

FORT BEND COUNTY FY 2009
 COMMISSIONERS COURT AGENDA REQUEST FORM

Return Completed Form by E-Mail to: Agenda Coordinator, County Judge's Office

Date Submitted: 5/13/09	Submitted By: Kathleen Barnes
Court Agenda Date: 5/26/09	Department: Sheriff's Office
	Phone Number: 281 341-4703

SUMMARY OF ITEM: Take all appropriate action to accept a grant from the Office of the National Drug Control Policy for the High Intensity Drug Trafficking Areas (HIDTA) program in the amount of \$382,805.00 to be administered by the Sheriff's Office. There is no match required by the County. Grant No. G09HN0010A

RENEWAL AGREEMENT/APPOINTMENT YES NO X
 REVIEWED BY COUNTY ATTORNEY'S OFFICE: YES NO X

List Supporting Documents Attached:

FINANCIAL SUMMARY: Grant agreement

BUDGETED ITEM: YES NO X

FUNDNG SOURCE:

DESCRIPTION OF LAWSOM ACCOUNT :

COUNTY JUDGE
 RECEIVED
 MAY 18 2009

Instructions to submit Agenda Request Form:

- Completely fill out agenda form: incomplete forms will not be processed.
- Agenda Request Forms should be submitted by e-mail, fax, or inter-office mail, and all back-up information must be provided by Wednesday at 2:00 p.m. to all those listed below.
- All original back-up must be received in the County Judge's Office by 2:00 p.m. on Wednesday.

DISTRIBUTION:

Original Form Submitted with back up to County Judge's Office X (✓ when completed)
 If by E-Mail to ospindon@co.fort-bend.tx.us If by Fax to (281) 341-8609

Distribute copies with back-up to all listed below. If by fax, send to numbers below:

X	Auditor	(281-341-3774)	X	Comm. Pct. 1	(281-342-0587)
X	Budget Officer	(281-344-3954)	X	Comm. Pct. 2	(281-403-8009)
X	Facilities/Planning	(281-633-7022)	X	Comm. Pct. 3	(281-242-9060)
X	Purchasing Agent	(281-341-8642)	X	Comm. Pct. 4	(281-980-9077)
X	Information Technology	(281-341-4526)	X	County Clerk	(281-341-8697)
<input type="checkbox"/>	Other:		X	County Atty	(281-341-4557)

RECOMMENDATION / ACTION REQUESTED:

Special Handling Requested (specify): Please return the signed original to Kathleen Barnes at the Sheriff's Office

5-26-09 COPY RECEIVED

Houston HIDTA

15311 Vantage Parkway West, Suite #286
Houston, TX 77032
Phone: (281) 372-5855
Fax: (281) 372-5865



Memorandum

To: **HIDTA Award Recipient** From: Carol Wilson

Fax: Pages:

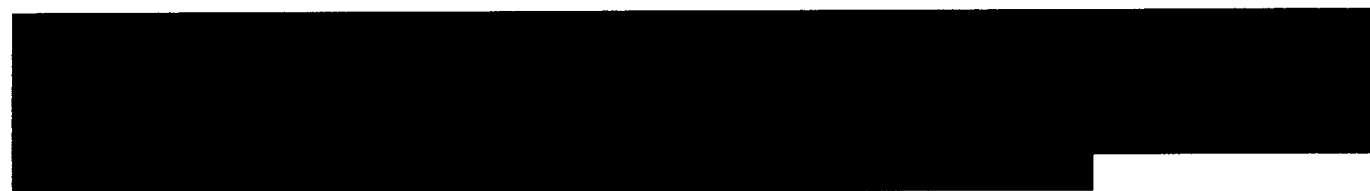
Phone: Date: 5/11/2009

Re: CC:

● Comments:

Please find enclosed the following:

- Houston HIDTA FY2009 Award Letter (Grant #G09HN0010A) – Initial 43% Award
- Houston HIDTA FY2009 Award Letter (Grant #G09HN0010A) – Final 57% Award
- Houston HIDTA FY2009 Application for Federal Assistance (Grant #G09HN0010A)



Please obtain the appropriate signature(s) and return the signed original copies of the documents to me at:

Houston HIDTA Director's Office
ATTN: Carol Wilson
15311 Vantage Parkway West, Suite #286
Houston, TX 77032

Please note there are multiple places for signatures on these documents.

If you have any questions, please feel free to contact me at (281) 372-5855.

Thank you,

Carol M. Wilson
Carol M. Wilson
Financial Manager, Houston HIDTA



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF NATIONAL DRUG CONTROL POLICY
Washington, D.C. 20503

January 1, 2009

Judge Robert E. Hebert
Fort Bend County Sheriff's Office
301 Jackson ST, Suite 719
Richmond, TX 77469

Dear Judge Hebert:

We are pleased to inform you that your request for funding from the High Intensity Drug Trafficking Areas (HIDTA) Program has been approved, and a grant (Grant Number G09HN0010A) has been awarded in the amount of \$164,606.00. This grant will support initiatives designed to implement the Strategy proposed by the Executive Board of the Houston High Intensity Drug Trafficking Area (HIDTA) and approved by the Office of National Drug Control Policy (ONDCP).

The original and one copy of the Grant Agreement, including certain Special Conditions, are enclosed. By accepting this grant, you assume the administrative and financial responsibilities outlined in the enclosed Grant Conditions, including the timely submission of all financial and programmatic reports, the resolution of audit findings, and the maintenance of a minimum level of cash-on-hand. Should your organization not adhere to these terms and conditions, ONDCP may terminate the grant for cause or take other administrative action.

If you accept this award, please sign both the Grant Agreement and the Grant Conditions and return a copy with an original signature to:

~~Finance Unit
National HIDTA Assistance Center
11200 NW 20th Street, Suite 100
Miami, FL 33172
(305) 715-7600~~

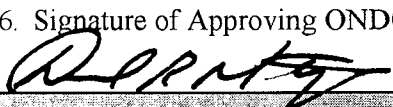
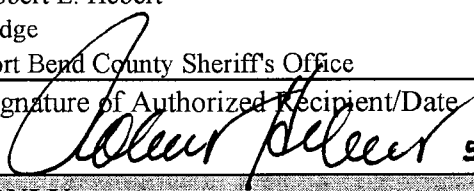
*Houston HIDTA Director's Office
Attn: Carol Wilson
15311 Vantage Parkway West, Ste. #286
Houston, TX 77032
(281) 372-5865*

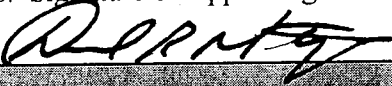
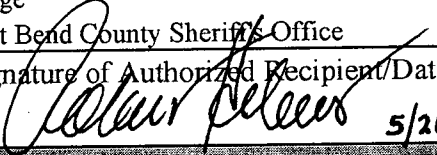
Please keep the original copy of the Grant Agreement and Grant Conditions for your file. If you have any questions pertaining to this grant award, please contact David Cheatham at (202) 395-6790.

Sincerely,

David R. Murtaugh
Acting Deputy Director
Office of State, Local and Tribal Affairs

Enclosure

Executive Office of the President Office of National Drug Control Policy		Page 1 of 4	
		Grant Agreement	
1. Recipient Name and Address Judge Robert E. Hebert Fort Bend County Sheriff's Office 301 Jackson ST, Suite 719 Richmond, TX 77469		4. Award Number: G09HN0010A	
		5. Grant Period: From 01/01/09 to 12/31/10	
1A. Recipient IRS/Vendor No. [REDACTED]	6. Date: 01/01/2009	7. Action	
Subrecipient Name and Address	8. Supplement Number	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Supplemental	
2A. Subrecipient IRS/Vendor No.:	9. Previous Award Amount:		
3. Project Title Multiple Initiatives	10. Amount of This Award:	\$164,606.00	
	11. Total Award:	\$164,606.00	
12. Special Conditions (check, if applicable)			
<input checked="" type="checkbox"/> The above Grant is approved subject to such conditions or limitations as are set forth on the attached 3 pages.			
<input checked="" type="checkbox"/> Consistent with Pub.L. 110-329, the Consolidated Security, Disaster Assistance, and Continuing Appropriations Act, this document provides a total budget and spending ceiling as reflected in Block 10 of the Grant Award document, which represents funding at the rate of 43% of the fiscal year 2008 funding level. Accordingly, the sum of all budgets can not exceed the award amount reflected in Block 10 of the award document. The Office of National Drug Control Policy acknowledges that the aforementioned funding level is below stated budget requirements; however, additional funding can not be made available until enacted through public law.			
13. Statutory Authority for Grant: Public Law 110-329			
AGENCY APPROVAL		RECIPIENT ACCEPTANCE	
14. Typed Name and Title of Approving Official David R. Murtaugh Acting Deputy Director Office of State, Local and Tribal Affairs		15. Typed Name and Title of Authorized Official Robert E. Hebert Judge Fort Bend County Sheriff's Office	
16. Signature of Approving ONDCP Official 		17. Signature of Authorized Recipient/Date  5/26/09	
AGENCY USE ONLY			
18. Accounting Classification Code DUNS: 161673959 EIN: 1746001969A1		19. HIDTA AWARD OND10B3SE0910 OND2000000 OC4100	

Executive Office of the President Office of National Drug Control Policy		Page 1 of 4 Grant Agreement	
1. Recipient Name and Address Judge Robert E. Hebert Fort Bend County Sheriff's Office 301 Jackson ST, Suite 719 Richmond, TX 77469		4. Award Number: G09HN0010A	
		5. Grant Period: From 01/01/09 to 12/31/10	
1A. Recipient IRS/Vendor No.: [REDACTED]	6. Date: 01/01/2009	7. Action	
Subrecipient Name and Address	8. Supplement Number	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Supplemental	
2A. Subrecipient IRS/Vendor No.:	9. Previous Award Amount:		
3. Project Title Multiple Initiatives	10. Amount of This Award:	\$164,606.00	
	11. Total Award:	\$164,606.00	
12. Special Conditions (check, if applicable)			
<input checked="" type="checkbox"/> The above Grant is approved subject to such conditions or limitations as are set forth on the attached 3 pages.			
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16. Signature of Approving ONDCP Official 	17. Signature of Authorized Recipient/Date  5/26/09		
AGENCY USE ONLY			
18. Accounting Classification Code DUNS: 161673959 EIN: 1746001969A1	19. HIDTA AWARD OND10B3SE0910 OND2000000 OC4100		

GRANT CONDITIONS

A. General Provisions

1. This grant is subject to:

- OMB Circular A-87 “Cost Principles for State, Local, and Indian Tribal Governments” (or, if applicable, OMB Circular A-21 “Cost Principles for Educational Institutions”);
- OMB Circular A-102 “Grants and Cooperative Agreements with State and Local Governments” (or, if applicable, OMB Circular A-110 “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations”);
- OMB Circular A-133 “Audits of States, Local Governments and Non-Profit Institutions”;
- “Government-wide Debarment and Suspension (Non procurement),” codified at 21 CFR § 1401 et. seq.;
- “Government-wide Requirements for Drug-Free Workplace (Grants)” (codified at 21 CFR § 1401 et. seq.);
- “New Restrictions on Lobbying” (codified at 18 USC § 1903 and 31 USC § 1352).
- Nondiscrimination in Federally Assisted Programs and Equal Opportunity Plans requirements are codified at USC, Title VI (42 USC § 2000d et seq.).
- Immigration and Naturalization Service Employment Eligibility Verification Form (I-9).

2. Audits conducted pursuant to OMB Circular A-133, “Audits of State and Local Governments”, must be submitted no later than nine (9) months after the close of the grantee’s audited fiscal year. A copy of the audit report and management letter must be sent to:

EOP/ONDCP
Attention: Michael Reles
GSD/RDF (202) 395-6608
Anacostia Naval Annex
Bldg 410/Door 123
250 Murray Lane, SW
Washington, DC 20509
or:
mreles@ondcp.eop.gov

3. During the award period, grantees are required to submit the Federal Financial Reporting (FFR) report to HHS Division of Payment Management. Other reporting requirements are specified in the HIDTA Program Policy and Budget Guidance.
4. The recipient gives the awarding agency or the Government Accountability Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the grant.

B. Special Conditions HIDTA Grants

The following special conditions are incorporated into each award document.

1. This grant is awarded for the initiative(s) named above. Variation from the description of activities approved by ONDCP and/or from the budget attached to this letter must comply with the reprogramming requirements as set forth in ONDCP's HIDTA Program Policy and Budget Guidance, dated April 2006.
2. This award is subject to the requirements in ONDCP's "HIDTA Program Policy and Budget Guidance."
3. No HIDTA funds shall be used to supplant state or local funds that would otherwise be made available for the same purposes.
4. The requirements of 28 CFR Part 23, which pertain to information collection and management of criminal intelligence systems, shall apply to any such systems supported by this award.
5. Special accounting and control procedures must govern the use and handling of HIDTA Program funds for confidential expenditures; i.e. the purchase of information, evidence, and services for undercover operations. Those procedures are described in Section 6-12 of the "HIDTA Program Policy and Budget Guidance."
6. The grant recipient agrees to account for and use program income in accordance with the "Common Rule" and the HIDTA Program Policy and Budget Guidance. Asset forfeiture proceeds generated by the HIDTA-funded initiatives shall not be considered as program income earned by HIDTA grantees.
7. Property acquired with these HIDTA grant funds is to be used for activities of the Houston HIDTA. If your agency acquires property with these funds and then ceases to participate in the HIDTA, you should make this equipment available to the HIDTA's Executive Board for use by other HIDTA participants.

8. All law enforcement entities that receive funds from this grant must report all methamphetamine laboratory seizure data to the National Clandestine Laboratory Database/National Seizure System at the El Paso Intelligence Center.

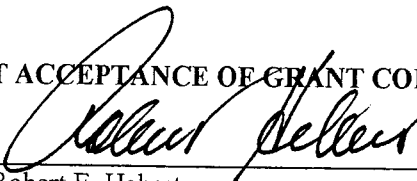
C. Payment Basis

1. A request for Advance or Reimbursement shall be made using the Department of Health and Human Services Division of Payment Management System (www.dpm.psc.gov). Copies of invoices or payroll registers must accompany the payment confirmation number to provide documentation for the reimbursement request. Requests for advances must be accompanied by details specifying the need for the advance. Documentation of how the advance was spent must be submitted within 21 days before another advance or reimbursement will be approved.
2. The HIDTAs, or their respective grantees, must utilize the Financial Management System's (FMS) Disbursement module each time they submit a disbursement request to the NHAC. Requests for payment in the DPM system will not be approved unless the required disbursements have been entered into the FMS. Payments will be made via Electronic Fund Transfer to the award recipient's bank account. The bank must be FDIC insured. The account must be interest bearing.
3. Except for interest earned on advances of funds exempt under the Intergovernmental Cooperation Act (31 U.S.C. 6501 et seq.) and the Indian Self-Determination Act (23 U.S.C. 450), grantees and subgrantees shall promptly, but at least quarterly, remit interest earned on advances to the Department of Health and Human Services, Division of Payment Management (HHS/DPM). When submitting your checks, please provide a detailed explanation which should include: reason for check (remittance of interest earned on HIDTA advance payments), check number, grantee name, grant number, interest period covered, and contact name and number.

Ms. Janet Fowler
 Division of Payment Management
 Department of Health and Human Services
 11400 Rockville Pike, Suite 700
 Rockville, MD 20852

4. The grantee or subgrantee may keep interest amounts up to \$100 per year for administrative purposes. (21 CFR § 1403.21(h)(2)(i) et. seq.)

RECIPIENT ACCEPTANCE OF GRANT CONDITIONS FORT BEND COUNTY

Signature: 

Name: Robert E. Hebert

Date: 5-26-09

Title:

County
 Judge

FY 2009 - Houston HIDTA

Budget Detail

All Initiatives
 Award Recipient - Fort Bend County Sheriff's Office
 Grant - G09HN0010A
 Resource Recipient - Houston

<i>Initial Budget (Approved)</i>	382,805
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Personnel			
Position	# Positions	Subtotal	Personnel
Total Personnel			-

Fringe Benefits			
Name/Position		Subtotal	Benefits
Total Fringe Benefits			-

Overtime			
Position	# Positions	Subtotal	Overtime
Investigative - Law Enforcement Officer	8.00	70,307	
Total Overtime			70,307

Travel			
Purpose	# Positions	Subtotal	Travel
Total Travel			-

Facilities			
Description	# Leases	Subtotal	Facilities
Total Facilities			-

Services			
Description and Quantity	# Services	Subtotal	Total Services
Contractor - Coordinator	1.00	148,689	
Contractor - Director - Deputy	-	148,689	
Vehicle allowance	1.00	15,120	
Total Services			312,498

Equipment			
Description	# Equipment	Subtotal	Equipment
Total Equipment			-

Supplies			
Description		Subtotal	Supplies
Total			-

FY 2009 - Houston HIDTA

Budget Detail

All Initiatives

Award Recipient - Fort Bend County Sheriff's Office

Grant - G09HN0010A

Resource Recipient - Houston

<i>Initial Budget (Approved)</i>	382,805
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Other		
Description	Subtotal	Other
Total		-

Total Budget	382,805
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Agency: Fort Bend County Sheriff's Office
 Initiative: Administration
 Effective Dates: 01/01/2009 - 12/31/2010
 Grant #: G09HN0010A

FMS Description		Budget Detail per Submission		
Services				
Contractor - Director - Deputy				
	Deputy Director	12	12,390.75	148,689.00
	Total Contractor - Director - Deputy			148,689.00
Vehicle Allowance				
	Deputy Director	12	630.00	7,560.00
	Total Vehicle Allowance			7,560.00
	Total Services			156,249.00

Total FBCSO-Admin FY2009	156,249.00
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[Link to Reprogrammings for G09HN0010A Admin](#)

FY 2009 - Houston HIDTA

Budget Detail

Initiative - Administration

Administration

Award Recipient - Fort Bend County Sheriff's Office

Grant - G09HN0010A

Resource Recipient - Fort Bend County Sheriff's Office

<i>Initial Budget (Approved)</i>	156,249
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Personnel			
Position	# Positions	Subtotal	Personnel
Total Personnel			-

Fringe Benefits			
Name/Position		Subtotal	Benefits
Total Fringe Benefits			-

Overtime			
Position	# Positions	Subtotal	Overtime
Total Overtime			-

Travel			
Purpose	# Positions	Subtotal	Travel
Total Travel			-

Facilities			
Description	# Leases	Subtotal	Facilities
Total Facilities			-

Services			
Description and Quantity	# Services	Subtotal	Total Services
Contractor - Director - Deputy	-	148,689	
Vehicle allowance	-	7,560	
Total Services			156,249

Equipment			
Description	# Equipment	Subtotal	Equipment
Total Equipment			-

Supplies			
Description		Subtotal	Supplies
Total			-

Other			
			-

FY 2009 - Houston HIDTA

Budget Detail

Initiative - Administration

Administration

Award Recipient - Fort Bend County Sheriff's Office

Grant - G09HN0010A

Resource Recipient - Fort Bend County Sheriff's Office

<i>Initial Budget (Approved)</i>	156,249
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Description	Subtotal	Other
Total		-

Total Budget	156,249
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Agency: Fort Bend County Sheriff's Office
 Initiative: Fort Bend Enforcement Team
 Effective Dates: 01/01/2009 - 12/31/2010
 Grant #: G09HN0010A

Overtime	FMS Description	Budget Detail per Submission
	Investigative - Law Enforcement Officer	
		70,307.00
	Total Overtime (FBCSO, Contract Officers)	
	Total Investigatibe Law Enforcement Officer	70,307.00
	Total Overtime	70,307.00
Total FBCSO-FBET FY2009		70,307.00

[Link to Reprogrammings for G09HN0010A FBET](#)

FY 2009 - Houston HIDTA

Budget Detail

Initiative - Fort Bend Enforcement Team (FBET)
 Award Recipient - Fort Bend County Sheriff's Office
 Grant - G09HN0010A
 Resource Recipient - Fort Bend County Sheriff's Office

Investigation

<i>Initial Budget (Approved)</i>	70,307
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Personnel			
Position	# Positions	Subtotal	Personnel
Total Personnel			-

Fringe Benefits			
Name/Position		Subtotal	Benefits
Total Fringe Benefits			-

Overtime			
Position	# Positions	Subtotal	Overtime
Investigative - Law Enforcement Officer	8.00	70,307	
Total Overtime			70,307

Travel			
Purpose	# Positions	Subtotal	Travel
Total Travel			-

Facilities			
Description	# Leases	Subtotal	Facilities
Total Facilities			-

Services			
Description and Quantity	# Services	Subtotal	Total Services
Total Services			-

Equipment			
Description	# Equipment	Subtotal	Equipment
Total Equipment			-

Supplies			
Description		Subtotal	Supplies
Total			-

Other			
Description		Subtotal	Other

FY 2009 - Houston HIDTA

Budget Detail

Initiative - Fort Bend Enforcement Team (FBET)
Award Recipient - Fort Bend County Sheriff's Office
Grant - G09HN0010A
Resource Recipient - Fort Bend County Sheriff's Office

Investigation

<i>Initial Budget (Approved)</i>	70,307
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Total	-
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Total Budget	70,307
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Agency: Fort Bend County Sheriff's Office
 Initiative: Houston Intelligence Support Center
 Effective Dates: 01/01/2009 - 12/31/2010
 Grant #: G09HN0010A

FMS Description		Budget Detail per Submission		
Services				
Contractor - Coordinator				
	Intelligence Coordinator	12	12,390.75	148,689.00
	Total Contractor - Coordinator			148,689.00
Vehicle Allowance				
	Intelligence Coordinator	12	630.00	7,560.00
	Total Vehicle Allowance			7,560.00
	Total Services			156,249.00

Total FBCSO-HISC FY2009	156,249.00
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[Link to Reprogrammings for G09HN0010A HISC](#)

FY 2009 - Houston HIDTA

Budget Detail

Initiative - Houston Intelligence Support Center (HISC)
 Award Recipient - Fort Bend County Sheriff's Office
 Grant - G09HN0010A
 Resource Recipient - Fort Bend County Sheriff's Office

Intelligence

<i>Initial Budget (Approved)</i>	156,249
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Personnel			
Position	# Positions	Subtotal	Personnel
Total Personnel			-

Fringe Benefits			
Name/Position		Subtotal	Benefits
Total Fringe Benefits			-

Overtime			
Position	# Positions	Subtotal	Overtime
Total Overtime			-

Travel			
Purpose	# Positions	Subtotal	Travel
Total Travel			-

Facilities			
Description	# Leases	Subtotal	Facilities
Total Facilities			-

Services			
Description and Quantity	# Services	Subtotal	Total Services
Contractor - Coordinator	1.00	148,689	
Vehicle allowance	1.00	7,560	
Total Services			156,249

Equipment			
Description	# Equipment	Subtotal	Equipment
Total Equipment			-

Supplies			
Description		Subtotal	Supplies
Total			-

Other			
			-

FY 2009 - Houston HIDTA

Budget Detail

Initiative - Houston Intelligence Support Center (HISC)

Intelligence

Award Recipient - Fort Bend County Sheriff's Office

Grant - G09HN0010A

Resource Recipient - Fort Bend County Sheriff's Office

<i>Initial Budget (Approved)</i>	156,249
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Description	Subtotal	Other
Total		-

Total Budget	156,249
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