

City of Fayetteville Staff Review Form

2018-0133

Legistar File ID

3/6/2018

City Council Meeting Date - Agenda Item Only
N/A for Non-Agenda Item



Mike Reynolds

2/16/2018

POLICE (200)

Submitted By

Submitted Date

Division / Department

Action Recommendation:

Staff recommends approval of the 2nd 2017-2018 Arkansas State Drug Crime Enforcement and Prosecution (DF2) Grant award for state funding of the 4th Judicial District Drug Task Force in the amount of \$54,693.47.

Budget Impact:

2930.200.2960-various

Drug Enforcement

Account Number

Fund

31605-2018

Police Drug Enforcement

Project Number

Project Title

Budgeted Item? Yes

Current Budget \$ 518,000.00

Funds Obligated \$ 91,019.39

Current Balance **\$ 426,980.61**

Does item have a cost? No

Item Cost \$ -

Budget Adjustment Attached? No

Budget Adjustment \$ -

Remaining Budget **\$ 426,980.61**

Previous Ordinance or Resolution # _____

V20180209

Original Contract Number: _____

Approval Date: _____

Comments: Please sign in BLUE ink.



CITY COUNCIL AGENDA MEMO

MEETING OF MARCH 6, 2018

TO: Mayor and City Council *Mike Reynolds*
FROM: Mike Reynolds, Deputy Chief of Police
DATE: February 16, 2018
SUBJECT: Arkansas State Drug Crime Enforcement and Prosecution Fund Grant Award #2

RECOMMENDATION:

Staff recommends acceptance of the 2nd Arkansas State Drug Crime Enforcement and Prosecution (DF) Grant award for state funding of the 4th Judicial District Drug Task Force (DTF) in the amount of \$54,693.47.

BACKGROUND:

The Arkansas Department of Finance and Administration (ADF&A) has provided state grant funding to the City of Fayetteville for multi-jurisdictional drug task force activities since 1991. Participating law enforcement agencies include Fayetteville, Springdale, Prairie Grove, Farmington, Lincoln, Greenland, West Fork, Goshen, and Washington County. The DTF Control Group consists of top law enforcement officials from Fayetteville, Springdale, Prairie Grove, and Washington County. Fayetteville continues to provide fiduciary oversight of this grant and provides a DTF Supervisor, three (3) DTF Officers, and a DTF Secretary. Springdale provides two (2) DTF Officers and Washington County provides a DTF Officer. Also, Prairie Grove provides a DTF Officer who represents the seven (7) rural agencies.

DISCUSSION:

ADF&A's Office of Intergovernmental Services is offering continuation grant funding through the State Drug Crime Enforcement and Prosecution Fund (DCF) in the following amounts: state - \$54,693.47 and local match - \$13,352.61. The DCF grant defines required local matching funds based on a percentage split of approximately 80/20 in awarded state funds plus local match funds. To receive the state portion of the DCF, the 4th DTF and member agencies must commit to the local match.

BUDGET/STAFF IMPACT:

No increase in budgeted funds will be required. The current DTF budget will be sufficient for the balance of 2018. This grant funding will have no impact on current staffing levels.

Attachments:

Grant Award Packet



**ARKANSAS DEPARTMENT OF
FINANCE AND ADMINISTRATION**

OFFICE OF INTERGOVERNMENTAL SERVICES

1515 West Seventh Street, Suite 400
P. O. Box 8031
Little Rock, Arkansas 72203-8031
Phone: (501) 682-1074
Fax: (501) 682-5206

<http://www.state.ar.us/dfa>

<input type="checkbox"/>	JAG	<input type="checkbox"/>	RSAT
<input checked="" type="checkbox"/>	DCF	<input type="checkbox"/>	LLEBG

**Arkansas State Drug Crime Enforcement
and Prosecution Grant Fund**

CFDA #: N/A

1. SUBGRANTEE NAME AND ADDRESS (Including Zip Code)

Mr. Lioneld Jordan, Mayor
4th JD DTF
113 West Mountain Street
Fayetteville, AR. 72701

4. SUBGRANT NUMBER: J17-004-DF2

5. START DATE: January 1, 2018

END DATE: June 30, 2018

6. AWARD DATE: March 1, 2018

2. MODIFICATION EFFECTIVE DATE:

7. ACTION: Initial

Modification

2A. MODIFICATION AMOUNT \$

STATE MATCH	\$
LOCAL MATCH	\$

8. AWARD AMOUNT \$ 68,046.08

STATE AMOUNT	\$ 54,693.47
LOCAL MATCH	\$ 13,352.61

3. PROJECT DESCRIPTION:

Identify arrest and prosecute individuals who are manufacturing, selling, or transporting drugs in or through the program's jurisdictional area of operations.

9. SPECIAL CONDITIONS (check if applicable)

THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS SET FORTH IN IT'S APPLICATION AND ALL CERTIFICATIONS, ASSURANCES AND SPECIAL CONDITIONS PREVIOUSLY AGREED TO.

This project is supported under Act 1086 of 2007: The State Drug Crime Enforcement and Prosecution Grant Fund

AGENCY APPROVAL		SUBGRANTEE APPROVAL	
10. TYPED NAME AND TITLE OF APPROVING IGS OFFICIAL Doris Smith, Administrator Intergovernmental Services		12. TYPED NAME AND TITLE OF AUTHORIZED SUBGRANTEE OFFICIAL Lioneld Jordan, Mayor 4th JD DTF	
11. SIGNATURE OF APPROVING OFFICIAL		13. SIGNATURE OF AUTHORIZED OFFICIAL	14. DATE



DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF INTERGOVERNMENTAL SERVICES

APPROVED BUDGETS

AGENCY NAME:	SUBGRANT NO:	PROJECT PERIOD:		
4th JD DTF (City of Fayetteville)	J17-004-DF2	January 1, 2018 - June 30, 2018		
	ORIGINAL_BUDGET	REVISION_1		
BUDGETED LINE ITEM	ORIGINAL BUDGET AMOUNT (\$)	ORIGINAL BUDGET AMOUNT (L)	REVISION 1 AWARDED AMOUNT (\$)	REVISION 1 AWARDED AMOUNT (L)
SALARIES				
SALARIES 01 - Supervisor - Chris	13,651.03	3,332.68		
SALARIES 02 - Investigator - Oswalt	12,863.05	3,140.30		
SALARIES 03 - Investigator - Moore	10,540.62	2,573.41		
MANDATED BENEFITS				
EMPLOYER BENEFITS				
MAINTENANCE AND OPERATIONS				
PROFESSIONAL SERVICES				
Contract Labor-Springdale PD	7,022.69	1,714.48		
Contract Labor-Washington Co	4,030.94	984.09		
Contract Labor-Prairie Grove PD	6,585.14	1,607.65		
TRAVEL/ TRAINING				
EQUIPMENT				
CAPITAL OUTLAY				
TOTAL	\$ 64,693.47	\$ 13,352.61	\$ -	\$ -

Signature of Authorized Official/Date

Walter Anderson 2-16-2018

Signature of Fiscal Officer/Date

Category	State	Local	State	Local
SALARIES	37,054.70	9,046.39	-	-
MANDATED BENEFITS	-	-	-	-
EMPLOYER BENEFITS	-	-	-	-
MAINTENANCE AND OPERATIONS	-	-	-	-
PROFESSIONAL SERVICES	17,638.77	4,306.22	-	-
TRAVEL/ TRAINING	-	-	-	-
EQUIPMENT	-	-	-	-
CAPITAL OUTLAY	-	-	-	-
TOTAL	\$ 54,693.47	\$ 13,352.61	\$ -	\$ -

Category	State	Local	TOTALS
SALARIES	(37,054.70)	(9,046.39)	\$ (46,101.09)
MANDATED BENEFITS	-	-	\$ -
EMPLOYER BENEFITS	-	-	\$ -
MAINTENANCE AND OPERATIONS	-	-	\$ -
PROFESSIONAL SERVICES	(17,638.77)	(4,306.22)	\$ (21,944.99)
TRAVEL/ TRAINING	-	-	\$ -
EQUIPMENT	-	-	\$ -
CAPITAL OUTLAY	-	-	\$ -
TOTAL	\$ (54,693.47)	\$ (13,352.61)	\$ (68,046.08)



Department of Finance and Administration

1515 West Seventh Street, Suite 400
Post Office Box 8031
Little Rock, Arkansas 72203-8031
Phone: (501) 683-5604
Fax: (501) 682-5206
http://www.dfa.arkansas.gov

GENERAL ASSURANCES AND CERTIFICATIONS

AO
Initials

- 1 The applicant assures that federal funds made available under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program will not be used to supplant state and local funds, but will be used to increase the amount of funds that would, in the absence of federal funds, be made available for the activities of this project.
2 The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the National Institute of Justice and the Department of Finance and Administration shall prescribe shall be provided to assure fiscal control, proper management, and effective disbursement of funds received under this sub award;
3 The applicant assures that it will maintain an appropriate grant administration system to ensure that all terms, conditions and specifications of the grant, including these assurances, are met.
4 The applicant assures that it will comply with the OJP Financial Guide in its administration of the grant. The OJP Financial Guide can be accessed online at http://www.ojp.usdoj.gov/financialguide/.
5 The applicant assures that it shall maintain such data and information and submit such reports in such form, at such times, and containing such data and information as the as the National Institute of Justice and the Department of Finance and Administration may require;
6 The applicant agrees to use the grant and matching funds only for the purposes stated in this application. Additionally, the applicant agrees that any grant and matching funds approved for personnel for this project will be based on the percent of time the personnel actually devote to the project.
7 The applicant assures that at the end of each federal fiscal year that the project is in force, and at the end of the project period, it will submit a performance report to the Department of Finance and Administration in a manner to be prescribed;
8 The applicant certifies that the program contained in this application meets all the requirements, and that all the information is correct, and that the applicant will comply with all provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended and all other applicable federal and state laws;
9 The applicant assures that before any budgetary or programmatic amendment is made to an approved program, it will submit such an amendment to the Department of Finance and Administration for review;
10 The applicant assures that in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office of Justice Programs, Office of Civil Rights Compliance (OCRC) and the Arkansas Department of Finance and Administration, Office of Intergovernmental Services;



Department of Finance and Administration

1515 West Seventh Street, Suite 400
Post Office Box 8031
Little Rock, Arkansas 72203-8031
Phone: (501) 683-5604
Fax: (501) 682-5206
http://www.dfa.arkansas.gov

AO Initials

11 The applicant assures that if it is required to formulate an Equal Employment Opportunity Program (EEOP) in accordance with 28 CFR 42.301, et. seq., it should submit a certification to the state that it has a current EEOP on file which meets the requirements therein;

12 The applicant assures that it will comply with the provisions of the Department of Finance and Administration's "Drug Law Enforcement Sub Grant Procedures and Financial Management Guidelines";

13 The applicant assures that it will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part II, Applicability of Office of Management and Budget Circulars; Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; and Part 63, Floodplain Management and Wetland Protection Procedures;

The applicant assures that in addition to all other audit requirements, it will allow the Division of Legislative Audit or any other independent or internal auditors of the Department of Finance and Administration to have access to the applicant's records and financial statements;

14 (A) as may be necessary for the Department of Finance and Administration to comply with the 1996 Single Audit Act Amendments and Office of Management and Budget (OMB) Circular A-133, and other rules and/or regulations governing financial accounting and auditing guidelines, principles, and procedures; and

(B) as may be requested by the Department of Finance and Administration to comply with any State or local government rules and/or regulations;

15 The applicant assures that it will fully participate in the compilation of statistical information as required by state agencies, i.e., providing complete finger print arrest information;

16 The applicant assures that both federal, state, and matching funds used for this project will be used exclusively to support defined Edward Byrne Memorial Justice Assistance Grant (JAG) Program activities, and will not be used to support any general purpose law enforcement or other activity maintained by the applicant;

17 The applicant assures that if the grant funds are used to support a Task Force, the Task Force Board of Directors or 'Control Group' will hold regularly scheduled meetings at least monthly, and will provide the State Drug Director with copies of the agenda and minutes of each meeting;

18 The applicant assures that if grant funds are used to support a Task Force, the Task Force Administrator and the Board of Directors will develop and/or maintain a detailed policy and procedures manual for the guidance of task force operations.



Department of Finance and Administration

1515 West Seventh Street, Suite 400
Post Office Box 8031
Little Rock, Arkansas 72203-8031
Phone: (501) 683-5604
Fax: (501) 682-5206
http://www.dfa.arkansas.gov

AO Initials

- 19 The applicant assures that all proposals for out of state travel for conference and training will be submitted to the Arkansas Law Enforcement Committee for approval prior to any expense being incurred.
20 The applicant agrees to comply with the with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
21 The applicant agrees that no officer or employee of its agency shall be involved in a decision that affects the applicant during the time of employment with the knowledge that there is an opportunity to further their interest as set forth in the Department of Justice, Office of Justice Programs Financial Guide.
22 The applicant agrees to comply with the following Assurances and Certifications previously submitted and signed for SFY 2017-18 Drug Crime Fund Award as being applicable to this sub award: Standard Assurances; Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirement; Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions; and Equal Employment Opportunity Plan (EEO) Certification

CERTIFICATION

I hereby certify that the applicant will comply with the above certifications and certify that the program proposed in this application meets all the requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; that all the information presented is correct; and the application will comply with the provisions of the Act and all other federal laws, regulations, and guidelines and applicable state laws and regulations.

(Signature of Authorized Official)

(Date)

(Signature of Authorized Official)

(Date)

Lionel Jordan
(Printed Name)

Mayor
(Title)

Willie Newman
(Printed Name)

2-16-2018
(Date)

Willie Newman
(Printed Name)

Fiscal Officer
(Title)

POST AWARD REQUIREMENTS FOR DRUG CRIME FUND SUB-RECIPIENTS

2017-18 STATE DRUG CRIME FUND (DCF)

DFA/IGS GRANT CONDITIONS

1. The sub-recipient must comply with Act 1086 of 2007: The State Drug Crime Enforcement and Prosecution Grant Fund <http://www.arkleg.state.ar.us/assembly/2007/R/Acts/Act1086.pdf>
2. The sub-recipient agrees to prepare and submit an *Inventory Report* for equipment purchased with federal, state, and/or local matching funds with the *1st Quarterly Report*.
3. The sub-recipient agrees to prepare and submit a *Monthly Request for Reimbursement Form* (with copies of invoices, cancelled checks, and other documentation of expenditures by line item) by the 15th day of each month following the month for which subgrant expenditures were paid. A supporting document(s) (Excel Spreadsheet) reporting the allocation of subgrant expenditures between federal, state and/or local funds shall accompany each Request for Reimbursement. Reimbursement requests must be timely. Documentation must be appropriate, legible, and accurate. Sub-recipients are **required** to submit requests monthly, even if the request is zero. Failure to submit monthly reimbursement requests in a timely manner may impose additional special conditions.
4. Please note and acknowledge the additional items below. Sub recipient agrees that the following special conditions related to the expenditure of grant funds which have been approved by the DF&A Office of Intergovernmental Services, will be followed
 - a. Grant funds will be used only in accordance with the approved budget. Expenditures incurred or made outside the approved budget line items/categories will be disallowed.
 - b. All lease agreements (i.e. vehicle, storage, office space, and/or rental) must be submitted to DFA-IGS for the file within 60 days of the award date.
 - c. Preapproval is required for out of state travel. Prior to travel, sub-recipient must submit an out-of-state travel request form to IGS for approval no later than 30 days before the travel. IGS will provide the standard form to use. Expense incurred for out of state travel that is not pre-approved by IGS will be disallowed.
 - d. Uniform allowance is limited to the purchase of standard officer uniform, hazardous material uniform and necessary hazmat accessories. Undercover officers may not use the uniform allowance to purchase plain clothes.
 - e. Lease cost for vehicles may not exceed \$600 per month per vehicle.
 - f. Health Insurance premiums and retirement benefits are limited to the maximums paid by the State of Arkansas for its employees. At the time of this award, health insurance maximum is \$450 and retirement maximum rate is 14.75%
 - g. The purchase of weapons, lethal or non-lethal and ammunition for those weapons is an unallowable expense.
 - h. The purchase of drug interdiction canine is unallowable.
 - i. The use and fund of "Buy Money" is an unallowable cost under this award.
 - j. Before unique purchases, review federal/state solicitations and be aware of other unallowable items or items that require special conditions for approval.
 - k. The sub-recipient will assure that the JAG Grants' section has complete and correct contact information both for the Contract Official for the grant and for the DTF Director and Fiscal Officer. Changes in This contact information will include physical address, phone, fax and e-mail information as well as updated Memorandum of Understanding. Replacement or changes of DTF officers/staff who are paid directly by the grant or whose salary is used in whole or in part as match to the grant must also be reported to the IGS analyst assigned to your sub grant.
 - l. Attend any required DFA-IGS sponsored trainings/meetings as deemed necessary.



Initial

5. The sub-recipient agrees to prepare and submit *Quarterly Reports* by the 10th of the month following the end of a quarter. Report due dates are October 10th, January 10th, April 10th, and July 10th. Sub-recipient must utilize the Accountability Measures Quarterly Report Tool when submitting quarterly reports. Failure to submit quarterly reports in a timely manner may result in suspension of funds.
6. *Budget Modifications/Revision Requests* must be submitted by the 10th of the month in order for them to be considered for expenditures made during that month. Budget revisions will not be accepted during the last month of the grant period absent extraordinary circumstances. Sub-recipient may request modification of the approved budget to reallocate funds between existing categories. Requests for the addition of new budget categories or line items may not be approved. The final budget request modification/revision must be submitted no later than May 10th. DFA-IGS will only accept four (4) budget modifications request during the awarded project period. **This does not include the initial budget modification which is due within 45 days of the Award Date.**
6. The subrecipient agrees to submit within **thirty (30) days** of the end of the grant period a *Cumulative Financial Report and Annual Narrative Report* "MARKED FINAL." Reimbursement requests not submitted by ninety days past the final day of the grant period will be denied payment subject extraordinary circumstances. Absent such circumstances, the federal and/or state funds will be deobligated from the subaward.
7. The sub-recipient agrees to provide notification to IGS of all changes made to the General Project Information, i.e. contact information-name, address, telephone, fax, e-mail, etc. and changes made to authorized officials and/or staffing. The sub-recipient will assure that DFA-IGS has complete and correct contact information for the Contract Official for the grant, the DTF Director/Commander, and the Fiscal Officer. Changes in contact information will include physical address, phone, fax and e-mail information as well as updated Memorandum of Understanding. Replacement or changes of DTF officers/staff who are paid directly by the grant or whose salary is used in whole or in part as match to the grant must also be reported the DFA-IGS.
8. The sub-recipient agrees to attend any required DFA-IGS sponsored trainings/meetings as deemed necessary as well as other local trainings/meetings.
9. The sub-recipient understands that **prior written approval** is required for subgrant expenditures from federal and/or state funds budgeted in equipment and travel and training line items. The subrecipient shall submit to IGS a written request to purchase small equipment items not approved in the initial budget and submit a written request for use of funds for out-of-state travel and training. Federal and/or state funds budgeted for these purposes shall neither be obligated nor expended until approved by IGS and/or the Law Enforcement Committee. All approvals will be transmitted in written form to the subrecipient.
10. The subrecipient shall ensure that federal and/or state matching funds are used to supplement existing funds for program activities and must not replace those funds that have been appropriated for the same purpose. Federal and/or state matching funds made available under this grant will be used to increase the amount of funds that would, in the absence of federal and/or state matching funds, be made available for law enforcement activities. If there is a potential presence of supplanting, the subrecipient will supply documentation demonstrating that the reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.

For example, no maintenance and operation costs previously funded by a state, city or county government may be supported with Drug Crime Fund and/or state matching funds. Any federal and/or state matching funds budgeted to supplement existing state and/or local funds due to increased maintenance and operation costs (e.g. fuel, utilities, etc.) shall not be used until all state and/or local funds budgeted for those costs are exhausted.



Initial

11. The sub-recipient understands that should it fail to comply with the terms and conditions of this subaward, including civil rights requirements, whether stated in a Federal or State statute, regulation, assurance, application, or notice of award, IGS may take one or more of the following actions, as appropriate in the circumstances: (1) temporarily withhold cash payments pending correction of the deficiency by the recipient; (2) disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance; (3) wholly or partly suspend or terminate the current award; (4) withhold further awards for the project or program and (5) take other remedies that may be legally available.

SUBRECIPIENT ACCEPTANCE OF DCF GRANT CONDITIONS

Authorized Official

Date

Walter A. ...

Fiscal Officer

2-16-2018

Date