
TERREBONNE PARISH COUNCIL

BUDGET AND FINANCE COMMITTEE

Mr. Carl Harding	Chairman
Mr. John Amedee	Vice-Chairman
Mr. Dirk Guidry	Member
Mr. John Navy	Member
Mr. Gerald Michel	Member
Ms. Jessica Domangue	Member
Mr. Darrin W. Guidry, Sr.	Member
Mr. Daniel Babin	Member
Mr. Steve Trosclair	Member



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

AGENDA

March 21, 2022
5:35 PM

Terrebonne Parish School Board Office
201 Stadium Drive
Houma, LA 70360

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

CALL MEETING TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

- 1. RESOLUTION:** Declaring vehicle, computers, laptops and miscellaneous equipment from various departments/divisions having a value of less than \$5,000.00 as surplus and authorizing said items to be disposed of by any legally approved methods.
- 2. RESOLUTION:** Concurring with the Parish Administration to award Bid 22-WHSE-04 Purchase of New/Unused Transformers and Wire (2022) to Irby Utilities.
- 3. RESOLUTION:** Concurring with the Parish Administration to award the Request for Proposal #22-RFP-03 to Provide Grant Management, Project Management and Administrative Services for HUD, FEMA and other Federally Funded Programs and authorizing the Parish President to execute the contract and to provide for

related matters.

4. **RESOLUTION:** Authorizing the Parish President to execute Surface Lease No. 1994 for an additional ten (10) years from May 1, 2021 through May 1, 2031, and to address other matters relative thereto.
5. **RESOLUTION:** Authorizing the Parish President to execute a Cooperative Endeavor Agreement with South Central Planning and Development Commission to accept donated items purchased through the 2019 Homeland Security Grant Program for the Houma Police Department.
6. **RESOLUTION:** Authorizing the Parish President to execute a Cooperative Endeavor Agreement with South Central Planning and Development Commission to accept donated items purchased through the 2019 Homeland Security Grant Program for Terrebonne Parish Consolidated Government.
7. Introduce an ordinance to amend the 2022 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. Louisiana Highway Safety Commission Grant Award, \$81,585
 - II. Houma Police Dept-LCLE Grant, \$101,250
 - III. Houma Police Department-LCLE Grant, \$22,169
 - IV. General Fund-Council Meeting Room, \$145,000
 - V. Hazard Mitigation Plan, \$86,921
 - VI. FMA Elevation Program, \$1,496,545
 - VII. Bayou Country Sports Park, \$500,000and call a public hearing on said matter on Wednesday, April 13, 2022 at 6:30 p.m.

8. Adjourn

Category Number:
Item Number:



Monday, March 21, 2022

Item Title:

INVOCATION

Item Summary:

INVOCATION

Category Number:
Item Number:



Monday, March 21, 2022

Item Title:

PLEDGE OF ALLEGIANCE

Item Summary:

PLEDGE OF ALLEGIANCE



Monday, March 21, 2022

Item Title:

Resolution to declare surplus items with a value less than \$5,000

Item Summary:

RESOLUTION: Declaring vehicle, computers, laptops and miscellaneous equipment from various departments/divisions having a value of less than \$5,000.00 as surplus and authorizing said items to be disposed of by any legally approved methods.

ATTACHMENTS:

Description	Upload Date	Type
Executive Summary	3/11/2022	Executive Summary
Resolution	3/11/2022	Resolution
Backup Material	3/11/2022	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

RESOLUTION: Declaring vehicle, computers, laptops, and other various miscellaneous items from various departments/divisions as surplus.

PROJECT SUMMARY (200 WORDS OR LESS)

Declaring as surplus vehicle, computers, laptops, and other various miscellaneous items from Accounting, Administration, City Marshal, Civic Center, HPD, and Human Resources Department/Division, 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/divisions. To generate revenue, provide donations to nonprofit organizations, recycle when applicable, and dispose of damaged equipment.

TOTAL EXPENDITURE

Anticipated Revenue: \$3,004.00

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

2

3

4

5

6

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Sharon Ellis, Purchasing Manager

Signature

March 11, 2022

Date

OFFERED BY:
SECONDED BY:

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 that the Parish Administration be authorized 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 declared this resolution adopted on this, the _____ th day of _____, 2022.

I, Suzette Thomas, Council Clerk of the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Budget and Finance Committee on the _____ th day of _____, 2021 and subsequently ratified by the Terrebonne Parish Council in Regular Session on the _____ day of _____, 2022 at which meeting a quorum was present.

CHAIR

EXHIBIT "A"
March, 2022 Surplus List

Accounting:

2 – Printers/\$0

Administration:

1 – Printer/\$0

City Marshal:

1 – 2009 Dodge Charger, Unit #239/\$3,000

Civic Center:

1 – Printer/\$0

Houma Police Department:

19 – Laptops/\$0

11 – CPUs/\$0

19 – Monitors/\$0

Human Resources:

2 – Laptop Bags/\$2

1 – Cart/\$0

1 – Projector w/Bag/\$0

1 – Monitor/\$0

1 – Office Chair/\$0

1 – TV Cart/\$0

1 – Printer/\$0

1 – Printer/\$0

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

APPROVED

BY RB FEB 16 2022
Information Technology Division

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the
Accounting Department.

Note: For condition of items use one of the following:
New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
1	1	0	Junk

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)
HP Deskjet 6988 S/N MY8792R25H

ITEM IS LOCATED AT: _____

ITEM	QUANTITY	VALUE	CONDITION
1	1	0	Junk

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)
HP Officejet Pro 8500 Premier S/N CN07T7R1KP

ITEM IS LOCATED AT: 301 Plant Road

ITEM	QUANTITY	VALUE	CONDITION
_____	_____	_____	_____

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: _____

ITEM	QUANTITY	VALUE	CONDITION
_____	_____	_____	_____

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: _____

Debbie Bourg
Contact Person

873-6454
Phone

Authorized by Dept. Head: Randee M. Havel
Signature

2/16/2022
Date

Fleet Maintenance Supervisor: _____
(Vehicles/Heavy Equipment Only) Signature

Date

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

RECEIVED

The following Parish Property is requested to be declared surplus to the Administration Department.

MAR 09 2022

ADMINISTRATION
Terrebonne Parish
Consolidated Government

Note: For condition of items use one of the following:
New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
1	1	0	Junk

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)
Fujitsu fi-5120C: S/N 059742

ITEM IS LOCATED AT: 301 Plant Road

ITEM	QUANTITY	VALUE	CONDITION
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DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT:

ITEM	QUANTITY	VALUE	CONDITION
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DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT:

ITEM	QUANTITY	VALUE	CONDITION
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DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT:

Alyssa Miller 868-5050

Contact Person

Phone

Authorized by Dept. Head:

Signature

Date

Fleet Maintenance Supervisor:

(Vehicles/Heavy Equipment Only)

Signature

Date

APPROVED

MAR - 8 2022

Information Technology Division

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the
CITY MARSHAL'S OFFICE Department.

Note: For condition of items use one of the following:
New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
UNIT 239	1	\$3,000	GOOD

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

2009 WHITE DODGE CHARGER VIN# 2B3KA43099H603146

MILEAGE: 129,945

ITEM IS LOCATED AT: CITY LOT ON PLANT ROAD

ITEM	QUANTITY	VALUE	CONDITION
UNIT 368	1	\$12,000	GOOD

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

2014 WHITE DODGE CHARGER VIN# 2C3DXAG8EH279288

MILEAGE: 69,174

ITEM IS LOCATED AT: CITY LOT ON PLANT ROAD

ITEM	QUANTITY	VALUE	CONDITION
UNIT 370	1	\$8,000	GOOD

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

2012 WHITE DODGE CHARGER VIN# 2C3CDXAG7CH248062

MILEAGE: 105,831

ITEM IS LOCATED AT: CITY LOT ON PLANT ROAD

ITEM	QUANTITY	VALUE	CONDITION
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DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT:

KAYLA CADIERE, OFFICE MANAGER/DEPUTY MARSHAL

Contact Person

868-8914 EXT 4

Phone

Authorized by Dept. Head:



Signature

3-3-2022

Date

Fleet Maintenance Supervisor:

(Vehicles/Heavy Equipment Only)

Signature

Date

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the
Civic Center Department.

Note: For condition of items use one of the following:
New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
1	1	\$0	Junk

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

HP DeskJet 6940 Printer

Ser# MY73M9R3B2

ITEM IS LOCATED AT:

ITEM	QUANTITY	VALUE	CONDITION
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DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT:

ITEM	QUANTITY	VALUE	CONDITION
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DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT:

ITEM	QUANTITY	VALUE	CONDITION
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DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: Civic Center

Contact Person

Phone

Authorized by Dept. Head:

Signature

Date

Fleet Maintenance Supervisor:
(Vehicles/Heavy Equipment Only)

Signature

Date

APPROVED

FEB - 9 2022

BY

Information Technology Division

APPROVED

MAR - 2 2022

BY Information Technology

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the
Houma Police Department Department.

Note: For condition of items use one of the following:
New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
lap top comp	17		poor

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

different styles, types, brands, no cables (do not work)

ITEM IS LOCATED AT:

ITEM	QUANTITY	VALUE	CONDITION
comp. tower	2		Poor

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

(do not work) Optiplex 7050 service tag # CXNNHH2 mfg date 20170403 & CXQNH2
mfg date 20170403

ITEM IS LOCATED AT:

ITEM	QUANTITY	VALUE	CONDITION
comp towers	5		Poor

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

(do not work) Dell Sn:D37SQD1, Dell Sn:BF5NBC1, Dell Sn:1R5NBC1, Dell Sn:F2GGGF1, and
Dell Sn:DCSM1F

ITEM IS LOCATED AT:

ITEM	QUANTITY	VALUE	CONDITION
Power Suppli	1		Poor

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

(Does Not Work taken from Oaklawn) Para System Minute Man Entrust Series ETR1500
SN: AE58150800216

ITEM IS LOCATED AT:

Valerie Brown #296

Contact Person

8736371

Phone

Authorized by Dept. Head:

Signature

Date

Fleet Maintenance Supervisor:

(Vehicles/Heavy Equipment Only)

Signature

Date

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the
Houma Police Department Department.

Note: For condition of items use one of the following:
New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
monitor stands	7		Fair

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Different brands and types

ITEM IS LOCATED AT:

ITEM	QUANTITY	VALUE	CONDITION
monitor/stand	3		Poor

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

differnt sizes (do not work)

ITEM IS LOCATED AT:

ITEM	QUANTITY	VALUE	CONDITION
comp. monitor	15		Poor

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

(do not work) different size and brands all without stands or cables

ITEM IS LOCATED AT:

ITEM	QUANTITY	VALUE	CONDITION
comp. tower	1		Poor

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Dell Optiplex GX240 tpcg tag; 14431 S/N: 9VCBC11

ITEM IS LOCATED AT:

Valerie Brown #296

Contact Person

8736371

Phone

Authorized by Dept. Head:

Signature

Date

Fleet Maintenance Supervisor:

(Vehicles/Heavy Equipment Only)

Signature

Date

APPROVED

MAR - 2 2022

Information Technology Division

[Signature]

2/14/22 @ 0905 hrs

APPROVED

MAR - 2 2022

BY Information Technology Division

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the
Houma Police Department.

Note: For condition of items use one of the following:
New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
1	3	0	Junk

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Optiplex 9030 All-In-One ST# DC3R942 | Optiplex 9030 All-in-One ST# 33WSQ22

Optiplex 9030 All-In-One ST# DC4M942

ITEM IS LOCATED AT: 301 Plant Road

ITEM	QUANTITY	VALUE	CONDITION
2	2	0	Junk

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Latitude 3580 ST# C16DTJ2

Latitude 3580 ST# 926DTJ2

ITEM IS LOCATED AT: 301 Plant Road

ITEM	QUANTITY	VALUE	CONDITION
3	1	0	Junk

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Dell 2007FPb Monitor S/N MX-0C9536-46634-745-26JS

ITEM IS LOCATED AT:

ITEM	QUANTITY	VALUE	CONDITION
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DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT:

Bobbie O'Bryan

Contact Person

873-6371

Phone

Authorized by Dept. Head:

Signature

Date

Fleet Maintenance Supervisor:

(Vehicles/Heavy Equipment Only)

Signature

Date

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the
Human Resources Department.

Note: For condition of items use one of the following:
New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
Office Chair	1	<u>45</u>	Fair

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Mid Back Rolling Office Chair with arm rest (Black)

ITEM IS LOCATED AT: Human Resources 8026 Main Street Ste. 520 Houma LA 70360

ITEM	QUANTITY	VALUE	CONDITION
TV Cart	1	<u>45</u>	Good

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Quartet Rolling TV Cart with Shelf and Cabinet (Black)

ITEM IS LOCATED AT: Human Resources 8026 Main Street Ste. 520 Houma, LA 70360

ITEM	QUANTITY	VALUE	CONDITION
Dell Printer	1	<u>42</u>	Good

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Dell Printer - Color Printer with built in Scanner Model # P513w

ITEM IS LOCATED AT: Human Resources 8026 Main Street Ste. 520 Houma, LA 70360

ITEM	QUANTITY	VALUE	CONDITION
HP Printer	1	<u>4</u>	Fair

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

HP Printer - Color Printer Model # HP Deskjet 6940

ITEM IS LOCATED AT: Human Resources 8026 Main Street Ste. 520 Houma, LA 70360

Contact Person

Authorized by Dept. Head:

Signature

Phone

Date

Fleet Maintenance Supervisor:
(Vehicles/Heavy Equipment Only)

Signature

Date

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the
Human Resources Department.

Note: For condition of items use one of the following:

New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
Laptop Bag	2	\$2	Good

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

#1: Dell Laptop Bag Color: Black

#2: Targus Laptop Bag Color: Black

ITEM IS LOCATED AT: Human Resources 8026 Main Street Ste. 520 Houma LA 70360

ITEM	QUANTITY	VALUE	CONDITION
Portable Cart	1		Good

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Black Portable Rolling Cart

ITEM IS LOCATED AT: Human Resources 8026 Main Street Ste. 520 Houma, LA 70360

ITEM	QUANTITY	VALUE	CONDITION
Projector	1		Poor

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Notevision Projector with Black Rolling Bag TPCG Tag #13280

ITEM IS LOCATED AT: Human Resources 8026 Main Street Ste. 520 Houma, LA 70360

ITEM	QUANTITY	VALUE	CONDITION
Monitor	1		Fair Junk

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Black Dell Monitor - Does Not work

ITEM IS LOCATED AT: Human Resources 8026 Main Street Ste. 520 Houma, LA 70360

Contact Person

Authorized by Dept. Head:

Signature

Phone

Date

Fleet Maintenance Supervisor:

(Vehicles/Heavy Equipment Only)

Signature

Date

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the
Utilities - Gas Distribution Department.

Note: For condition of items use one of the following:
New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
1	1	0	Junk

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Dell Optiplex 9020 ST# 9B5NB42

ITEM IS LOCATED AT: 301 Plant Road

ITEM	QUANTITY	VALUE	CONDITION
1	2	0	Junk

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Dell Monitor P2113f S/N CN-0FP04F-72872-3BR-ACTM

Dell Monitor P2113t S/N CN-0FJ445-4BE-AKMS

ITEM IS LOCATED AT: 301 Plant Road

ITEM	QUANTITY	VALUE	CONDITION
1	1	0	Junk

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Dell Monitor P2213t S/N CN-0FJ44J-74445-4BE-AJYS

ITEM IS LOCATED AT: 301 Plant Road

ITEM	QUANTITY	VALUE	CONDITION

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT:

Karen Domingue

Contact Person

873-6755

Phone

Authorized by Dept. Head:

Signature

Date

Fleet Maintenance Supervisor:

(Vehicles/Heavy Equipment Only)

Signature

Date

APPROVED

MAR - 2 2022

Information Technology Division

Category Number:
Item Number: 2.



Monday, March 21, 2022

Item Title:

RESOLUTION: Award Bid 22-WHSE-04 Purchase of New/Unused Transformers and Wire (2022)

Item Summary:

RESOLUTION: Concurring with the Parish Administration to award Bid 22-WHSE-04 Purchase of New/Unused Transformers and Wire (2022) to Irby Utilities.

ATTACHMENTS:

Description	Upload Date	Type
Executive Summary	3/11/2022	Executive Summary
Resolution	3/11/2022	Resolution
Support Material	3/11/2022	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

RESOLUTION: Award Bid 22-WHSE-04 Purchase of New/Unused Transformers and Wire (2022)

PROJECT SUMMARY (200 WORDS OR LESS)

To award bid to Irby Utilities

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

To replace/replenish the warehouse stock of transformers and wire to be used by Utilities Department

TOTAL EXPENDITURE

This is considered Warehouse inventory and no budget is given. The quantities referenced are estimated. In the event a greater or lesser quantity is needed, the TPCG reserves the right to increase or decrease the amount, at the unit price stated in the bid.

AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)

☒ N/A

☐ NO

☐ YES

IF YES AMOUNT
BUDGETED:

Warehouse inventory, no budget
given

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

☒ PARISHWIDE

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

☐ 6

☐ 7

☐ 8

☐ 9

Sharon Ellis

Signature

3-11-2022

Date

OFFERED BY:
SECONDED BY:

RESOLUTION NO. 22-

WHEREAS, on March 4, 2022, electronic bids were received by the Terrebonne Parish Consolidated Government (TPCG) for Bid 22-WHSE-04 Purchase of New/Unused Transformers and Wire (2022) for Warehouse Inventory, and

WHEREAS, after careful review by the Purchasing/Warehouse Division, and the Electric Distribution Division of the Utilities Department it has been determined that the sole bid of Irby Utilities is qualified and award is recommended for the purchase of transformer and wire at the unit prices on the attached listing , and

WHEREAS, Parish Administration has concurred with the recommendation to award Bid 22-WHSE-04 Purchase of New/Unused Transformers and Wire (2022) to Irby Utilities, as per attached documents.

NOW, THEREFORE BE IT RESOLVED by the Terrebonne Parish Council (Budget and Finance Committee), on behalf of the Terrebonne Parish Consolidated Government, that the recommendation of Parish Administration be approved for the purchase of transformers and wire for warehouse inventory as per the attached documents.

THERE WAS RECORDED:

YEAS:

NAYS:

NOT VOTING:

ABSENT:

The Chairman declared this resolution adopted this _____ day of

_____ 2022.

Bid Cover Sheet**Bid Name:** Bid 22-WHSE-04**Bid(s) Received:** 0**Bid Date:** 03/04/2022**Bids Opened By:** Gina Bergeron

<u>Bidder's Name:</u>	<u>Amount:</u>	<u>Check:</u>	<u>Bond:</u>
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Award Bid To: **Amount:** .00**Purshasing Department Comments:**

One bid was submitted. Irby Utilities provided all the proper documentation as required by the " Instructions for Bidders". The file is being forwarded to the requesting division for review of compliance with 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: '7849'

[<- Return to List](#)[Approval Details](#)[Printer Version](#)

Bid Form Id: 7849

Bid Name: Bid 22-WHSE-04

* Bids Opened By: Gina Bergeron

* Department: Finance

* Division:

Bid Type: Bid Cover Sheet

Approval Sequence:

1. **Reviewer** - approved on 03/04/2022 by purh08
2. **Department Head** - approved on 03/07/2022 by kmauldin
3. **Chief Financial Officer** - approved on 03/07/2022 by kmauldin
4. **Parish Manager** - approved on 03/07/2022 by mctoups
5. **Parish President** - approved on 03/07/2022 by ladams
6. **Purchasing Manager** - approved on 03/07/2022 by purh08

* Date: 03/04/2022 (mm/dd/yyyy)

Related RFB: Purchase New/Unused Transformers ▼

Charge Account: 380-000-1151-00

Estimated Price: 180000.00

Amount Budgeted: .00

Status: Complete

Comments: One bid was submitted. Irby Utilities provided all the proper documentation as required by the "Instructions for Bidders". The file is being forwarded to the requesting division for review of compliance with the specifications and award recommendation.

Award Bid To:

Award Amount: .00

Bidders:

No bidders on file.

[Add New Bidder](#)**Additional Departments**

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

Documents:

DOC030422.pdf - Added By Gina Bergeron (purh05)	Bid Documents	Edit	Delete
22-WHSE-04 Tran Wire CAH bid tab.xls - Added By Gina Bergeron (purh05)	CAH tabs	Edit	Delete

[Add New Document](#)[Save Changes](#)

* Denotes required fields.

Bid added by Gina Bergeron on 03/04/2022

Bid 22-WHSE-04 Purchase of New/Unused Transformers and Wire (2022) - Irby Utilities Award Listing

Item 1	TRANSFORMER 15 KVA SINGLE PHASE POLEMOUNT 7970/13.8 120/240	Qty:3	\$ 3,025.00
Item 2	TRANSFORMER 25 KVA SINGLE PHASE POLEMOUNT 7970/13.8 120/240	Qty:12	\$ 3,870.00
Item 3	TRANSFORMER 25 KVA SINGLE PHASE POLEMOUNT 7970/13.8 277/480	Qty:9	\$ 3,810.00
Item 4	TRANSFORMER 25 KVA SINGLE PHASE POLEMOUNT 7970/13.8 120/208Y	Qty:6	\$ 3,870.00
Item 5	TRANSFORMER 25 KVA SINGLE PHASE POLEMOUNT SUBSTATION 35000/19.9 120/240	Qty:2	\$ 4,960.00
Item 6	TRANSFORMER 50 KVA SINGLE PHASE POLEMOUNT 7970/13.8 120/240	Qty:12	\$ 5,690.00
Item 7	TRANSFORMER 50 KVA SINGLE PHASE POLEMOUNT 7970/13.8 120/208Y	Qty:3	\$ 5,870.00
Item 8	TRANSFORMER 75 KVA SINGLE PHASE POLEMOUNT 7970/13.8 240/480	Qty:2	\$ 7,520.00
Item 9	TRANSFORMER 75 KVA SINGLE PHASE POLEMOUNT 7970/13.8 120/240	Qty:8	\$ 7,940.00
Item 10	TRANSFORMER 100 KVA SINGLE PHASE POLEMOUNT 7970/13.8 120/240V	Qty:8	\$ 9,905.00
Item 11	TRANSFORMER 100 KVA SINGLE PHASE POLEMOUNT 7970/13.8 277/480	Qty:3	\$ 9,575.00
Item 12	TRANSFORMER 100 KVA SINGLE PHASE POLEMOUNT 7970/13.8 120/208Y	Qty:6	\$ 9,950.00
Item 13	TRANSFORMER 100 KVA SINGLE PHASE PADMOUNT 7970/13.8 240/120	Qty:30	\$ 17,960.00
Item 14	WIRE 336 ALUM. QUADRAPLEX LIPPIZANER	Qty:500	\$ 6.35

The quantities referenced are estimated. In the event a greater or lesser quantity is needed, the TPCG reserves the right to increase or decrease the amount, at the unit price stated in the bid.

OFFICIAL BID FORM
SECTION "A"

BID NO. 22-WHSE-04 Purchase of New/Unused Transformers and Wire (2022)

INDIVIDUAL AWARD: It is the intent of the TPCG to award all items on an individual basis to the lowest responsive and responsible bidder for each item.

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) hereby proposes to provide transformers and wire as required, all in strict accordance with the Bidding Documents prepared by: TPCG Purchasing Division and dated February 2022

NAME OF BIDDER: Irby Utilities

ADDRESS OF BIDDER: 7984 S. Commerce Ave.
Baton Rouge, LA 70815

NAME OF AUTHORIZED SIGNATORY BIDDER: (Printed or Typed) Tracy Johnson

SIGNATURE OF AUTHORIZED SIGNATORY BIDDER Tracy Johnson

TITLE OF AUTHORIZED SIGNATORY BIDDER: Branch / Operations Manager

DATE: 3/3/2022

***Signature Authorization. (Required By All Bidders)** 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)



STUART C. IRBY CO.
ELECTRICAL DISTRIBUTOR

April 4, 2014

To Whom It May Concern:

This letter is to inform you that Tracy Johnson has the authority to sign and submit bids for Stuart C. Irby Co.

Should you require additional information, or if I can be of further assistance, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "John Honigfort".

John Honigfort
Vice President – Finance

OFFICIAL BID FORM SECTION "B"

(Must be completed and uploaded as an attachment with bid)

The following material listing is for the insertion of Delivery Times ONLY. All pricing must be submitted via Central Auction House. Call 225-810-4814 for registration information Or Visit:

<http://www.centralauctionhouse.com/rfp.php?cid=65>

'Item'	'Quantity'	'Unit of Measure'	'Item Description';	Delivery Times Inserted
1	3	EACH	TRANSFORMER 15 KVA SINGLE PHASE POLEMOUNT 7970/13.8 120/240	54 weeks
2	12	EACH	TRANSFORMER 25 KVA SINGLE PHASE POLEMOUNT 7970/13.8 120/240	54 weeks
3	9	EACH	TRANSFORMER 25 KVA SINGLE PHASE POLEMOUNT 7970/13.8 277/480	54 weeks
4	6	EACH	TRANSFORMER 25 KVA SINGLE PHASE POLEMOUNT 7970/13.8 120/208Y	54 weeks
5	2	EACH	TRANSFORMER 25 KVA SINGLE PHASE POLEMOUNT SUBSTATION 35000/19.9 120/240	54 weeks
6	12	EACH	TRANSFORMER 50 KVA SINGLE PHASE POLEMOUNT 7970/13.8 120/240	54 weeks
7	3	EACH	TRANSFORMER 50 KVA SINGLE PHASE POLEMOUNT 7970/13.8 120/208Y	54 weeks
8	2	EACH	TRANSFORMER 75 KVA SINGLE PHASE POLEMOUNT 7970/13.8 240/480	42 weeks
9	8	EACH	TRANSFORMER 75 KVA SINGLE PHASE POLEMOUNT 7970/13.8 120/240	42 weeks
10	8	EACH	TRANSFORMER 100 KVA SINGLE PHASE POLEMOUNT 7970/13.8 120/240V	42 weeks
11	3	EACH	TRANSFORMER 100 KVA SINGLE PHASE POLEMOUNT 7970/13.8 277/480	42 weeks
12	6	EACH	TRANSFORMER 100 KVA SINGLE PHASE POLEMOUNT 7970/13.8 120/208Y	42 weeks
13	30	EACH	TRANSFORMER 100 KVA SINGLE PHASE PADMOUNT 7970/13.8 240/120	62 weeks
14	500	FT.	WIRE 336 ALUM. QUADRAPLEX LIPPIZANER	3-4 weeks



Monday, March 21, 2022

Item Title:

RESOLUTION: to award (RFP) #22-RFP-03 to Provide Grant Management, Project Management and Administrative Services for HUD, FEMA and other Federally Funded Programs

Item Summary:

RESOLUTION: Concurring with the Parish Administration to award the Request for Proposal #22-RFP-03 to Provide Grant Management, Project Management and Administrative Services for HUD, FEMA and other Federally Funded Programs and authorizing the Parish President to execute the contract and to provide for related matters.

ATTACHMENTS:

Description	Upload Date	Type
Exec Summary	3/16/2022	Executive Summary
Resolution	3/16/2022	Resolution
Score Sheet	3/16/2022	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

RESOLUTION: to award the Request for Proposal (RFP) #22-RFP-03 to Provide Grant Management, Project Management and Administrative Services for HUD, FEMA and other Federally Funded Programs and authorizing the Parish President to execute the contract and to provide for related matters.

PROJECT SUMMARY (200 WORDS OR LESS)

To provide Grant Management, Project Management, and Administrative Services.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

To provide professional management and administrative as well as technical services for Program Management, Grant and Project Management Services for disaster recovery funding, other federal funding and economic development, and planning advisory services as outlined in the Scope of Services.

TOTAL EXPENDITURE

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

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

<u>PARISHWIDE</u>	1	2	3	4	5	6	7	8	9
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Sharon Ellis, Purchasing Manager

Signature

3/15/2022

Date

OFFERED BY:
SECONDED BY:

RESOLUTION NO.

RESOLUTION, to award the Request for Proposals #22-RFP-03 (RFP) Grant Management, Project Management and Administrative Services for HUD, FEMA and Other Federally Funded Programs and authorizing the Parish President to execute the contract and to provide for related matters.

WHEREAS, Request for Proposals were received on February 23, 2022, for the Grant Management, Project Management and Administrative Services for HUD, FEMA and Other Federally Funded Programs, and

WHEREAS, Kandace Mauldin, CFO, Mart Black, FAICP, Director, Jennifer Gerbasi, Recovery Planner and Sharon Ellis, Purchasing Manager evaluated the proposals submitted, and recommends that the above-named RFP be awarded to CSRS Disaster Recovery Management, LLC, and

WHEREAS, the Parish Administration concurs with the recommendation to authorize the award of the RFP to CSRS Disaster Recovery Management, LLC., for the Grant Management, Project Management and Administrative Services for HUD, FEMA and Other Federally Funded Programs, and

NOW THEREFORE BE IT RESOLVED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, authorizes the Parish Administration to award the Request for Proposals Grant Management, Project Management and Administrative Services for HUD, FEMA and Other Federally Funded Programs to CSRS Disaster Recovery Management, LLC, and

BE IT FURTHER RESOLVED that the Parish Administration and all other appropriate parties be hereby authorized to execute any and all contract documents associated herewith.

THERE WAS RECORDED:

YEAS:

NAYS:

ABSTAINING:.

ABSENT:

Request for Proposals (Score Sheet)

RFP: 22-RFP-03 2022 Grant Management, Project Management and Administrative Services

Due Date: February 23, 2022, at 2:00 pm

Firms		Hunt, Guillot & Associates, LLC (HGA)	CSRS, Disaster Recovery Mgmt	All South Consulting Engineers, LLC
Evaluation Criteria	Points	Score	Score	Score
Cost to Perform Services	10	10	8.1	8.2
Personnel Qualifications	10	9	9	7
Management Capability	20	10	17	15
Prior Experience	20	18	16	10
Technical Experience	20	20	20	20
Past Performance	20	17	17	9
Total Possible Points	100	84	87.1	69.2

Evaluation Committee:









- Notes: Non-Responsive Hammerman & Gainer, LLC failed to submit Attachment H outlined on page 21, section 3.4 of the Request for Proposal
- Non-responsive Integrated Solutions Consulting, failed to include an electronic copy of proposal with submittal outlined on page 10, section 3.2 of the Request for Proposal

Category Number:
Item Number: 4.



Monday, March 21, 2022

Item Title:

Artificial Reef Lease

Item Summary:

RESOLUTION: Authorizing the Parish President to execute Surface Lease No. 1994 for an additional ten (10) years from May 1, 2021 through May 1, 2031, and to address other matters relative thereto.

ATTACHMENTS:

Description	Upload Date	Type
Executive Summary	3/15/2022	Executive Summary
Resolution	3/15/2022	Resolution
Backup	3/15/2022	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

A resolution authorizing the Parish President to execute Surface Lease No. 1994 for an additional ten (10) years from May 1, 2021 through May 1, 2031, and to address other matters relative thereto.

PROJECT SUMMARY (200 WORDS OR LESS)

See above.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

See Above

TOTAL EXPENDITURE

\$100

AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

YES

IF YES AMOUNT
BUDGETED:

\$100

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

PARISHWIDE

1

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s/Kandace M. Mauldin, CFO

March 15, 2022

Signature

Date

RESOLUTION NO.

A RESOLUTION AUTHORIZING THE PARISH PRESIDENT TO EXECUTE SURFACE LEASE NO. 1994 FOR AN ADDITIONAL TEN (10) YEARS FROM MAY 1, 2021 THROUGH MAY 1, 2031, AND TO ADDRESS OTHER MATTERS RELATIVE THERETO.

WHEREAS, the Terrebonne Parish Consolidated Government and the State of Louisiana, through the Administrator of the State Land Office, entered into a lease agreement on May 6, 1991, which allowed the establishment of an offshore fishing reef in State-owned waters, and

WHEREAS, the initial lease agreement term was from May 6, 1991 through May 6, 2001, with the option to renew five (5) consecutive terms, and

WHEREAS, the lease agreement was renewed through Resolution No. 11-310 for an additional ten (10) year term, from May 1, 2011 through May 1, 2021, and

WHEREAS, the Terrebonne Parish Consolidated Government is in agreement with renewing the lease agreement for an additional ten (10) year term, from May 1, 2021 through May 1, 2031, and

WHEREAS, in consideration of this lease agreement, the Terrebonne Parish Consolidated Government agrees to pay in advance the sum of \$100.00 annually.

NOW, THEREFORE BE IT RESOLVED that the Terrebonne Parish Council (Budget and Finance Committee), on behalf of the Terrebonne Parish Consolidated Government, does hereby approve and authorize the execution by Terrebonne Parish President Gordon E. Dove of said Surface Lease Agreement with the State of Louisiana, through the Administrator of the State Land Office, with respect to the Artificial Reef Program.

OFFERED BY: Mr. J. Cehan.
SECONDED BY: Ms. A. Williams.

RESOLUTION NO. 11-310

A RESOLUTION AUTHORIZING THE PARISH PRESIDENT TO EXECUTE SURFACE LEASE NO. 1994 FOR AN ADDITIONAL TEN (10) YEARS FROM MAY 1, 2011 THROUGH MAY 1, 2021, AND TO ADDRESS OTHER MATTERS RELATIVE THERETO.

WHEREAS, the Terrebonne Parish Consolidated Government and the State of Louisiana, through the Administrator of the State Land Office, entered into a lease agreement on May 6, 1991, which allowed the establishment of an offshore fishing reef in State-owned waters, and

WHEREAS, the initial lease agreement term was from May 6, 1991 through May 6, 2001, with the option to renew five (5) consecutive terms, and

WHEREAS, the Terrebonne Parish Consolidated Government is in agreement with renewing the lease agreement for an additional ten (10) year term, from May 1, 2011 through May 1, 2021, and

WHEREAS, in consideration of this lease agreement, the Terrebonne Parish Consolidated Government agrees to pay in advance the sum of \$100.00 annually.

NOW, THEREFORE BE IT RESOLVED that the Terrebonne Parish Council (Budget and Finance Committee), on behalf of the Terrebonne Parish Consolidated Government, does hereby approve and authorize the execution by Terrebonne Parish President Michel Claudet of said Surface Lease Agreement with the State of Louisiana, through the Administrator of the State Land Office, with respect to the Artificial Reef Program.

THERE WAS RECORDED:

YEAS: T. Cavalier, J. Cehan, B. Hebert, P. Lambert, J. Pizzolatto, A. Tillman, A. Williams, C. Voisin and K. Voisin.

NAYS: None.

ABSTAINING: None.

NOT VOTING: None.

ABSENT: None.

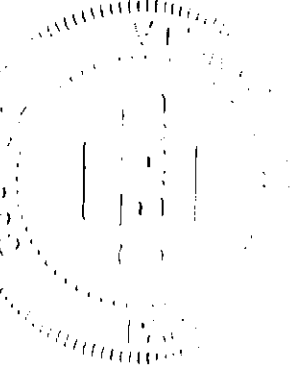
The Chairman declared the resolution adopted on this, the 11th day of July, 2011.

I, CHARLETTE D. POCHÉ, Council Clerk of the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Budget and Finance Committee on July 11, 2011 and subsequently ratified by the Assembled Council in Regular Session on July 13, 2011 at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS 14TH DAY OF JULY, 2011.



CHARLETTE D. POCHÉ, COUNCIL CLERK
TERREBONNE PARISH COUNCIL



STATE OF LOUISIANA

SURFACE LEASE

PARISH OF EAST BATON ROUGE

LEASE NO. 1994

This contract of lease entered into on this 6th day of May, 19 91, by and between the State of Louisiana, through the Administrator of the State Land Office, hereinafter known as LESSOR, and Terrebonne Parish Consolidated Government hereinafter known as LESSEE.

WITNESSETH:

That by virtue of the authority vested by L.R.S. 41:1291 and upon the terms, conditions and considerations hereinafter set forth, said LESSOR has leased and let unto said LESSEE the following described property, situated in the Parish of Terrebonne, to-wit:

"Beginning at that point in Ship Shoal Block 39 identified by Lambert Plane Coordinates X=2,114,152.42, Y=151,162.58, being the northwesternmost corner of the proposed lease; Thence East 295.16 feet; Thence South 295.16 feet; Thence West 295.16 feet; Thence North 295.16 feet to the point of beginning and containing 1.99 acres."

Which said above described property is owned by the State of Louisiana.

The present lease is made and accepted for a period of ten (10) years, beginning on May 6, 19 91, and ending on May 6, ~~19~~ 2001, with an option to renew for five (5) consecutive terms.

The consideration of this lease is the price and sum of

One Hundred and 00/100-----(\$100.00)----- Dollars, payable annually in advance.


It is understood and agreed that this lease is made and executed by the LESSOR to LESSEE for the right to maintain abandoned platform for improvement of fish habitat.

It is understood that the lease herein granted shall be subject to any rights or privileges previously granted by the State of Louisiana for levee right-of-way servitudes and the construction and maintenance of levees.

* * * * *

I, PAUL A. LABAT, Clerk of the Terrebonne Parish Council, do hereby certify that the attached is a true and correct copy of Resolution No. 91-241 adopted by the Assembled Council in Regular Session on May 22, 1991 at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE
THIS 4TH DAY OF SEPTEMBER, 1991.


PAUL A. LABAT, COUNCIL CLERK
TERREBONNE PARISH COUNCIL

OFFERED BY: Mr. R. Hale III.
SECONDED BY: Mr. R. Lapeyrouse.

RESOLUTION NO. 91-241

WHEREAS, the Terrebonne Parish Council is desirous of establishing an artificial fishing reef in the waters out of Terrebonne Parish, and

WHEREAS, the Parish Legal Staff has prepared a Surface Lease between the Parish Government and the State of Louisiana which would allow the establishment of an offshore fishing reef in State-owned waters.

NOW, THEREFORE BE IT RESOLVED by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the Parish President, Mr. T. L. Duhe', be hereby authorized to execute a Surface Lease between the Terrebonne Parish Consolidated Government and the State of Louisiana with respect to the Artificial Reef Program.

THERE WAS RECORDED:

YEAS: L. Vernon Bourgeois, Sr., J. Winston English,
R. Hale III, J. B. Breaux, Dr. J. Butler, R.
Lapeyrouse, N. Bergeron, Jr., L.J. Percle, R.
Eschete and C. Prestenbach.

NAYS: None.

NOT VOTING: R. Bergeron.

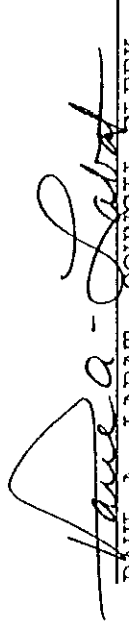
ABSENT: R. Dupre, Jr., B. Bonvillain, L. Kimbrell and
G. Wallis.

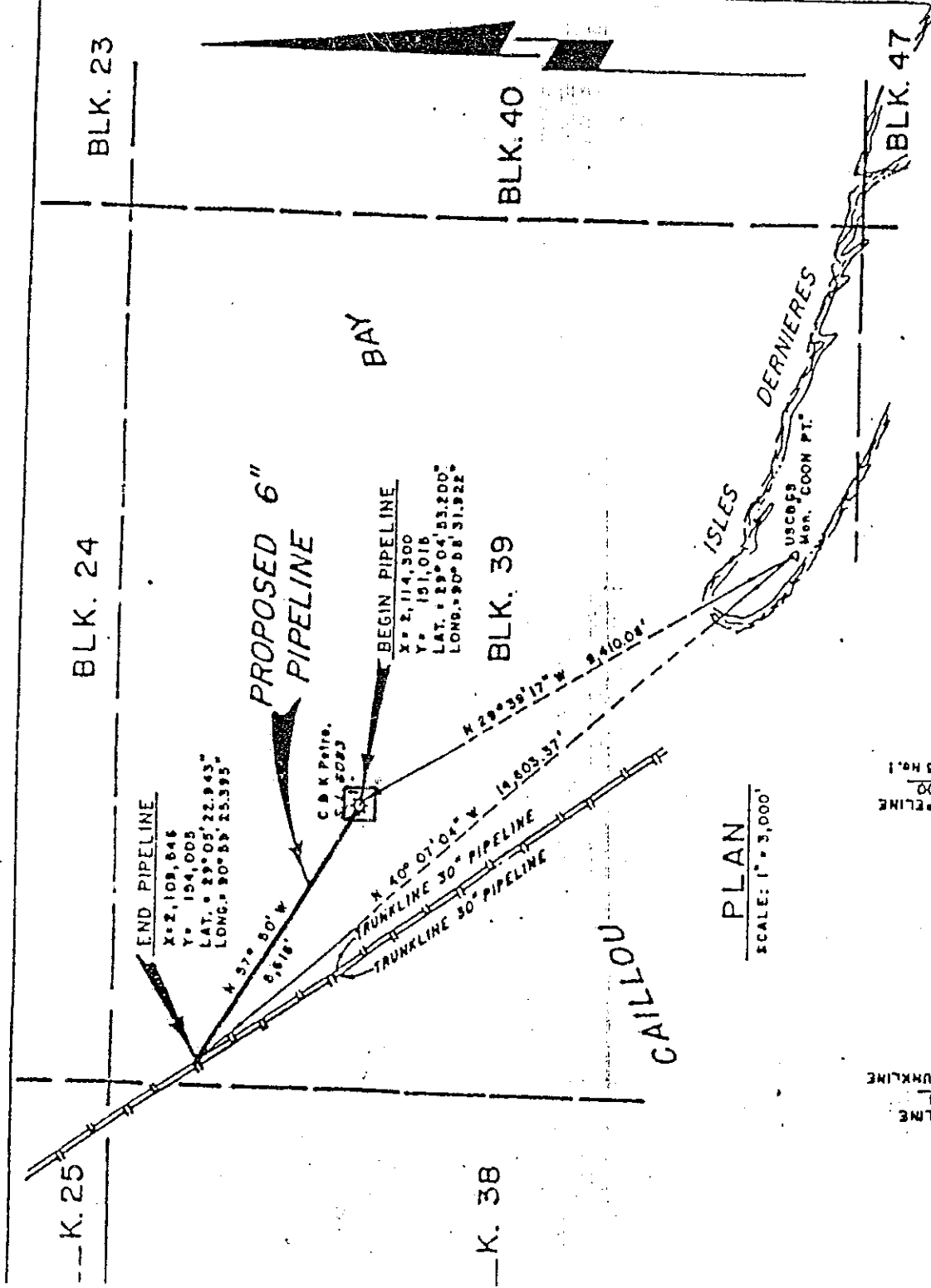
The Chairman declared the resolution adopted this 22nd day of May, 1991.

* * * * *

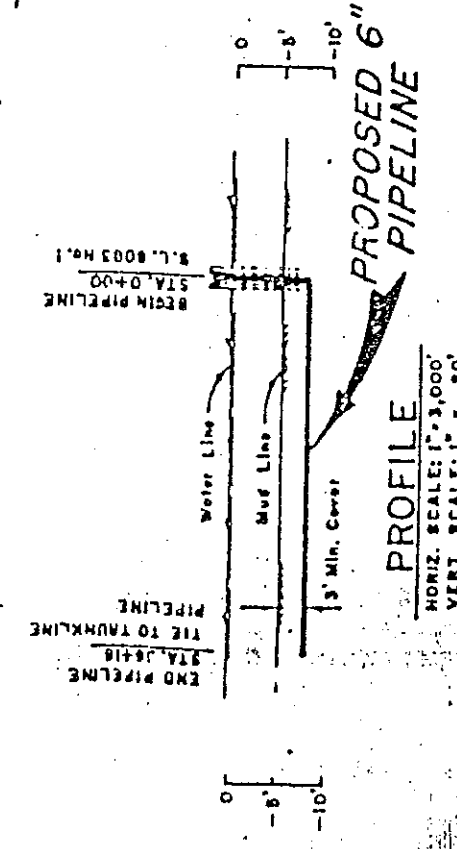
I, PAUL A. LABAT, Clerk of the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Assembled Council in Regular Session on May 22, 1991 at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE
THIS 23RD DAY OF MAY, 1991.

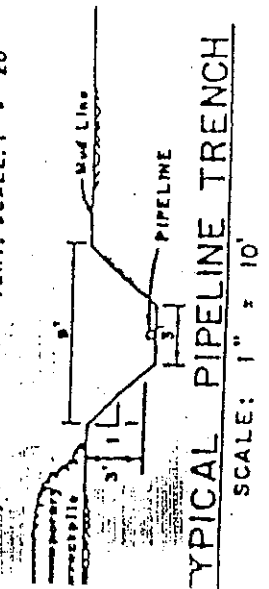

PAUL A. LABAT, COUNCIL CLERK
TERREBONNE PARISH COUNCIL



PLAN
SCALE: 1" = 3,000'



PROFILE
HORIZ. SCALE: 1" = 3,000'
VERT. SCALE: 1" = 20'



TYPICAL PIPELINE TRENCH
SCALE: 1" = 10'

- NOTES:
- 1.) Approx. 3,750 cu. yds. of excavation required.
 - 2.) Spoil to be deposited at not to change water depth by more than 0.5 feet.
 - 3.) Pipeline trench to be backfilled.

SHEET 2 OF 3

PROPOSED DREDGING FOR PIPELINE

SHIP SHOAL BLOCK 39

TERREBONNE PARISH, LOUISIANA

Category Number:
Item Number: 5.



Monday, March 21, 2022

Item Title:

Cooperative Endeavor Agreement with SCPD for the Houma Police Department

Item Summary:

RESOLUTION: Authorizing the Parish President to execute a Cooperative Endeavor Agreement with South Central Planning and Development Commission to accept donated items purchased through the 2019 Homeland Security Grant Program for the Houma Police Department.

ATTACHMENTS:

Description	Upload Date	Type
Executive Summary	3/15/2022	Executive Summary
Resolution	3/15/2022	Resolution



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

Cooperative Endeavor Agreement with South Central Planning & Development for **2019 Homeland Security Grant Program** Equipment Purchases. Grant Number: **EMW-2019-SS-00014-S01**.

PROJECT SUMMARY (200 WORDS OR LESS)

Cooperative Endeavor Agreement with South Central Planning & Development for **Houma Police Department** to accept donated items purchased through the **2019 Homeland Security Grant Program** administered and managed by South Central Planning & Development. The grant program allows for a three-year spending term. All purchases are obtained and paid through South Central Planning & Development.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

The purpose of the grant is to provide federal funding to local governments for training, planning and equipment purchases to provide protection and planning for homeland security threats involving terrorism. Total equipment grant allocation: **\$63,192.38**.

TOTAL EXPENDITURE

\$63,192.38

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

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[Signature]
Signature

3/4/22
Date

OFFERED BY: _____

SECONDED BY: _____

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING THE PARISH PRESIDENT TO EXECUTE A
COOPERATIVE ENDEAVOR AGREEMENT BETWEEN THE TERREBONNE
PARISH CONSOLIDATED GOVERNMENT AND THE SOUTH CENTRAL
PLANNING AND DEVELOPMENT COMMISSION ("SCPDC")**

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

WHEREAS, TPCG and the SCPDC seek to perform & provide for public services and protection for the citizens, population, and businesses of Terrebonne Parish, so as to be better prepared in emergency situations in order to reduce the loss of life and property through an all-hazards emergency management program of prevention, mitigation, preparedness, response, and recovery, that would not otherwise be available to the citizens, population, and businesses of Terrebonne Parish; and

WHEREAS, SCPCD, in accordance with the Department of Homeland Security/GOHSEP Grant Number EMW-2019-SS-00014-S01, desires to deliver possession and ownership to **Houma Police Department** of communications equipment in consideration of the **Houma Police Department** immediately putting them to full use in such a manner to achieve the purpose described above; and

WHEREAS, the TPCG requires such equipment to be better prepared in emergency situations; and

WHEREAS, SCPCD would like to donate its equipment to the TPCG for the purpose listed above;

NOW THEREFORE, BE IT RESOLVED by the Terrebonne Parish Council on behalf of Terrebonne Parish Consolidated Government the Parish President, Gordon Dove, is hereby authorized to execute a Cooperative Endeavor Agreement with the South Central Planning and Development Commission, containing substantially the same terms as those contained within attached agreement.

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 March, 2022.

CHAIRMAN

I, _____, Clerk of the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the _____ on the _____ day of March, 2022 subsequently ratified by the assembled Council in Regular Session on the _____ day of March, 2022 at which meeting a quorum was present.

SUZETTE THOMAS, COUNCIL CLERK
TERREBONNE PARISH COUNCIL

Category Number:
Item Number: 6.



Monday, March 21, 2022

Item Title:

Cooperative Endeavor Agreement with SCPD and the Terrebonne Parish Consolidated Government

Item Summary:

RESOLUTION: Authorizing the Parish President to execute a Cooperative Endeavor Agreement with South Central Planning and Development Commission to accept donated items purchased through the 2019 Homeland Security Grant Program for Terrebonne Parish Consolidated Government.

ATTACHMENTS:

Description	Upload Date	Type
Executive Summary	3/15/2022	Executive Summary
Resolution	3/15/2022	Resolution



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

Cooperative Endeavor Agreement with South Central Planning & Development for 2019 Homeland Security Grant Program Equipment Purchases. Grant Number: EMW-2019-SS-00014-S01.

PROJECT SUMMARY (200 WORDS OR LESS)

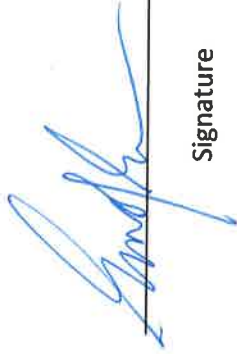
Cooperative Endeavor Agreement with South Central Planning & Development to accept donated items purchased through the **2019 Homeland Security Grant Program** administered and managed by South Central Planning & Development. The grant program allows for a three-year spending term. All purchases are obtained and paid through South Central Planning & Development.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

The purpose of the grant is to provide federal funding to local governments for training, planning and equipment purchases to provide protection and planning for homeland security threats involving terrorism. Total equipment grant allocation: \$63,192.38.

TOTAL EXPENDITURE	
\$63,192.38	
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)	
<input checked="" type="radio"/> ACTUAL	ESTIMATED
IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)	
<input checked="" type="radio"/> N/A	YES
IF YES AMOUNT BUDGETED:	

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)									
<input checked="" type="radio"/> PARISHWIDE	1	2	3	4	5	6	7	8	9



Signature

3/14/22

Date

OFFERED BY: _____

SECONDED BY: _____

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING THE PARISH PRESIDENT TO EXECUTE A
COOPERATIVE ENDEAVOR AGREEMENT BETWEEN THE TERREBONNE
PARISH CONSOLIDATED GOVERNMENT AND THE SOUTH CENTRAL
PLANNING AND DEVELOPMENT COMMISSION (“SCPDC”)**

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

WHEREAS, TPCG and the SCPDC seek to perform & provide for public services and protection for the citizens, population, and businesses of Terrebonne Parish, so as to be better prepared in emergency situations in order to reduce the loss of life and property through an all-hazards emergency management program of prevention, mitigation, preparedness, response, and recovery, that would not otherwise be available to the citizens, population, and businesses of Terrebonne Parish; and

WHEREAS, SCPCD, in accordance with the Department of Homeland Security/GOHSEP Grant Number **EMW-2019-SS-00014-S01**, desires to deliver possession and ownership to **Terrebonne Parish** of search and rescue equipment, radios, pagers and accessories, tactical and medical equipment, hazmat equipment, body worn cameras, and other emergency preparedness equipment, in consideration of **Terrebonne Parish**, immediately putting them to full use in such a manner to achieve the purpose described above; and

WHEREAS, the TPCG requires such equipment to be better prepared in emergency situations; and

WHEREAS, SCPCD would like to donate its equipment to the TPCG for the purpose listed above;

NOW THEREFORE, BE IT RESOLVED by the Terrebonne Parish Council on behalf of Terrebonne Parish Consolidated Government the Parish President, Gordon Dove, is hereby authorized to execute a Cooperative Endeavor Agreement with the South Central Planning and Development Commission, containing substantially the same terms as those contained within attached agreement.

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 March, 2022.

CHAIRMAN

I, _____, Clerk of the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the _____ on the _____ day of March, 2022 subsequently ratified by the assembled Council in Regular Session on the _____ day of March, 2022 at which meeting a quorum was present.

SUZETTE THOMAS, COUNCIL CLERK
TERREBONNE PARISH COUNCIL



Monday, March 21, 2022

Item Title:

2022 Various Items for Budget Amendment

Item Summary:

Introduce an ordinance to amend the 2022 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. Louisiana Highway Safety Commission Grant Award, \$81,585

II. Houma Police Dept-LCLE Grant, \$101,250

III. Houma Police Department-LCLE Grant, \$22,169

IV. General Fund-Council Meeting Room, \$145,000

V. Hazard Mitigation Plan, \$86,921

VI. FMA Elevation Program, \$1,496,545

VII. Bayou Country Sports Park, \$500,000

and call a public hearing on said matter on Wednesday, April 13, 2022 at 6:30 p.m.

ATTACHMENTS:

Description	Upload Date	Type
2022 Various Items for Budget Amendment	3/17/2022	Executive Summary
2022 Various Items for Budget Amendment	3/17/2022	Budget Amendment
2022 Various Items for Budget Amendment	3/17/2022	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 2022 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. <div><div>I.</div><div>Louisiana Highway Safety Commission Grant Award, \$81,585</div></div> <div><div>II.</div><div>Houma Police Dept-LCLE Grant, \$101,250</div></div> <div><div>III.</div><div>Houma Police Department-LCLE Grant, \$22,169</div></div> <div><div>IV.</div><div>General Fund-Council Meeting Room, \$145,000</div></div> <div><div>V.</div><div>Hazard Mitigation Plan, \$86,921</div></div> <div><div>VI.</div><div>FMA Elevation Program, \$1,496,545</div></div> <div><div>VII.</div><div>Bayou Country Sports Park, \$500,000</div></div>

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

March 16, 2022
Date

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE 2022 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. Louisiana Highway Safety Commission Grant Award, \$81,585
- II. Houma Police Dept-LCLE Grant, \$101,250
- III. Houma Police Department-LCLE Grant, \$22,169
- IV. General Fund-Council Meeting Room, \$145,000
- V. Hazard Mitigation Plan, \$86,921
- VI. FMA Elevation Program, \$1,496,545
- VII. Bayou Country Sports Park, \$500,000

SECTION I

WHEREAS, the Houma Police Department of the Terrebonne Parish Consolidated Government has been approved for a grant from the Louisiana Highway Safety Commission (LHSC) for the Federal Fiscal Year 2022 LHSC Grant in the amount of Eighty-one Thousand Five Hundred Eighty-five dollars (\$81,585) for the Terrebonne Parish Consolidated Government, and

WHEREAS, the Federal Fiscal Year 2022 LHSC is part of the LHSC statewide Fatal and Injury Reduction Effort, and the primary objective of this effort is to reduce fatal and injury crashes on Louisiana roads.

NOW, THEREFORE BE IT ORDAINED, that the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2022 Adopted Operating Budget be amended for the grant from the Louisiana Highway Safety Commission. (Attachment A)

SECTION II

WHEREAS, the Parish received funds from Louisiana Commission on Law Enforcement (LCLE) and the Administration of Criminal Justice Fiscal Year 2021-2022

WHEREAS, the funding is as follows, Crime Victim Assistance Grant (Grant #2019-VA-01-6074) for \$101,250, which includes 80% federal funds of \$81,000, and a 20% in-kind match of \$20,250, and

WHEREAS, the 2020-2021 Crime Victim Assistance Grant (Grant #2019-VA-01-6074) SANE Nurse Coordinator provides leadership and coordination of the development and activities of a pool of SANE nurses for a 7-parish region and will interact with persons/departments to ensure the program runs smoothly.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2022 Adopted Operating Budget be amended to reflect the funding of the Crime Victim Assistance Grant Award. (Attachment B)

SECTION III

WHEREAS, the Parish received funds from Louisiana Commission on Law Enforcement (LCLE) and the Administration of Criminal Justice Fiscal Year 2022 Multi-Task Grant (Grant #2019-DJ-6210) for \$21,333, and

WHEREAS, the funding is as follows, 2020 Multi-Task Grant (Grant #2019-DJ-6210) for \$22,169, which includes 83% federal funds of \$18,474, and a 17% in-kind match of \$3,695, and

WHEREAS, the 2022 Multi-Task Grant (Grant #2019-DJ-6210) will provide funding for joint policing efforts between the Houma Police Department and the Assumption Parish Sheriff's Office relating to substance abuse criminal activities.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2022 Adopted Operating Budget be amended to reflect the funding of the Multi-Task Grant. (Attachment C)

SECTION IV

WHEREAS, Administration is requesting funding of \$145,000 for the audio and visual upgrades in the Council Meeting Room, and

WHEREAS, the funding source is from the General Fund, fund balance, PEG fund balance and the PEG Computer Equipment account.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2022 Adopted Operating Budget be amended for the Council Meeting Room upgrades. (Attachment D)

SECTION V

WHEREAS, the Terrebonne Parish Consolidated Government has applied for funding as a result of the yearly Predisaster Mitigation program through the Federal Emergency Management Agency and the National Flood Insurance Program,

WHEREAS, by communication from the GOHSEP dated November 2, 2020, the Terrebonne Parish Consolidated Government has been notified that its application for federal assistance to update the Hazard Mitigation Plan was approved by FEMA September 4, 2020, and

WHEREAS, the approved funding for the Hazard Mitigation Plan is as follows:

Federal Share (74%)	\$64,208
Non-Federal Share (26%)	<u>22,713</u>
Total Project Award:	\$86,921

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2022 Adopted Operating Budget be amended for the Hazard Mitigation Plan. (Attachment E)

SECTION VI

WHEREAS, the Terrebonne Parish Consolidated Government has applied for funding as a result of the yearly Flood Mitigation Assistance program through the Federal Emergency Management Agency and the National Flood Insurance Program,

WHEREAS, by communication from the GOHSEP dated July 8, 2021, the Terrebonne Parish Consolidated Government has been notified that its application for federal assistance to elevate repetitive loss structures was approved by FEMA May 4, 2021, and

WHEREAS, the approved funding for the elevation of approximately eight (8) flood damaged structures in the Parish is as follows:

Federal Share (91%)	\$1,363,797.11
Non-Federal Share (9%)	<u>132,748.29</u>
Total Project Award:	\$1,496,545.40

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2022 Adopted Operating Budget be amended for the FMA Elevation Program. (Attachment F)

SECTION VII

WHEREAS, Article VII, Section 14(c) of the Constitution of the State of Louisiana provides that for a public purpose, the state and its political subdivisions may engage in cooperative endeavors with each other, and

WHEREAS, Terrebonne Parish Consolidated Government and the Department of the Treasury, State of Louisiana has entered into a cooperative endeavor agreement for the Bayou Country Sports Park, and

WHEREAS, Act 120 of the 2021 Regular Legislative Session of the Louisiana Legislature appropriated \$500,000, Five Hundred Thousand dollars to Terrebonne Parish Consolidated Government for the Bayou Country Sports Park, and

WHEREAS, the funding will be used to provide recreational opportunities to the citizens of the State, and specifically Terrebonne Parish and the surrounding area.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2022 Adopted Operating Budget and 5-Year Capital Outlay Budget be amended for the Bayou Country Sports Park. (Attachment G)

SECTION VIII

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, hereby authorizes Gordon Dove, Parish President, to execute any and all documents for these amendments as approved by the legal department.

SECTION IX

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

SECTION X

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.

ATTACHMENT A - Houma Police Department

	2022		
	Adopted	Change	Amended
LHSC Year Long Program		(81,585)	(81,585)
Fund Balance (increase)		81,585	81,585

ATTACHMENT B - Houma Police Department

	2022		
	Adopted	Change	Amended
LHSC Year Long Program	-	(81,000)	(81,000)
Other Fees	87,873	81,000	168,873

ATTACHMENT C - Houma Police Department

	2022		
	Adopted	Change	Amended
Overtime Pay		13,023	13,023
Other Fees		5,451	5,451
Multi-task Force		(18,474)	(18,474)
Univ Hiring/Multi Task Grants		(13,023)	(13,023)
Fund Balance (increase)		13,023	13,023

ATTACHMENT D - General Fund

	2022		
	Adopted	Change	Amended
Office Equipment		145,000	145,000
PEG Computer Equipment	80,668	(40,000)	40,668
Fund Balance (decrease)	n/a	(105,000)	n/a

ATTACHMENT E - PDMC/RFC Grants

	2022		
	Adopted	Change	Amended
PDMC PL-06-LA-2018-001		86,921	86,921
PDMC PL-06-LA-2018-002		(64,208)	(64,208)
PDMC PL-06-LA-2018-003		(22,713)	(22,713)

ATTACHMENT F - FMA Flood Mitigation

	2022		
	Adopted	Change	Amended
FMA PJ-06-LA-2019-05		1,496,545	1,496,545
FMA PJ-06-LA-2019-06		(1,363,797)	(1,363,797)
FMA PJ-06-LA-2019-07		(132,748)	(132,748)

ATTACHMENT G - Bayou Country Sports Park

	2022		
	Adopted	Change	Amended
Bayou Country Sports Park	1,382,963	500,000	1,882,963
Act 120 of 21 Reg Session-BCSP		(500,000)	(500,000)

Terrebonne Parish Consolidated Government
Public Safety Fund
Budget Amendment
2/24/2022

	Current	Adjustment	Final
204-000-6342-04 LHSC Year Long Program	0	81,585	81,585
204-000-5111-00 Fund Balance		(81,585)	

To add \$81,585 of new awarded funds for the Houma Police Department Overtime Traffic Safety Enforcement Program. The budget was added to the expense accounts, but the revenue was not added because we had not received the new contract yet.

Section I



JOHN BEL EDWARDS
GOVERNOR

Lisa Freeman
EXECUTIVE DIRECTOR

State of Louisiana
Department of Public Safety and Corrections
Louisiana Highway Safety Commission
January 4, 2022

Captain Bobbie O'Bryan
Project Director
Houma Police Department
500 Honduras Street
Houma, LA 70360

RE: High Visibility Traffic Safety Enforcement -- Houma Police Department
2022-30-26
\$81,585.00

Dear Captain O'Bryan:

Enclosed please find a finalized copy of the contract for your files. You are hereby authorized to commence work as stipulated in the contract.

Please file your electronic claims for reimbursement on a monthly basis in accordance with the terms provided in the subgrant agreement and as described in the LHSC Subgrant Manual which is available on our website <http://lahighwayafety.org/grant.html#forms>. Electronic claims should be submitted to LHSCclaims@dps.la.gov.

If you have any questions, please contact the LHSC Program Coordinator listed below at (225) 925-6991.

Sincerely,

Cedina Benton
PTS Contractor/Coordinator
Louisiana Highway Safety Commission

TB:cw

cc: Finance
LHSC Finance
LHSC File

"BUCKLE UP LOUISIANA - WE CARE"
P.O. BOX 66336, BATON ROUGE, LA 70896
(225) 925-6991

SUB-GRANT BETWEEN STATE OF LOUISIANA

DEPARTMENT OF PUBLIC SAFETY
Public Safety Services
Louisiana Highway Safety Commission

and

SUB-GRANTEE: Terrebonne Parish Consolidated Government SUB-GRANTEE UNIQUE
IDENTIFIER NUMBER: WTBJJFPVF5K8

PROJECT TITLE: High Visibility Traffic Safety Enforcement

FEDERAL AWARDDING AGENCY: U.S. DEPARTMENT OF TRANSPORTATION/NATIONAL HIGHWAY TRAFFIC
SAFETY ADMINISTRATION (NHTSA)

SUBGRANTEE PERIOD OF PERFORMANCE: Begin Date: 10/01/2021 End Date: 9/30/2022

<u>AWARD DESCRIPTION</u>	<u>ASSISTANCE LISTING NUMBER</u>	<u>FAIN NUMBER</u>	<u>AMOUNT AWARDED GRANTEE</u>	<u>D/N*</u>
164 Transfer Funds-AL	20.608	69A37521300001640LAA	\$55,870.00	N
FAST Act NHTSA 402	20.600	69A37522300004020LA0	\$25,715.00	N

TOTAL FEDERAL AWARD: \$81,585.00

**Per NHTSA guidance State sub-grants are discretionary*

SUB-GRANTEE 0
MATCHING FUNDS AMOUNT:

SUB-GRANTEE PROJECTED PROGRAM INCOME:

BUDGET: (Attached)



X X X X

RESEARCH AND DEVELOPMENT AWARD: NO

LDR #: EXEMPT

SRM NUMBER (ISIS/LAGOV)

PROJECT NUMBER: 2022-30-26

FEDERAL EMPLOYER TAX ID NUMBER 726001390

STATE VENDOR NUMBER: 310003005

IMPLEMENTING AGENCY NAME:

(If different from Sub Grantee Name)

Houma Police Dept

TYPE OF SERVICES TO BE PROVIDED

PROFESSIONAL SERVICES ☐

CONSULTING SERVICES ☐

SOCIAL SERVICES ☐

PERSONAL SERVICES AGENCY ☐

GOVERNMENTAL ☒

COOPERATIVE ENDEAVOR ☐

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BO

A. Scope of Services

Conduct high visibility traffic safety enforcement overtime in support the Louisiana Highway Safety Commission (LHSC).

B. Sub-grantee Performance Measures:

Number of fatalities involving a driver or motorcycle operator with BAC at 0.08 or greater

Number of unrestrained passenger vehicle occupant fatalities

Number of enforcement hours conducted

Number of impaired driving checkpoints conducted/participated in

Number of impaired driving saturation patrols conducted

Number of occupant protection checkpoints conducted/participated in

Number of occupant protection saturation patrols conducted

Number (or percent) of nighttime occupant protection enforcement hours conducted

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C. Sub-grantee Performance Targets

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1. This sub-grant is a part of the Louisiana Highway Safety Commission (LHSC) statewide FFY 2022 Fatal and Injury Crash Reduction Effort. The primary objective of this effort is to reduce fatal and injury crashes on Louisiana roadways.
2. The sub-grantee agrees to support the LHSC statewide performance targets as listed on the LHSC website at: www.lahighwaysafety.org/
3. Impact the following parish/local target(s): Terrebonne
 - Reduce impaired driving related fatal crash rate 1 percent in target area.
 - Reduce unrestrained fatalities 1 percent in target area.
 - Increase occupant protection use rate by 1 percent in target area.
 - Reduce motorcyclist fatalities 1 percent in target area.
 - Reduce fatal crashes involving drivers age 20 or younger by 1 percent in target area.
4. Sub grantee Specific Performance Target(s):
 - a. Complete at least 90% of the contracted overtime enforcement hours by the end of the contract period.
 - b. Conduct/participate in at least four (4) day or night Occupant Protection (OP) Checkpoints, one per quarter, throughout the contract year.
 - c. Conduct/participate in at least two (2) Occupant Protection (OP) Checkpoints and/or Saturation Patrol efforts during the May Click It or Tickets campaign
 - d. Conduct/participate in the April Buckle Up In Your Truck Occupant Protection (OP) Enforcement campaign.
 - e. Conduct/participate in at least four (4) DWI Checkpoints and or Saturation Patrol efforts, one per quarter, throughout the contract year.
 - f. Work each of the twelve months of the performance period with special emphasis on the five waves listed under E. Sub-grant Requirements

D. Sub-grantee Deliverables:

1) Evidence-Based Enforcement Plan

- a) All agencies must use an evidence-based enforcement approach for this sub grant. Evidence-based enforcement requires your agency to:
 - i) Deploy enforcement resources based on the analysis of crashes, crash fatalities, and injuries. Crash analysis, and other traffic safety reports, may be located on-line at the LSU Center for Analytics and Research in Transportation Safety (CARTS) at: <http://crashdata.lsu.edu/> and the



National Highway Traffic Safety Administration (NHTSA) at: <https://www.nhtsa.gov/data>. Your agency is responsible for analysis of agency specific information to determine where to best deploy enforcement resources.

- ii) Continually follow-up and adjust your enforcement plan based on crash data analysis and changes in traffic safety problem identification.
- iii) Document (i) and (ii) above.

2) Other Special Conditions for Enforcement

- a) The acceptance of this LHSC contract and its reimbursement monies in no way requires or encourages the law enforcement agency to offer any reward or other benefit to any law enforcement officer based on the number of citations issued. Law prohibits tying rewards or benefits to a specific number of citations.
- b) Your agency will be considered to comply with LHSC performance expectations as long as they can demonstrate completion of enforcement activity efforts with some measure of success. Failure to achieve any performance expectation will not exclude your agency from consideration for future funding.

3) Occupant Protection Enforcement

If your sub-grant includes Occupant Protection Enforcement, your agency is expected to deploy enforcement resources during the hours of the day and days of the week that have the greatest deterrent effect based on an analysis of crash data and your evidence-based enforcement plan. Based on the statewide problem identification to reduce unrestrained fatalities, your agency is required to employ the following strategies:

- a) **Nighttime Drivers**
All agencies are required to conduct at least 15% of their occupant protection activities (both saturation patrols and checkpoints) during nighttime hours between 1800 hours and 0600 hours.
- b) **Pickup Truck Drivers**
All agencies are required to participate in the Buckle Up In Your Truck campaign. Enforcement activities include occupant protection checkpoints and/or saturation patrols focusing on pickup trucks.
- c) NHTSA does not require or encourage states to use arrest, citation, contact quotas, or ratios. As mandated by Congress, states use a performance measure framework agreed to by NHTSA and the Governors Highway Safety Association. All agencies should schedule enforcement officers to work High Visibility Traffic Enforcement focused on Occupant Protection, during the hours of the day and days of the week that have the greatest deterrent effect based on crash data. The production of officers should be commensurate with the occupant protection use rate in your jurisdiction, which is 93.2 for Terrebonne Parish. Agencies will be considered to comply with LHSC performance expectations as long as they demonstrate completion of enforcement activity efforts with some measure of success.

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Your agency is encouraged to participate in the half-day occupant protection/child passenger safety training for all officers working OP overtime enforcement. Additional information on the course may be obtained by calling Bridget Gardner at (504) 702-2296.

4) Impaired Driving Enforcement

If your sub-grant includes Impaired Driving Enforcement, your agency is expected to deploy enforcement resources during the hours of the day and days of the week that have the greatest deterrent effect based on an analysis of crash data and your evidence-based enforcement plan. Based on the statewide problem identification to reduce alcohol-impaired driving fatalities, your agency is required to employ the following strategies and measures:

- a) When conducting sobriety checkpoints, your agency will adhere to Supreme Court guidance as set forth in State of LA v. Leon Jackson located at the listed link below.
<http://www.lasc.org/opinions/2000/00kk0015.opn.pdf>

Additional guidance on procedural orders may be obtained via Louisiana State Police, Operational Development, (225) 925-6202

- b) Conduct Impaired Driving checkpoints and/or saturation patrols on at least four (4) nights during each of the four (4) NHTSA/LHSC Impaired Driving waves listed in this contract under E. Sub grant Requirements #7.
- c) Conduct Impaired Driving checkpoints and/or saturation patrols at high-risk locations within your jurisdictions.
- d) Conduct Impaired Driving checkpoints and/or saturation patrols in a highly visible manner, supported by public information and education (PI&E) activities.
- e) NHTSA does not require or encourage states to use arrest, citation, contact quotas, or ratios. As mandated by Congress, states use a performance measure framework agreed to by NHTSA and the Governors Highway Safety Association. All agencies should schedule enforcement officers to work High Visibility Traffic Enforcement focused on Impaired Driving, during the hours of the day and days of the week that have the greatest deterrent effect based on crash data. The production of officers should be commensurate with the impaired driving related fatal crash rate in your jurisdiction which is 44.44 for Terrebonne Parish in 2020. Agencies will be considered to comply with LHSC performance expectations as long as they demonstrate completion of enforcement activity efforts with some measure of success.
- f) Encourage SFST Certifications for all officers working DWI overtime enforcement.
- g) Your agency is encouraged to conduct joint DWI checkpoints with other agencies, including the Louisiana State Police.
- h) Provide press release notice of your agencies scheduled DWI checkpoints on grant overtime to: terry.chustz@la.gov
- i) Clearly document Impaired Driving checkpoints and/or saturation patrols, and your agencies supporting PI&E activities, on the monthly LHSC reimbursement forms Annexes B and the online Annex C.



- j) Expend no more than 40% of Impaired Driving funds to conduct Impaired Driving checkpoints.
- k) Your agency is encouraged to participate in LADRIVING, the electronic DWI arrest report system. This program is web-based, secure, paperless, and is provided free of charge along with necessary training. For information and/or training contact the LHSC LADRIVING training coordinator, Cory Reece, at: Cory.Reece@la.gov or ladriving@la.gov

5) Other Traffic Safety Activities

- a) **Speed Enforcement:** If your contract includes Speed enforcement, your agency is expected to deploy enforcement resources during the hours of the day and days of the week that have the greatest deterrent effect based on an analysis of crash data. Your agency is responsible for analysis of agency specific information to determine where to best deploy enforcement resources. Agencies will be considered to comply with LHSC performance expectations as long as they demonstrate completion of enforcement activity efforts with some measure of success.
- b) **Juvenile Underage Drinking Enforcement:** If your contract includes juvenile underage drinking enforcement (JUDE) your agency will work overtime enforcement hours geared toward the reduction of underage drinking. Enforcement operations will be conducted at retail alcohol beverage establishments, special events (such as sports events), and areas where underage procurement and consumption are identified.
- c) **Motorcycle Enforcement:** All agencies are encouraged to conduct motorcycle endorsement checks as part of normal traffic safety enforcement efforts.
- d) **Moving or Other Hazardous Violations Enforcement.** Take appropriate enforcement action on other hazardous moving violations observed during grant- funded overtime and report those actions on monthly Annex C reports.
- e) **Pedestrian and Non-Motorized Enforcement:** If your contract includes Non-Motorized enforcement, your agency will work overtime hours geared toward the enforcement of laws relating to the safety of pedestrian, bicycle, and non-motorized transportation safety. Your agency is expected to deploy enforcement resources during the hours of the day and days of the week that have the greatest deterrent effect based on an analysis of the crash data. Your agency is responsible for analysis of agency specific information to determine where to best deploy enforcement resources. Agencies will be considered to comply with LHSC performance expectations as long as they demonstrate completion of enforcement activity efforts with some measure of success.
- f) **Rail Grade Enforcement:** If your contract includes Rail Grade enforcement, your agency will work overtime hours geared toward the enforcement of laws relating to rail grade crossing safety. Your agency is expected to deploy enforcement resources during the hours of the day and days of the week that have the greatest deterrent effect based on an analysis of the crash data. Your agency is responsible for analysis of agency specific information to determine where to best deploy enforcement resources. Agencies will be considered to comply with LHSC performance expectations as long as they demonstrate completion of enforcement activity

efforts with some measure of success.

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6) Earned Media

- a) Issue at least one press release, and/or participate in at least one public press event (examples: radio and television interviews, press conferences, etc.) related to your agency receiving a grant from the LHSC to conduct additional traffic safety enforcement activities throughout the year by November 30, 2021.
- b) Issue at least one press release, and/or participate in at least one public press event (examples: radio and television interviews, press conferences, etc.) related to your receipt of the grant and participation in sustained Nighttime Enforcement of the State's seat belt and child passenger safety laws.
- c) Issue at least one press release, and/or participate in at least one public press event (examples: radio and television interviews, press conferences, etc.) related to your receipt of the grant and participation in the LHSC Buckle Up In Your Truck traffic safety campaign during the first week of the campaign that runs from APR 23-30, 2022.
- d) Issue at least one press release, and/or participate in at least one public press event (examples: radio and television interviews, press conferences, etc.) related to your receipt of the grant and participation in the NHTSA/LHSC Click It or Ticket traffic safety campaign during the first week of the campaign that runs from November 22-28, 2021 and the Click it or Ticket National Mobilization that runs from May 23- June 5, 2022.
- e) Issue at least one press release, and/or participate in at least one public press event (examples: radio and television interviews, press conferences, etc.) related to your receipt of the grant and participation in the NHTSA/LHSC Drive Sober or Get Pulled Over traffic safety campaign during the first week of the campaign that runs from DEC 17, 2021-JAN 1, 2022.

No Attachments

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E. Sub-grant Requirements

1. Your agency must provide the LHSC Coordinator with a copy of your internal control procedures for monitoring federal grants prior to submission of your first grant claim.
2. The LHSC supports Louisiana's Strategic Highway Safety Plan (SHSP) Regional Traffic Safety Coalitions. All sub-grantees are strongly encouraged to participate in their regional Traffic Safety Coalition. **For coalition meeting information, please visit www.destinationzerodeaths.com.**
3. All reimbursement requests must be submitted monthly and include all supporting documentation. All reimbursement requests must be verified for accuracy and sub-grant compliance prior to submission.
4. Notify the LHSC Commission members and LHSC staff members prior to activities and events conducted in support of this sub-grant.
5. Earned media:
 - a. Public awareness and education is a critical component of traffic safety. The use of earned media through press releases and public press events is designed to increase public awareness about ongoing education and enforcement efforts and to gain voluntary compliance with traffic safety laws.
 - b. You are encouraged to engage your local media outlets through the grant year to increase public awareness of traffic safety issues and your agency's traffic safety efforts.
 - c. The LHSC understand that agencies do not have control over what your local media outlets actually publish. Submission of a press release to a media outlet demonstrates compliance with the earned media requirement listed below.
6. Copies of required press releases and/or other media event documentation must be included with the monthly claim packet and indicated on the Annex C.
7. Support the LHSC/National Highway Traffic Safety Administration campaigns for occupant protection and impaired driving.

Occupant Protection

Click It or Ticket Thanksgiving
Buckle Up in Your Truck
Click It or Ticket National Mobilization

November 22-28, 2021
April 23-30, 2022
May 23-June 5, 2022

Impaired Driving

Drive Sober or Get Pulled Over Christmas/New Year
Drive Sober or Get Pulled Over Mardi Gras
Underage Drinking Prevention Month
Drive Sober or Get Pulled Over Independence Day
Drive Sober or Get Pulled Over National Mobilization

December 17, 2021 - January 1, 2022
February 18 – March 1, 2022
April 1-30, 2022
July 1-5, 2022
August 19 – September 5, 2022

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8. Your agency is required to:
- Submit an approval request to the LHSC (15 days) in advance for any materials circulated publicly on behalf of the LHSC.
 - Coordinate all press events, including but not limited to, press releases, media advisories, and press inquiries, with the LHSC Coordinator.
9. If funded in this agreement, any travel and other allowable expenses shall be reimbursed in accordance with the Division of Administration State General Travel Regulations, within the limits established for State Employees as defined in **Division of Administration Policy and Procedure Memorandum No. 49 (PPM 49)**. All out of state travel will be subject to prior approval by the LHSC.
- Routine in-state travel is mileage at approved state rate only, out-of-state travel will include lodging, mileage, airfare, and conference registration fees, hotel and airport parking, and taxi/shuttle transportation. Out-of-state destinations shall include highway safety related conference only. Travel not specified on the sub-grant budget summary page must be submitted in writing and approved in advance by the LHSC Executive Director.
- Submit requests for out-of-state conference travel to LHSC within the first quarter of the sub-grant year or within 90 days of received an approved sub-grant. Extension of this period must be specifically approved by the LHSC. Requests for travel cost reimbursements must include a **Travel Expense Account Form (DPSMF1382)**. All travel, other than the routine in-state mileage, must be approved by the LHSC no later than 15 days prior to the date of travel.
10. If included as part of this sub-grant agreement, the agency will make any LHSC approved equipment or other purchases in the first quarter of the sub-grant or within 90 days of receiving an approved sub-grant. Prior to placing the order, the agency will submit specifications for the items to be ordered to the LHSC Program Coordinator for review and approval. Once approval is received, the agency may order approved items. All purchases must be in accordance with State of Louisiana purchasing guidelines. For additional information, please refer to the LHSC Sub-grant Manual and the Louisiana Office of State Procurement website – <https://www.doa.la.gov/Pages/osp/Index.asp>

11. Your agency agrees to work with the LHSC Law Enforcement Liaison (LEL) assigned to your area:

David Landry (Troop C)

Phone #: (225)806-0404 Email: dlandry76@charter.net

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F. Funding

1. Funding for this sub-grant begins on October 1, 2021 and ends September 30, 2022. This funding is not transferable to the following fiscal year and should be used in the fiscal year as planned. All reporting and close out requirements contained in the LHSC Manual for Sub-grants apply to this sub-grant.

The LHSC funds are to be used to promote traffic safety and to save lives and are not intended to be used for monetary gain of any kind.

G. Project Reporting, Monitoring, and Evaluation

1. Complete reimbursement claims, including applicable Annexes must be submitted on a monthly basis. Your agency will receive claim packets or a link to claim packets prior to your first submission due date. Claims must be received by LHSC no later than the 20th of the month. Due to state and federal audit requirements, no corrections are allowed in the amounts on the Annex A. Please review claims carefully prior to submission. Claims needing corrections/revisions will be returned to the submitting agency for corrections which will result in a delay of your agency's reimbursement. **Important Reminder: Final claims for reimbursement must be received by October 30, 2022.**

PAYMENT WILL BE MADE ONLY UPON APPROVAL OF: Cedina Benton

Sub-grantee agrees that project activities, reporting, monitoring, and evaluation will be in accordance with the current LHSC Manual for Sub-grants which includes Certifications and Assurances required by all federal fund sub-grantees and is available for review at

www.lahighwaysafety.org

Sub-grantee agrees that reimbursement claims, including all documentation and contractually agreed upon data will be submitted on a monthly basis. Incomplete or incorrect claim forms will not be processed by LHSC. They will be returned to the sub-grantee. All claims must be submitted as directed by LHSC Coordinator.

2. All records and supporting documentation related to this sub-grant must be maintained by the agency for the current year plus five (5) years.
3. The sub-grantee has the duty to fully cooperate with the State and provide any and all requested information, documentation, etc. to the state when requested. This applies even if this agreement is terminated and/or a lawsuit is filed. Specifically, the sub-grantee shall not limit or impede the State's right to audit or shall not withhold State owned documents.
4. The Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors shall have the option of auditing all accounts of sub-grantee which relate to this agreement.

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H. Taxes

Before the sub-grant may be approved, La. R.S. 39:1624(A)(10) requires the Office of State Procurement to determine that the Sub-grantee is current in the filing of all applicable tax returns and reports and in the payment of all taxes, interest, penalties, and fees owed to the state and collected by the Department of Revenue. The Sub-grantee shall provide its seven-digit LDR Account Number to the State for this determination. The State's obligations are conditioned on the sub-grant resolving any identified outstanding tax compliance discrepancies with the Louisiana Department of Revenue within seven (7) days of such notification. If the sub-grantee fails to resolve the identified outstanding tax compliance discrepancies within seven days of notification, then the using agency may proceed with alternate arrangements without notice to the sub-grant and without penalty.

I. Termination for Cause

Should the State determine that the sub-grantee has failed to comply with the Sub-grant's terms; the State may terminate the Sub-grant for cause by giving the sub-grantee written notice specifying the Contractor's failure. If the State determines that the failure is not correctable, then the Sub-grant shall terminate on the date specified in such notice. If the State determines that the failure may be corrected, the State shall give a deadline for the sub-grantee to make the correction. If the State determines that the failure is not corrected by the deadline, then the State may give additional time for the sub-grant to make the corrections or the State may notify the sub-grantee of the Sub-grant termination date.

If the sub-grantee seeks to terminate the Sub-grant, the sub-grantee shall file a complaint with the Chief Procurement Officer under La. R.S. 39:1672.2-1672.4.

J. Termination for Convenience

State may terminate the Sub-grant at any time without penalty by giving thirty (30) days written notice to the sub-grantee of such termination or negotiating with the sub-grantee termination date. Sub-grantee shall be entitled to payment for deliverables in progress; to the extent the State determines that the work is acceptable.

K. Remedies for Default

Any claim or controversy arising out of this sub-grant shall be resolved by the provisions of LSA - R.S. 39:1672.2 - 1672.4.

L. Other Remedies

If the sub-grantee fails to perform in accordance with the terms and conditions of this Sub-grant, or if any lien or claim for damages, penalties, costs and the like is asserted by or against the State, then, upon notice to the Contractor, the State may pursue all remedies available to it at law or equity, including retaining monies from amounts due the sub-grantee and proceeding against any surety of the Contractor.

M. Governing Law

This Sub-grant shall be governed by and interpreted in accordance with the laws of the State of Louisiana,

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including but not limited to La. R.S. 39:1551-1736; rules and regulations; executive orders; standard terms and conditions, special terms and conditions, and specifications listed in the RFP (if applicable); and this Sub-grant. Venue of any action brought, after exhaustion of administrative remedies, with regard to this Sub-grant shall be in the Nineteenth Judicial District Court, Parish of East Baton Rouge, State of Louisiana.

N. E-Verify

Contractor acknowledges and agrees to comply with the provisions of La. R.S. 38:2212.10 and federal law pertaining to E-Verify in the performance of services under this Sub-grant.

O. Record Ownership

All records, reports, documents and other material delivered or transmitted to sub-grantee by State shall remain the property of State, and shall be returned by sub-grantee to State, at Contractor's expense, at termination or expiration of the Sub-grant. All material related to the Sub-grant and/or obtained or prepared by sub-grantee in connection with the performance of the services sub-granted for herein shall become the property of State, and shall be returned by sub-grantee to State, at Contractor's expense, at termination or expiration of the Sub-grant.

P. Contractor's Cooperation

The sub-grantee has the duty to fully cooperate with the State and provide any and all requested information, documentation, etc. to the state when requested. This applies even if this Sub-grant is terminated and/or a lawsuit is filed. Specifically, the sub-grantee shall not limit or impede the State's right to audit or shall not withhold State owned documents.

Q. Assignability

Contractor may assign its interest in the proceeds of this Sub-grant to a bank, trust company, or other financial institution. Within ten calendar days of the assignment, the sub-grantee shall provide notice of the assignment to the State and the Office of State Procurement. The State will continue to pay the sub-grantee and will not be obligated to direct payments to the assignee until the State has processed the assignment.

Except as stated in the preceding paragraph, sub-grantee shall only transfer an interest in the Sub-grant by assignment, novation, or otherwise, with prior written consent of the State. The State's written consent of the transfer shall not diminish the State's rights or the Contractor's responsibilities and obligations.

R. Right to Audit and Record Retention

Any authorized agency of the State (e.g. Office of the Legislative Auditor, Inspector General's Office, etc.) and of the Federal Government has the right to inspect and review all books and records pertaining to services rendered under this sub-grant for a period of five years from the date of final payment under the prime sub-grant and any subcontract. The sub-grantee and subcontractor shall maintain such books and records for this five-year period and cooperate fully with the authorized auditing agency. sub-grantee and subcontractor shall comply with federal and state laws authorizing an audit of their operations as a whole, or of specific program activities.


S. Fiscal Funding

The continuation of this sub-grant is contingent upon the appropriation of funds to fulfill the requirements of the sub-grant by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the sub-grant, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the sub-grant, the sub-grant shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

T. Non-Discrimination

Contractor agrees to abide by the requirements of the following as applicable and amended: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964; Equal Employment Opportunity Act of 1972; Federal Executive Order 11246; the Rehabilitation Act of 1973; the Vietnam Era Veteran's Readjustment Assistance Act of 1974; Title IX of the Education Amendments of 1972; Age Discrimination Act of 1975; Fair Housing Act of 1968; and, Americans with Disabilities Act of 1990.

Contractor agrees not to discriminate in its employment practices, and shall render services under this sub-grant without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, disability, or age in any matter relating to employment. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this sub-grant.

U. Continuing Obligation

Contractor has a continuing obligation to disclose any suspensions or debarment by any government entity, including but not limited to General Services Administration (GSA). Failure to disclose may constitute grounds for suspension and/or termination of the Sub-grant and debarment from future Contracts.

V. Eligibility Status

Contractor, and each tier of Subcontractors, shall certify that it is not on the List of Parties Excluded from Federal Procurement or Non-Procurement Programs promulgated in accordance with E.O.s 12549 and 12689, "Debarment and Suspension," as set forth at 24 CFR part 24.

W. Confidentiality

Contractor shall protect from unauthorized use and disclosure all information relating to the State's operations and data (e.g. financial, statistical, personal, technical, etc.) that becomes available to the sub-grantee in carrying out this Sub-grant. Sub-grantee shall use protecting measures that are the same or more effective than those used by the State. Sub-grantee is not required to protect information or data that is publicly available outside the scope of this Sub-grant; already rightfully in the Contractor's possession; independently developed by the sub-grantee outside the scope of this Sub-grant; or rightfully obtained from third parties.

Under no circumstance shall the sub-grantee discuss and/or release information to the media concerning this project without prior express written approval of the State.

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X. Amendments

Any modification to the provisions of this Sub-grant shall be in writing, signed by all parties, and approved by the required authorities.

Y. Prohibition of Discriminatory Boycotts of Israel

In accordance with R.S. 39:1602.1, for any for \$100,000 or more and for any sub-grant with five or more employees, the sub-grant certifies that neither it nor its subcontractors are engaged in a boycott of Israel, and that the sub-grantee and any subcontractors shall, for the duration of this sub-grant, refrain from a boycott of Israel. The State reserves the right to terminate this sub-grant if the Contractor, or any Subcontractor, engages in a boycott of Israel during the term of this sub-grant.

Z. Cybersecurity Training

In accordance with La. R.S. 42:1267(B)(3) and the State of Louisiana's Information Security Policy, if the Contractor, any of its employees, agents, or subcontractors will have access to State government information technology assets, the Contractor's employees, agents, or subcontractors with such access must complete cybersecurity training annually, and the sub-grantee must present evidence of such compliance annually and upon request. The sub-grantee may use the cybersecurity training course offered by the Louisiana Department of State Civil Service without additional cost or may use any alternate course approved in writing by the Office of Technology Services.

For purposes of this Section, "access to State government information technology assets" means the possession of credentials, equipment, or authorization to access the internal workings of State information technology systems or networks. Examples would include but not be limited to State-issued laptops, VPN credentials to credentials to access the State network, badging to access the State's telecommunications closets or systems, or permissions to maintain or modify IT systems used by the State. Final determination of scope inclusions or exclusions relative to access to State government information technology assets will be made by the Office of Technology Services.

AA. Code of Ethics

The sub-grantee acknowledges that Chapter 15 of Title 42 of the Louisiana Revised Statutes (R.S. 42:1101 et. seq., Code of Governmental Ethics) applies to the Contracting Party in the performance of services called for in this Sub-grant. The sub-grantee agrees to immediately notify the state if potential violations of the Code of Governmental Ethics arise at any time during the term of this Sub-grant.

LHSC SUBGRANT MANUAL ACKNOWLEDGEMENT:

Review LHSC Subgrant Manual

DocuSigned by:
Bobbie O'Bryan
57464931A92743C...

10/17/2021 | 12:48 PM EDT

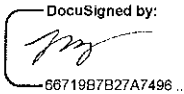
This signature acknowledges that I have READ/REVIEWED/RECEIVED, UNDERSTOOD, and AGREE to the Terms and Conditions set forth in the LHSC Sub grant Manual. I will adhere to all provisions set forth in the sub grant manual.

Sub-grant Approval

This sub-grant is not effective until executed by all parties and approved in writing by the Office of State Procurement, in accordance with LSA-R.S.39:1595.1.

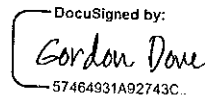
THUS DONE AND SIGNED AT Baton Rouge, Louisiana on the day, month and year first written above. IN WITNESS WHEREOF, the parties have executed this Agreement as of this day 10/19/2021 | 12:38 PM CDT

STATE AGENCY SIGNATURE:

DocuSigned by:

66719B7B27A7496 ..

Executive Director and Governor's Highway Safety
Representative
7919 Independence Blvd
Phone# (225) 925-6991 Fax# (225) 922-0517

SUB-GRANT AUTHORIZING SIGNATURE

DocuSigned by:

57464931A92743C ..

Title: Parish President

LOUISIANA HIGHWAY SAFETY COMMISSION
FFY 2022 BUDGET

Contractor: Houma Police Department					2022-30-26		
1. PERSONAL SERVICES (Salaries and Benefits)					AMOUNTS		TOTAL
		<i>Select One ↓</i>	<i>Select One ↓</i>				
Salaries/Wages:	Fund	Hourly Rate	Total Hours	LHSC Federal Funds	Matching Funds/ Program Income	PROJECT COSTS	
Title or Activity	<i>Select Below</i>						
Occupant Protection Enforcement OT	402	\$37	695.00	\$25,715.00		\$25,715.00	
Impaired Driving Enforcement (AL only) OT	164AL	\$37	810.00	\$29,970.00		\$29,970.00	
JUDE OT	164AL	\$37	700.00	\$25,900.00		\$25,900.00	
				\$0.00		\$0.00	
				\$0.00		\$0.00	
				\$0.00		\$0.00	
				\$0.00		\$0.00	
				\$0.00		\$0.00	
				\$0.00		\$0.00	
				\$0.00		\$0.00	
Subtotal Salaries				\$81,585.00	\$0.00	\$81,585.00	
Related Benefits		Fund (Select Below)					
						\$0.00	
						\$0.00	
						\$0.00	
Subtotal Related Benefits				\$0.00	\$0.00	\$0.00	
TOTAL SALARIES AND RELATED BENEFITS				\$81,585.00	\$0.00	\$81,585.00	
2. TRAVEL (SELECT BELOW)		Fund (Select Below)		Description			
						\$0.00	
						\$0.00	
						\$0.00	
Subtotal Travel				\$0.00	\$0.00	\$0.00	
TOTAL PERSONAL SERVICES				\$81,585.00	\$0.00	\$81,585.00	
3. CONTRACTUAL SERVICES		Fund (Select Below)		Description			
Provider Name							
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
TOTAL CONTRACTUAL SERVICES				\$0.00	\$0.00	\$0.00	
4. OPERATING SERVICES LIST		Fund (Select Below)					
						\$0.00	
						\$0.00	
						\$0.00	
TOTAL OPERATING SERVICES				\$0.00	\$0.00	\$0.00	
5. SUPPLIES		Fund (Select Below)	# Items	Price Per			
					\$0.00	\$0.00	
					\$0.00	\$0.00	
					\$0.00	\$0.00	
TOTAL SUPPLIES				\$0.00	\$0.00	\$0.00	
6. EQUIPMENT		Fund (Select Below)	Number	Per Unit \$			
					\$0.00	\$0.00	
					\$0.00	\$0.00	
TOTAL EQUIPMENT				\$0.00	\$0.00	\$0.00	
7. INDIRECT COSTS		Type Rate: (Select)-->	Select Here	Rate: (Enter Here) ->			
		Fund (Select Below)	Total Funds				
					\$0.00	\$0.00	
					\$0.00	\$0.00	
					\$0.00	\$0.00	
					\$0.00	\$0.00	
TOTAL INDIRECT COSTS				\$0.00	\$0.00	\$0.00	
GRAND TOTAL				\$81,585.00	\$0.00	\$81,585.00	

Instruction to complete the excel claim packet

Claim packets have changed again to hopefully reduce redundancies and errors with submission. Most of the data entered will be done in the same manner as before. Each month we will be sending a new claim with the updated prior claims balances. We ask that you verify the information and review for accuracy prior to submission. Below are the steps that you will need to follow to complete the claims. If you encounter a cell that you are trying to click on and it will not let you in or a message displays that the cell is locked, move on and continue entering other data. Formulas are being used to auto fill as much as we possibly can.

Step 1: Open the excel claim packet and open each of the A-1 work logs. Enter the names, beginning & ending times and rate of pay on the work logs for each shift. Repeat this for each of the A-1 work logs. The totals entered will populate the amounts into the Annex A, Annex A-1 Cert, and Supporting Docs List tabs. ***You will not have to enter any information into those tabs.***

Step 2: Verify that the totals from the work logs are accounted for on the Annex A, Annex A-1 Certification, and Supporting Documents list.

Step 3: Print the Annex A, Annex A-1 Certification, and Supporting Documents list. The Annex A must be signed by the Project Director. If the Project Director is listed as working on any of the Annex A-1 work logs, the Annex A-1 Certification will need to be signed by the Project Director's supervisor.

Step 4: A new feature was incorporated into the Annex B. You will see a block with Enforcement Hours Scheduled and Enforcement Hours Worked. The Enforcement Hours Scheduled information should be entered per claim month along with other information regarding unplanned events and / or problems encountered during the claim month. The Enforcement Hours Worked will auto populate.

Step 5: Open the tab labeled Supporting Docs List. This tab has a block for the name of the person completing the claim along with a contact phone number. This information will assist the evaluator in contacting the person completing the claim packet in the event any issues arise. If the Project Director is not the person completing the claim, then the person who actually compiles the claim is the name and contact number to be listed.

Step 6: Open the Annex C tab and click on the links to the Formstack website to enter traffic statistical data. Please follow the instructions in completing the data entry for each enforcement effort conducted.

Step 7: Save As for your own files and close.

Step 8: Make a PDF of the signed Annex A and Annex A-1 Certification. Email the PDF and completed Excel file to LHSCclaim@la.gov and copy your LHSC Program Manager with the email.

Please scan (PDF) and email the signature sheets ONLY along with the corresponding Excel claim packet. Formstack information can be obtained by another source by the evaluator therefore it is not necessary for those forms to be scanned and sent. You should print and retain a copy of the Excel documents and Formstack confirmation email data for your records.

As each claim is submitted, the prior claims amounts will be entered by the LHSC Program Coordinator. The next claim will be updated and the claim form for the next month sent to the agency.

STEVE TROSCLAIR, CHAIRMAN

DARRIN W. GUIDRY, SR., VICE-CHAIRMAN

DISTRICT 1
JOHN NAVY
DISTRICT 3
GERALD MICHEL
DISTRICT 5
JESSICA DOMANGUE
DISTRICT 7
DANIEL BABIN
DISTRICT 9
STEVE TROSCLAIR



DISTRICT 2
CARL A. HARDING
DISTRICT 4
JOHN P. AMEDÉE
DISTRICT 6
DARRIN W. GUIDRY, SR.
DISTRICT 8
DIRK J. GUIDRY
COUNCIL CLERK
SUZETTE THOMAS

Post Office Box 2768 • Houma, LA 70361
Government Tower Building • 8026 Main Street, Suite 600 • Houma, LA 70360
Telephone: (985) 873-6519 • FAX: (985) 873-6521
suthomas@tpcg.org www.tpcg.org

August 26, 2021

MEMO TO: Chief Dana T. Coleman
Houma Police Department

FROM: Suzette Thomas
Council Clerk

RE: Louisiana Highway Safety Commission

Attached is a copy of Resolution No. 21-317 which authorizes the execution of an application form to the Louisiana Highway Safety Commission (LHSC) for the Federal Fiscal Year 2021-2022 LHSC Grant for the Houma Police Department.

By copy of this memo, the appropriate individuals are being advised of this action. Should you have any questions regarding this matter, feel free to contact me.

/st

Attachment

cc: Mr. Steve Ponville, Public Safety Director
Ms. Kandace Mauldin, Chief Financial Officer
Mrs. Kayla Dupre, Comptroller
Captain Bobbie O'Bryan w/ original
Mrs. Leilani Adams, Parish President's Secretary
Council Reading File

OFFERED BY: MR. D. J. GUIDRY
SECONDED BY: MR. D. BABIN

RESOLUTION NO. 21-317

A resolution authorizing the Parish President to execute an application form to the Louisiana Highway Safety Commission (LHSC) for the Federal Fiscal Year 2021/2022 LHSC 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 Louisiana Highway Safety Commission (LHSC) for the Federal Fiscal Year 2021/2022 LHSC Grant in the amount of Eighty-One Thousand Five Hundred and Eighty Five dollars (\$81,585.00) for the Terrebonne Parish Consolidated Government, The Funding will provide grant funding to improve the effectiveness and safety of our Police Officers by providing them with overtime to address highway safety issues such as Seat Belt Enforcement, Impaired Driving, and Juvenile Underage Drinking Enforcement (JUDE) and,

WHEREAS, the Parish Administrative staff and the Parish Finance Department will oversee the application process in the implementation and meeting all the requirements set forth by the Louisiana Highway Safety Commission (LHSC) 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 from the Louisiana Highway Safety Commission (LHSC) and to address other matters relative thereto.

THERE WAS RECORDED:

YEAS: J. Domangue, D. W. Guidry, Sr., D. Babin, D. J. Guidry, S. Trosclair, C. Harding, G. Michel, and J. Amedée.

NAYS: None.

NOT VOTING: None.

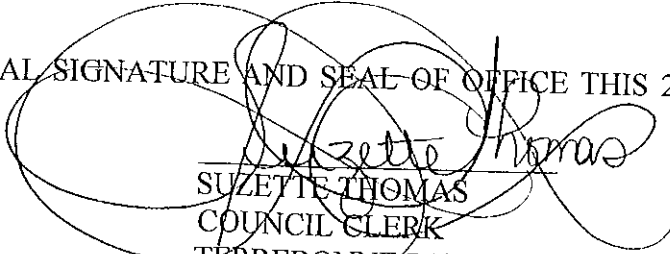
ABSTAINING: None.

ABSENT: J. Navy.

The Chairman declared the resolution adopted on this the 23rd day of August 2021.

I, SUZETTE THOMAS, Council Clerk of the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Budget and Finance Committee on August 23, 2021, and subsequently ratified by the Assembled Council in Regular Session on August 25, 2021, at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS 26th DAY OF AUGUST 2021.


SUZETTE THOMAS
COUNCIL CLERK

TERREBONNE PARISH COUNCIL

Terrebonne Parish Consolidated Government
 LCLE
 Region 11 SANE Coordinator Project 8
 Budget Amendment
 1/13/2022

	Current	Adjustment	Final
216-000-6342-04 Revenue	-	(81,000)	(81,000)
216-215-8349-01 Consultants	134,000	81,000	215,000

This grant provides funding for a SANE Nurse Coordinator. The SANE Coordinator provides leadership and coordination of the development and activities of a pool of SANE nurses for a 7 parish region. The Coordinator meets all SANE qualifications to participate in on-call rotation. The Coordinator will interact with persons/departments to ensure the program runs smoothly.

**LOUISIANA COMMISSION ON LAW
ENFORCEMENT**

LCLE USE ONLY

Applicant Hereby Applies to the LCLE for Financial
Support for the Within-Described Project:

Receipt Date	Award Date	Subgrant Number(s)
4/7/2021	12/21/2021	2019-VA-01 6074

1. Type of Funds for which you are applying	Victims Of Crime Act- Victims Assistance (Federal 16.575 VOCA)		
2. Applicant	Name Of Applicant: Terrebonne Parish Consolidated Government - Houma Police Department		
	Federal I.D: 726001390		Parish: Terrebonne
	Street Address Line 1: 8026 Main Street		
	Address Line 2:		Address Line 3: PO Box 2768
	City: Houma		State: LA Zip: 70360-2768
3. Recipient Agency	Terrebonne Parish Consolidated Government - Houma Police Department		
4. Project Director	Name: Captain Bobbie O'Bryan		Title: Administrator
	Agency: Terrebonne Parish Consolidated Government - Houma		
	Street Address Line 1: 500 Honduras Street		
	Address Line 2:		Address Line 3: PO Box 2768
	City: Houma		State: LA Zip: 70360-2788
5. Financial Officer	Name: Mrs. Jordan Kelly		Title: Accountant I
	Agency:		
	Street Address Line 1: 8026 W Main St.		
	Address Line 2:		Address Line 3:
	City: Houma		State: LA Zip: 70360
6. Contact	Name: Captain Bobbie O'Bryan		Title: Administrator
	Agency: Terrebonne Parish Consolidated Government - Houma		
	Street Address Line 1: 500 Honduras Street		
	Address Line 2:		Address Line 3: PO Box 2768
	City: Houma		State: LA Zip: 70360-2788
7. Brief Summary of Project	Short Title (May not exceed 50 characters)		
	Region 11 SANE Coordinator Project 8		
	(Do Not Exceed Space Provided)		
	The SANE Coordinator provides leadership and coordination of the development and activities of a pool of SANE nurses for a 7-parish region. The Coordinator meets all SANE qualifications to participate in on-call rotation. The coordinator will interact w/persons/departments to ensure the program runs smoothly		

8. Subgrant Budget TOTAL BUDGET BY CATEGORY

BUDGET CATEGORY	AMOUNT
PERSONNEL	0.00
EMPLOYEE BENEFITS	0.00
TRAVEL (INCLUDING TRAINING)	0.00
EQUIPMENT	0.00
SUPPLIES & OPERATING EXPENSES	0.00
CONSULTANTS	101,250.00
CONSTRUCTION	0.00
OTHER	0.00
TOTAL	101,250.00

9. TOTAL BUDGET BY FUND SOURCE

FUND SOURCE	AMOUNT	PERCENT
FEDERAL	81,000.00	80%
STATE	0.00	
PROJECT INCOME	0.00	
INTEREST	0.00	
STATE MATCH	0.00	
CASH MATCH (NEW APPROP.)	20,250.00	20%
IN-KIND MATCH	0.00	
PROJECT INCOME MATCH	0.00	
TOTAL	101,250.00	100%

10. Project Start Date: 7/1/2021

Project End Date: 6/30/2022

11. IN WITNESS WHEREOF, the Applicant has caused this subgrant application to be executed, attested, and ensealed by its proper officials, pursuant to legal action authorizing the same to be done.

DATE

Terrebonne Parish Consolidated Government - Houma Police Department
NAME OF APPLICANT AGENCY

SIGNATURE OF AUTHORIZED OFFICIAL

TITLE OF AUTHORIZED OFFICIAL

(SEAL)

NOTE: The original copy must be signed in ink.
Titles of all signatories must be inserted.

LCLE USE ONLY

In response to this application, LCLE funds are hereby obligated for the project described by the subgrantee in the referenced application, subject to applicant acceptance.

EXECUTIVE DIRECTOR

DATE

Louisiana Commission on Law Enforcement

12. BUDGET DETAILS**A. AGENCY BUDGETS**

BY RECIPIENT AGENCY	YEAR 1	TOTAL
Terrebonne Parish Consolidated Government - Houma Police Department	101,250.00	101,250.00
Total:	101,250.00	101,250.00

Recipient Agency: Terrebonne Parish Consolidated Government - Houma Police Department

BY CATEGORY	YEAR 1	TOTAL
PERSONNEL	0.00	0.00
EMPLOYEE BENEFITS	0.00	0.00
TRAVEL (INCLUDING TRAINING)	0.00	0.00
EQUIPMENT	0.00	0.00
SUPPLIES & OPERATING EXPENSES	0.00	0.00
CONSULTANTS	101,250.00	101,250.00
CONSTRUCTION	0.00	0.00
OTHER	0.00	0.00
Total:	101,250.00	101,250.00

Applicant Agency: Terrebonne Parish Consolidated Government - Houma Police Department

BY SOURCE	YEAR 1	TOTAL
FEDERAL	81,000.00	81,000.00
STATE	0.00	0.00
PROJECT INCOME	0.00	0.00
INTEREST	0.00	0.00
STATE MATCH	0.00	0.00
CASH MATCH (NEW APPROP.)	20,250.00	20,250.00
IN-KIND MATCH	0.00	0.00
PROJECT INCOME MATCH	0.00	0.00
Total:	101,250.00	101,250.00

12. BUDGET DETAILS**A. AGENCY BUDGETS****Line Item Details for: Terrebonne Parish Consolidated Government - Houma Police Department****YEAR 1****CONSULTANTS - CONSULTANT****Justification:** The budget will be used to pay the SANE coordinator for the 12 months of the grant.

			<u>COST</u>
Name /	SANE Nurse Coordinator		
Position:			
Service	SANE Nurse Coordinator for Region 11		
Provided:			
	Cost per	Duration	
	30.00 per Hour	x 3375 Hour(s)	101,250.00
Consultants - Consultant - Year 1 Total:			101,250.00

YEAR 1 TOTAL: 101,250.00

13. SECTIONS:**A. VOCA Match Waiver Request****VOCA MATCH WAIVER REQUEST**

1. Match waivers, whether full or partial, are required to be well-justified at the time the VOCA subgrant application is submitted to LCLE. Should a match waiver be requested, you must answer the following questions.

1.1. Are you requesting a waiver of the VOCA match requirements?

No

1.1.1. Are you requesting a partial waiver?

No

1.1.2. Are you requesting a full waiver?

No

2. How is your agency currently meeting VOCA match requirements?

The match will be met by The Haven

3. What extenuating circumstances exist that impede your agency's ability to partially or fully match the VOCA funds requested?

None

4. Explain in detail how your agency considered all possible options to meet the match requirements using cash and in-kind sources not currently being used to meet match requirements for another federal award subgranted to your agency.

The Haven has match funding and in-kind sources that could be used that has nothing to do with any other federal award.

5. What methods did you use to consider all possible options for meeting match requirements for this proposed VOCA project?

Our agencies has been talking about funding this project for over 2 years and has an agreement with 6 of 7 parishes within our region.

6. What steps will your agency take in order to be able to meet the VOCA match requirements in the future?

Continue working with all parishes within Region 11 to be able to continuing funding the match money for the future of this project which will benefit all victims within all seven parishes

7. If a match waiver is approved, does your agency anticipate this is a one-time request or are there extenuating circumstances that will require a waiver request next year?

N/A

8. How would the denial of a match waiver impact this proposed VOCA project?

N/A

9. Would the agency have to decline all or part of the subgrant award if a match waiver is not granted?

N/A

13. SECTIONS:

10. Please provide any additional information regarding your request for a waiver of the VOCA match requirements necessary for this application. Attachments are welcomed.

N/A

13. SECTIONS:**B. LCLE Budget Summary With Cash & InKind Match**

1. Itemize the Budget Category expenditures.

(Verify that the Total Amount equals the Calculated Paid Amount and these totals must equal the Budget Section totals.)

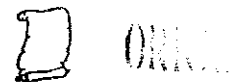
ID	Budget Category	Total Amount	Amount Paid with Federal Dollars	Amount Paid with Cash Match	Amount Paid with In-Kind Match	Calculated Paid Amounts
1.1	Consultants	101,250	81,000	20,250	0	101,250
Total: Σ		101,250	81,000	20,250	0	101,250

State of Louisiana

Office of the Governor

Louisiana Commission on Law Enforcement
and Administration of Criminal Justice

JOHN BEL EDWARDS
GOVERNOR



JIM CRAFT
EXECUTIVE DIRECTOR



December 24, 2021

Honorable Gordon Dove
Parish President
Terrebonne Parish Consolidated Government - Houma Police Department
8026 Main Street
PO Box 2768
Houma, Louisiana 70360-2768

Dear Mr. Dove:

I am pleased to inform you that the Louisiana Commission on Law Enforcement (LCLE) approved the application for federal/state funds. Identifying information for this award is as follows:

Subgrant Number:	2019-VA-01-6074 (Use on all correspondence)
Project Title:	"Region 11 SANE Coordinator Project 8"
Project Period:	7/1/2021 - 6/30/2022
Award:	Federal Funds: 2019-VA: \$81,000.00 CFDA No: 16.575 Federal Award No.: 2019-V2-GX-0059

This is one time funding.

This subgrant is hereby offered on the condition that Terrebonne Parish Consolidated Government - Houma Police Department complies in administering the program, with all the representations contained in its application, as amended, including the standard subgrant conditions that have been incorporated by reference.

Certified Assurances accepted at the time of application outline the requirements for implementation of this project within a prescribed period of time. If this project is not operational within the prescribed period, written notification should be given to LCLE stating reasons for failure to begin on the anticipated start date. Projects remaining not operational for a prescribed period thereafter will require an additional written statement explaining the delay. Where warranted, the LCLE may extend the implementation date further; however, it retains the right to cancel any project not implemented within the prescribed period rather than approve the extension. The award does not obligate the Louisiana Commission on Law Enforcement to fund this project beyond the current period.

Your prompt attention to the condition(s) will ensure the timely release of subgrant funds, however, failure to satisfy the condition(s) may result in cancellation of this subgrant.

The reporting requirements for this subgrant may be found by navigating to the Reporting Requirements page under the Project tab in Egrants. Failure to follow the reporting requirements may cause an interruption in receipt of subgrant funds.

The award of this subgrant will become effective when LCLE receives this letter with your signature (blue ink) as the authorized official of Terrebonne Parish Consolidated Government - Houma Police Department.

It is vital for designated project staff to review the Applicant's Manual to ensure that this program will be conducted in accordance with all applicable guidelines. Future funding is contingent not only on the availability of funding, but proper grant management, which includes meeting the goals and objectives and submitting timely and accurate quarterly, interim and annual reports.

Our staff welcomes questions regarding subgrant matters. If you have programmatic questions, please contact the program manager. Should you have fiscal questions, please contact the Grants Section staff. Their contact information can be obtained via our website, www.lcle.la.gov. The LCLE and its staff wish you success in conducting this project.

Sincerely,



Jim Craft
Executive Director

SPECIAL CONDITION(S)

This award is subject to compliance with the following condition(s), in addition to the applicable Standard Subgrant Conditions that have been incorporated by reference:

- (1) If a project is not operational within 60 days of the original starting date of the subgrant period, the subgrantee must report by letter to the State (Louisiana Commission on Law Enforcement) the steps taken to initiate the project, the reasons for delay and the expected starting date.

If a project is not operational within 90 days of the original starting date of the subgrant period, the subgrantee must submit a second statement to the Louisiana Commission on Law Enforcement, explaining the implementation delay. Upon receipt of the 90-day letter, the Louisiana Commission on Law Enforcement may cancel the project and request grantor agency approval to redistribute the funds to other project areas. The Louisiana Commission on Law Enforcement may also, where extenuating circumstances warrant, extend the implementation date of the project past the 90-day period. When this occurs, the appropriate subgrant files and records must so note the extension.

- (2) The Louisiana State Travel Guidelines stipulate that mileage reimbursement is limited to a 99-mile round trip to attend meetings, trainings, conferences, etc., along with the mandatory use of a rental car using the approved Louisiana state rate. However, there is a state-approved exception to this guideline to receive reimbursement of actual mileage accrued if a subgrantee agency does not have an agency vehicle and/or rental vehicle available to provide direct services to victims of crime.

- (3) The applicant agrees to comply with the organizational audit requirements of 2 CFR 200: Uniform Guidance – Uniform Administrative Requirements, Cost Principles, and Audit Requirements – Subpart F Audit Requirements, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) (and any other audits of OJP grants funds) are not satisfactorily and promptly addressed, as further described in the current edition of the DOJ Grants Financial Guide.

If you have expended \$750,000 or more during the non-Federal entity's fiscal year in Federal awards, you must have a single or program specific audit conducted in that year in accordance with provisions of this part.

If an audit discloses findings or recommendations, then a corrective action plan must be submitted along with the audit report and it must include the name(s) of the contact person(s) responsible for corrective action, the corrective action planned, and the anticipated completion date. If the auditee does not agree with the audit findings or believes corrective action is not required, then the corrective action plan must include an explanation and specific reasons. LCLE also requires a timetable for performance and/or implementation dates for each recommendation and a description of monitoring to be conducted to ensure implementation.

Agencies receiving these funds may be subject to LA R.S. 24:513, which requires the submission of financial statements to the Louisiana Legislative Auditor (LLA). To determine the level of engagement and reports required please contact your accounting professional and/or the office of the LLA (www.la.gov)

A copy of the reports/statements/letters submitted as part of the reporting package must be forwarded to the LCLE to auditor@lcle.la.gov no later than six (6) months after the agency's fiscal year end. Agencies who fail to submit timely audit reports to LCLE are subject to funds being withheld until this requirement is met.

- (4) The subgrantee agrees to comply with all certified assurances made at the time of application.

- (5) The applicant agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OJP). The applicant also agrees to comply with applicable restrictions on awards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of applicant obligations are posted on the Office of Justice Programs website at <http://www.ojp.gov/funding/sam.html>. (Award condition: Registration with the System for Award Management and Universal Identifier Requirements), and re incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name.)

All applicants must have a Data Universal Numbering System (DUNS Number). Information can be obtained at www.dnb.com or 1-866-705-5711.

The applicant agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (Or with a successor government-wide system officially designated by OMB and OJP). Information can be obtained at www.sam.gov.

SAM renewals completed during an open project period must be forwarded to the appropriate LCLE program manager. Printout must contain the renewal expiration date as well as the Exclusion Yes/No answer.

- (6) Ten percent (10%) of federal funds will be withheld by Louisiana Commission on Law Enforcement until a monitoring review is performed, documented and subsequently approved by Louisiana Commission on Law Enforcement for release of this special condition.
- (7) Subgrantee agrees that it will review pertinent information regarding this subgrant award via the website, www.lcle.la.gov. This website contains miscellaneous reporting forms, instructions as well as links to state and federal guidelines that are necessary for compliance as set forth in the Certified Assurances agreed upon at the time of application.
- (8) Reimbursement for any budget line item listed as "TBD" will not be paid until a modification has been submitted to and approved by LCLE specifying the identification of the "TBD" line item.
- (9) No release of funds by Louisiana Commission on Law Enforcement until prior project, 5645, is finalized.
- (10) Signed, executed contract(s) for services or consultants shall be submitted to the Louisiana Commission on Law Enforcement at the time the contract is executed, for approval. Expenditures will not be approved unless this condition is satisfied for each consultant or service approved in the project budget.
- (11) Subgrantee agrees to submit all required data to the State's Louisiana Information Based Reporting System (LIBRS)/Uniform Crime Reporting (UCR) Program in accordance with the requirements of the applicable program and to submit all required arrest, fingerprinting cards, and related data to the Bureau of Criminal Identification in the time and manner specified by the Bureau.

ADDENDUM
VOCA 2019 AWARD LETTERS

Federal award date:
September 13, 2019

Total federal amount awarded - \$31,857,165

Total federal amount obligated - \$31,757,685

Approved federal and match budget is available for review within LCLE
grants management system.

These federal funds are not used for Research and Development.

State of Louisiana

Office of the Governor

Louisiana Commission on Law Enforcement
and Administration of Criminal Justice

JOHN BEL EDWARDS
GOVERNOR

JIM CRAFT
EXECUTIVE DIRECTOR



VOCA EMERGENCY MANDATORY MATCH WAIVER NOTICE

Recipient Agency:	Terrebonne Parish Consolidated Government-Houma Police Department		
Project Title:	Region 11 SANE Coordinator Project		
Project Start Date:	7/1/2021	Project End Date:	6/30/2022
Federal Fiscal Year:	2019	Fiscal Code:	VA
Award Category:	01	Subgrant Number:	6074
Date of Determination:	11/1/2021		

Description of Project:

The SANE Coordinator provides leadership and coordination of the development and activities of a pool of SANE nurses for a 7-parish region. The Coordinator meets all SANE qualifications to participate in on-call rotation. The coordinator will interact with persons and/or departments to ensure the program runs smoothly.

Decision: ☒ **Approve** ☐ **Deny**

Justification for Decision:

An emergency match waiver is being initiated by LCLE and provided to all open FY2019 VOCA-funded subawards in compliance with The VOCA Fix to Sustain the Crime Victims Fund Act of 2021. The emergency mandatory match waiver will apply to all matching requirements, in its entirety, that remain unmet at the time this waiver is granted for this VOCA-funded project.

Mandatory Emergency Match Waiver Granted as of 9/30/2021:

Federal Award Total Reimbursed:	\$0
Match Total Met:	\$0
Federal Award Balance:	\$81,000
Match Amount Balance:	\$0

(Note: Once this Mandatory Emergency Match Waiver Notice is received, you are asked to submit a modification to remove the unmet match amounts from your budget.)


Signature of Executive Director

11/8/21
Date

DARRIN W. GUIDRY, SR., CHAIRMAN

JESSICA DOMANGUE, VICE-CHAIRWOMAN

DISTRICT 1
JOHN NAVY
DISTRICT 3
GERALD MICHEL
DISTRICT 5
JESSICA DOMANGUE
DISTRICT 7
DANIEL BABIN
DISTRICT 9
STEVE TROSCLAIR



DISTRICT 2
CARL A. HARDING
DISTRICT 4
JOHN P. AMEDÉE
DISTRICT 6
DARRIN W. GUIDRY, SR.
DISTRICT 8
DIRK J. GUIDRY
COUNCIL CLERK
SUZETTE THOMAS

Post Office Box 2768 • Houma, LA 70361
Government Tower Building • 8026 Main Street, Suite 600 • Houma, LA 70360
Telephone: (985) 873-6519 • FAX: (985) 873-6521
suthomas@tpcg.org www.tpcg.org

February 24, 2022

MEMO TO: Chief Dana T. Coleman
Houma Police Department

FROM: Tammy E. Triggs *ETA*
Assistant Council Clerk

RE: **Louisiana Commission on Law Enforcement
Administration of Criminal Justice
2021-22 Crime Victim Assistant Grant
Region 11 SANE Coordinator Project 8 - The Haven**

Attached is an original certified copy of Resolution No. 22-071 which authorizes Parish President Gordon E. Dove to execute and submit an application form to the Louisiana Commission on Law Enforcement and the Administration of Criminal Justice for the 2021-22 Region 11 SANE Coordinator Project 8 Grant Program for the Houma Police Department.

By copy of this memo, the appropriate individuals are being advised of this action. Should you have any questions regarding the Council's action, please feel free to contact me.

/tet

Attachment

cc: Ms. Kandace Mauldin, Chief Financial Officer
Ms. Kayla Dupre, Comptroller
Capt. Bobbie O'Bryan, Houma Police Department
Mrs. Leilani Adams, Parish President's Secretary
Council Reading File

OFFERED BY: MR. D. BABIN
SECONDED BY: MR. D. W. GUIDRY, SR.

RESOLUTION NO. 22-071

A resolution authorizing the Parish President to execute an application form to the Louisiana Commission on Law Enforcement and the Administration of Criminal Justice 2021-22 Region 11 SANE Coordinator Project 8 Grant 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 has been approved to implement an application for a grant from the Louisiana Commission on Law Enforcement and the Administration of Criminal Justice Fiscal Year 2021-22 Region 11 SANE Coordinator Project 8 Grant Program in the amount of Eighty-One Thousand dollars (\$81,000.00) for the Terrebonne Parish Consolidated Government. The LCLE Fiscal Year 2021-22 Funds will provide grant funding to assist the Houma Police Department's Region 11 SANE Coordinator Project 8 grant program to support The Haven in providing a SANE nurse coordinator, who will oversee our SANE (Sexual assault nurse examiner) nurses which will provide services to six parishes within the region to victims of sexual assault crimes.

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

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

THERE WAS RECORDED:

YEAS: D. Babin, D. J. Guidry, S. Trosclair, C. Harding, G. Michel, J. Amedée, J. Domangue and D. W. Guidry, Sr.

NAYS: None.

NOT VOTING: None.

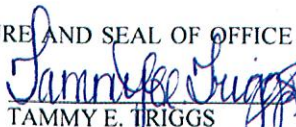
ABSTAINING: None.

ABSENT: J. Navy.

The Chairman declared the resolution adopted on this the 21st day of February 2022.

I, TAMMY E. TRIGGS, Assistant Council Clerk of the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Assembled Council in Regular Session on February 23, 2022, at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS 24th DAY OF FEBRUARY 2022.


TAMMY E. TRIGGS
ASSISTANT COUNCIL CLERK
TERREBONNE PARISH COUNCIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
NOVEMBER 30, 2021 - MONTH LAST CLOSED

3/16/22

ACCT: 216-215-8349-01

LCLE

VICTIMS ASSISTANCE

OTHER FEES

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	326,955	248,118.00	0	78,837
2022	134,000	.00	0	134,000
CLOSED:				
2015	0	.00	N/A	0
2016	0	.00	N/A	0
2017	0	.00	N/A	0
2018	0	.00	N/A	0
2019	77,270	78,193.00	N/A	923-
2020	179,463	67,508.00	N/A	111,955

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

Terrebonne Parish Consolidated Government
 LCLE
 Multi-Task Force
 Budget Amendment
 1/13/2022

	Current	Adjustment	Final
216-217-8112-01 Overtime Pay	-	13,023	13,023
216-217-8349-01 Other Fees (Consultants)	-	5,451	5,451
216-000-6342-03 Multi-Task Force	-	(18,474)	(18,474)
204-211-8172-17 Multi-Task Grants	-	(13,023)	(13,023)
Fund Balance		13,023	

To input LCLE Grant Award #6210 - Multi-Task Grant Funding into the parish budget.

Grant funding provides for joint policing efforts between Houma Police Department and Assumption Parish Sheriff's Office relating to substance abuse criminal activities.

There is a 17% cash match requirement for this grant. The total grant award is for \$22,169, but only \$18,474 will be reimbursed by LCLE.

Section III

**LOUISIANA COMMISSION ON LAW
ENFORCEMENT**

LCLE USE ONLY

Applicant Hereby Applies to the LCLE for Financial
Support for the Within-Described Project:

Receipt Date	Award Date	Subgrant Number(s)
5/12/2021	12/7/2021	2019-DJ-01 6210

1. Type of Funds for which you are applying	Edward Byrne Justice Assistance Grant Program (Federal 16.738 BJAG)		
2. Applicant	Name Of Applicant: Terrebonne Parish Consolidated Government - Houma Police Department		
	Federal I.D: 726001390		Parish: Terrebonne
	Street Address Line 1: 8026 Main Street		
	Address Line 2:		Address Line 3: PO Box 2768
	City: Houma		State: LA Zip: 70360-2768
3. Recipient Agency	Terrebonne Parish Consolidated Government - Houma Police Department		
4. Project Director	Name: Captain Bobbie O'Bryan		Title: Administrator
	Agency: Terrebonne Parish Consolidated Government - Houma		
	Street Address Line 1: 500 Honduras Street		
	Address Line 2:		Address Line 3: PO Box 2768
	City: Houma		State: LA Zip: 70360-2788
5. Financial Officer	Name: Mrs. Jordan Kelly		Title: Accountant I
	Agency:		
	Street Address Line 1: 8026 W Main St.		
	Address Line 2:		Address Line 3:
	City: Houma		State: LA Zip: 70360
6. Contact	Name: Captain Bobbie O'Bryan		Title: Administrator
	Agency: Terrebonne Parish Consolidated Government - Houma		
	Street Address Line 1: 500 Honduras Street		
	Address Line 2:		Address Line 3: PO Box 2768
	City: Houma		State: LA Zip: 70360-2788
7. Brief Summary of Project	Phone: 985-873-6308 Fax: 985-872-4670 Email: bobryan@tpcg.org		
	Short Title (May not exceed 50 characters)		
	Multi Jurisdictional Task Force		
	(Do Not Exceed Space Provided)		
	"Smart Suite" Task Force is a crime-fighting program, which includes Smart Policing and Smart Supervision, which will strive to be effective by reducing gun complaints and the recidivism with keeping a drug using defendant in treatment program and deter from the current revolving justices door systems		

8. Subgrant Budget TOTAL BUDGET BY CATEGORY

BUDGET CATEGORY	AMOUNT
PERSONNEL	22,169.00
EMPLOYEE BENEFITS	0.00
TRAVEL (INCLUDING TRAINING)	0.00
EQUIPMENT	0.00
SUPPLIES & OPERATING EXPENSES	0.00
CONSULTANTS	0.00
CONSTRUCTION	0.00
OTHER	0.00
TOTAL	22,169.00

9. TOTAL BUDGET BY FUND SOURCE

FUND SOURCE	AMOUNT	PERCENT
FEDERAL	18,474.00	83%
STATE	0.00	
PROJECT INCOME	0.00	
INTEREST	0.00	
STATE MATCH	0.00	
CASH MATCH (NEW APPROP.)	3,695.00	17%
IN-KIND MATCH	0.00	
PROJECT INCOME MATCH	0.00	
TOTAL	22,169.00	100%

10. Project Start Date: 7/1/2021

Project End Date: 6/30/2022

11. IN WITNESS WHEREOF, the Applicant has caused this subgrant application to be executed, attested, and ensealed by its proper officials, pursuant to legal action authorizing the same to be done.

DATE

Terrebonne Parish Consolidated Government - Houma Police Department
NAME OF APPLICANT AGENCY

SIGNATURE OF AUTHORIZED OFFICIAL

TITLE OF AUTHORIZED OFFICIAL

(SEAL)

NOTE: The original copy must be signed in ink.
Titles of all signatories must be inserted.

LCLE USE ONLY

In response to this application, LCLE funds are hereby obligated for the project described by the subgrantee in the referenced application, subject to applicant acceptance.

EXECUTIVE DIRECTOR

DATE

Louisiana Commission on Law Enforcement

12. BUDGET DETAILS**A. AGENCY BUDGETS**

BY RECIPIENT AGENCY	YEAR 1	TOTAL
Terrebonne Parish Consolidated Government - Houma Police Department	22,169.00	22,169.00
Total:	22,169.00	22,169.00

Recipient Agency: Terrebonne Parish Consolidated Government - Houma Police Department

BY CATEGORY	YEAR 1	TOTAL
PERSONNEL	22,169.00	22,169.00
EMPLOYEE BENEFITS	0.00	0.00
TRAVEL (INCLUDING TRAINING)	0.00	0.00
EQUIPMENT	0.00	0.00
SUPPLIES & OPERATING EXPENSES	0.00	0.00
CONSULTANTS	0.00	0.00
CONSTRUCTION	0.00	0.00
OTHER	0.00	0.00
Total:	22,169.00	22,169.00

Applicant Agency: Terrebonne Parish Consolidated Government - Houma Police Department

BY SOURCE	YEAR 1	TOTAL
FEDERAL	18,474.00	18,474.00
STATE	0.00	0.00
PROJECT INCOME	0.00	0.00
INTEREST	0.00	0.00
STATE MATCH	0.00	0.00
CASH MATCH (NEW APPROP.)	3,695.00	3,695.00
IN-KIND MATCH	0.00	0.00
PROJECT INCOME MATCH	0.00	0.00
Total:	22,169.00	22,169.00

12. BUDGET DETAILS**A. AGENCY BUDGETS**

Line Item Details for: Terrebonne Parish Consolidated Government - Houma Police Department

YEAR 1**PERSONNEL****Justification:** HPD officers and APSO deputies will work SMART policing and SMART supervision objectives and goals**COST****Position:** Police Officers**Name:** Pool of 4 officers

Budgeted Hours / Week

5.907

Weeks

x 52

Hourly Pay Rate

x 50.79

Standard working hours per week: 5.907 hrs.

% Budgeted Hours: 100

15,601.00

Position: Deputies**Name:** Pool of 4 deputies

Budgeted Hours / Week

2.487

Weeks

x 52

Hourly Pay Rate

x 50.79

Standard working hours per week: 2.487 hrs.

% Budgeted Hours: 100

6,568.00

Personnel - Year 1 Total: 22,169.00

YEAR 1 TOTAL: 22,169.00

13. SECTIONS:

A. LCLE Budget Summary With Cash Match

1. Itemize the Budget Category expenditures.

(Verify that the Total Amount equals the Calculated Paid Amount and these totals must equal the Budget Section totals.)

ID	Budget Category	Total Amount	Amount Paid with Federal Dollars	Amount Paid with Cash Match	Calculated Paid Amounts
1.1	Personnel	22,169	18,474	3,695	22,169
Total: Σ		22,169	18,474	3,695	22,169

December 10, 2021

Honorable Gordon Dove
Parish President
Terrebonne Parish Consolidated Government - Houma Police Department
8026 Main Street
PO Box 2768
Houma, Louisiana 70360-2768

Dear Parish President Dove:

I am pleased to inform you that the Louisiana Commission on Law Enforcement (LCLE) approved the application for federal/state funds. Identifying information for this award is as follows:

Subgrant Number:	2019-DJ-01-6210 (Use on all correspondence)
Project Title:	"Multi Jurisdictional Task Force"
Project Period:	7/1/2021 - 6/30/2022
Award:	Federal Funds: 2019-DJ: \$18,474.00 CFDA No: 16.738 Federal Award No.: 2019-MU-BX-0056

This is one time funding.

This subgrant is hereby offered on the condition that Terrebonne Parish Consolidated Government - Houma Police Department complies in administering the program, with all the representations contained in its application, as amended, including the standard subgrant conditions that have been incorporated by reference.

Certified Assurances accepted at the time of application outline the requirements for implementation of this project within a prescribed period of time. If this project is not operational within the prescribed period, written notification should be given to LCLE stating reasons for failure to begin on the anticipated start date. Projects remaining not operational for a prescribed period thereafter will require an additional written statement explaining the delay. Where warranted, the LCLE may extend the implementation date further; however, it retains the right to cancel any project not implemented within the prescribed period rather than approve the extension. The award does not obligate the Louisiana Commission on Law Enforcement to fund this project beyond the current period.

Your prompt attention to the condition(s) will ensure the timely release of subgrant funds, however, failure to satisfy the condition(s) may result in cancellation of this subgrant.

The reporting requirements for this subgrant may be found by navigating to the Reporting Requirements page under the Project tab in Egrants. Failure to follow the reporting requirements may cause an interruption in receipt of subgrant funds.

The award of this subgrant will become effective when LCLE receives this letter with your signature (blue ink) as the authorized official of Terrebonne Parish Consolidated Government - Houma Police Department.

It is vital for designated project staff to review the Applicant's Manual to ensure that this program will be conducted in accordance with all applicable guidelines. Future funding is contingent not only on the availability of funding, but proper grant management, which includes meeting the goals and objectives and submitting timely and accurate quarterly, interim and annual reports.

Our staff welcomes questions regarding subgrant matters. If you have programmatic questions, please contact the program manager. Should you have fiscal questions, please contact the Grants Section staff. Their contact information can be obtained via our website, www.lcle.la.gov. The LCLE and its staff wish you success in conducting this project.

Sincerely,

Jim Craft
Executive Director

SPECIAL CONDITION(S)

This award is subject to compliance with the following condition(s), in addition to the applicable Standard Subgrant Conditions that have been incorporated by reference:

- (1) If a project is not operational within 60 days of the original starting date of the subgrant period, the subgrantee must report by letter to the State (Louisiana Commission on Law Enforcement) the steps taken to initiate the project, the reasons for delay and the expected starting date.

If a project is not operational within 90 days of the original starting date of the subgrant period, the subgrantee must submit a second statement to the Louisiana Commission on Law Enforcement, explaining the implementation delay. Upon receipt of the 90-day letter, the Louisiana Commission on Law Enforcement may cancel the project and request grantor agency approval to redistribute the funds to other project areas. The Louisiana Commission on Law Enforcement may also, where extenuating circumstances warrant, extend the implementation date of the project past the 90-day period. When this occurs, the appropriate subgrant files and records must so note the extension.

- (2) The Louisiana State Travel Guidelines stipulate that mileage reimbursement is limited to a 99-mile round trip to attend meetings, trainings, conferences, etc., along with the mandatory use of a rental car using the approved Louisiana state rate. However, there is a state-approved exception to this guideline to receive reimbursement of actual mileage accrued if a subgrantee agency does not have an agency vehicle and/or rental vehicle available to provide direct services to victims of crime.

- (3) The applicant agrees to comply with the organizational audit requirements of 2 CFR 200: Uniform Guidance – Uniform Administrative Requirements, Cost Principles, and Audit Requirements – Subpart F Audit Requirements, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) (and any other audits of OJP grants funds) are not satisfactorily and promptly addressed, as further described in the current edition of the DOJ Grants Financial Guide.

If you have expended \$750,000 or more during the non-Federal entity's fiscal year in Federal awards, you must have a single or program specific audit conducted in that year in accordance with provisions of this part.

If an audit discloses findings or recommendations, then a corrective action plan must be submitted along with the audit report and it must include the name(s) of the contact person(s) responsible for corrective action, the corrective action planned, and the anticipated completion date. If the auditee does not agree with the audit findings or believes corrective action is not required, then the corrective action plan must include an explanation and specific reasons. LCLE also requires a timetable for performance and/or implementation dates for each recommendation and a description of monitoring to be conducted to ensure implementation.

Agencies receiving these funds may be subject to LA R.S. 24:513, which requires the submission of financial statements to the Louisiana Legislative Auditor (LLA). To determine the level of engagement and reports required please contact your accounting professional and/or the office of the LLA (www.la.gov)

A copy of the reports/statements/letters submitted as part of the reporting package must be forwarded to the LCLE to auditor@lcle.la.gov no later than six (6) months after the agency's fiscal year end. Agencies who fail to submit timely audit reports to LCLE are subject to funds being withheld until this requirement is met.

- (4) The subgrantee agrees to comply with all certified assurances made at the time of application.

- (5) The applicant agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OJP). The applicant also agrees to comply with applicable restrictions on awards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of applicant obligations are posted on the Office of Justice Programs website at <http://www.ojp.gov/funding/sam.html>. (Award condition: Registration with the System for Award Management and Universal Identifier Requirements), and re incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name.)

All applicants must have a Data Universal Numbering System (DUNS Number). Information can be obtained at www.dnb.com or 1-866-705-5711.

The applicant agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (Or with a successor government-wide system officially designated by OMB and OJP). Information can be obtained at www.sam.gov.

SAM renewals completed during an open project period must be forwarded to the appropriate LCLE program manager. Printout must contain the renewal expiration date as well as the Exclusion Yes/No answer.

- (6) Ten percent (10%) of federal funds will be withheld by Louisiana Commission on Law Enforcement until a monitoring review is performed, documented and subsequently approved by Louisiana Commission on Law Enforcement for release of this special condition.
- (7) Subgrantee agrees that it will review pertinent information regarding this subgrant award via the website, www.lcle.la.gov. This website contains miscellaneous reporting forms, instructions as well as links to state and federal guidelines that are necessary for compliance as set forth in the Certified Assurances agreed upon at the time of application.
- (8) Reimbursement for any budget line item listed as "TBD" will not be paid until a modification has been submitted to and approved by LCLE specifying the identification of the "TBD" line item.
- (9) Subgrantee agrees to submit the performance measurement tool (PMT) as a requirement to the Bureau of Justice Assistance (BJA) via the BJA PMT system, <https://www.bjaperformancetools.org>, no later than the 10th day of the month following the reporting period and at the conclusion of the project period. Subgrantee agrees to attach the printed PMT report to the LCLE quarterly progress report which must be submitted by the 15th day of the month following the reporting period. Failure to submit the Quarterly Progress Report with the attached PMT report will delay reimbursement of funds.

- (10) Pre-award costs for the purpose of this condition means: "Costs or expenses incurred from the start date of this project but before LCLE's issuance of the award letter."

Supporting documents must accompany the first quarter's fiscal report. Examples of supporting documents are, but are not limited to:

1. Personnel and Fringe – A payroll register that identifies employee, position, applicable pay period, gross salary, and if any, associated fringe benefits. In addition, time sheets or time and effort certification supporting time devoted to the project (including volunteers log sheets, if applicable).
2. Travel - Mileage logs, lodging invoices, conference agenda, airline boarding passes and receipts, etc.
3. Equipment – Copies of invoices. These invoices should include the vendor's name, invoice number, item description, serial numbers for equipment (if applicable), quantity purchased and invoice amounts.
4. Supplies & Operating Expenses Costs – Invoices or other documents demonstrating an obligation of payment to the vendor. Invoices/documents must identify vendor, item description and invoice amount.
5. Contract Services – signed executed contract, copies of invoices for services. Invoices should include a description of the services billed to the subrecipient. (A duplicate contract is not needed for each fiscal report).

Expenditures reported for the approved pre-award period (start date) will not be approved when expenditure supporting documents are not uploaded with the first fiscal report.

- (11) For all task force and multi-jurisdictional task force grants, agencies (board of directors or control group) are required to meet at least quarterly and to maintain minutes of these meetings. These minutes are to be submitted to Louisiana Commission on Law Enforcement to become part of the subgrant record.
- (12) Subgrantee agrees that within 120 days of this award, the Task Force Commander, agency executive, task force officers, and other task force members of equivalent rank, will complete required on-line (Internet-based) task force training to be provided free of charge through the Bureau of Justice Assistance's (BJA) Center for Task Force Integrity and Leadership. This training will address task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. Information provided by BJA regarding the required training and access methods via BJA's website and the Center for Integrity and Leadership can be found at www.ctfli.org. Completion certificates must be maintained by the subgrantee to document each member as required by this special condition has completed the internet-based training.
- (13) Subgrantees utilizing Byrne JAG funds to purchase Body Worn Cameras (BWC) must have a BWC policy in place or a policy under development. The BWC policy or the policy under development must be made available upon request.

- (14) Subgrantees MUST have a written "mandatory wear" policy in effect. This policy must be in place for at least all uniformed officers before funds can be used by the jurisdiction for body armor. The policy MUST specify when mandatory wear is required for uniformed officers on duty.

ATTACH the policy to your first program report in Egrants.

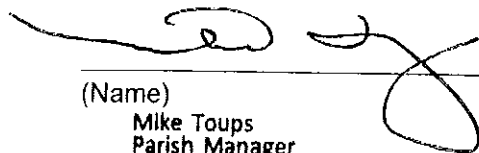
Body armor purchased with JAG funds may be purchased at any threat level, make, or model from any distributor or manufacturer, as long as the following requirements are met:

- The body armor must have been tested and found to comply with the latest applicable National Institute of Justice (NIJ) ballistic or stab standards.
- The body armor purchased must be made in the United States.
- The body armor purchased with JAG funds must be "uniquely fitted vests," which means protective (ballistic or stab-resistant) armor vests that conform to the individual wearer to provide the best possible fit and coverage, through a combination of (1) correctly-sized panels and carrier, determined through appropriate measurement, and (2) properly adjusted straps, harnesses, fasteners, flaps, or other adjustable features. The requirement that body armor be "uniquely fitted" does not necessarily require body armor that is individually manufactured based on the measurements of an individual wearer. In support of the Office of Justice Programs' efforts to improve officer safety, the American Society for Testing and Materials (ASTM) International has made available the Standard Practice for Body Armor Wearer Measurement and Fitting of Armor (Active Standard ASTM E3003) available at no cost. The Personal Armor Fit Assessment checklist is excerpted from ASTM E3003.

Sugrantees should note that JAG funds may NOT be used as any part of the 50 percent match required by the BVP Program.

- (15) Program Activity funded under this award (including subgrantee activity), throughout the project period may prohibit or in any way restrict-- (1) any government entity or --official from sending or receiving information regarding citizenship or immigration status as described in 8 U.S.C. 1373(a); or
- (2) a government entity or -agency from sending, requesting or receiving, maintaining, or exchanging information regarding immigration status as described in 8 U.S.C. 1373(b). For purposes of this award, any prohibition (or restriction) that violates this condition is an "information-communication restriction."
- (16) Subgrantee must prepare quarterly accountability metrics data related to training that officers have received on the use of force, racial and ethnic bias, de-escalation of conflict, and constructive engagement with the public. This data must be made available upon request.

ACCEPTED ON BEHALF OF THE SUBGRANTEE:



(Name)

Mike Toups
Parish Manager
Authorized Designee
Record #1627089

(Title)

12/27/21

(Date)

Honorable Gordon Dove

8

December 10, 2021

rl

CC: MasterFile

DARRIN W. GUIDRY, SR., CHAIRMAN

JESSICA DOMANGUE, VICE-CHAIRWOMAN

DISTRICT 1
JOHN NAVY
DISTRICT 3
GERALD MICHEL
DISTRICT 5
JESSICA DOMANGUE
DISTRICT 7
DANIEL BABIN
DISTRICT 9
STEVE TROSCLAIR



DISTRICT 2
CARL A. HARDING
DISTRICT 4
JOHN P. AMEDÉE
DISTRICT 6
DARRIN W. GUIDRY, SR.
DISTRICT 8
DIRK J. GUIDRY
COUNCIL CLERK
SUZETTE THOMAS

Post Office Box 2768 • Houma, LA 70361
Government Tower Building • 8026 Main Street, Suite 600 • Houma, LA 70360
Telephone: (985) 873-6519 • FAX: (985) 873-6521
suthomas@tpcg.org www.tpcg.org

February 24, 2022

MEMO TO: Chief Dana T. Coleman
Houma Police Department

FROM: Tammy E. Triggs 
Assistant Council Clerk

RE: **FY 2021-2022 Multi - Jurisdictional Task Force Grant Program**

Attached is an original certified copy of Resolution No. 22-070 which authorizes Parish President Gordon E. Dove to execute and submit an application form to the Louisiana Commission on Law Enforcement and the Administration of Criminal Justice for the 2021-22 Multi-Jurisdictional Task Force Grant for the Houma Police Department.

By copy of this memo, the appropriate individuals are being advised of this action. Should you have any questions regarding the Council's action, please feel free to contact me.

/tet

Attachment

cc: Ms. Kandace Mauldin, Chief Financial Officer
Ms. Kayla Dupre, Comptroller
Capt. Bobbie O'Bryan, Houma Police Department
Mrs. Leilani Adams, Parish President's Secretary
Council Reading File

OFFERED BY: MR. D. BABIN
SECONDED BY: MR. D. W. GUIDRY, SR.

RESOLUTION NO. 22-070

A resolution authorizing the Parish President to execute an application form to the Louisiana Commission on Law Enforcement and the Administration of Criminal Justice 2021-22 Multi-Jurisdictional Task Force 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 Louisiana Commission on Law Enforcement and the Administration of Criminal Justice Fiscal Year 2021-22 Multi-Jurisdictional Task Force Fund in the amount of Eighteen Thousand Four hundred Seventy-Four dollars (\$18,474.00) for the Terrebonne Parish Consolidated Government. The Fiscal Year 2021-22 Task Force Fund will provide grant funding to improve the effectiveness and safety of our Police Officers by providing them with overtime to target problem areas within the City of Houma and Assumption Parish,

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

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

THERE WAS RECORDED:

YEAS: D. Babin, D. J. Guidry, S. Trosclair, C. Harding, G. Michel, J. Amedée, J. Domangue and D. W. Guidry, Sr.

NAYS: None.

NOT VOTING: None.

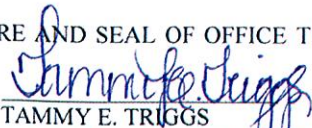
ABSTAINING: None.

ABSENT: J. Navy.

The Chairman declared the resolution adopted on this the 21st day of February 2022.

I, TAMMY E. TRIGGS, Assistant Council Clerk of the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Assembled Council in Regular Session on February 23, 2022, at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS 24th DAY OF FEBRUARY 2022.


TAMMY E. TRIGGS
ASSISTANT COUNCIL CLERK
TERREBONNE PARISH COUNCIL

Kayla Dupre

From: Kandace Mauldin
Sent: Wednesday, March 16, 2022 8:35 AM
To: Kayla Dupre
Subject: Budget Amendment

We need to do a budget amendment for \$145,000 for the audio and visual upgrades in the Council Meeting Room. This will go to account 151-111-8914-04 and the funding sources will be as follows:

- 151-131-8915-14 - \$40,000
- PEG Fees (Fund Balance) - \$95,000
- General Fund fund balance - \$10,000

Thanks

Kandace M. Mauldin, CPA

Chief Financial Officer

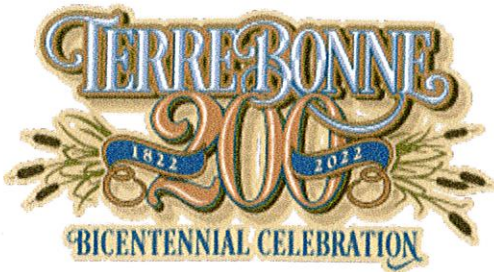
Terrebonne Parish Consolidated Government

P. O. Box 2768

Houma, LA 70361

Office: 985-873-6459

FAX: 985-873-6457



FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
NOVEMBER 30, 2021 - MONTH LAST CLOSED

3/16/22

ACCT: 151-131-8915-14

GENERAL FUND

PARISH PRESIDENT

PEG COMPUTER EQUIPMENT

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	115,557	52,889.43	0	62,668
2022	18,000	.00	8,588	9,412
CLOSED:				
2015	642	.00	N/A	642
2016	3,642	3,090.04	N/A	552
2017	46,052	44,324.56	N/A	1,727
2018	22,727	21,889.61	N/A	837
2019	128,505	42,330.77	N/A	86,174
2020	86,174	10,616.71	N/A	75,557

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

Section IV

Governor's Office of Homeland Security
and Emergency Preparedness
State of Louisiana

JOHN BEL EDWARDS
GOVERNOR



JAMES B. WASKOM
DIRECTOR

November 2, 2020

Honorable Gordon E. Dove
Parish President
Terrebonne Parish Consolidated Government
8026 Main Street
Houma, Louisiana 70360

RE: Approval and Funding
Terrebonne Parish – Terrebonne Hazard Mitigation Plan Update
PDMC-PL-06-LA-2018-001, EMT-2020-PC-0001 (2)

Dear President Dove:

On behalf of Governor John Bel Edwards, I am pleased to inform you that your application for Federal assistance, under the Pre-Disaster Mitigation (PDM) Program, was approved by FEMA on September 4, 2020 (see enclosures) for the above referenced project. The approved funding for eligible project activities is as follows:

Title	Federal Share	Non-Federal Share	Total Project Cost
PDMC-PL-06-LA-2018-001	\$64,208.00	\$22,713.00	\$86,921.00

A subrecipient briefing is required for the grant award. The following information will be explained to you and members of your staff:

- Project Performance Period of October 1, 2018 – March 18, 2022
- Reporting Requirements
- Procurement Process
- Process for requesting reimbursement of funds
- Information on Sub-Recipient Management Costs
- Sub-Recipient Agreement Review

If you have any questions, please contact your State Applicant Liaison (SAL), Tiffany Doucet, at (225) 376-5104 or at tiffany.doucet@la.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Sean Wyatt".

Sean Wyatt
Assistant Deputy Director
Hazard Mitigation Assistance Division

242-193-8343-21 \$86,921.
242-000-6318-21 {64,208}
242-000-6315-21 {22,713}

SW:td

Enclosures (6)

A Federally Funded Agreement
Between the
Governor's Office of Homeland Security and Emergency Preparedness
And
Terrebonne Parish Consolidated Government

1.1 Introduction

1.2 The Federal Emergency Management Agency ("Grantor") has made federal funds available to the State of Louisiana under the Pre Disaster Mitigation Grant Program ("PDM"). CFDA 97.047.

1.3 This Agreement addresses the use of those funds, and is between the Governor's Office of Homeland Security and Emergency Preparedness ("Recipient"), and Terrebonne Parish ("Sub-Recipient").

2.1 Applicable Laws, Regulations and Policies

2.2 Federal

National Flood Insurance Act of 1968 Section 1366 (42 U.S.C. 4104c)

as amended by the National Flood Insurance Reform Act of 1994, Public Law 103—325

The Bunning-Bereuter-Blumenauer Flood Insurance Reform Act of 2004, Public Law 108-264

The Biggert-Waters Flood Insurance Reform Act of 2012, Public Law 112-141

31 United States Code Section 1352

2 Code of Federal Regulations 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

OMB Circular A-102 (Standard Forms 424B (Rev. 7-97) and 424D (Rev. 7-97))

OMB Circular 110

2.3 State

Louisiana Homeland Security and Emergency Assistance and Disaster Act, La. R.S. 29:721 et seq.

Louisiana Scope of Building Codes, La. R.S. 33:4773(D)

Louisiana Uniform Construction Code, La. R.S. 40:1721-39

Louisiana Public Bid Law, La. R.S. 38:2211 et seq.

Louisiana Procurement Code, La. R.S. 39:1551 et seq.

Louisiana Hazard Mitigation Strategy (4 volumes)

3.1 Concept of Agreement

3.2 In order to complete the Terrebonne Hazard Mitigation Plan Update Project, the Grantor has provided funds to Sub-Recipient through Recipient's PDM Grant Program. Sub-Recipient shall perform the necessary tasks, meet the required milestones, and stay within the FEMA approved scope of work, and budgetary parameters as outlined in the application for this project. (PDMC-PL-06-LA-2018-001, EMT-2020-PC-0001 (2)).

3.3 The project application is incorporated into this Agreement as if copied in its entirety.

3.4 Additional responsibilities of Recipient, and Sub-Recipient are as follows:

3.4.1 All applicable State and Federal laws, regulations and policies shall be adhered to during the execution of this project, and more specifically:

3.4.2 Any changes to the scope of work, or budget shall comply with 2 C.F.R. §200

3.4.3 Sub-Recipient shall comply with the limitations on the use of appropriated funds to influence certain Federal contracting or financial transactions as stated in 31 U.S.C §1352.


Sean Wyatt
Assistant Deputy Director, Hazard Mitigation Assistance Division
Governor's Office of Homeland Security and Emergency Preparedness
7667 Independence Boulevard
Baton Rouge, Louisiana 70806

The name and address of the designated agent responsible for the administration of this agreement on behalf of Sub-Recipient is:

Honorable Gordon E. Dove
Parish President
Terrebonne Parish Consolidated Government
8026 Main Street
Houma, Louisiana 70360

8.4 If the mailing address of Recipient or Sub-Recipient changes during the term of this agreement, or there is a change in the designated points of contact, the party with the address change, or change of contact shall immediately notify the other party in writing.

On behalf of their respective agencies, Recipient and Sub-Recipient have executed this agreement.

BY: 
James B. Waskom
Director
GOVERNOR'S OFFICE OF HOMELAND
SECURITY AND EMERGENCY PREPAREDNESS

DATE: 2/2/2021

BY: 
Honorable Gordon E. Dove
Parish President
TERREBONNE PARISH CONSOLIDATED GOVERNMENT

DATE: 1/21/21

STEVE TROSCLAIR, CHAIRMAN

DISTRICT 1
JOHN NAVY
DISTRICT 3
GERALD MICHEL
DISTRICT 5
JESSICA DOMANGUE
DISTRICT 7
DANIEL BABIN
DISTRICT 9
STEVE TROSCLAIR



DARRIN W. GUIDRY, SR., VICE-CHAIRMAN

DISTRICT 2
CARL A. HARDING
DISTRICT 4
JOHN P. AMEDÉE
DISTRICT 6
DARRIN W. GUIDRY, SR.
DISTRICT 8
DIRK J. GUIDRY
COUNCIL CLERK
SUZETTE THOMAS

RECEIVED

FEB 23 2022

TPCG FINANCE DEPT.

Post Office Box 2768 • Houma, LA 70361
Government Tower Building • 8026 Main Street, Suite 600 • Houma, LA 70360
Telephone: (985) 873-6519 • FAX: (985) 873-6521
suthomas@tpcg.org www.tpcg.org

January 14, 2021

MEMO TO: Chris Pulaski
Planning & Zoning Director

FROM: Suzette Thomas
Council Clerk

RE: **Pre-disaster Mitigation Assistance Hazard Mitigation Plan Update**

Attached is a certified original copy of Resolution No. 21-016 which authorizes Parish President Gordon E. Dove to enter into a subgrantee agreement between the Terrebonne Parish Consolidated Government and the Governor's Office of Homeland Security and Emergency Preparedness to implement said plan.

By copy of this memo, the appropriate staff members are being advised of this action. Should you have any questions regarding this matter, feel free to contact me.

/st

Attachment

cc: Ms. Kandace Mauldin, Chief Financial Officer
Mrs. Kayla Dupre, Comptroller
Mrs. Leilani Adams, Parish President's Secretary
Council Reading File

242-193-8343-21
242-000-6318-21
242-000-6315-21

OFFERED BY: MR. G. MICHEL
SECONDED BY: MR. C. HARDING

RESOLUTION NO. 21-016

A RESOLUTION AUTHORIZING THE PARISH PRESIDENT TO ENTER INTO A SUBGRANTEE AGREEMENT BETWEEN TERREBONNE PARISH CONSOLIDATED GOVERNMENT AND THE GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS (GOHSEP) TO IMPLEMENT THE PREDISASTER MITIGATION ASSISTANCE HAZARD MITIGATION PLAN UPDATE GRANT PDMC-PL- 06-LA-2018-001.

WHEREAS, the Terrebonne Parish Consolidated Government has applied for funding allocated as a result of the yearly Predisaster Mitigation (PDM) program through the Federal Emergency Management agency (FEMA) and the National Flood Insurance Program (NFIP), and

WHEREAS, by communication from the GOHSEP dated November 2, 2020, the Terrebonne Parish Consolidated Government has been notified that its application for federal assistance allocated to update the Hazard Mitigation Plan was approved by FEMA September 4, 2020; and

WHEREAS, the approved funding for the Hazard Mitigation Plan update:

Federal Share (100%)	<u>\$ 64,208.00</u>
Non Federal Share (0%)	<u>\$22,713.00</u>
TOTAL PROJECT AWARD:	<u>\$ 86,921.00</u>

WHEREAS, it is anticipated that the inkind match from parish employees and partner hours will provide the majority of the match for this activity; and

WHEREAS, the Parish is anticipating the new flood maps in the next year and would benefit from updating the risk maps, vulnerability assessments and damage projections with this new information developed with Parish input and more detailed data added to the FEMA HAZUS database; and

WHEREAS, the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) is the grantee under this Hazard Mitigation Assistance Program; and

WHEREAS, Terrebonne Parish Consolidated Government is a subgrantee;

NOW, THEREFORE, BE IT RESOLVED by the Terrebonne Parish Council that the Parish President is hereby authorized to enter into the appropriate subgrantee agreement with GOHSEP in order to receive funding and implement the PDM Hazard Mitigation Plan Update.

THERE WAS RECORDED:

YEAS: D.W. Guidry, Sr., D. Babin, D. J. Guidry, J. Navy, C. Harding, G. Michel, J. Amedée and J. Domangue.

NAYS: None.

NOT VOTING: None.

ABSTAINING: None.

ABSENT: S. Trosclair.

The Chairman declared the resolution adopted on this the 11th day of January 2021.

86921. -242-193-8343-21
64 -242-000-6318-21
22,713. -242-000 6315-21

I, SUZETTE THOMAS, Council Clerk of the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Community Development and Planning Committee on January 11, 2021 and subsequently ratified by the Assembled Council in Regular Session on January 13, 2021 at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS 14th DAY OF JANUARY 2021.



SUZETTE THOMAS
COUNCIL CLERK
TERREBONNE PARISH COUNCIL



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

Resolution authorizing the President to enter into agreement for the Predisaster Mitigation Assistance project to revise the Hazard Mitigation Plan Update 2020.

PROJECT SUMMARY (200 WORDS OR LESS)

Resolution authorizing the President to enter into the appropriate subgrantee agreement with the Governor's Office of Homeland Security and Emergency preparedness in order to receive funding and implement the Predisaster Mitigation Assistance plan updates PDMC-PJ-06-LA-2018-001 funded by the FEMA HMGP.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

The Terrebonne Parish Consolidated Government has been formally notified that its 2018 application for \$64,208 of federal assistance under the Pre-Disaster Mitigation Assistance Elevation Program (PDMC-PJ-06-LA-2018-001) has been approved for the Hazard Mitigation Plan Update. The funding will allow us to increase the accuracy of the data used for the modeling of the plan, and if the new maps come out, run our risk scenarios with the new data. Inhouse staff hours dedicated to the project can be used to offset the required nonfederal share. This resolution will authorize the Parish President to enter into the appropriate agreement to implement this program.

TOTAL EXPENDITURE

N/A

AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL - N/A

ESTIMATED \$1,200 cash/ \$21,513 inkind

IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

YES

IF YES AMOUNT
BUDGETED:

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

PARISHWIDE

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Chris Pulaski

Signature

12/17/2020

Date

OFFERED BY:
SECONDED BY:

RESOLUTION NO. 12-

A RESOLUTION AUTHORIZING THE PARISH PRESIDENT TO ENTER INTO A SUBGRANTEE AGREEMENT BETWEEN TERREBONNE PARISH CONSOLIDATED GOVERNMENT AND THE GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS (GOHSEP) TO IMPLEMENT THE PREDISASTER MITIGATION ASSISTANCE HAZARD MITIGATION PLAN UPDATE GRANT PDMC-PJ-06-LA-2018-001.

WHEREAS, the Terrebonne Parish Consolidated Government has applied for funding allocated as a result of the yearly Predisaster Mitigation (PDM) program through the Federal Emergency Management agency (FEMA) and the National Flood Insurance Program (NFIP), and

WHEREAS, by communication from the GOHSEP dated November 2, 2020, the Terrebonne Parish Consolidated Government has been notified that its application for federal assistance allocated to update the Hazard Mitigation Plan was approved by FEMA September 4, 2020; and

WHEREAS, the approved funding for the Hazard Mitigation Plan update:

Federal Share (100%)	<u>\$ 64,208.00</u>
Non Federal Share (0%)	<u>\$22,713.00</u>
TOTAL PROJECT AWARD:	<u>\$ 86,921.00</u>

WHEREAS, it is anticipated that the inkind match from parish employees and partner hours will provide the majority of the match for this activity; and

WHEREAS, the Parish is anticipating the new flood maps in the next year and would benefit from updating the risk maps, vulnerability assessments and damage projections with this new information developed with Parish input and more detailed data added to the FEMA HAZUS database; and

WHEREAS, the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) is the grantee under this Hazard Mitigation Assistance Program; and

WHEREAS, Terrebonne Parish Consolidated Government is a subgrantee;

NOW, THEREFORE, BE IT RESOLVED by the Terrebonne Parish Council that the Parish President is hereby authorized to enter into the appropriate subgrantee agreement with GOHSEP in order to receive funding and implement the PDM Hazard Mitigation Plan Update.

December 17, 2020

MEMO TO: Gordon E. Dove
Parish President

FROM: Chris Pulaski, Director
Planning and Zoning Department

SUBJECT: Request for Agenda Item January 11th & 13th, 2021

Please find the following items for your review:

- A resolution authorizing the Parish President to enter into a subgrantee agreement between Terrebonne Parish Consolidated Government and The Governor's Office of Homeland Security and Emergency Preparedness to implement the Pre-Disaster Mitigation Assistance Hazard Mitigation Plan Update. Though we just finished our plan as required by law, this funding was pending the entire time. The funding will allow us to increase the accuracy of the data used for the modeling of the plan, and if the new maps come out, run our risk scenarios with the new data. The projected cash match is projected at \$1,200 with the remainder met with the inkind labor.

If everything meets with your approval, it is respectfully requested that you place the resolution on the January 11th Community Development & Planning Committee agenda for consideration. If you have any questions, please advise.

A Federally Funded Agreement
Between the
Governor's Office of Homeland Security and Emergency Preparedness
And
Terrebonne Parish Consolidated Government

1.1 Introduction

1.2 The Federal Emergency Management Agency ("Grantor") has made federal funds available to the State of Louisiana under the Pre Disaster Mitigation Grant Program ("PDM"). CFDA 97.047.

1.3 This Agreement addresses the use of those funds, and is between the Governor's Office of Homeland Security and Emergency Preparedness ("Recipient"), and Terrebonne Parish ("Sub-Recipient").

2.1 Applicable Laws, Regulations and Policies

2.2 Federal

National Flood Insurance Act of 1968 Section 1366 (42 U.S.C. 4104c)

as amended by the National Flood Insurance Reform Act of 1994, Public Law 103—325

The Bunning –Bereuter-Blumenauer Flood Insurance Reform Act of 2004, Public Law 108-264

The Biggert-Waters Flood Insurance Reform Act of 2012, Public Law 112-141

31 United States Code Section 1352

2 Code of Federal Regulations 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

OMB Circular A-102 (Standard Forms 424B (Rev. 7-97) and 424D (Rev. 7-97))

OMB Circular 110

2.3 State

Louisiana Homeland Security and Emergency Assistance and Disaster Act, La. R.S. 29:721 et seq.

Louisiana Scope of Building Codes, La. R.S. 33:4773(D)

Louisiana Uniform Construction Code, La. R.S. 40:1721-39

Louisiana Public Bid Law, La. R.S. 38:2211 et seq.

Louisiana Procurement Code, La. R.S. 39:1551 et seq.

Louisiana Hazard Mitigation Strategy (4 volumes)

3.1 Concept of Agreement

3.2 In order to complete the Terrebonne Hazard Mitigation Plan Update Project, the Grantor has provided funds to Sub-Recipient through Recipient's PDM Grant Program. Sub-Recipient shall perform the necessary tasks, meet the required milestones, and stay within the FEMA approved scope of work, and budgetary parameters as outlined in the application for this project. (PDMC-PL-06-LA-2018-001, EMT-2020-PC-0001 (2)).

3.3 The project application is incorporated into this Agreement as if copied in its entirety.

3.4 Additional responsibilities of Recipient, and Sub-Recipient are as follows:

3.4.1 All applicable State and Federal laws, regulations and policies shall be adhered to during the execution of this project, and more specifically:

3.4.2 Any changes to the scope of work, or budget shall comply with 2 C.F.R. §200

3.4.3 Sub-Recipient shall comply with the limitations on the use of appropriated funds to influence certain Federal contracting or financial transactions as stated in 31 U.S.C §1352.

3.4.4 Sub-Recipient shall comply with all Assurances for Construction and Non-Construction Programs as outlined in Standard Forms 424B and 424D, and prescribed by OMB Circular A-102.

3.4.5 Sub-Recipient shall cooperate at all times with Recipient, and act as the project manager agreeing to be accountable for all funds expended on this project.

3.4.6 Sub-Recipient agrees to meet all program, and administrative requirements as dictated by State and Federal laws, regulations and policies, and any other requirements deemed necessary by Recipient to carry out the intent of this Agreement, even if not specifically stated.

4.1 Summary of Statement of Work

4.2 Pursuant to PDMC-PL-06-LA-2018-001, EMT-2020-PC-0001 (2), Sub-Recipient shall perform the following tasks within the approved timeframes:

4.2.1 Address any newly identified hazards that have been determined to pose a threat.

5.1 Summary of Budget

5.2 Estimated costs per task:

5.2.1 For tasks 4.2.1	\$86,921.00
5.2.2 Total Project Cost	\$86,921.00

5.3 Funding Sources

5.3.1 Federal Share	\$64,208.00
5.3.2 Non-Federal Share	\$22,713.00

6.1 Liability of Parties

6.2 This Agreement is intended for the benefit of Grantor, Recipient and Sub-Recipient, and does not confer any rights upon third parties.

6.3 All rights by and between Grantor, Recipient, and Sub-Recipient are limited to the actions outlined in the applicable State and Federal laws, regulations, and policies.

6.4 Sub-Recipient hereby agrees to hold Recipient harmless from any actions or claims brought on behalf of any third parties who perform work and/or provide services on this project on behalf of Sub-Recipient.

7.1 Legal Authorization

Sub-Recipient hereby certifies that it has the legal authority to enter into this agreement and that it is authorized to receive the federal funds outlined herein.

8.1 Notice and Contact

8.2 All notices provided pursuant to this Agreement shall be in writing, and sent via first class certified mail return receipt requested.

8.3 The name and address of Recipient's contract manager for this agreement is:

Section VI

Governor's Office of Homeland Security
and Emergency Preparedness
State of Louisiana

JOHN BEL EDWARDS
GOVERNOR



JAMES B. WASKOM
DIRECTOR

July 8, 2021

223-676-8353-19 \$1,496,545.90
223-000-6318-19 1,363,797.11
223-000-6375-19 132,748.29

Honorable Gordon E. Dove
Parish President
Terrebonne Parish Consolidated Government
8026 Main Street
Houma, Louisiana 70360

RECEIVED

FEB 23 2022

ATTN: Jennifer Gerbasi

RE: Approval and Funding TPCG FINANCE DEPT.
Terrebonne Parish – TPCG – SRL/RL Elevation Project
FMA-PJ-06-LA-2019-005, EMT-2021-FM-E001 (7)

Dear President Dove:

On behalf of Governor John Bel Edwards, I am pleased to inform you that your application for Federal assistance, under the Flood Mitigation Assistance (FMA) Program, was approved by FEMA on May 4, 2021 (see enclosures) for the above referenced project. The approved funding for eligible project activities is as follows:

Title	Federal Share	Non-Federal Share	Total Project Cost
FMA-PJ-06-LA-2019-005	\$1,363,797.11	\$132,748.29	\$1,496,545.40

A Sub-Recipient Agreement briefing is required for the grant award. The following information will be explained to you and members of your staff:

- Project Performance Period of February 3, 2021 – November 3, 2023
- Reporting Requirements
- Procurement Process
- Process for requesting reimbursement of funds
- Information on Sub-Recipient Management Costs
- Sub-Recipient Agreement Review
- Closeout Procedures
- Record Retention

223-676-8353-19
223-000-6318-19
223-000-6375-19

Honorable Gordon E. Dove
Page 2
July 8, 2021

If you have any questions, please contact your State Applicant Liaison (SAL), Tiffany Doucet, at (225) 376-5104 or at tiffany.doucet@la.gov.

Sincerely,



Sean Wyatt
Assistant Deputy Director
Hazard Mitigation Assistance Division

SW:td

Enclosures (6)

A Federally Funded Agreement
Between the
Governor's Office of Homeland Security and Emergency Preparedness
And
Terrebonne Parish Consolidated Government

1.1 Introduction

1.2 The Federal Emergency Management Agency ("Grantor") has made federal funds available to the State of Louisiana under the Flood Mitigation Assistance Grant Program ("FMA"). CFDA 97.029.

1.3 This Agreement addresses the use of those funds, and is between the Governor's Office of Homeland Security and Emergency Preparedness ("Recipient"), and Terrebonne Parish ("Sub-Recipient").

2.1 Applicable Laws, Regulations and Policies

2.2 Federal

National Flood Insurance Act of 1968 Section 1366 (42 U.S.C. 4104c)

as amended by the National Flood Insurance Reform Act of 1994, Public Law 103—325

The Bunning –Bereuter-Blumenauer Flood Insurance Reform Act of 2004, Public Law 108-264

The Biggert-Waters Flood Insurance Reform Act of 2012, Public Law 112-141

31 United States Code Section 1352

2 Code of Federal Regulations 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

OMB Circular A-102 (Standard Forms 424B (Rev. 7-97) and 424D (Rev. 7-97))

OMB Circular 110

2.3 State

Louisiana Homeland Security and Emergency Assistance and Disaster Act, La. R.S. 29:721 et seq.

Louisiana Scope of Building Codes, La. R.S. 33:4773(D)

Louisiana Uniform Construction Code, La. R.S. 40:1721-39

Louisiana Public Bid Law, La. R.S. 38:2211 et seq.

Louisiana Procurement Code, La. R.S. 39:1551 et seq.

Louisiana Hazard Mitigation Strategy (4 volumes)

3.1 Concept of Agreement

3.2 In order to complete the Terrebonne Parish – TPCG SRL/RL Elevation Project, the Grantor has provided funds to Sub-Recipient through Recipient's FMA Grant Program. Sub-Recipient shall perform the necessary tasks, meet the required milestones, and stay within the FEMA approved scope of work, and budgetary parameters as outlined in the application for this project. (FMA-PJ-06-LA-2019-005, EMT-2021-FM-E001 (7))

3.3 The project application is incorporated into this Agreement as if copied in its entirety.

3.4 Additional responsibilities of Recipient, and Sub-Recipient are as follows:

3.4.1 All applicable State and Federal laws, regulations and policies shall be adhered to during the execution of this project, and more specifically:

3.4.2 Any changes to the scope of work, or budget shall comply with 2 C.F.R. §200

3.4.3 Sub-Recipient shall comply with the limitations on the use of appropriated funds to influence certain Federal contracting or financial transactions as stated in 31 U.S.C §1352.

3.4.4 Sub-Recipient shall comply with all Assurances for Construction and Non-Construction Programs as outlined in Standard Forms 424B and 424D, and prescribed by OMB Circular A-102.

3.4.5 Sub-Recipient shall cooperate at all times with Recipient, and act as the project manager agreeing to be accountable for all funds expended on this project.

3.4.6 Sub-Recipient agrees to meet all program, and administrative requirements as dictated by State and Federal laws, regulations and policies, and any other requirements deemed necessary by Recipient to carry out the intent of this Agreement, even if not specifically stated.

4.1 Summary of Statement of Work

4.2 Pursuant to FMA-PJ-06-LA-2019-005, EMT-2021-FM-E001 (7), Sub-Recipient shall perform the following tasks within the approved timeframes:

4.2.1 To elevate eight (8) SRL/RL properties to prevent future losses.

5.1 Summary of Budget

5.2 Estimated costs per task:

5.2.1 For tasks 4.2.1	\$1,496,545.40
5.2.2 Total Project Cost	\$1,496,545.40

5.3 Funding Sources

5.3.1 Federal Share	\$1,363,797.11
5.3.2 Non-Federal Share	\$ 132,748.29

6.1 Liability of Parties

6.2 This Agreement is intended for the benefit of Grantor, Recipient and Sub-Recipient, and does not confer any rights upon third parties.

6.3 All rights by and between Grantor, Recipient, and Sub-Recipient are limited to the actions outlined in the applicable State and Federal laws, regulations, and policies.

6.4 Sub-Recipient hereby agrees to hold Recipient harmless from any actions or claims brought on behalf of any third parties who perform work and/or provide services on this project on behalf of Sub-Recipient.

7.1 Legal Authorization

Sub-Recipient hereby certifies that it has the legal authority to enter into this agreement and that it is authorized to receive the federal funds outlined herein.

8.1 Notice and Contact

8.2 All notices provided pursuant to this Agreement shall be in writing, and sent via first class certified mail return receipt requested.

8.3 The name and address of Recipient's contract manager for this agreement is:

Sean Wyatt
Assistant Deputy Director, Hazard Mitigation Assistance Division
Governor's Office of Homeland Security and Emergency Preparedness
7667 Independence Boulevard
Baton Rouge, Louisiana 70806

The name and address of the designated agent responsible for the administration of this agreement on behalf of Sub-Recipient is:

Honorable Gordon E. Dove
Parish President
Terrebonne Parish
8026 Main Street
Houma, Louisiana 70360

8.4 If the mailing address of Recipient or Sub-Recipient changes during the term of this agreement, or there is a change in the designated points of contact, the party with the address change, or change of contact shall immediately notify the other party in writing.

On behalf of their respective agencies, Recipient and Sub-Recipient have executed this agreement.

BY: 
James B. Waskom
Director
GOVERNOR'S OFFICE OF HOMELAND
SECURITY AND EMERGENCY PREPAREDNESS

DATE: 10/20/2021

BY: 
Honorable Gordon E. Dove
Parish President
TERREBONNE PARISH
Mike Toups
Parish Manager
Authorized Designee
Record #1627089

DATE: 8/5/21

DARRIN W. GUIDRY, SR., CHAIRMAN

DANIEL BABIN, VICE-CHAIRMAN

DISTRICT 1
JOHN NAVY
DISTRICT 3
GERALD MICHEL
DISTRICT 5
JESSICA DOMANGUE
DISTRICT 7
DANIEL BABIN
DISTRICT 9
STEVE TROSCLAIR



DISTRICT 2
CARL A. HARDING
DISTRICT 4
JOHN P. AMEDÉE
DISTRICT 6
DARRIN W. GUIDRY, SR.
DISTRICT 8
DIRK J. GUIDRY
COUNCIL CLERK
SUZETTE THOMAS

Post Office Box 2768 • Houma, LA 70361
Government Tower Building • 8026 Main Street, Suite 600 • Houma, LA 70360
Telephone: (985) 873-6519 • FAX: (985) 873-6521
suthomas@tpcg.org www.tpcg.org

July 29, 2021

MEMO TO: Chris Pulaski
Planning & Zoning Director

FROM: Suzette Thomas
Council Clerk

RE: **Flood Mitigation Assistance Elevation Program**

Attached is an original copy of Resolution No. 21-288 which authorizes Parish President Gordon E. Dove to enter into a subgrantee agreement between the Terrebonne Parish Consolidated Government and the Governor's Office of Homeland Security & Emergency Preparedness to implement the Flood Mitigation Assistance Program FMA-PJ-06-LA-2019-005.

Should you have any questions regarding the Council's action, please feel free to contact me.

/st

Attachments

cc: Ms. Kandace Mauldin, Chief Financial Officer
Mrs. Kayla Dupre, Comptroller
Mrs. Leilani Adams, Parish President Executive Secretary
Council Reading File

OFFERED BY: MR. G. MICHEL
SECONDED BY: MR. D. J. GUIDRY

RESOLUTION NO. 21-288

A RESOLUTION AUTHORIZING THE PARISH PRESIDENT TO ENTER INTO A SUBGRANTEE AGREEMENT BETWEEN TERREBONNE PARISH CONSOLIDATED GOVERNMENT AND THE GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS (GOHSEP) TO IMPLEMENT THE FLOOD MITIGATION ASSISTANCE PROGRAM FMA-PJ-06-LA-2019-005.

WHEREAS, the Terrebonne Parish Consolidated Government has applied for funding allocated as a result of the yearly Flood Mitigation Assistance (FMA) program through the Federal Emergency Management agency (FEMA) and the National Flood Insurance Program (NFIP), and

WHEREAS, by communication from the GOHSEP dated July 8, 2021, the Terrebonne Parish Consolidated Government has been notified that its application for federal assistance allocated to elevate repetitive loss structures was approved by FEMA May 4, 2021; and

WHEREAS, the approved funding for the elevation of approximately eight (8) flood damaged structures in the Parish is as follows:

Federal Share (100%)	\$ 1,363,797.11
Non Federal Share (0%)	\$ 132,748.29
TOTAL PROJECT AWARD:	\$ 1,496,545.40

WHEREAS, the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) is the grantee under this Hazard Mitigation Assistance Program; and

WHEREAS, Terrebonne Parish Consolidated Government is a subgrantee;

NOW, THEREFORE, BE IT RESOLVED by the Terrebonne Parish Council that the Parish President is hereby authorized to enter into the appropriate subgrantee agreement with GOHSEP in order to receive funding and implement the FMA Elevation Program.

THERE WAS RECORDED:

YEAS: G. Michel, J. Amedée, J. Domangue D. W. Guidry, Sr., D. Babin, D. J. Guidry and C. Harding.

NAYS: None.

NOT VOTING: None.

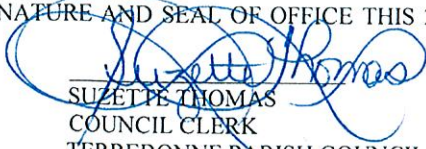
ABSTAINING: None.

ABSENT: S. Trosclair and J. Navy.

The Chairman declared the resolution adopted on this the 26th day of July 2021.

I, SUZETTE THOMAS, Council Clerk of the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Community Development and Planning Committee on July 26, 2021, and subsequently ratified by the Assembled Council in Regular Session on July 28, 2021, at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS 29th DAY OF JULY 2021.


SUZETTE THOMAS
COUNCIL CLERK
TERREBONNE PARISH COUNCIL



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

Resolution authorizing the President to enter into agreement with the Governor's Office of Homeland Security and Emergency Preparedness for the Flood Mitigation Assistance Elevation program.

PROJECT SUMMARY (200 WORDS OR LESS)

Resolution authorizing the President to enter into the appropriate subgrantee agreement with the Governor's Office of Homeland Security and Emergency Preparedness in order to receive funding and implement the Flood Mitigation Assistance Severe Repetitive Loss/Repetitive Loss Elevation Program.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

To enter into an agreement to accept \$1,363,797.11 of FEMA Hazard Mitigation Assistance funding to elevate eight (8) severe repetitive loss or repetitive loss structures under the FMA-PJ-06-LA-2019-005 grant.

TOTAL EXPENDITURE

N/A

AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL -- N/A

ESTIMATED

IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

YES

IF YES AMOUNT
BUDGETED:

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

PARISHWIDE

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Chris Pulaski

Signature

July 20, 2021

Date

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July 20, 2021

MEMO TO: Gordon Dove
Parish President

FROM: Chris Pulaski
Planning and Zoning Department

SUBJECT: Request for Agenda Item July 26th and 28th, 2021
Community Development & Planning Committee

Please find the following items for your review:

- A resolution authorizing the Parish President to enter into a subgrantee agreement between Terrebonne Parish Consolidated Government and The Governor's Office of Homeland Security and Emergency Preparedness to implement the Flood Mitigation Assistance Program from 2019. Eight repetitive loss properties will be elevated through this program.

If everything meets with your approval, it is respectfully requested that you place the resolution on the Community Development & Planning Committee agenda for consideration. If you have any questions, please advise.

OFFERED BY:
SECONDED BY:

RESOLUTION NO. 12-

A RESOLUTION AUTHORIZING THE PARISH PRESIDENT TO ENTER INTO A SUBGRANTEE AGREEMENT BETWEEN TERREBONNE PARISH CONSOLIDATED GOVERNMENT AND THE GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS (GOHSEP) TO IMPLEMENT THE FLOOD MITIGATION ASSISTANCE PROGRAM FMA-PJ-06-LA-2019-005.

WHEREAS, the Terrebonne Parish Consolidated Government has applied for funding allocated as a result of the yearly Flood Mitigation Assistance (FMA) program through the Federal Emergency Management agency (FEMA) and the National Flood Insurance Program (NFIP), and

WHEREAS, by communication from the GOHSEP dated July 8, 2021, the Terrebonne Parish Consolidated Government has been notified that its application for federal assistance allocated to elevate repetitive loss structures was approved by FEMA May 4, 2021; and

WHEREAS, the approved funding for the elevation of approximately eight (8) flood damaged structures in the Parish is as follows:

Federal Share (100%)	\$ 1,363,797.11
Non Federal Share (0%)	\$ 132,748.29
TOTAL PROJECT AWARD:	\$ 1,496,545.40

WHEREAS, the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) is the grantee under this Hazard Mitigation Assistance Program; and

WHEREAS, Terrebonne Parish Consolidated Government is a subgrantee;

NOW, THEREFORE, BE IT RESOLVED by the Terrebonne Parish Council that the Parish President is hereby authorized to enter into the appropriate subgrantee agreement with GOHSEP in order to receive funding and implement the FMA Elevation Program.

Section VII

STO Copy
CEA #22-945-169

STATE OF LOUISIANA

COOPERATIVE ENDEAVOR AGREEMENT
(Line Item Appropriation)

THIS COOPERATIVE ENDEAVOR, is made and entered into by and between the Louisiana Department of the Treasury and the State of Louisiana, hereinafter referred to as "State" and/or "Agency" and Terrebonne Parish Consolidated Government officially domiciled at 8026 Main Street, 7th Floor, Houma, La 70360, hereinafter referred to as "Contracting Party".

ARTICLE I

WITNESSETH:

1.1 WHEREAS, Article VII, Section 14(c) of the Constitution of the State of Louisiana provides that "for a public purpose, the state and its political subdivisions...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

1.2 WHEREAS, Act 120 of 2021 Regular Legislative Session of the Louisiana Legislature, which was adopted in accordance with Article VII, Section 10, of the Constitution of the State of Louisiana, is the appropriation for the expenditure of State funds, and said Act 120 contains a line item appropriation within the Agency's budget for the benefit of Terrebonne Parish Consolidated Government of which the sum of **FIVE HUNDRED THOUSAND & NO/100 (\$500,000) DOLLARS** has been allocated for this program/project, as set forth in the Attachment A Plan, which is attached to this Agreement and made a part hereof;

1.3 WHEREAS, the Agency desires to cooperate with the Contracting Party in the implementation of the project as hereinafter provided;

1.4 WHEREAS, the public purpose is described as: to provide recreational opportunities to the citizens of the State, and specifically Terrebonne Parish and the surrounding area;

1.5 WHEREAS, the Contracting Party has provided all required information in accordance with Act 120 of 2021 Regular Legislative Session, if applicable and the Governor's Executive Order JBE 2016 - 38 on accountability for line item appropriations; and is attached to this agreement and made part hereof by reference as "Attachment E.

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

ARTICLE II
SCOPE OF SERVICES

2.1 The Contracting Party shall: Plan, design, and construct various recreational features at the Terrebonne Sport Complex, aka Bayou Country Sport Park, including soccer fields, sport lighting, parking areas, access roadways, beach volleyball, and related features.

659-000-6343-35
659-501-8913-20

2.2 Deliverables: the Contracting Party shall construct various recreational improvements at the Terrebonne Sports Complex, aka Bayou Country Sport Park. The Contracting Party shall accomplish this task by having the necessary plans, engineering drawings, specifications, and other relevant materials prepared in order to publicly bid and award the construction of various sections of the Sports Park in Terrebonne. The Contracting party shall construct these improvements via an appropriately licensed construction contractor

The Contracting Party will provide to the State written quarterly **Progress Reports (Attachment C)** outlining the Contracting Party's resources, initiatives, activities, services and performance consistent with the provisions, goals and objectives of this Agreement and quarterly **Cost Reports (Attachment D)** which provide detailed cost information outlining the use of the above referenced appropriated funds. **Attachment C, Progress Report and Attachment D, Cost Report** are attached to this agreement and made part thereof by reference. Adequate supporting documentation (including copies of invoices, checks and other appropriate records reflecting expenses incurred) shall be attached to the reports. All original documentation supporting the reports shall be maintained by the Contracting Party, and shall be subject to audit, as hereinafter stated. These reports that are to be provided quarterly shall be due and delivered to the Agency on or before the 31st of October for the quarter ending September 30, the 31st day of January for the quarter ending December 31, the 30th day of April for the quarter ending March 31, and the 15th day July for the quarter ending June 30, there being no exceptions or waivers of this July reporting due date.

2.3 Budget: The **Budget** for this project is incorporated herein as **Attachment B** which is attached hereto and made a part hereof by reference and shows all anticipated revenues and expenditures provided by this cooperative endeavor. The **Budget** for this project shall not exceed the total sum of **FIVE HUNDRED THOUSAND, HUNDRED & NO/100 (\$500,000) DOLLARS** which sum shall be inclusive of all costs or expenses to be paid by the State in connection with the services to be provided under this agreement. This is the total sum that has been appropriated by the State for this program/project. No state funds shall be paid for any one phase of this Agreement that exceeds the **Budget** attached as "Attachment B", without the **prior** approval of the State. **Attachment B Page 2 - Staffing Chart and Attachment B Page 3 - Schedule of Professional and Other Contracting Services** are also attached hereto and made a part hereof by reference, and shall be fully completed by the Contracting Party for attachment to and inclusion as a part of this Agreement.

2.4 Disclosure and Certification Statement(s): **Attachment E - Disclosure and Certification Statement** to this Agreement must be fully completed, dated and executed by a duly authorized representative of the Contracting Party. Additionally, the Contracting Party shall attach to this **Attachment E**, where applicable, the following: a) a copy of the board resolution authorizing execution of this Agreement on behalf of the Contracting Party, or other written authorization for such execution that may be appropriate, as the case may be; and, b) a copy of a Certificate of "Good Standing" from the Secretary of State. Additionally, as to all sub-contracting, sub-recipient parties shown and identified in **Attachment B Page 3** and any attachments thereto, **Attachment E-1 - Disclosure and Certification Statement** to this Agreement must be fully completed, dated and executed by a duly authorized representative of each such sub-contracting, sub-recipient party, and shall have attached thereto, where applicable, the same attachments required for the Contracting Party in a) and b) of this paragraph.

For public or quasi-public entities which are recipients under Act 120 of 2021 Regular Legislative Session and which are not budget units of the State, no funds shall be transferred unless said Contracting Party submits to the Legislative Auditor for approval a copy of this Agreement and Budget showing all anticipated use of the appropriation, an estimate of the duration of the project and a plan showing specific goal and objectives for the use of such funds, including measures of performance. This requirement will be met by Department of Treasury's submission of the approved budget (Attachment A and Attachment B) to the Legislative Auditor. The Contracting Party shall provide written reports every quarter to the funding agency concerning the use of the funds and the specific goals and objectives for the use thereof.

2.5 The recipient assures that elected officials or their family members will not receive (directly or indirectly) any part of the funds awarded through this appropriation. State law defines “immediate family” as the term related to a public servant to mean children, the spouses of children, brothers and their spouses, sisters and their spouses, parents, spouse and the parents of a spouse. See R.S. 42:1111 et seq.

ARTICLE III CONTRACT MONITOR

3.1 The Contract Monitor for this Agreement is the Local Government Fund Management Division of the Department of the Treasury.

3.2 Monitoring Plan: During the term of this Agreement, the Contracting Party shall discuss with the State’s Contract Monitor the progress and results of the project, ongoing plans for the continuation of the project, any deficiencies noted, and other matters relating to the project. The Contract Monitor shall review and analyze the Contracting Party’s Plan to ensure the Contracting Party’s compliance with the requirements of the Agreement.

The Contract Monitor shall also review and analyze the Contracting Party’s written, **Attachment C-Progress Report** and **Attachment D-Cost Report** and any work product for compliance with the Scope of Services; and shall

1. Compare the Reports to Goals/Results and Performance Measures outlined in this Agreement to determine the progress made;
2. Contact the Contracting Party to secure any missing deliverables;
3. Maintain telephone and/or e-mail contact with the Contracting Party on Agreement activity and, if necessary, make visits to the Contracting Party’s site in order to review the progress and completion of the Contracting Party’s services, to assure that performance goals are being achieved, and to verify information when needed.
4. Assure that expenditures or reimbursements requested in **Attachment D-Cost Report** are in compliance with the approved **Goals** in **Attachment A Plan**. The Contract Monitor shall coordinate with the Agency’s fiscal office for reimbursements to Contracting Party and shall contact the Contracting Party for further details, information for documentation when necessary.

Between required performance reporting dates, the Contracting Party shall inform the Contract Monitor of any problems, delays or adverse conditions which will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project results by established time schedules and goals. The Contracting Party’s disclosure shall be accompanied by a statement describing the action taken or contemplated by the Contracting Party, and any assistance which may be needed to resolve the situation.

ARTICLE IV

PAYMENT TERMS

4.1 Payment shall be made to the Contracting Party under the terms and conditions of one of the following plans *(Please check one)*:

☒ **PLAN A:** Provided the Contracting Party's progress and/or completion of the Contracting Party's services are to the reasonable satisfaction of the State, payments to the Contracting Party shall be made by the State on a reimbursement basis, after receipt from the Contracting Party and approval by the State of quarterly Attachment C-Progress Reports and Attachment D-Cost Reports requesting reimbursement, and certifying that such expenses have been incurred. Adequate supporting documentation (including copies of invoices, checks and other appropriate records reflecting expenses incurred) shall be attached to the reports. All original documentation supporting the reports shall be maintained by the Contracting Party, and shall be subject to audit, as hereinafter stated.

☐ **PLAN B:** One initial payment limited to no more than 25% of the total line item appropriation shall be made to the Contracting Party in advance of services being performed **only** with sufficient justification provided on Attachment A, Attachment B and Attachment B-Supplement (collectively termed the business plan), and the Cooperative Endeavor Agreement is approved by the Office of Contractual Review or other delegated authority. The balance of the appropriation will be paid provided the Contracting Party's progress and/or completion of the Contracting Party's services are to the reasonable satisfaction of the State, payments to the Contracting Party shall be made by the State on a reimbursement basis, after receipt from the Contracting Party and approval by the State of quarterly Attachment C-Progress Reports and Attachment D-Cost Reports requesting reimbursement, and certifying that such expenses have been incurred. Adequate supporting documentation (including copies of invoices, checks and other appropriate records reflecting expenses incurred) shall be attached to the reports. All original documentation supporting the reports shall be maintained by the Contracting Party, and shall be subject to audit, as hereinafter stated. **Upon receipt of the 1st Quarter Progress and Cost Reports and approval thereof, the initial 25% payment will be applied and if such approved expenses exceed the initial payment, the difference will be forthcoming.**

☐ **PLAN C:** Payment of 100% of the line item appropriation shall be made to the Contracting Party in advance of purchasing equipment or other similar expenditures **only** with sufficient justification provided on Attachment A, Attachment B and Attachment B-Supplement (collectively termed the business plan) indicating that there is no other source of funding available to make the purchase to satisfy the goals and objectives of the project, and the Cooperative Endeavor Agreement is approved by the Office of Contractual Review or other delegated authority.

4.2 Travel expenses, if any, shall be reimbursed only in the event that this Agreement provides for such reimbursement, such travel expenses are included in the Contracting Party's approved compensation, budget or allocated amount, and then only in accordance with Division of Administration Policy and Procedure Memorandum No. 49. Invoices and/or receipts for any pre-approved reimbursable expenses or travel expenses must be provided or attached to periodic invoices for reimbursement. If reimbursement is sought for meals, which under Memorandum No. 49 are based upon departure and return times and dates that are properly set forth on the State Travel Expense Report, the Contracting Party shall fully complete and submit such Travel Expense Report, attached hereto as **Attachment F**, in addition to all other required submissions, for such reimbursement.

4.3 Payments by the State under this Agreement will be allowed only for expenditures occurring between and including the dates of July 1, 2021 and June 30, 2022, and this project and all of the Contracting Party's services shall be completed by that date. Payment is contingent upon the availability of sufficient

collection of state sales tax revenues credited to the appropriate Fund and upon the approval of this Agreement by the Office of Contractual Review or other delegated authority. Notwithstanding any provision hereof to the contrary, the Attachment C-Progress Report and Attachment D-Cost Report for any reporting period ending June 30, 2022, MUST, under all circumstances, be received by the Agency no later than July 15, 2022, in order for the Contracting Party to receive payment for reimbursement of expenses incurred and set forth herein.

Payments by the State under this Agreement will not be released or provided to the Contracting Party if, when, and long as, the Contracting Party fails or refuses to comply with the provisions of R.S. 24:513. No Contracting Party shall be considered to fail or refuse to comply with the provisions of R.S. 24:513 during any extension of time to comply granted by the legislative auditor to the Contracting Party.

4.4 The Contract Monitor shall monitor disbursements on a monthly basis. Under circumstances such that the recipient entity has not demonstrated substantial progress towards goals and objectives, based on established measures of performance, further disbursements shall be discontinued until substantial progress is demonstrated or the entity has justified, to the satisfaction of the Agency, reasons for the lack of progress. If the Agency determines that the recipient failed to use the Line Item Appropriation within the estimated duration of the project or failed to reasonably achieve its specific goals and objectives, without sufficient justification, the Agency shall demand that any unexpended funds be returned to the state treasury within 45 days of the demand unless approval to retain the funds is obtained from the Division of Administration and the Joint Legislative Committee on the Budget. Likewise, if the Contracting Party defaults on the Agreement, breaches the terms of the Agreement, ceases to do business, or ceases to do business in Louisiana it shall be required to repay the State within 45 days of the demand, unless approval to retain the funds is obtained from the Division of Administration and the Joint Legislative Committee on the Budget. For public or quasi-public entities which are recipients under Act 120 of 2021 Regular Legislative Session, the transferring Agency shall forward to the Legislative Auditor, the Division of Administration and the Joint Legislative Committee on the Budget a report showing specific data regarding compliance with this Section and collection of any unexpended funds. This report shall be submitted not later than May 1, 2022.

If the Contracting Party defaults on the agreement, breaches the terms of the agreement, or ceases to do business in Louisiana and does not return unexpended funds upon demand, the agreement shall be turned over to the Attorney General's Office, Collections Section for collection purposes.

4.5 Taxes: The Contracting Party hereby agrees that the responsibility for payment of taxes from the funds thus received under this Agreement and/or legislative appropriation shall be the Contracting Party's obligation and identified under Federal tax identification number **72-6001390**.

ARTICLE V

TERMINATION FOR CAUSE

5.1 The State may terminate this agreement for cause based upon the failure of the Contracting Party to comply with the terms and/or conditions of the Agreement; provided that the State shall give the Contracting Party written notice specifying the Contracting Party's failure. If within thirty (30) days after receipt of such notice, the Contracting Party shall not have either corrected such failure or, in the case which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contracting Party in default and the Agreement shall terminate on the date specified in such notice. The Contracting Party may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this agreement; provided that the Contracting Party shall give the State written notice specifying the State's failure and a reasonable opportunity for the State to cure the defect.

ARTICLE VI
TERMINATION FOR CONVENIENCE

6.1 The State may terminate the agreement at any time by giving thirty (30) days written notice to the Contracting Party. Upon receipt of notice, the Contracting Party shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders for materials, facilities, services and supplies in connection with the performance of this agreement. The Contracting Party shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

ARTICLE VII
OWNERSHIP

7.1 All records, reports, documents and other material delivered or transmitted to the Contracting Party by the State shall remain the property of the State, and shall be returned by Contracting Party to the State, at the Contracting Party's expense, at termination or expiration of this Agreement. All records, reports, documents, or other material related to this agreement and/or obtained or prepared by the Contracting Party in connection with performance of the services contracted for herein shall become the property of the State, and shall, upon request, be returned by Contracting Party to the State at Contracting Party's expense at termination or expiration of this agreement.

ARTICLE VIII
ASSIGNMENT

8.1 The Contracting Party shall not assign any interest in this agreement and shall not transfer any interest in same (whether by assignment or novation), without prior written consent of the State, provided however, that claims for money due or to become due to the Contracting Party from the State may be assigned to a bank, trust company, or other financial institution without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

ARTICLE IX
FINANCIAL DISCLOSURE

9.1 Each recipient shall be audited in accordance with R.S. 24:513. If the amount of public funds received by the Contracting Party is below the amount for which an audit is required under R.S. 24:513, the transferring agency shall monitor and evaluate the use of the funds to ensure effective achievement of the goals and objectives. This evaluation shall be based upon the progress reports and cost reports as provided and certified by the Contracting Party under the requirements of this agreement, as well as any site visits that may be made under the provisions this agreement, to ensure effective achievement of the goals and objectives.

ARTICLE X
AUDITOR'S CLAUSE

10.1 It is hereby agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors shall have the option of auditing all records and accounts of the Contracting Party which relate to this Agreement.

10.2 The Contracting Party and any subcontractors paid under this Agreement shall maintain all books and records pertaining to this agreement for a period of three years after the date of Treasury's acceptance of the final Cost and Progress Reports and documentation as required to be filed under Section 2.2 of the

Agreement.

ARTICLE XI
AMENDMENTS IN WRITING

11.1 Any alteration, variation, modification, or waiver of provisions of this agreement shall be valid only when it has been reduced to writing, executed by all parties and approved by the Director of the Office of Contractual Review, Division of Administration, or other delegated authority **prior to the alteration, variation, modification or waiver of any provision of this Agreement.** This agreement may not be amended after the expiration date.

ARTICLE XII
FISCAL FUNDING CLAUSE

12.1 The continuation of this agreement is contingent upon the appropriation of funds to fulfill the requirements of the agreement by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the agreement, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the agreement, the agreement shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

ARTICLE XIII
TERM OF CONTRACT

13.1 This Agreement shall begin on July 1, 2021 and shall terminate on June 30, 2022. Every effort should be made to complete the objectives of the agreement and incur approved expenses by June 30, 2022. There is no extension of the June 30, 2022 deadline without legislative action and approval.

ARTICLE XIV
DISCRIMINATION CLAUSE

14.1 The Contracting Party agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and Contracting Party agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contracting Party agrees not to discriminate in its employment practices, and will render services under this contract without regard to age, race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by the Contracting Party, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this agreement.

THUS DONE AND SIGNED AT Baton Rouge, Louisiana on the 14 day of September, 2021

WITNESSES:

DEPARTMENT OF THE TREASURY
STATE OF LOUISIANA

Sarah Mulhearn

[Signature]
Agency Head or designee

[Signature]

Nancy Keaton
Print Name and Title

THUS DONE AND SIGNED AT 230 ^{Houma, LA} Louisiana on the 23rd day, of Aug, 2021.

WITNESSES:

Contracting Party

[Signature]
Lollani H. Adams

[Signature]
Authorized Person

[Signature]
Deborah W. Ortega

Gordon E. Dove
Print Name and Title
Parish President

ATTACHMENT A - PLAN

Act 120 of 2021 Regular Legislative Session

Schedule 20

NAME OF CONTRACTING PARTY:

Terrebonne Parish Consolidated Government

NAME AND BRIEF NARRATIVE OF PROGRAM:

Terrebonne Sports Complex

Construction of various sections of the Sports Park in Terrebonne Parish

Program Goals, Objectives, Expected Outcomes/Results Activities and Related Performance Measures (Duplicate pages as needed for each goal identified). What are the goals, objective(s), expected outcomes/results for this program: Indicate the goals/objectives for this program. Indicate the expected outcomes/results for each goal. Explain how each goal, objective, outcome/result is measured. Identify activities that will be implemented to achieve expected outcomes, the person(s) responsible for implementing the activity, and the expected completion date.

1. Program Goal (Goals are the intended broad, long-term results. Goals are clear statements of the general end purposes toward which efforts are directed.)
To provide recreational opportunities to the citizens of the State, and specifically Terrebonne Parish and the surrounding area

2. Program Objective(s) (Objectives are intermediate outcomes--specific, measurable steps towards accomplishing the goal, that identify the expected outcomes and results. The program objective must include a percentage, a specific dollar amount or a number).
1. Build two (2) new soccer fields with lighting by June 30, 2022
2. Spend \$100,000 on access road by June 30, 2022
3. Build one (1) beach volleyball area by June 30, 2022

3. Relevant Activity (Activities) (An activity is a distinct subset of functions or services within a program to meet the Program Objective.)
Complete the Plans and Specifications required to bid the project; Bid and award the project according to public bid law; manage the construction of the project to successful completion

4. Performance Measure(s) (Measure the amount of products or services provided or number of customers served. Specific quantifiable measures of progress, results actually achieved and assess program impact and effectiveness. A Performance Measure must be designated as a percentage, a specific dollar amount or a number).
1. Number of soccer fields with lighting built
2. Dollar amount spent on access road
3. Number of beach volleyball areas built

ATTACHMENT B

Page 1

Project Budget (2021-2022)

Act 120 of 2021 Regular Legislative Session

Schedule 20

Terrebonne Parish Consolidated Government

Anticipated Income or Revenue

Sources *(list all sources of revenue)*

Amounts

1. Act 120 Appropriation	\$ 500,000
2. State Capital Outlay	\$1,000,000
3. Local Match	\$ 260,874
Total all sources	<u>\$1,760,874</u>

Anticipated Expenses

Expense Categories

Total Amount

Amount Line Item **Appropriation**

(see Footnote 1 below)

(see Footnote 2 below)

Gross Salaries(See Attachment B, Page 2)	\$	\$
Related Benefits (Employer share)	\$	\$
Travel	\$	\$
Operating Services:		
Advertising	\$	\$
Printing	\$	\$
Insurance	\$	\$
Maintenance of Equipment	\$	\$
Maintenance of Office and Grounds	\$	\$
Rentals	\$	\$
Software licensing	\$	\$
Dues and Subscriptions	\$	\$
Telephones and Internet Service	\$	\$
Postage	\$	\$
Utilities	\$	\$
Other	\$	\$
Office Supplies	\$	\$
Professional & Contract Services	\$1,760,874	\$500,000
(See Attachment B, Page 3)		
Other Charges (See Attachment B, Page 4)	\$	\$
Acquisitions & Major Repairs	\$	\$
Total Use of the Appropriation	<u>\$1,760,874</u>	<u>\$500,000</u>

(Budget categories listed above reflect a typical budget and may be adjusted by the agency and recipient to reflect actual categories necessary for each individual program. Salaries and Professional & Other Contract Services and Other Charges shall be detailed using Pages 2, 3 and 4 of Attachment B).

All numbers must be rounded to the nearest dollar.

Footnote (1) This column represents expenditures by category and MUST equal total sources listed above.

Footnote (2) This column represents the portion of expenditures by category funded by the state appropriation provided by this Cooperative Endeavor Agreement.

ATTACHMENT B

Page 2

Staffing Chart

Act 120 of 2021 Regular Legislative Session

Schedule 20

Name of Contracting Party: Terrebonne Parish Consolidated Government

Name of Program: Terrebonne Sport Complex

Name	Title	Total Annual Salary Amount	Total Salary Paid by Appropriation Amount	Percentage	Related Benefits	Full time or Part Time # of months
NOT APPLICABLE						

Totals

\$ _____ \$ _____

\$ _____

ATTACHMENT B

Page 3

Schedule of Professional and Other Contract Services

Act 120 of 2021 Regular Legislative Session

Schedule 20

Name of Contracting Party: Terrebonne Parish Consolidated Government

Name of Program: Terrebonne Sport Complex

Name and Address of Individual and/or Firm	Nature of Work Performed and Justification for Services	Total Contract Amount	Total Paid by Appropriation
To Be Determined	Construction of various features at the Terrebonne Sports Park	\$1,760,874	\$500,000

Totals

\$1,760,874

\$500,000

Page 4

Act 120 of 2021 Regular Legislative Session

Name of Contracting Party: Terrebonne Parish Consolidated Government

Name of Program: Terrebonne Sport Complex

Provide a description of the intended use of the funds listed in Other Charges and the dollar amount. Each use should be listed separately. Do not budget funds in Other Charges that can be placed in another expenditure category.	List dollar Amount for each use
1. NOT APPLICABLE	
Total - Should agree with Attachment B, Page 1	

ATTACHMENT B-SUPPLEMENT

Business Plan

Narrative Justification for Plan B or Plan C

Act 120 of 2021 Regular Legislative Session

Schedule 20

Terrebonne Parish Consolidated Government

ATTACHMENT C

Progress Report for the Period of _____ to _____ Schedule 20 Act 129 of 2021 Regular Legislative Session (To be submitted quarterly showing progress achieved. Duplicate pages as needed.)

Name of Contracting Party: Terrebonne Parish Consolidated Government

Contact Name: Kandace M. Mauldin

Telephone: (985) 873-6453 Fax : (985) 873-6457

Goal: To provide recreational opportunities to the citizens of the State, and specifically Terrebonne Parish and the surrounding areas	
Objective(s): 1. Build two (2) new soccer fields with lighting by June 30, 2022 2. Spend \$100,000 on access road by June 30, 2022 3. Build one (1) beach volleyball area by June 30, 2022	
Activity(Activities) Performed: Complete the plans and specifications required to bid the project; bid and award the project according to public bid law; manage the construction of the project to successful completion	
Performance Measure(s): 1. Number of soccer fields with lighting built 2. Dollar amount spent on access road 3. Number of beach volleyball areas built	% , \$ amt. or number complete 1. 2. 3.

I hereby certify that I have reviewed the above information, it is true and correct to the best of my knowledge, and I am the duly authorized representative of the organization.

Signature of Authorized Person

Print Name and Title

Date

ATTACHMENT D

Cost Report for the Period of _____ to _____

(Expense categories & dollar amounts must reflect those listed in "Attachment B" project budget.)

Act 120 of 2021 Regular Legislative Session

Schedule 20

Name of Contracting Party: Terrebonne Parish Consolidated Government

Name of Program: Terrebonne Sports Complex

Expense Category	Amount of Line Item Appropriation from Attachment B Page 1	Quarterly Expenditures	Total Cumulative Year to Date Expenditures	Balance Remaining
Gross Salaries				
Related Benefits (employer share)				
Travel				
Operating Services:				
Advertising				
Printing				
Insurance				
Maintenance of Equipment				
Maintenance of Office and Grounds				
Rentals				
Software licensing				
Dues and Subscriptions				
Telephones and Internet Service				
Postage				
Utilities				
Other				
Office Supplies				
Professional Services	500,000			
Other Charges				
Acquisitions & Major Repairs				
Totals	\$500,000	\$	\$	\$

NOTE: Include a copy of the check and invoice/receipt for each expense submitted with this report.

I hereby certify that I have reviewed the above information, it is true and correct to the best of my knowledge, and I am the duly authorized representative of the organization.

Signature of Authorized Person

Print Name and Title

Date

Cost Report for the Period of

Schedule 20

Name of Program: Terrebonne Sports Complex

Name of Sub-contractor	Amount of Line Item Appropriation from Attachment B	Quarterly Expenditures to be paid by the State (must equal invoices etc.)	Total Cumulative Year to Date Expenditures including this quarter's expenditures	Balance Remaining
Professional Services:				
TBD	500,000			
Totals	\$500,000	\$	\$	\$

I hereby certify that I have reviewed the above information, it is true and correct to the best of my knowledge, and I am the duly authorized representative of the organization.

Print Name and Title _____

Date _____

ATTACHMENT E
Disclosure and Certification Statement
Act 120 of 2021 Regular Legislative Session

Schedule 20

Contracting Party Name: Terrebonne Parish Consolidated Government

Contractor's Mailing Address: PO Box 2768, Houma, LA 70361

Name of Program: Terrebonne Sports Complex

Organization Type: (Example: local government, non-profit, corporation, LLP, etc.) Local Government

Private entities required to register with the Secretary of State's office must be in good standing with that office.

Names and Addresses of all officers and directors, including Executive Director, Chief Executive Officer or any person responsible for the daily operations of the entity:

Gordon E. Dove, Parish President, PO Box 2168, Houma, LA 70361; gdove@tpcg.org
Kandace M. Mauldin, CFO, PO Box 2168, Houma, LA 70361; kmauldin@tpcg.org
David Rome, Public Works Director, PO Box 2168, Houma, LA 70361; drome@tpcg.org

Names and Addresses of all key personnel responsible for the program or functions funded through this agreement:

See Above

List any person receiving anything of economic value from this agreement if that person is a state elected or appointed official or member of the immediate family of a person who is a state elected or appointed official. Include the amount of anything of economic value received and the position held within the organization. Identify the official and the public position held.

☒ I hereby certify that this organization has no outstanding audit issues or findings.

☐ I hereby certify that this organization has outstanding audit issues or findings. (ATTACH COPY OF AUDIT FINDINGS) to resolve such issues or findings.

Attach a completed Federal Form W-9 (Request for Taxpayer Identification Number and Certification)

I hereby certify that I have reviewed the above information, it is true and correct to the best of my knowledge, and I am the duly authorized representative of the organization.

Signature of Authorized Person

Gordon E. Dove
Print Name and Title
Parish President
Date
8-23-2021

ATTACHMENT E-1
Disclosure and Certification Statement
Act 120 of 2021 Regular Legislative Session

Schedule 20

Contracting Party Name: Terrebonne Parish Consolidated Government

Name of Program: Terrebonne Sports Complex

Sub-Contractor's Name: TBD

Sub-Contractor's Mailing Address: TBD

Organization Type: (Example: local government, non-profit, corporation, LLP, etc.)

Private entities required to register with the Secretary of State's office must be in good standing with that office.

Names and Addresses of all officers and directors, including Executive Director, Chief Executive Officer or any person responsible for the daily operations of the entity:

Names and Addresses of all key personnel responsible for the program or functions funded through this agreement:

List any person receiving anything of economic value from this agreement if that person is a state elected or appointed official or member of the immediate family of a person who is a state elected or appointed official. Include the amount of anything of economic value received and the position held within the organization. Identify the official and the public position held.

☐ I hereby certify that this organization has no outstanding audit issues or findings.

☐ I hereby certify that this organization has outstanding audit issues or findings. (ATTACH COPY OF AUDIT FINDINGS) to resolve such issues or findings.

I hereby certify that I have reviewed the above information, it is true and correct to the best of my knowledge, and I am the duly authorized representative of the organization.

Signature of Subcontractor (Authorized person)

Print Name and Title

Date

Name of Employee:

Schedule 20

[illegible]

(To be completed if travel expense category includes reimbursement of mileage, lodging, meals and tips.)

Signature of Authorized Person

Print Name and Title

Date _____

From: Kandace Mauldin
Sent: Tuesday, March 15, 2022 10:48 AM
To: Felicia Aubert; Kayla Dupre
Subject: FW: Scanned image from FIS1_MAIN
Attachments: FIS1_MAIN_20220307_130411.pdf

We need to do a budget amendment for the attached CEA. This is \$500,000 for the BCSP (659-501-8913-20).

-----Original Message-----

From: James Kelly <jkelly@treasury.la.gov>
Sent: Monday, March 07, 2022 12:07 PM
To: Kandace Mauldin <kmauldin@tpcg.org>
Subject: FW: Scanned image from FIS1_MAIN

External Sender

This email is from a sender outside of Terrebonne Parish Consolidated Government's email system. DO NOT click on any links, open any attachments, or reply unless you trust the sender and know the content is safe. If you are unsure or have questions, please contact Information Technology for assistance.

-----Original Message-----

From: FIS1_MAIN@treasury.state.la.us <FIS1_MAIN@treasury.state.la.us>
Sent: Monday, March 7, 2022 1:04 PM
To: James Kelly <jkelly@treasury.la.gov>
Subject: Scanned image from FIS1_MAIN

Verify sender email address/content

Reply to: FIS1_MAIN <FIS1_MAIN@treasury.state.la.us> **Device Name:** FIS1_MAIN **Device Model:** MX-M754N
Location: FIS OFFICE

File Format: PDF (Medium)
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o=1

TERREBONNE PARISH CONSOLIDATED GOVERNMENT
2022 - FIVE YEAR CAPITAL OUTLAY
FUND 659 - CAPITAL PROJECTS CONTROL

659-501-8913-20
PARISH SPORTS PARK COMPLEX
R# 659-000-6342-11

TOTAL FUNDING
EXPENDITURES THRU 12/31/20
PROJECT BALANCE

\$	6,643,214
(4,413,119)	
<u>\$</u>	<u>2,230,095</u>

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2021	2022	2023	2024	2025	2026
Jul-12	ORD 8141	FUND 280 PW RECREATION FUND	47,500						
Dec-12	ORD 8252	FUND 280 PW RECREATION FUND	1,000,000						
Dec-12	ORD 8252	FUND 151 GENERAL FUND	1,191,000						
Sep-15	ORD 8639	FUND 151 GENERAL FUND - BP	600,000						
Oct-15	ORD 8650	LAND & WATER CONSERVATION	250,000						
Jan-16	ORD 8669	FUND 280 PW RECREATION FUND	139,405						
Aug-17	ORD 8872	FROM REC DISTRICT 2/3	200,000						
May-18	ORD 8957	FUND 285 B COUNTRY SPORTS PARK	440,000						
Oct-18	ORD 9008	FUND 285 B COUNTRY SPORTS PARK	317,878						
Nov-18	ORD 9014	FROM 655-351-8929-14 STWIDE FLOOD	89,400						
Jan-19	ORD 9028	FUND 280 PW RECREATION FUND	220,000						
Mar-19	ORD 9040	FUND 280 PW RECREATION FUND	25,000						
May-19	ORD 9052	From 655-351-8929-50 (FD 151)	100,000						
Dec-19	ORD 9114	TO 661-310-8916-59	(100,000)						
Jan-20	ORD 9117	EXCHANGING FUND SOURCES FD 285	100,000						
Jan-20	ORD 9117	TO GENERAL FUND FD 151	(100,000)						
Nov-20	ORD 9213	PUBLIC IMPROVEMENT BONDS	250,000						

R: 659-000-6343-35

659-501-8913-20
PARISH SPORTS PARK COMPLEX (Continued)
659-000-6318-15

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS					
			2021	2022	2023	2024	2025	2026
Jan-21	ORD 9229	FROM FUND 285 B COUNTRY SPORTS PARK	95,000					
Jan-21	ORD 9229	FROM 661-310-8916-59 FD 280	18,131					
Jan-21	ORD 9229	FACILITY PLANNING & CONTROL	1,009,900					
Jul-21	ORD 9295	ARP- FUND 201	250,000					
Apr-21	PENDING BA	ACT 120 OF 2021		500,000				

LESS PRIOR YEARS EXPENDITURES

(4,413,119)

FUNDING AVAILABLE

\$	357,064	\$	1,373,031	\$	500,000	\$	-	\$	-	\$	-
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ENGINEER/ARCHITECT: JOSEPH FURR DESIGN
CONTRACTOR: ALL SOUTH, ENGINEERING
BAYOU IRRIGATION, INC.
LEWIS STONE, LLC.

DESCRIPTION:

EVALUATE THE MERITS AND FEASIBILITY OF ACQUIRED LAND IN PARTNERSHIP WITH RECREATION DISTRICT 2, 3 FOR THE PURPOSE OF DEVELOPING A MAJOR SPORTS PARK COMPLEX.

ACCT: 659-501-8913-20

CAPITAL PROJECTS CONTRL

PARKS & GROUNDS

PARISH SPORTS PARK COMPLEX

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	1,730,095	347,131.53	0	1,382,963
2022	0	.00	7,455	7,455-
CLOSED:				
2015	939,129	5,007.98	N/A	934,121
2016	1,073,526	823,424.49	N/A	250,102
2017	450,102	18,205.00	N/A	431,897
2018	1,279,175	469,624.52	N/A	809,550
2019	1,054,550	934,430.93	N/A	120,119
2020	370,119	13,055.24	N/A	357,064

ACCOUNT EXCEEDS BUDGET AMOUNT

ENTER = CONTINUE

CF04 = DSP DETAIL

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