

FINANCE COMMITTEE
WEDNESDAY, JANUARY 15, 2014
SECOND FLOOR CONFERENCE ROOM
CITY HALL - MANASSAS, VIRGINIA

AGENDA

5:30 PM CALL TO ORDER

- | | |
|--|-----------|
| 1. Approve Minutes of the November 20, 2013, Finance Committee Meeting | 1 Minute |
| | Page 1 |
| 2. Resolution 2004-33-R Amending the FY 2014 Budget by Budgeting and Appropriating a \$32,058 Virginia Department of Aviation Grant Amendment (Grant CF0030-37), Accepting the Grant Amendment, and Authorizing the Mayor to Sign the Grant Amendment (Rivera) | 2 Minutes |
| | Page 3 |
| 3. Resolution 2014-34-R Amending the FY 2014 Budget by Budgeting and Appropriating a \$54,128 Virginia Department of Aviation Grant Amendment (Grant CF0030-38), Accepting the Grant Amendment, and Authorizing the Mayor to Sign the Grant Amendment (Rivera) | 2 Minutes |
| | Page 9 |
| 4. Resolution 2014-37-R Amending the FY 2014 Budget by Budgeting and Appropriating \$19,079 from the Department of Justice Office of Justice Programs Bureau of Justice Assistance for the 2013 Edward Byrne Memorial Justice Assistance Grant (Laguna) | 2 Minutes |
| | Page 15 |
| 5. Resolution 2014-38-R Amending the FY 2014 Budget by Budgeting and Appropriating \$121,565 for the Office of the Attorney General of Virginia (OAG) One-Time Asset Forfeiture Transfer (Laguna) | 2 Minutes |
| | Page 31 |
| 6. Resolution 2014-39-R Amending the FY 2014 Budget by Budgeting and Appropriating \$125,000 for the FY 2013 Urban Area Securities Initiative (UASI) Subgrant Sponsored by the Department of Homeland Security (Teevan) | 2 Minutes |
| | Page 63 |
| 7. Resolution 2014-35-R Amending the FY 2014 Budget by Budgeting and Appropriating \$172,341 of Congestion Mitigation and Air Quality (CMAQ) Funds for Variable Message Signs (Moore) | 5 Minutes |
| | Page 77 |
| 8. Resolution 2014-40-R Amending the FY 2014 Budget by Budgeting and Appropriating \$131,453 of Road Surface Transportation (RSTP) Funds for the Route 28 Overpass Landscaping Project (Moore) | 2 Minutes |
| | Page 81 |

9. Resolution R-2014-24 Authorizing the Purchase of a Plotter for the Engineering Division of Public Works (Moore) **2 Minutes**

Page **85**

City Manager's Time

ADJOURNMENT

cc: Mayor
Council Members
W. Patrick Pate

Diane Bergeron
Tamara Stumm

**MINUTES OF THE CITY COUNCIL FINANCE COMMITTEE
WEDNESDAY, NOVEMBER 20, 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: City Manager W. Patrick Pate, Fire & Rescue Chief Brett Bowman, Fire Marshal Frank Teevan, 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 November 13, 2013, Finance Committee Meeting

A motion was made and seconded to approve the minutes of the November 13, 2013, Finance Committee Meeting. The Committee approved (3/0).

AGENDA ITEM #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

W. Patrick Pate presented Staff's recommendation to amend 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. The Committee approved (3/0). This item will be forwarded to the December 9, 2013, City Council meeting.

AGENDA ITEM #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

Frank Teevan presented Staff's recommendation to amend the FY 2014 Budget by budgeting and appropriating \$17,500 for the 2013 State Homeland Security Program Grant for Citizen Preparedness. The Committee approved (3/0). This item will be forwarded to the December 9, 2013, City Council meeting.

AGENDA ITEM #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

Tamara Sturm presented Staff's recommendation to budget and appropriate the 2013 State Criminal Alien Assistance Grant in the amount of \$83,033 from the U.S. Department of Justice. The Committee approved (3/0). This item will be forwarded to the December 9, 2013, City Council meeting.

City Manager's Time – No Items

The meeting was adjourned at 5:38 p.m. by Chairman Marc Aveni.

AGENDA STATEMENTPAGE NO. 3ITEM NO. 2**MEETING DATE:** January 15, 2014 – Finance Committee**TIME ESTIMATE:** 2 Minutes**AGENDA ITEM TITLE:** Resolution 2014-33-R Amending the FY 2014 Budget by Budgeting and Appropriating a \$32,058 Virginia Department of Aviation Grant Amendment (Grant CF0030-37), Accepting the Grant Amendment, and Authorizing the Mayor to Sign the Grant Amendment**DATE THIS ITEM WAS
LAST CONSIDERED
BY COUNCIL:** October 21, 2013 – City Council**SUMMARY OF
ISSUE/TOPIC:** Staff presented federal and state grants in October for the Taxiway “K” Realignment project at the Manassas Regional Airport in the amount of \$1,857,867 and a local match of \$38,570. At the time, it was anticipated that the State grant would be amended to account for the 8% total eligible project cost, a difference of \$32,058. This amendment was received December 16, 2013. The total cost of the project is \$1,928,495.

This resolution will budget and appropriate \$32,058 in State Grant revenue in the Airport Capital Projects Fund.

**STAFF
RECOMMENDATION:** Approve Resolution 2014-33-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:** \$32,058 – State Grant**STAFF:** Juan E. Rivera, Airport Director, (703) 361-1882

RESOLUTION 2014-33-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this day of 27th day of January, 2014, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
AIRPORT CAPITAL PROJECTS FUND			
<u>Revenue:</u>			
575-0000-322-21-00	CP3776	State Grants	\$ 32,058
<u>Expenditure:</u>			
575-3776-505-39-00	CP3776	Realignment of Taxiway Kilo	\$ 32,058

For: Additional State Grant for Taxiway K Realignment Project

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

Randall P. Burdette
Director

Department of Aviation
5702 Gulfstream Road
Richmond, Virginia 23250-2422
December 16, 2013

V/TDD • (804) 236-3624
FAX • (804) 236-3635

Mr. Juan E. Rivera, Director
Manassas Regional Airport
10600 Harry J. Parrish Blvd.
Manassas, VA 20110

**Re: Manassas Regional Airport
Taxiway "K" Realignment (Construction) - CF0030-37**

Dear Mr. Rivera:

Enclosed you will find three originals of Amendment No. 1 to your Grant Agreement with the Commonwealth. The amendment will increase the maximum obligation of the Commonwealth of Virginia as provided in Part I from \$122,222.00 to \$154,280.00 (\$32,058.00 increase).

Please have an official, who is authorized to do so, properly execute these documents, have them attested and return two originals to this office.

Should you have any questions or require further information, you have only to call upon us.

Sincerely,

Amy Wells, Engineer
Airport Engineering Section
Airport Services Division

/pas
Enclosures





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

Grant Amendment

Part I - Offer

Project Number: **CF0030-37**
Amendment Number: **1**
Date of Offer: **December 16, 2013**
Date of Offer Expiration: **February 16, 2014**

WHEREAS, the Commonwealth of Virginia (hereinafter referred to as 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 determined that, in the interests of the Commonwealth, the Grant Agreement relating to the following Project at **Manassas Regional Airport**

Taxiway "K" Realignment (Construction)

and entered into by and between the Commonwealth, acting by and through the Board and/or the Department, and the **City of Manassas** (hereinafter called "Sponsor"), and effective on **October 24, 2013**, shall be amended as hereinafter provided,

NOW, THEREFORE, WITNESSETH: That in consideration of the benefits to accrue to the parties hereto, the Board and/or the Department, acting for and on behalf of the Commonwealth, on the one part, and the Sponsor, on the other part, do hereby agree that the said Grant Agreement be, and the same hereby is, amended as follows:

Increase the maximum obligation of the Commonwealth of Virginia as provided in Part I from \$122,222.00 to \$154,280.00 (\$32,058.00 increase).

The Sponsor's acceptance of this offer of Grant Amendment, with its terms and conditions, shall be evidenced by execution of this offer of Grant Amendment by, or on behalf of, the Sponsor, as hereinafter provided, and said offer of Grant Amendment and acceptance along with the Grant Agreement shall comprise the total Grant Amendment for the distribution of funds by the Department as authorized under §5.1-2.2 of the *Code of Virginia* (1950), as amended. This Grant Amendment 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 DEC 17 2013

Part II - Acceptance

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

Executed this _____ day of _____, 20_____

City of Manassas

By _____

Title _____

Attest _____

Title _____

AGENDA STATEMENT

PAGE NO. 9

ITEM NO. 3

MEETING DATE: January 15, 2014 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution 2014-34-R Amending the FY 2014 Budget By Budgeting and Appropriating a \$54,128 Virginia Department of Aviation Grant Amendment (Grant CF0030-38), Accepting the Grant Amendment, and Authorizing the Mayor to Sign the Grant Amendment

**DATE THIS ITEM WAS
LAST CONSIDERED
BY COUNCIL:** October 21, 2013 – City Council

**SUMMARY OF
ISSUE/TOPIC:** Staff presented federal and state grants in October 2013 for the Runway 16L-34R & Taxiway "B" Bridge Widening Project at the Manassas Regional Airport for \$3,320,605 and a local match of \$68,872. At that time, it was anticipated that the State grant would be amended to account for the 8% total eligible project cost, a difference of \$54,128. This amendment was received December 16, 2013. The total project cost is \$3,443,605.

This resolution will budget and appropriate \$54,128 in State Grant revenue in the Airport Capital Projects Fund.

**STAFF
RECOMMENDATION:** Approve Resolution 2014-34-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:** \$54,128 – State Grant

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

R E S O L U T I O N 2014-34-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this day of 27th day of January, 2014, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>	<u>AMOUNT</u>
AIRPORT CAPITAL PROJECTS FUND	
<u>Revenue:</u>	
575-0000-322-21-00 CP3777 State Grants	\$ 54,128
 <u>Expenditure:</u>	
575-3777-505-39-00 CP3777 Runway 16L/34R Extension & Bridge Widening Project	\$ 54,128

For: Additional State Grant for Runway 16L/34R Extension & Bridge Widening Project

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

Randall P. Burdette
Director

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

V/TDD • (804) 236-3624
FAX • (804) 236-3635

December 16, 2013

Mr. Juan E. Rivera, Director
Manassas Regional Airport
10600 Harry J. Parrish Blvd.
Manassas, VA 20110

**Re: Manassas Regional Airport
Runway 16L-34R Taxiway "B" Bridge Widening (Construction) - CF0030-38**

Dear Mr. Rivera:

Enclosed you will find three originals of Amendment No. 1 to your Grant Agreement with the Commonwealth. The amendment will increase the maximum obligation of the Commonwealth of Virginia as provided in Part I from \$221,336.33 to \$275,488.00 (\$54,127.67 increase).

Please have an official, who is authorized to do so, properly execute these documents, have them attested and return two originals to this office.

Should you have any questions or require further information, you have only to call upon us.

Sincerely,

Amy Wells, Engineer
Airport Engineering Section
Airport Services Division

/pas
Enclosures





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

Grant Amendment

Part I - Offer

Project Number: **CF0030-38**
Amendment Number: **1**
Date of Offer: **December 16, 2013**
Date of Offer Expiration: **February 16, 2014**

WHEREAS, the Commonwealth of Virginia (hereinafter referred to as 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 determined that, in the interests of the Commonwealth, the Grant Agreement relating to the following Project at **Manassas Regional Airport**

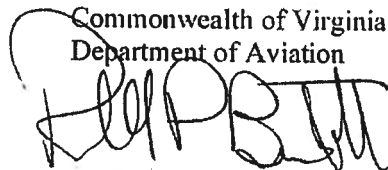
Runway 16L-34R & Taxiway "B" Bridge Widening (Construction)

and entered into by and between the Commonwealth, acting by and through the Board and/or the Department, and the **City of Manassas** (hereinafter called "Sponsor"), and effective on **October 24, 2013**, shall be amended as hereinafter provided,

NOW, THEREFORE, WITNESSETH: That in consideration of the benefits to accrue to the parties hereto, the Board and/or the Department, acting for and on behalf of the Commonwealth, on the one part, and the Sponsor, on the other part, do hereby agree that the said Grant Agreement be, and the same hereby is, amended as follows:

Increase the maximum obligation of the Commonwealth of Virginia as provided in Part I from \$221,336.33 to \$275,488.00 (\$54,127.67 increase).

The Sponsor's acceptance of this offer of Grant Amendment, with its terms and conditions, shall be evidenced by execution of this offer of Grant Amendment by, or on behalf of, the Sponsor, as hereinafter provided, and said offer of Grant Amendment and acceptance along with the Grant Agreement shall comprise the total Grant Amendment for the distribution of funds by the Department as authorized under §5.1-2.2 of the *Code of Virginia* (1950), as amended. This Grant Amendment 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 DEC 17 2013

Part II - Acceptance

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

Executed this _____ day of _____, 20_____

City of Manassas

By _____

Title _____

Attest _____

Title _____

AGENDA STATEMENT

PAGE NO. 15

ITEM NO. 4

MEETING DATE: January 15, 2014 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution 2014-37-R Amending the FY 2014 Budget by Budgeting and Appropriating \$19,079 from the Department of Justice Office of Justice Programs Bureau of Justice Assistance for the 2013 Edward Byrne Memorial Justice Assistance Grant.

**DATE THIS ITEM WAS
LAST CONSIDERED
BY COUNCIL:**

June 20, 2013 – City Council Special Meeting (Review of Grant Application)

**SUMMARY OF
ISSUE/TOPIC:**

The City of Manassas Police Department has received an award notification for the 2013 Edward Byrne Memorial Justice Assistance Grant (JAG) from the Department of Justice Office of Justice Programs Bureau of Justice Assistance in the amount of \$19,079. On June 20, 2013, the Police Department presented staff's grant application to the City Council as required by the grant terms and conditions. The grant performance period is October 1, 2012 to September 30, 2014. There is no local match required for this grant.

The grant funds will be used for the purchase of: ballistic shields and breaching tools for the Emergency Services Unit, five (5) electronic control devices (ECD's) and accompanying accessories, and one (1) fully equipped police bicycle with accessories.

This resolution will budget and appropriate \$19,079 of Federal Grant Revenue in the General Fund.

STAFF

RECOMMENDATION: Approve Resolution 2014-37-R

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: _____ Approve _____ Disapprove _____ Reviewed _____ See Comments

CITY MANAGER: _____ Approve _____ Disapprove _____ Reviewed _____ See Comments

COMMENTS: _____

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:**

\$19,079 – Federal Grant Revenue

STAFF:

Captain Tina P. Laguna, Administrative Services Division, (703) 257-8005

R E S O L U T I O N 2014-37-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 27th day of January, 2014, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
GENERAL FUND		
<u>Revenues:</u>		
100-0000-334-18-38	2013 JAG Program Grant	\$ 19,079
<u>Expenditures:</u>		
100-1838-421-62-23	ESU Supplies	\$ 11,900
100-1838-421-62-30	Tasers	\$ 5,520
100-1838-421-62-41	Bike Unit Supplies	\$ 1,659
Total Expenditures		\$ 19,079

For: FY 2013 DOJ JAG 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



Department of Justice

Office of Justice Programs

Bureau of Justice Assistance

Office of Justice Programs

Washington, D.C. 20531

August 30, 2013

Mr. Lawrence D. Hughes
City of Manassas
9027 Center Street
Manassas, VA 20110-5829

Dear Mr. Hughes:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 13 Edward Byrne Memorial Justice Assistance Grant (JAG) Program: Local in the amount of \$19,079 for City of Manassas.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, Samuel K. Beamon, Program Manager at (202) 353-8592; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at ask.ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

Denise O'Donnell
Director

Enclosures



Department of Justice
Office of Justice Programs
Office for Civil Rights

Washington, D.C. 20531

August 30, 2013

Mr. Lawrence D. Hughes
City of Manassas
9027 Center Street
Manassas, VA 20110-5829

Dear Mr. Hughes:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of Federal funding to compliance with Federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice is responsible for ensuring that recipients of financial aid from OJP, its component offices and bureaus, the Office on Violence Against Women (OVW), and the Office of Community Oriented Policing Services (COPS) comply with applicable Federal civil rights statutes and regulations. We at OCR are available to help you and your organization meet the civil rights requirements that come with Justice Department funding.

Ensuring Access to Federally Assisted Programs

As you know, Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.

Providing Services to Limited English Proficiency (LEP) Individuals

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.

Ensuring Equal Treatment for Faith-Based Organizations

The Department of Justice has published a regulation specifically pertaining to the funding of faith-based organizations. In general, the regulation, Participation in Justice Department Programs by Religious Organizations; Providing for Equal Treatment of all Justice Department Program Participants, and known as the Equal Treatment Regulation 28 C.F.R. part 38, requires State Administering Agencies to treat these organizations the same as any other applicant or recipient. The regulation prohibits State Administering Agencies from making award or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the Department of Justice to fund inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must be held separately from the Department of Justice funded program, and customers or beneficiaries cannot be compelled to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see OCR's website at <http://www.ojp.usdoj.gov/ocr/etfbo.htm>.

State Administering Agencies and faith-based organizations should also note that the Safe Streets Act, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended, contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the Justice Department has concluded that the Religious Freedom Restoration Act (RFRA) is reasonably construed, on a case-by-case basis, to require that its funding agencies permit faith-based organizations applying for funding under the applicable program statutes both to receive DOJ funds and to continue considering religion when hiring staff, even if the statute that authorizes the funding program generally forbids considering of religion in employment decisions by grantees.

Questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment may be directed to this Office.

Enforcing Civil Rights Laws

All recipients of Federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to the prohibitions against unlawful discrimination. Accordingly, OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal employment opportunity standards.

Complying with the Safe Streets Act or Program Requirements

In addition to these general prohibitions, an organization which is a recipient of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42 U.S.C. § 3789d(c), or other Federal grant program requirements, must meet two additional requirements: (1) complying with Federal regulations pertaining to the development of an Equal Employment Opportunity Plan (EEOP), 28 C.F.R. § 42.301-.308, and (2) submitting to OCR Findings of Discrimination (see 28 C.F.R. §§ 42.205(5) or 31.202(5)).

1) Meeting the EEOP Requirement

In accordance with Federal regulations, Assurance No. 6 in the Standard Assurances, COPS Assurance No. 8.B, or certain Federal grant program requirements, your organization must comply with the following EEOP reporting requirements:

If your organization has received an award for \$500,000 or more and has 50 or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare an EEOP and submit it to OCR for review **within 60 days from the date of this letter**. For assistance in developing an EEOP, please consult OCR's website at <http://www.ojp.usdoj.gov/ocr/eeop.htm>. You may also request technical assistance from an EEOP specialist at OCR by dialing (202) 616-3208.

If your organization received an award between \$25,000 and \$500,000 and has 50 or more employees, your organization still has to prepare an EEOP, but it does not have to submit the EEOP to OCR for review. Instead, your organization has to maintain the EEOP on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

If your organization received an award for less than \$25,000; or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEOP requirement. However, your organization must complete Section A of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

2) Submitting Findings of Discrimination


In the event a Federal or State court or Federal or State administrative agency makes an adverse finding of discrimination against your organization after a due process hearing, on the ground of race, color, religion, national origin, or sex, your organization must submit a copy of the finding to OCR for review.

Ensuring the Compliance of Subrecipients

If your organization makes subawards to other agencies, you are responsible for assuring that subrecipients also comply with all of the applicable Federal civil rights laws, including the requirements pertaining to developing and submitting an EEOP, reporting Findings of Discrimination, and providing language services to LEP persons. State agencies that make subawards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of subrecipients.


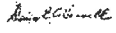
If we can assist you in any way in fulfilling your civil rights responsibilities as a recipient of Federal funding, please call OCR at (202) 307-0690 or visit our website at <http://www.ojp.usdoj.gov/ocr/>.

Sincerely,



Michael L. Alston
Director

cc: Grant Manager
Financial Analyst

 Department of Justice Office of Justice Programs Bureau of Justice Assistance		Grant		PAGE 1 OF 7	
1. RECIPIENT NAME AND ADDRESS (Including Zip Code) City of Manassas 9027 Center Street Manassas, VA 20110-5829		4. AWARD NUMBER: 2013-DJ-BX-0831			
		5. PROJECT PERIOD: FROM 10/01/2012 TO 09/30/2014 BUDGET PERIOD: FROM 10/01/2012 TO 09/30/2014			
		6. AWARD DATE 08/30/2013		7. ACTION Initial	
1A. GRANTEE IRS/VENDOR NO. 546001411		8. SUPPLEMENT NUMBER 00			
		9. PREVIOUS AWARD AMOUNT \$ 0			
3. PROJECT TITLE Enhancing Officer & Citizen Safety During High Risk Events Project		10. AMOUNT OF THIS AWARD \$ 19,079			
		11. TOTAL AWARD \$ 19,079			
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).					
13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY13(BJA - JAG) 42 USC 3750, et seq.					
15. METHOD OF PAYMENT GPRS					
AGENCY APPROVAL		GRANTEE ACCEPTANCE			
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Denise O'Donnell Director		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Lawrence D. Hughes City Manager			
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL		19A. DATE	
AGENCY USE ONLY					
20. ACCOUNTING CLASSIFICATION CODES FISCALYFUND C BUD.A OFC. DIV.RE SUB. POMS AMOUNT EAR ODE CT. G. X B DJ 80 00 00 19079		21. MDJUGT1110			

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD
CONTINUATIONSHEET
Grant**

PAGE 2 OF 7

PROJECT NUMBER 2013-DJ-BX-0831

AWARD DATE 08/30/2013

SPECIAL CONDITIONS

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide.
4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.
5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by -

mail:

Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530

e-mail: oig.hotline@usdoj.gov

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.

6. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.
7. The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the agency determines that the recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.



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**AWARD
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PROJECT NUMBER 2013-DJ-BX-0831

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SPECIAL CONDITIONS

8. The recipient 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 recipient also agrees to comply with applicable restrictions on subawards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/sam.htm> (Award condition: Registration with the System for Award Management and Universal Identifier Requirements), and are 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).
9. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
10. The recipient agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences, meetings, trainings, and other events, including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies, and guidance is available at www.ojp.gov/funding/confcost.htm.
11. The recipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm>.
12. The recipient agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this OJP award, and those award funds have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this OJP award, the recipient will promptly notify, in writing, the grant manager for this OJP award, and, if so requested by OJP, seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.
13. The recipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.
14. The recipient understands and agrees that - (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.
15. The recipient agrees to comply with OJP grant monitoring guidelines, protocols, and procedures, and to cooperate with BJA and OCFO on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide to BJA and OCFO all documentation necessary to complete monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by BJA and OCFO for providing the requested documents. Failure to cooperate with BJA's/OCFO's grant monitoring activities may result in sanctions affecting the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

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Grant**

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PROJECT NUMBER 2013-DJ-BX-0831

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SPECIAL CONDITIONS

16. The recipient agrees that all income generated as a direct result of this award shall be deemed program income. All program income earned must be accounted for and used for the purposes of funds provided under this award, including such use being consistent with the conditions of the award, the effective edition of the OJP Financial Guide and, as applicable, either (1) 28 C.F.R. Part 66 or (2) 28 C.F.R. Part 70 and 2 C.F.R. Part 215 (OMB Circular A-110). Further, the use of program income must be reported on the quarterly Federal Financial Report, SF 425.
17. To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the grantee can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.
18. In order to promote information sharing and enable interoperability among disparate systems across the justice and public safety community, OJP requires the grantee to comply with DOJ's Global Justice Information Sharing Initiative (DOJ's Global) guidelines and recommendations for this particular grant. Grantee shall conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: http://www.it.ojp.gov/gsp_grantcondition. Grantee shall document planned approaches to information sharing and describe compliance to the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.
19. The grantee agrees to assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these grant funds, either directly by the grantee or by a subgrantee. Accordingly, the grantee agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the grant, the grantee agrees to contact BJA.

The grantee understands that this special condition applies to its following new activities whether or not they are being specifically funded with these grant funds. That is, as long as the activity is being conducted by the grantee, a subgrantee, or any third party and the activity needs to be undertaken in order to use these grant funds, this special condition must first be met. The activities covered by this special condition are:

- a. New construction;
- b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The grantee understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. The grantee further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at <http://www.ojp.usdoj.gov/BJA/resource/nepa.html>, for programs relating to methamphetamine laboratory operations.

Application of This Special Condition to Grantee's Existing Programs or Activities: For any of the grantee's or its subgrantees' existing programs or activities that will be funded by these grant funds, the grantee, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.



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CONTINUATIONSHEET
Grant**

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PROJECT NUMBER 2013-DJ-BX-0831

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SPECIAL CONDITIONS

20. The recipient is required to establish a trust fund account. (The trust fund may or may not be an interest-bearing account.) The fund, including any interest, may not be used to pay debts or expenses incurred by other activities beyond the scope of the Edward Byrne Memorial Justice Assistance Grant Program (JAG). The recipient also agrees to obligate and expend the grant funds in the trust fund (including any interest earned) during the period of the grant. Grant funds (including any interest earned) not expended by the end of the grant period must be returned to the Bureau of Justice Assistance no later than 90 days after the end of the grant period, along with the final submission of the Federal Financial Report (SF-425).
21. JAG funds may be used to purchase bulletproof vests for an agency, but may not be used as the 50% match for purposes of the Bulletproof Vest Partnership (BVP) program.
22. The recipient agrees to submit a signed certification that all law enforcement agencies receiving vests purchased with JAG funds have a written "mandatory wear" policy in effect. Fiscal agents and state agencies must keep signed certifications on file for any subrecipients planning to utilize JAG funds for ballistic-resistant and stab-resistant body armor purchases. This policy must be in place for at least all uniformed officers before any FY 2013 funding can be used by the agency for vests. There are no requirements regarding the nature of the policy other than it being a mandatory wear policy for all uniformed officers while on duty.
23. Ballistic-resistant and stab-resistant 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 vests have been tested and found to comply with applicable National Institute of Justice ballistic or stab standards and are listed on the NIJ Compliant Body Armor Model List (<http://nij.gov>). In addition, ballistic-resistant and stab-resistant body armor purchased must be American-made. The latest NIJ standard information can be found here: <http://www.nij.gov/topics/technology/body-armor/safety-initiative.htm>.
24. The recipient agrees that any information technology system funded or supported by OJP funds will comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if OJP determines this regulation to be applicable. Should OJP determine 28 C.F.R. Part 23 to be applicable, OJP may, at its discretion, perform audits of the system, as per the regulation. Should any violation of 28 C.F.R. Part 23 occur, the recipient may be fined as per 42 U.S.C. 3789g(c)-(d). Recipient may not satisfy such a fine with federal funds.
25. The recipient agrees to ensure that the State Information Technology Point of Contact receives written notification regarding any information technology project funded by this grant during the obligation and expenditure period. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these grant funds. In addition, the recipient agrees to maintain an administrative file documenting the meeting of this requirement. For a list of State Information Technology Points of Contact, go to <http://www.it.ojp.gov/default.aspx?area=policyAndPractice&page=1046>.
26. The grantee agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. Notwithstanding any other special condition of this award, faith-based organizations may, in some circumstances, consider religion as a basis for employment. See http://www.ojp.gov/about/ocr/equal_fbo.htm.



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PROJECT NUMBER 2013-DJ-BX-0831

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SPECIAL CONDITIONS

27. The recipient acknowledges that all programs funded through subawards, whether at the state or local levels, must conform to the grant program requirements as stated in BJA program guidance.
28. Grantee agrees to comply with the requirements of 28 C.F.R. Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.
29. Grantee agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Grantee further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.
30. The recipient agrees to monitor subawards under this JAG award in accordance with all applicable statutes, regulations, OMB circulars, and guidelines, including the OJP Financial Guide, and to include the applicable conditions of this award in any subaward. The recipient is responsible for oversight of subrecipient spending and monitoring of specific outcomes and benefits attributable to use of JAG funds by subrecipients. The recipient agrees to submit, upon request, documentation of its policies and procedures for monitoring of subawards under this award.
31. The recipient agrees that funds received under this award will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal funds, be made available for law enforcement activities.
32. Award recipients must submit quarterly a Federal Financial Report (SF-425) and annual performance reports through GMS (<https://grants.ojp.usdoj.gov>). Consistent with the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Therefore, quarterly performance metrics reports must be submitted through BJA's Performance Measurement Tool (PMT) website (www.bjaperformancetools.org). For more detailed information on reporting and other JAG requirements, refer to the JAG reporting requirements webpage. Failure to submit required JAG reports by established deadlines may result in the freezing of grant funds and future High Risk designation.
33. Award recipients must verify Point of Contact(POC), Financial Point of Contact (FPOC), and Authorized Representative contact information in GMS, including telephone number and e-mail address. If any information is incorrect or has changed, a Grant Adjustment Notice (GAN) must be submitted via the Grants Management System (GMS) to document changes.
34. The grantee agrees that within 120 days of award acceptance, each current member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete required online (internet-based) task force training. Additionally, all future task force members are required to complete this training once during the life of this award, or once every four years if multiple awards include this requirement. The training is provided free of charge online through BJA's Center for Task Force Integrity and Leadership (www.ctfli.org). This training addresses 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. When BJA funding supports a task force, a task force personnel roster should be compiled and maintained, along with course completion certificates, by the grant recipient. Additional information is available regarding this required training and access methods via BJA's web site and the Center for Task Force Integrity and Leadership (www.ctfli.org).



Department of Justice
Office of Justice Programs
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**AWARD
CONTINUATIONSHEET
Grant**

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PROJECT NUMBER 2013-DJ-BX-0831

AWARD DATE 08/30/2013

SPECIAL CONDITIONS

35. No JAG funds may be expended on unmanned aircraft, unmanned aircraft systems, or aerial vehicles (US, UAS, or UAV) unless the BJA Director certifies that extraordinary and exigent circumstances exist, making them essential to the maintenance of public safety and good order. Additionally, any JAG funding approved for this purpose would be subject to additional reporting, which would be stipulated by BJA post-award.
36. BJA strongly encourages the recipient submit annual (or more frequent) JAG success stories at JAG.Showcase@ojp.usdoj.gov or via the online form at <https://www.bja.gov/contactus.aspx>. JAG success stories should include the: name and location of program/project; point of contact with phone and e-mail; amount of JAG funding received and in which fiscal year; and a brief summary describing the program/project and its impact.
37. Recipient understands that the initial period of availability of funds for this award is two years. Recipient further understands that any requests for additional time for performance of this award, up to two additional years, will be granted automatically, pursuant to 42 U.S.C. § 3751(f) and in accordance with current fiscal year solicitation. Requests for additional time beyond a four year grant period will be subject to the discretion of the Director of the Bureau of Justice Assistance.



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Washington, D.C. 20531

Memorandum To: Official Grant File

From: Orbin Terry, NEPA Coordinator

Subject: Incorporates NEPA Compliance in Further Developmental Stages for City of Manassas

The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system, some of which could have environmental impacts. All recipients of JAG funding must assist BJA in complying with NEPA and other related federal environmental impact analyses requirements in the use of grant funds, whether the funds are used directly by the grantee or by a subgrantee or third party. Accordingly, prior to obligating funds for any of the specified activities, the grantee must first determine if any of the specified activities will be funded by the grant.

The specified activities requiring environmental analysis are:

- a. New construction;
- b. Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

Complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. Further, for programs relating to methamphetamine laboratory operations, the preparation of a detailed Mitigation Plan will be required. For more information about Mitigation Plan requirements, please see <http://www.ojp.usdoj.gov/BJA/resource/nepa.html>.

Please be sure to carefully review the grant conditions on your award document, as it may contain more specific information about environmental compliance.



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**GRANT MANAGER'S MEMORANDUM, PT. I:
PROJECT SUMMARY**

Grant

PROJECT NUMBER

2013-DJ-BX-0831

PAGE 1 OF 1

This project is supported under FY13(BJA - JAG) 42 USC 3750, et seq.

1. STAFF CONTACT (Name & telephone number)

Samuel K. Beamon
(202) 353-8592

2. PROJECT DIRECTOR (Name, address & telephone number)

Tina Laguna
Lieutenant
9518 Fairview Avenue
Manassas, VA 20110-5829
(703) 257-8000

3a. TITLE OF THE PROGRAM

BJA FY 13 Edward Byrne Memorial Justice Assistance Grant (JAG) Program: Local

**3b. POMS CODE (SEE INSTRUCTIONS
ON REVERSE)**

4. TITLE OF PROJECT

Enhancing Officer & Citizen Safety During High Risk Events Project

5. NAME & ADDRESS OF GRANTEE

City of Manassas
9027 Center Street
Manassas, VA 20110-5829

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 10/01/2012 TO: 09/30/2014

8. BUDGET PERIOD

FROM: 10/01/2012 TO: 09/30/2014

9. AMOUNT OF AWARD

\$ 19,079

10. DATE OF AWARD

08/30/2013

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)

The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and units of local government, including tribes, to support a broad range of activities to prevent and control crime based on their own state and local needs and conditions. Grant funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice, including for any one or more of the following program areas: 1) law enforcement programs; 2) prosecution and court programs; 3) prevention and education programs; 4) corrections and community corrections programs; 5) drug treatment and enforcement programs; 6) planning, evaluation, and technology improvement programs; and 7) crime victim and witness programs (other than compensation).

The grantee will use the JAG award to purchase items that address officer safety and public safety in high risk situations. Funds will be used to acquire items that help police personnel gain entry into barricaded or fortified locations when legally necessary, less than lethal devices, and bicycle equipment to allow officers to patrol

OJP FORM 4000/2 (REV. 4-88)

areas of the city where vehicular access is limited to more easily move through crowds at large functions. NCA/NCF

AGENDA STATEMENT

PAGE NO. 31

ITEM NO. 5

MEETING DATE: January 15, 2014 – Finance Committee

TIME ESTIMATE: 2 minutes

AGENDA ITEM TITLE: Resolution 2014-38-R Amending the FY 2014 Budget by Budgeting and Appropriating \$121,565 for the Office of the Attorney General of Virginia (OAG) One-Time Asset Forfeiture Transfer

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

**SUMMARY OF
ISSUE/TOPIC:**

The City of Manassas Police Department has received an award notification from the Office of the Attorney General of Virginia (OAG) for the FY 2014 One-Time Asset Forfeiture Transfer in the amount of \$121,565. There is no local match required.

Funds from the transfer will be used to purchase the following: five (5) fully equipped police bicycles with accessories, twenty-nine (29) electronic control devices (ECD's) with accompanying accessories, one (1) directional radar trailer, one (1) mobile data universal forensic extraction device, one (1) crash data retrieval system, and one (1) rapid response incident command vehicle (SUV).

This resolution will budget and appropriate \$121,565 of State Asset Forfeiture Revenue in the General Fund.

**STAFF
RECOMMENDATION:** Approve Resolution 2014-38-R

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

CITY MANAGER: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:** \$121,565 – Office of the Attorney General of Virginia (OAG)

STAFF: Captain Tina P. Laguna, Administrative Services Division, (703) 257-8005

RESOLUTION 2014-38-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 27th day of January, 2014, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
GENERAL FUND		
<u>Revenues:</u>		
100-0000-318-96-00	OAG One-Time Asset Forfeiture	\$ 121,565
<u>Expenditures:</u>		
100-1848-421-62-41	Bike Unit Supplies	\$ 8,145
100-1848-421-62-30	Tasers	\$ 31,813
100-1848-421-71-00	Equipment	\$ 19,800
100-1848-421-42-19	Vehicles Mid-Year Purchases	\$ 61,807
	Total Expenditures	\$ 121,565
VEHICLE MAINTENANCE FUND		
<u>Revenues:</u>		
605-0000-319-42-19	Mid-Year Purchases	\$ 61,807
<u>Expenditures:</u>		
605-2555-419-73-00	Vehicles	\$ 61,807

For: Office of the Attorney General One-Time Asset Forfeiture Transfer

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

Office of the Attorney General

Kenneth T. Cuccinelli, II
Attorney General

900 East Main Street
Richmond, Virginia 23219
804-786-2071
FAX 804-786-1991
Virginia Relay Services
800-828-1120
7-1-1

November 26, 2013

City of Manassas Police Department
Attn: Tina Laguna, Captain
9518 Fairview Avenue
Manassas, Virginia 20110

Re: One-Time Asset Forfeiture Transfer

Dear Capt. Laguna:

On behalf of Attorney General Ken Cuccinelli, I am pleased to announce that your department has been approved for an asset forfeiture transfer based upon your submitted proposal in the amount of \$121,565.00.

We will be in touch after the Thanksgiving holiday with more details regarding how the transfer will be accomplished. We will prepare a Memorandum of Understanding (MOU) between your department and the Commonwealth of Virginia, Office of the Attorney General. The MOU will explain the exact amount and nature of the award approved by the U.S. Department of Treasury. Please note the award amount may differ from your department's original request.

Congratulations on the approval of your request.

Sincerely,

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

John F. Childrey
Deputy Attorney General
Public Safety and Enforcement Division
Office of the Attorney General of Virginia



COMMONWEALTH of VIRGINIA

Office of the Attorney General

Kenneth T. Cuccinelli, II
Attorney General

December 10, 2013

900 East Main Street
Richmond, Virginia 23219
804-786-2071
FAX 804-786-1991
Virginia Relay Services
800-828-1120
7-1-1

City of Manassas Police Department
Attn: Tina Laguna, Captain
9518 Fairview Avenue
Manassas, VA 20110

Re: Memorandum of Understanding for Asset Forfeiture Transfer
Program

Dear Captain Laguna:

In an attempt to expedite the final transfer of federal asset forfeiture funds, I am enclosing the Memorandum of Understanding between the Commonwealth of Virginia, Office of the Attorney General and your Department for endorsement.

I am asking that you endorse the Memorandum, retain a copy for your records and either return the original Memorandum in the self-addressed envelope or bring it with you to the Press Conference scheduled for December 18th. If you have not received your invite to the check reception, it is being held on December 18th at the Virginia Capitol, Senate Room 3, and begins at 11:00 a.m.

If you have any questions, please do not hesitate to contact me at (804) 786-4319 or jchildrey@oag.state.va.us. Thank you for your prompt attention to this matter.

Sincerely,

John F. Childrey
Deputy Attorney General

Enclosure

MEMORANDUM OF UNDERSTANDING

COMMONWEALTH OF VIRGINIA, OFFICE OF THE ATTORNEY GENERAL AND CITY OF MANASSAS POLICE DEPARTMENT

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is made this 25th day of November, 2013, by and between the COMMONWEALTH OF VIRGINIA, OFFICE OF THE ATTORNEY GENERAL ("Commonwealth" or "OAG") and the CITY OF MANASSAS POLICE DEPARTMENT ("Department").

1. **PURPOSE:** This Memorandum sets out the terms of an understanding between the OAG and the Department for the use of federal asset forfeiture funds to help provide supplemental financial support for the Departments immediate law enforcement needs as outlined in the proposal submitted to the OAG. The OAG will provide \$121,565.00 in federal asset forfeiture monies to the Department addressing the Departments' law enforcement need.

2. **TIME FRAME:** These funds shall be spent in no more than 24 months from receipt of transfer.

3. **BACKGROUND:** On May 7, 2012, Abbott Laboratories ("Abbott") entered into a plea agreement with the United States, pleading guilty to one count of violating Title 21, United States Code, Sections 331(a), 333(a)(1), 352(a), and 352(f)(1), related to the introduction and delivery into interstate commerce the misbranded drugs Depakote, Depakote ER, and Depakote Sprinkle. *United States v. Abbott Laboratories*, Case No. 1:12-CR-00026 (W.D. Va.) (Judgment entered October 2, 2012).

4. **PARTIES:** The OAG's Medicaid Fraud Control Unit was the lead investigative agency in the Abbott case. As a result of the plea agreement, the OAG was awarded an equitable share of asset forfeiture funds.

The Department submitted a proposal to the OAG for a law enforcement purpose on August 1, 2013.

5. **TERMS AND CONDITIONS:**

- a. The OAG will directly transfer \$121,565.00 to the Department.
- b. The Department will use the funding to purchase a directional radar trailer to slow traffic and make roads safer to travel; five police bicycles and equipment to be used to patrol portions of the City where a vehicle has limited or no access; a mobile data forensic extraction device to allow specially trained officers to extract information from multiple types of mobile devices such as portable GPS units, smart phones and tablets; and a rapid response sports utility vehicle.
- c. The Department will abide by the signed Terms and Conditions submitted to the OAG on 08/01/2013.
- d. The Department agrees to at all times be in compliance with the Agreement, Certification and Audit provisions of the United States Department of Treasury's

Guide to Equitable Sharing for Foreign Countries and Federal, State, and Local Law Enforcement Agencies (Guide/Greenbook).

- e. All cash transfers must be used in accordance with the permissible use provisions of the *Greenbook* and as outlined in the proposal. The transfer will be reported on the Equitable Sharing Agreement and Certification form filed by both the OAG and recipient agencies.
- f. The Department shall submit a progress report if requested by the OAG.

6. **SUPPLANTING:** The Department agrees that funds made available under this transfer will not be used to supplant state or local funds, but will be used to increase the amounts of such funds that would be, in the absence of these funds, made available for law enforcement activities related to CIT. Federal asset forfeiture funds must be used to supplement existing funds for program activities and must not replace funds that have been appropriated for the same purpose.

7. **RECORDKEEPING AND AUDITS:** The Department will maintain complete records concerning all requests for disbursements from the federal asset forfeiture fund, and all payments made from the fund, and report on the covered activities on an annual basis. The Department shall retain all books, records, and other documents relative to expenditures permitted by this MOU in accordance with record retention policy and/or Federal and State Auditing Guidelines. The OAG, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period. The Department will cooperate in any audit of the fund by the Virginia Auditor of Public Accounts or the United States Department of Treasury.

8. **PREVAILING LAW:** This MOU shall be construed, interpreted and enforced according to the laws of the Commonwealth of Virginia.

9. **MODIFICATIONS:** Any amendments to or modifications of this MOU must be in writing and signed by the parties.

Witness the following signatures:

**COMMONWEALTH OF VIRGINIA,
OFFICE OF THE ATTORNEY GENERAL**



Name: _____
Title: ~~Commonwealth~~ Attorney General

12/5/13
Date

CITY OF MANASSAS POLICE DEPARTMENT



Name: _____
Title: _____

12/16/2013
Date


2013 ASSET FORFEITURE GRANT

Requested Items to be Funded

	Equipment/Item	Unit/Division	Quantity	Price	Cost
COMMUNITY ENGAGEMENT APPLICATION					
1	Police Bicycle	Bike Unit	5	\$ 1,050.00	\$ 5,250.00
2	Police Sirens (for Bicycle)	Bike Unit	5	\$ 45.00	\$ 225.00
3	Police Light System (for Bicycle)	Bike Unit	5	\$ 350.00	\$ 1,750.00
4	Bicycle Helmets	Bike Unit	5	\$ 35.00	\$ 175.00
5	Bicycle Bags	Bike Unit	5	\$ 55.00	\$ 275.00
6	Bicycle Rear Light	Bike Unit	5	\$ 46.00	\$ 230.00
7	Extra Bicycle Tires	Bike Unit	5	\$ 30.00	\$ 150.00
8	Medal Pedals with Toe Clips	Bike Unit	5	\$ 18.00	\$ 90.00
9	Electronic Control Device (ECD)	Patrol	29	\$ 1,000.00	\$ 29,000.00
10	ECD Holster	Patrol	29	\$ 62.00	\$ 1,798.00
11	ECD Cartridges	Patrol	29	\$ 35.00	\$ 1,015.00
TOTAL EQUIPMENT:					\$39,958
TRAFFIC SAFETY & INVESTIGATIONS APPLICATION					
12	Directional Radar Trailer	Traffic Services	1	\$ 16,500.00	\$ 16,500.00
13	Mobile Data Universal Forensic Extraction Device	ISD	1	\$ 11,000.00	\$ 11,000.00
14	Crash Data Retrieval System	ISD	1	\$ 8,800.00	\$ 8,800.00
TOTAL EQUIPMENT:					\$ 36,300.00
INCIDENT COMMAND APPLICATION					
15	Rapid Response Vehicle (SUV)	Dept/EM	1	\$ 45,306.50	\$ 45,306.50
TOTAL EQUIPMENT:					\$ 45,306.50
GRAND TOTAL:					\$121,564.50

Application Form

Office of the Attorney General of Virginia, 900 East Main Street, Richmond, Virginia 23219

Grant Program:	Asset Forfeiture Transfer Program	Congressional District(s)	10
Applicant:	City of Manassas	Faith Based Organization?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Applicant Federal ID Number:	54-6001411		
Jurisdiction(s) Served and Zip Codes:	City of Manassas – 20110		
Purpose:	Increased Community Engagement and Officer & Citizen Safety		
NCIC Number:	VA0750100	DUNS NUMBER:	030342448
Type of Application:	<ol style="list-style-type: none"> 1. Law enforcement equipment 2. Law enforcement and prosecutor training 3. Drug and gang education and awareness programs 4. Asset accounting and tracking 5. Law enforcement facilities 6. Other 		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is your agency in compliance with the Agreement, Certification and Audit provisions of the United States Department of Treasury <i>Geenbook</i> ?		
Project Director		Project Administrator	
Name:	Tina P. Laguna	Name:	Lawrence D. Hughes
Title:	Captain	Title:	Acting City Manager
Address:	Manassas City Police Department 9518 Fairview, Avenue Manassas, Virginia 20110	Address:	City Hall 9027 Center Street Manassas, Virginia 20110
Phone:	703-257-8025	Phone:	703-257-8212
Fax:	703-368-6966	Fax:	703-335-0042
E-Mail:	tlaguna@manassasva.gov	E-Mail:	lhughes@ci.manassas.va.us
Signature of Project Administrator:			
Brief Project Description:			

Application Form

The City has numerous parks and neighborhoods where vehicle access is severely limited if not unavailable. Police officers on bicycles can more easily access these areas and move more easily through crowds at large functions such as festivals and parades. This project seeks to purchase police equipped bicycles so more offices could use this alternative mode of transportation to conduct patrols and participate in community events and demonstrations. The bicycles would be equipped with police lights and sirens so officers could also conduct normal police business to include traffic stops. The department currently uses electronic control devices (ECD's) as a less lethal force option. The models the department possesses are technologically outdated and are no longer supported by the manufacturer. This project seeks to replace the outdated units with more advanced and technologically current models. The proposed ECD's are more accurate and can be updated via the Internet which eliminates the down time for officers. The accompanying accessories reduce the risk of misfires and increases safety for both officers and citizens.

Project Budget Description		Total Requested
Agency Budget (Annual)	Requested Amount	Percent of Budget
\$14,267,050.00	\$39,958.00	0.28%

ITEMIZED BUDGET

1. Personnel/Employees				FUNDS	TOTAL
a. Name of Employees	Position Titles	Annual Salary Rate	Hours Devoted		
					\$0
					\$0
					\$0
TOTAL				\$0	\$0
b. Fringe Benefits					\$0
FICA % =					\$0
RETIREMENT =					\$0
OTHER (Itemize) =					\$0
TOTAL				\$0	\$0
TOTAL PERSONNEL (A+B)				\$0	\$0

2. Consultants (Including Travel and Subsistence)			TOTAL
a. Individual Consultants			
Type			\$0
Hours Devoted:			\$0
TOTAL		\$0	\$0
b. Organizations and Associations			
Type:			\$0
Fee:			\$0
Time Devoted:			\$0
TOTAL		\$0	\$0
c. Consultants' Subsistence and Travel			
Number of Days:			\$0
Rate/Day:			\$0
TOTAL		\$0	\$0
TOTAL CONSULTANTS (a+b+c)		\$0	\$0

3. Travel and Subsistence for Project Personnel				TOTAL
a. Local Mileage = No. of Miles X Rate Per mile	X			\$0
b. Non Local Mileage = No. of Miles X Rate Per mile	X			\$0
c. Subsistence = number of days X rate per day	X			\$0
d. Air or other fares				\$0
TOTAL TRAVEL:		\$0		\$0

ITEMIZED BUDGET Continued

4. Equipment					TOTAL
Type	Quantity	Unit Price	Purchase or Rental		

Office of the Attorney General

Budget Narrative

List each item separately on the Budget Narrative form and include a cost per unit. Explain the relevance and importance of each item to the support of local, regional, and/or state law enforcement/prosecution activities and/or criminal justice system improvements. Items that are not thoroughly described, that do not include a cost per unit and/or do not have adequate justification may be deleted from your budget. The text boxes will expand as text is entered. Use as many Budget Narrative pages as needed.

Item Description, Cost Basis, Justification	Requested FUNDS	
		Total
ITEM:		
1. Five (5) Police Bicycles: The police bicycle is a specially designed mountain bicycle with 29 inch tires. The bicycle can be driven on roadways, off-road, in urban or rural settings and is designed to provide speed and agility regardless of the riding terrain. Officers will use this bicycle to patrol portions of the City where a vehicle has limited or no access. The officers can also move more easily through crowds at large functions such as City festivals and parades.	\$1,050.00	\$5,250.00
2. Five (5) Police Sirens: Each bicycle will be equipped with a police siren. The siren will be mounted on the bicycle so that officers can respond to emergencies or conduct traffic stops while on the bicycle.	\$45.00	\$225.00
3. Five (5) Police Light Systems for the Bicycle: This light system consists of flashing blue & red lights that can be seen in both the daytime and at night. The lights readily identify the rider as a police officer so he or she can conduct normal police business while on bicycle patrol.	\$350.00	\$1,750.00


4. Five (5) Bicycle Helmets, Five (5) Bags and Five (5) Lights:	\$136.00	\$680.00
<p>The safety helmets that must be worn when the officer is riding the bicycle and the helmets are marked with the words "Police." Each bicycle will also have a bag marked with police insignia and allows the officer to carry equipment and work materials while riding the bicycle. One additional light will be mounted on the rear of the bicycle. This light is a bright white light that is designed to illuminate the bicycle at night. The light also flashes in conjunction with the red & blue lights that are on the front of the bicycle.</p>		
5. Five (5) Extra Tires and Five (5) Medal Pedals with Toe Clips:	\$48.00	\$240.00
<p>These are 29 inch tires that will be kept as spares in case the tires on the bicycle are damaged beyond repair. The pedals with toe clips are specially designed to give the rider a better foot grip on the bicycle.</p>		
6. Twenty nine (29) Electronic Control Devices (ECD's):	\$1,000.00	\$29,000.00
<p>This device is a handheld battery powered Conducted Energy Weapon. It is designed to override the sensory and motor functions of the central nervous system, causing uncontrollable contractions of the muscle tissue. The proposed ECD's are water resistant, have extended battery life performance, and have dual lasers, providing the user with a higher level of accuracy. The device is a less lethal force option that can be used to subdue a subject demonstrating defensive resistance. This can prove beneficial for the safety and protection of the officers, the resistant individual(s) as well as the general public.</p>		

7. Twenty nine (29) Holsters and Thirty (29) Cartridges: The proposed holsters allow officers to safely carry the unit along with their other department issued equipment. The holster allows the user to wear the ECD on the duty belt or the thigh. The cartridge is a high impact polymer unit that houses the probes, taser wire, and Anti-Felon Identification (AFID) tags. These items are sealed behind a weatherproof blast door. The cartridges have a static resistant propulsion system that reduces the risk of accidental static discharge misfires.	\$97.00	\$2,813.00
Grand Total:		\$39,958.00

Application Form

Office of the Attorney General of Virginia, 900 East Main Street, Richmond, Virginia 23219

Grant Program:	Asset Forfeiture Transfer Program	Congressional District(s)	10
Applicant:	City of Manassas	Faith Based Organization?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Applicant Federal ID Number:	54-6001411		
Jurisdiction(s) Served and Zip Codes:	City of Manassas – 20110		
Purpose:	Enhancing Technology for Traffic Safety & Investigations		
NCIC Number:	VA0750100	DUNS NUMBER:	030342448
Type of Application:	<ol style="list-style-type: none"> 1. Law enforcement equipment 2. Law enforcement and prosecutor training 3. Drug and gang education and awareness programs 4. Asset accounting and tracking 5. Law enforcement facilities 6. Other 		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is your agency in compliance with the Agreement, Certification and Audit provisions of the United States Department of Treasury <i>Geenbook</i> ?		

	Project Director	Project Administrator	Finance Officer
Name:	Tina P. Laguna	Lawrence D. Hughes	Tamara Sturm
Title:	Captain	Acting City Manager	Fiscal Specialist
Address:	Manassas City Police Department 9518 Fairview, Avenue Manassas, Virginia 20110	City Hall 9027 Center Street Manassas, Virginia 20110	City Hall 9027 Center Street Manassas, Virginia 20110
Phone:	703-257-8025	703-257-8212	703-257-8310
Fax:	703-368-6966	703-335-0042	703-335-0042
E-Mail:	tlaguna@manassasva.gov	lhughes@ci.manassas.va.us	tsturm@ci.manassas.va.us
Signature of Project Administrator: 			
Brief Project Description:			

Application Form

The City of Manassas has experienced a steady increase in its vehicular traffic due to a growing commuter population. This has led to increased traffic congestion and longer travel times within the City. While auto accidents have remained relatively the same, there was a marked increase in injuries from accidents. Officers have increased traffic citations, however, a balanced enforcement approach that involves driver awareness and education is more desired. This project seeks to purchase a Directional Radar Trailer. This unit is mobile, has an onboard computer that will capture and analyze driving behavior, and has a programmable message that can be displayed to inform and educate motorists. To assist officers in their accident investigations, this project seeks to purchase a crash data retrieval system that will allow officers to retrieve information from onboard vehicle event data recorders. The mobile data forensic extraction device will allow specially trained officers to extract information from multiple types of mobile devices such as portable GPS units, smartphones and tablets. This will aid not just with auto accidents, but with other types of investigations to include homicides, narcotics investigations and child pornography cases.

Project Budget Description			Total Requested
Agency Budget	Requested Amount		Percent of Budget
\$14,267,050.00	\$36,300.00		0.25%

ITEMIZED BUDGET

1. Personnel/Employees

				FUNDS	TOTAL
a. Name of Employees	Position Titles	Annual Salary Rate	Hours Devoted		
					\$0
					\$0
					\$0
TOTAL				\$0	\$0
b. Fringe Benefits					\$0
FICA % =					\$0
RETIREMENT =					\$0
OTHER (Itemize) =					\$0
TOTAL				\$0	\$0
TOTAL PERSONNEL (A+B)				\$0	\$0

2. Consultants (Including Travel and Subsistence)

			TOTAL
a. Individual Consultants			
Type			\$0
Hours Devoted:			\$0
TOTAL			\$0
b. Organizations and Associations			
Type:			\$0
Fee:			\$0
Time Devoted:			\$0
TOTAL			\$0
c. Consultants' Subsistence and Travel			
Number of Days:			\$0
Rate/Day:			\$0
TOTAL			\$0
TOTAL CONSULTANTS (a+b+c)			\$0

3. Travel and Subsistence for Project Personnel

				TOTAL
a. Local Mileage = No. of Miles X Rate Per mile		X		\$0
b. Non Local Mileage = No. of Miles X Rate Per mile		X		\$0
c. Subsistence = number of days X rate per day		X		\$0
d. Air or other fares				\$0
TOTAL TRAVEL:			\$0	\$0

ITEMIZED BUDGET Continued

4. Equipment

				TOTAL
Type	Quantity	Unit Price	Purchase or Rental	

Directional Radar Trailer	1	\$16,500.00	Purchase	\$16,500	\$16,500
Mobile Data Universal Forensic Extraction Device	1	\$11,000.00	Purchase	\$11,000	\$11,000
Crash Data Retrieval System	1	\$8,800.00	Purchase	\$8,800	\$8,800
					\$0
TOTAL EQUIPMENT:				\$36,300	\$36,300

5. Supplies and Other Expenses				TOTAL
Type	Quantity	Price		
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
TOTAL SUPPLIES AND OTHER:			\$0	\$0

6. Indirect Cost			TOTAL
			\$0
TOTAL INDIRECT COST:			\$0

GRAND TOTAL:	\$36,300	\$36,300
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Office of the Attorney General

Budget Narrative

List each item separately on the Budget Narrative form and include a cost per unit. Explain the relevance and importance of each item to the support of local, regional, and/or state law enforcement/prosecution activities and/or criminal justice system improvements. Items that are not thoroughly described, that do not include a cost per unit and/or do not have adequate justification may be deleted from your budget. The text boxes will expand as text is entered. Use as many Budget Narrative pages as needed.

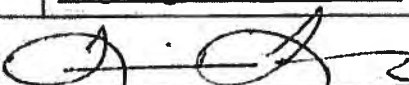
Item Description, Cost Basis, Justification	Requested FUNDS	
		Total
ITEM:		
1. One (1) Directional Radar Trailer: This piece of equipment is a portable speed measurement trailer with a directional radar beam that measures and displays a vehicle's speed when the vehicle is within the target area. When a vehicle enters the radar beam traveling too slow or too fast outside the programmed speed limit, the display flashes the motorist's speed, thus alerting the driver. The trailer also has a variable message board that allows the input of information such as road conditions, detours, or public safety announcements. The Trailer also contains an onboard traffic data computer that can record traffic patterns, enabling officers to conduct targeted enforcement in critical areas where and when needed. When this radar trailer is deployed, vehicle speeds noticeably slow, motorists are informed and educated, driving patterns are positively impacted, and roads become safer to travel.	\$16,500.00	\$16,500.00
2. One (1) Mobile Data Universal Forensic Extraction Device: This piece of equipment enables the bit-for-bit extraction and in-depth analysis of data from thousands of mobile devices, including feature	\$11,000.00	\$11,000.00

<p>phones, smartphones, portable GPS devices, tablets and phones manufactured with Chinese chipsets. This unit has the ability to retrieve call logs, contacts, emails, bookmarks, text messages, chats, locations, web history, images, video and audio files, text files, deleted data, Wi-Fi and Bluetooth information from devices without making any changes to the data. The agency has an older model of this unit. This device has been used to gather information to assist with homicide investigates, child pornography cases, burglaries, missing persons cases and narcotics investigations. The data recovered provided additional investigative leads, identified persons of interest or suspects or led directly the arrest of offenders.</p>		
<p>3. One (1) Crash Data Retrieval System and Certification:</p> <p>This system consists of software and hardware that will allow retrieval, imaging and interpretation of data collected by Event Data Recorder (EDR) devices that have been installed in numerous motor vehicles. The retrieval of the EDR data will provide valuable information in the investigation and reconstruction of serious or fatal auto accidents or other serious accidents that involve motor vehicles. In an effort for police crash reconstruction to keep current with continuously evolving technology, this equipment is a necessary purchase. Auto manufacturers are being mandated to install Event Data Recorders in new vehicles. Investigators would be able to recover vehicle crash data from over 100 million vehicles from multiple manufacturers including Ford, General Motors, Nissan, Fiat, Chrysler, Toyota, Lexus, Scion, Honda, and Mazda. In more than twenty five (25) criminal and civil cases around the US, Crash Data Retrieval System data recovered has been admitted as evidence along with expert opinion over objection and after extensive admissibility hearing and challenges. Also included in this budget is the cost of</p>	\$8,800.00	\$8,800.00

having one detective trained and certified to use this system.		
Grand Total:		\$36,300.00

Application Form

Office of the Attorney General of Virginia, 900 East Main Street, Richmond, Virginia 23219

Grant Program:	Asset Forfeiture Transfer Program	Congressional District(s)	10
Applicant:	City of Manassas	Faith Based Organization?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Applicant Federal ID Number:	54-6001411		
Jurisdiction(s) Served and Zip Codes:	City of Manassas – 20110		
Purpose:	Improving Mobile Incident Command Responses		
NCIC Number:	VA0750100	DUNS NUMBER:	030342448
Type of Application:	<ol style="list-style-type: none"> 1. Law enforcement equipment 2. Law enforcement and prosecutor training 3. Drug and gang education and awareness programs 4. Asset accounting and tracking 5. Law enforcement facilities 6. Other 		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is your agency in compliance with the Agreement, Certification and Audit provisions of the United States Department of Treasury <i>Geenbook</i> ?		
Project Director		Project Administrator	Finance Officer
Name:	Tina P. Laguna	Lawrence D. Hughes	Tamara Sturm
Title:	Captain	Acting City Manager	Fiscal Specialist
Address:	Manassas City Police Department 9518 Fairview, Avenue Manassas, Virginia 20110	City Hall 9027 Center Street Manassas, Virginia 20110	City Hall 9027 Center Street Manassas, Virginia 20110
Phone:	703-257-8025	703-257-8212	703-257-8310
Fax:	703-368-6966	703-335-0042	703-335-0042
E-Mail:	tlaguna@manassasva.gov	lhughes@ci.manassas.va.us	tsturm@ci.manassas.va.us
Signature of Project Administrator: 			
Brief Project Description:			

Application Form

As part of the National Capital Region (NCR) and a member of the Metropolitan Washington Council of Governments (COG), the City of Manassas must be prepared to mitigate, prepare for, respond to and recover from any type of natural or man-caused disaster. In order to achieve these goals, the City has adopted the National Incident Management System (NIMS) and the Incident Command System (ICS) components of NIMS as its command and control model for emergency and extraordinary incidents. This approach allows for maximum interaction at all levels of government. This project seeks to purchase one rapid response sports utility vehicle. This SUV, while still able to be used for normal police business, would have a modified rear cargo area with a cabinet system that would accommodate incident command boards or other necessary emergency management equipment. The vehicle would serve as a mobile command post for incidents in which the ICS model needed to be utilized. The heavy duty mobile incident command bus would allow police personnel or other public safety personnel to operate from a single location during a crisis or major event. The incident command bus would have many technology features that would enable personnel to gather, process and disseminate information by multiple means. The bus would be utilized as an incident command center, a joint information center or public safety resource center during large festivals and events.

Project Budget Description			Total Requested
Agency Budget (Annual)	Requested Amount		Percent of Budget
\$14,267,050.00	\$348,755.00		2.44%

ITEMIZED BUDGET

1. Personnel/Employees				FUNDS	TOTAL
a. Name of Employees	Position Titles	Annual Salary Rate	Hours Devoted		
					\$0
					\$0
					\$0
TOTAL				\$0	\$0
b. Fringe Benefits					\$0
FICA % =					\$0
RETIREMENT =					\$0
OTHER (Itemize) =					\$0
TOTAL				\$0	\$0
TOTAL PERSONNEL (A+B)				\$0	\$0

2. Consultants (Including Travel and Subsistence)			TOTAL
a. Individual Consultants			
Type			\$0
Hours Devoted:			\$0
TOTAL			\$0
b. Organizations and Associations			
Type:			\$0
Fee:			\$0
Time Devoted:			\$0
TOTAL			\$0
c. Consultants' Subsistence and Travel			
Number of Days:			\$0
Rate/Day:			\$0
TOTAL			\$0
TOTAL CONSULTANTS (a+b+c)			\$0

3. Travel and Subsistence for Project Personnel				TOTAL
a. Local Mileage = No. of Miles X Rate Per mile		X		\$0
b. Non Local Mileage = No. of Miles X Rate Per mile		X		\$0
c. Subsistence = number of days X rate per day		X		\$0
d. Air or other fares				\$0
TOTAL TRAVEL:			\$0	\$0

ITEMIZED BUDGET Continued

4. Equipment				TOTAL
Type	Quantity	Unit Price	Purchase or Rental	

Heavy Duty Incident Command Vehicle	1	\$303,448.00	Purchase	\$303,448	\$303,448
Rapid Response Vehicle	1	\$45,306.50	Purchase	\$45,307	\$45,307
TOTAL EQUIPMENT:				\$348,755	\$348,755

5. Supplies and Other Expenses					TOTAL
Type	Quantity	Price			
TOTAL SUPPLIES AND OTHER:				\$0	\$0

6. Indirect Cost				TOTAL
				\$0
TOTAL INDIRECT COST:			\$0	\$0

GRAND TOTAL:		\$348,755	\$348,755
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Office of the Attorney General

Budget Narrative

List each item separately on the Budget Narrative form and include a cost per unit. Explain the relevance and importance of each item to the support of local, regional, and/or state law enforcement/prosecution activities and/or criminal justice system improvements. Items that are not thoroughly described, that do not include a cost per unit and/or do not have adequate justification may be deleted from your budget. The text boxes will expand as text is entered. Use as many Budget Narrative pages as needed.

Item Description, Cost Basis, Justification	Requested FUNDS	
		Total
ITEM:		
1. Heavy Duty Mobile Incident Command Vehicle:	\$303,448.00	\$303,448.00
This vehicle is a 31 foot heavy duty mobile command vehicle that can quickly and effectively respond to a wide variety of scenes. This vehicle will be equipped with a photographic and observation roof deck that can be used to establish a media center. This vehicle will have both fixed and portable lighting so that it can be utilized on incidents such as missing persons or as a support vehicle for extensive evidence gathering. The vehicle has a public announcement system so that general or emergency information can be broadcast directly from the vehicle. The internal conference area can be utilized as an incident command center, joint information center or a meeting place to discuss strategies or resource allocation. The technology included within this vehicle will allow for information dissemination in a variety of means as well as the ability to receive and monitor information from numerous sources. The incident command bus will be used not just for emergency situations, but for the many City parades and events that take place throughout the year. The vehicle will allow the police department &/or other public safety agencies to operate from a singular location and communicate more effectively. It will ensure the continuity of		

operations between all vested parties and improve efficiency which would benefit the department, the City and the community.		
<p>2. Rapid Response Sports Utility Vehicle:</p> <p>This vehicle is a suburban-style sport utility vehicle that will have a modified rear cargo area. The rear cargo area will have a cabinet system that would accommodate incident command boards and other necessary emergency management equipment. This vehicle will still be equipped with standard police equipment such as lights, sirens, radios, and computers. This would enable the vehicle to still be used for standard police functions and business. However, the driver could respond to an incident and utilize this vehicle and its contents to establish a mobile command post when the need arose.</p>	\$ 45,306.50	\$ 45,306.50
Grand Total:		\$348,755.00

GENERAL GRANT CONDITIONS AND ASSURANCES

The applicant, for funds administered by the Office of the Attorney General (OAG), gives assurances and certifies with respect to the grant that it will comply with the following requirements:

1. The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the OAG shall prescribe shall be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this grant.
2. **REPORTS:** Each applicant shall submit such reports as the OAG shall reasonably request. A final financial and progress report may be requested by the OAG.
3. The recipient of funds must be in compliance with the Agreement, Certification and Audit provisions of the United States Department of Treasury *Greenbook*. All cash transfers must be used in accordance with the permissible use provisions of the *Greenbook* and as outlined in the proposal. Before transferring the OAG will verify that the recipient agency is eligible to receive funds. The transfer will be reported on the Equitable Sharing Agreement and Certification form filed by both the OAG and recipient agencies.
4. The recipient of funds agrees to read, sign and follow the attached National Code of Professional Conduct for Asset Forfeiture.
5. The recipient agrees to use the funds for the expressed and intended purpose outlined in the agency's proposal and Memorandum of Understanding with the OAG.
6. **INSPECTION AND AUDIT:** The applicant agrees to comply with the United States Department of Treasury requirements of OMB Circular A-133, "Audits of State, Local Governments and Non-Profit Institutions."
7. The recipient agrees to not use the funds for any of the following prohibitive purposes:
 - **Payment of Salaries for Existing Positions.** The payment of salaries for current permanent law enforcement personnel is not permitted, except as indicated in the "Uses of Equitably Shared Funds" section of the United States Department of Treasury Guide to Equitable Sharing for Foreign Counties and Federal, State, and Local Law Enforcement Agencies ("*Greenbook*").
 - **Payment of Non-Law Enforcement Expenses.** Transferred funds may not be used for scholarships or financial aid, except for law enforcement personnel pursuing training that is necessary to the performance of their official duties.
 - **Uses Contrary to the Laws of the State or Local Jurisdiction.** Transferred funds and property may not be used for any purpose that would constitute an improper use of state or local law enforcement funds or property under the laws, rules, regulations, and orders of the state or local jurisdiction of which the agency is a part.
 - **Non-Official Government Use of Shared Assets.** Any use that creates the appearance that shared funds are being used for political or personal purposes is not permitted.

- Impoundment Control Act of 1974, P. L. 93-344, 31 USC 1401, et. seq.
 - The Fair Labor Standards Act, if applicable.
9. **POLITICAL ACTIVITY:** The restrictions of the Hatch Act, Pub. L. 93-433, 5 USC Chapter III, (as amended), concerning the political activity of government employees are applicable to applicant staff members and other state and local government employees whose principal employment is in connection with activities financed, in whole or in part, by grants. Under a 1975 amendment to the Hatch Act, such state and local government employees may take an active part in political management and campaigns except they may not be candidates for office.
 10. **DISCRIMINATION PROHIBITED:** No person shall, on the grounds of race, religion, color, national origin, sex, or handicap be excluded from participation in, be denied the benefits or be otherwise subjected to discrimination under or denied employment in connection with, grants awarded pursuant to the Justice Assistance Act of 1984, and the implementing regulations 28 CFR Part 42, Subparts C, D, E, and G, or any project, program, activity, or subgrant supported or benefiting from the grant. The applicant must comply with the provisions and requirements of Title VI of the Civil Rights Act of 1964 and its implementing regulations 28 CFR 41.101 et. seq. The applicant must further comply with Section 504 of the Rehabilitation Act of 1973, as amended, and its implementing regulations; the Age Discrimination Act of 1973, as amended, and its implementing regulations and Title IX of the Education Amendments of 1972; Title 11 of the Americans with Disabilities Act (ADA)(1990); (42 USC. 12131-12134 & 28 CFR 35)
 11. **EQUAL EMPLOYMENT OPPORTUNITY PROGRAM:** Each applicant certifies, that it has executed and has on file, an Equal Employment Opportunity Program which conforms with the provisions of 28 CFR Section 42.302 or that in conformity with the foregoing regulation, no Equal Employment Opportunity Program is required.

The applicant organization having 50 or more employees which would receive amounts of \$500,000 or more, or grants which in the aggregate exceed \$500,000 or more, in any fiscal year may be required to submit a copy of their Equal Employment Opportunity Plan (EEO) to the OAG for review.
 12. The applicant assures that in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the recipient will forward a copy of the finding to the OAG.
 13. **RELEASE OF INFORMATION:** All records, papers and other documents kept by recipients of OAG funds, and their contractors, relating to the receipt and disposition of such funds, are required to be made available to the OAG. These records and other documents submitted to OAG, including plans and application for funds, are required to be made available to OAG at the OAG's request.
 14. **INFORMATION SYSTEMS:** With respect to programs related to criminal justice information systems, the applicant agrees to comply with the provisions of 28 CFR, Part 20 governing the protection of the individual privacy and the insurance of the integrity and accuracy of data collection. The applicant further agrees:
 - That all computer programs (software) developed with funds provided by this grant will be made available to the OAG for transfer to authorized users in the criminal justice community without cost other than that directly associated with the transfer. The

Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position or policies of OAG or the U.S. Department of Treasury.

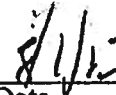
The applicant also agrees that one copy of any such publication will be submitted to the OAG to be placed on file and distributed as appropriate to other potential applicants or interested parties. OAG may waive the requirement for submission of any specific publication upon submission of a request providing justification from the applicant.

CERTIFICATION

I certify that all the information presented is correct, that there has been appropriate coordination with affected agencies, and that the applicant will comply with the provisions of all other federal and state laws and rules and regulations that apply to these funds.



(Project Administrator)



Date

AGENDA STATEMENT

PAGE NO. 6

ITEM NO. 63

MEETING DATE: January 15, 2014 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution 2014-39-R Amending the FY 2014 Budget by Budgeting and Appropriating \$125,000 for the FY 2013 Urban Area Securities Initiative (UASI) Subgrant Sponsored by the Department of Homeland Security

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

**SUMMARY OF
ISSUE/TOPIC:** The City of Manassas has been approved to receive \$125,000 towards the Emergency Planner position under the FY 2013 Urban Areas Securities Initiative (UASI) Subgrant, a program sponsored by the Department of Homeland Security (DHS). This grant covers the performance period of January 1, 2014 thru December 31, 2014 and will support the salary for the City's Emergency Planner position. The remaining funds will be spent in accordance with the Project Management Plan, as submitted by the City.

This resolution will budget and appropriate \$125,000 of UASI Grant Revenue in the Fire and Rescue Fund.

**STAFF
RECOMMENDATION:** Approve Resolution 2014-39-R

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

CITY MANAGER: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:** \$125,000 – 2013 UASI Grant Revenue

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

RESOLUTION 2014-39-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this 27th day of January, 2014, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>		<u>AMOUNT</u>
FIRE RESCUE FUND		
<u>Revenues:</u>		
285-0000-333-22-71	2013 UASI Grant	\$ 125,000
<u>Expenditures:</u>		
285-2271-422-11-00	Salaries	\$ 98,000
285-2271-422-39-00	Other Purchased Services	\$ 15,000
285-2271-422-41-00	IT Charges	\$ 260
285-2271-422-41-10	Phone Charges	\$ 3,060
285-2271-422-52-03	Cell Phone Service	\$ 1,680
285-2271-422-55-40	Training & Travel	\$ 5,000
285-2271-422-61-00	Office Supplies	\$ 2,000
	Total Expenditures	\$ 125,000

For: UASI Grant 2013 – Regional Planning

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



GOVERNMENT OF THE DISTRICT OF COLUMBIA

Homeland Security and Emergency Management Agency

**FISCAL YEAR 2013 HOMELAND SECURITY GRANT PROGRAM
URBAN AREAS SECURITY INITIATIVE**

**SUBGRANT AWARD &
CERTIFICATION OF COMPLIANCE**

- Subgrantee **City of Manassas**
- Project Title **Regional Planning - City of Manassas (Continuation)**
- Amount **\$125,000.00**
- Project ID **13UASI596-01**

As the duly authorized representative of the above-listed organization, I hereby accept the subgrant award and certify that I have read and understand the terms and conditions presented in the following documents:

- FY 2013 Homeland Security Grant Program Funding Opportunity Announcement
- District of Columbia Homeland Security and Emergency Management Agency FY 2013 Terms & Conditions
- US Department of Homeland Security Grant Agreement Articles

Lawrence D. Hughes

Print name

Interim City Manager

Print title

Signature

Date

9/16/13

Project Management Plan

Grant FY 2013 Urban Areas Security Initiative (UASI)
Subgrant ID (TBD)

1. Project Information

Project Title	Regional Planner
Subgrantee	City of Manassas
Project Proposed Amount	\$125,000.00
Amount for LETP	LETP = Law Enforcement / Terrorism Prevention
Project Type	<input checked="" type="checkbox"/> Planning/Personnel <input type="checkbox"/> Equipment <input type="checkbox"/> Training <input type="checkbox"/> Exercise <input type="checkbox"/> Maintenance Contract/Services
Main Supporting ESF/RPWG	#5 Emergency Management
Anticipated Spending Start Date	January 2014 FY13 UASI projects must start spending by May 2014
Anticipated End Date	January 2015 FY13 UASI subgrants must end by May 2015
Main Subgrantee Point of Contact	Francis J. Teevan
and Email Address	703-257-8455 fteevan@manassasva.gov

Please refer to the SAA Subgrantee Handbook and the applicable FEMA grant guidance for more information.

2. Subgrantee Profile

	AUTHORIZATION OFFICIAL	PROJECT MANAGER	FINANCIAL OFFICER	NCR/GMS (PASS/SOA R IF DC) USER
Name	John Budesky	Francis J. Teevan	Diane Bergeron	
Email	jbudesky@manassasva.gov	fteevan@manassasva.gov	dbergeron@manassasva.gov	
Title	City Manager	Fire Marshal/OEM	Acting Director Finance	
Organization	City of Manassas	City of Manassas	City of Manassas	
Telephone	703-257-212	703-257-8458	703-257-8272	Has this person received the

	AUTHORIZATION OFFICIAL	PROJECT MANAGER	FINANCIAL OFFICER	NCRIGMS (PASS/SOA R IF DC) USER
Address	9027 Center Street Manassas, Virginia 20110	9324 West Street Suite 204 Manassas, Virginia 20110	9027 Center Street Manassas, Virginia 20110	necessa ry training? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

3. Environmental and Historic Preservation

Note All projects **must** be submitted through the SAA to FEMA for EHP review and approval **before** project initiation, unless expressly exempted from the requirement (see below for a list of exempted project types). For more information: <http://www.fema.gov/environmental-planning-and-historic-preservation-program/environmental-historic-preservation-1>.
For common mistakes, please refer to the SAA Subgrantee Handbook.

Is this project exempt from EHP review?

- ☐ No — complete the required EHP screening form (available from the SAA) and submit to the SAA, along with any required documentation (e.g. aerial and ground-level photographs, diagrams, etc.).
- ☒ Yes — provide justification and select the correct project type below.

Project involves personnel and development/maintenance of planning documents in support of emergency mitigation, prevention, preparedness, response, and recovery.

Exempt project types:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Planning | <input checked="" type="checkbox"/> Personnel |
| <input type="checkbox"/> Classroom-based training and exercises | <input type="checkbox"/> Mobile and portable equipment (PPE, radios, etc.), vehicles, and other equipment that does not require any installation |
| <input type="checkbox"/> Field-based training at existing facilities with established procedures | |
- List facility:

4. Project Narrative

4.1. Project Description

What is this project (what will you do with the awarded funds)? 800 character limit.

The regional planning project provides for one position to the City of Manassas to perform emergency management planning including updating or developing the City's EOP, COOP, EOC sop's, ESF annexes, and extensive planning for large special events held annually in the City. The Planner will be involved in developing NCR regional planning products that correct gaps identified through assessments such as EMAP, event/exercise after-action reports such as the Report of the Steering Committee on Incident Management and Response and jurisdictional self-assessments. The anticipated workload will

be 50% regional and 50% local planning. Planners or personnel with authority to commit to regional projects will attend monthly planning meetings.

What are your current capabilities in this area (what can you currently do; what do you currently have)? 800 character limit.

The regional planners have already commenced six regional planning projects that the SPG has assigned to them: regional annexes for sheltering, long-term recovery, snow, and transportation evacuation; and concept of operations templates for cybersecurity and critical infrastructure/key resource restoration. The regional planners have also commenced their own initiatives involving school preparedness best practices and special events/mass gatherings. The planners continue to facilitate interjurisdictional cooperation during regional events (i.e. "CW-150" Civil War re-enactment). They also maintain over 300 local planning documents.

How are your current capabilities insufficient (what is your capability gap), and what recent events/exercises/assessments have shown current capabilities to be insufficient? 800 character limit.

Gaps in planning and coordination among jurisdictions continue throughout the region. There is yet to be a centralized manner for jurisdictions to share plans, and it is still common for emergency management personnel to be unaware of a relevant plan in neighboring jurisdiction. Furthermore, plans within the jurisdictions need constant updates. The Regional AAR for the 2012 Derecho cites the lack of updated plans as a major issue in executing EOC functions. This AAR also states that the lack of generator backup in government buildings and the unavailability of cooling stations (especially for vulnerable populations) was an issue.

How will this project improve your current capabilities in this area? 800 character limit.

Continued planning on the local and regional level will create the strongest capability to prepare, respond, and recovery from all-hazards in the region and further prevent and/or mitigate current and future threats. Coordinated response and recovery planning will enable the NCR as a whole to address and respond to all potential threats, both manmade and natural. Regional planning will also increase the operational capabilities of the NCR by improving coordination across multiple disciplines and jurisdictions in the region.

4.2. Terrorism Risk

Describe the terrorism risk this project is intended to address and how the project will address it. 800 character limit.

Proper planning is the key to successful response and recovery to a terrorism event and any other disaster threat. With sufficient planning, wasteful spending and resources can be avoided.

4.3. Funding History

Is this project new or ongoing?

- ☐ New
☒ Ongoing

Does this project focus on building new capabilities or sustaining existing capabilities? Provide amount dedicated to each category.

\$0.00 Build or expand capabilities
\$125,000.00 Sustain existing capabilities

Note Total must equal Award Amount on p. 1.

Was the project previously funded?

SUBGRANT ID	AWARD	DESCRIPTION
12UASI596-01	\$125,000.00	Regional Planner - 1 year funding
11UASI599	\$125,000.00	Regional Planner - 1 year funding
09UASI699	\$250,000.00	Regional Planner - 2 year funding

5. Deliverables and Milestones

Note Planning/Personnel projects must include specific deliverables and milestones that build or connect to a regional capability.

DELIVERABLE A significant product or outcome that will be produced by the project; something that will be measured, demonstrated, produced or shown at project closeout.

MILESTONE A step that must be taken toward accomplishing a deliverable; something that will indicate progress and can be used to determine if the project is on schedule.

DELIVERABLE / MILESTONE DESCRIPTION		START DATE (M/YYYY)	END DATE (M/YYYY)
D1	Regional Planner	1/2014	12/2014
M1	Continue to fund regional planner position	1/2014	12/2014
M2	Report quarterly progress to SAA	1/2014	12/2014
M3	Participate in monthly planners meeting	1/2014	12/2014
M4	Obtain contractor support for development of COOP, additional planning documents, and training as needed	1/2014	12/2014
M5			
D2	Regional development of plans and supporting procedures	1/2014	12/2014
M1	Identify and prioritize necessary plans/support documents	1/2014	12/2014
M2	Participate in group development of regional plans/support documents	1/2014	12/2014
M3	Participate in the coordination of regional plans/support documents	1/2014	12/2014
M4	Participate in publication and distribution of regional plans/support documents	1/2014	12/2014
M5	Ensure regional plans/support documents are posted to the COG SharePoint repository.	1/2014	12/2014
D3	Local development of plans and supporting procedures	1/2014	12/2014
M1	Identify and prioritize necessary local plans/support documents	1/2014	12/2014
M2	Develop plans/support documents	1/2014	12/2014
M3	Coordinate local plans and support documents	1/2014	12/2014
M4	Publish and distribute local plans and support documents	1/2014	12/2014
M5	Post local plans and support documents to the COG SharePoint repository	1/2014	12/2014
D4	Development of model plans and supporting procedures	1/2014	12/2014
M1	Identify model plans and supporting procedures that can be used by regional partners	1/2014	12/2014
M2	Develop model plans and supporting procedures	1/2014	12/2014
M3	Publish model plans and supporting procedures	1/2014	12/2014
M4	Post model plans and supporting procedures to the COG SharePoint repository	1/2014	12/2014
M5			

DELIVERABLE / MILESTONE DESCRIPTION		START DATE (M/YYYY)	END DATE (M/YYYY)
D5	Exercise and Training	1/2014	12/2014
M1	Coordinate training for personnel on new or revised plans/supporting procedures.	1/2014	12/2014
M2	Coordinate exercise/validation of new or revised plans/supporting procedures	1/2014	12/2014
M3	Identify gaps or areas for improvement in plans/supporting procedures	1/2014	12/2014
M4	Initiate appropriate revisions to close identified gaps or improve developed plans/supporting procedures	1/2014	12/2014
M5			

6. Financial Plan

6.1. Spend Plan

AEL Authorized Equipment List. For more information: <https://www.rkb.us/mel.cfm?subtypeid=549>.

COBJ Four-digit Comptroller Object—DC AGENCIES ONLY.

ITEM TYPE Personnel, Travel, Equipment, Supplies, Consultants/Contracts, Other Costs, Indirect Costs, M&A

COMPUTATION How was the estimated cost calculated?

[illegible]

ITEM DESCRIPTION	AEL CODE	COBJ	DELIVERABLE/ MILESTONE #	ITEM TYPE	COMPUTATION	ESTIMATED COST
						\$0.00
TOTAL—Must equal Award Amount on p. 1						\$125,000.00

6.2. Sustainment

Long-term Sustainment Plan.

Will Homeland Security Grant funds be required for sustainment? (Choose one of the following).

- ☐ No future costs are anticipated.
- ☐ Subgrantee will assume all future costs.
- ☒ Subgrantee will need future grant funding to cover all costs.
- ☐ Subgrantee will assume part of the costs and need future grant funding to cover the rest.

How will the subgrantee sustain the capability (e.g. maintenance/services, system upgrades/refreshes)?

Maintenance Budget.

\$125,000.00	Annual budget
x 3	Years of maintenance required (3 years maximum)
<hr/>	
\$375,000.00	TOTAL

Useful Life.

How long will the equipment be useful? 3 - 5 years

7. Additional Information

7.1. Personnel

- ☒ Hiring Full-Time Employees
The subgrantee will hire or continue funding for 1 full-time employees for a period of 12 months.
- ☐ Hiring Part-Time Employees
The subgrantee will hire or continue funding for ## part-time or partial level of effort employees for a period of ## months. Total level of effort billed to this project equals ## Full-Time Employee (FTE) equivalent.
- ☒ Purchasing Consultant Services
The subgrantee will procure or continue funding for consultant services, to be provided per the terms of a contract. The specific deliverables for that contract should be listed in Section 5. *Deliverables and Milestones* and the cost calculation should be shown in Section 6. *Financial Plan*.

7.2. Training

COURSE	DESCRIPTION	# SESSIONS	# PARTICIPANTS	LOCATION	DATE(S)
N/A		0	0		
		0	0		
		0	0		

COURSE	DESCRIPTION	# SESSIONS	# PARTICIPANTS	LOCATION	DATE(S)
		0	0		
		0	0		

Is the proposed training already provided by the following?

- ☐ Department of Homeland Security
☐ Emergency Management Institute—<http://training.fema.gov/IS/>
☐ District of Columbia Homeland Security and Emergency Management Agency—<http://hsema.dc.gov/>
☐ Maryland Emergency Management Agency—<http://www.mema.state.md.us/>
☐ Virginia Department of Emergency Management—<http://www.readyvirginia.gov/>

If yes, justify the need for grant funds.

7.3. Exercises

TYPE	DESCRIPTION	# PARTICIPANTS	LOCATION	DATE(S)
	n/a			
		0		
		0		
		0		
		0		

Note An After Action Report/Improvement Plan (AAR/IP) must be completed and submitted to hseep@dhs.gov and the SAA at ncr.saa@dc.gov within 90 days after conduct of an exercise. Please ensure the AAR/IP document is encrypted (password-protected) and the password is sent via a separate email. The subgrantee may also use the HSEEP Corrective Action Program (CAP) for the tracking of corrective actions (https://hseep.dhs.gov/hseep_em/). For more information: <http://hseep.dhs.gov>.

7.4. NIMS-Typed Resource Development

For more information: <https://www.rkb.us/nims.cfm>.

Will the equipment and/or training support a NIMS resource type?

- ☒ No
☐ Yes—complete the table below.

- Provide the list of defined NIMS resource types and capabilities supported by this subgrant.
- Explain how the resource type is supported.
- Match any planned equipment purchases to a typed capability.
- Provide number of people to be trained for each NIMS resource type capability and number of identified teams supported (e.g. 63 people to be trained in structural collapse response to support 23 Type 2 USAR Teams).

RESOURCE TYPE	HOW?	EQUIPMENT	TRAINING	
			# TRAINED	IDENTIFIED TEAMS
N/A			0	
			0	
			0	

8. Strategy

8.1. National Preparedness Goal Core Capabilities—Select up to three

For more information: <http://www.fema.gov/prepared/ppd8.shtm>.

For a crosswalk with the Target Capabilities List: <http://www.fema.gov/pdf/prepared/crosswalk.pdf>.

CORE CAPABILITIES	\$ AMOUNT	CURRENT RATING	PROJECTED RATING	COMMENTS
COMMON CAPABILITIES				
Planning	\$42,500.00	3	4	
Public Information and Warning				
Operational Coordination	\$40,000.00	3	4	
PREVENTION				
Forensics and Attribution				
Intelligence and Information Sharing				
Interdiction and Disruption				
Screening, Search, and Detection				
PROTECTION				
Access Control and Identity Verification				
Cybersecurity				
Intelligence and Information Sharing				
Interdiction and Disruption				
Physical Protective Measures				
Risk Management for Protection Programs and Activities				
Screening, Search, and Detection				
Supply Chain Integrity and Security				
MITIGATION				
Community Resilience	\$42,500.00	3	4	
Long-Term Vulnerability Reduction				
Risk and Disaster Resilience Assessment				
Threats and Hazard Identification				
RESPONSE				
Critical Transportation				
Environmental Response / Health and Safety				
Fatality Management Services				
Infrastructure Systems				
Mass Care Services				
Mass Search and Rescue Operations				
On-Scene Security and Protection				
Operational Communications				
Public and Private Services and Resources				
Public Health and Medical Services				
Situational Assessment				

CORE CAPABILITIES	\$ AMOUNT	CURRENT RATING	PROJECTED RATING	COMMENTS
RECOVERY				
Economic Recovery				
Health and Social Services				
Housing				
Infrastructure Systems				
Natural and Cultural Resources				
<hr/>				
	TOTAL	\$125,000.00	Must equal Award Amount on p. 1.	

RATING/SCORE	DESCRIPTION
0	Priority area/goal not being addressed
1	Priority area/goal identified
2	Initial efforts have commenced
3	Efforts are well on the way
4	Priority area/goal nearing completion
5	Priority area/goal completely addressed

8.2. NCR Homeland Security Strategic Plan (2010) Initiatives—Select up to three

For more information: http://www.mwcog.org/store/item.asp?PUBLICATION_ID=278.

1 ENSURE INTEROPERABLE COMMUNICATIONS CAPABILITIES

1.1 Ensure response partners can communicate by voice in all environments and on a day-to-day basis

- ☐ 1.1.1 Increase access to voice systems capable of transmitting and receiving voice information to and from NCR response partners.

1.2 Ensure response partners can communicate and share necessary, appropriate data in all environments and on a day-to-day basis.

- ☐ 1.2.1 Develop and maintain secure data communications governed by common standards and operating procedures.
- ☐ 1.2.2 Share Computer Aided Dispatch (CAD) data between jurisdictions and other related data systems to streamline the process of capturing 911 information and responding to incidents.
- ☐ 1.2.3 Share Geographic Information System (GIS) data between jurisdictions and other related data systems.

1.3 Ensure response partners can communicate and share necessary, appropriate video information in all environments and on a day-to-day basis.

- ☐ 1.3.1 Increase access to video systems capable of transmitting and receiving video information to and from NCR response partners.

2 ENHANCE INFORMATION SHARING AND SITUATIONAL AWARENESS

2.1 Ensure the public has all information necessary to make appropriate decisions and take protective actions.

- ☐ 2.1.1 Improve the dissemination of accurate, timely information to the public using multiple venues, including social media outlets, to ensure that the content of emergency messages and alerts is easily accessible and available to the public.

2.2 Define, obtain, and share appropriate situational information with NCR partners so that they have the necessary information to make informed decisions.

- ☐ 2.2.1 Define essential elements of data and information for situational awareness for each discipline and all partners in the NCR. Then develop, maintain, and utilize business practices and common technical standards for situational awareness in order to make informed decisions.

2.3 Improve the NCR's ability to collect, analyze, share, and integrate intelligence and law enforcement information so that NCR partners receive appropriate information.

- ☐ 2.3.1 Ensure all NCR fusion centers share information through secure and open systems, produce relevant and standardized analytical products, and share information in a timely manner with appropriate NCR partners.

- ☐ 2.3.2 Ensure NCR partners have the systems, processes, security clearances, tools, and procedures to access, gather, and share appropriate intelligence, law enforcement, and classified data.

3 ENHANCE CRITICAL INFRASTRUCTURE PROTECTION

3.1 Understand and prioritize risks to CI/KR.

- ☐ 3.1.1 Catalog all CI/KR in the NCR and conduct consequence-of-loss analysis.
- ☐ 3.1.2 Conduct a comprehensive risk analysis of the NCR CI/KR, including a review of the critical systems upon which they depend and the interdependencies of those systems.
- ☐ 3.1.3 Develop and implement a plan for sharing CI/KR information among public and private entities throughout the NCR.

3.2 Reduce vulnerabilities and enhance resiliency of CI/KR.

- ☐ 3.2.1 Develop and implement sector vulnerability reduction plans.
- ☐ 3.2.2 Conduct a technology feasibility assessment and develop a plan for technology investments for CI/KR.
- ☐ 3.2.3 Develop and implement a cybersecurity plan for NCR critical systems.

3.3 Ensure continuity of critical services required during emergencies and disaster recovery.

- ☐ 3.3.1 Identify key facilities throughout the NCR that require backup critical services.
- ☐ 3.3.2 Assess facilities' (identified in 3.3.1) plans for loss of critical services.

3.4 Promote broad participation in CI/KR community outreach and protection programs.

- ☐ 3.4.1 Develop a community awareness training and education program.
- ☐ 3.4.2 Develop a strategy for using CI/KR data to inform law enforcement.
- ☐ 3.4.3 Establish a regional business information sharing committee.

3.5 Monitor Critical Infrastructure to provide situational awareness and to promote rapid response.

- ☐ 3.5.1 Develop and implement a plan for a comprehensive CI/KR monitoring program.
- ☐ 3.5.2 Develop and implement a plan that integrates CI/KR monitoring information into response operations.

4 ENSURE DEVELOPMENT AND MAINTENANCE OF REGIONAL CORE CAPABILITIES

4.1 Increase the Region's capacity for medical surge preparedness and response to an all-hazards event to reduce deaths and injuries.

- ☐ 4.1.1 Ensure that private health care, federal, state, and local public health, and EMS programs and providers in the NCR can increase surge capacity to respond to mass casualty incidents and events requiring mass prophylaxis.
- ☐ 4.1.2 Establish a regional monitoring and response system that allows for health and medical response partners to track patients, hospital bed availability, alerts, and EMS/hospital activity in a shared, secure environment.
- ☐ 4.1.3 Ensure the ability to track patients from the start of pre-hospital care to discharge from the health care system during both daily operations and mass casualty incidents.

4.2 Improve the Region's capacity to evacuate and provide mass care for the public, including special needs individuals, when impacted by an all-hazards event.

- ☒ 4.2.1 Develop, coordinate, and integrate local and state evacuation plans so that evacuation policies and routes complement each other to ensure the NCR's ability to coordinate evacuation across the Region.
- ☐ 4.2.2 Ensure the NCR's ability to provide sheltering and feeding for the first 72 hours following an incident for individuals in the general population, persons with special needs, persons with special medical needs, and pets.

4.3 Strengthen individual, community, and workplace preparedness for emergency events through public engagement and citizen participation designed to reach the general population and special needs citizens in response to and recovery from all-hazards events.

- ☐ 4.3.1 Sustain the NCR's ability to alert and warn residents, businesses, and visitors using multiple methods including social media.
- ☐ 4.3.2 Bolster recruitment, management, and retention of volunteers through Community Emergency Response Team (CERT), other citizen corps programs, Volunteer Organizations Active in Disaster (VOAD) member agencies, the Medical Reserve Corps (MRC), and registration in Emergency System for Advance Registration of Volunteer Health Professionals (ESAR-VHP) programs.
- ☐ 4.3.3 Ensure post-incident human services and recovery assistance throughout the NCR including case management, emergency housing, behavioral health, spiritual care, and family reunification.

4.4 Ensure the NCR has region-wide capacity to detect, respond, and recover in a timely manner from CBRNE events and other attacks requiring tactical response and technical rescue.

- ☐ 4.4.1 Enhance the NCR's ability to detect chemical, biological, radiological, and other types of contamination.
- ☐ 4.4.2 Ensure region-wide access to Type 1 hazardous material (HazMat), bomb response/Explosive Ordnance Device (EOD) units, and tactical teams and ensure each unit/team is able to respond in a reasonable amount of time.
- ☐ 4.4.3 Ensure all responders in the NCR have access to Personal Protective Equipment (PPE), equipment, and apparatus that match the identified capability needs.
- ☐ 4.4.4 Establish a regional monitoring and response system that provides health and medical response partners with central access to biosurveillance.

4.5 Improve capacity to develop and coordinate plans among all NCR partners and ensure the availability of region-wide training and exercise programs to strengthen preparedness, response, and recovery efforts from all-hazards events.

- ☒ 4.5.1 Develop and exercise key regional emergency response and recovery plans.
- ☒ 4.5.2 Ensure regional procedures, memoranda of understanding, and mutual aid agreements are in place to allow for rapid coordination of resources including health assets across jurisdictional boundaries.
- ☐ 4.5.3 Develop and update a matrix of training and exercises that meet Homeland Security Exercise and Evaluation Program (HSEEP) standards needed to maintain core regional capabilities. This matrix should address new and emerging threats and concerns raised in gap analyses and after action reports from events and exercises.

9. SAA Notes

AGENDA STATEMENT

PAGE NO. 77

ITEM NO. 1

MEETING DATE: January 15, 2014 – Finance Committee

TIME ESTIMATE: 5 Minutes

AGENDA ITEM TITLE: Resolution 2014-35-R Amending the FY 2014 Budget by Budgeting and Appropriating \$172,341 of Congestion Mitigation and Air Quality (CMAQ) Funds for Variable Message Signs

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

**SUMMARY OF
ISSUE/TOPIC:** This project is federally funded with Congestion Mitigation and Air Quality (CMAQ) and Regional Surface Transportation (RSTP) funds. The original project scope included placement of 3 Variable Messaging signs at 3 City gateways and was budgeted at \$200,000. The final project scope combines 2 VDOT projects, placing electrical conduit and 5 Variable Messaging Boards at 5 City gateways.

City staff has obtained VDOT's authorization to award a contract to Holiday Signs in the amount of \$302,993 to place Variable Messaging Signs and electrical conduit to feed power to signs at 5 City Gateways. VDOT also authorized \$69,349 in construction, engineering, and inspections contingency costs for this project.

This resolution will budget and appropriate \$172,341 of CMAQ Funds in the Transportation Capital Projects Fund.

**STAFF
RECOMMENDATION:** Approve Resolution 2014-35-R

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

CITY MANAGER: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:** \$172,341 – CMAQ Funds

STAFF: Patrick Moore, Assistant Director of Public Works, (703) 257-8266

RESOLUTION 2014-35-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this day of 27th day of January, 2014, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
TRANSPORTATION CAPITAL PROJECTS FUND			
<u>Revenue:</u>			
340-0000-333-25-21	CP5124	CMAQ Program	\$ 172,341
<u>Expenditure:</u>			
340-5124-505-39-00	CP5124	Variable Message Signs	\$ 172,341

For: CMAQ Funds for Variable Message Signs

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

APPROVED AWARD COST SUMMARY / FUND DISTRIBUTION (12/13)
(LOCAL ADMINISTERED)

CITY OF MANASSAS

VARIABLE MESSAGE SIGNS

PROJECT # U000-155-126,N501

UPC # 82843

FEDERAL # RSTP-5A01(184)

TYPE CODE	TOTAL COST	FHWA FUNDS	CITY OF MANASSAS
21 - Bid	\$302,993	\$0 -	Non-Participating
21 - Contingency	\$17,731	\$0 -	Non-Participating
43 - Utility Cost	\$51,618	\$0 -	Non-Participating
TOTAL	\$372,342	\$0	

BID LETTING 12/5/2013

LOW BID \$302,993.00

CONTRACTOR Centaur Holdings, Inc. T/A Holiday Signs Corporation
Chester, VA

CITY OF MANASSAS WILL BE RESPONSIBLE FOR ANY EXPENDITURES ABOVE AVAILABLE FUNDING.

RICHARD N. BRITTON
LOCALLY ADMINISTERED PROGRAM MANAGER
DATE 12/17/2013

AGENDA STATEMENT

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ITEM NO. 8

MEETING DATE: January 15, 2014 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution 2014-40-R Amending the FY 2014 Budget by Budgeting and Appropriating \$131,453 of Road Surface Transportation (RSTP) Funds for the Route 28 Overpass Landscaping Project

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

**SUMMARY OF
ISSUE/TOPIC:**

City staff has obtained VDOT's authorization to award a contract to Eastern Construction, Inc. in the amount of \$100,621.74 for landscape improvements at the Route 28 overpass. VDOT also authorized \$30,801.26 in Construction, engineering, and Inspections and contingency costs for this project. A local match of \$600 is required and available in the Public Works operating budget.

This resolution will budget and appropriate \$131,453 of RSTP and Urban Funds in the Transportation Capital Projects Fund.

**STAFF
RECOMMENDATION:** Approve Resolution 2014-40-R

**BOARD/COMMISSION/
COMMITTEE:**

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

CITY MANAGER: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

COMMENTS:

**DISCUSSION
(IF NECESSARY):**

**BUDGET/FISCAL
IMPACT:** \$131,453 – RSTP Funds

STAFF: Patrick Moore, Assistant Director of Public Works, (703) 257-8266

RESOLUTION 2014-40-R

Adopted:

BE IT RESOLVED by the Council of the City of Manassas meeting in regular session this day of 27th day of January, 2014, that the following funds be budgeted and appropriated as shown.

<u>ACCOUNT NO.</u>			<u>AMOUNT</u>
TRANSPORTATION CAPITAL PROJECTS FUND			
<u>Revenue:</u>			
340-0000-333-25-21	CP5139	RSTP Program	\$ 131,453
<u>Expenditure:</u>			
340-5139-505-39-00	CP5139	Route 28 Landscaping Project	\$ 131,453

For: RSTP Funds for Route 28 Landscaping

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

**APPROVED AWARD COST SUMMARY / FUND DISTRIBUTION (11/13)
(LOCAL ADMINISTERED)**

CITY OF MANASSAS

Route 28 Landscaping

PROJECT # 0028-155-277,N501

UPC # 102675

FEDERAL # STP-5A01(466)

TYPE CODE	TOTAL COST	FHWA FUNDS	CITY OF MANASSAS
31 - Bid	\$600	Non-Participating	\$600
31 - Bid	\$100,022	\$0 - 0%	Non-Participating
31 - Contingency	\$5,031	\$0 - 0%	Non-Participating
∞ ω 17 - CEI	\$25,800	\$0 - 0%	Non-Participating
TOTAL	\$131,453	\$0	\$600

BID LETTING 10/3/2013

LOW BID \$100,621.74

CONTRACTOR Eastern Construction Services, Inc.
Culpeper, VA

CITY OF MANASSAS WILL BE RESPONSIBLE FOR ANY EXPENDITURES ABOVE AVAILABLE FUNDING.

RICHARD N. BRITTON
LOCALLY ADMINISTERED PROGRAM MANAGER
DATE 11/19/2013

AGENDA STATEMENT

PAGE NO. 85

ITEM NO. 9

MEETING DATE: January 15, 2014 – Finance Committee

TIME ESTIMATE: 2 Minutes

AGENDA ITEM TITLE: Resolution R-2014-24 Authorizing the Purchase of a Plotter for the Engineering Division of Public Works

DATE THIS ITEM WAS LAST CONSIDERED BY COUNCIL: January 30, 2013 – Finance Committee

SUMMARY OF ISSUE/TOPIC: The plotter for Engineering at Public Works has broken and is need of replacement. The cost of the new unit is \$6,995 and is available in the Information Technology Fund's FY 2014 Budget.

This resolution will authorize the purchase of equipment/machinery capital item for Public Works as required by City Council Policy Statement #P-2009-02.

STAFF RECOMMENDATION: Approve Resolution R-2014-24

BOARD/COMMISSION/ COMMITTEE:

RECOMMENDATION: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

CITY MANAGER: ☐ Approve ☐ Disapprove ☐ Reviewed ☐ See Comments

COMMENTS:

DISCUSSION (IF NECESSARY):

BUDGET/FISCAL IMPACT: \$6,995 is available in the Information Technology Fund's FY 2014 Budget

STAFF: Patrick Moore, Assistant Director of Public Works (703)257-8266

SECOND: _____

RE: PROCUREMENT OF PLOTTER FOR PUBLIC WORKS

WHEREAS, the cost of the plotter is \$6,995; and

NOW, THEREFORE, BE IT RESOLVED that the Manassas City Council does hereby approve the purchase of a plotter for the Engineering division of Public Works.

ATTEST:

Andrea P. Madden City Clerk

Absent from Meeting: