



ST. CHARLES PARISH


OFFICE OF THE COUNCIL SECRETARY

P.O. BOX 302 • HAHNVILLE, LOUISIANA 70057
(985) 783-5125 • www.stcharlesparish.gov

COUNCIL OFFICE MEMORANDUM

DATE: SEPTEMBER 11, 2025

TO: MS. CARLA CHIASSON
GRANTS OFFICER

FROM: MICHELLE IMPASTATO
COUNCIL SECRETARY 

RE: GRANT AGREEMENT
SAFE STREETS AND ROADS FOR ALL ACTION PLAN

On September 8, 2025, the St. Charles Parish Council adopted Resolution No. 6850 approving and authorizing the execution of a Grant Agreement between the United States Department of Transportation's Federal Highway Administration and St. Charles Parish for funding in the amount of \$200,000.00 to be utilized for the St. Charles Parish Safe Streets and Roads for All Action Plan.

A copy of the resolution along with a partially executed copy of the agreement are enclosed for your records. Please forward a fully executed copy when received.

MI/mr

Enclosures

cc: Parish Council
Ms. Samantha de Castro w/enclosure
Mr. Corey Oubre w/enclosure

2025-0266

**INTRODUCED BY: MATTHEW JEWELL, PARISH PRESIDENT
(GRANTS OFFICE)**

RESOLUTION NO. 6850

A resolution to approve and authorize the execution of a Grant Agreement between the United States Department of Transportation's Federal Highway Administration and St. Charles Parish for funding in the amount of \$200,000.00 to be utilized for the St. Charles Parish Safe Streets and Roads for All Action Plan.

WHEREAS, St. Charles Parish submitted an application seeking Federal assistance from the United States Department of Transportation to develop a parish-wide action plan that states a well-defined strategy to prevent roadway fatalities and serious injuries for all users; and,

WHEREAS, on October 2, 2024, the Louisiana Division of the Federal Highway Administration advised that the St. Charles Parish Safe Streets for All Action Plan was selected for funding in the amount of \$200,000.00; and,

WHEREAS, the Grant Agreement appropriates Federal Funds to finance 80% of the estimated project cost, up to \$200,000.00, with St. Charles Parish providing the 20% local share of \$50,000.00; and,

WHEREAS, the Department of Transportation has prepared the necessary Grant Agreement to provide funding for said project, and it is the desire of the Parish Council to approve said Agreement.

NOW, THEREFORE, BE IT RESOLVED, THAT WE, THE MEMBERS OF THE ST. CHARLES PARISH COUNCIL, do hereby approve and authorize the execution of a Grant Agreement between the United States Department of Transportation's Federal Highway Administration and St. Charles Parish for funding in the amount of \$200,000.00 for the St. Charles Parish Safe Streets for All Action Plan.

BE IT FURTHER RESOLVED that the Parish President is hereby authorized to execute said agreement and to act on behalf of St. Charles Parish in all matters pertaining to this project.

The foregoing resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: FONSECA, WILSON, SKIBA, PILIE, COMARDELLE, O'DANIELS, FISHER, DEBRULER

NAYS: NONE

ABSENT: MOBLEY

And the resolution was declared adopted this 8th day of September, 2025, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: Gloria Fonseca

SECRETARY: Michelle Spontato

DLVD/PARISH PRESIDENT: September 8, 2025

APPROVED: ✓ DISAPPROVED:

PARISH PRESIDENT: Matthew Jewell

RETD/SECRETARY: September 8, 2025

AT: 7:32pm RECD BY: [Signature]

1. Federal Award No.
693JJ32540512

4. Award To
St. Charles Parish Government
15045 River Road
P.O. Box 302
Hahnville, LA 70057-0302

Unique Entity Id.: CE2LL5ZWWTk6
TIN No.: 72-6001208

6. Period of Performance
Effective Date of Award -06/30/2028

2. Effective Date
See No. 16 Below

3. Assistance Listings No.
20.939

5. Sponsoring Office
U.S. Department of Transportation
Federal Highway Administration
Office of Safety
1200 New Jersey Avenue, SE
HSSA-1, Mail Drop E71-117
Washington, DC 20590

7. Total Amount
Federal Share: \$200,000.00
Recipient Share: \$50,000.00
Other Federal Funds: \$0
Other Funds: \$0
Total: \$250,000.00

8. Type of Agreement
Grant

9. Authority
Section 24112 of the Infrastructure Investment and Jobs Act (IIJA Pub. L. 117-58, November 15, 2021)

10. Procurement Request No.
HSA250189PR

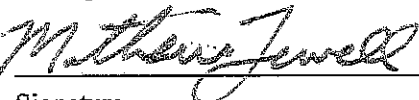
11. Federal Funds Obligated
\$200,000.00

12. Submit Payment Requests To
See Article 5.

13. Accounting and Appropriations Data
15X0176E50.0000.055SR50500.5592000000.
1010.61006600

14. Description of the Project
St. Charles Parish is utilizing US Department of Transportation FY24 Safe Streets and Roads for All Funding, in conjunction with local funds, to develop a parish-wide publicly available action plan that has a holistic, well-defined strategy to prevent roadway fatalities and serious injuries for all users.

RECIPIENT

15. Signature of Person Authorized to Sign

Signature _____ Date _____
Name: Matthew Jewell
Title: Parish President

FEDERAL HIGHWAY ADMINISTRATION

16. Signature of Agreement Officer

Signature _____ Date _____
Name: Hector R. Santamaria
Title: Agreement Officer

U.S. DEPARTMENT OF TRANSPORTATION

GRANT AGREEMENT UNDER THE
FISCAL YEAR 2024 SAFE STREETS AND ROADS FOR ALL GRANT PROGRAM

This agreement is between the United States Department of Transportation's (the "USDOT") Federal Highway Administration (the "FHWA") and the St. Charles Parish Government (the "Recipient").

This agreement reflects the selection of the Recipient to receive a Safe Streets and Roads for All ("SS4A") Grant for the St. Charles Parish Safe Streets and Roads for All Action Plan.

The parties therefore agree to the following:

ARTICLE 1
GENERAL TERMS AND CONDITIONS

1.1 General Terms and Conditions.

- (a) In this agreement, "General Terms and Conditions" means the content of the document titled "General Terms and Conditions Under the Fiscal Year 2024 Safe Streets and Roads for All ("SS4A") Grant Program," dated March 17, 2025, which is available at <https://www.transportation.gov/grants/ss4a/grant-agreements> under "Fiscal Year 2024." Articles 7–33 are in the General Terms and Conditions. The General Terms and Conditions are part of this agreement.
- (b) The Recipient acknowledges that it has knowledge of the General Terms and Conditions. Recipient also states that it is required to comply with all applicable Federal laws and regulations including, but not limited to, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR part 200); National Environmental Policy Act (NEPA) (42 U.S.C. § 4321 et seq.); and Build America, Buy America Act (IIJA, div. G §§ 70901–27).
- (c) The Recipient acknowledges that the General Terms and Conditions impose obligations on the Recipient and that the Recipient's non-compliance with the General Terms and Conditions may result in remedial action, termination of the SS4A Grant, disallowing costs incurred for the Project, requiring the Recipient to refund to the FHWA the SS4A Grant, and reporting the non-compliance in the Federal-government-wide integrity and performance system.

ARTICLE 2
APPLICATION, PROJECT, AND AWARD

2.1 Application.

Application Title: St. Charles Parish Safe Streets and Roads for All Action Plan

Application Date: 4/1/2024

2.2 Award Amount.

SS4A Grant Amount: \$200,000.00

2.3 Federal Obligation Information.

Federal Obligation Type: Single

2.4 Budget Period.

Budget Period: See Block 6 of Page 1

2.5 Grant Designation.

Designation: Planning and Demonstration

ARTICLE 3
SUMMARY PROJECT INFORMATION

3.1 Summary of Project's Statement of Work.

Planning and Demonstration Narrative:

The project will be completed in one phase as follows:

St. Charles Parish will procure professional consulting services to prepare the plan. The scope of work will include spearheading Steering Committee Meetings and public outreach, gathering, analyzing, and presenting data, completing renderings and maps, and presenting implementation strategies for project selections, funding sources, crash reporting, prioritizing improvements in underserved communities, community education efforts, assessing current policies and processes to prioritize transportation safety and recommendations for new guidelines and/or standards.

The Steering Committee will be established with key stakeholders, including potential representatives from LA Department of Transportation and Development, New Orleans Regional Traffic Safety and South Central Regional Safety Coalitions, the New Orleans Regional Planning Committee, St. Charles Parish Council and various internal departments, St. Charles Parish Sheriff's Office, St. Charles Parish School Board, St. Charles Parish Housing Authority, the residential community, businesses, and major industries. There will be multiple Steering Committee Meetings throughout the duration of the project to review the project scope and analyze data, to incorporate the best solutions in Parish's action plan. Along with the Steering Committee Meetings, there will be public outreach meetings for residents to be made aware of the ideas proposed as well as give their recommended innovative ideas.

The final draft of the action plan will be adopted by the St. Charles Parish Council and will include goals and timelines for eliminating roadway fatalities and serious injuries as well as methods to measure progress and outcome data over time.

3.2 Project’s Estimated Schedule.

Action Plan Schedule

Milestone	Schedule Date
Planned Final Plan Publicly Available Date:	1/1/2027
Planned SS4A Final Report Date:	3/1/2028

3.3 Project’s Estimated Costs.

(a) Eligible Project Costs

Eligible Project Costs	
SS4A Grant Amount:	\$200,000.00
Other Federal Funds:	\$0.00
State Funds:	\$0.00
Local Funds:	\$50,000.00
In-Kind Match:	\$0.00
Other Funds:	\$0.00
Total Eligible Project Cost:	\$250,000.00

(b) Reserved

(c) Indirect Costs

Indirect costs are allowable under this Agreement in accordance with 2 CFR part 200 and the Recipient’s approved Budget Application. In the event the Recipient’s indirect cost rate changes, the Recipient will notify FHWA of the planned adjustment and provide supporting documentation for such adjustment. This Indirect Cost provision does not operate to waive the limitations on Federal funding provided in this document. The Recipient’s indirect costs are allowable only insofar as they do not cause the Recipient to exceed the total obligated funding.

ARTICLE 4

CONTACT INFORMATION

4.1 Recipient Contact(s).

Carla A. Chiasson
Grants Officer
St. Charles Parish Government
P.O. Box 302
985-783-5165
cchiasson@stcharlesgov.net

4.2 Recipient Key Personnel.

Name	Title or Position
Miles Bingham	Director of Public Works
Michael Albert	Director of Planning and Zoning
Carla A. Chiasson	Grants Officer

4.3 USDOT Project Contact(s).

Safe Streets and Roads for All Program Manager
Federal Highway Administration
Office of Safety
HSSA-1, Mail Stop: E71-117
1200 New Jersey Avenue, S.E.
Washington, DC 20590
202-366-2822
SS4A.FHWA@dot.gov

and

Agreement Officer (AO)
Federal Highway Administration
Office of Acquisition and Grants Management
HCFA-42, Mail Stop E62-310
1200 New Jersey Avenue, S.E.
Washington, DC 20590
HCFASS4A@dot.gov

and

Division Administrator – Louisiana
Agreement Officer's Representative (AOR)
5304 Flanders Dr., Suite A
Baton Rouge, LA 70808
Office: (225-757-7600
Louisiana.FHWA@dot.gov

and

Laura Phillips
Louisiana Division Office Lead Point of Contact
Transportation Planner
5304 Flanders Dr., Suite A
Office: (225) 757-7622
laura.phillips@dot.gov

ARTICLE 5
USDOT ADMINISTRATIVE INFORMATION

5.1 Office for Subaward and Contract Authorization.

USDOT Office for Subaward and Contract Authorization: FHWA Office of Acquisition and Grants Management

SUBAWARDS AND CONTRACTS APPROVAL

Note: See 2 CFR § 200.331, Subrecipient and contractor determinations, for definitions of subrecipient (who is awarded a subaward) versus contractor (who is awarded a contract).

Note: Recipients with a procurement system deemed approved and accepted by the Government or by the Agreement Officer (the "AO") are exempt from the requirements of this clause. See 2 CFR 200.317 through 200.327.

In accordance with 2 CFR 200.308(f)(6), the recipient or subrecipient shall obtain prior written approval from the USDOT agreement officer for the subaward, if the subaward activities were not proposed in the application or approved in the Federal award. This provision is in accordance with 2 CFR 200.308 (f) (6) and does not apply to procurement transactions for goods and services. Approval will be issued through written notification from the AO or a formal amendment to the Agreement. The following subawards and contracts are currently approved under the Agreement by the AO. This list does not include supplies, material, equipment, or general support services which are exempt from the pre-approval requirements of this clause.

5.2 Reimbursement Requests

- (a) The Recipient may request reimbursement of costs incurred within the budget period of this agreement if those costs do not exceed the amount of funds obligated and are allowable under the applicable cost provisions of 2 C.F.R. Part 200, Subpart E. The Recipient shall not request reimbursement more frequently than monthly.
- (b) The Recipient shall use the DELPHI iSupplier System to submit requests for reimbursement to the payment office. When requesting reimbursement of costs incurred or credit for cost share incurred, the Recipient shall electronically submit supporting cost detail with the SF-270 (Request for Advance or Reimbursement) or SF-271 (Outlay Report and Request for Reimbursement for Construction Programs) to clearly document all costs incurred.
- (c) The Recipient's supporting cost detail shall include a detailed breakout of all costs incurred, including direct labor, indirect costs, other direct costs, travel, etc., and the Recipient shall identify the Federal share and the Recipient's share of costs. If the Recipient does not provide sufficient detail in a request for reimbursement, the Agreement Officer's Representative (the "AOR") may withhold processing that request until the Recipient provides sufficient detail.
- (d) The USDOT shall not reimburse costs unless the AOR reviews and approves the costs to ensure that progress on this agreement is sufficient to substantiate payment.
- (e) In the rare instance the Recipient is unable to receive electronic funds transfers (EFT), payment by EFT would impose a hardship on the Recipient because of their inability to manage an account at a financial institution, and/or the Recipient is unable to use the DELPHI iSupplier System to submit their requests for disbursement, the FHWA may waive the requirement that the Recipient use the DELPHI iSupplier System. The Recipient shall contact the Division Office Lead Point of Contact for instructions on and requirements related to pursuing a waiver.
- (f) The requirements set forth in these terms and conditions supersede previous financial invoicing requirements for Recipients.

ARTICLE 6
SPECIAL GRANT TERMS

- 6.1 SS4A funds must be expended within five years after the grant agreement is executed and DOT obligates the funds, which is the budget period end date in section 10.3 of the Terms and Conditions and section 2.4 in this agreement.
- 6.2 The Recipient demonstrates compliance with civil rights obligations and nondiscrimination laws, including Titles VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act, and accompanying regulations. Recipients of Federal transportation funding will also be required to comply fully with regulations and guidance for the ADA, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and all other civil rights requirements.
- 6.3 SS4A Funds will be allocated to the Recipient and made available to the Recipient in accordance with FHWA procedures.
- 6.4 The Recipient of a Planning and Demonstration Grant acknowledges that the Action Plan will be made publicly available and agrees that it will publish the final Action Plan on a publicly available website.
- 6.5 There are no other special grant requirements.

ATTACHMENT A
PERFORMANCE MEASUREMENT INFORMATION

Study Area: St. Charles Parish, Louisiana

Table 1: Performance Measure Table

Measure	Category and Description	Measurement Frequency and Reporting Deadline
Costs	Project Costs: Quantification of the cost of each eligible project carried out using the grant	Within 120 days after the end of the period of performance
Lessons Learned and Recommendations	Lessons Learned and Recommendations: Description of lessons learned and any recommendations relating to future projects or strategies to prevent death and serious injury on roads and streets.	Within 120 days after the end of the period of performance

ATTACHMENT B
CHANGES FROM APPLICATION

Describe all material differences between the scope, schedule, and budget described in the application and the scope, schedule, and budget described in Article 3. The purpose of Attachment B is to clearly and accurately document any differences in scope, schedule, and budget to establish the parties' knowledge and acceptance of those differences. See Article 11 for the Statement of Work, Schedule, and Budget Changes. If there are no changes, please insert "N/A" after "Scope," "Schedule," or "Budget." If there are changes to the budget, please complete the table below. Otherwise, leave the table below blank.

Scope:

Schedule:

The SF424 submitted with the application listed a Proposed Project Start Date of 1/1/2025 and a Proposed Project End Date of 12/31/2027. The new estimated Proposed Project Start Date is now Effective Date of Award to 06/30/2028.

Budget:

The table below provides a summary comparison of the project budget.

Fund Source	Application		Section 3.3	
	\$	%	\$	%
Previously Incurred Costs (Non-Eligible Project Costs)				
Federal Funds				
Non-Federal Funds				
Total Previously Incurred Costs				
Future Eligible Project Costs				
SS4AFunds				
Other Federal Funds				
Non-Federal Funds				
Total Future Eligible Project Costs				
Total Project Costs				

ATTACHMENT C

[RESERVED]

ATTACHEMENT D

[RESERVED]

**ATTACHMENT E
LABOR AND WORKFORCE**

1. Efforts to Support Good-Paying Jobs and Strong Labor Standards

The Recipient states that rows marked with “X” in the following table align with the application:

	The Recipient or a project partner promotes robust job creation by supporting good-paying jobs directly related to the project with free and fair choice to join a union. <i>(Describe robust job creation and identify the good-paying jobs in the supporting narrative below.)</i>
	The Recipient or a project partner will invest in high-quality workforce training programs such as registered apprenticeship programs to recruit, train, and retain skilled workers, and implement policies such as targeted hiring preferences. <i>(Describe the training programs in the supporting narrative below.)</i>
	The Recipient or a project partner will partner with high-quality workforce development programs with supportive services to help train, place, and retain workers in good-paying jobs or registered apprenticeships including through the use of local and economic hiring preferences, linkage agreements with workforce programs, and proactive plans to prevent harassment. <i>(Describe the supportive services provided to trainees and employees, preferences, and policies in the supporting narrative below.)</i>
	The Recipient or a project partner will partner and engage with local unions or other worker-based organizations in the development and lifecycle of the project, including through evidence of project labor agreements and/or community benefit agreements. <i>(Describe the partnership or engagement with unions and/or other worker-based organizations and agreements in the supporting narrative below.)</i>
	The Recipient or a project partner will partner with communities or community groups to develop workforce strategies. <i>(Describe the partnership and workforce strategies in the supporting narrative below.)</i>
x	The Recipient or a project partner has taken other actions related to the Project to create good-paying jobs with the free and fair choice to join a union and incorporate strong labor standards. <i>(Describe those actions in the supporting narrative below.)</i>
	The Recipient or a project partner has not yet taken actions related to the Project to create good-paying jobs with the free and fair choice to join a union and incorporate strong labor standards but, before beginning construction of the Project, will take relevant actions described in schedule B. <i>(Identify the relevant actions from schedule B in the supporting narrative below.)</i>
	The Recipient or a project partner has not taken actions related to the Project to improve good-paying jobs and strong labor standards and will not take those actions under this award.

2. Supporting Narrative.

This funding is to complete a parish wide action plan and will not include any construction expenses. All work for this Project will be conducted consistent with the recipient’s hiring, employment, and procurement standards and thus support good-paying jobs. The Project will allow for free and fair choice to join a union, consistent with applicable law.

ATTACHMENT F
CRITICAL SECURITY INFRASTRUCTURE AND RESILIENCE

1. Efforts to strengthen the Security and Resilience of Critical Infrastructure against both Physical and Cyber Threats.

The Recipient states that rows marked with “X” in the following table are accurate:

	The Recipient demonstrates, prior to the signing of this agreement, effort to consider and address physical and cyber security risks relevant to the transportation mode and type and scale of the activities.
	The Recipient appropriately considered and addressed physical and cyber security and resilience in the planning, design and oversight of the project, as determined by the Department and the Department of Homeland Security.
	The Recipient complies with 2 CFR 200.216 and the prohibition on certain telecommunications and video surveillance services or equipment.

2. Supporting Narrative.

This grant will not fund the purchase of Information Technology and/or Operational Technology.

ATTACHMENT G

[RESERVED]