

CITY OF WATERTOWN, NEW YORK
AGENDA
Monday, March 18, 2019

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, March 18, 2019, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF MINUTES

COMMUNICATIONS

PRIVILEGE OF THE FLOOR

RESOLUTIONS

- Resolution No. 1 - Reappointment to the Transportation Commission
- Aaron Clemons
- Resolution No. 2 - Reappointment to the Transportation Commission
- Ryan Henry-Wilkinson
- Resolution No. 3 - Reappointment to the Transportation Commission
- Suzanne Morrow
- Resolution No. 4 - Approving Memorandum of Understanding With
International Brotherhood of Electrical Workers (IBEW)
- Resolution No. 5 - Authorizing Assignment of City-owned Tax Sale
Certificate on Parcel Number 02-02-121.000 Known as
542 Cooper Street to The Triumph, LLC
- Resolution No. 6 - Approving Grant Application to the Justice Assistance
Grant Program, Interlocal Agreement Between the City of
Watertown and County of Jefferson
- Resolution No. 7 - Re-Adopting Fiscal Year 2018-19 General Fund Budget

ORDINANCES

- Ordinance No. 1 - Changing the Approved Zoning Classification of the Western Section of 902 Emmett Street, Parcel Number 8-12-103.000 from Residence B to Residence A

LOCAL LAW

PUBLIC HEARING

- 7:30 p.m. Justice Assistance Grant (JAG) Program Interlocal Agreement Between the City of Watertown and County of Jefferson

OLD BUSINESS

STAFF REPORTS

1. Northern New York Builder's Exchange
2. Request for Waiver of Fees for 2019 Career Jam

NEW BUSINESS

EXECUTIVE SESSION

WORK SESSION

Next Work Session is scheduled for Monday, March 25, 2019, at 7:00 p.m.

ADJOURNMENT

NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY, APRIL 1, 2019.

Res Nos. 1, 2, 3

March 13, 2019

To: The Honorable Mayor and City Council
From: Richard M. Finn, City Manager 
Subject: Reappointments to the Transportation Commission

The terms of the following individuals on the Transportation Commission expire on April 1, 2019, and they have expressed an interest in being reappointed:

Aaron Clemons
Ryan Henry-Wilkinson
Suzanne Morrow

Susan Beaman has decided not to renew her term. This leaves a vacancy on the Transportation Commission and staff is seeking nominees.

Attached for City Council consideration are resolutions reappointing the above to a three-year term, such term expiring on April 1, 2022.

RESOLUTION

Page 1 of 1

Reappointment to the Transportation
Commission – Aaron Clemons

Council Member COMPO, Sarah V.
 Council Member HENRY-WILKINSON, Ryan J.
 Council Member HORBACZ, Cody J.
 Council Member RUGGIERO, Lisa A.
 Mayor BUTLER, Jr., Joseph M.
 Total

YEA	NAY

Introduced by

RESOLVED that the following individual is reappointed to the Transportation Commission for a three-year term, such term expiring on April 1, 2022:

Aaron Clemons
 1032 Bronson Street
 Watertown, NY 13601

Seconded by

RESOLUTION

Page 1 of 1

Reappointment to the Transportation
Commission – Ryan Henry-Wilkinson

Council Member COMPO, Sarah V.
 Council Member HENRY-WILKINSON, Henry J.
 Council Member HORBACZ, Cody J.
 Council Member RUGGIERO, Lisa A.
 Mayor BUTLER, Jr., Joseph M.
 Total

YEA	NAY

Introduced by

RESOLVED that the following individual is reappointed to the Transportation Commission for a three-year term, such term expiring on April 1, 2022:

Ryan Henry-Wilkinson
520 Holcomb Street
Watertown, NY 13601

Seconded by

RESOLUTION

Page 1 of 1

Reappointment to the Transportation
Commission - Suzanne Morrow

Council Member COMPO, Sarah V.
 Council Member HENRY-WILKINSON, Ryan J.
 Council Member HORBACZ, Cody J.
 Council Member RUGGIERO, Lisa A.
 Mayor BUTLER, Jr., Joseph M.
 Total

YEA	NAY

Introduced by

RESOLVED that the following individual is reappointed to the Transportation Commission for a three-year term, such term expiring on April 1, 2022:

Suzanne Morrow
 142 Mechanic Street, Apt. 102
 Watertown, New York 13601

Seconded by

Res No. 4

March 12, 2019

To: The Honorable Mayor and City Council
From: Richard M. Finn, City Manager 
Subject: Approving International Brotherhood of Electrical Workers (IBEW)
Agreement – Memorandum of Understanding

The City of Watertown is required to provide the attached Memorandum of Understanding so that we are able to bring on temporary IBEW employees and allow for payments to pass from the City to the IBEW annuity system.

As stated in the report from HR Manager Matthew Roy, this agreement has been reviewed by City Attorney Slye.

Attached is a Resolution for City Council consideration that approves this MOU.

RESOLUTION

Page 1 of 1

Approving Memorandum of Understanding
With International Brotherhood of
Electrical Workers (IBEW)

Council Member COMPO, Sarah V.
 Council Member HENRY-WILKINSON, Ryan J.
 Council Member HORBACZ, Cody J.
 Council Member RUGGIERO, Lisa A.
 Mayor BUTLER, Jr., Joseph M.
 Total

YEA	NAY

Introduced by

WHEREAS on August 15, 2016, City Council approved the 2016-2019 Contract Between the City of Watertown and the International Brotherhood of Electrical Workers, Local 1249, and

WHEREAS the parties desire to enter into this Memorandum of Understanding to allow for temporary IBEW employees to participate in the NYS Retirement System and to contribute \$2 per hour to the pension annuity system, and

WHEREAS the parties agree that such an MOU is in the best interests of the City and of its employees,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the Memorandum of Understanding, a copy of which is attached and made part of this Resolution, and

BE IT FURTHER RESOLVED that City Manager Richard M. Finn is hereby authorized and directed to sign the Memorandum of Understanding.

Seconded by

MEMORANDUM

The undersigned agree that at various times, members of I.B.E.W. Local 910 are employed by the City of Watertown on a temporary basis and agreement exists as to the terms and conditions for their employment. This Memorandum confirms that the City of Watertown is authorized to tender Annuity Fund hourly contributions in the amount of \$2.00 per hour to the I.B.E.W. 910 Annuity Fund at 25001 Water Street, Watertown, New York 13601, Attention: Mark Capone, Fund Manager. The Annuity Fund contributions will be tendered for each hour worked by the temporary employees with an itemization identifying the employee, hours worked and hourly contributions being tendered. This Memorandum shall expire 12/31/2021. I.B.E.W. Local 910 represents that Memorandum is necessary in order for the Annuity Fund to receive the hourly contributions.

City of Watertown

Dated: _____

By: _____

Print Name: _____

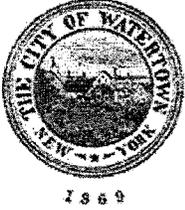
Title: _____

I.B.E.W. Local 910

Dated: _____

By: _____

John O'Driscoll
Business Manager



CITY OF WATERTOWN, NEW YORK

HUMAN RESOURCES OFFICE

SUITE 205, CITY HALL
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601

Tel: (315) 785-7755

E-Mail: mroy@watertown-ny.gov

To: Richard M. Finn
City Manager

From: Matthew Roy
HR Manager

Re: IBEW Agreement

Date: March 8, 2019

From time to time, the City employs temporary IBEW employees. These situations arise when a City IBEW employee is required to be out for an extended period of time. When these temporary employees are brought into the City, we provide them with 2 options for retirement purposes:

1. They can participate in the NYS Retirement System (we are mandated to offer this).
2. The City will contribute \$2 per hour to the pension annuity system provided thru the IBEW.

Recently we were informed that we needed to execute the attached memorandum to allow for the annuity payments to pass from the City to the IBEW annuity system. The agreement has been reviewed by City Attorney Robert Slye and I and we recommend that the agreement be approved by Council. Please place an item on the March 18, 2019 agenda for approval by Council.

Thank you,

Matthew Roy
HR Manager

Res No. 5

March 5, 2019

To: Richard M. Finn, City Manager

From: James E. Mills, City Comptroller

Subject: Tax Sale Certificate Assignment Request – 542 Cooper Street

The City has been approached by Meira Shapiro of Moet Properties, LTD., requesting to be assigned the City's tax sale certificate for 542 Cooper Street. The tax sale certificate was acquired by the City as the default bidder from the tax sale certificate auction held on June 22, 2017. The current redemption price of the certificate is \$14,416.39. The owner of record for this parcel is Alfred Rosacia.



ACTION: City Manager recommends approval.

RESOLUTION

Page 1 of 1

Authorizing Assignment of City-owned
Tax Sale Certificate on Parcel
Number 02-02-121.000 Known as
542 Cooper Street to
The Triumph, LLC

Council Member COMPO, Sarah V.
 Council Member HENRY-WILKINSON, Ryan J.
 Council Member HORBACZ, Cody J.
 Council Member RUGGIERO, Lisa L.
 Mayor BUTLER, Jr., Joseph M.
 Total

YEA	NAY

Introduced by

WHEREAS the City of Watertown is the owner of a certain tax sale certificate on a lot of land known as 542 Cooper Street as designated on the map of the Department of Assessment and Taxation of the City of Watertown, New York, as Parcel No. 02-02-121.000 and,

WHEREAS The Triumph, LLC has requested the assignment of the tax sale certificate from the City for the amount of the tax sale certificate plus all subsequent property taxes paid by the City as holder of the tax sale certificate with applicable interest per City Charter Section 140,

NOW THEREFORE BE IT RESOLVED that the offer of \$14,416.39 submitted by The Triumph, LLC for the purchase of the tax sale certificate for Parcel No. 02-02-121.000 is a fair and reasonable offer therefore and the same is hereby accepted, and

BE IT FURTHER RESOLVED that the City Comptroller is directed to assign the City's tax sale certificate for the above parcel to The Triumph, LLC upon the City Comptroller's receipt of certified funds in the amount of \$14,416.39.

Seconded by

Mills, James

From: Meira Moet Shapiro [moetproperties@yahoo.com]
Sent: Friday, February 22, 2019 3:33 PM
To: Mills, James
Subject: 542 Cooper St Watertown, NY Formal request to acquire Tax Lien
Attachments: MP annual disclosure.pdf; ATT00001.htm; tenant text.jpg; ATT00002.htm

Mr Mills,

It is my honor to contact you with a request to acquire the City of Watertown Tax Certificate/Lien on the premises known as 542 Cooper Street in Watertown, New York (tax ID 2-02-121.000) at the redemption price (tax sale certificate for March 2019) of \$14,416.39.00 (fourteen-thousand-four-hundred-sixteen dollars and thirty-nine cents).

Below and attached to this email as a PDF please find my Biography and Corporate Annual Disclosure. I have also attached to this email a copy of a text messages from a tenant in the City of Watertown that outlined what my corporate rental policies have done to improve the quality of life for a particular building and the surrounding area.

The Company, Moet Properties, LTD (tax ID 27-5442610) was incorporated in New York State, March of 2011 and is registered with the New York State Department of State.

The primary contact and Chief Executive Officer is Meira M. Shapiro, Olympic Tower, 641 Fifth Avenue, New York, New York 10022. Telephone: 917-734-9097 Email: moetproperties@yahoo.com.

The Company's president/CEO, Meira M. Shapiro owns 100% percent of the stock in the Company and has funded the Company with over two million dollars of her personal funds.

The nature of the company's business:

Moet Properties, LTD owns a diversified portfolio of real property in Central New York (covering a span between Syracuse and Watertown). The Company purchases foreclosures with cash, renovates them with its in-house full-time crew, and re-sells them at a thirty to fifty percent return on investment within twelve to twenty-four months of purchase (Oswego County under Moet Properties, LTD umbrella). The Company also focusses on rentals of the multi-family properties it purchases and markets them as luxury rentals to qualified applicants who have been fully screened for criminal records and credit scores. Furthermore, The Company also has fieldstone and publishing assets including a 500-acre timber (Red Oak, Ash, Black Cherry, Black Walnut and Hard Maple species) which sits on a valuable natural gas resource in the towns of Sandy Creek and Richland, New York (Congressional Districts 14, 23 and 24 NY). The Company is fully insured with a Business Liability Policy, Workers Comp Policy, DBL policy and Company auto policy.

The Properties:

137-139 William St Watertown, NY (Owned by The Triumph, LLC which is 100 percent owned by Meira Shapiro) - fully renovated and rented to qualified tenants within two months of purchase. All apartments fully modernized and serviced by staff 24 hours per day. No police calls since Meira Shapiro took over building and since new tenants moved in. Security cameras installed and rents raised from \$575. per month to a range of \$750. per month to \$850. per month. All tenants have one to two year leases.

435 West Mullin St., Watertown, NY 13601 - RENTED FOR \$1,200.00 per month TO A WELL QUALIFIED FAMILY

533 Morrison St., Watertown, NY 13601 - UNDER COSMETIC RENOVATION FOR RENTAL

639 Emerson St., Watertown, NY 13601 - Under contract to purchase.

438 Pumphouse Rd Mexico, NY 13114 - SOLD AT A 50 PERCENT RETURN ON INVESTMENT WITHIN 10 MONTHS OF PURCHASE

560 Pumphouse Rd Mexico, NY 13114 - SOLD AT A 40 PERCENT RETURN ON INVESTMENT WITHIN 9 MONTHS F PURCHASE

3328 US Rt 11 Mexico, NY 13114 - SOLD AT A 50 PERCENT RETURN ON INVESTMENT WITHIN 6 MONTHS OF PURCHASE

154 Beach 25th St Far Rockaway, NY 11691 - SOLD WITHIN 3 MONTHS OF RENO AT A 100 PERCENT RETURN ON INVESTMENT

102-10 164th Rd Howard Beach, NY 14114 - SOLD WITHIN 12 MONTHS OF RENO AT A 30 PERCENT RETURN ON INVESTMENT

3810 State Rt 104 Mexico, NY 13114 - SOLD WITHIN 18 MONTHS OF PURCHASE AT A 50 PERCENT RETURN ON INVESTMENT

247 Co Rt 62 Richland, NY 13142 - SOLD WITHIN ONE YEAR OF RENOVATION AT A 50 PERCENT RETURN ON INVESTMENT

322 Ellisburg St Sandy Creek, NY 13145 - Multifamily - SOLD WITHIN ONE YEAR AT A 30 PERCENT RETURN ON INVESTMENT

26 Stewart St Richland, NY 13144 - SOLD WITHIN ONE YEAR AT A 10 PERCENT RETURN ON INVESTMENT

3819 US Rt 11 Pulaski, NY 13142 - SOLD WITHIN 10 MONTHS OF PURCHASE AT A 45 PERCENT RETURN ON INVESTMENT

94 Salisbury St, Sandy Creek, NY 13142 - RENTED TO A WELL QUALIFIED FAMILY

132 Sherman Lacy Rd., Pulaski, NY 13142 - ON MARKET

255 Cole Rd Mexico, NY 13114 - CURRENTLY OSWEGO COUNTY COMPANY HEADQUARTERS

182 Tubbs Rd Mexico, NY 13114 - ON MARKET

3620 Co Rt 6 New Haven, NY 13114 - ON MARKET

188-417 Cummings Rd, Lacona, NY - FIELDSTONE, TIMBER AND NATURAL GAS
- 500 ACRES

Founder/president/manager/owner bio:

Meira Shapiro is the founder, majority owner and CEO of Moet Properties, LTD, a real estate investment and management firm that acquires, develops and markets its own portfolio of properties. Moet Properties is focused primarily on new residential housing construction and the renovation of properties for resale and rent in Central New York and The City of Watertown, New York; as well as raw land development and timber management. Meira has extensive experience working with governmental agencies in developing and managing the Company's properties: She obtained a DEC and U.S. Army Corps permit for the construction of a five-culvert bridge over a Class C trout stream which feeds directly into U.S. waterways – the first such permit ever awarded in the United States.

She is also the recipient of a State Historic Preservation Office Grant in New York City, an Empire State Development Grant in Oswego County New York and a State Historic Preservation Office permit for construction adjacent to a Native American site. Meira holds a B.A. in Political Science from Queens College, NY, and has a degree in real estate investing from New York University's School of Professional Studies. She is also the former president of Moet Productions, Inc. (a multi-media production company), as well as a published novelist and the current owner of TheTriumph LLC (a luxury multi-family apartment complex in the heart of The City of Watertown, NY). As a former actress, she has appeared in numerous national and regional TV spots, and has had supporting roles in several feature and independent films. Meira began her first construction project in 2005 with an investment in Manhattan real estate where she obtained City of New York permits to combine two units on a high floor in a luxury skyscraper.

Employees:

The Company employs its founder/president full-time and three other well qualified and experienced full-time year-round employees. The Company also hires several fully insured independent contractors yearly to fulfill projects on a case by case basis.

Meira M. Shapiro: Education

- Israeli Army Gadna Program
- Queens College, Flushing, New York; BA in Political Science
- Excelsior College, Albany, New York; Fluency Exam in Hebrew language
- New York University School of Professional Studies, New York City; Real Estate

***If the purchase of 542 Cooper St is approved by the Committee, I would take title in the name of The Triumph, LLC as we hope to expand this very successful BRAND in the City of Watertown. 542 Cooper St would be renamed *The Triumph* and would be known as a "luxury rental complex in the heart of the City of Watertown".**

Thank you in advance for reviewing my humble request.

Sincerely,
Meira Shapiro

Meira M. Shapiro
president
Moet Properties, LTD.
The Triumph, LLC
Olympic Tower
641 Fifth Avenue
New York, New York
10022

Tel: 917-734-9097

Moet Properties, LTD.
ANNUAL DISCLOSURE: As of 2/22/2019

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- Israeli Army Gadna Program
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- Excelsior College, Albany, New York; Fluency Exam in Hebrew language
- New York University School of Professional Studies, New York City; Real Estate

THANKS

I mean you have done a lot. You bought a building that needed a lot of attention. You took care of the drug dealers parking in our parking lot. You fixed up apt 3 and rented it. You found tenants that are not trashing your apartments and you kept your word on renovations. We don't get a lot of that in Watert

Res No. 6

March 12, 2019

To: The Honorable Mayor and City Council
From: Richard M. Finn, City Manager 
Subject: Justice Assistance Grant (JAG) Program, Interlocal Agreement
Between the City of Watertown and County of Jefferson

The Police Department is applying to receive \$13,050 in funding for the City/County from the Justice Assistance Grant (JAG) Program. The City's share of the grant funding would be 60%, or \$7,830. The Jefferson County share is the remaining 40%, or \$5,220.

The JAG Program is the primary provider of federal criminal justice funding to state and local jurisdictions. The funds help support gang task forces, crime prevention, domestic violence programs and other law enforcement initiatives.

If awarded, the City will use its funds to purchase officer equipment and evidence processing equipment.

The grant requires the City to sign the attached Interlocal Agreement Between the City of Watertown and County of Jefferson. As part of the grant requirement, we must notify the governing body and the public and provide an opportunity to comment and be heard regarding said grant.

A resolution is attached for Council consideration. The Council may vote on this resolution after the Public Hearing.

RESOLUTION

Page 1 of 1

Approving Grant Application to the Justice Assistance Grant Program, Interlocal Agreement Between the City of Watertown and County of Jefferson

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Ryan J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa A.

Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Introduced by

WHEREAS the City of Watertown is applying for federal funding under the Justice Assistance Grant Program, and

WHEREAS the City is notifying City Council and the public of the grant funding opportunity that is being provided by the Justice Assistance Grant Program, and

WHEREAS the funding, if awarded, will be allocated to the City of Watertown and Jefferson County,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the Grant Application between the City of Watertown and the Justice Assistance Grant Program, and

BE IT FURTHER RESOLVED that Mayor Joseph M. Butler, Jr. is hereby authorized and directed to sign the Interlocal Agreement Between the City of Watertown and the County of Jefferson.

Seconded by



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Grant

PAGE 1 OF 23

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) City of Watertown 245 Washington Street Municipal Building R Watertown, NY 13601	4. AWARD NUMBER: 2018-DJ-BX-0138	
	5. PROJECT PERIOD: FROM 10/01/2017 TO 09/30/2019 BUDGET PERIOD: FROM 10/01/2017 TO 09/30/2019	
	6. AWARD DATE 10/01/2018	7. ACTION
2a. GRANTEE IRS/VENDOR NO. 156000420	8. SUPPLEMENT NUMBER 00	Initial
2b. GRANTEE DUNS NO. 071600076	9. PREVIOUS AWARD AMOUNT \$ 0	
3. PROJECT TITLE FY18 JAG Equipment Purchase	10. AMOUNT OF THIS AWARD	\$ 13,050
	11. TOTAL AWARD	\$ 13,050

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 FY18(BJA - JAG State & JAG Local) Title I of Pub. L. No. 90-351 (generally codified at 34 U.S.C. 10101 - 10726), including subpart I of part E (codified at 34 U.S.C. 10151 - 10158); see also 28 U.S.C. 530C(a)

14. CATALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA Number)
16.738 - Edward Byrne Memorial Justice Assistance Grant Program

15. METHOD OF PAYMENT
GPRS

AGENCY APPROVAL	GRANTEE ACCEPTANCE
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16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Matt Dummermuth Principal Deputy Assistant Attorney General	18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Charles Donoghue Chief <i>Richard M. Finn</i> City Manager
--	--

17. SIGNATURE OF APPROVING OFFICIAL <i>Matt Dummermuth</i>	19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL <i>Richard M. Finn</i>	19A. DATE 11-8-18
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AGENCY USE ONLY

20. ACCOUNTING CLASSIFICATION CODES FISCAL YEAR: X B FUND CODE: DJ BUD. ACT: 80 DIV. OFC: 00 REG. SUB: 00 POMS: 13050 AMOUNT: 13050	21. TDJUGT1111
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U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 2 OF 23

PROJECT NUMBER 2018-DJ-BX-0138

AWARD DATE 10/01/2018

SPECIAL CONDITIONS

1. Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any certifications or assurances submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

Failure to comply with any one or more of these award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or a certification or assurance related to conduct during the award period -- may result in the Office of Justice Programs ("OJP") taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. The Department of Justice ("DOJ"), including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

2. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2018 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2018 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2018 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.



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3. Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The recipient agrees to comply with the DOJ Grants Financial Guide.

4. Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

5. Required training for Point of Contact and all Financial Points of Contact

Both the Point of Contact (POC) and all Financial Points of Contact (FPOCs) for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after January 1, 2016, will satisfy this condition.

In the event that either the POC or an FPOC for this award changes during the period of performance, the new POC or FPOC must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after-- (1) the date of OJP's approval of the "Change Grantee Contact" GAN (in the case of a new POC), or (2) the date the POC enters information on the new FPOC in GMS (in the case of a new FPOC). Successful completion of such a training on or after January 1, 2016, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at <https://www.ojp.gov/training/fmts.htm>. All trainings that satisfy this condition include a session on grant fraud prevention and detection.

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.

6. Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

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7. Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards 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 provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by the DOJ awarding agency, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.

8. Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This 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. Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient)-- 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or 2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

10. All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.



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11. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$150,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$150,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$150,000)), and are incorporated by reference here.

12. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

13. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

14. Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

15. OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>



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16. Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

17. Potential imposition of additional requirements

The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

18. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

19. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

20. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of the regulation, now entitled "Partnerships with Faith-Based and Other Neighborhood Organizations," is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.



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21. Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

22. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2018)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2018, are set out at <https://ojp.gov/funding/Explore/FY18AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

23. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct

The recipient and any subrecipients ("subgrantees") must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim that violates 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.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by-- (1) mail directed to: Office of the Inspector General, U.S. Department of Justice, Investigations Division, 1425 New York Avenue, N.W. Suite 7100, Washington, DC 20530; and/or (2) the DOJ OIG hotline: (contact information in English and Spanish) at (800) 869-4499 (phone) or (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.



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24. Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.



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25. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

26. Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

27. Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at OJP.ComplianceReporting@ojp.usdoj.gov. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

28. Cooperating with OJP Monitoring

The recipient agrees to cooperate with OJP monitoring of this award pursuant to OJP's guidelines, protocols, and procedures, and to cooperate with OJP (including the grant manager for this award and the Office of Chief Financial Officer (OCFO)) requests related to such monitoring, including requests related to desk reviews and/or site visits. The recipient agrees to provide to OJP all documentation necessary for OJP to complete its monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by OJP for providing the requested documents. Failure to cooperate with OJP's monitoring activities may result in actions that affect the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to award funds; referral to the DOJ OIG for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).



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29. FFATA reporting: Subawards and executive compensation

The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees") of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at <https://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.

This condition, including its reporting requirement, does not apply to-- (1) an award of less than \$25,000, or (2) an award made 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).

30. Required monitoring of subawards

The recipient must monitor subawards under this award in accordance with all applicable statutes, regulations, award conditions, and the DOJ Grants Financial Guide, and must include the applicable conditions of this award in any subaward. Among other things, the recipient is responsible for oversight of subrecipient spending and monitoring of specific outcomes and benefits attributable to use of award funds by subrecipients. The recipient agrees to submit, upon request, documentation of its policies and procedures for monitoring of subawards under this award.

31. Use of program income

Program income (as defined in the Part 200 Uniform Requirements) must be used in accordance with the provisions of the Part 200 Uniform Requirements. Program income earnings and expenditures both must be reported on the quarterly Federal Financial Report, SF 425.

32. Justice Information Sharing

Information sharing projects funded under this award must comply with DOJ's Global Justice Information Sharing Initiative (Global) guidelines. The recipient (and any subrecipient at any tier) must conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: https://it.ojp.gov/gsp_grantcondition. The recipient (and any subrecipient at any tier) must document planned approaches to information sharing and describe compliance with the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.

33. Avoidance of duplication of networks

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 recipient 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.

34. Compliance with 28 C.F.R. Part 23

With respect to any information technology system funded or supported by funds under this award, the recipient (and any subrecipient at any tier) must 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 34 U.S.C. 10231(c)-(d). The recipient may not satisfy such a fine with federal funds.



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35. Protection of human research subjects

The recipient (and any subrecipient at any tier) must comply with the requirements of 28 C.F.R. Part 46 and all OJP policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.

36. Confidentiality of data

The recipient (and any subrecipient at any tier) must comply with all confidentiality requirements of 34 U.S.C. 10231 and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. The recipient further agrees, as a condition of award approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, 28 C.F.R. 22.23.

37. Verification and updating of recipient contact information

The recipient must verify its 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.

38. Law enforcement task forces - required training

Within 120 days of award acceptance, each current member of a law enforcement task force funded with award funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, must complete required online (internet-based) task force training. Additionally, all future task force members must complete this training once during the period of performance for this award, or once every four years if multiple OJP awards include this requirement.

The required training is available free of charge online through the BJA-funded Center for Task Force Integrity and Leadership (www.ctfli.org). The 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. If award funds are used to support a task force, the recipient must compile and maintain a task force personnel roster, along with course completion certificates.

Additional information regarding the training is available through BJA's web site and the Center for Task Force Integrity and Leadership (www.ctfli.org).

39. Justification of consultant rate

Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the OJP program office prior to obligation or expenditure of such funds.



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40. Submission of eligible records relevant to the National Instant Background Check System

Consonant with federal statutes that pertain to firearms and background checks -- including 18 U.S.C. 922 and 34 U.S.C. ch. 409 -- if the recipient (or any subrecipient at any tier) uses this award to fund (in whole or in part) a specific project or program (such as a law enforcement, prosecution, or court program) that results in any court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the National Instant Background Check System (NICS), or that has as one of its purposes the establishment or improvement of records systems that contain any court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the NICS, the recipient (or subrecipient, if applicable) must ensure that all such court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the NICS are promptly made available to the NICS or to the "State" repository/database that is electronically available to (and accessed by) the NICS, and -- when appropriate -- promptly must update, correct, modify, or remove such NICS-relevant "eligible records".

In the event of minor and transitory non-compliance, the recipient may submit evidence to demonstrate diligent monitoring of compliance with this condition (including subrecipient compliance). DOJ will give great weight to any such evidence in any express written determination regarding this condition.

41. Certification of Compliance with 8 U.S.C. 1373 and 1644 (within the funded "program or activity") required for valid award acceptance by a local government

In order validly to accept this award, the applicant local government must submit the required "State or Local Government: FY 2018 Certification of Compliance with 8 U.S.C. 1373 and 1644" (executed by the chief legal officer of the local government). Unless that executed certification either-- (1) is submitted to OJP together with the fully-executed award document, or (2) is uploaded in OJP's GMS no later than the day the signed award document is submitted to OJP, any submission by a local government that purports to accept the award is invalid.

If an initial award-acceptance submission by the recipient is invalid, once the local government does submit the necessary certification regarding 8 U.S.C. 1373 and 1644, it may submit a fully-executed award document executed by the local government on or after the date of that certification.

For purposes of this condition, "local government" does not include any Indian tribe.



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42. Noninterference (within the funded "program or activity") with federal law enforcement: 8 U.S.C. 1373 and 1644; ongoing compliance

1. With respect to the "program or activity" funded in whole or part under this award (including any such program or activity of any subrecipient at any tier), throughout the period of performance, no State or local government entity, - agency, or -official may prohibit or in any way restrict-- (1) any government entity or -official from sending or receiving information regarding citizenship or immigration status as described in 8 U.S.C. 1373(a); or (2) a government entity or -agency from sending, requesting or receiving, maintaining, or exchanging information regarding immigration status as described in either 8 U.S.C. 1373(b) or 1644. Any prohibition (or restriction) that violates this condition is an "information-communication restriction" under this award.

2. Certifications from subrecipients. The recipient may not make a subaward to a State, a local government, or a "public" institution of higher education, unless it first obtains a certification of compliance with 8 U.S.C. 1373 and 1644, properly executed by the chief legal officer of the government or educational institution that would receive the subaward, using the appropriate form available at <https://ojp.gov/funding/Explore/SampleCertifications-8USC1373.htm>. Also, the recipient must require that no subrecipient (at any tier) may make a further subaward to a State, a local government, or a public institution of higher education, unless it first obtains a certification of compliance with 8 U.S.C. 1373 and 1644, properly executed by the chief legal officer of the government or institution that would receive the further subaward, using the appropriate OJP form.

3. The recipient's monitoring responsibilities include monitoring of subrecipient compliance with the requirements of this condition.

4. Allowable costs. Compliance with these requirements is an authorized and priority purpose of this award. To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) that the recipient, or any subrecipient at any tier that is a State, a local government, or a public institution of higher education, incurs to implement this condition.

5. Rules of Construction

A. For purposes of this condition:

(1) "State" and "local government" include any agency or other entity thereof, but not any institution of higher education or any Indian tribe.

(2) A "public" institution of higher education is defined as one that is owned, controlled, or directly funded (in whole or in substantial part) by a State or local government. (Such a public institution is considered to be a "government entity," and its officials to be "government officials.")

(3) "Program or activity" means what it means under title VI of the Civil Rights Act of 1964 (see 42 U.S.C. 2000d-4a).

(4) "Immigration status" means what it means under 8 U.S.C. 1373 and 8 U.S.C. 1644; and terms that are defined in 8 U.S.C. 1101 mean what they mean under that section 1101, except that "State" also includes American Samoa.

(5) Pursuant to the provisions set out at (or referenced in) 8 U.S.C. 1551 note ("Abolition ... and Transfer of Functions"), references to the "Immigration and Naturalization Service" in 8 U.S.C. 1373 and 1644 are to be read as references to particular components of the Department of Homeland Security (DHS).

B. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, any State or local government, any public institution of higher education, or any other entity (or individual) to violate any federal law, including any applicable civil rights or nondiscrimination law.

IMPORTANT NOTE: Any questions about the meaning or scope of this condition should be directed to OJP, before



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award acceptance.

43. Authority to obligate award funds contingent on noninterference (within the funded "program or activity") with federal law enforcement (8 U.S.C. 1373 and 1644); unallowable costs; notification

1. If the recipient is a "State," a local government, or a "public" institution of higher education:

A. The recipient may not obligate award funds if, at the time of the obligation, the "program or activity" of the recipient (or of any subrecipient at any tier that is a State, a local government, or a public institution of higher education) that is funded in whole or in part with award funds is subject to any "information-communication restriction."

B. In addition, with respect to any project costs it incurs "at risk," the recipient may not obligate award funds to reimburse itself if -- at the time it incurs such costs -- the program or activity of the recipient (or of any subrecipient at any tier that is a State, a local government, or a public institution of higher education) that would be reimbursed in whole or in part with award funds was subject to any information-communication restriction.

C. Any drawdown of award funds by the recipient shall be considered, for all purposes, to be a material representation by the recipient to OJP that, as of the date the recipient requests the drawdown, the recipient and each subrecipient (regardless of tier) that is a State, local government, or public institution of higher education, is in compliance with the award condition entitled "Noninterference (within the funded 'program or activity') with federal law enforcement: 8 U.S.C. 1373 and 1644 and ongoing compliance."

D. The recipient must promptly notify OJP (in writing) if the recipient, from its requisite monitoring of compliance with award conditions or otherwise, has credible evidence that indicates that the funded program or activity of the recipient, or of any subrecipient at any tier that is either a State or a local government or a public institution of higher education, may be subject to any information-communication restriction. In addition, any subaward (at any tier) to a subrecipient that is a State, a local government, or a public institution of higher education must require prompt notification to the entity that made the subaward, should the subrecipient have such credible evidence regarding an information-communication restriction.

2. Any subaward (at any tier) to a subrecipient that is a State, a local government, or a public institution of higher education must provide that the subrecipient may not obligate award funds if, at the time of the obligation, the program or activity of the subrecipient (or of any further such subrecipient at any tier) that is funded in whole or in part with award funds is subject to any information-communication restriction.

3. Absent an express written determination by DOJ to the contrary, based upon a finding by DOJ of compelling circumstances (e.g., a small amount of award funds obligated by the recipient at the time of a subrecipient's minor and transitory non-compliance, which was unknown to the recipient despite diligent monitoring), any obligations of award funds that, under this condition, may not be made shall be unallowable costs for purposes of this award. In making any such determination, DOJ will give great weight to evidence submitted by the recipient that demonstrates diligent monitoring of subrecipient compliance with the requirements set out in the "Noninterference ... 8 U.S.C. 1373 and 1644 and ongoing compliance" award condition.

4. Rules of Construction

A. For purposes of this condition "information-communication restriction" has the meaning set out in the "Noninterference ... 8 U.S.C. 1373 and 1644 and ongoing compliance" condition.

B. Both the "Rules of Construction" and the "Important Note" set out in the "Noninterference ... 8 U.S.C. 1373 and 1644 and ongoing compliance" condition are incorporated by reference as though set forth here in full.



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44. Noninterference (within the funded "program or activity") with federal law enforcement: No public disclosure of certain law enforcement sensitive information

SCOPE. This condition applies with respect to the "program or activity" that is funded (in whole or in part) by the award, as of the date the recipient accepts this award, and throughout the remainder of the period of performance. Its provisions must be among those included in any subaward (at any tier).

1. Noninterference: No public disclosure of federal law enforcement information in order to conceal, harbor, or shield

Consistent with the purposes and objectives of federal law enforcement statutes and federal criminal law (including 8 U.S.C. 1324 and 18 U.S.C. chs. 1, 49, 227), no public disclosure may be made of any federal law enforcement information in a direct or indirect attempt to conceal, harbor, or shield from detection any fugitive from justice under 18 U.S.C. ch. 49, or any alien who has come to, entered, or remains in the United States in violation of 8 U.S.C. ch. 12 -- without regard to whether such disclosure would constitute (or could form a predicate for) a violation of 18 U.S.C. 1071 or 1072 or of 8 U.S.C. 1324(a).

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions (e.g., training) designed to ensure compliance with this condition.

4. Rules of construction

A. For purposes of this condition--

(1) the term "alien" means what it means under section 101 of the Immigration and Nationality Act (see 8 U.S.C. 1101(a)(3));

(2) the term "federal law enforcement information" means law enforcement sensitive information communicated or made available, by the federal government, to a State or local government entity, -agency, or -official, through any means, including, without limitation-- (1) through any database, (2) in connection with any law enforcement partnership or -task-force, (3) in connection with any request for law enforcement assistance or -cooperation, or (4) through any deconfliction (or courtesy) notice of planned, imminent, commencing, continuing, or impending federal law enforcement activity;

(3) the term "law enforcement sensitive information" means records or information compiled for any law enforcement purpose; and

(4) the term "public disclosure" means any communication or release other than one-- (a) within the recipient, or (b) to any subrecipient (at any tier) that is a government entity.

B. Both the "Rules of Construction" and the "Important Note" set out in the "Noninterference (within the funded 'program or activity') with federal law enforcement: 8 U.S.C. 1373 and 1644 and ongoing compliance" award condition are incorporated by reference as though set forth here in full.



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45. Noninterference (within the funded "program or activity") with federal law enforcement: Interrogation of certain aliens

SCOPE. This condition applies with respect to the "program or activity" that is funded (in whole or in part) by this award, as of the date the recipient accepts this award, and throughout the remainder of the period of performance for the award. Its provisions must be among those included in any subaward (at any tier).

1. Noninterference with statutory law enforcement access to correctional facilities

Consonant with federal law enforcement statutes and regulations -- including 8 U.S.C. 1357(a), under which certain federal officers and employees "have power without warrant ... to interrogate any alien or person believed to be an alien as to his right to be or to remain in the United States," and 8 C.F.R. 287.5(a), under which that power may be exercised "anywhere in or outside the United States" -- within the funded program or activity, no State or local government entity, -agency, or -official may interfere with the exercise of that power to interrogate "without warrant" (by agents of the United States acting under color of federal law) by impeding access to any State or local government (or government-contracted) correctional facility by such agents for the purpose "interrogat[ing] any alien or person believed to be an alien as to his [or her] right to be or to remain in the United States."

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions (e.g., training) designed to ensure compliance with this condition.

4. Rules of construction

A. For purposes of this condition:

(1) The term "alien" means what it means under section 101 of the Immigration and Nationality Act (INA) (see 8 U.S.C. 1101(a)(3)).

(2) The term "correctional facility" means what it means under the title I of the Omnibus Crime Control and Safe Streets Act of 1968 (see 34 U.S.C. 10251(a)(7)).

(3) The term "impede" includes taking or continuing any action, or implementing or maintaining any law, policy, rule, or practice, that--

(a) is designed to prevent or to significantly delay or complicate, or

(b) has the effect of preventing or of significantly delaying or complicating.

B. Both the "Rules of Construction" and the "Important Note" set out in the "Noninterference (within the funded 'program or activity') with federal law enforcement: 8 U.S.C. 1373 and 1644 and ongoing compliance" award condition are incorporated by reference as though set forth here in full.



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46. Noninterference (within the funded "program or activity") with federal law enforcement: Notice of scheduled release

SCOPE. This condition applies with respect to the "program or activity" that is funded (in whole or in part) by the award, as of the date the recipient accepts the award, and throughout the remainder of the period of performance. Its provisions must be among those included in any subaward at any tier.

1. Noninterference with "removal" process: Notice of scheduled release date and time

Consonant with federal law enforcement statutes -- including 8 U.S.C. 1231 (for an alien incarcerated by a State or local government, a 90-day "removal period" during which the federal government "shall" detain and then "shall" remove an alien from the U.S. "begins" no later than "the date the alien is released from ... confinement"; also, the federal government is expressly authorized to make payments to a "State or a political subdivision of the State ... with respect to the incarceration of [an] undocumented criminal alien"); 8 U.S.C. 1226 (the federal government "shall take into custody" certain criminal aliens "when the alien is released"); and 8 U.S.C. 1366 (requiring an annual DOJ report to Congress on "the number of illegal alien[felons] in Federal and State prisons" and programs underway "to ensure the prompt removal" from the U.S. of removable "criminal aliens") -- within the funded program or activity, no State or local government entity, -agency, or -official (including a government-contracted correctional facility) may interfere with the "removal" process by failing to provide -- as early as practicable (see para. 4.C. below) -- advance notice to DHS of the scheduled release date and time for a particular alien, if a State or local government (or government-contracted) correctional facility receives from DHS a formal written request pursuant to the INA that seeks such advance notice.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions (e.g., training) designed to ensure compliance with this condition.

4. Rules of construction

- A. For purposes of this condition:

- (1) The term "alien" means what it means under section 101 of the INA (see 8 U.S.C. 1101(a)(3)).
(2) The term "correctional facility" means what it means under the title I of the Omnibus Crime Control and Safe Streets Act of 1968 (see 34 U.S.C. 10251(a)(7)).

B. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, any State or local government, or any other entity or individual to maintain (or detain) any individual in custody beyond the date and time the individual otherwise would have been released.

- C. Applicability

(1) Current DHS practice is ordinarily to request advance notice of scheduled release "as early as practicable (at least 48 hours, if possible)." (See DHS Form I-247A (3/17)). If (e.g., in light of the date DHS made such request) the scheduled release date and time for an alien are such as not to allow for the advance notice that DHS has requested, it shall NOT be a violation of this condition to provide only as much advance notice as practicable.

(2) Current DHS practice is to use the same form for a second, distinct purpose -- to request that an individual be



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detained for up to 48 hours AFTER the scheduled release. This condition does NOT encompass such DHS requests for detention.

D. Both the "Rules of Construction" and the "Important Note" set out in the "Noninterference (within the funded program or activity) with federal law enforcement: 8 U.S.C. 1373 and 1644 and ongoing compliance" award condition are incorporated by reference as though set forth here in full.

47. Requirement to collect certain information from subrecipients

The recipient may not make a subaward to a State, a local government, or a "public" institution of higher education, unless it first obtains from the proposed subrecipient responses to the questions identified in the program solicitation as "Information regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE)." All subrecipient responses must be collected and maintained by the recipient, consistent with regular document retention requirements, and must be made available to DOJ upon request. Responses to these questions are not required from subrecipients that are either a tribal government/organization, a nonprofit organization, or a private institution of higher education.



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48. Compliance with National Environmental Policy Act and related statutes

Upon request, the recipient (and any subrecipient at any tier) must 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 award funds, either directly by the recipient or by a subrecipient. Accordingly, the recipient 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 award, the recipient agrees to contact BJA.

The recipient understands that this condition applies to new activities as set out below, whether or not they are being specifically funded with these award funds. That is, as long as the activity is being conducted by the recipient, a subrecipient, or any third party, and the activity needs to be undertaken in order to use these award funds, this condition must first be met. The activities covered by this 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 recipient 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 recipient further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at <https://bja.gov/Funding/nepa.html>, for programs relating to methamphetamine laboratory operations.

Application of This Condition to Recipient's Existing Programs or Activities: For any of the recipient's or its subrecipients' existing programs or activities that will be funded by these award funds, the recipient, 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.

49. Establishment of trust fund

If award funds are being drawn down in advance, the recipient (or a subrecipient, with respect to a subaward) is required to establish a trust fund account. Recipients (and subrecipients) must maintain advance payments of federal awards in interest-bearing accounts, unless regulatory exclusions apply (2 C.F.R. 200.305(b)(8)). The trust 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 the award funds in the trust fund (including any interest earned) during the period of performance for the award and expend within 90 days thereafter. Any unobligated or unexpended funds, including interest earned, must be returned to OJP at the time of closeout.



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50. Prohibition on use of award funds for match under BVP program

JAG funds may not be used as the 50% match for purposes of the DOJ Bulletproof Vest Partnership (BVP) program.

51. Certification of body armor "mandatory wear" policies

The recipient agrees to submit a signed certification that all law enforcement agencies receiving body armor purchased with funds from this award have a written "mandatory wear" policy in effect. The recipient must keep signed certifications on file for any subrecipients planning to utilize funds from this award for ballistic-resistant and stab-resistant body armor purchases. This policy must be in place for at least all uniformed officers before any funds from this award may be used by an agency for body armor. There are no requirements regarding the nature of the policy other than it be a mandatory wear policy for all uniformed officers while on duty.

52. Body armor - compliance with NIJ standards and other requirements

Ballistic-resistant and stab-resistant body armor purchased with JAG award funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the body armor has been tested and found to comply with applicable National Institute of Justice ballistic or stab standards and is listed on the NIJ Compliant Body Armor Model List (<https://nij.gov/topics/technology/body-armor/Pages/compliant-ballistic-armor.aspx>). In addition, ballistic-resistant and stab-resistant body armor purchased must be made in the United States and must be uniquely fitted, as set forth in 34 U.S.C. 10202(c)(1)(A). The latest NIJ standard information can be found here: <https://nij.gov/topics/technology/body-armor/pages/safety-initiative.aspx>.

53. Body armor - impact on eligibility for other program funds

The recipient understands that the use of funds under this award for purchase of body armor may impact eligibility for funding under the Bulletproof Vest Partnership (BVP) program, a separate program operated by BJA, pursuant to the BVP statute at 34 USC 10531(c)(5).

54. Reporting requirements

The recipient must submit quarterly Federal Financial Reports (SF-425) and semi-annual performance reports through OJP's GMS (<https://grants.ojp.usdoj.gov>). Consistent with the Department's responsibilities under the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, the recipient must provide data that measure the results of its work. The recipient must submit quarterly performance metrics reports 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.

55. Required data on law enforcement agency training

Any law enforcement agency receiving direct or sub-awarded funding from this JAG award must submit quarterly accountability metrics data related to training that officers have received on the use of force, racial and ethnic bias, de-escalation of conflict, and constructive engagement with the public.

56. Expenditures prohibited without waiver

No funds under this award may be expended on the purchase of items prohibited by the JAG program statute, unless, as set forth at 34 U.S.C. 10152, the BJA Director certifies that extraordinary and exigent circumstances exist making such expenditures essential to the maintenance of public safety and good order.



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57. Authorization to obligate (federal) award funds to reimburse certain project costs incurred on or after October 1, 2017

The recipient may obligate (federal) award funds only after the recipient makes a valid acceptance of the award. As of the first day of the period of performance for the award (October 1, 2017), however, the recipient may choose to incur project costs using non-federal funds, but any such project costs are incurred at the recipient's risk until, at a minimum-- (1) the recipient makes a valid acceptance of the award, and (2) all applicable withholding conditions are removed by OJP (via a Grant Adjustment Notice). (A withholding condition is a condition in the award document that precludes the recipient from obligating, expending, or drawing down all or a portion of the award funds until the condition is removed.)

Except to the extent (if any) that an award condition expressly precludes reimbursement of project costs incurred "at-risk," if and when the recipient makes a valid acceptance of this award and OJP removes each applicable withholding condition through a Grant Adjustment Notice, the recipient is authorized to obligate (federal) award funds to reimburse itself for project costs incurred "at-risk" earlier during the period of performance (such as project costs incurred prior to award acceptance or prior to removal of an applicable withholding condition), provided that those project costs otherwise are allowable costs under the award.

Nothing in this condition shall be understood to authorize the recipient (or any subrecipient at any tier) to use award funds to "supplant" State or local funds in violation of the recipient's certification (executed by the chief executive of the State or local government) that federal funds 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.

58. Use of funds for DNA testing; upload of DNA profiles

If award funds are used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System ("CODIS," the DNA database operated by the FBI) by a government DNA laboratory with access to CODIS.

No profiles generated under this award may be entered or uploaded into any non-governmental DNA database without prior express written approval from BJA.

Award funds may not be used for the purchase of DNA equipment and supplies unless the resulting DNA profiles may be accepted for entry into CODIS.

59. Three percent set-aside for NIBRS compliance

The recipient must ensure that at least 3 percent of the total amount of this award is dedicated to achieving full compliance with the FBI's National Incident-Based Reporting System (NIBRS), unless the FBI or appropriate State official has certified that the recipient locality is already NIBRS compliant, and evidence of this has been submitted to and approved by BJA. The recipient will be required by BJA to make revisions to budgets that do not clearly indicate what projects will be supported by this 3 percent set-aside, unless evidence of NIBRS compliance has been submitted to and approved by BJA. Recipients serving as fiscal agents for "disparate jurisdictions," (as defined at 34 USC 10156(d)(4)) have to pass this requirement through to in subawards to other localities in the disparate jurisdiction, so that each locality in a disparate jurisdiction group dedicates at least 3 percent of award funds to NIBRS compliance, unless, with respect to each locality in the disparate jurisdiction group, evidence of NIBRS compliance has been submitted to and approved by BJA.



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60. Encouragement of submission of "success stories"

BJA strongly encourages the recipient to submit annual (or more frequent) JAG success stories. To submit a success story, sign in to a My BJA account at <https://www.bja.gov/Login.aspx> to access the Success Story Submission form. If the recipient does not yet have a My BJA account, please register at <https://www.bja.gov/profile.aspx>. Once registered, one of the available areas on the My BJA page will be "My Success Stories." Within this box, there is an option to add a Success Story. Once reviewed and approved by BJA, all success stories will appear on the BJA Success Story web page at <https://www.bja.gov/SuccessStoryList.aspx>.

61. Withholding of funds: Required certification from the chief executive of the applicant government

The recipient may not obligate, expend, or draw down any award funds until the recipient submits the required "Certifications and Assurances by the Chief Executive of the Applicant Government," properly-executed (as determined by OJP), and a Grant Adjustment Notice (GAN) has been issued to remove this condition.

62. Withholding of funds: NIBRS set-aside

The recipient may not obligate, expend, or draw down any award funds until the recipient submits, and BJA reviews and accepts, a budget that clearly dedicates at least 3 percent of the total amount of the award to NIBRS compliance activities or documentation showing that the recipient has been certified as NIBRS compliant, and a Grant Adjustment Notice (GAN) has been issued to remove this condition.

63. Withholding of funds: Budget narrative or information

The recipient may not obligate, expend, or draw down any award funds until the recipient submits, and OJP reviews and accepts, the required budget information or narrative for the award, and a Grant Adjustment Notice (GAN) has been issued to remove this condition.

64. Recipient may not obligate, expend, or drawdown funds until the Bureau of Justice Assistance, Office of Justice Programs has reviewed and approved the Budget Narrative portion of the application and has issued a Grant Adjustment Notice (GAN) informing the recipient of the approval.

65. Withholding - DHS question attachment

The recipient may not obligate, expend or draw down funds until the Office of Justice Programs has received and approved the required application attachment(s) described in the program solicitation as "Information regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE)," and has issued a Grant Adjustment Notice (GAN) releasing this special condition.

66. Withholding of funds: Program narrative

The recipient may not obligate, expend, or draw down any award funds until the recipient submits, and OJP reviews and accepts, the program narrative for this award, and a Grant Adjustment Notice (GAN) has been issued to remove this condition.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 23 OF 23

PROJECT NUMBER 2018-DJ-BX-0138

AWARD DATE 10/01/2018

SPECIAL CONDITIONS

67. Withholding of funds: Disclosure of pending applications

The recipient may not obligate, expend, or draw down any award funds until: (1) it has provided to the grant manager for this OJP award either an "applicant disclosure of pending applications" for federal funding or a specific affirmative statement that no such pending applications (whether direct or indirect) exist, in accordance with the detailed instructions in the program solicitation, (2) OJP has completed its review of the information provided and of any supplemental information it may request, (3) the recipient has made any adjustments to the award that OJP may require to prevent or eliminate any inappropriate duplication of funding (e.g., budget modification, project scope adjustment), (4) if appropriate adjustments to a discretionary award cannot be made, the recipient has agreed in writing to any necessary reduction of the award amount in any amount sufficient to prevent duplication (as determined by OJP), and (5) a Grant Adjustment Notice has been issued to remove this condition.

68. Withholding of funds: Memorandum of Understanding

The recipient may not obligate, expend, or draw down any award funds until OJP has reviewed and approved the Memorandum of Understanding (MOU), and a Grant Adjustment Notice (GAN) has been issued to remove this condition.

69. Recipient may not obligate, expend or drawdown funds until the Bureau of Justice Assistance, Office of Justice Programs has received and approved the required application attachment(s) and has issued a Grant Adjustment Notice (GAN) releasing this special condition.

70. Initial period of performance; requests for extension

The recipient understands that the initial period of performance for this award is two years. The recipient further understands that any requests for an extension of the period of performance for this award will be approved automatically for up to a total of two additional years, pursuant to 34 U.S.C. 10152(f) and in accordance with the program solicitation associated with this award.

Any request for an extension of the period of performance beyond a four-year award period will require approval, and the approval (if any) will be at the discretion of the Director of BJA.



U.S. 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 Watertown

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 <https://www.bja.gov/Funding/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.



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

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

Grant

PROJECT NUMBER

2018-DJ-BX-0138

PAGE 1 OF 1

This project is supported under FY18(BJA - JAG State & JAG Local) Title I of Pub. L. No. 90-351 (generally codified at 34 U.S.C. 10101 - 10726), including subpart I of part E (codified at 34 U.S.C. 10151 - 10158); see also 28 U.S.C. 530C(a)

1. STAFF CONTACT (Name & telephone number)

Shaketta Cunningham
(202) 514-4493

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

Charles Donoghue
Chief of Police
751 Waterman Drive
WATERTOWN, NY 13601-2361
(315) 786-2610

3a. TITLE OF THE PROGRAM

BJA FY 18 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation

3b. POMS CODE (SEE INSTRUCTIONS
ON REVERSE)

4. TITLE OF PROJECT

FY18 JAG Equipment Purchase

5. NAME & ADDRESS OF GRANTEE

City of Watertown
245 Washington Street Municipal Building R
Watertown, NY 13601

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 10/01/2017 TO: 09/30/2019

8. BUDGET PERIOD

FROM: 10/01/2017 TO: 09/30/2019

9. AMOUNT OF AWARD

\$ 13,050

10. DATE OF AWARD

10/01/2018

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 criminal justice related activities 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 purpose 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; 7) crime victim and witness programs (other than compensation); and 8) mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams.

This Local JAG award will be shared by the County and one or more jurisdictions identified as disparate within the current Fiscal Year eligibility list

(www.bja.gov/Jag). JAG funding will be used to support criminal justice initiatives that fall under one or more of the allowable program areas above. Any equipment purchases or funded initiatives such as overtime, task forces, drug programs, information sharing, etc. will be aimed at reducing crime and/or enhancing public/officer safety.

NCA/NCF



U.S. Department of Justice
Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

October 1, 2018

Chief Charles Donoghue
City of Watertown
245 Washington Street
Municipal Building R
Watertown, NY 13601

Dear Chief Donoghue :

On behalf of Attorney General Jefferson Sessions III, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 18 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation in the amount of \$13,050 for City of Watertown.

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, Shaketta Cunningham, Program Manager at (202) 514-4493; 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,

A handwritten signature in black ink that reads "Matt Dummermuth".

Matt Dummermuth
Principal Deputy Assistant Attorney General

Enclosures



OFFICE FOR CIVIL RIGHTS

Office of Justice Programs
U.S. Department of Justice
810 7th Street, NW
Washington, DC 20531

Tel: (202) 307-0690
TTY: (202) 307-2027
E-mail: askOCR@usdoj.gov
Website: www.ojp.usdoj.gov/ocr

OCR Letter to All Recipients

October 1, 2018

Chief Charles Donoghue
City of Watertown
245 Washington Street
Municipal Building R
Watertown, NY 13601

Dear Chief Donoghue :

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 (DOJ) is responsible for ensuring that recipients of financial assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW) comply with the applicable federal civil rights laws. We at the OCR are available to help you and your organization meet the civil rights requirements that come with DOJ funding.

Ensuring Access to Federally Assisted Programs

Federal laws that apply to recipients of financial assistance from the DOJ prohibit discrimination on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in employment but also in the delivery of services or benefits. A federal law also prohibits recipients from discriminating on the basis of age in the delivery of services or benefits.

In March of 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013. The statute amends the Violence Against Women Act of 1994 (VAWA) by including a nondiscrimination grant condition that prohibits discrimination based on actual or perceived race, color, national origin, religion, sex, disability, sexual orientation, or gender identity. The new nondiscrimination grant condition applies to certain programs funded after October 1, 2013. The OCR and the OVW have developed answers to some frequently asked questions about this provision to assist recipients of VAWA funds to understand their obligations. The Frequently Asked Questions are available at <https://ojp.gov/about/ocr/vawafaqs.htm>.

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 prohibitions against unlawful discrimination. Accordingly, the OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, the 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 opportunity standards.

Providing Services to Limited English Proficiency (LEP) Individuals

In accordance with DOJ 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). See U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 67 Fed. Reg. 41,455 (2002). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website <https://www.lep.gov>.

Ensuring Equal Treatment of Faith-Based Organizations and Safeguarding Constitutional Protections Related to Religion

The DOJ regulation, Partnerships with Faith-Based and Other Neighborhood Organizations, 28 C.F.R. pt. 38, updated in April 2016, prohibits all recipient organizations, whether they are law enforcement agencies, governmental agencies, educational institutions, houses of worship, or faith-based organizations, from using financial assistance from the DOJ to fund explicitly religious activities. Explicitly religious activities include worship, religious instruction, or proselytization. While funded organizations may engage in non-funded explicitly religious activities (e.g., prayer), they must hold them separately from the activities funded by the DOJ, and recipients cannot compel beneficiaries to participate in them. The regulation also makes clear that organizations participating in programs funded by the DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion, religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice. Funded faith-based organizations must also provide written notice to beneficiaries, advising them that if they should object to the religious character of the funded faith based organization, the funded faith-based organization will take reasonable steps to refer the beneficiary to an alternative service provider. For more information on the regulation, please see the OCR's website at <https://ojp.gov/about/ocr/partnerships.htm>.

SAAAs and faith-based organizations should also note that the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, as amended, 34 U.S.C. § 10228(c); the Victims of Crime Act of 1984, as amended, 34 U.S.C. § 20110(e); the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, 34 U.S.C. § 11182(b); and VAWA, as amended, 34 U.S.C. § 12291(b)(13), contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the DOJ has concluded that it may construe the Religious Freedom Restoration Act (RFRA) on a case-by-case basis to permit some faith-based organizations to receive DOJ funds while taking into account religion when hiring staff, even if the statute that authorizes the funding program generally forbids recipients from considering religion in employment decisions. Please consult with the OCR if you have any questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment.

Using Arrest and Conviction Records in Making Employment Decisions

The OCR issued an advisory document for recipients on the proper use of arrest and conviction records in making hiring decisions. See Advisory for Recipients of Financial Assistance from the U.S. Department of Justice on the U.S. Equal Employment Opportunity Commission's Enforcement Guidance: *Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964 (June 2013)*, available at https://ojp.gov/about/ocr/pdfs/UseofConviction_Advisory.pdf. Recipients should be mindful that the misuse of arrest or conviction records to screen either applicants for employment or employees for retention or promotion may have a disparate impact based on race or national origin, resulting in unlawful employment discrimination. In light of the Advisory, recipients should consult local counsel in reviewing their employment practices. If warranted, recipients should also incorporate an analysis of the use of arrest and conviction records in their Equal Employment Opportunity Plans (EEOPs) (see below).

Complying with the Safe Streets Act

An organization that is a recipient of financial assistance subject to the nondiscrimination provisions of the Safe Streets Act, must meet two obligations: (1) complying with the federal regulation pertaining to the development of an EEOP (see 28 C.F.R. pt. 42, subpt. E) and (2) submitting to the OCR findings of discrimination (see 28 C.F.R. §§ 42.204(c), .205(c)(5)).

Meeting the EEOP Requirement

An EEOP is a comprehensive document that analyzes a recipient's relevant labor market data, as well as the recipient's employment practices, to identify possible barriers to the participation of women and minorities in all levels of a recipient's workforce. As a recipient of DOJ funding, you may be required to submit an EEOP Certification Report or an EEOP Utilization Report to the OCR. For more information on whether your organization is subject to the EEOP requirements, see <https://ojp.gov/about/ocr/eeop.htm>. Additionally, you may request technical assistance from an EEOP specialist at the OCR by telephone at (202) 616-1771 or by e-mail at EEOPforms@usdoj.gov.

Meeting the Requirement to Submit Findings of Discrimination

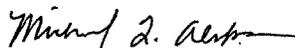
If in the three years prior to the date of the grant award, your organization has received an adverse finding of discrimination based on race, color, national origin, religion, or sex, after a due-process hearing, from a state or federal court or from a state or federal administrative agency, your organization must send a copy of the finding to the OCR.

Ensuring the Compliance of Subrecipients

SAA's must have standard assurances to notify subrecipients of their civil rights obligations, written procedures to address discrimination complaints filed against subrecipients, methods to monitor subrecipients' compliance with civil rights requirements, and a program to train subrecipients on applicable civil rights laws. In addition, SAA's must submit to the OCR every three years written Methods of Administration (MOA) that summarize the policies and procedures that they have implemented to ensure the civil rights compliance of subrecipients. For more information on the MOA requirement, see <https://ojp.gov/funding/Explore/StateMethodsAdmin-FY2017update.htm>.

If the OCR can assist you in any way in fulfilling your organization's civil rights responsibilities as a recipient of federal financial assistance, please contact us.

Sincerely,



Michael L. Alston
Director

cc: Grant Manager
Financial Analyst

Res No. 7

March 13, 2019

To: The Honorable Mayor and City Council
From: Richard M. Finn, City Manager 
Subject: Re-adopting Fiscal Year 2018-19 General Fund Budget

During the past few months, I have spent a considerable amount of time reviewing the command structure in our Fire Department. I have met with the Fire Chief, Deputy Fire Chief and our Fire Battalion Chiefs to review and discuss many aspects of our Fire Department, including the existing command structure in the Department. I have also had the opportunity to reach out to many of our Firefighters and Fire Captains to gather their input on the Department's command structure and many other points of interest.

In addition, I have also read several Watertown Fire Department studies that were undertaken during the past 10 year period. This was done to gain a more comprehensive understanding of our Fire Department and how the City might move to improve the overall operation of the Department. During the next 6 to 12 months, it is my intention to continue my review of the Department, which will lead to a series of recommendations aimed at making significant improvements in our Fire Department.

However, at the present time, based on my review, I am making the following recommendation:

- That the remaining four demoted Fire Captains be promoted back to the rank of Fire Captain effective April 1, 2019. The cost for the final quarter of our fiscal year (4/1/19 – 7/1/19) will be \$13,364 and the funding would come from our contingency fund.

To date, four of the eight previously demoted Fire Captains have been promoted back to their previous Fire Captain positions due to retirements that have occurred during the past six months. The City made the decision to reduce the number of eight Fire Captains effective with the adoption of the FY 2016/17 budget.

If this recommendation is approved, the four promoted Fire Captains would be assigned to the four respective shifts and would serve to command the Aerial Truck along with the Rescue Truck. It is also noted that based on a recent Arbitration decision, the City Council has the authority to increase/decrease the number of Fire Captain positions based on its authority to establish the number of Fire Captains.

Attached is a Resolution which would amend the existing City Budget thereby allocating \$13,364 for the re-promotion of the four Fire Captains effective April 1, 2019.

RESOLUTION

Page 1 of 1

Re-Adopting Fiscal Year 2018-19
General Fund Budget

Council Member COMPO, Sarah V.
 Council Member HENRY-WILKINSON, Ryan J.
 Council Member HORBACZ, Cody J.
 Council Member RUGGIERO, Lisa L.
 Mayor BUTLER, Jr., Joseph M.
 Total

YEA	NAY

Introduced by

WHEREAS effective with the adoption of the FY 2016/17 budget, the City Council eliminated eight Fire Captain positions with the respective incumbents being demoted to the position of Firefighters, and

WHEREAS the City Manager, based on his determination of need to improve the command structure of the department, has recommended that four of the previously demoted Fire Captains be re-promoted to the position of Fire Captain effective April 1, 2019,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby re-adopts the General Fund Budget for Fiscal Year 2018-19 to increase the number of Fire Department Captain positions from 13 to 17 with a corresponding decrease to the number of Firefighter positions and increase the respective Fire Department wages, retirement and social security expenses, and

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that the following adjustments be included in the re-adopted General Fund Budget:

<u>Expenditures</u>	
A.1990. 0430 Contingency	(\$13,364)
A.3410.0130 Fire – Wages	\$ 10,140
A.3410.0820 Fire – Retirement	\$ 2,444
A.3410.0830 Fire – Social Security	\$ 780
Total Expenditures	<u>\$ - 0 -</u>

Seconded by

Ord No. 1

March 12, 2019

To: City Manager Richard M. Finn

From: Michael A. Lumbis, Planning and Community Development Director

Subject: Changing the Approved Zoning Classification of the Western Section of 902 Emmett Street, Parcel Number 8-12-103.000, From Residence B to Residence A

A request has been submitted by Rocco J. Pangallo for the above subject zone change request. The Planning Board reviewed the request at its March 5, 2019 meeting and adopted a motion recommending that City Council approve the zone change request as submitted. Attached is an excerpt from their meeting minutes.

As the Council will note, the zone change request only applies to a portion of the subject parcel, for which the Planning Board has already granted Subdivision Approval. The applicant intends to assemble this section with the neighboring parcel at VL-4 Emmett Street, which is zoned Residence A. The applicant is seeking this zone change to maintain uniform zoning on the resultant parcel following assemblage.

The Staff Report prepared for the Planning Board, the zone change application, maps and other related materials have all been previously sent to Council as part of the Planning Board agenda package. The complete application package can also be found in the online version of the City Council agenda.

The ordinance attached for City Council consideration approves the zone change as requested. The City Council must hold a public hearing on the ordinance before it may vote. It is recommended that a public hearing be scheduled for 7:30 p.m. on Monday, April 1, 2019. A SEQRA resolution will be presented for City Council consideration at that meeting.

Action: City Manager recommends setting a public hearing for Monday, April 1, 2019 at 7:30 p.m.



ORDINANCE

Page 1 of 2

Changing the Approved Zoning
Classification of the Western Section of 902
Emmett Street, Parcel Number 8-12-103.000
from Residence B to Residence A

Council Member COMPO, Sarah V.
Council Member HENRY-WILKINSON, Henry J.
Council Member HORBACZ, Cody J.
Council Member RUGGIERO, Lisa A.
Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

Introduced by

BE IT ORDAINED where Rocco J. Pangallo has made an application by petition filed with the City Clerk, pursuant to Section 83 of the New York General City Law to change the approved zoning classification of the western section of 902 Emmett Street, Parcel Number 8-12-103.000 from Residence B to Residence A, and

WHEREAS the legal description of that portion of Tax Assessment Parcel Number 8-12-103.000, which the applicant seeks to rezone, is as follows:

ALL THAT TRACT OR PARCEL OF LAND SITUATE on the north side of Emmett Street in the City of Watertown, County of Jefferson, State of New York and being further described as follows:

BEGINNING at a point in the northerly monumented margin of Emmett Street, said point is situate S.70°-14'-57" E., along the northerly monumented margin of Emmett Street, a distance of 50.00 feet from the southeast corner of a 0.643 acre parcel of land described in a deed from Jimmy Clayton and Michele A. Clayton to Michael A. Iannetta and Krista L. Iannetta dated May 12, 2014 and recorded in the Jefferson County Clerk's Office on May 13, 2014 as Instrument No. 2014-5806, said point of beginning is also the southeast corner of a 0.28 acre parcel, described with other land, in a deed from Domenic Pangallo to DPK Company, LLC dated April 22, 2003 and recorded in the Jefferson County Clerk's Office on April 23, 2003 as Instrument No. 2003-6016;

THENCE from said point of beginning N.18°-20'-12" E., along the east line of the above referenced 0.28 acre parcel, a distance of 245.44 feet to a 1/2 inch iron pipe found (with pinched top, slightly tipped) at the northeast corner of said 0.28 acres, said iron pipe is also a corner of a 0.959 acre parcel of land described in a deed from Tara North, LLC to David G. Puccia and Susan M. Puccia dated April 30, 2007 and recorded in the Jefferson County Clerk's Office on May 1, 2007 as Instrument No. 2007-7208;

THENCE S.71°-59'-56" E., along a line of the above referenced 0.959 acre Puccia parcel, a distance of 27.64 feet to a 1/2 inch iron pipe found (with pinched top, slightly tipped) at a corner of said 0.959 acres;

THENCE S.19°-39'-15" W., along a west line of the above referenced 0.959 acre Puccia parcel, a distance of 111.48 feet to a 1/2 inch iron pipe found (with pinched top) at the southwest corner of said 0.959 acres;

ORDINANCE

Page 2 of 2

Changing the Approved Zoning
Classification of the Western Section of 902
Emmett Street, Parcel Number 8-12-103.000
from Residence B to Residence A

Council Member COMPO, Sarah V.

Council Member HENRY-WILKINSON, Henry J.

Council Member HORBACZ, Cody J.

Council Member RUGGIERO, Lisa A.

Mayor BUTLER, Jr., Joseph M.

Total

YEA	NAY

THENCE S.70°-42'-31" E., along the south line of the above referenced 0.959 acre Puccia parcel, a distance of 13.24 feet to a 5/8 inch rebar with stamped red survey cap set;

THENCE S.19°-45'-03" W. a distance of 134.83 feet to a 5/8 inch rebar with stamped red survey cap set in the northerly monumented margin of Emmett Street, said rebar is situate N.70°-14'-57" W., along the northerly margin of Emmett Street, a distance of 206.84 feet from the intersection of the northerly margin of Emmett Street and the westerly margin of Bellew Avenue;

THENCE N.70°-14'-57" W., along the northerly monumented margin of Emmett Street, a distance of 35.00 feet to the point of beginning;

CONTAINING 0.18 acres of land, more or less, and

WHEREAS the Planning Board of the City of Watertown considered the zone change request at its March 5, 2019 meeting and adopted a motion recommending that City Council approve the zone change, and

WHEREAS a public hearing was held on the proposed zone change on April 1, 2019, after due public notice, and

WHEREAS the City Council has made a declaration of Negative Findings of the impacts of the proposed zone change according to the requirements of SEQRA, and

WHEREAS the City Council deems it in the best interest of the citizens of the City of Watertown to approve the requested zone change,

NOW THEREFORE BE IT ORDAINED that the approved zoning classification of the western section of 902 Emmett Street, Parcel Number 8-12-103.000, as set forth in the above following metes and bounds description, is hereby changed from Residence B to Residence A, and

BE IT FURTHER ORDAINED that the Zoning Map of the City of Watertown shall be amended to reflect the zone change, and

BE IT FURTHER ORDAINED this amendment to the Zoning Ordinance of the City of Watertown shall take effect as soon as it is published once in the official newspaper of the City of Watertown, or otherwise printed as the City Manager directs.

Seconded by

**SUBDIVISION FINAL PLAT APPROVAL
902 EMMETT STREET, PARCEL NUMBER 8-12-103.000**

The Planning Board then considered a request submitted by Rocco J. Pangallo for a two-lot subdivision of 902 Emmett Street, Parcel Number 8-12-103.000.

Amy O'Brien attended to represent the request. Mr. Coburn asked Ms. O'Brien to speak briefly about the proposal.

Mr. Katzman then said that he wished to disclose for the record that he had previously done work for the applicant, but had no material interest in this application.

Ms. O'Brien then began by saying that Mr. Pangallo owned all parcels affected by the proposal. She said that the neighboring Residence A parcel at VL-4 Emmett Street was nonconforming due to insufficient width, and that this proposal was to subdivide the westernmost 35 feet off the subject parcel and assemble it with VL-4 Emmett Street, which bring that parcel into conformity. She then said that she proposed to purchase the resultant parcel from Mr. Pangallo after the subsequent assemblage.

Mr. Johnson then asked the applicant's proposed use of the resultant parcel. Ms. O'Brien replied that she had no current plans for the property, but she would consider building a single-family dwelling there in the future.

Mr. Coburn then said that the Planning Board needed to complete Part 2 of the State Environmental Quality Review (SEQR) Short Environmental Assessment Form (EAF). The Planning Board then considered each question on Part 2 of the Short EAF one-by-one, answering no to all of them.

Mr. Urda then said that someone would need to move to make a Negative Declaration. Ms. Fields then made a motion to issue a Negative Declaration for the proposed subdivision pursuant to the requirements of SEQRA. Mr. Coburn seconded the motion and all voted in favor.

Mr. Coburn then went over the summary items in Staff's memorandum asked Ms. O'Brien if she had a copy of Staff's memorandum and if she understood all of the summary items. Ms. O'Brien answered in the affirmative.

Ms. Fields then moved to approve the request submitted by Rocco J. Pangallo for a two-lot subdivision of 902 Emmett Street, Parcel Number 8-12-103.000, contingent upon the following:

1. The applicant must assemble the subdivided 0.018-acre western section of the subject parcel with VL-4 Emmett St, Parcel Number 8-12-103.004 by way of a new metes and bounds description that is filed with the County Clerk.
2. The applicant must obtain a zone change from the City Council for the subdivided 0.018-acre western section of the subject parcel from Residence B to Residence A to provide uniform zoning for the resultant parcel.

3. After approval and prior to having the Clerk of the Planning Board sign the subdivision plat, the applicant shall fill out a Request for Real Property Tax Law 932 Split form.

Mr. Katzman seconded the motion and all voted in favor.

**ZONE CHANGE – WESTERN SECTION OF 902 EMMETT STREET –
PARCEL # 8-12-103.000
RESIDENCE B to RESIDENCE A**

The Planning Board then considered a request submitted by Rocco J. Pangallo to change the approved zoning classification of the western section of 902 Emmett Street, Parcel Number 8-12-103.000 from Residence B to Residence A.

Mr. Urda explained that the zone change request only applied to the 35-foot wide western portion that the applicant proposed to assemble with VL-4 Emmett Street and that when the Planning Board made its recommendation, it would only be doing so for the land contained with the submitted metes and bounds description for that section.

Ms. Fields then moved to recommend that City Council approve the request submitted by Rocco J. Pangallo to change the approved zoning classification of the western section of 902 Emmett Street, Parcel Number 8-12-103.000 from Residence B to Residence A.

Mr. Katzman seconded the motion and all voted in favor.

Zone Change Request

DPK Company
Rocco Pangallo
1915 Towne Centre Blvd. #2015
Annapolis, MD 21401
703-624-0830
rpangallo@comcast.net

February 20, 2019

Honorable Mayor and City Council
245 Washington Street, Room 305
Watertown, NY 13601

Re: Split Zoned Parcel Change

Honorable Mayor and City Council:

I the petitioner, DPK Company, Rocco J. Pangallo have concurrently applied for a Sub Division Request (Parcel # 8-12-103) and now am requesting the newly conformed parcel to be changed from a Split Zoned Parcel A & B to a uniformed Residential A parcel. Uniform Zoning is the primary benefit I seed to accomplish from the zone change.

Sincerely,

DPK Company
Rocco J. Pangallo

Rocco J. Pangallo
1915 Towne Centre Blvd # 205
Annapolis, MD 21401

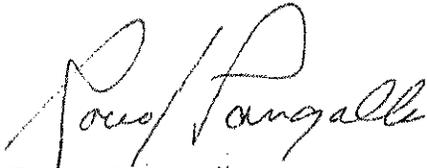
February 18, 2019

Honorable Mayor and City Council of
Watertown, NY

To Whom it May Concern:

I give my permission for Amy O'Brien to be my proxy for the zone change request at the Planning Board Meeting.

Very truly yours,

A handwritten signature in black ink that reads "Rocco J. Pangallo". The signature is written in a cursive style with a large initial "R" and "P".

Rocco J Pangallo
Managing Member of DPL LLC

WILLIAM F. DORR
PROFESSIONAL LAND SURVEYOR

TELEPHONE (315) 782-8935
FAX (315) 782-6915

329 BUGBEE DRIVE
WATERTOWN, NY 13601

SURVEY BILL – Parcel A on plat dated February 16, 2019 (File No. 19-3)

February 16, 2019

Parcel of land surveyed for DPK Company, LLC.

ALL THAT TRACT OR PARCEL OF LAND SITUATE on the north side of Emmett Street in the City of Watertown, County of Jefferson, State of New York and being further described as follows:

BEGINNING at a point in the northerly monumented margin of Emmett Street, said point is situate S.70°-14'-57"E., along the northerly monumented margin of Emmett Street, a distance of 50.00 feet from the southeast corner of a 0.643 acre parcel of land described in a deed from Jimmy Clayton and Michele A. Clayton to Michael A. Iannetta and Krista L. Iannetta dated May 12, 2014 and recorded in the Jefferson County Clerk's Office on May 13, 2014 as Instrument No. 2014-5806, said point of beginning is also the southeast corner of a 0.28 acre parcel, described with other land, in a deed from Domenic Pangallo to DPK Company, LLC dated April 22, 2003 and recorded in the Jefferson County Clerk's Office on April 23, 2003 as Instrument No. 2003-6016;

THENCE from said point of beginning N.18°-20'-12"E., along the east line of the above referenced 0.28 acre parcel, a distance of 245.44 feet to a ¾ inch iron pipe found (with pinched top, slightly tipped) at the northeast corner of said 0.28 acres, said iron pipe is also a corner of a 0.959 acre parcel of land described in a deed from Tara North, LLC to David G. Puccia and Susan M. Puccia dated April 30, 2007 and recorded in the Jefferson County Clerk's Office on May 1, 2007 as Instrument No. 2007-7208;

THENCE S.71°-59'-56"E., along a line of the above referenced 0.959 acre Puccia parcel, a distance of 27.64 feet to a ¾ inch iron pipe found (with pinched top, slightly tipped) at a corner of said 0.959 acres;

THENCE S.19°-39'-15"W., along a west line of the above referenced 0.959 acre Puccia parcel, a distance of 111.48 feet to a ¾ inch iron pipe found (with pinched top) at the southwest corner of said 0.959 acres;

THENCE S.70°-42'-31"E., along the south line of the above referenced 0.959 acre Puccia parcel, a distance of 13.24 feet to a 5/8 inch rebar with stamped red survey cap set;

THENCE S.19°-45'-03"W. a distance of 134.83 feet to a 5/8 inch rebar with stamped red survey cap set in the northerly monumented margin of Emmett Street, said rebar is situate N.70°-14'-57"W., along the northerly margin of Emmett Street, a distance of 206.84 feet from the intersection of the northerly margin of Emmett Street and the westerly margin of Bellew Avenue;

THENCE N.70°-14'-57"W., along the northerly monumented margin of Emmett Street, a distance of 35.00 feet to the point of beginning.

CONTAINING 0.18 acres of land, more or less.

SUBJECT to any exceptions, reservations, rights of way, easements, restrictions, limitations or conditions of record or otherwise in existence or imposed thereon by law, usage or custom.

AS SURVEYED by William F. Dorr, L.S. #049264 on October 23 & December 1, 2018 and designated as Parcel A on a plat titled "Subdivision Final Plat of Land Surveyed for DPK Company, LLC," and dated February 16, 2019.

ALL BEARINGS referenced to the bearing recited (S.18°-20'W.) on the east line of the above referenced 0.643 acre Iannetta parcel (Instrument No. 2014-5806).

BEING a portion of the premises conveyed in a Warranty deed from Domenic Pangallo to DPK Company, LLC dated April 22, 2003 and recorded in the Jefferson County Clerk's Office on April 23, 2003 as Instrument No. 2003-6016.


WILLIAM F. DORR, L.S. #049264
Professional Land Surveyor

WD



Section 08, Block 12
 Tax Map
 City of Watertown
 Jefferson County, NY

1 inch = 50 Feet *
 Feet
 0 50 100 200

Property Lines
 Easements
 Other Rights
 City of Watertown
 Jefferson County, NY

No Map Changes

For Tax Purposes Only
 Not to be Used for Conveyance

Prepared by
 City of Watertown GIS
 City of Watertown
 Assessment Department

Printed Date: 2/10/2018

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information			
Name of Action or Project: Subdivision and Zone Request			
Project Location (describe, and attach a location map): 902 Emmett Street, Watertown, NY 13601			
Brief Description of Proposed Action: Request to subdivide parcel 3 8-12-103 at the same time requesting an assemblage with the new lot and lot # 8-12-103.004. In addition, I'm requesting to change a split zoned parcel and make it uniformed.			
Name of Applicant or Sponsor: DPK Company, Rocco Pangallo		Telephone: 703-624-0830	
Address: 1915 Towne Centre Blvd.		E-Mail:	
City/PO: Annapolis		State: MD	Zip Code: 21401
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			YES <input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? <u>1.13</u> acres b. Total acreage to be physically disturbed? <u>0</u> acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? <u>1.13</u> acres			NO <input checked="" type="checkbox"/>
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify): <input type="checkbox"/> Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
b. Are public transportation services available at or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____			



MEMORANDUM

CITY OF WATERTOWN, NEW YORK
OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT
245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601
PHONE: 315-785-7740 – FAX: 315-785-7829

TO: Planning Board Members

FROM: Michael A. Lumbis, Planning and Community Development Director

SUBJECT: Zone Change – Western Section of 902 Emmett Street

DATE: February 28, 2019

Request: To change the approved zoning classification of the western section of 902 Emmett Street, Parcel Number 8-12-103.000 from Residence B to Residence A

Applicant: Rocco J. Pangallo of DPK Company, LLC

Owner(s): DPK Company, LLC

SEQRA: Unlisted

County review: No

Comments: The applicant is seeking approval to subdivide 902 Emmett Street, with the intent to combine the western, subdivided section with the adjacent parcel at VL-4 Emmett Street. Under current zoning, such an assemblage would create a split-zoned parcel. The applicant is therefore requesting a zone change in order to create uniform zoning for the combined parcel. A map of the proposed zone change, prepared by City GIS Staff, is attached for your review.

Other than seeking uniform zoning, the applicant does not indicate any proposed future use for the assembled parcel in his cover letter. The allowable uses in a Residence A district would include a one-family dwelling as well as the others listed in Section 310-4 of the Zoning Ordinance. The Planning Board may wish to have the applicant elaborate on the plan for VL-4 Emmett Street.

Land Use Plan: The adopted 1987 Land Use Plan recommends the entirety of all parcels involved for Medium Density Residential. Residence A Zoning represents *Low* Density Residential, meaning that this request is inconsistent with the Land Use Plan. However, this request will bring into conformity an existing Residence A parcel that is presently nonconforming due to insufficient width, which is a positive result.

SEQR: The applicant has submitted a State Environmental Quality Review (SEQR) Short Environmental Assessment Form (EAF) as part of the application for the zone change. The City Council, as the lead agency, will complete Part 2 of the EAF.

cc: City Council Members

Rocco J. Pangallo, DPK Company, 1915 Towne Centre Blvd, Suite 205, Annapolis, MD 21401

Amy O'Brien, 872 Emmett St, Watertown, NY 13601

William Dorr, PLS, 329 Bugbee Drive, Watertown, NY 13601

Justin Wood, City Engineer

Ben Arquitt, Civil Engineer I

Legend

-  REQUESTED ZONE CHANGE
-  RIVER DEVELOPMENT DISTRICT
-  DOWNTOWN CORE OVERLAY
-  Open Space and Recreation
-  DOWNTOWN
-  RESIDENCE A
-  RESIDENCE B
-  RESIDENCE C
-  WATERFRONT
-  LIMITED BUSINESS
-  NEIGHBORHOOD BUSINESS
-  COMMERCIAL
-  HEALTH SERVICES
-  LIGHT INDUSTRY
-  HEAVY INDUSTRY
-  PLANNED DEVELOPMENT



**CITY OF WATERTOWN, NEW YORK
GIS DEPARTMENT**

ROOM 305B, MUNICIPAL BUILDING
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601

TEL: (315) 785-7793

Drawn By: M. Owen

Date: 2/27/2019

Requested By: G. Urda

Date: 2/26/2018

Scale: As Noted

Map Number:

Revision:	Description of Revision:	Date:	By:



Project:

ZONE CHANGE MAP
(Residence B to Residence A)

Title:

902 Emmett St
(8-12-103.000)

Public Hearing – 7:30 p.m.

March 12, 2019

To: The Honorable Mayor and City Council
From: Richard M. Finn, City Manager 
Subject: Justice Assistance Grant (JAG) Program, Interlocal Agreement
Between the City of Watertown and County of Jefferson

The City Council has scheduled a public hearing on the above subject for 7:30 p.m. on Monday, March 18, 2019.

The Police Department is applying to receive \$13,050 in funding for the City/County from the Justice Assistance Grant (JAG) Program. The City's share of the grant funding would be 60%, or \$7,830. The Jefferson County share is the remaining 40%, or \$5,220.

The JAG Program is the primary provider of federal criminal justice funding to state and local jurisdictions. The funds help support gang task forces, crime prevention, domestic violence programs and other law enforcement initiatives.

If awarded, the City will use its funds to purchase officer equipment and evidence processing equipment.

The grant requires the City to sign the attached Interlocal Agreement Between the City of Watertown and County of Jefferson. As part of the grant requirement, we must notify the governing body and the public and provide the opportunity to comment and be heard regarding said grant.

City Council may consider the Resolution in tonight's agenda after the public hearing.

2018-DJ-BX-0138

City of (Watertown, NY)

County of (Jefferson, NY)

INTERLOCAL AGREEMENT
BETWEEN THE CITY OF (Watertown, NY) AND COUNTY OF (Jefferson, NY)

JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD

This Agreement is made and entered into this ____ day of _____, 20____, by and between the (Jefferson County) Sheriff's Department and the (Watertown) Police Department

WHEREAS, each governing body, in performing governmental functions or in paying for the performance of governmental functions hereunder, shall make that performance or those payments from current revenues legally available to that party: and

WHEREAS, each governing body finds that the performance of this Agreement is in the best interests of both parties, that the undertaking will benefit the public, and that the division of costs fairly compensates the performing party for the services or functions under this agreement: and

WHEREAS, the COUNTY'S share of the grant funds is \$5,220.00 from the JAG award for the (Watertown) Police Department and (Jefferson County) Sheriff's Department: and

WHEREAS, the COUNTY believes it to be in its best interest to allow the CITY to retain the COUNTY'S share of the grant funds, upon which the CITY will reallocate all of the JAG funds for the (Watertown) Police Department and (Jefferson County) Sheriff's Department, comprised of both CITY and COUNTY officers/deputies. A total of \$13,050.00.

NOW THEREFORE, the COUNTY and CITY agree as follows:

Section 1

COUNTY agrees to allow CITY to retain the COUNTY'S share of JAG funds, a total of \$5,220.00, for the purpose of allowing the CITY to use the sum total of the JAG funds to acquire equipment for the (Watertown) Police Department and (Jefferson County) Sheriff's Department, which shall include an equal amount of both CITY officers and COUNTY deputies.

Section 2

Nothing in the performance of this Agreement shall impose any liability for claims against COUNTY other than claims for which liability may be imposed by the (New York) Governmental Tort Liability Act.

Section 3

Nothing in the performance of this Agreement shall impose any liability for claims against CITY other than claims for which liability may be imposed by the (**New York**) Governmental Tort Liability Act.

Section 4

Each party to this agreement will be responsible for its own actions in providing services under this agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party.

Section 5

The parties to this Agreement do not intend for any third party to obtain a right by virtue of this Agreement.

Section 6

By entering into this Agreement, the parties do not intend to create any obligations express or implied other than those set out herein; further, this Agreement shall not create any rights in any party not a signatory hereto.

City of (**Watertown, NY**)

County of (**Jefferson, NY**)

City Mayor

County Administrator



**CITY OF WATERTOWN, NEW YORK
PARKS & RECREATION DEPARTMENT**

Watertown Municipal Arena
600 William T. Field Drive
Watertown, New York 13601
parksrec@watertown-ny.gov
Phone (315) 785-7775 • Fax (315) 785-7776



ERIN E. GARDNER
Superintendent

Date: March 4, 2019
To: Mr. Rick Finn, City Manager
From: Erin E. Gardner, Superintendent of Parks & Recreation
Subject: Northern New York Builder's Exchange

Mr. Phil Reed from the Northern New York Builders Exchange has requested that the Builders Exchange be charged the City Resident fee for the 2019 Home Show.

The majority of businesses participating in the Home Show are located within City limits. For the past years, City Council has approved this request.

As Superintendent of Parks & Recreation, I recommend we grant his request.

ACTION: City Manager recommends approval.



NORTHERN NEW YORK BUILDERS EXCHANGE, INC.

Tel: 315-788-1330
Fax: 315-788-9357

22074 FABCO ROAD
WATERTOWN, NY 13601-1755

Web: www.nnybe.com
Email: info@nnybe.com

Headquarters of the Building Industry in Northern New York

March 4, 2019

City Manager
Richard Finn

Watertown City Council

Superintendent of Parks and Recreation
Erin Gardner

Watertown Ice Arena
William T. Field Dr.
Watertown, NY 13601

Dear City Officials:

The Northern New York Builders Exchange would like to thank the City of Watertown for extending us the City rates for rental of the Ice Arena in the past. The Home Show is a good draw for the area and the venue is expected to be filled with over 60 exhibitors with many of them coming from the 13601 zip code area.

It is our intention to keep the Home Show in Watertown for this year's event. Technically our office is located just past the City limits, but we have much of our business in and around the City. We would like to request the same rates that we were granted last year. This will allow for the opportunity to provide the same rates to our exhibitors as last year, and keep the participation high, which in turn draws people to the Arena.

This year's Home Show promises to be a great event, and we look forward to having it at your facility. Thank you for your time and consideration.

Best regards,

Phil Reed
Executive Director



**CITY OF WATERTOWN, NEW YORK
PARKS & RECREATION DEPARTMENT**

Watertown Municipal Arena
600 William T. Field Drive
Watertown, New York 13601
parksrec@watertown-ny.gov
Phone (315) 785-7775 • Fax (315) 785-7776



ERIN E. GARDNER
Superintendent

Date: March 6, 2019
To: Rick Finn, City Manager
From: Erin E. Gardner, Superintendent of Parks & Recreation
Subject: Request for Waiver of Fees for 2019 Career Jam

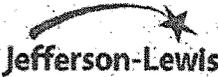
A request to waive fees for the 2019 Career Jam has been received by the City.

The Career Jam is a hands-on, career exploration event for all area eighth and ninth grade students. Career Jam will be held at the Watertown Municipal Arena and the Jefferson County Fairgrounds on Thursday, May 16, 2019. Representatives from several major business sectors, including agriculture, business, construction, healthcare, hospitality and tourism, human services and manufacturing, along with a number of North Country training institutions, will demonstrate and offer hands-on, career-related activities for area students to explore.

The fees that Ms. Mayforth has requested to be waived are the rental of chairs and tables in the amount of \$360.00, the cost of 4 electrical hook-ups in the amount of \$100.00, the rental of the multi-purpose room for \$100.00 and the rental of the PA system for \$50.00. The total waiver requested in \$610.00.

As Superintendent, I do not recommend waiving the above fees.

ACTION: City Manager recommends not waiving the fees.


Jefferson-Lewis
Workforce Development Board
Bringing Jobs & People Together
A proud partner of the American Job Center network

1000 Coffeen Street
Watertown, New York 13601

Phone: (315) 782-9252
Fax: (315) 782-2073

March 4, 2019

Ms. Erin Gardner
Watertown Municipal Arena
600 William T. Field Drive
Watertown, NY 13601

RE: Career Jam event May 16, 2019

Dear Erin;

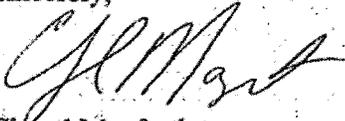
In 2016, for this event we requested and were granted a waiver for the rental of the chairs and tables for our Career Jam event on May 19, 2016. We are hear by requesting the same waivers.

For this event, we are respectfully requesting that the City grant us a wavier for the chairs and tables at a cost of \$360.00, electric drops \$100.00, the Multipurpose room for \$100.00 and this time for the use of the PA System at \$50.00. The total wavier would be \$610.00.

The Jefferson-Lewis Workforce Development Board, Jefferson County Economic Development, BOCES, as the major partners on this project, and the school districts do not have to pay to attend nor do the vendors who participant have to pay.

This event serves all of the school districts in Jefferson and Lewis Counties and now schools from St. Lawrence and Oswego counties attend. It is important to the sustainability of our community that we seek to connect our students with our local area. The best poverty reduction initiative that we can provide is for students to make good career selections. This begins by making good decisions about their high school planning, there is no better event than this one. We are asking that the City partner with us in this mission and grant us this wavier as they did last year.

Sincerely,



Cheryl Mayforth
Executive Director
Jefferson-Lewis Workforce Development Board