

Emilia Uriegas

From: Emilia Uriegas <emilia.uriesgas@hidalgo.org>
Sent: Monday, May 22, 2017 4:32 PM
To: 'ray.eufracio@auditor.co.hidalgo.tx.us'; 'linda.fong@auditor.co.hidalgo.tx.us'
Cc: itsayana.vallejo@auditor.co.hidalgo.tx.us
Subject: Certification of Revenues (\$8,000.00)
Attachments: COR OCDEF \$8,000.pdf

Mr. Eufracio:

This is to formally request the certification of revenues for \$8,000.00 in reference to the OCDEF FY17 overtime agreement (AI #59922). I will be requesting that the item be placed on CC agenda of 05/30/17.

Should you have any questions or concerns, feel free to contact me.

Thank you.

Emilia Uriegas
Budget Manager II
Hidalgo County Sheriff's Office
956-393-6028

AI-59922**Sheriff's Office****CC - REGULAR****Meeting Date:** 06/13/2017**Submitted For:** Joel Rivera, SHERIFF DEPT.**Submitted By:** Emilia Uriegas, SHERIFF DEPT.**Department:** SHERIFF DEPT.**Information****CAPTION**

Sheriff's Office OCDETF (1284):

1. Approval of FY2017 Overtime Agreement (Investigation Number SW-TXS-1059) between the Organized Crime Drug Enforcement Task Forces (OCDETF) and the Hidalgo County Sheriff's Office in the amount of \$8,000.00.
2. Authorization to pay overtime reimbursable under the grant terms and conditions.
3. Approval of certification of revenues as certified by the County Auditor for the OCDETF agreement.
4. Approval of appropriation of funds in the amount of \$8,000.00.

BACKGROUND

Funding is for the period of 06/01/2017 to 09/30/2017.

Fiscal Impact**CALENDAR YEAR:** SEE BELOW**ACCT. #:** SEE BELOW**FUNDS AVAILABLE Y/N?:** Y**MATCHING FUNDS Y/N?:** N**BUDGETARY IMPACT:**

Grant Fiscal Year: 2017

County Fiscal/Calendar Year: 2017

Account Fiscal Year: 7

Appropriation of funds in the amount of \$8,000.00 for the Organized Crime Drug Enforcement Task Forces (OCDETF). Funding is for the period of 06/01/17 to 09/30/17.

Revenue Account #: 7-1284-331-11-280-064-7-000 - OCDETF

Note: Expenses relating to fringe benefits for the overtime hours are to be charged to the Sheriff's Office General Fund Budget (Account No. 7-1100-421-00-280-001-0-XXX).

Attachmentsagreementbudget.amendment**Form Review****Inbox****Reviewed By****Date**

Emilia Uriegas

05/19/2017 11:03 AM

Form Started By: Emilia Uriegas

Started On: 05/19/2017 11:03 AM

ORGANIZED CRIME DRUG ENFORCEMENT TASK FORCES
FY 2017 Agreement
FOR THE USE OF THE STATE OR LOCAL
OVERTIME AND AUTHORIZED EXPENSE/STRATEGIC INITIATIVE PROGRAM

Federal Tax Identification #: 74-6000717 DC#: S-32-

Amount Requested: <u>\$ 8,000.00</u>
Number of Officers Listed: <u>1</u>

OCDETF Investigation / Strategic Initiative Number: <u>SW-TXS-1059</u>
Operation Name: <u>"Sorry Hank"</u>

From: <u>June 1, 2017</u> <small>Beginning Date of Agreement</small>
To: <u>September 30, 2017</u> <small>Ending Date of Agreement</small>

Federal Agency Investigations: Number: <u>M5-16-0032</u>

State or Local Organization	
Narcotics Supervisor:	<u>Captain Norbert Leal</u>
Telephone Number:	<u>(956) 383-8114</u>
E-mail Address:	<u>norbert.leal@hidalgoso.org</u>
Fax # (if applicable):	<u>(956) 393-6179</u>

State or Local Organization Name and Address: <u>Hidalgo County Sheriff's Office</u> <u>711 El Cibolo Road</u> <u>Edinburg, TX 78541</u>

Sponsoring Federal Agency(ies): <u>DEA</u>

Sponsoring Federal Agency Group/Squad Supervisor:	<u>Juan A. Trevino, GS</u>
Telephone Number:	<u>(956) 992-8427</u>
E-mail Address:	<u>Juan.a.trevino@usdoj.gov</u>

Please provide the name, telephone number, e-mail address, and fax number for the administrative or financial staff person at the State or Local Organization, who is directly responsible for the billing on the Reimbursement Request:

Name: Itsayana Vallejo, Grant Accountant
Telephone Number: (956) 318-2511
E-mail Address: itsayana.vallejo@auditor.co.hidalgo.tx.us
Fax # (if applicable): (956) 318-2577

This Agreement is between the above named State or Local Law Enforcement Organization and the Organized Crime Drug Enforcement Task Forces (OCDETF) Program. This Agreement shall be effective when signed by an authorized State or Local Organization official, the sponsoring Federal Agency Special Agent-In-Charge, the sponsoring Agency Regional OCDETF Coordinator, the Assistant United States Attorney Regional OCDETF Director, and the OCDETF Executive Office.

1. It is agreed that the State or Local Law Enforcement officers named on this Agreement will assist in OCDETF Investigations, Strategic Initiatives and prosecutions as set forth in the Organized Crime Drug Enforcement Task Forces State or Local Overtime and Authorized Expense/Strategic Initiative Programs, Policies and Procedures Manual, Fiscal Year 2017.
2. No individual Agreement with a State or Local organization may exceed \$25,000, and the cumulative amount of OCDETF State and Local overtime monies that may be expended on a single OCDETF Investigation or Strategic Initiative in a single fiscal year may not exceed \$50,000 without express prior approval from the OCDETF Executive Office. The OCDETF Executive Office will entertain requests to exceed these funding levels in particular cases. Please submit a written request including justification approved by the AUSA Regional Director to the OCDETF Budget Officer/Deputy Budget Officer when seeking to exceed the above stated funding levels.
3. Each Reimbursable Agreement will be allowed no more than six (6) modifications per year. In addition, if the funds for a particular Agreement are completely deobligated with the intention of closing that Agreement, it will not count as a modification for purposes of this policy. These amendments must be transmitted by a memorandum approved and signed by the AUSA Regional OCDETF Director or designee for the region and sent to the OCDETF Executive Office.
4. If an Agreement does not have any activity during the last ninety (90) days, the funds shall automatically be deobligated. The OCDETF Executive Office will assist with the monitoring of the aging Agreements. Further, if a State or Local Organization indicates that it is no longer performing work under a particular Agreement, the State or Local Overtime and Authorized Expense/Strategic Initiative Programs, Policies and Procedures Manual requires that a modification memorandum identifying the amount to be deobligated be submitted to the OCDETF Executive Office as soon as possible after determining that no work is being performed.
5. The State or Local Law Enforcement Organization agrees to provide experienced drug Law Enforcement officers who are identified in this Agreement to work on the specified OCDETF Investigation or Strategic Initiative. Any change in Law Enforcement officers assigned must be agreed to by all approving officials.

6. Officers who are not deputized shall possess no Law Enforcement authority other than that conferred by virtue of their position as a commissioned officer of their parent Agency.
7. Officers who are deputized may possess Federal Law Enforcement authority as specified by the Agency affording the deputation.
8. Any State or Local officers assigned to an OCDETF Investigation or Strategic Initiative in accordance with this Agreement are not considered Federal employees and do not take on the benefits of Federal employment by virtue of their participation in the Investigation or Strategic Initiative.
9. OCDETF and the sponsoring Federal Law Enforcement Agency(ies) for the approved OCDETF Investigation or Strategic Initiative will provide to the assigned State or Local officers the clerical, operational and administrative support that is mutually agreed to by the parties in this Agreement.
10. Officers assigned to OCDETF Investigations or Strategic Initiatives should work full-time on the Investigation(s) or Strategic Initiative(s) in order to be paid overtime. In order to satisfy the "full-time" expectation, a Law Enforcement officer should work forty (40) hours per week or eight (8) hours per day on a single or multiple OCDETF Investigation(s) or Strategic Initiative(s). Any established exceptions or waivers to this definition shall be requested by the Regional Coordination Group and attached as Addendum A to the Agreement. [The parent State or Local Organization must pay the base salary of its officers. In the event officers must work overtime on an OCDETF Investigation or Strategic Initiative, the OCDETF Program will reimburse the parent State or Local Law Enforcement Organization for a limited amount of those overtime costs.] The Organization is responsible for paying its Law Enforcement officer(s) for their overtime, travel and per diem expenses. To ensure proper and complete utilization of OCDETF overtime and expense allocations, reimbursement claims must be submitted monthly on the OCDETF Reimbursement Request Form. The OCDETF Executive Office may refuse payment on any reimbursement request that is not submitted to the OCDETF Regional Coordination Group within thirty (30) days of the close of the month in which the overtime was worked.
11. It is the responsibility of the State or Local Organization to retain and have available for inspection sufficient supporting documentation for all regular hours and overtime hours worked towards a specific OCDETF case. Officers' timesheets must reflect work towards a specific OCDETF case and must be reviewed and signed by an authorized State or Local official.
12. Analysis of reimbursement claims by the Regional Coordination Group may result in a modification of the obligation of funds contained within this Agreement as well as the time period covered. The Organization affected by any such modification will receive a memo notifying them of the changes.

13. Overtime payments, including all other non-OCDETF Federal sources (such as Safe Streets, HIDTA, IRS, ICE, FEMA, etc.) may not, on an annual per person basis, exceed 25% of the current approved Federal salary rate in effect at the time the overtime is performed. The State or Local Organization is responsible for ensuring that this annual payment is not exceeded. The Executive Assistant/OCDETF Program Specialist will monitor these payments via MIS and communicate to the Federal Agency Regional OCDETF Coordinators who provide status updates to any officer approaching the threshold.
14. The overtime log must be attached to the reimbursement request when submitting the monthly invoices. The Sponsoring Federal Agency Supervisory Special Agent and the State or Local official authorized to approve the Reimbursement Request must certify that only authorized expenses are claimed, the regular hours requirement is satisfied, and that overtime has not exceeded 25% of the current Federal salary rate in effect at the time the overtime was worked.
15. Under no circumstances will the State or Local Organization charge any indirect costs for the administration or implementation of this Agreement.
16. The State or Local Organization shall maintain complete and accurate records and accounts of all obligations and expenditures of funds under this Agreement for a period of six (6) years and in accordance with generally accepted accounting principles to facilitate inspection and auditing of such records and accounts.
17. The State or Local Organization shall permit examination and auditing by representatives of the OCDETF Program, the sponsoring Federal Agency(ies), the U.S. Department of Justice, the Comptroller General of the United States, and/or any of their duly-authorized agents and representatives, of any and all records, documents, accounts, invoices, receipts, or expenditures relating to this Agreement. Failure to provide proper documentation will limit State or Local Law Enforcement Organizations from receiving OCDETF funding in the future.
18. The State or Local Organization will comply with Title VI of the Civil Rights Act of 1964 and all requirements applicable to OCDETF Agreements pursuant to the regulations of the Department of Justice (see, e.g., 28 C.F.R. Part 42, Subparts C and G; 28 C.F.R. 50.3 (1991)) relating to discrimination on the grounds of race, color, sex, age, national origin or handicap.
19. This Agreement may be terminated by any of the parties by written notice to the other parties ten (10) business days prior to termination. Billing for outstanding obligations shall be received by OCDETF within thirty (30) days of the notice of termination.

20. The Debt Collection Improvement Act of 1996 requires that most payments made by the Federal government, including vendor payments, must be made by electronic funds transfer (EFT). In accordance with the act, all OCDETF reimbursement payments will be issued via EFT. All participating State and Local Organizations must complete and submit the attached EFT form. The OCDETF Executive Office must receive one EFT form from each participating organization prior to processing their reimbursement payments. In certain circumstances the OCDETF Executive Office may make exceptions for Organizations that are unable to accept this form of payment, however, such Organizations must include written justification in the addendum of each new Agreement.
21. All changes made to the original Agreement must be approved by the OCDETF Executive Office and initialed by the Executive Assistant/OCDETF Program Specialist of the Regional Coordination Group making the revision. The AUSA Regional OCDETF Director or designee must initial all funding changes.
22. The Regional Coordination Group is responsible for identifying and implementing any additional policy requirements, as needed, for its specific region. Those regional policies will be documented in the Addendum B and attached to the approved Agreement. The Organizations are agreeing to adhere to these additional requirements and must have written approval by the Regional Coordination Group for any exceptions to the regional policies.

This Agreement is not a contract or obligation to commit Federal funds in the maximum amounts projected. Funding allocations for the time period set forth and agreed to herein represent projections only and are based upon consultation between the sponsoring Federal Agency and the State or Local Law Enforcement Organization. They are, therefore, subject to modification by OCDETF based upon the progress and needs of the OCDETF Investigation or Strategic Initiative. Additionally, resources are contingent upon the availability of funds per the approval and signature of the OCDETF Executive Office obligating authority. The OCDETF Executive Office will approve and certify that all the terms and conditions of the Agreement have been met.

Each Agreement must be approved and signed by a State or Local Law Enforcement Organization official who has supervisory authority over, and is authorized to assign, the participating Law Enforcement officers to the OCDETF Investigation or Strategic Initiative.

Approved By: _____
Authorized State or Local Official Title Date

Approved By: _____
Sponsoring Federal Agency Special Agent in Charge or Designee Date

Approved By: _____
Sponsoring Agency Regional OCDETF Coordinator Date

Approved By: _____
Assistant United States Attorney Regional OCDETF Director Date

Funds are encumbered for the State or Local Organization overtime costs and authorized expense/Strategic Initiative Programs specified above. **Subject to availability of funds.**

Funds Certified: _____
OCDETF Executive Office Date

Approving Official: _____
OCDETF Executive Office Date

ORGANIZED CRIME DRUG ENFORCEMENT TASK FORCES
STATE OR LOCAL LAW ENFORCEMENT OFFICERS
ASSIGNED TO PARTICIPATE IN THE STATE AND
LOCAL OVERTIME AND AUTHORIZED EXPENSE/STRATEGIC
INITIATIVE PROGRAMS

State or Local Organization: Hidalgo County Sheriff's Office

OCDETF Investigation / Strategic Initiative Number: M5-16-0032/SW-TXS-1059

The Law Enforcement officers listed below will assist with the above identified OCDETF Investigation or Strategic Initiative. Any modification of the list of Law Enforcement officers must be agreed to in writing by all of the parties to this Agreement, made a part of the Agreement, and forwarded to the OCDETF Executive Office.

	<u>NAME</u>	<u>TITLE/RANK</u>	<u>DOB</u>
1.	Angelita Perez	Investigator	5/21/83
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Addendum A

Definition of "Full-Time Participation" Exemption

Definition of "Full-Time Participation" Exemption

The Southwest Region Coordination Group includes in the definition of "full time participation" as the State/Local Enforcement Officer working the same hours on the assigned investigation (s) as that of the case agent. Some regular hours MUST be worked before overtime will be reimbursed.

Any Other Exceptions or Justifications

There may be exceptions granted for special circumstances for one-time events such as canine searches, aerial surveillance, etc. All special circumstances MUST be approved in writing via email by Regional Coordination Group prior to use. If special circumstances are NOT approved in advance, the exception will not be granted.

Any other exemptions must be pre-approved by the Regional Agency Coordinator.

Addendum B

Identification of Additional Policy Requirements

**ACH VENDOR/MISCELLANEOUS PAYMENT
ENROLLMENT FORM**

PAYEE/COMPANY INFORMATION

Name: Hidalgo County Sheriff's Office	
Address: 100 E. Cano, 3rd Floor	
Edinburg, TX 78539	
Taxpayer ID Number: 746000717	
Contact Person Name: Norma Garcia	Telephone Number: (956) 318-2506

FINANCIAL INSTITUTION INFORMATION

Bank Name: Lone Star National Bank
Nine-Digit ABA Routing Transit Number: 114911687
Depositor Account Number: 71015647
Type of Account: (checking/savings) Checking

Please return with the Reimbursable Agreement

The Debt Collection Improvement Act of 1996 requires that most payments made by the Federal government, including vendor payments, must be made by electronic funds transfer (EFT). A benefit of receiving payments by EFT is that your funds are directly deposited to your account at a financial institution and are available to you on the date of payment.

If you have any question regarding the delivery of remittance information, please contact the financial institution (bank) where your account is held.

If you have any question on the completion of this form, please contact the OCDEF State and Local EFT Coordinator at 202-514-1860

To inquire about a bill please contact: <https://www.ipp.gov/>

DATE: May 19, 2017

DEPARTMENT HEAD: Sheriff J.E. "Eddie" Guerra

DEPARTMENT NAME: OCDETF Overtime FY2017

ACCOUNT NUMBER: 7-1284-421-00-280-064-7-131

SUBJECT: Budget Amendments (Increases) in Accordance with Local Government Code, Chapter 111, Subchapter C

Honorable Commissioners' Court of Hidalgo County:

I would like to request the following Amendments (increases) to my budget in accordance with Local Government Code, Chapter 111, Subchapter C

INCREASE OBJECT NUMBER(S)	ACCOUNT OBJECT NAME	AMOUNT
7-1284-421-00-280-064-7-131	Overtime Pay	8,000.00

TOTAL APPROPRIATIONS 8,000.00

7-1284-331-11-280-064-7-000 **Organized Crime Drug Enforcement Task Force (OCDETF).** 8,000.00

TOTAL REVENUES 8,000.00

REASON: To appropriate budget for the overtime hours for officer assigned to OCDETF investigations (Number SW-TXS-1059).

Funding period is June 01, 2017 to September 30, 2017.

Note: Expenses relating to fringe benefits for the overtime hours are to be charged to the Sheriff's Office Budget (Account #7-1100-421-00-280-001-0-XXX).

DEPARTMENT HEAD SIGNATURE

DATE

APPROVED COMMISSIONERS' COURT

ATTEST COUNTY CLERK