



City of New Brunswick

SEP 15 2009

Department of Finance

City Hall - 78 Bayard Street - P. O. Box 269 - New Brunswick, NJ 08903-0269

September 11, 2009

Mr. Richard Cahill
Chief Financial Officer
Township of Woodbridge
One Main Street
Woodbridge, NJ 07095

Douglas A. Petix
Director of Finance and
Chief Financial Officer
Phone: 732-745-5045
Fax: 732-246-7806

Re: Middlesex County FY 2009 Recovery JAG Program

Dear Mr. Cahill:

This is to advise you that the New Brunswick Police Department has agreed to serve as the lead agency for the monitoring and distribution of Edward Byrne Memorial Justice Assistance Grant (JAG) funds for thirteen municipal Police Departments within Middlesex County. One of those thirteen Police Departments is your municipality's Police Department.

According to the grant documents, Township of Woodbridge is slated to receive \$173,098.00 for Crosswalk Striping, Traffic Enforcement- 2 post, Speed Message Board and Mobile Video Surveillance Trailer as requested in the enclosed letter from your Police Department.

Per my discussions with the United States Department of Justice, New Brunswick will be responsible for collecting and reporting the aggregate expenditures for all thirteen Police Departments, submitting the required financial reports for reimbursement and distributing the reimbursement to the individual municipality after the grant funds are received.

We were told that it is New Brunswick's responsibility to insure that each municipality spends their portion of the grant in accordance with their original grant submission, so please be advised that we will take that responsibility seriously. If the funds are used to support Police Department salaries, we will need the names of the employees and copies of their payroll registers for all of the officers compensated under the grant. If the funds are used to purchase equipment, we will need copies of the paid vouchers (purchase orders with invoices) and cancelled checks for all equipment purchased. A completed Reimbursement Request Form (copy enclosed) along with the applicable supporting documentation should be sent to my attention.

Please share this letter with your Police Director/Chief to insure that everyone is informed as to how these grant funds will be administered.

If you have any questions about this matter, please feel free to contact me.

Sincerely,

Enclosures

cc: Anthony A. Caputo, Director of Police (w/o enclosure)
Lieutenant JT Miller, New Brunswick Police Department (w/o enclosure)