

Emilia Uriegas

From: Emilia Uriegas <emilia.uriesgas@hidalgo.org>
Sent: Monday, May 22, 2017 5:13 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 (\$5,100)
Attachments: OCDETF FY2017 \$5,100.pdf

Mr. Eufracio:

This is to formally request the certification of revenues for \$5,100.00 in regards to the OCDETF vehicle leasing and fuel agreement (AI #59925). I will be requesting that the item be placed on CC agenda of 05/30/17.

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

Thank you.

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

AI-59925

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 Organized Crime Drug Enforcement Task Forces (OCDETF) Agreement between the Hidalgo County Sheriff's Office and the Drug Enforcement Administration McAllen District Office/Houston Division Office OCDETF Strike Force Group D-81.
2. Approval of certification of revenues as certified by the County Auditor for the OCDETF grant agreement.
3. Approval to appropriate OCDETF grant award in the amount of \$5,100.00 (in reference to Investigation Number SW-TXS-1059).

BACKGROUND

Funding is for the period of 06/30/17 to 09/30/17.

Fiscal Impact**CALENDAR YEAR:** 2017**ACCT. #:** 7-1284-421-00-280-037-7-XXX**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 \$5,100.00 for the OCDETF grant for leasing of vehicle and fuel expenses. Funding is for the period of 06/01/17 to 09/30/17.

Revenue Account #: 7-1284-331-11-280-037-7-000 - OCDETF

Attachments[agreement](#)[budget.amendment](#)**Form Review****Inbox****Reviewed By****Date**

Emilia Uriegas

05/19/2017 12:35 PM

Form Started By: Emilia Uriegas

Started On: 05/19/2017 12:35 PM

**ORGANIZED CRIME DRUG ENFORCEMENT TASK FORCES
FY 2017 Agreement
FOR USE OF OCDETF STRIKE FORCE/STRATEGIC INITIATIVE PROGRAMS**

Federal Tax Identification #: 74-6000717

DC #: S-32-

Amount Requested <u>\$ 5,100.00</u>	OCDETF Investigation/Strategic Initiative #: <u>SW-TXS-1059</u>
From: <u>June 1, 2017</u> Beginning Date of Agreement To: <u>September 30, 2017</u> Ending Date of Agreement	Federal Agency Investigation #: <u>M5-16-0032</u>
Strike Force/Strategic Initiative Name and Address: DEA McAllen District Office OCDETF Strike Force Group D81 1200 N Commerce Center McAllen, TX 78501	State or Local Agency Name and Address: Hidalgo County Sherrif's Office 711 El Cibolo Road Edinburg, TX 78540
Sponsoring Federal Agency (SF only): <u>DEA</u> Lead Investigator: <u>GS Juan A. Trevino</u> Telephone Number: <u>(956) 992-8427</u> Email Address: <u>juan.a.trevino@usdoj.gov</u>	State or Local Agency Narcotics Supervisor: <u>Captain Norbert Leal</u> Telephone Number: <u>(956) 383-8114</u> E-mail Address: <u>norbert.leal@hidalgo.org</u> Fax Number: <u>(956) 383-6179</u>

Brief explanation of services/goods provided and basis for determining costs:
Leased vehicle and fuel needed to facilitate operational interface of the Hidalgo County Sherrif's Office with the McAllen DO Strike Force. The vehicle cost was determined based on current lease agreement between the HCSO and Enterprise. Other costs were based on current government pricing quotes.

Please provide the name, telephone number, and e-mail address for the administrative or financial staff person at the state or local agency, who is directly responsible for the billings under this Reimbursement Agreement:

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

Agreement - (FY17)

This agreement is between the above named state or local agency and the Organized Crime Drug Enforcement Task Force (OCDETF) Program. This agreement shall be effective when signed by a state or local law enforcement agency official, who is authorized to approve the expenditure of funds in support of OCDETF investigations, the Strike Force Commander or his/her designee (Strike Forces) or the OCDETF Regional Director (Strategic Initiatives) and the OCDETF Executive Office Budget Officer, or his/her designee.

1. This agreement is limited to the amount of funds stated on the cover page of the agreement and no reimbursements will be made in excess of this amount prior to written approval from the United States Attorney's Office and the OCDETF Executive Office. Any request for modification for the above funding amount or type equipment (if different or more than originally approved) must be justified in writing and approved prior to the expenditure of funds. Monitoring of overtime usage and the available authorized reimbursement balance is the responsibility of the sponsoring agency and the state and/or local party to the agreement.
2. It is agreed that the state or local agency named on this agreement will assist in OCDETF investigations, strategic initiatives, and/or prosecutions as set forth in the Organized Crime Drug Enforcement Task Force Strike Force/Strategic Initiative Programs and Policy and Procedures Manual, FY 2017.
3. An Agreement for the use of the OCDETF Strike Force/Strategic Initiative Programs ("Agreement") must be completed whenever state or local law enforcement agencies plan to seek reimbursement for permissible costs resulting from their participation in a Strike Force investigation/Strategic Initiative. Agreements are specific to a single OCDETF Strike Force investigation/Strategic Initiative. Each Agreement must be approved and signed by a state or local law enforcement organization official, who is authorized to approve the expenditure of funds in support of OCDETF investigations, the Strike Force Commander (Strike Forces) or Regional Director (Strategic Initiatives) and the OCDETF Executive Office. All required signatures must be obtained before the Agreement can be accepted and the funds obligated.
4. An agreement must fall within a fiscal year period (October 1 – September 30). State and local agencies must use an accurate "Beginning Date of Agreement" (Not always October 1). An agreement can never be dated before the investigation was approved as an OCDETF case.
5. If an Agreement does not have any activity during the last ninety (90) days from the last time a bill has been submitted or during the first ninety (90) days from the date the Agreement was signed, the funds shall be deobligated. Further, if a state or local agency determines that it is no longer performing work under a particular Agreement, a modification memorandum identifying the amount to be deobligated will be submitted by the Strike Force Commander or Regional Director to the OCDETF Executive Office as soon as possible.

6. A listing of costs that will be reimbursed by the Strike Force/Strategic Initiative Programs will be attached to each agreement. The total cost listed on the Cost Estimate Sheet should match the Amount Requested on the Agreement Cover Page. This must be a detailed listing of each expense expected to be purchased under the Agreement. For example, simply listing "Equipment" or "Surveillance Equipment" is not acceptable. In this example, all equipment should be listed separately such as binoculars, cameras, camera mounts, etc. Each expense listed on the cost estimate sheet must also have a price quote submitted with the Agreement to verify the accuracy of the cost estimates.
7. The Strike Force Commander (Strike Forces) or Regional Director (Strategic Initiative) must ensure that the cumulative authorized expense commitments do not exceed the total Strike Force/Strategic Initiative fund allocation.
8. Reimbursement for any expenditure above the Agreement amount must be approved by both the Strike Force Commander (Strike Forces) or Regional Director (Strategic Initiative) and the OCDETF Executive Office.
9. All approving officials must agree to amendments or changes to the amount of the Agreement, the listing of eligible items to be reimbursed, and associated estimates that occur after an Agreement has been executed. These amendments or changes must be transmitted by a memorandum approved and signed by the Strike Force Commander (Strike Forces) or Regional Director (Strategic Initiatives), and forwarded to the OCDETF Executive Office. All changes made to the original agreement must be approved and initialed by the person making the revision and the Strike Force Commander (Strike Forces) or Regional Director (Strategic Initiatives).
10. 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.
11. Costs incurred pursuant to an OCDETF investigation or due to participation in an OCDETF Strategic Initiative by a state and local program participant, including informant fees, purchase of evidence, travel, either by a state or local officer, witness or confidential source; rental of automobiles; cost of interpreters or translators; training in support of OCDETF; technical surveillance equipment; rental of office space for temporary use, such as an off-site location for electronic monitoring or off-site command post, may be reimbursed by OCDETF under certain circumstances.
12. Rental payments cannot be paid in advance and must be paid in arrears. Reimbursable Requests with rent included are due on the first workday of each month, and must be for the month that just ended rather than the month beginning. For example, reimbursement for rental space incurred in February cannot take place before March 1st. Any exceptions or additions to the approved reimbursable costs listed above must be detailed and attached in Addendum A of the Agreement.

13. Property and equipment purchased through the OCDETF Program must remain available to the Strike Force/Strategic Initiative for the duration of its existence. The reimbursement of these items must be permissible under the AFF statute, Section 524 (c)(1)(l) of Title 28, United States Code, and this guidance, and are subject to the availability of funds.
14. Subsequent to payment of invoices by the state and local organization to a third party vendor, OCDETF will reimburse the organization for approved investigation or initiative related equipment and service costs. Claims must be submitted monthly on the OCDETF Reimbursement Request Form.
15. State and local organizations must provide official procurement documents to support all reimbursable expenditures to the Strike Force Commander (Strike Forces) or Regional Director (Strategic Initiatives). If proper supporting documentation is not available, OCDETF will not make reimbursement payments. The cumulative amount of all reimbursements cannot exceed the agreement amount without proper modification.
16. The state or local organization shall permit examination and auditing by representatives of the OCDETF Program, the sponsoring Federal agencies, DOJ, the Comptroller General of the United States, and/or any of their duly-authorized agents and representatives, of all records, documents, accounts, invoices, receipts, or expenditures relating to this agreement. In addition, the state or local agency will maintain all such foregoing reports and records until all audits and examinations are completed and resolved, or for a period of six (6) years after termination of this Agreement, whichever is later. Failure to provide proper documentation will limit State or Local law enforcement organizations from receiving OCDETF funding in the future.
17. 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.
18. Electronic Funds Transfer Process
 - a) 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). All participating State and Local agencies must complete and submit the attached ACH vendor enrollment form. The OCDETF Executive Office must receive one ACH form from each participating agency or police department prior to processing their reimbursement payments.

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, agreed to herein represent projections only, and are based upon consultation between the Strike Force or Regional Director 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. 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.

Approved By: _____
Authorized State or Local Official Title Date

Approved By: _____
Strike Force Commander (SF) /Regional Director (SI) Date

Funds are encumbered for the costs specified above, **subject to the availability of funds.**

Funds Certified: _____
OCDETF Executive Office Date

Approving Official: _____
OCDETF Executive Office Date

ORGANIZED CRIME DRUG ENFORCEMENT TASK FORCES

**STRIKE FORCE/STRATEGIC INITIATIVE AGREEMENT
COST ESTIMATE**

Name of Strike Force/Strategic Initiative: M5-16-0032

OCDETF Investigation/Strategic Initiative Number: SW-TXS-1059

The following is an estimate of operational costs expected to be incurred by state and local law enforcement in an OCDETF Strike Force investigation or Strategic Initiative. These costs are reimbursable under this agreement, subject to the availability of funds.

	<u>DESCRIPTION</u>	<u>AMOUNT</u>
1.	Leased Vehicle @ \$900 x 4 months	\$ 3,600.00
2.	Fuel	\$ 1,500.00
3.	TOTAL:	\$ 5,100.00
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		

Addendum A

Exception to EFT Policy Justification:

The McAllen District Office Strike Force Group D81 is requesting the following which will be utilized by the McAllen District Office/Strike Force Group D81. 9fy'2017)

Other Exceptions or Justifications:

Agreement - (FY17)

**ACH VENDOR/MISCELLANEOUS PAYMENT
ENROLLMENT FORM**

PAYEE/COMPANY INFORMATION (State & Local Agency name and address must match Agreement cover sheet)

Name: Hidalgo County Sherrif'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 OCDETF State and Local EFT Coordinator at 202-514-1860

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

Agreement - (FY17)

DATE: May 19, 2017
 DEPARTMENT HEAD: Sheriff J.E. "Eddie" Guerra
 DEPARTMENT NAME: OCDETF FY2017 Vehicle Lease/Fuel
 ACCOUNT NUMBER: 7-1284-421-00-280-037-7-XXX

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
7-1284-421-00-280-037-7-442	Equipment and Vehicle Rentals	3,600.00
7-1284-421-00-280-037-7-626	Gasoline	1,500.00

	TOTAL APPROPRIATIONS	<u><u>5,100.00</u></u>
7-1284-331-11-280-037-7-000	Organized Crime Drug Enforcement Task Force (OCDETF)	<u><u>5,100.00</u></u>
	TOTAL REVENUES	<u><u>5,100.00</u></u>

REASON: **To appropriate budget for leasing of vehicle and fuel for officer assigned to OCDETF investigations (Number SW-TXS-1059).**

 DEPARTMENT HEAD SIGNATURE

 DATE

 APPROVED COMMISSIONERS' COURT

 ATTEST COUNTY CLERK