



TO: MELISSA ALEXANDER, PAYROLL SPECIALIST, POLICE DEPARTMENT, ADMINISTRATIVE BUREAU

FROM: FELICIA HOLLOMAN, ASSISTANT CITY ATTORNEY **FH**

THROUGH: SARA HEDGES, CITY ATTORNEY *SH*

RE: REVIEW OF FEDERAL AWARD FOR JAG-COUNTYWIDE GRANT

CAO RLS FILE: 25-398

DATE: DECEMBER 16, 2025

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I have reviewed the above Request for Legal Services (RLS) related to the FDLE JAG grant. This grant has been awarded several years in a row with review by this Office. You provided a memo from this office reviewing the grant requirements for the last cycle, which is still applicable to this grant. From pages 8 through 27, there is a list of requirements for this grant to which your Department will be responsible for complying with. ***Please read these requirements, as they have changed since previous years:***

1. The SAM.gov registration must be renewed before March 3, 2026 to prevent payment delays.
2. **Written procedures to report and investigate grant funded property loss, theft, or damage *must be maintained***, be in accordance with Office and Management and Budget's (OMB) Uniform Requirements, ***and provided*** to the Office of Criminal Justice Grants.
3. **Internal controls**, to safeguard personally identifiable information and law enforcement sensitive data, ***must come into compliance*** with the DOJ Grants Financial Guide and OMB.
4. The EEO plan must be provided to the Office of Criminal Justice Grants Monitoring.
5. Documentation that the vendor and manufacturer of telecommunications equipment purchased are not on the Excluded Parties List must be provided in SAM.gov.

With the above understanding, the Agreement is approved as to form and correctness.

If you have any questions, please do not hesitate to contact this Office via phone or e-mail.

Thank you.