



JEFF LANDRY
GOVERNOR

LISA FREEMAN
EXECUTIVE DIRECTOR

State of Louisiana
Department of Public Safety and Corrections
Louisiana Highway Safety Commission

August 14, 2024

Mayor Staci Michell
Care of: C. J. Beck
2301 N. 7th Street,
West Monroe, LA, 71291

Project Number and Title: 2025-30-58, LHSC FFY 2025 Traffic Safety Enforcement
Proposed Award Amount: \$152,628.00

Dear Project Director:

Congratulations! The Louisiana Highway Safety Commission (LHSC) has tentatively approved the above referenced project for funding up to the amount noted above for Federal Fiscal Year 2025 beginning October 1, 2024. Federal regulations **require the LHSC to obtain a risk assessment before awarding funds** to any subgrantee. The next step in the award process for your agency is to complete our online **Pre-Award Risk Assessment Form** at the following link: https://LHSC.TILL.formstack.com/forms/ra_form_2025.

This risk assessment form must be received in order for the LHSC to complete your award offer. We ask that you submit the completed form as soon as possible but no later than 7 days after receipt of this letter. Failure to complete this risk assessment could impact the LHSC's ability to finalize your subgrant agreement.

As your Program Coordinator, I will prepare a draft subgrant agreement which will be emailed through DocuSign for your initial review once your assessment has been received. All reviews and revisions to the draft subgrant agreement will be made in DocuSign. Once all revisions are completed, all required signatures are secured, and all required documentation is provided to our office, then our office will obtain the appropriate state approval(s) as required by the Office of State Procurement. At that point, your agency will receive a signed agreement and authorization to begin work.

We want your agreement to be processed within a reasonable time frame. In order to accomplish this, please let us know of any problems or questions you may have as soon as you are aware. Thank you for partnering with the Louisiana Highway Safety Commission to reduce the number of fatal and injury crashes in Louisiana. We look forward to working with you!

Please feel free to contact me if you need further assistance. Thank you.

Sincerely,

Terry Chaste

Coordinator Name
LHSC Program Coordinator

"BUCKLE UP LOUISIANA – WE CARE"
P.O. BOX 66336, BATON ROUGE, LOUISIANA 70896
WWW.LAHIGHWAYSAFETY.ORG 225-925-6991

LOUISIANA HIGHWAY SAFETY COMMISSION
FFY 2025 SUBGRANT AGREEMENT

Contractor: West Monroe Police Department		BUDGET		2025-00-00		
1. PERSONAL SERVICES (Salaries and Benefits)				AMOUNTS		TOTAL
<u>Salaries/Wages:</u>	<u>Fund</u>	<u>Hourly Rate</u>	<u>Total Hours</u>	<u>LHSC</u>	<u>Matching Funds/</u>	<u>PROJECT</u>
<u>Title or Activity</u>	<u>Select Below ↓</u>			<u>Federal Funds</u>	<u>Program Income</u>	<u>COSTS</u>
Occupant Protection Enforcement OT	402	40.00	1,082.00	\$43,280.00		\$43,280.00
Impaired Driving Enforcement OT	164AL	40.00	2,062.00	\$82,480.00		\$82,480.00
Speed Enforcement OT	402	40.00	174.00	\$6,960.00		\$6,960.00
				\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
Subtotal Salaries				\$132,720.00	\$0.00	\$132,720.00
<u>Related Benefits</u>						\$0.00
						\$0.00
						\$0.00
						\$0.00
Subtotal Related Benefits				\$0.00	\$0.00	\$0.00
TOTAL SALARIES AND RELATED BENEFITS				\$132,720.00	\$0.00	\$132,720.00
2. TRAVEL (SELECT BELOW)						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
Subtotal Travel				\$0.00	\$0.00	\$0.00
TOTAL PERSONAL SERVICES				\$132,720.00	\$0.00	\$132,720.00
3. CONTRACTUAL SERVICES						\$0.00
<u>Provider Name</u>	<u>Fund (Select Below) ↓</u>	<u>Description</u>				\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
TOTAL CONTRACTUAL SERVICES				\$0.00	\$0.00	\$0.00
4. OPERATING SERVICES LIST						\$0.00
						\$0.00
						\$0.00
TOTAL OPERATING SERVICES				\$0.00	\$0.00	\$0.00
5. SUPPLIES						\$0.00
<u>Fund (Select Below) ↓</u>	<u># Items</u>	<u>Price Per</u>		\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
TOTAL SUPPLIES				\$0.00	\$0.00	\$0.00
6. EQUIPMENT						\$0.00
<u>Fund (Select Below) ↓</u>	<u>Number</u>	<u>Per Unit \$</u>		\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
TOTAL EQUIPMENT				\$0.00	\$0.00	\$0.00
7. INDIRECT COSTS						\$0.00
<u>Type Rate: (Select) →</u>	<u>De Minimus Rate</u>	<u>Rate: (Enter Here) →</u>	<u>15%</u>			\$0.00
	<u>Fund (Select Below) ↓</u>	<u>Total Funds</u>				\$0.00
	402	\$50,240.00		\$7,536.00		\$7,536.00
	164AL	82,480.00		\$12,372.00		\$12,372.00
		-		\$0.00		\$0.00
		-		\$0.00		\$0.00
	MTDC	132,720.00				\$0.00
TOTAL INDIRECT COSTS				\$19,908.00	\$0.00	\$19,908.00
GRAND TOTAL				\$152,628.00	\$0.00	\$152,628.00
END OF BUDGET						