

FINANCE COMMITTEE
WEDNESDAY, NOVEMBER 20, 2013
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VIRGINIA
AGENDA

5:30 PM CALL TO ORDER

- | | |
|---|------------------|
| 1. Approve Minutes of the November 13, 2013, Finance Committee Meeting | 1 Minute |
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| <hr/> | |
| 2. Resolution 2014-30-R Amending the FY 2014 Budget by Budgeting and Appropriating a \$113,435 Virginia Department of Aviation Grant and \$46,333 of Airport Funds for Replacing the Security Access System at the Airport, Accepting the Grant, and Authorizing the Mayor to Sign the Grant Agreement (Rivera) | 2 Minutes |
| | Page 3 |
| <hr/> | |
| 3. Resolution 2014-31-R Amending the FY 2014 Budget by Budgeting and Appropriating \$17,500 for the 2013 State Homeland Security Program Grant for Citizen Preparedness (Teevan) | 2 Minutes |
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| <hr/> | |
| 4. Resolution 2014-32-R to Budget and Appropriate the 2013 State Criminal Alien Assistance Grant in the Amount of \$83,033 from the U.S. Department of Justice (Sturm) | 2 Minutes |
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City Manager's Time

ADJOURNMENT

cc: Mayor
Council Members
W. Patrick Pate

Diane Bergeron
Tamara Sturm

**MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE
WEDNESDAY, November 13, 2013
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VA**

COMMITTEE MEMBERS PRESENT: Council Member Marc Aveni, Chairman
Vice Mayor Andrew L. Harrover
Council Member J. Steven Randolph

COMMITTEE MEMBERS ABSENT: Council Member Mark Wolfe (Alternate)

OTHERS PRESENT: Mayor Harry J. Parrish II, City Manager W. Patrick Pate, Airport Director Juan Rivera, Police Captain Carl Crawford, Assistant Public Works Director Patrick Moore, Budget Analyst Tamara Sturm

GUESTS PRESENT: None

The meeting was called to order at 5:30 p.m. by Chairman Marc Aveni.

AGENDA ITEM #1 Approve Minutes of the October 16, 2013, Finance Committee Meeting

A motion was made and seconded to approve the minutes of the October 16, 2013, Finance Committee Meeting. The Committee approved (3/0).

AGENDA ITEM #2 Resolution 2014-26-R Amending the FY 2014 Budget by Budgeting and Appropriating \$8,319 for the Litter Prevention and Recycling Grant from the Department of Environmental Quality

Patrick Moore presented Staff's recommendation to amend the FY 2014 Budget by budgeting and appropriating \$8,319 for the Litter Prevention and Recycling Grant from the Department of Environmental Quality. The Committee approved (3/0). This item will be forwarded to the November 25, 2013, City Council meeting.

AGENDA ITEM #3 Resolution 2014-27-R to Budget and Appropriate \$1,165 of Donations to Support the Police Department's Rape Aggression Defense (RAD) Training Program

Carl Crawford presented Staff's recommendation to budget and appropriate \$1,165 of donations to support the Police Department's Rape Aggression Defense (RAD) Training Program. The

Committee approved (3/0). This item will be forwarded to the November 25, 2013, City Council meeting.

AGENDA ITEM #4 Resolution 2014-28-R Amending the FY 2014 Budget by Budgeting and Appropriating a \$600,000 Federal Aviation Administration Grant and \$13,334 of Airport Funds for the Construction Phase of the Runway 16L/34R and Taxiway "B" Bridge Widening Project at the Airport

Juan Rivera presented Staff's recommendation to amend the FY 2014 Budget by budgeting and appropriating a \$600,000 Federal Aviation Administration Grant and \$13,334 of Airport Funds for the construction phase of the Runway 16L/34R and Taxiway "B" Bridge Widening Project at the Airport. The Committee approved (3/0). This item will be forwarded to the November 25, 2013, City Council meeting.

AGENDA ITEM #5 Resolution 2014-29-R Amending the FY 2014 Budget by Budgeting and Appropriating a \$10,000 Virginia Department of Aviation Grant for Promotional and Marketing Activities, Accepting the Grant, and Authorizing the Mayor to Sign the Grant Agreement

Juan Rivera presented Staff's recommendation to amend the FY 2014 Budget by budgeting and appropriating a \$10,000 Virginia Department of Aviation Grant for promotional and marketing activities, accepting the Grant, and authorizing the Mayor to sign the Grant Agreement. The Committee approved (3/0). This item will be forwarded to the November 25, 2013, City Council meeting.

AGENDA ITEM #6 Resolution R-2014-16 Supporting the Request for the Commonwealth Transportation Board to Provide \$500,000 in Access Program Funding for the Improvement of Piper Lane for Adequate Access to the Manassas Regional Airport

Juan Rivera presented Staff's recommendation to support the request for the Commonwealth Transportation Board to provide \$500,000 in Access Program Funding for the improvement of Piper Lane for adequate access to the Manassas Regional Airport. The Committee approved (3/0). This item will be forwarded to the November 25, 2013, City Council meeting.

City Manager's Time – No Items

The meeting was adjourned at 6:10 p.m. by Chairman Marc Aveni.

AGENDA STATEMENT

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ITEM NO. 2

MEETING DATE: November 20, 2013 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution 2014-30-R Amending the FY 2014 Budget by Budgeting and Appropriating a \$113,435 Virginia Department of Aviation Grant and \$46,333 of Airport Funds for Replacing the Security Access System at the Airport, Accepting the Grant, and Authorizing the Mayor to Sign the Grant Agreement

DATE THIS ITEM WAS LAST CONSIDERED BY COUNCIL: N/A

SUMMARY OF ISSUE/TOPIC: The Virginia Department of Aviation has offered the City of Manassas a grant in the amount of \$113,434.72 to upgrade the security access system at the Airport. The grant represents 71% of the total project cost and requires a 29% local match. The Airport Fund will provide the local match of \$46,333. The total cost of the project is \$159,768.

This resolution will budget and appropriate \$113,435 of State Grant revenue and \$46,333 of Airport Funds in the Airport Capital Projects Fund.

STAFF RECOMMENDATION: Approve Resolution 2014-30-R

BOARD/COMMISSION/ COMMITTEE: Airport Commission

RECOMMENDATION: Approve Disapprove Reviewed See Comments

CITY MANAGER: Approve Disapprove Reviewed See Comments

COMMENTS: _____

DISCUSSION (IF NECESSARY): The format and content of this grant offer will be approved by the City Attorney.

BUDGET/FISCAL IMPACT: \$ 113,435 State Grant
\$ 46,333 Airport Fund
\$ 159,768 Total for Replace Security Access System Project

STAFF: Juan E. Rivera, Airport Director, (703) 361-1882

RESOLUTION 2014-30-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 9th day of December, 2013, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
AIRPORT FUND		
<u>Revenue:</u>		
570-0000-346-04-00	Contribution from Retained Earnings	\$ 46,333
<u>Expenditure:</u>		
570-3701-501-92-57	Transfer to Airport Capital Projects Fund	\$ 46,333
AIRPORT CAPITAL PROJECTS FUND		
<u>Revenue:</u>		
575-0000-322-21-00	CP3772 State Grants	\$ 113,435
575-0000-345-57-00	CP3772 Transfer from Airport Fund	\$ 46,333
		<u>\$ 159,768</u>
<u>Expenditure:</u>		
575-3772-505-39-00	CP3772 Replace Security Access System	\$ 159,768

For: Virginia Department of Aviation Grant for Security Access System at Airport

This resolution shall take effect upon its passage.

Harry J. Parrish II MAYOR
On Behalf of the City Council
of Manassas, Virginia

ATTEST:

Andrea P. Madden City Clerk



Commonwealth of Virginia
Department of Aviation
5702 Gulfstream Road
Richmond, Virginia 23250-2422

Grant Agreement

Part I - Offer

Project Number: VS0030-15
Date of Approval: November 1, 2013
Date of Offer: November 1, 2013
Date of Offer Expiration: January 6, 2014

WHEREAS, by executing a *Master Agreement on Terms and Conditions for Accepting State Aviation Funding Resources* (hereinafter referred to as the "Master Agreement"), effective on October 6, 2010, the City of Manassas (hereinafter referred to as the "Sponsor") agreed to the terms and conditions for accepting state aviation funding from the Commonwealth of Virginia (hereinafter referred to as the "Commonwealth"); and

WHEREAS, the Sponsor has submitted a request for a grant of state funds to assist in the development of Manassas Regional Airport (hereinafter referred to as the "Airport") together with the appropriate supporting documentation; and

WHEREAS, the Commonwealth acting by and through the Virginia Aviation Board (hereinafter referred to as the "Board") and/or the Department of Aviation (hereinafter referred to as the "Department"), has approved a project for development of the Airport which consists of the following (hereinafter referred to as the "Project"):

Upgrade Security Access System

NOW, THEREFORE, pursuant to the authority granted to the Department by §5.1-2.2 of the *Code of Virginia* (1950), as amended, and in consideration of: (a) the authority granted to the Sponsor to operate and maintain the Airport, (b) the Sponsor's adoption and ratification of the assurances provided in the Master Agreement, and (c) the benefits to accrue to the Commonwealth and the public from the accomplishment of this Project, the Department offers to pay, as the Commonwealth's share, seventy-one (71) percent of all eligible Project costs.

This offer is made on and subject to the following terms and conditions:

1. The Master Agreement is incorporated by reference herein, and this offer is subject to the terms and conditions of said Master Agreement.
2. The maximum obligation of the Commonwealth payable under this Grant Agreement shall not exceed \$113,434.72.
3. If the Federal Aviation Administration (hereinafter referred to as the "FAA") will be participating in the funding of this Project, the Sponsor has, at the time of the execution of this Grant Agreement, a commitment from FAA for federal funds in the amount of \$ NA.
4. This Grant Payment Term will expire on December 31, 2014.
5. The Grant Obligation Term is 10 years.

Grant Agreement, Project Number VS0030-15

The Sponsor's acceptance of this Grant Offer with its terms and conditions shall be evidenced by execution of this Grant Offer by, or on behalf of, the Sponsor, as hereinafter provided, and said Grant Offer and acceptance shall comprise a Grant Agreement for the distribution of funds by the Department as authorized under §5.1-2.2 Code of Virginia (1950), as amended. This Grant Agreement shall become effective upon the Sponsor's acceptance and shall remain in full force as provided herein.

Commonwealth of Virginia
Department of Aviation



Randall P Burdette
Director

Date _____

Part II - Acceptance

The City of Manassas does hereby accept and agree all the terms, conditions and assurances contained in this Grant Agreement.

Executed this _____ day of _____, 20_____

City of Manassas

By _____

Title _____

Attest _____

Title _____

Certification of Sponsor's Attorney

I, _____, acting as Attorney for the Sponsor do hereby certify that I have examined the foregoing Grant Agreement and find that the Sponsor has been duly authorized and is fully capable under the laws of the Commonwealth of Virginia of fulfilling all obligations under this Grant Agreement and that this Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms and conditions thereof.

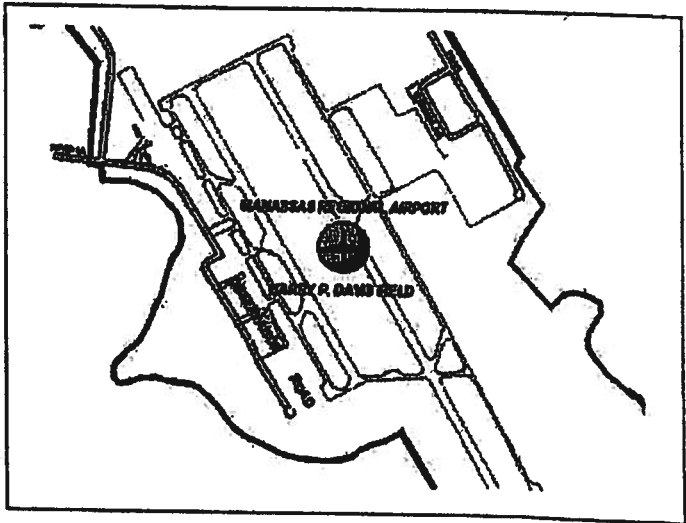
Dated at _____, Virginia this _____ day of _____, 20_____

By _____

Title _____

A-065 - Replace Security Access System

Change from Prior: Cost Increased
Year Introduced: 2012
Associated Project: N/A
Project Type: Airport
Managing Dept: Airport
Account Number: 575-3772
Conforms With: Comprehensive Plan



Project Description:

Replace the security access system that allows the airport to use security cards at the pedestrian and automobile access gates. The current system requires a monthly fee paid to the provider.

Project Justification:

The existing system was state-of-the-art when purchased ten years ago. Since that time, technology has provided for more enhanced abilities without the monthly fee. This project is eligible for Virginia Department of Aviation funding.

Financial Summary (dollars in thousands):

Funding Source	5 Year	Total	FY 2013						Future Years
	CIP Total	Project	& Prior	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	
General Fund	-	-	-	-	-	-	-	-	-
Enterprise Funds	40	53	13	40	-	-	-	-	-
MCPS Fund	-	-	-	-	-	-	-	-	-
Bonds	-	-	-	-	-	-	-	-	-
Other Local Government	-	-	-	-	-	-	-	-	-
State	160	177	17	160	-	-	-	-	-
Federal	-	-	-	-	-	-	-	-	-
Gas Taxes	-	-	-	-	-	-	-	-	-
Proffers	-	-	-	-	-	-	-	-	-
Storm Water Mgmt Fees	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-
Total	200	230	30	200	-	-	-	-	-

Operating Budget Impacts (dollars in thousands):

FTE's	-	-	-	-	-	-	-	-	-
Revenue Offset	-	-	-	-	-	-	-	-	-
Facility Costs	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Net Impact	-	-	-	-	-	-	-	-	-

AGENDA STATEMENT

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ITEM NO. 3

MEETING DATE: November 20, 2013 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution 2014-31-R Amending the FY 2014 Budget by Budgeting and Appropriating \$17,500 for the 2013 State Homeland Security Program Grant for Citizen Preparedness

DATE THIS ITEM WAS LAST CONSIDERED BY COUNCIL: N/A

SUMMARY OF ISSUE/TOPIC: The Virginia Department of Emergency Management (VDEM) has allocated \$17,500 to the City of Manassas from the 2013 State Homeland Security Citizen Corps Preparedness Grant to support the Community Emergency Response Team (CERT). These funds will be used to conduct two basic training classes, support training exercises, and purchase equipment. There is no local match required for this grant.

This resolution will budget and appropriate \$17,500 of Federal Pass Through revenue in the Fire and Rescue Fund.

STAFF RECOMMENDATION: Approve Resolution 2014-31-R

BOARD/COMMISSION/ COMMITTEE:

RECOMMENDATION: Approve Disapprove Reviewed See Comments

CITY MANAGER: Approve Disapprove Reviewed See Comments

COMMENTS: _____

DISCUSSION (IF NECESSARY):

BUDGET/FISCAL IMPACT: \$17,500 – 2013 State Homeland Security Program Grant Revenue

STAFF: Fire Marshal Francis J. Teevan, (703) 257-8455

R E S O L U T I O N 2014-31-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this day of 9th day of December, 2013, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
FIRE RESCUE FUND		
<u>Revenues:</u>		
285-0000-333-22-33	2013 State Homeland Security Grant Program	\$ 17,500
<u>Expenditures:</u>		
285-2233-422-39-00	Purchased Services	\$ 4,000
285-2233-422-54-75	Lease/Rent Building	\$ 2,400
285-2233-422-55-40	Training & Travel	\$ 2,600
285-2233-422-62-00	Other Supplies	\$ 8,500
		<hr/> \$ 17,500

For: 2013 State Homeland Security Program Grant for Citizen Preparedness

This resolution shall take effect upon its passage.

Harry J. Parrish II **MAYOR**
On Behalf of the City Council
of Manassas, Virginia

ATTEST:

Andrea P. Madden City Clerk



COMMONWEALTH of VIRGINIA
Department of Emergency Management

MICHAEL M. CLINE
State Coordinator

JACK E. KING
Chief Deputy Coordinator

BRETT A. BURDICK
Deputy Coordinator

November 1, 2013

10501 Trade Court
Richmond, Virginia 23236-3713
(804) 897-6500
(TDD) 874-2417
FAX (804) 897-6506

Mr. Lawrence D. Hughes
Interim City Manager
Manassas City
P.O. Box 560
Manassas, VA 20108

RE: FY13 – State Homeland Security Program Grant

Dear Mr. Hughes:

The Virginia Department of Emergency Management (VDEM) is pleased to announce the allocation of the **2013 State Homeland Security Program Grant (SHSP) (CFDA # 97.067)** from the U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA). Appropriation authority for this program is *The Consolidated Appropriations Act, 2013 (Public Law 113-6)*. Your locality has been allocated funding for:

Project Title: 2013 Citizen and Community Preparedness-Citizen Corps

Federal Grant Allocation:	\$17,500.00	
Recipient's Required Cost Share/Match Amount:		\$0
Total Project:	\$17,500.00	

The purpose of the State Homeland Security Program is to make grants to states to assist state and local governments in support of the implementation of State Homeland Security Strategies to address the identified planning, organization, equipment, training, and exercise needs to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events.

The FY 2013 SHSP plays an important role in the implementation of Presidential Policy Directive 8 (PPD-8) by supporting the development and sustainment of core capabilities. Core capabilities are essential for the execution of each of the five mission areas outlined in the National Preparedness Goal (NPG). The development and sustainment of these core capabilities are not exclusive to any single level of government or organization, but rather require the combined effort of the whole community.

The obligation period for this program is *November 1, 2013 to April 30, 2015*. Reimbursements may be requested for items procured during this period consistent with the project intent. As a reminder, organizations that spend more than \$500,000 in DHS funds during a fiscal year are subject to an independent audit per OMB circular A-133.

All projects must comply with Environmental and Historic Preservation (EHP) requirements. Sub-recipients must not obligate and/or expend any (federal and/or non-federal matching) funds on any project having the potential to impact environments planning and historical preservation resources without the prior approval of FEMA. A current EHP review evaluation form must be submitted as part of the VDEM application. For more information, please visit <http://www.vaemergency.gov/em-community/grants/> or contact your grant administrator.

All applicants are required to submit a completed VDEM grant package and the electronic grants on-line budget application. In order to complete the on-line budget, please follow these instructions:

Step 1: Please go on-line to the **eGMS Grants System** at <https://www.ttegms.com/virginia/login.cfm>. After logging in, you will see a welcome screen. Click on Grant Management and then click on Budget Application from the drop-down menu. Click the link of the project titled on page one of this letter to complete your on-line budget application.

Step 2: The remaining required forms are attached and can also be found on VDEM's website and in the eGMS. Below is a list of the documents that comprise the VDEM grant application package:

- **Online Budget (eGMS)**
- **POC Form**
- **EHP Evaluation Form**
- **Grant Assurances Form**
- **FEMA 20-16C Form**
- **SF-LLL – Certification Regarding Lobby Form**

All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions available within Section 6.1.1 of <http://www.dhs.gov/xlibrary/assets/cfo-financial-management-policy-manual.pdf>. Upon approval of an application, the award will be made in the form of a grant. The date the approval of award is entered in the system is the "award date." Notification of award approval is made through the eGMS Grants System through an automatic e-mail to the sub-grantee point of contact listed in the initial application. Follow the directions in the notification to accept your award documents. The authorized grant official should carefully read the award package for instructions on administering the grant and to learn more about the terms and conditions associated with responsibilities under federal awards.

"Working to Protect People, Property and Our Communities"

Mr. Lawrence D. Hughes
Page 3
November 1, 2013

In consideration of FEMA IB#379 and reduced period of performance, scope of work changes to projects will not be allowed within the FY2013 cycle. Should the project submitted and approved not be implemented contact your Grant Administrator as soon as possible to receive instructions.

Sub-grantees are obligated to submit progress reports as a condition of their award acceptance. Subgrantee Quarterly Reports must be submitted to the VDEM Grant Administrator on a quarterly basis through email and later through the eGMS System. The Subgrantee Quarterly Report must be based on the approved budget and any approved amendments. The Subgrantee Quarterly Report is available at <http://www.vaemergency.gov/em-community/grants/all-grant-forms>. Sub-grantees are required to report on progress towards implementing plans described in their application.

Within 30 days after the end of the period of performance sub-grantees must submit a final progress report detailing all accomplishments throughout the period of performance. After this report has been reviewed and approved by VDEM's Grant Office, a close-out notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for five years from the date of the final report. The grantee is responsible for returning any funds that have been drawn down, but remain as unliquidated on grantee financial records.

Please review and sign the required documents and return them to the Grants Management Office by **November 29, 2013**. If you have any questions regarding this award, please contact Amy G. Austin at the VDEM Grants Management Office at (804) 897-9769.

Sincerely,



Michael M. Cline

MMC/aa

- c: The Honorable James Hopper, Secretary for Veterans Affairs & Homeland Security
Mr. Francis Teevan, Fire Marshal/Deputy Emergency Management Coordinator, Manassas City

AGENDA STATEMENT

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ITEM NO. 4

MEETING DATE: November 20, 2013 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution 2014-32-R Amending the FY 2014 Budget by Budgeting and Appropriating the 2013 State Criminal Alien Assistance Grant in the Amount of \$83,033 from the U.S. Department of Justice

DATE THIS ITEM WAS LAST CONSIDERED BY COUNCIL: N/A

SUMMARY OF ISSUE/TOPIC: The City has been awarded the 2013 State Criminal Alien Assistance Program (SCAAP) Grant in the amount of \$83,033. The grant partially reimburses the City for the costs to incarcerate criminal aliens.

The grant application is complex, so the City contracted with Justice Benefits, Inc. to prepare the grant application. This is the same vendor used by the ADC. The City's contract with Justice Benefits, Inc. is for \$12,455 (15% of the grant award). The remainder of the grant, \$77,578, will be used for the City's payments to the ADC.

This resolution will budget and appropriate \$83,033 of Federal grant revenue in the General Fund.

STAFF RECOMMENDATION: Approve Resolution 2014-32-R

BOARD/COMMISSION/ COMMITTEE:

RECOMMENDATION: Approve Disapprove Reviewed See Comments

CITY MANAGER: Approve Disapprove Reviewed See Comments

COMMENTS:

DISCUSSION (IF NECESSARY):

BUDGET/FISCAL IMPACT: \$83,033 – Federal Grant Revenue

STAFF: Tamara Sturm, Budget Analyst, (703) 257-8310

RESOLUTION 2014-32-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this day of 9th day of December, 2013, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
GENERAL FUND		
<u>Revenue:</u>		
100-0000-334-19-03	Criminal Alien Assistance Grant	\$ 83,033
<u>Expenditure:</u>		
100-1902-423-39-30	Grant Writing Services	\$ 12,455
100-1902-423-56-99	PWC - Adult Detention Center	\$ 70,578
	Total Expenditures	\$ 83,033

For: 2013 State Criminal Alien Assistance Program Grant

This resolution shall take effect upon its passage.

Harry J. Parrish II MAYOR
On Behalf of the City Council
of Manassas, Virginia

ATTEST:

Andrea P. Madden City Clerk



State Criminal Alien Assistance Program 2013-H2681-VA-AP



OMB Number: 1121-0243
Expires: 02/29/2004

[SCAAP Help](#) Grant Number: 2013-AP-BX-0631
Jurisdiction: City of Manassas
[GMS Home](#) Vendor Number: 546001411
Award Amount: \$83,033

[Log Off](#)

Fiscal Year 2013 Payment Acceptance and Electronic Transfer of Funds

The Bureau of Justice Assistance (BJA) has completed its review of your facility, inmate, and correctional officer data related to the State Criminal Alien Assistance Program (SCAAP). The Bureau of Immigration and Customs Enforcement has vetted the inmate records, and an award amount has been calculated.

In accepting this award, you understand that BJA reserves the right to take appropriate administrative action, including intensive monitoring, repayment action, or adjustment to future payments, to resolve data discrepancies, errors, or audit findings related to any information reported in your application.

Applicants are now required to accept awards online within 45 calendar days of award notice, in accordance with the Office of Justice Programs (OJP) Financial Guide, Part II, Chapter 2, Acceptance Procedures requiring acceptance/drawdown of awards with 45 days of notice of award, and Part IV, Chapter 2, section 16.606, State Criminal Alien Assistance Program (SCAAP) requiring an "expeditious draw-down of payments."

Jurisdictions accepting SCAAP awards are not required to submit financial or progress reports to OJP. For FY 2009 SCAAP awards, the Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162, Title XI) requires that all SCAAP funds be used for correctional purposes only. Please see the use of funds list and certification below. With your acceptance (by clicking on the Accept button below) of SCAAP's terms, conditions, and award amount, OJP will initiate an electronic payment in that amount to your bank account of record, as verified through the on-line SCAAP registration process and in accordance with applicable E-Government rules and requirements.

All issues related to the electronic transfer of funds or the bank account of record must be referred to the OCFO Customer Service Center at 800-458-0786. Please allow 15 business days for the electronic payment process to be complete before contacting OCFO. Please have the grant number, amount, and vendor information (noted above) available when you call.

FY 2013 SCAAP Use of Funds List

- *Construction* —
Construction for inmate housing, inmate programs, prison industries in ADA compliance
- *Training/Education for offender* —
Specific trade employment skills
GED testing
Job Preparedness
- *Training for corrections officers to help manage offender population* —
Bi-lingual language skills
Less than lethal technology training
Diversity training
Prison rape training

As the CEO or authorized designee of this jurisdiction, I understand the guidelines and requirements as associated with the previous statements and agree to abide by them in all matters involving the FY 2013 State Criminal Alien Assistance Program.

