policing entails collaborative efforts between law enforcement agencies and the community, so you will have an opportunity to expand on your proposed partners in another section of the application. This information is required and will be used for auditing and monitoring purposes.

A “yes” answer in **question 6b** indicates that your agency will engage explicitly and actively in place-based approaches to the problem/focus you described in question 6a. Place-based approaches, including techniques known as hot spot policing, refer to efforts to identify how a crime or disorder problem concentrates at specific geographic locations. Information about the geographic concentration of crime or disorder events can then become a focus of the problem-solving tactics or strategies. Place-based approaches can be used to identify intervention, prevention, or enforcement tactics or strategies to address the problem/focus. Place-based approaches can also be used to assess the impact of place-based tactics or strategies. In **question 6c** (if applicable), identify all of the activities your agency and officers hired under this award (or an equivalent number of redeployed veteran officers) plans to engage in to address the targeted hot spot area(s).

### **Question 7**

Community policing encourages agencies to use problem-solving techniques to identify and prioritize community problems. This process can consist of identifying a basic problem, determining the nature and seriousness of that problem, and establishing baseline measures to evaluate effective responses. Problem-solving techniques aid in your community’s ability to recognize which issues need the most resources. Please select which sources contributed to the identification and prioritization of the problem/focus area your agency intends to address through this award program. At least one response must be selected, but you may select as many sources as necessary.

Other local non-law enforcement government agency data could include information from code enforcement, public works, schools, parks and recreation, etc.

### **Question 8**

Analysis is a key part of the problem-solving process put forth by the community policing model. The objectives of analysis are to develop an understanding of the dynamics of the problem and the limits of current responses, as well as to establish correlation and develop an understanding of cause and effect. By analyzing your community’s problem, you are better able to understand the needs of your community and thus determine the best ways to

address these needs. Please identify which methods your agency will use to improve your understanding of the problem/focus area you will address. At least one response must be selected, but you may select as many responses as needed.

### *Question 9*

This question is aimed at determining the metrics used by your agency to evaluate whether the identified problem/focus area is being adequately addressed. Please check all the criteria your agency plans to use to determine whether the implemented response achieved the targeted outcomes.

### *Question 10*

This question is aimed at assessing what the goals of your agency are in responding to the identified problem/focus area. Although an agency may have multiple goals, we are requesting that you identify your agency's primary goals and limit it to the top three. **We also encourage your agency to create a system that documents progress toward achieving these identified goals.**

### *Question 11*

Community policing relies heavily on partnerships and relationships between law enforcement and the community it serves. Questions 11a–d are designed to understand these partnerships in greater detail. We strongly recommend agencies consult with their current and perspective partners to in order to provide information about the most critical partnerships necessary to address the needs of the community.

In **question 11a**, please identify the number of partnerships your agency will initiate or enhance to address the identified problem/focus area.

For **question 11b**, of the partners identified in 11a, name the most important external groups/ organizations your agency partners with to develop responses to this problem/focus area. You may only list three partners by name, but you may attach letters of support from any or all project partners.

In **question 11c**, for each partner identified in 11b, please characterize the type of entity this partnership is. Choose the option that provides the closest description of the partner.

In **question 11d** (if applicable), for any tribal law enforcement agencies you indicated as a partner, identify if you have a formalized Memorandum of Understanding or Memorandum of Agreement (MOU or MOA) signed by both partners that governs partnership activities, roles, and responsibilities.

## **6B section II (B). Proposed community policing strategy—organizational transformation**

As one of the three pillars of community policing, organizational transformation is integral to ensuring that your agency's management, structure, personnel, and information systems support and ultimately help sustain and institutionalize community partnerships and proactive problem-solving efforts. These changes focus on the way that departments are organized and managed and how the infrastructure and operations can be changed to support the philosophical shift behind community policing.

In this section, you will be asked to identify the organizational change(s) that your agency plans to focus on through your requested COPS Office funding. Identifying the specific organizational change(s) that your agency plans to focus on is important to ensure that you satisfy the requirements for COPS Office funding under this

program and to ensure that ultimately the use of these funds will initiate or enhance your agency's overall capacity to implement community policing strategies.

### *Questions 12–13*

**You may select** no more than two organizational changes that will be initiated or enhanced under both internal changes to personnel management (question 12) and changes to agency management (question 13). After identifying the organizational change(s) that you will address through your COPS Office award, you will be asked to provide a brief (2,000 characters or less) description expanding on the nature of your planned organizational change activities.

Please be aware that your responses to these questions will become part of your agency's community policing strategy under this award, and your award will be monitored to ensure that the organizational change activities you identify are being initiated or enhanced as part of your community policing strategy under this COPS Office award. **Because these organizational changes can involve substantial effort and investment, we are limiting the organizational change options to no more than two under each section.**

## **6B section III. General community support and engagement**

Identifying the specific support and engagement(s) on which your agency plans to focus is important to ensure that you satisfy the requirements for COPS Office funding under this program. Section III aims to identify the partners your agency consulted with to develop your community policing strategy and to what extent your efforts will complement other initiatives in your jurisdiction.

## **Section 7. Need for federal assistance**

### **Section 7A. Explanation of need for federal assistance**

All applicants are required to explain their inability to address the need for this award without federal assistance. Please note that the character limit for this response is 4,000 characters.

### **Section 7B. Service population**

Please note that the actual population and service population may or may not be the same. For example, a service population may be the census population minus incorporated towns and cities that have their own police department within your geographic boundaries or estimates of ridership (e.g., transit police) or visitors (e.g., park police).

When answering the set of questions under section 7C, we strongly recommend that you consult with your jurisdiction's budgeting office or official, as some items relate to layoffs.

To the extent possible, all data should come from a publicly verifiable source. Supporting source documentation may be requested by the COPS Office. This information will be used to evaluate your jurisdiction's need for federal assistance to address its public safety needs. Jurisdictions applying to receive law enforcement services through a contract should answer these questions in terms of their jurisdiction and any existing contractual arrangements.

**Please note:** All figures must be rounded to the nearest whole dollar or to the nearest whole percent.

## Section 7C. Fiscal health

### *Question 1*

Please provide the total annual operating budget for your law enforcement agency for the current fiscal year, as well as the two previous fiscal years. For jurisdictions receiving services through a contract, the law enforcement operating budget should be the total amount your jurisdiction budgets for law enforcement services, not the operating budget of the agency providing services.

**Note:** If funds under this program are to be used as part of a written contracting arrangement for law enforcement services (e.g., a town which contracts with a neighboring sheriff's department to receive services), the agency wishing to receive law enforcement services must be the legal applicant in this application.

### *Question 2*

Please indicate the percentage of employees in your jurisdiction (city, county, state, tribal) that have been reduced through layoffs from January 1, 2015, until the submission of this application.

For example, if your agency laid off 10 percent of its civilian law enforcement personnel on July 1, 2015, and further anticipates another 10 percent layoff to its civilian law enforcement personnel by August 15, 2017, you would only include the 10 percent that were laid off at the time of the application.

If your jurisdiction contracts for law enforcement services, please answer this question in terms of your jurisdiction and existing contract arrangements. For example, if the agency providing services has laid off officers but this has not impacted your contract, you would report 0 percent for sworn layoffs.

### *Question 3*

To determine your jurisdiction's percentage of individuals in poverty as established by the U.S. Census Bureau, you must visit the U.S. Census Bureau's American FactFinder website at

<https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>. At the top of the main page, enter your city/town/county, select your state, and click "Go." When the fact sheet for your jurisdiction appears, look for the links on the left-hand side and click on the link for "Poverty." The number that appears at the top of the main box is the percentage of individuals in poverty; report this number in your application.

For jurisdictions not in the census, such as colleges and universities, parks, or transit, please check "Not Applicable."

### *Question 4*

To determine your jurisdiction's unemployment rate as established by the Bureau of Labor Statistics, you must visit the bureau's Local Area Unemployment Statistics (LAUS) program website at [www.bls.gov/lau/data.htm](http://www.bls.gov/lau/data.htm). Please note that for the CHP application you must provide the January 2017 unemployment rate.

The LAUS data page includes comprehensive instructions on multiple methods of searching. One option is to click the button marked "One Screen Data Search." When the search window appears, select your state (for example, "Oregon"), and then your area type (for example, "cities and towns above 25,000 population"), and then your specific city (for example, "Salem"). Then click on the "Get Data" button.



The results screen will show the monthly unemployment rate for every month going back to January of 1998. Please scroll to the bottom of the table to find the unemployment rate (in the last column) for January 2017 and enter this number.

**If your jurisdiction has less than 25,000 in population**, it may not be possible to calculate the monthly unemployment rate for your jurisdiction. (A notable exception would be that LAUS includes all cities and towns in the New England region regardless of size.) If your jurisdiction does not appear in the LAUS data, please provide the next best reportable level of data. This could be the surrounding county or multi-entity small labor market area, as appropriate.

For jurisdictions not in the census, such as colleges/universities, parks, or transit, please check “Not Applicable.”

### *Question 5*

If applicable, please select the event(s) that your jurisdiction experienced on or after January 1, 2016.

### *Question 6*

If applicable, please check the box and prepare a written narrative addressing the listed items in the application that supports and documents your unanticipated catastrophic event or incident. This narrative must be uploaded into your application in section 13 of the online application. Please create and upload your narrative in Microsoft Word format.

### *Question 7*

If your agency has a neighborhood or other geographic area designated by the President’s Promise Zone Initiative within your jurisdiction, please check the box.

## Section 7D. Property/Violent crime

Please select at least one statement below:

- My agency can report crime data for all 3 years (please input in table below).
- My agency cannot report crime data for 2016.
- My agency cannot report crime data for 2015.
- My agency cannot report crime data for 2014.

Using Uniform Crime Reporting (UCR) crime definitions, enter the actual number of incidents reported by your agency in calendar years 2014, 2015, and 2016. **Only those incidents for which your agency had primary response authority should be provided.** For example, state police and county sheriffs should only count crimes that are reported directly to them as the agency with primary response authority and not necessarily all crime reported in their state or county, even if they provide assistance or backup for these incidents.

**If you contract for law enforcement services with another agency**, report only those UCR crimes that occurred within your jurisdiction. Do not report crimes that your contractor agency responded to while serving areas outside of your contract.

**If you are a law enforcement agency affiliated with an educational institution** (e.g., a university/ college police department or school district police department), report only those UCR crimes for which your agency was the primary responding law enforcement agency. Generally, this is restricted to crime committed on campus areas. Do not report UCR data for the municipality or county in which your educational institution is located, and do not report crimes for which another agency was the primary responding law enforcement agency.

**If your agency is a NIBRS reporting agency**, please ensure that your data is reported in UCR Summary Data style.

**If your agency does not officially report to UCR or to NIBRS**, please enter the actual number of incidents reported by your agency in each calendar year as reported in your agency's official end-of-year statistical report. Please ensure that these statistics are recorded according to the UCR Hierarchy rule (see page 10 of the UCR Handbook, which is available at [https://www.fbi.gov/about-us/cjis/ucr/additional-ucr-publications/ucr\\_handbook.pdf/view](https://www.fbi.gov/about-us/cjis/ucr/additional-ucr-publications/ucr_handbook.pdf/view)).

**Please note:** For agencies that report regularly to the UCR, the expectation is that the figures reported here closely correspond to the UCR Part I crime data your agency reported to the FBI for the specified calendar years. Any major variations between official FBI data and data submitted with this application may affect your agency's eligibility and/or affect its score and ranking on this application.

The FBI is retiring the current Summary Reporting System (SRS) and will transition to an all-National Incident-Based Reporting System (NIBRS) data collection system within the next 5 years. The transition to NIBRS will provide a more complete and accurate picture of crime at the national, state, and local level. Beginning in 2021, the FBI will no longer collect summary data and will only accept data in the NIBRS format and COPS Office awards will be based on submitted NIBRS data. Transitioning all law enforcement agencies to NIBRS is the first step in gathering more comprehensive crime data. The COPS Office encourages its award recipients to submit NIBRS data to the FBI Criminal Justice Information Services Division in a timely manner, thereby ensuring sufficient and complete crime and arrest data is available for consideration.

## **Section 8. Continuation of project after federal funding ends**

### **Section 8A. For COPS Office awards with a retention plan requirement**

All applicants are required to affirm that their agency plans to retain all officer positions awarded following the expiration of the CHP award and to identify their planned source(s) of retention funding. Agencies applying for CHP funding are committing to retain each officer position awarded for at least 12 months following the conclusion of 36 months of federal funding for that position. Agencies that do not plan to retain all officer positions under this award program at the time of application are ineligible to apply for CHP funding.

The retention requirement cannot be satisfied through attrition. The retained CHP-funded officer positions should be added to your agency's law enforcement budget with state and/or local funds for at least 12 months over and above the number of locally funded officer positions that would have existed in the absence of the award.

At the conclusion of federal funding, agencies that fail to retain the additional officer positions awarded under the CHP award may be ineligible to receive future COPS Office awards for a period of one to three years.

Please complete section 8A to indicate any plans you may have to continue this program, project, or activity after the conclusion of federal support.

Section 8B. For COPS Office awards with no retention plan requirement-not applicable under CHP

Section 9. School safety assessment - Not applicable under CHP

Section 10. Executive summary - Not applicable under CHP

Section 11. Project description (narrative) - Not applicable under CHP

Section 12. Official partner(s) contact information

The COPS Office asks that all applicants who choose “School Based Policing through School Resource Officers” as their focus area under CHP to provide contact information for each school partner (if known at time of application) where they intend to deploy the SROs. While this information is not required at the time of application, it will be required for any agency that is subsequently awarded CHP funding for officers to be deployed as SROs.

Section 13. Application attachments

Project narrative and budget narrative

This section should be used to submit any mandatory and/or optional application attachments that may be applicable to your agency. For example, this may include additional Disclosure of Lobbying Activities forms if required (see section 16 of this application guide for more information). In addition, this section should be used by applicants who are unable to certify any of the statements in the Certifications form located in section 15 and are required to attach an explanation.

This section should also be used to submit other applicable attachments to your award application (e.g., a Memorandum of Understanding).

Recipients awarded CHP funding to hire and/or deploy SRO(s) into schools must submit to the COPS Office a signed Memorandum of Understanding (MOU) between the law enforcement agency and the school partner(s) before obligating or drawing down funds under this award. An MOU is not required at time of application; however, if the law enforcement agency already has an MOU in place that is applicable to the partnership, the MOU can be submitted as an attachment in section 13 of the award application. The MOU must contain the following: the purpose of the MOU; clearly defined roles and responsibilities of the school district and the law enforcement agency focusing officers’ roles on safety, information sharing, supervision responsibility, and chain of command for the SRO; and signatures. The MOU is an agreement among parties that defines the roles and responsibilities of the individuals and partners involved, including SROs, school administrators, law enforcement and education departments, students, and parents. The MOU should explicitly state the proposed programs and daily activities that the SRO will develop and/or administer. It should also address the policies and procedures and the extent to which information will be shared between the law enforcement agency and school or school district partners throughout the course of the award. The MOU should be signed by the law enforcement executive and designated representative for the school or school district who has general educational oversight within that jurisdiction. Please refer to the MOU fact sheet at [https://www.cops.usdoj.gov/pdf/2016AwardDocs/chp/MOU\\_FactSheet.pdf](https://www.cops.usdoj.gov/pdf/2016AwardDocs/chp/MOU_FactSheet.pdf) for a full description of the MOU requirements. If awarded, the recipient must submit the MOU to the COPS

Office within 90 days from the date shown on the award congratulatory letter. Implementation of the CHP award without submission and acceptance of the required MOU may result in expenditures not reimbursed by the COPS Office and/or award deobligation.

If your agency checked the box in section 7C, question 6 (unanticipated catastrophic incident), you are required to submit a written narrative containing supporting information. Specifically, your narrative must contain the following information:

- Description of event (including number of casualties)
- Type of event (natural disaster, mass shooting, bombing, unusually large increase in the number of homicides, etc.)
- Impact of the event on delivery of law enforcement services
- Duration of the event (how long will law enforcement services be impacted by the event until recovery)
- Law enforcement response and recovery efforts

[Please use appropriately descriptive file names (e.g., Program Narrative, Budget Detail Worksheet and Budget Narrative, Timelines, Memoranda of Understanding, Resumes) for all attachments.

Please do not submit 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. The system may reject applications with files that use these extensions.

## **Section 14. Budget detail worksheets**

### **Instructions for completing the budget detail worksheets**

The following budget detail worksheets are designed to allow all COPS Office award applicants to use the same budget forms to request funding. Please refer to the allowable/unallowable costs section of this application guide, since these costs vary widely among programs.

To assist you, sample budget detail worksheets are included in this application guide.

Please complete each section of the budget detail worksheets as applicable. If you are not requesting anything under a particular budget category, please check the appropriate box in that category indicating that no positions or items are requested.

All final calculations will be rounded to the nearest whole dollar. Once the budget for your proposal has been completed, a budget summary page will reflect the total amounts requested in each category and the total project costs.

**If you need assistance in completing the budget detail worksheets, please call the COPS Office Response Center at 800-421-6770.**

*Applicable Budget Worksheets under CHP: A, parts 1, 2, and 3 (if local match is required)*

*Sworn officer positions*

## Instructions

This worksheet will assist your agency in reporting your agency's current entry level salary and benefits and identifying the total salary and benefits request per officer position for the length of the award term. Please list the current entry level base salary and fringe benefits rounded to the nearest whole dollar for one full-time sworn officer position within your agency. Please list only your agency's contribution of each fringe benefit item; do not include employee contributions.

Complete the budget detail worksheet based upon your agency's current first-year full-time entry level salaries and fringe benefits for your locally funded officers. Increases for year 2 and year 3 will need to be projected to complete the total three-year full-time entry-level salary and fringe benefits per officer request.

Please note that even if your agency is applying only for funds to rehire experienced officers who have been or are scheduled to be laid off, you must complete your budget request based on your current full-time entry level salaries and fringe benefits. Any additional costs higher than entry level for rehired officers must be paid with local funds.

**Special note regarding sworn officer salary and fringe benefits:** For agencies that do not include fringe benefits (e.g., vacation, holiday, shift differential) as part of the base salary costs and typically calculate these separately, the allowable expenditures may be included under part 1, section B. Any fringe benefits that are already included as part of the agency's base salary (part 1, section A of the Sworn Officer budget worksheet) should not be repeated in the separate fringe listing (part 1, section B).

Shift differential pay is a premium hourly rate paid for those hours that are not considered normal day work hours as defined by your agency. Typically, shift differential pay is for the hours worked outside of normal day work hours, where the majority of hours worked are from 3:00 p.m. of one day until 8:00 a.m. of the following day. This would include the evening shift, midnight shift, overlap shift or power shift, or any other designated shift between those hours that would qualify for the shift differential pay as defined by your agency and/or a contractual or union agreement. Overtime beyond any defined shift work hours is an unallowable cost under 2017 CHP.

Aside from Social Security, Medicare, health insurance, and life insurance, the following are allowable fringe benefits:

1. Dental insurance
2. Vision insurance
3. Prescription drugs
4. Sick days (if not included in base salary—calculate using 8-hour workdays)
5. Vacation days (if not included in base salary—calculate using 8-hour workdays)
6. Holiday pay (if not included in base salary)
7. Retirement pension
8. Worker's compensation
9. Unemployment
10. Disability insurance
11. Accidental death and disability
12. 401(k) plan

13. Liability insurance
14. Shift differential pay (if not included in base salary)
15. Accident insurance
16. Bonding insurance
17. Police trust
18. State funded retirement system
19. Professional liability insurance
20. Federal Unemployment Tax Act (FUTA) tax
21. Survivor benefit

Other benefits, such as training, equipment (e.g., uniforms, weapons, or vehicles), severance pay, and hazard pay, are not allowed. The COPS Office will not pay for any fringe benefits not listed, and if your agency pays those benefits for locally funded officer positions, your agency will be required to do so for CHP-funded officer positions with local funds.

**Please review your agency's current entry level salary and benefits costs and identify your agency's total three-year salary and benefits request per officer position. Be mindful that all 2017 CHP total three-year salary and benefits requests will be capped at \$125,000 per officer position. Please ensure that the base salary and all fringe benefits entered into your application are accurate prior to submitting your application.**

#### **Sample budget detail worksheet**

The sample budget detail worksheet that is included has been completed to assist you in submitting your budget information.

### **Budget worksheet part 1. Full-time sworn officer information**

#### ***Section A***

The agency entered \$36,000.00 as the annual first-year entry-level base salary (referred to as annual base salary or "ABS") of a full-time sworn officer position in its department. The ABS cannot be higher than what the agency currently pays for this position locally. Your agency should only provide the ABS for one position in this section; the total number of positions being requested has already been indicated by the agency in section 5 of the application.

#### ***Section B***

Social Security cannot exceed 6.2 percent of the ABS. In the sample, the agency entered zero and checked the "Exempt" box. Agencies that pay a fixed rate that is less than 6.2 percent should check the "Fixed Rate" box.

Medicare cannot exceed 1.45 percent of the ABS. In the sample, the agency entered the maximum allowable amount of \$522.00 ( $\$36,000.00 \times 1.45\% = \$522.00$ ).

For health insurance, life insurance, vacation, sick leave, retirement, worker's compensation, and unemployment insurance, agencies should indicate the dollar amount and percentage of the ABS that it pays for fringe benefits in the first year for a full-time entry level sworn officer position. Please use the health insurance rate for a "family plan" for all sworn officer positions. For worker's compensation and unemployment insurance, agencies may indicate that they are exempt by checking the appropriate box.

There are several other fringe categories that are allowable under this award program, and they are listed in the drop-down menu. Your agency can pick as many of the categories as are applicable to your agency and fill in the dollar amount and percentage of the ABS for each one.

In the sample, the agency entered \$16,362.00 for the total first-year entry level fringe benefits for a full-time sworn officer position in its department.

### *Section C*

The budget worksheet will automatically calculate the total year 1 salary and fringe benefits for one entry level full-time sworn officer position for your agency in section C, which for the sample equals \$52,362.00.

For year 2 and year 3, agencies are required to provide projections for the salary and fringe benefits for an entry level full-time officer position. Agencies are also required to maintain records documenting how they calculated their projections. There are many ways that an agency may calculate and document the salary and fringe benefits projections. For example, the figures can be based on a contractual agreement that guarantees cost of living or other increases; budget projections that the agency is using to calculate other salaries and fringe benefits for future years; or the average percentage increase in salaries and benefits that the agency experienced over the last five years. The important thing is that your agency estimate the costs to the best of its ability and keep the supporting documentation in your agency's award file in case of future audit or monitoring of your CHP award.

For year 2, the agency estimated the salary at \$37,080 and fringe benefits at \$16,853. For year 3, the agency estimated the salary at \$38,192 and fringe benefits at \$17,359.

Based on the figures for year 1, 2, and 3, the budget worksheet will automatically calculate the total three-year salary and fringe benefits. In addition, the budget worksheet will automatically calculate total project costs based on the number of officer positions your agency requested in section 5 of the application.

Please note that the COPS Office uses the information provided in the budget worksheet to determine the amount of your CHP award, if awarded, so your agency must ensure that the figures are accurate.

### **Budget worksheet part 2. Sworn officer salary information**

All agencies that have an estimated increase in salaries and/or fringe benefits over the life of the award are required to provide a reason(s) why. Agencies should check all the boxes that apply. In the sample, the agency checked that the increases were due to cost of living adjustments and step raises.

## Budget worksheet part 3. Federal/Local share costs

The first chart in part 3 will indicate the total salary and benefits for the three-year award period and the required local share. The minimum local match requirement is 25 percent of the total project cost, and the cap on the amount of funding that can be requested per officer position is \$125,000 over three years (36 months). Any additional cost above the local match and officer funding cap will be the responsibility of the recipient agency. Recipients are also required to pay a progressively larger share of the cost of the award with local funds over the award period. The second chart is a projection of the planned federal and local shares of the total project costs over the three-year period of the award; while your agency may deviate from these specific projections during the award period, it must still ensure that the federal share decreases and the local share increases.

## Budget summary

The budget summary will automatically calculate total project costs based on the figures provided in the budget worksheet and the number of officer positions requested in the application. It will also calculate the amount of the local match requirement.

## Waiver of the local match

The COPS Office may award a waiver of some or all of a recipient's local match requirement. During the application review process, your agency's waiver request will be evaluated based on the availability of funding, a demonstration of **severe fiscal distress** as supported by the fiscal health data provided in section 7 of this application, and comparison of your fiscal health data with that of the overall CHP applicant pool. If your agency wishes to be considered for a waiver, you must respond to question 1 of this section. Question 1a will ask you to indicate the maximum local share (dollar amount) your agency would be able to contribute to the total project cost in order to implement the award. Therefore, you should carefully determine the maximum local share your agency would be able to contribute if awarded. Please indicate whether we should continue to consider your application if the waiver request is not granted or whether it should be removed from consideration once that determination is made. If your application is funded but for a reduced number of officer positions, the percentage of local share provided above will be applied to the total project cost of the awarded officers.

### SECTION 14A: BUDGET DETAIL WORKSHEETS

**Instructions:** This worksheet will assist your agency in reporting your agency's current entry-level salary and benefits and identifying the total salary and benefits request per officer position for the length of the grant term. Please list the current entry-level base salary and fringe benefits rounded to the nearest whole dollar for one full-time sworn officer position within your agency. Do not include employee contributions. (Please refer to <http://www.cops.usdoj.gov/Default.asp?Item=46> for information on the length of the grant term for the program under which you are applying.)

Special note regarding sworn officer fringe benefits: For agencies that do not include fringe benefits as part of the base salary costs and typically calculate these separately, the allowable expenditures may be included under Part 1, Section B. **Any fringe benefits that are already included as part of the agency's base salary (Part 1, Section A of the Sworn Officer Budget Worksheet) should not also be included in the separate fringe listing (Part 1, Section B).** Please refer to <http://www.cops.usdoj.gov/Default.asp?Item=46> for information about allowable and unallowable fringe benefits for sworn officer positions requested under the program to which your agency is applying.

#### A. SWORN OFFICER POSITIONS

##### Full-Time Entry-Level Sworn Officer Base Salary Information

**Part 1: Instructions:** Please complete the questions below based on your agency's entry-level salary and benefits package for one locally-funded officer position. As applicable per the program-specific application guide, you may also be required to project Year 2 and Year 3 salaries.



Sworn Officer Position									
<b>A. Base Salary Information</b>									
			<b>Year 1 Salary</b>		<b>Year 2 Salary</b>		<b>Year 3 Salary</b>		
			Enter the first year entry-level base salary for one sworn officer position.		Enter the second year entry-level base salary for one sworn officer position.		Enter the third year entry-level base salary for one sworn officer position.		
			55000.00		55000.00		55000.00		
			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Does the base salary include Vacation costs? Please select Yes or No.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Does the base salary include Vacation costs? Please select Yes or No.		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the base salary include Vacation costs? Please select Yes or No.		
			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Does the base salary include Sick Leave costs? Please select Yes or No.		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the base salary include Sick Leave costs? Please select Yes or No.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Does the base salary include Sick Leave costs? Please select Yes or No.		
<b>B. Fringe Benefit costs should be calculated for each year of the grant term.</b>									
<b>FRINGE BENEFITS:</b>			<b>Year 1 Fringe Benefits</b>		<b>Year 2 Fringe Benefits</b>		<b>Year 3 Fringe Benefits</b>		
			<b>COST BASE</b>	<b>% OF SALARY</b>	<b>COST BASE</b>	<b>% OF SALARY</b>	<b>COST BASE</b>	<b>% OF SALARY</b>	
Social security expenses cannot exceed 6.2%	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> 6.2% <input type="checkbox"/> Fixed Rate	3410.00	6.2	3410.00	6.2	3410.00	6.2	
Medicare expenses cannot exceed 1.45%	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> 1.45% <input type="checkbox"/> Fixed Rate	797.50	1.45	797.50	1.45	797.50	1.45	
Health Insurance (Family Coverage)			0	0.00	0	0.00	0	0.00	
Life Insurance			0	0.00	0	0.00	0	0.00	
Vacation	Number of Hours Annually:	0	0	0.00	0	0.00	0	0.00	
Sick Leave	Number of Hours Annually:	0	0	0.00	0	0.00	0	0.00	
Retirement			0	0.00	0	0.00	0	0.00	
Worker's Compensation	<input type="checkbox"/> Exempt		0	0.00	0	0.00	0	0.00	
Unemployment Insurance	<input type="checkbox"/> Exempt		0	0.00	0	0.00	0	0.00	
Other	Dental Insurance	▼	1000.00	1.82	1000.00	1.82	1000.00	1.82	
Other	Vision Insurance	▼	1000.00	1.82	1000.00	1.82	1000.00	1.82	
Other	Prescription Drugs	▼	1000.00	1.82	1000.00	1.82	1000.00	1.82	
Benefits Sub-Total Per Year (1 Position)			7207.50		7207.50		7207.50		
C. Total Salary + Benefits Per Year (1 Position)			62207.50		62207.50		62207.50		
<b>D. Total Salary and Benefits for Years 1, 2, and 3 (1 Position):</b>			186622.50		X 8	# of Positions	1492980.00		

**SALARY DETAILS****Part 2 : Sworn Officer Salary Information**

1. If your agency's second or third-year costs for salaries and/or fringe benefits increase after the first year, check the reasons(s) why in the space below. If these costs do not increase, please select "Not Applicable".

- ☒ Cost of Living Adjustment (COLA)  
☐ Step Raises  
☐ Change in Benefit Costs  
☐ Not Applicable

**Part 3: Federal/Local Share Costs (for Hiring Grants)**

As part of the local matching requirement for the 2017 COPS Hiring Program, grantees must assume a progressively larger share of the cost of the grant with local funds over the three-year grant period. This means that your local match must increase each year, while the federal share must decrease.

Total Salary and Benefits for year 1, 2, & 3 (all positions):

Total Federal Share:

Total Federal Percentage:

Total local share required:

Total Local Percentage:

Please project in the chart below how your agency plans to assume a progressively larger share of the grant costs during each year of the program. The chart is only a projection of your plans; while your agency may deviate from these specific projections during the grant period, it must still ensure that the federal share decreases and the local share increases. For more details on local matching requirements for this program, please refer to <http://www.cops.usdoj.gov/Default.asp?Item=46>.

**Please use the Recalculate button below after any changes to the benefit table above before moving forward.**

Percent of the "Total Local Share Required" your agency plans to assume in Year 1

Percent of the "Total Local Share Required" your agency plans to assume in Year 2

Percent of the "Total Local Share Required" your agency plans to assume in Year 3

Percent Total

Federal Share Year 1

Federal Share Year 2

Federal Share Year 3

Federal Total

Local Share Year 1

Local Share Year 2

Local Share Year 3

Local Total

Recalculate

**S. BUDGET SUMMARY**

**Instructions:** Please review the category totals and the total project costs below. If the category totals and project amounts shown are correct, please continue with the submission of your application. Should you need to make revisions to a budget category, please return to the Budget Detail Worksheet.

Section

Budget Category	Category Total	
A. Sworn Officer Positions	\$1492980.00	
B. Non-Sworn Personnel	\$0.00	
C. Equipment & Technology	\$0.00	
D. Supplies	\$0.00	
E. Travel & Training	\$0.00	
F. Contracts & Consultants	\$0.00	
G. Other Costs	\$0.00	
H. Indirect Costs	\$0.00	
<b>Total Project Amount:</b>	\$1492980.00	
<b>Total Federal Share Amount:</b> (Total Project Amount X Federal Share Percentage Allowable)	\$1000000.00	66.980134%
<b>Total Local Share Amount(if applicable):</b> (Total Project Amount - Total Federal Share Amount)	\$492980.00	33.019866%

If your application is funded, but for a reduced number of officer positions, the percentage of the local share provided above will be applied to the total project cost of the awarded officers.

**Waiver of Local Match**

The COPS Office may waive some or all of a grantee's local match requirement based on severe fiscal distress. During the application review process, your agency's waiver request will be evaluated based on the availability of funding, a demonstration of **severe fiscal distress** as reflected through the fiscal health data in section 7 of this application, and a comparison of your fiscal health data with that of the overall applicant pool.

Q1: Are you requesting a waiver of the local match based on severe fiscal distress?

☒ Yes

Q1a: If awarded, please indicate the maximum local share your agency would be able to contribute to the total project cost in order to implement the grant. Please enter a value in dollars only.

Based on the waiver request above, your federal share would be \$1,490,480.00 and your local share would be \$2,500.00 if your application is fully funded.

We anticipate that waivers of the local match will be limited. The COPS Office will carefully review your request for a waiver when your application is submitted.

Q1b: If your agency does not qualify for a waiver, do you still wish to be considered for a CHP grant?

☒ Yes, please continue to review my agency's application even if we are not eligible for a waiver of the local match.

☐ No, my agency could not implement this grant without a waiver of the local match, so please do not continue processing our application if we are not eligible for the waiver.

**Contact Information for Budget Questions**

Please provide contact information of the financial official that the COPS Office may contact with questions related to your budget submission.

First Name:

Raihan

Last Name:

Khan

Title:

QA

Telephone Number:

2024567890

Fax:

2024567891

Email Address:

Test@Testing.com

## Section 15. Assurances and Certifications

Applicants to COPS Office programs are required to sign the standard Assurances and Certifications forms. Signing these documents assures the COPS Office that you have read and understood and that you accept the award terms and conditions as outlined in the Assurances and Certifications. Please read these documents carefully, as signatures on these documents are treated as material representation of fact upon which reliance will be placed when the U.S. Department of Justice determines to award the covered grant.

## Section 16A. Disclosure of lobbying activities

This disclosure form shall be completed by the reporting entity, whether subrecipient or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. § 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with a covered federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

If this applies to your agency, you are required to complete the disclosure form. If you need to submit additional forms, please submit them as attachments to your application online in section 13, Application attachments.

## Section 16B. Certification of Compliance with 8 U.S.C. 1373

In FY 2017, all State or local government entity applicants (e.g., police departments, sheriff's departments, state police) are required to certify compliance with 8 U.S.C. § 1373 regarding prohibitions or restrictions on sending to, requesting or receiving from, maintaining, or exchanging information on citizenship or immigration status, including any prohibitions or restrictions imposed or established by a State or local government entity or official.

This certification must be completed by the governing body's chief legal officer (e.g., City or County Attorney).

We strongly recommend notifying your governing body's chief legal counsel of this certification requirement as soon as the CHP application period opens so that they may conduct the required reviews necessary for completing the certification before the application deadline.

Questions regarding the certification requirement may be directed to the COPS Office Legal Division at 202-514-3750.

## **Section 17. Reviews and certifications**

Please be advised that an application may not be funded or, if awarded, a hold may be placed on this application if it is deemed that the applicant is not in compliance with federal civil rights laws, and/or is not cooperating with an ongoing federal civil rights investigation, and/or is not cooperating with a Department of Justice award review or audit.

Applicants must certify whether or not their agency will use COPS Office funds (if awarded) to operate an interjurisdictional criminal intelligence system. If yes, the applicant assures the COPS Office that it will comply with the requirements of 28 C.F.R. Part 23.

The signatures of the law enforcement executive/agency executive, government executive/financial official, and the person submitting this application on the reviews and certifications represent to the COPS Office that

- the signatories have been legally and officially authorized by the appropriate governing body to submit this application and act on behalf of the award applicant entity;
- the applicant will comply with all legal, administrative, and programmatic requirements that govern the applicant for acceptance and use of federal funds as outlined in the applicable COPS Office application guide, the COPS Office award owner's manual, Assurances, Certifications, and all other applicable program regulations, laws, orders, and circulars;
- the applicant understands that false statements or claims made in connection with COPS Office programs may result in fines; imprisonment; debarment from participating in federal awards, or contracts; and/or any other remedy available by law to the Federal Government;
- the information provided in this application, including any amendments, shall be treated as material representations of fact upon which reliance will be placed when the U.S. Department of Justice determines to fund the covered award;
- the applicant understands that as a general rule COPS Office funding may not be used for the same item or service funded through another funding source;
- the applicant and any required or identified official partner(s) listed in section 12 are partners in this award project and mutually agreed to this partnership prior to this award application.

The signatures of the law enforcement executive/agency executive and the government executive/financial official in the application must be the same as those identified in section 4 of the application. Applications with missing, incomplete, or inaccurate signatories or responses may not be considered for funding.

## Section 18. Application data verification—not applicable at time of application

After submission of this application, the COPS Office may require your department to verify data provided in the application. This section is to be completed once the data has been reviewed, confirmed, and/or updated. Failure to respond to the request may eliminate the application from 2017 funding consideration. The purpose of this section is to confirm the following:

- That the person reviewing, confirming, and/or updating the data is authorized by the appropriate governing body to act on behalf of the award applicant entity
- That the information provided, including any amendments, be treated as material representations of fact upon which reliance will be placed when the U.S. Department of Justice determines to fund the covered award
- That the applicant understands that false statements or claims made in connection with COPS Office programs may result in fines; imprisonment; debarment from participating in federal awards, or contracts; and/or other remedy available to by law to the Federal Government.

# Appendices

## Appendix A. Glossary of COPS Office program terms

The following information is provided to assist you with the completion of your COPS Office award program application forms. The list includes some of the most common terms that are used in the application forms. For additional assistance or clarification regarding any part of the application, please contact your Grant Program Specialist at 800-421-6770.

**allowable costs.** Allowable costs are costs that will be paid for by this award program.

**authorized officials.** The authorized officials are the individuals in your organization who have final authority and responsibility for all programmatic and financial decisions regarding your application and, if awarded, your award. For law enforcement agencies, the listed law enforcement executive (usually chief of police, sheriff, etc.) and the government executive (usually mayor, board president, etc.) are your agency's authorized officials.

**authorized organizational representative (AOR).** A person authorized by your e-business POC to submit applications to Grants.gov. This privilege should be provided only to those individuals who currently have signature authority for submitting award applications. The name of the individual designated as an AOR will be populated by the Grants.gov system in award application package forms, which require signatures. An organization can assign as many AORs to use Grants.gov as necessary.

**automated booking system.** An automated booking system captures arrestee fingerprints and photographic information electronically and often has the ability to transfer that information to a departmental or state-wide database.

**automated fingerprint identification system (AFIS).** An AFIS is a highly specialized biometrics system that compares a single fingerprint image with a database of fingerprint images. Fingerprint images are collected from crime scenes or are taken from criminal suspects when they are arrested. Fingerprint images may be captured by placing a finger on a scanner or by electronically scanning inked impressions on paper.

**Award number.** If awarded, the award number identifies your agency's specific award, and can be found on your award document. This number should be used as a reference when corresponding with the COPS Office. The COPS Office tracks award information based upon this number.

**award start date.** This is the date on or after which your agency is authorized to purchase items or hire positions that were approved by the COPS Office. If awarded, the award start date is found on your award document. Recipients may not make any purchases or hire any positions prior to this date without written approval from the COPS Office.

**career law enforcement officer.** The COPS Office statute defines a career law enforcement officer as a person hired on a permanent basis who is authorized by law or by a state or local public agency to engage in or oversee the prevention, detection, or investigation of violations of criminal laws.

**Catalog of Federal Domestic Assistance (CFDA).** The CFDA is an annual government-wide publication that contains a description and index of all forms of federal assistance. Each program is assigned a CFDA number, which is used by auditors to track award revenues under the Single Audit Act. It is also used in participating states by state single

points of contact in conducting the required intergovernmental reviews under Executive Order 12372. The CFDA number for all COPS Office programs is 16.710.

**closeout.** The process in which the awarding agency, the COPS Office, determines that all applicable administrative actions and all required work and conditions of the award have been completed and met by the recipient and awarding agency.

**Cognizant Federal Agency.** The federal agency that generally provides the most federal financial assistance to the recipient of funds. Cognizance is assigned by the Office of Management and Budget (OMB).

**community oriented policing.** Community oriented policing is a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime.

**Computer Aided Dispatch (CAD) system.** A CAD system is a computer database that can track calls for service, maintain status of units available, provide various reports, produce address histories, and support electronic mail. With the installation of integrated CAD systems, officers are able to receive calls for service on their mobile data terminals rather than over the radio. Radios can then be used only for serious emergencies.

**computing devices.** Computing devices are machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting, and receiving, or storing electronic information.

**consortium.** A consortium is a group of two or more governmental entities that agree to form a partnership to provide law enforcement services to their constituent communities.

**COPS Office.** The Office of Community Oriented Policing Services (COPS Office) is the office within the U.S. Department of Justice that, if awarded, is your grantor or awarding agency for your COPS Office award. The COPS Office is responsible for administering your funding for the entire award period. You can reach the COPS Office at 800-421-6770.

**COPS Office finance staff.** Members of the COPS Office finance staff handle your agency’s financial and budgetary needs related to your application. A financial analyst is assigned to your state, and is available to answer any questions that you may have concerning the financial aspects of your award, if funded. To identify your state assigned financial analyst, please call the COPS Office Response Center at 800-421-6770, or visit the COPS Office web site at [www.cops.usdoj.gov](http://www.cops.usdoj.gov).

**DUNS number.** DUNS stands for “data universal numbering system.” DUNS numbers are issued by Dun and Bradstreet (D&B) and consist of nine or thirteen digits. If your institution does not have one, call 866-705-5711 to receive one free of charge. You can also request your DUNS number online at [www.dnb.com/us](http://www.dnb.com/us).

**e-business point of contact (POC).** Your e-business POC is the person who will designate which staff members can submit applications through Grants.gov. When you register with SAM, your institution will be asked to designate an e-Business POC.

**EPIC (El Paso Intelligence Center) National Clandestine Laboratory Seizure Database.** The U.S. Department of Justice maintains this database to track seizure of clandestine drug laboratories. It contains addresses of some locations where law enforcement agencies reported they found chemicals or other items that indicated the presence of either clandestine drug laboratories or dumpsites.

**equipment.** Equipment is tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds \$5,000.

**federally recognized tribe.** Tribal entities whom are recognized and eligible for funding and services from the Bureau of Indian Affairs by virtue of their status as Indian tribes. They are acknowledged to have the immunities and privileges available to other federally acknowledged Indian tribes by virtue of their government-to-government relationship with the United States as well as the responsibilities, power, limitation, and obligations of such tribes. Only federally recognized tribes are eligible to apply for COPS Office tribal award funds. For further information, contact: Bureau of Indian Affairs, Division of Tribal Government Services, MS-4631-MIB, 1849 C Street NW, Washington, DC 20240, 202-208-2475.

**GNIS ID:** The Geographic Names Information System (GNIS) database is maintained by the U.S. Geological Survey, U.S. Department of the Interior. The database assigns a unique, permanent feature identifier, the Feature ID, which is the only standard federal key for integrating or reconciling feature data from multiple datasets.

**Global Positioning System (GPS).** Global Positioning Systems are a series of 24 geosynchronous satellites that continuously transmit their position. Each system is used in personal tracking, navigation, and automatic vehicle location technologies.

**interoperable communications.** Communications interoperability refers to the ability to talk across disciplines and jurisdictions via radio communications networks on demand, in real time. Interoperable communications equipment and technology is used to increase interoperability and data information-sharing among the law enforcement, fire service, and emergency medical service communities.

**Local Area Unemployment Statistics (LAUS).** The Bureau of Labor Statistics' LAUS program provides monthly estimates of unemployment for communities. For more information and detailed instructions for looking up your local area's unemployment rate, please visit [www.bls.gov/lau/data.htm](http://www.bls.gov/lau/data.htm).

**local budget cycle.** Your agency's fiscal year. Some common examples include January 1 to December 31, October 1 to September 30, and July 1 to June 30. Some local budget cycles may extend up to 24 months.

**M-PIN.** Password used by your e-business point of contact to designate which staff members can submit applications to Grants.gov.

**matching funds.** What a locality must contribute as a cash match toward total allowable project costs over the life of the program.

**military veteran.** Under the 2017 CHP, a military veteran is any individual who has served on active duty at any time in the armed forces for a period of more than 180 consecutive days, any part of which occurred on or after September 11, 2001, and who has been discharged or released from active duty in the armed forces under honorable conditions.

**mobile data computer/laptop.** A Mobile Data Computer (MDC) is a computer terminal mounted in a vehicle that is linked via wireless communication to a network that is often integrated with a CAD system. MDCs enable officers to complete previously handwritten reports on a computer. This often eliminates the need to enter duplicate information on multiple reports.

**National Incident-Based Reporting System (NIBRS).** A comprehensive reporting database. Agencies provide individual records for eight index crimes and 38 other offenses.



**obligation of funds.** If this application is awarded, the COPS Office obligates federal funds when the award document is signed by the director or his or her designated official. For the recipient, award funds are obligated when monies are spent directly on purchasing items approved under the award guidelines. The term *encumbrance* is often used at the local and state levels to describe this type of transaction. Liquidated obligations are considered cash outlays or monies actually spent. Unliquidated obligations are obligations incurred and recorded but not yet paid (accrual basis of accounting) or not yet recorded and not yet paid (cash basis of accounting).

**OJP vendor number/EIN number.** This is your agency's nine-digit federal tax identification number assigned to you by the IRS. Your accounting/bookkeeping department should have this number.

If your EIN previously has been assigned to another agency within your jurisdiction, the Office of the Comptroller will assign a new OJP vendor number to you. The new assigned number is to be used for administrative purposes only, in connection with this award program, and should not be used for IRS purposes.

**ORI (Originating Agency Identifier) number.** This number is assigned by the FBI and is your agency's originating agency identifier. The first two letters are your state abbreviation, the next three numbers are your county's code, and the final two numbers identify your jurisdiction within your county. When you contact the COPS Office with a question, you can use the ORI number, and we will be able to assist you. If you are a previous COPS Office award recipient, you may have been assigned an ORI number through the COPS Office if the FBI had not previously assigned your agency this identifier number.

**primary law enforcement authority.** An agency with primary law enforcement authority is defined as the first responder to calls for service for all types of criminal incidents within its jurisdiction. Agencies are not considered to have primary law enforcement authority if they only respond to or investigate specific type(s) of crime(s); respond to or investigate crimes within a correctional institution; serve warrants; provide courthouse security; transport prisoners; and/or have cases referred to them for investigation or investigational support.

**Public Safety Partnership and Community Policing Act of 1994.** The COPS Office is charged with fulfilling the mandates of this law. The purposes of the law are to

- increase the number of community policing officers on the beat;
- provide additional and more effective training to law enforcement officers to enhance their problem solving, service, and other skills needed in interacting with members of the community;
- encourage the development and implementation of innovative programs to permit members of the community to assist law enforcement agencies in the prevention of crime;
- encourage the development of new technologies to assist law enforcement agencies in reorienting the emphasis of their activities from reacting to crime to preventing crime.

**recipient.** A non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include subrecipients. See also §200.69 Non-Federal entity." 2 CFR 200.86.

**school resource officer (SRO).** A career law enforcement officer, with sworn authority, deployed in community-oriented policing, and assigned by the employing police department or agency to work in collaboration with schools and community-based organizations to (a) address crime and disorder problems, gangs, and drug activities affecting or occurring in our around and elementary or secondary school; (b) deploy or expand crime prevention efforts for students; (C) educate likely school-age victims in crime prevention and safety; (d) develop or expand community justice initiatives for students; (e) train students in conflict resolution, restorative justice, and crime

awareness; (f) assist in the identification of physical changes in the environment that may reduce crime in or around the school; and (g) assist in developing school policy that addresses crime and to recommend procedural changes.

**supplanting.** COPS Office award funds may not be used to supplant (replace) state, local, or Bureau of Indian Affairs (BIA) funds that would be made available in the absence of federal COPS Office award funding. Program funds must be used to increase the amount of state, local, or BIA funds otherwise budgeted for the award purposes, plus any additional state, local, or BIA funds budgeted for these purposes.

**System for Award Management (SAM).** Institutions applying for any type of award from the Federal Government must register with SAM. The SAM database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Applicants must update or renew their SAM at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

## Appendix B. Assurances

Several provisions of federal law and policy apply to all award programs. The Office of Community Oriented Policing Services (“COPS Office”) needs to secure your assurance that the applicant will comply with these provisions. If you would like further information about any of these assurances, please contact your state’s COPS Office Grant Program Specialist at 800-421-6770.

By signing this form, the applicant assures that it will comply with all legal and administrative requirements that govern the applicant for acceptance and use of federal award funds. In particular, the applicant assures us of the following:

1. It has been legally and officially authorized by the appropriate governing body (for example, mayor or city council) to apply for this award and that the persons signing the application and these assurances on its behalf are authorized to do so and to act on its behalf with respect to any issues that may arise during processing of this application.
2. It will comply with the provisions of federal law, which limit certain political activities of employees whose principal employment is in connection with an activity financed in whole or in part with this award. These restrictions are set forth in 5 U.S.C. § 1501 et seq.
3. It will comply with the minimum wage and maximum hours provisions of the Fair Labor Standards Act (29 U.S.C. § 201 et seq.), if applicable.
4. It will establish safeguards, if it has not done so already, to prohibit employees from using their positions for a purpose that is, or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties. In addition, it will disclose (in writing) to the COPS Office any potential conflict of interest arising during the course of performance of the award and also will require such written disclosures by any subrecipients.
5. As required by 42 U.S.C. § 3796dd-6, it will give the U.S. Department of Justice or the Comptroller General access to and the right to examine records and documents related to the award.
6. It will comply with all requirements imposed by the U.S. Department of Justice as a condition or administrative requirement of the award, including but not limited to: the requirements of 2 C.F.R. Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101 ; 48 C.F.R. Part 31 (FAR Part 31) (Contract Cost Principles and Procedures); the applicable provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; 28 C.F.R. Part 38 (Partnerships With Faith-Based and Other Neighborhood Organizations); the applicable COPS Office application guide; the applicable COPS Office award owner’s manual; and with all other applicable program requirements, laws, orders, or regulations.
7. As required by 42 U.S.C. § 3796dd-1(c) (11), it will, to the extent practicable and consistent with applicable law, seek, recruit and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions in the agency.
8. It will not (and will require any subrecipient, contractors, successors, transferees, and assignees not to), on the grounds of race, color, religion, national origin, sex, or disability unlawfully exclude any person from participation in, deny the benefits of, or employment to any person, or subject any person to discrimination in connection with any programs or activities funded in whole or in part with federal funds. It will also not discriminate in the delivery of benefits or services based on age. These civil rights requirements are found in the non-discrimination provisions of Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42

U.S.C. § 3789d); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794); the Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101); Title IX of the Education Amendments of 1972, as amended (20 U.S.C. § 1681); and the corresponding U.S. Department of Justice regulations implementing those statutes at 28 C.F.R. Part 42 (subparts C, D, E, G, and I). It will also comply with Executive Order 13279, as amended by Executive Order 13559, and the implementing regulations at 28 C.F.R. Part 38, Partnerships With Faith-Based and Other Neighborhood Organizations, which requires equal treatment of religious organizations in the funding process and prohibits religious discrimination against beneficiaries.

- A. In the event that any court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, or sex against the applicant after a due process hearing, it agrees to forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, D.C. 20531.
- B. If your organization is a government agency or private business and has received a single award for \$25,000 or more and has fifty or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare a Utilization Report and submit it to the Office for Civil Rights (OCR) within 120 days from the date of the award. Although the OCR has discretion to review all submitted Utilization Reports, it will review the Utilization Reports from recipients that receive an award of \$500,000 or more.

To begin developing a Utilization Report, please consult the OCR's website at <http://www.ojp.usdoj.gov/about/ocr/eeop.htm> and click EEOP Reporting Tool Login. Additional assistance can be found online at the bottom of the same webpage by clicking the EEO Reporting Tool Job Aid and Frequently Asked Questions.

If your organization has less than fifty employees or receives an award of less than \$25,000 or is a nonprofit organization, a medical institution, an educational institution, or an Indian tribe, then it is exempt from the EEOP requirement. To claim the exemption, however, your organization must certify that it is exempt by logging into the EEO Reporting Tool on the OCR website at <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>, providing the contact and organizational profile information, and then submitting a Certificate of Exemption.

If you have further questions regarding the EEOP requirements, you may contact an EEOP specialist at the OCR by telephone at 202-307-0690, by TTY at 202-307-2027, or by e-mail at [EEOPforms@usdoj.gov](mailto:EEOPforms@usdoj.gov).

- 9. Pursuant to U.S. Department of Justice guidelines (June 18, 2002 Federal Register, Volume 67, Number 117, pages 41455-41472), under Title VI of the Civil Rights Act of 1964, it will ensure meaningful access to its programs and activities by persons with limited English proficiency.
- 10. It will ensure that any facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency' (EPA) list of Violating Facilities and that it will notify us if advised by the EPA that a facility to be used in this grant is under consideration for such listing by the EPA.
- 11. If the applicant's state has established a review and comment procedure under Executive Order 12372 and has selected this program for review, it has made this application available for review by the state Single Point of Contact.

12. It will submit all surveys, interview protocols, and other information collections to the COPS Office for submission to the Office of Management and Budget for clearance under the Paperwork Reduction Act of 1995 if required.
13. It will comply with the Human Subjects Research Risk Protections requirements of 28 C.F.R. Part 46 if any part of the funded project contains non-exempt research or statistical activities which involve human subjects and also with 28 C.F.R. Part 22, requiring the safeguarding of individually identifiable information collected from research participants.
14. Pursuant to Executive Order 13043, it will enforce on-the-job seat belt policies and programs for employees when operating agency-owned - or - rented or personally-owned vehicles.
15. As required by 42 U.S.C. § 3796dd-3(a), it will not use COPS Office funds to supplant (replace) state, local, or Bureau of Indian Affairs funds that otherwise would be made available for the purposes of this award, as applicable.
16. If the award contains a retention requirement, it will retain the increased officer staffing level or the increased officer redeployment level, as applicable, with state or local funds for a minimum of 12 months following expiration of the award period.
17. It will not use any federal funding directly or indirectly to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law ratification, policy or appropriation whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy or appropriation as set forth in the Anti- Lobby Act, 18 U.S.C. § 1913.
18. In the event that a portion of award reimbursements are seized to pay off delinquent federal debts through the Treasury Offset Program or other debt collection process, it agrees to increase the nonfederal share (or, if the award does not contain a cost sharing requirement, contribute a nonfederal share) equal to the amount seized in order to fully implement the award project.

False statements or claims made in connection with COPS Office award may result in fines, imprisonment, debarment from participating in federal awards or contracts, and/or any other remedy available by law.

I certify that the assurances provided are true and accurate to the best of my knowledge.

Elections or other selections of new officials will not relieve the recipient of its obligations under this award.

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Signature of Law Enforcement Executive/Agency Executive      Date

(For your electronic signature, please type in your name)

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Signature of Government Executive/Financial Official      Date

(For your electronic signature, please type in your name)

## Appendix C. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Federal Taxes and Assessments; Drug-Free Workplace Requirements; and Coordination with Affected Agencies.

Although the U.S. Department of Justice has made every effort to simplify the application process, other provisions of federal law require us to seek your agency's certification regarding certain matters. Applicants should carefully review the statutes and regulations cited below and the instructions for certification to understand the requirements and whether they apply to a particular applicant. Signing this form complies with the certification and notice requirements under 28 C.F.R. Part 69 "New Restrictions on Lobbying"; 2 C.F.R. Part 2867 "Nonprocurement Debarment and Suspension"; 2 C.F.R. Part 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"; the general provisions in the applicable Appropriations Act; 28 C.F.R. Part 83 "Government-Wide Requirements for Drug-Free Workplace (Grants)"; and the Public Safety Partnership and Community Policing Act of 1994. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Department of Justice determines to make the covered award.

### 1. Lobbying

As required by 31 U.S.C. § 1352, implemented at 28 C.F.R. Part 69, for persons entering into a grant or cooperative agreement over \$100,000, and 2 C.F.R. § 200.450 as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101, the applicant certifies to the following:

- A. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; or the extension, continuation, renewal, amendment or modification of any federal grant or cooperative agreement.
- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- C. If applicant is a nonprofit organization or an institution of higher education, it will comply with the additional lobbying restrictions set forth in 2 C.F.R. § 200.450(c) as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101.
- D. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

### 2. Debarment, Suspension and Other Responsibility Matters (Direct Recipient)

Pursuant to Executive Order 12549, Debarment and Suspension, as implemented at 2 C.F.R. Part 2867, for prospective participants in primary covered transactions, as defined at 2 C.F.R. § 2867.20(a), and other requirements, the applicant certifies that it and its principals:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;
- B. Have not within a three-year period preceding this application been convicted of a felony criminal violation under any federal law, or been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) or private agreement or transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice, or commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility;
- C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph B. of this certification; and
- D. Have not within a three-year period preceding this application had one or more public transactions (federal, state or local) terminated for cause or default.

**3. Mandatory Disclosure**

Pursuant to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. § 200.113 as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101, the applicant certifies that it:

- A. Has not violated any federal criminal law involving fraud, bribery, or gratuity that may potentially affect the federal award;
- B. Shall timely disclose in writing to the federal awarding agency or pass-through entity, as applicable, any violation of federal criminal law involving fraud, bribery, or gratuity that may potentially affect the federal award; and
- C. Shall require that the language of this certification be included in the award documents for all subawards (including subgrants and cooperative agreements) and shall require all subrecipients certify and disclose accordingly.

**4. Federal Taxes and Assessments**

- A. If applicable, an applicant who receives an award in excess of \$5,000,000 certifies that, to the best of its knowledge and belief, the applicant has filed all federal tax returns required during the three years preceding the certification, has not been convicted of a criminal offense under the Internal Revenue Code of 1986, and has not, more than 90 days prior to certification, been notified of any unpaid federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.
- B. The applicant certifies that it does not have any unpaid federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

**5. Drug-Free Workplace**

As required by the Drug-Free Workplace Act of 1988 (41 U.S.C. § 8103), implemented at 28 C.F.R. Part 83, for recipients other than individuals as defined at 28 C.F.R. § 83.660 –

- A. The applicant certifies that it will, or will continue to, provide a drug-free workplace by doing the following:
  - (i) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (ii) Establishing an on-going drug-free awareness program to inform employees about –
    - (a) the dangers of drug abuse in the workplace;
    - (b) the grantee's policy of maintaining a drug-free workplace;
    - (c) any available drug counseling, rehabilitation and employee assistance programs; and
    - (d) the penalties that may be imposed upon employees for drug-abuse violations occurring in the workplace;
  - (iii) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (i);
  - (iv) Notifying the employee in the statement required by paragraph (i) that, as a condition of employment under the grant, the employee will –
    - (a) abide by the terms of the statement; and
    - (b) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  - (v) Notifying the agency in writing within 10 calendar days after receiving notice under subparagraph (iv)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: COPS Office, 145 N Street, NE, Washington, D.C. 20530. Notice shall include the identification number(s) of each affected grant;
  - (vi) Taking one of the following actions within 30 calendar days of receiving notice under subparagraph (iv)(b) with respect to any employee who is so convicted –
    - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency;
  - (vii) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (i), (ii), (iii), (iv), (v), and (vi).
- B. The applicant further certifies that it will identify all known workplaces under each COPS Office award, keep the identification documents on file, and make them available for inspection upon request by the U.S. Department of Justice officials or their designated representatives.



6. Coordination

As required by 42 U.S.C. § 3796dd-1(c)(5) of the Public Safety Partnership and Community Policing Act of 1994, applicants must certify that there has been appropriate coordination with all agencies that may be affected by the applicant's grant proposal if approved. Affected agencies may include, among others, the Office of the United States Attorney, state or local prosecutors, or correctional agencies. The applicant certifies that there has been appropriate coordination with all affected agencies.

☐ *Where the applicant is unable to certify to any of the statements in this Certifications form, he or she shall attach an explanation to this application regarding the particular statement that cannot be certified. Please check the box if an explanation is attached to this application. Please note that the applicant is still required to sign the Certifications form to certify to all the other applicable statements.*

False statements or claims made in connection with COPS Office awards may result in fines, imprisonment, debarment from participating in federal awards or contracts, and/or any other remedy available by law.

I certify that the assurances provided are true and accurate to the best of my knowledge.

Elections or other selections of new officials will not relieve the recipient entity of its obligations under this award.

\_\_\_\_\_  
Signature of Law Enforcement Executive/Agency Executive      Date

(For your electronic signature, please type in your name)

\_\_\_\_\_  
Signature of Government Executive/Financial Official      Date

(For your electronic signature, please type in your name)

## Appendix D. Compliance with 8 U.S.C. 1373

1. Authority to obligate or expend contingent on compliance with 8 U.S.C. 1373

NOTE: This grant condition applies only to State or local government entities or to non-State or local government entities that make subawards with these funds to a State or local government entity.

State or local government entity recipients of this award, and any subrecipient of this award at any tier that is an entity of a State or of a unit of local government, may not obligate or expend award funds if – at the time of the obligation or expenditure – the “program or activity” of the recipient funded in whole or in part with the award funds (which includes any such program or activity of any subrecipient at any tier) is subject to any prohibitions or restrictions on sending to, requesting or receiving from, maintaining, or exchanging information on citizenship or immigration status as described in 8 U.S.C. 1373(a) or (b), including any prohibitions or restrictions imposed or established by a State or local government entity or official.

A subrecipient of this award (at any tier) that is an entity of a State or of a unit of local government may not obligate or expend award funds if – at the time of the obligation or expenditure – the “program or activity” of the subrecipient (which includes any such program or activity of any subrecipient at any further tier) funded (in whole or in part) with award funds is subject to any prohibitions or restrictions on sending to, requesting or receiving from, maintaining, or exchanging information on citizenship or immigration status as described in 8 U.S.C. 1373(a) or (b), including any prohibitions or restrictions imposed by a State or local government entity or official.

Any obligations or expenditures of a recipient or subrecipient that are impermissible under this condition shall be unallowable costs for purposes of this award.

Rules of Construction. For purposes of this condition, “program or activity” means what it means under section 606 of title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-4a).

Pursuant to 8 U.S.C. 1551 note, references to the Immigration and Naturalization Service in 8 U.S.C. 1373 are to be read, as a legal matter, as references to particular components of the U.S. Department of Homeland Security.

Should any provision of a condition of this award be held to be invalid or unenforceable by its terms, then that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law (to any person or circumstance) under this award. Should it be held, instead, that a condition (or a provision thereof) is of utter invalidity or unenforceability, such condition (or such provision) shall be deemed severable from this award.

Any questions about the meaning or scope of this condition should be directed, prior to acceptance of this award, to the Office of Community Oriented Policing Services Legal Division at 202-514-3750.

## Appendix E: Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or nonfederal entity, all contracts made by the nonfederal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) **Equal Employment Opportunity.** Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(D) **Davis-Bacon Act, as amended (40 U.S.C. 3141-3148).** When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) **Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708).** Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no

laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

**(F) Rights to Inventions Made Under a Contract or Agreement.** If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

**(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387),** as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

**(H) Debarment and Suspension (Executive Orders 12549 and 12689)**—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

**(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)**—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

**(J) See §200.322 Procurement of recovered materials.**

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75888, Dec. 19, 2014]

## Appendix F: Appendix XII to Part 200—Award Term and Condition for Recipient Integrity and Performance Matters

### General Reporting Requirement

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

### Proceedings About Which You Must Report

Submit the information required about each proceeding that:

- a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
- b. Reached its final disposition during the most recent five year period; and
- c. Is one of the following:
  - (1) A criminal proceeding that resulted in a conviction, as defined in paragraph 5 of this award term and condition;
  - (2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
  - (3) An administrative proceeding, as defined in paragraph 5. of this award term and condition, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000;or
- (4) Any other criminal, civil, or administrative proceeding if:
  - (i) It could have led to an outcome described in paragraph 2.c.(1), (2), or (3) of this award term and condition;
  - (ii) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
  - (iii) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

## Reporting Procedures

Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph 2 of this award term and condition. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM because you were required to do so under Federal procurement contracts that you were awarded.

## Reporting Frequency

During any period of time when you are subject to the requirement in paragraph 1 of this award term and condition, you must report proceedings information through SAM for the most recent five year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000 must disclose semiannually any information about the criminal, civil, and administrative proceedings.

## Definitions

For purposes of this award term and condition:

- a. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (*e.g.*, Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.
- b. Conviction, for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
- c. Total value of currently active grants, cooperative agreements, and procurement contracts includes—
  - (1) Only the Federal share of the funding under any Federal award with a recipient cost share or match; and
  - (2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.
- d. [Reserved]

[80 FR 43310, July 22, 2015]

## Appendix G: 41 U.S.C. § 4712 - Pilot program for enhancement of contractor protection from reprisal for disclosure of certain information

### Prohibition of reprisals

**(1) In general.** An employee of a contractor, subcontractor, or recipient may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in paragraph (2) information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant.

**(2) Persons and bodies covered.** The persons and bodies described in this paragraph are the persons and bodies as follows:

**(A)** A Member of Congress or a representative of a committee of Congress.

**(B)** An Inspector General.

**(C)** The Government Accountability Office.

**(D)** A Federal employee responsible for contract or award oversight or management at the relevant agency.

**(E)** An authorized official of the Department of Justice or other law enforcement agency.

**(F)** A court or grand jury.

**(G)** A management official or other employee of the contractor, subcontractor, or recipient who has the responsibility to investigate, discover, or address misconduct.

**(3) Rules of construction.** For the purposes of paragraph (1)

**(A)** an employee who initiates or provides evidence of contractor, subcontractor, or recipient misconduct in any judicial or administrative proceeding relating to waste, fraud, or abuse on a Federal contract or award shall be deemed to have made a disclosure covered by such paragraph; and

**(B)** a reprisal described in paragraph (1) is prohibited even if it is undertaken at the request of an executive branch official, unless the request takes the form of a non-discretionary directive and is within the authority of the executive branch official making the request.

### Investigation of complaints

**(1) Submission of complaint.** A person who believes that the person has been subjected to a reprisal prohibited by subsection (a) may submit a complaint to the Inspector General of the executive agency involved. Unless the Inspector General determines that the complaint is frivolous, fails to allege a violation of the prohibition in subsection (a), or has previously been addressed in another Federal or State judicial or administrative proceeding initiated by the complainant, the Inspector General shall investigate the complaint and, upon completion of such investigation, submit a report of the findings of the investigation to the person, the contractor or recipient concerned, and the head of the agency.

**(2) Inspector General action.**

**(A) Determination or submission of report on findings.** Except as provided under subparagraph (B), the Inspector General shall make a determination that a complaint is frivolous, fails to allege a violation of the prohibition in subsection (a), or has previously been addressed in another Federal or State judicial or administrative proceeding initiated by the complainant or submit a report under paragraph (1) within 180 days after receiving the complaint.

**(B) Extension of time.** If the Inspector General is unable to complete an investigation in time to submit a report within the 180-day period specified in subparagraph (A) and the person submitting the complaint agrees to an extension of time, the Inspector General shall submit a report under paragraph (1) within such additional period of time, up to 180 days, as shall be agreed upon between the Inspector General and the person submitting the complaint.

**(3) Prohibition on disclosure.** The Inspector General may not respond to any inquiry or disclose any information from or about any person alleging the reprisal, except to the extent that such response or disclosure is

**(A)** made with the consent of the person alleging the reprisal;

**(B)** made in accordance with the provisions of section 552a of title 5 or as required by any other applicable Federal law; or

**(C)** necessary to conduct an investigation of the alleged reprisal.

**(4) Time limitation.** A complaint may not be brought under this subsection more than three years after the date on which the alleged reprisal took place.

## Remedy and enforcement authority

**(1) In general.** Not later than 30 days after receiving an Inspector General report pursuant to subsection (b), the head of the executive agency concerned shall determine whether there is sufficient basis to conclude that the contractor or recipient concerned has subjected the complainant to a reprisal prohibited by subsection (a) and shall either issue an order denying relief or shall take one or more of the following actions:

**(A)** Order the contractor or recipient to take affirmative action to abate the reprisal.

**(B)** Order the contractor or recipient to reinstate the person to the position that the person held before the reprisal, together with compensatory damages (including back pay), employment benefits, and other terms and conditions of employment that would apply to the person in that position if the reprisal had not been taken.

**(C)** Order the contractor or recipient to pay the complainant an amount equal to the aggregate amount of all costs and expenses (including attorneys' fees and expert witnesses' fees) that were reasonably incurred by the complainant for, or in connection with, bringing the complaint regarding the reprisal, as determined by the head of the executive agency.

**(2) Exhaustion of remedies.** If the head of an executive agency issues an order denying relief under paragraph (1) or has not issued an order within 210 days after the submission of a complaint under subsection (b), or in the case of an extension of time under paragraph (b)(2)(B), not later than 30 days after the expiration of the extension of time, and there is no showing that such delay is due to the bad faith of the complainant, the complainant shall be deemed to have exhausted all administrative remedies



with respect to the complaint, and the complainant may bring a de novo action at law or equity against the contractor or recipient to seek compensatory damages and other relief available under this section in the appropriate district court of the United States, which shall have jurisdiction over such an action without regard to the amount in controversy. Such an action shall, at the request of either party to the action, be tried by the court with a jury. An action under this paragraph may not be brought more than two years after the date on which remedies are deemed to have been exhausted.

**(3) Admissibility of evidence.** An Inspector General determination and an agency head order denying relief under paragraph (2) shall be admissible in evidence in any de novo action at law or equity brought pursuant to this subsection.

**(4) Enforcement of orders.** Whenever a person fails to comply with an order issued under paragraph (1), the head of the executive agency concerned shall file an action for enforcement of such order in the United States district court for a district in which the reprisal was found to have occurred. In any action brought under this paragraph, the court may grant appropriate relief, including injunctive relief, compensatory and exemplary damages, and attorney fees and costs. The person upon whose behalf an order was issued may also file such an action or join in an action filed by the head of the executive agency.

**(5) Judicial review.** Any person adversely affected or aggrieved by an order issued under paragraph (1) may obtain review of the order's conformance with this subsection, and any regulations issued to carry out this section, in the United States court of appeals for a circuit in which the reprisal is alleged in the order to have occurred. No petition seeking such review may be filed more than 60 days after issuance of the order by the head of the executive agency. Review shall conform to chapter 7 of title 5. Filing such an appeal shall not act to stay the enforcement of the order of the head of an executive agency, unless a stay is specifically entered by the court.

**(6) Burdens of proof.** The legal burdens of proof specified in section 1221(e) of title 5 shall be controlling for the purposes of any investigation conducted by an Inspector General, decision by the head of an executive agency, or judicial or administrative proceeding to determine whether discrimination prohibited under this section has occurred.

**(7) Rights and remedies not waivable.** The rights and remedies provided for in this section may not be waived by any agreement, policy, form, or condition of employment.

## Notification of employees

The head of each executive agency shall ensure that contractors, subcontractors, and recipients of the agency inform their employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.

## Construction

Nothing in this section may be construed to authorize the discharge of, demotion of, or discrimination against an employee for a disclosure other than a disclosure protected by subsection (a) or to modify or derogate from a right or remedy otherwise available to the employee.

## Exceptions

**(1)** This section shall not apply to any element of the intelligence community, as defined in section 3(4) of the National Security Act of 1947 (50 U.S.C. 401a(4)).

**(2)** This section shall not apply to any disclosure made by an employee of a contractor, subcontractor, or recipient of an element of the intelligence community if such disclosure--

**(A)** relates to an activity of an element of the intelligence community; or

**(B)** was discovered during contract, subcontract, or recipient services provided to an element of the intelligence community.

## Definitions

In this section:

**(1)** The term “abuse of authority” means an arbitrary and capricious exercise of authority that is inconsistent with the mission of the executive agency concerned or the successful performance of a contract or award of such agency.

**(2)** The term “Inspector General” means an Inspector General appointed under the Inspector General Act of 1978 and any Inspector General that receives funding from, or has oversight over contracts or awards funded, for or on behalf of, the executive agency concerned.

## Construction

Nothing in this section, or the amendments made by this section, shall be construed to provide any rights to disclose classified information not otherwise provided by law.

## Duration of section

This section shall be in effect for the four-year period beginning on the date that is 180 days after the date the enactment of this section.

## Appendix H. Intergovernmental review process, points of contact by state

Executive Order 12372 requires applicants from state and local units of government or other organizations or individuals providing service within a state to submit a copy of the application to the state single point of contact (SPOC), if one exists and if this program has been selected for review by the state. Before the application due date, you must contact your state SPOC to find out if this program has been selected for review and comply with the state's process under Executive Order 12372. The Catalog of Federal Domestic Assistance reference for this program is number 16.710, "Public Safety and Community Policing Grants."

A current list of state SPOCs is listed at <https://www.archives.gov/federal-register/codification/executive-order/12372.html>. States that are not listed have chosen not to participate in the intergovernmental review process and therefore do not have an SPOC.

## Appendix I. Federal Funding Accountability and Transparency Act (FFATA)—Reporting subaward and executive compensation award term

### Appendix A to Part 170—Award term

#### I. Reporting Subawards and Executive Compensation.

##### a. Reporting of first-tier subawards.

1. Applicability. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).

2. Where and when to report.

i. You must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.

ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. What to report. You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

##### b. Reporting Total Compensation of Recipient Executives.

1. Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—

i. the total Federal funding authorized to date under this award is \$25,000 or more;

ii. in the preceding fiscal year, you received—

(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. Where and when to report. You must report executive total compensation described in paragraph b.1. of this award term:

- i. As part of your registration profile at <https://www.sam.gov>.
- ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives.

1. Applicability and what to report. Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—

i. in the subrecipient's preceding fiscal year, the subrecipient received—

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. Where and when to report. You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

- i. To the recipient.
- ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. Exemptions

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

- i. Subawards,  
and
- ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions. For purposes of this award term:

1. Entity means all of the following, as defined in 2 CFR part 25:

- i. A Governmental organization, which is a State, local government, or Indian tribe;
- ii. A foreign public entity;
- iii. A domestic or foreign nonprofit organization;
- iv. A domestic or foreign for-profit organization;
- v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. Executive means officers, managing partners, or any other employees in management positions.

3. *Subaward*:

- i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
- ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. \_\_\_\_ .210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
- iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. *Subrecipient* means an entity that:

- i. Receives a subaward from you (the recipient) under this award; and
- ii. Is accountable to you for the use of the Federal funds provided by the subaward.

5. *Total compensation* means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

- i. *Salary and bonus*.
- ii. *Awards of stock, stock options, and stock appreciation rights*. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
- iii. *Earnings for services under non-equity incentive plans*. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- iv. *Change in pension value*. This is the change in present value of defined benefit and actuarial pension plans.

v. *Above-market earnings on deferred compensation which is not tax-qualified.*

vi. *Other compensation*, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

## Appendix J. System for Award Management (SAM) and universal identifier award term

### Appendix A to Part 25—Award Term

#### I. System for Award Management and Universal Identifier Requirements

##### A. Requirement for System for Award Management

Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

##### B. Requirement for unique entity identifier

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (*see* definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its unique entity identifier to you.
2. May not make a subaward to an entity unless the entity has provided its unique entity identifier to you.

##### C. Definitions

For purposes of this award term:

1. *System for Award Management (SAM)* means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at <http://www.sam.gov>).
2. *Unique entity identifier* means the identifier required for SAM registration to uniquely identify business entities.
3. *Entity*, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
  - a. A Governmental organization, which is a State, local government, or Indian Tribe;
  - b. A foreign public entity;
  - c. A domestic or foreign nonprofit organization;
  - d. A domestic or foreign for-profit organization; and
  - e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
4. *Subaward*:
  - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.



- b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.330).
  - c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.
- 5. *Subrecipient* means an entity that:
  - a. Receives a subaward from you under this award; and
  - b. Is accountable to you for the use of the Federal funds provided by the subaward.

## Appendix K. Step-by-step instructions for two-part application submission process

### FY 2017 COPS Office grant online application procedures

Note: If your agency has previously applied for funding using Grants.gov, and you already have an account set up with your username and password, please skip Step 1 and proceed to Step 2. For additional instructions on how to register with Grants.gov please visit <https://www.grants.gov/web/grants/applicants/organization-registration.html>.

#### *Step 1*

Please click the link below for details on how to register with Grants.gov.

Steps for registering with Grants.gov [https://www.grants.gov/help/html/help/index.htm?callingApp=custom#t=Get\\_Started%2FGet\\_Started.htm](https://www.grants.gov/help/html/help/index.htm?callingApp=custom#t=Get_Started%2FGet_Started.htm).

#### *Step 2. Submitting a COPS Office grant application using Grants.gov*

1. Log in to [www.grants.gov](http://www.grants.gov).
2. Scroll to the center of the page and click the “Apply for Grants” link in the center of the page.
3. Click on the “Download a Grant Application Package” link.
4. Scroll down to the “Funding Opportunity Number” box and enter COPS-CHP-Application-2017. Then click on “Download Package.”
5. Click the “Download” link at the bottom right of the page under the “Instructions & Application” heading.
6. To view the SF-424 instructions, click the “Download Application Instructions” link.
7. To start the application, click “Download Application Package,” which is the second link.
8. Enter an application filing name of your choice (e.g., agency legal name and program type for which you are applying) into the “Application File Name” text box, which is highlighted yellow with a red border.
9. In the “Mandatory Documents” field, do the following:
  - a. Select the “Application for Federal Assistance (SF-424)” document then click on the “Move Form to Complete” button so that the form appears under the “Mandatory Documents for Submission” field.
  - i. Select “COPS Short Application Attachment to SF-424,” then click the “Move Form to Complete” button so that the form appears under the “Mandatory Documents for Submission” field.
10. Select “Application for Federal Assistance” and click on the “Open Form” button. Be sure to fill in all required fields on the displayed documents, which are highlighted yellow with red borders. Last, select the program to which you are applying and enter or re-enter a correct ORI.
11. Click the “Save” button at the very top of the document.
12. In the “Save As” dialogue box, do the following:
  - a. Select a location that is easy to find within your computer (e.g., Desktop or My Documents).
  - b. Select the “Save” button to save the file to your selected location on your computer.

**\*\* Note:** You will be required to save this document twice. You may either save it in the same location, which will overwrite the first one, or save it in a different location for redundancy.

13. Click on the “Save & Submit” button at the top of the document.

14. In the “Save As” dialogue box, do the following:
    - a. Select a location that is easy to find within your computer (e.g., Desktop or My Documents).
    - b. Select the “Save As” button to save the file to your selected location on your computer.
  15. Enter your username and password for the authorized organizational representative (AOR). This is set up while registering with Grants.gov.
  16. Wait until “Confirmation Page” appears to close the document.  
Take note of the grant ID number provided by Grants.gov for your file.
  17. After the SF-424 has been successfully submitted, you will receive three e-mails from Grants.gov:
    - a. One e-mail thanking the applicant for submission
    - b. A second e-mail confirming Grants.gov validation
    - c. A third e-mail stating the application was received by the agency
  18. Within one business day, you will receive one of two e-mails from the COPS Office:
    - a. An e-mail stating your application passed the COPS Office validation and providing a link to the COPS Office Application Program System.
- Or
- b. An e-mail stating that the COPS Office validation failed and that the issues must be corrected and resubmitted.

### **Correcting COPS Office validation errors**

1. Open the application that was saved in step 12 above.
  2. Edit fields that had errors.
  3. Select the “Save & Submit” button.
  4. In the “Save As” dialogue box, do the following:
    - a. Select a location that is easy to find within your computer (e.g., Desktop or My Documents).
    - b. Select the “Save” button to save the file to your selected location on your computer.  
Overwrite the existing application or save as a different file name on your computer.
  5. Enter your username and password for the AOR account.
  6. Wait until “Confirmation Page” appears to close the document.  
Take note of the new grant ID number provided by Grants.gov for your file.
  7. After the SF-424 has been successfully submitted, you will receive three e-mails from Grants.gov.
    - a. One e-mail thanking the applicant for submission.
    - b. A second e-mail confirming Grants.gov validation.
    - c. A third e-mail stating the application was received by the agency.
  8. Within one business day, you will receive one of two e-mails from the COPS Office:
    - a. An e-mail stating your application passed the COPS Office validation and providing a link to the COPS Office Application Program System.
- Or
- b. An e-mail stating that the COPS Office validation failed and that the issues must be corrected and resubmitted.

## **Paperwork Reduction Act Notice**

The public reporting burden for this collection of information is estimated to be up to 11.3 hours per response, depending upon the COPS Office program being applied for, which includes time for reviewing instructions. Send comments regarding this burden estimate or any other aspects of the collection of this information, including suggestions for reducing this burden, to the Office of Community Oriented Policing Services, U.S. Department of Justice, 145 N Street NE, Washington, DC 20530; and to the Public Use Reports Project, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

You are not required to respond to this collection of information unless it displays a valid OMB control number. The OMB control number for this application is 1103-0098, and the expiration date is 05/31/2020.

## About the COPS Office

**The Office of Community Oriented Policing Services (COPS Office)** is the component of the U.S. Department of Justice responsible for advancing the practice of community policing by the nation's state, local, territory, and tribal law enforcement agencies through information and award resources.

Community policing is a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques, to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime.

Rather than simply responding to crimes once they have been committed, community policing concentrates on preventing crime and eliminating the atmosphere of fear it creates. Earning the trust of the community and making those individuals stakeholders in their own safety enables law enforcement to better understand and address both the needs of the community and the factors that contribute to crime.

The COPS Office awards funding to state, local, territory, and tribal law enforcement agencies to hire and train community policing professionals, acquire and deploy cutting-edge crime fighting technologies, and develop and test innovative policing strategies. COPS Office funding also provides training and technical assistance to community members and local government leaders and all levels of law enforcement. The COPS Office has produced and compiled a broad range of information resources that can help law enforcement better address specific crime and operational issues, and help community leaders better understand how to work cooperatively with their law enforcement agency to reduce crime.

- Since 1994, the COPS Office has invested more than \$14 billion to add community policing officers to the nation's streets, enhance crime fighting technology, support crime prevention initiatives, and provide training and technical assistance to help advance community policing.
- To date, the COPS Office has funded more than 129,000 additional officers to over 13,000 of the nation's 18,000 law enforcement agencies across the country in small and large jurisdictions alike.
- Nearly 700,000 law enforcement personnel, community members, and government leaders have been trained through COPS Office-funded training organizations.
- To date, the COPS Office has distributed more than eight million topic-specific publications, training curricula, white papers, and resource CDs, including digital downloads.

COPS Office resources, covering a wide breadth of community policing topics—from school and campus safety to gang violence—are available, at no cost, through its online Resource Center at [www.cops.usdoj.gov](http://www.cops.usdoj.gov). This easy-to-navigate website is also the award application portal, providing access to online application forms.



U.S. Department of Justice  
Office of Community Oriented Policing Services  
145 N Street NE  
Washington, DC 20530

To obtain details about COPS Office programs, call the COPS Office Response Center at 800-421-6770.

Visit the COPS Office online: [www.cops.usdoj.gov](http://www.cops.usdoj.gov)

Published 2017



Monday, June 26, 2017

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**Item Title:**

Two (2) used 12" skid mounted pump packages

**Item Summary:**

RESOLUTION: Concurring with the recommendation of the Parish President approving the emergency public works project to include the purchase, delivery and installation / integration of two (2) used 12" skid mounted pump packages.

---

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Two used 12" skid mounted pump packages	6/22/2017	Cover Memo
Two used 12" skid mounted pump packages	6/22/2017	Resolution
Two unsed 12" skid mounted pump packages	6/22/2017	Backup Material



## EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

### PROJECT TITLE

RESOLUTION: Concurring with the recommendation of Administration approving the emergency public works project to include the purchase, delivery and installation / integration of two (2) used 12" skid mounted pump packages.

### PROJECT SUMMARY (200 WORDS OR LESS)

It has been determined that the quoted price from Associated Pump & Supply, LLC should be accepted as per the attached documents.

### PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

To increase the pumping capacity at this pump station (D-26 Tina St.). Additional pumping capacity will mitigate flooding potential.

### TOTAL EXPENDITURE

\$80,000.00

### AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

### IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

YES

IF YES AMOUNT  
BUDGETED:

\$80,000

### COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

PARISHWIDE

1

2

3

4

5

6

7

8

9

Angela Guidry, Purchasing Manager

Signature

6/22/2017

Date



OFFERED BY:  
SECONDED BY:

RESOLUTION NO. 17-

Parish President Gordon E. Dove, on June 20, 2017, declared a State of Emergency to exist relative to Tropical Storm Cindy in Terrebonne Parish so that immediate action could take place due to the developing possible tropical weather effecting the Parish with the potential threat of flooding, and

WHEREAS, prices were obtained by the Forced Drainage Division / Public Works Department for the emergency public works project to include the purchase, delivery and installation / integration of two (2) used 12" skid mounted pump packages, and

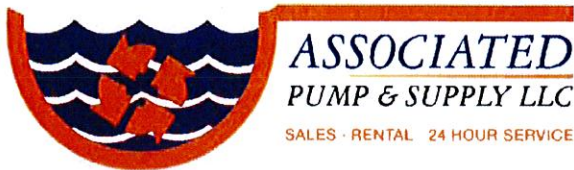
WHEREAS, after careful review by Carl Ledet, Forced Drainage Superintendent and Mike Toups, Public Works Director it has been determined that the quoted price of Eighty-Thousand Dollars and Zero Cents (\$80,000.00) from Associated Pump & Supply, LLC for the emergency public works project to include the purchase, delivery and installation / integration of two (2) used 12" skid mounted pump packages should be accepted as per the attached documents and

WHEREAS, the Parish Administration has recommended the acceptance of the price for the emergency public works project to include the purchase, delivery and installation / integration at the cost of Eighty Thousand Dollars and Zero Cents (\$80,000.00) as per the attached documents.

NOW, THEREFORE BE IT RESOLVED by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, does hereby approve and ratify the action taken during the Declaration of Emergency of Tropical Storm Cindy by the Forced Drainage Division / Public Works Department for the agreements and /or purchases per the attached.

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

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



9074 Park Avenue · Houma, LA 70363  
P: 985-851-7077  
F: 985-876-9854  
office@associatedpump.com

June 21, 2017

T. P. G. G.  
Attn: Drainage Dept./Carl L./Angela G.  
Ph: 873-6717  
Email: [cledet@tpcg.org](mailto:cledet@tpcg.org) / [aguidry@tpcg.org](mailto:aguidry@tpcg.org)  
Re: **Used 12" Diesel Global Pump Unit Quote**

We are pleased to offer for your consideration the following equipment:

Qty: **(2) Used Global Model # 12 GSTAPSA** – 12" Automatic Self Priming Diesel Pump Unit, Skid Mounted, Sound Attenuated with John Deere 6068 Engines. These units were purchased June 2012. #APS261 – 5093.3 Hrs & # APS263 – 6074.0 Hrs. **Cost: \$40,000.00ea.**

**Total: \$80,000.00.** (Plus Applicable Taxes)

Delivery will be approximately 1-2 days following receipt of an approved written purchase order. Quote is valid for 60 days. Only items listed above are included in this pricing. Please see drawing to follow for your particular application needs. All sales are subject to applicable taxes. No charge for local delivery.

Once again, we appreciate the opportunity to quote you on the above equipment and we look forward to your favorable consideration. Please feel free to call, should you have any questions.

Best Regards,  
Louis "Booga" Klingman

# GLOBAL PUMP®

A MERSINO COMPANY

## GLOBAL SOUNDGUARD



Global Pump SoundGuard™ sound attenuated enclosures are ideally suited for operations in residential and other areas where noise reduction is an important consideration.

Made of 12-gauge Galvannealed-Steel (or optional stainless steel), double-sided galvanized sheet panels are insulated with a 1.25" thick acoustical foam barrier fire retardant composite to reduce noise level to no more than 68 dBa at 30' (9 m). Custom dBa levels are available to meet design requirements.

Designed for upward exhaust of combustion gases and cooling air. Panels are removable for maintenance and repair. Panel doors, with locks, provide easy access to the pump, engine, priming system and controls for routine servicing, lubrication and fueling.

### FEATURES

Global Pump's SoundGuard pumps provide an economic, mechanically accessible, and dependable quiet pumping solution. Available in all model offerings.

Standard Sound Attenuated Units reduce noise emissions to no more than 68 dBa at 30' (9 m)

Large, lockable doors provide easy access to the interior for operational controls, routine service and fueling

The entire enclosure, its individual panels and all doors are removable to allow complete access during maintenance or major overhauls

### OPTIONS

DOT approved highway trailer with front and rear jacks, fenders and lights is an available option

Hose racks, accessory containers and other custom features are available options

Global Pump's innovative Environmental Box captures Venturi blow by, separates and silences the air exhaust and returns liquid to the pump suction



**GLOBAL PUMP**  
10162 East Coldwater Road, Davison, MI 48423  
Tel: 810.653.4828 Fax: 810.658.0632

**1.866.360.PUMP**

**www.globalpump.com**

# Specifications for Pumps

**Description:**

This bid consists of the delivery, installation and initial start up of (2) 12 inch Quiet Pack Pumps.

**Quantities:**

The following quantities are for bidding only. This project is to purchase (2) two used Global Model # 12 GSTAPSA (or equal) Quiet Pack Pumps. However, Terrebonne Parish Government reserves the right to increase or decrease quantities and add or change locations at its sole discretion within a six-month period.

**Location:**

Sunrise Gardens Subdivision

**Pump:**

Pumps bid for this project shall be Used Global Model # 12 GSTAPSA Quiet Pack Pumps 12" self priming diesel pump units- skid mounted & sound attenuated with John Deere 6068 engines. or equivalent. Original purchase date shall be between the years of 2012 to 2017.

**Requirements:**

- 1) The pump package(s) shall be shipped to the owner's designated location within two (2) days of receipt of Notice of Award.
- 2) The vendor shall supply pumps complete in assembly with all accessories specified by customer at the time of delivery.
- 3) Vendor shall install pumps on site with following specifications listed:

Pump specifications are as follows:

- 1) Pump(s) shall be equipped and delivered with the following:
  - a) Global Pump Sound Guard / Sound attenuated enclosure or equivalent.
  - b) Shall be delivered with new batteries and belts.
- 2) Engine control panel:
  - a) Pump package shall have weatherized engine control box.
  - b) All panels shall be connected by factory approved harnesses.
- 3) All gauges and harnesses shall be weather resistant.
- 4) Delivery of Pumps
  - a) The pump packages shall be delivered and set up at the specified location listed above.
  - b) Vendor shall contact TPCG Forced Drainage Division Superintendant before delivery of pump package(s) to the site.
- 5) Vendor shall be required to meet with owner to discuss a plan of action before the placement of pumps.

## Pump specifications continued

- 6) Testing of pumps
  - a) Vendor shall have a location to test and run pump packages for demonstration before delivery.
  - b) Vendor shall inspect / acknowledge all fittings and connections are adequate before startup.
  - c) Vendor shall demonstrate engine start, pump prime and discharge using float control in auto mode.
  - d) Start up shall be done in the presence of Forced Drainage Designee (s).
- 7) Documentation
  - a) Any and all documentation shall be provided at the completion of project.
    - i) Operational manuals
    - ii) Maintenance manuals
    - iii) Warranty information
  - b) Vendor shall provide a letter of certification on each pump package which shall include the Date of purchase, hours run, make, model, serial #.
- 8) Payment
  - a) Vendor shall receive payment after pump is in installed and operational.
- 9) Warranty
  - a) Vendor shall provide a thirty (30) day warranty which will include all labor costs to repair the pump(s) during this period. The thirty (30) day warranty period will begin after installation and pumps are fully operational. Owner shall pay for any parts needed to repair the pumps during the warranty period.

# GLOBAL PUMP®

A MERSINO COMPANY

## 12GST GLOBAL STANDARD TRASH



Global Pump® Standard Trash pumps are specifically designed to effectively handle a wide range of liquids from water to sewage and sludge that can contain solids and other material.

Global Standard Trash Pumps provide a dependable, highly efficient solution. The model 12GST is capable of achieving maximum flows of 8800 gpm (1999 m<sup>3</sup>/h) and maximum total head of 135' (41.1 m) while handling solids up to 4" (101.6 mm) in diameter.

The standard 12GST is powered by a water-cooled, 6-cylinder diesel engine. Alternative drives are available, including other diesel engines or electric motor options.

### FEATURES

Global Pump's rugged, heavy duty pumps are engineered specifically for portable application

Non-return valve uses only a single moving part to allow full flow with minimal restriction

Standard engine control panel provides preset emergency shutdown protection and allows the addition of automatic level control

Fully guarded coupling

Pump casings are hydrostatically tested to 50 psig (345 kPa) above the peak casing design pressure

Skid-mounted formats with tie downs, lifting bail, and fork pockets

### OPTIONS

Available with a variety of priming systems, including Global's Auto Prime® automatic priming system (compressor-fed venturi priming) or a diaphragm priming system

Mechanical seal with glycol (biodegradable optional) quench allows the pump to start and run dry

Global Pump's Environmental Box separates and silences air exhaust and returns liquid to the pump suction.

Fuel cubes for extended run times and/or remote location as required

Highway trailer with integral fuel cell/chassis, lights, fenders, tie downs, lifting bail, front and rear jacks. Trailer brakes can be offered as required

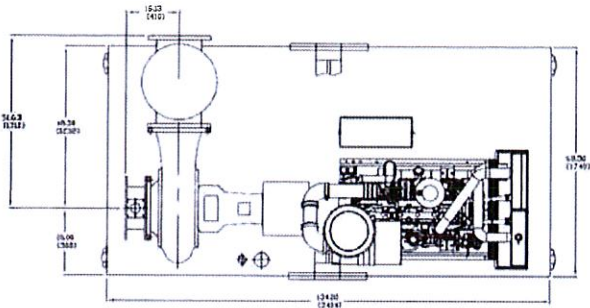
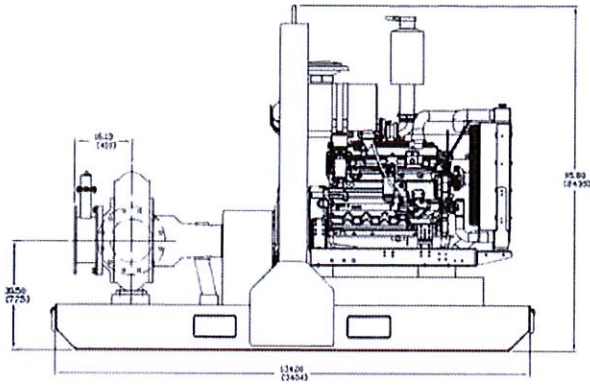
Sound attenuated enclosure options

Hose racks, accessory containers and other custom features available as required

Wide range of suction and discharge fittings including Global Pump's own "QD" Quick Disconnect fittings and accessories



## GLOBAL STANDARD TRASH

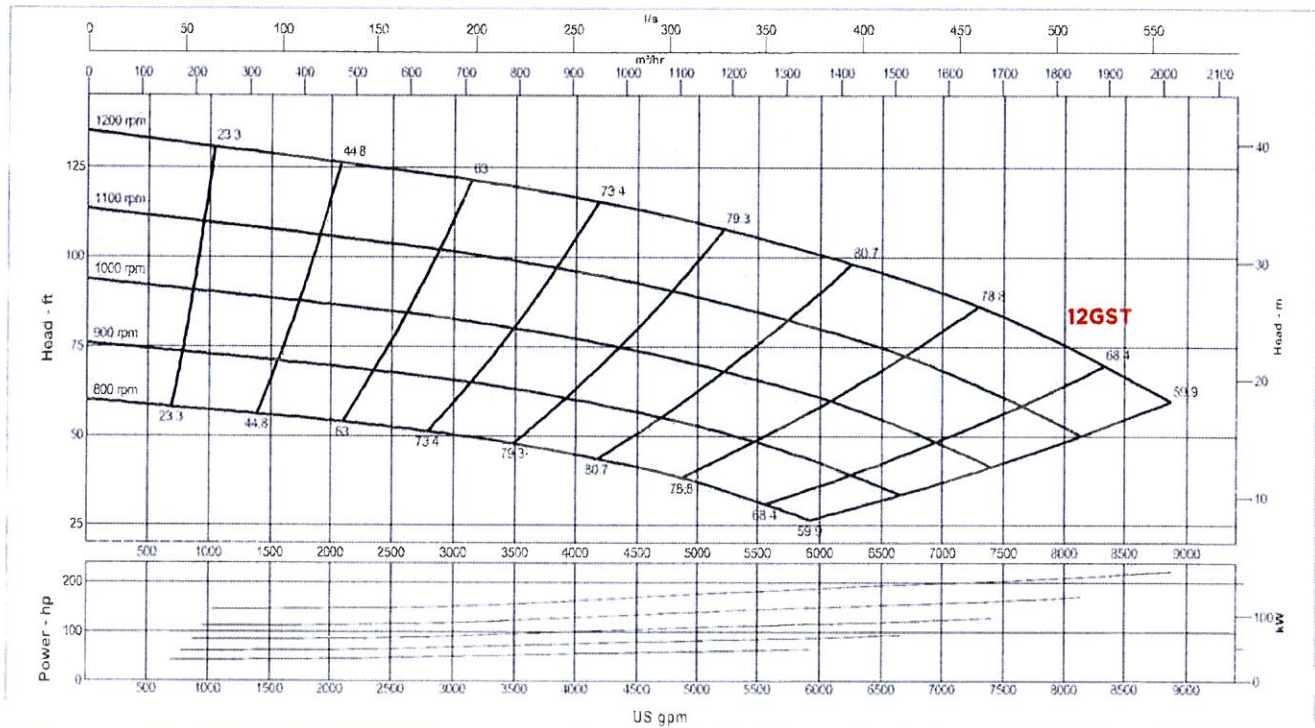


### SPECIFICATIONS

Connections	12" (300 mm) ANSI Flanges
Max Pump Speed	1200 rpm
Max Flow	8800 gpm (1999 m <sup>3</sup> /h)
Max Head	135' (41.1 m)
Max Static Priming Lift	28' (8.5 m)
Temperature Limit	160° F (70° C)
Solids Handling Capability	4" (101.6 mm)
Max Casing Pressure	125 psig (862 kPa)
Fuel Cell	305 gallons (1,155 liters)
Dry Weight	10,250 lbs

### PUMP MATERIAL

Casing	Cast Iron (CD4MCu is an option)
Impeller	Cast Iron (CD4MCu is an option)
Bearing Housing	Cast Iron
Bearing Lubrication	Grease
Shaft	Stainless Steel
Seal	Silicon Carbide on Silicon Carbide
Chassis/Fuel Cell	Steel
Non-Return Valve	Nitrile Fitted Cast Iron



**GLOBAL PUMP**

101

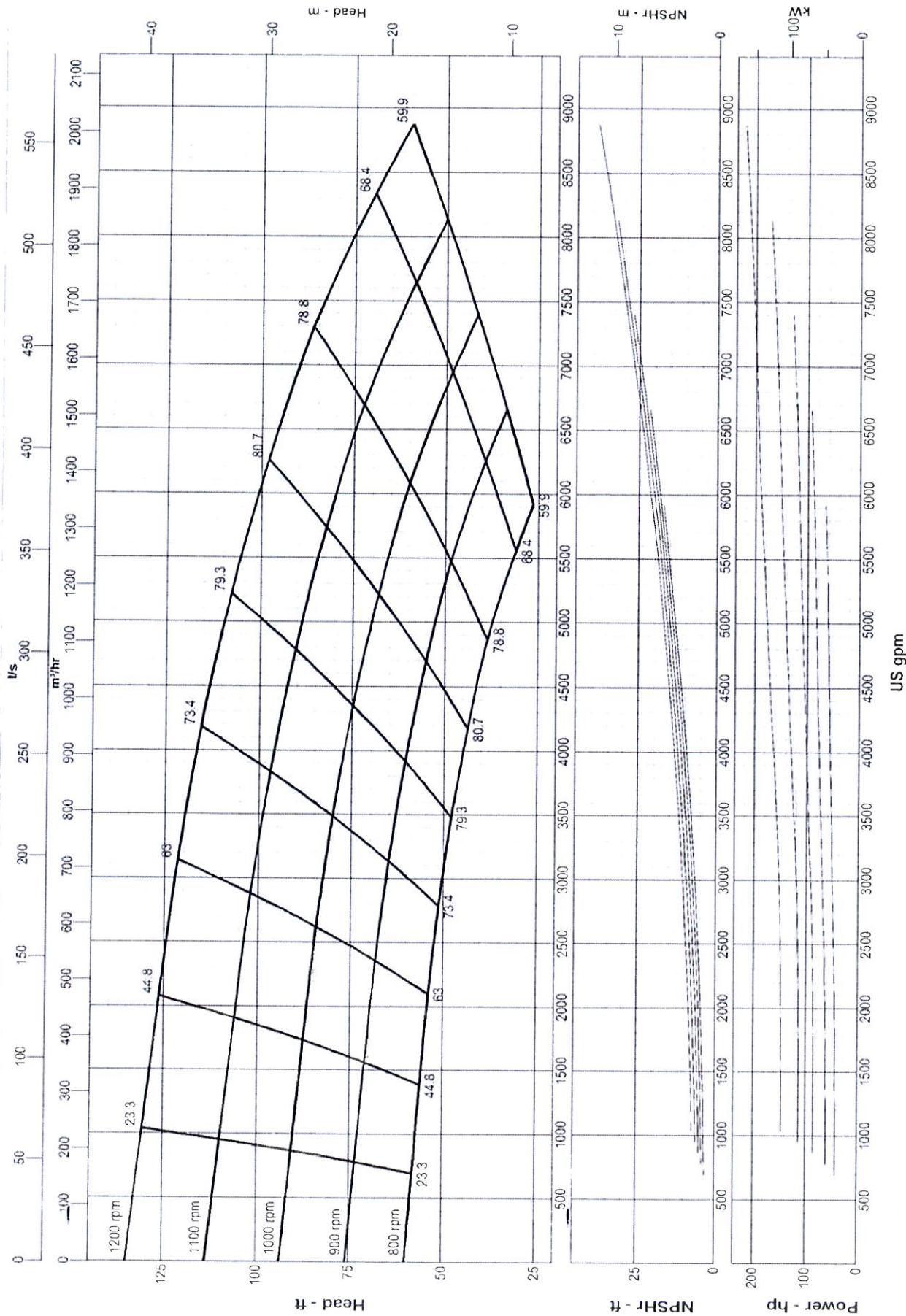
Distributed by  
**ASSOCIATED PUMP & SUPPLY CO.**

1.

9074 Park Avenue • Houma, LA 70363  
Phone: 985-851-7077

©2014 Global Pump

Specifications reflect model pictured, and are subject to revision without notice. Global Pump is not liable for any consequential, incidental or indirect damages relating to these specifications.



Company: GLOBAL PUMP

Name: 2015 CATALOG CURVE

GLOBAL PUMP

Catalog: GLOBAL, Vers 1

TRASH - 1200

Size: 12GST

Speed: 800 - 1200 rpm

Dia: 17 in

Curve: T500110-3

Impeller: 000202

**Distributed by**

**ASSOCIATED PUMP & SUPPLY CO.**

9074 Park Avenue • Houma, LA 70363

Phone: 985-851-7077



## Angela Guidry

---

**From:** Randy Coburn [randy@barcopump.com]  
**Sent:** Wednesday, June 21, 2017 4:10 PM  
**To:** Angela Guidry  
**Subject:** RE: Used 12 in Pumps (2) (2).docx

See updated pricing below in red also. These were the open unit prices. Sorry about that, don't kill me. Also know we have 4- brand new open units for \$57,000 each in stock. Thanks and sorry again.

**From:** Randy Coburn  
**Sent:** Wednesday, June 21, 2017 3:59 PM  
**To:** 'Angela Guidry' <aguidry@tpcg.org>  
**Subject:** RE: Used 12 in Pumps (2) (2).docx

See below in red.

**From:** Angela Guidry [mailto:aguidry@tpcg.org]  
**Sent:** Wednesday, June 21, 2017 3:23 PM  
**To:** Randy Coburn <randy@barcopump.com>  
**Subject:** RE: Used 12 in Pumps (2) (2).docx

What are the hours?

**From:** Randy Coburn [mailto:randy@barcopump.com]  
**Sent:** Wednesday, June 21, 2017 3:14 PM  
**To:** Angela Guidry  
**Subject:** RE: Used 12 in Pumps (2) (2).docx

Unit #P12E1191 (5773hrs)and Unit #P12E1192 (5006hrs), Model #PA12A-6068T-ESP  
\$53,000 each.

I'm working on hours, etc. Attached is a spec sheet.

**From:** Angela Guidry [mailto:aguidry@tpcg.org]  
**Sent:** Wednesday, June 21, 2017 2:49 PM  
**To:** Randy Coburn <randy@barcopump.com>  
**Subject:** RE: Used 12 in Pumps (2) (2).docx

Randy,

Do you have the quote ready for on the 12" pumps? We want to make a decision on this today.

Thanks,  
Angela

**From:** Randy Coburn [mailto:randy@barcopump.com]  
**Sent:** Wednesday, June 21, 2017 11:32 AM  
**To:** Angela Guidry  
**Subject:** Re: Used 12 in Pumps (2) (2).docx

I know we have open units. Do they have to be sound attenuated and how many are you looking for? Get back with me and I will get this knocked out. Thanks

Sent from my iPhone

On Jun 21, 2017, at 11:22 AM, Angela Guidry <[aguidry@tpcg.org](mailto:aguidry@tpcg.org)> wrote:

Randy,

Do you have any used 12" skid mounted pumps like this in stock for sale?

Thanks,  
Angela Guidry

Angela Guidry  
Purchasing Manager  
Terrebonne Parish Consolidated Government  
**Saltwater Fishing Capital of the World**  
phone: (985) 873-6754  
fax: (985) 873-873-6781  
e-mail: [aguidry@tpcg.org](mailto:aguidry@tpcg.org)  
**Go Green! Please consider the environment before printing this email**  
<image001.png>

<Used 12 in Pumps (2) (2).docx>

## Angela Guidry

---

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\$40,000 each.

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**Subject:** RE: Used 12 in Pumps (2) (2).docx

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Thanks,  
Angela

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**To:** Angela Guidry  
**Subject:** Re: Used 12 in Pumps (2) (2).docx

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Sent from my iPhone

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Randy,

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Thanks,  
Angela Guidry

Angela Guidry  
Purchasing Manager  
Terrebonne Parish Consolidated Government  
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phone: (985) 873-6754  
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e-mail: [aguidry@tpcg.org](mailto:aguidry@tpcg.org)

**Go Green!** Please consider the environment before printing this email  
<image001.png>

<Used 12 in Pumps (2) (2).docx>

## Angela Guidry

---

**From:** Ryan Marmande [rmarmande@mlengine.com]  
**Sent:** Wednesday, June 21, 2017 2:47 PM  
**To:** Angela Guidry  
**Subject:** RE: Used 12 in Pumps (2) (2).docx

Angela,

We do not have any 12" used pumps in stock for sale.

Thanks,

**Ryan Marmande**

General Manager  
**M&L Engine LLC**  
1212 St. Charles St.  
Houma, LA 70360  
1-800-960-0068  
Fax: 985-851-0006  
[www.mlengine.com](http://www.mlengine.com)



**From:** Angela Guidry [mailto:aguidry@tpcg.org]  
**Sent:** Wednesday, June 21, 2017 11:24 AM  
**To:** rmarmande@mlengine.com  
**Subject:** Used 12 in Pumps (2) (2).docx  
**Importance:** High

Ryan,

Do you have any 12" skid mounted used pumps like this in stock for sale?

Thanks,  
Angela

Angela Guidry  
Purchasing Manager  
Terrebonne Parish Consolidated Government  
**Saltwater Fishing Capital of the World**  
phone: (985) 873-6754  
fax: (985) 873-873-6781  
e-mail: [aguidry@tpcg.org](mailto:aguidry@tpcg.org)

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





Monday, June 26, 2017

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**Item Title:**

Resolution to declare obsolete items as surplus

**Item Summary:**

RESOLUTION: Concurring with Parish Administration to declare obsolete items as surplus from various parish departments/divisions.

---

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Executive Summary	6/22/2017	Executive Summary
Resolution to Declare Surplus	6/22/2017	Resolution
Exhibit A	6/22/2017	Exhibit



## EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

### PROJECT TITLE

RESOLUTION: Declaring vehicles, printers, desks, laptops, and miscellaneous equipment from various departments/divisions as surplus.

### PROJECT SUMMARY (200 WORDS OR LESS)

Declaring as surplus various miscellaneous equipment from Animal Shelter, Coroner's Office, Electric Generation, Engineering, Fleet Maintenance, Gas Distribution, Head Start, Housing and Human Services, Office of Homeland Security and Emergency Preparedness, Purchasing, Utilities, and Weed and Seed Departments/Divisions to acquire authorization to dispose of items through legally approved methods.

### PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

To legally dispose of surplus / obsolete equipment no longer needed by departments/divisions. To generate revenue, provide donations to nonprofit organizations recycle when applicable and dispose of damaged equipment.

### TOTAL EXPENDITURE

Anticipated Revenue: \$8,885.00

### 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

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Angela Guidry, Purchasing Manager

June 22, 2017

Signature

Date



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

**WHEREAS**, Louisiana Statutory Law provides for the disposal of surplus movable property having a value of \$5,000.00 or less, in addition to other legally permissible means, at private sale which is, in the opinion of the governing authority, not needed for public purposes; and

**WHEREAS**, the movable property listed in the attached Exhibit A each have a valued of \$5,000.00 or less, as indicated by the values set out next to each item on the attached Exhibit A; and

**WHEREAS**, the parish administration has recommended that the movable property listed in the attached Exhibit A be declared surplus as the items are no longer useful, nor do they serve a public purpose and authorizes immediate award to the highest bidder for all items, including those where the highest bid exceeds \$5,000.00; and

**NOW THEREFORE, BE IT RESOLVED** by the Terrebonne Parish Council that the movable property listed in the attached Exhibit A be declared surplus and grants authorization to dispose of said items by private sale or by any other legally approved method to the highest bidder pursuant to statutory law, including those where the highest bid exceeds \$5,000.00.

UPON VOTE TAKEN, THERE WAS RECORDED:

YEAS

NAYS:

NOT VOTING:

ABSENT:

The Chairman of the Terrebonne Parish Council declared this Resolution ADOPTED / NOT ADOPTED on this \_\_\_\_ day of \_\_\_\_\_, 2017.

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CHAIR

**Exhibit "A"**  
**June, 2017 Surplus List**

**Animal Shelter:**

- 1 – Document Holder /\$0
- 1 – Clip Board /\$0
- 1 – Bank Bag /\$0
- 2 – Cameras /\$30
- 1 – Scan Disk /\$0

**Coroner:**

- 1 – Stainless Steel Tub /\$100
- 1 – Stainless Steel Cabinet /\$50
- 1 – Stainless Steel Shelf /\$25

**Electric Generation:**

- 9 – Dell Monitors /\$0
- 1 – Brother Printer /\$0
- 6 – Dell Computers /\$0
- 1 – EyeMax Computer /\$0
- 1 – Lexmark Printer /\$0
- 5 – HP Printer /\$0
- 2 – Time Clock /\$0
- 1 – Paper Shredder /\$0
- 1 – Typewriter /\$0
- 1 – Label Maker /\$0
- 1 – Zenith VCR /\$0
- 1 – Conductivity Meter /\$0
- 1 – Telephone Hub /\$0
- 1 – Box Miscellaneous electrical /\$0
- 2 – TV /\$0
- 1 – Dirt Devil Vacuum Cleaner /\$5
- 1 – Mouse /\$.50
- 3 – Keyboards /\$1.50
- 1 – HP Scanner /\$0
- 1 – Chart Plotter /\$0
- 1 – Sign Maker /\$200
- 1 – Book Maker /\$0
- 1 – AT&T Modem /\$0
- 2 – Converter /\$0
- 1 – LAN Bridge /\$0
- 1 – Sniffer /\$0
- 4 – Air Dryers /\$100
- 2 – Compressor /\$20
- 1 – Generator /\$0
- 3 – Heaters /\$15
- 1 – Water Heater /\$0

- 7 – Air Conditioner /\$0
- 1 – Air Compressor /\$100
- 4 – Electric Motors /\$40
- 1 – Water Fountain /\$5
- 2 – Water Cooler /\$10
- 1 – Transformer Exciter /\$0
- 1 – Chemical Pump /\$10
- 1 – Air Compressor /\$2,000
- 1 – SIMS System /\$100
- 2 – Pressure Washer /\$50
- 1 – Sand Blaster /\$0
- 1 – Gator /\$100
- 3 – Office Chair /\$0
- 2 – Office Desk /\$0

**Engineering:**

- 1 – 2003 Jeep Liberty (Unit 1114)/\$750

**Fleet Maintenance:**

- 1 – Ice Maker /\$300
- 1 – Welding Machine /\$100
- 12 – Tire w/Rims /\$240
- 1 – Tire /\$10

**Gas Distribution:**

- 1 – Hydraulic Breaker /\$500
- 1 – Water Pump /\$25

**Head Start**

- 1 – Child's Table (broken) /\$0
- 1 – Child's Wooden Play Stove (broken) /\$0
- 4 – Children's Rest Cots (broken) /\$0
- 3 – Detecto Scales /\$300
- 1 – RCA T.V. (broken) /\$0
- 1 – 2-Drawer Cabinet (broken) /\$0
- 2 – 9" Symphonic TV /\$0
- 2 – Headphones & case /\$2
- 1 – Executive Chair /\$1
- 5 – Children's Chairs (tips on legs missing) /\$0
- 4 – Dell Monitors /\$0
- 3 – Epson Printers /\$0
- 2 – Children's Play Peg Board/Bookshelf Combo /\$2
- 5 – Keyboards /\$0
- 5 – Mouse /\$0
- 1 – Sony CD/DVD Player (broken) /\$0
- 1 – Dell CPU /\$0
- 3 – Docking Stations /\$0
- 1 – Speakers /\$0

- 1 – Dell Laptop /\$0
- 1 – Box Children's Vinyl Records /\$0
- 1 – Comcast Router /\$0

**Housing & Human Services:**

- 1 – Desk /\$50
- 3 – Desk /\$300
- 2 – File Cabinet /\$10
- 1 – File Cabinet /\$0
- 1 – Typewriter /\$0
- 1 – HP Officejet 6110 /\$0

**Office of Homeland Security and Emergency Preparedness:**

- 3 – Training AEDs (broken)/\$0
- 1 – Defibrillator (broken) /\$0
- 1 – Tandberg Video Conference Equipment (broken) /\$0
- 1 – GE Phone /\$1
- 1 – Sony Video Recorder /\$75
- 1 – Belkin Wi-Fi /\$5
- 1 – 3-Ring Hole Punch /\$1
- 2 – GPS w/accessories /\$600
- 1 – Sony Handycam /\$75
- 1 – Satellite Dish /\$20
- 6 – Durabrand Phone /\$6
- 1 – Toshiba Phone /\$1
- 1 – Toshiba Cordless Base Phone /\$1
- 5 – Toshiba Phones /\$5
- 1 – Honda Generator /\$500
- 1 – Power Supply /\$0
- 4 – Portable Radios Handheld /\$0
- 1 – Garmin GPS /\$25
- 1 – GE Portable Radio & charger (broken) /\$0
- 1 – Davis Weather Monitor (broken) /\$0
- 1 – Computer Speakers /\$0
- 1 – Docking Station /\$0
- 1 – Dell Floppy Drive /\$0
- 1 – Power Supply /\$0
- 1 – Portable Radio w/2 chargers (broken) /\$0
- 3 – Vehicle Radios (broken)/\$0
- 4 – Radios (broken) /\$0
- 1 – Canon Printer /\$0
- 1 – OKI Printer (broken) /\$0
- 2 – Dell Monitors /\$0
- 2 – Toner Cartridges /\$2
- 1 – HP Scanner (broken) /\$0
- 1 – HP Cartridge /\$1
- 2 – Canon Cartridge /\$1
- 1 – Canon Toner /\$0

1 – Nextel Blackberry Cell Phone /\$5  
6 – Toshiba Phones /\$6  
7 – GE Phones /\$7  
1 – Adding Machine /\$1  
2 – Keyboards /\$0  
1 – Dell Computer /\$0  
1 – Universal Pressure Test Kit (broken) /\$0  
1 – Weatherbug Monitor (broken) /\$0  
1 – Nextel Phone /\$25  
1 – Security Box (broken) /\$0  
35 – Toshiba Phones /\$35  
1 – GE Charger /\$0  
1 – Box Brackets/Assorted Cords /\$0

**Purchasing:**

1 – 2002 Jeep Liberty, Unit 1121 /\$1,500

**Utilities:**

1 – Gator, Unit 727 /\$100

**Weed & Seed:**

2 – Riding Mowers /\$300

1 – Push Mower /\$35