

State of Louisiana
Office of the Governor
Louisiana Commission on Law Enforcement
and Administration of Criminal Justice

COPY

JOHN BEL EDWARDS
GOVERNOR

JIM CRAFT
EXECUTIVE DIRECTOR



April 18, 2022

Honorable Pete Panepinto
Mayor
City of Hammond
310 E Charles St
PO Box 2788
Hammond, Louisiana 70404-2788

Dear Mayor Panepinto:

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:	2020-DJ-01-6672 (Use on all correspondence)
Project Title:	"Criminal Patrols"
Project Period:	4/1/2022 - 3/31/2023
Award:	Federal Funds: 2020-DJ: \$8,825.00 CFDA No: 16.738 Federal Award No.: 2020-MU-BX-0026

This is one time funding.

This subgrant is hereby offered on the condition that Hammond, City of 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 Hammond, City of.

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,

A handwritten signature in blue ink, appearing to read "Jim Craft", with a large, stylized flourish at the end.

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.lla.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) 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.

- (10) 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.
- (11) Subgrantee agrees to complete 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. Failure to complete the required PMT Report will delay reimbursement of funds.
- (12) 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.
- (13) Reimbursement of expenditures reported in the Equipment category is contingent upon Louisiana Commission on Law Enforcement's approval of the Inventory Report submitted through Egrants.

- (14) 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.

- (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."

ACCEPTED ON BEHALF OF THE SUBGRANTEE:

 (Name) (Title) (Date)

rl
 CC: MasterFile

ADDENDUM
Byrne JAG 2020 AWARD LETTERS

Federal award date:
September 17, 2020

Total federal amount awarded - \$2,951,715

Total federal amount obligated - \$2,339,968

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

These federal funds are not used for Research and Development.