

**City of Fayetteville Staff Review Form**

**2020-1090**

\_\_\_\_\_  
Legistar File ID

**1/19/2021**

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

Mike Reynolds

12/30/2020

POLICE (200)

\_\_\_\_\_  
**Submitted By**

\_\_\_\_\_  
**Submitted Date**

\_\_\_\_\_  
**Division / Department**

**Action Recommendation:**

Staff recommends acceptance of a grant award from the Justice Assistance Grant (JAG) Program and the State Drug Crime Enforcement and Prosecution Grant through the Arkansas Department of Finance and Administration (ADF&A) for federal and state funding of the 4th Judicial District Drug Task Force (DTF) in the total amount of \$134,915 and approval of the corresponding grant documents.

**Budget Impact:**

<p>2930.200.2960-various</p> <p>_____ Account Number</p> <p align="center">31604</p> <p>_____ Project Number</p> <p><b>Budgeted Item?</b>    <u>Yes</u></p> <p><b>Does item have a cost?</b>    <u>No</u></p> <p><b>Budget Adjustment Attached?</b>    <u>NA</u></p>	<p align="center">Drug Enforcement</p> <p>_____ Fund</p> <p align="center">Police - 4th DTF Byrne Grant</p> <p>_____ Project Title</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Current Budget</td> <td style="width: 10%;">\$</td> <td style="width: 30%; text-align: right;">134,915.00</td> </tr> <tr> <td>Funds Obligated</td> <td>\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Current Balance</td> <td>\$</td> <td style="text-align: right; border: 1px solid black;">134,915.00</td> </tr> <tr> <td>Item Cost</td> <td></td> <td></td> </tr> <tr> <td>Budget Adjustment</td> <td></td> <td></td> </tr> <tr> <td>Remaining Budget</td> <td>\$</td> <td style="text-align: right; border: 1px solid black;">134,915.00</td> </tr> </table>	Current Budget	\$	134,915.00	Funds Obligated	\$	-	Current Balance	\$	134,915.00	Item Cost			Budget Adjustment			Remaining Budget	\$	134,915.00
Current Budget	\$	134,915.00																	
Funds Obligated	\$	-																	
Current Balance	\$	134,915.00																	
Item Cost																			
Budget Adjustment																			
Remaining Budget	\$	134,915.00																	

V20180321

**Purchase Order Number:** \_\_\_\_\_

**Previous Ordinance or Resolution #** \_\_\_\_\_

**Change Order Number:** \_\_\_\_\_

**Approval Date:** \_\_\_\_\_

**Original Contract Number:** \_\_\_\_\_

**Comments:**



**MEETING OF JANUARY 19, 2021**

**TO:** Mayor and City Council *Mike Reynolds*  
**FROM:** Mike Reynolds, Chief of Police  
**DATE:** December 30, 2021  
**SUBJECT:** **Acceptance of FY2021 Justice Assistance Grant for Drug Task Force Funding**

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**RECOMMENDATION:**

Staff recommends acceptance of a grant award from the Justice Assistance Grant (JAG) Program and the State Drug Crime Enforcement and Prosecution Fund (DCF) Grant through the Arkansas Department of Finance and Administration (ADF&A) for federal and state funding of the 4th Judicial District Drug Task Force (DTF) in the total amount of \$134,915 and approval of the corresponding grant documents.

**BACKGROUND:**

The ADF&A has provided federal and 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, Elkins, Elm Springs, Tontitown, 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 and operational oversight of this grant and provides a DTF Supervisor, three (3) DTF Officers, and a DTF Secretary. Springdale provides four (4) DTF Officers and Washington County provides a DTF Officer. Also, Prairie Grove provides a DTF Officer which represents the rural agencies. At the beginning of the FY21 grant period (July 2020-June 2021), ADF&A awarded grant funding through federal award 2018-DJ-BX-0208 in the amount of \$91,319 in federal funding and local match requirement of \$18,264.

**DISCUSSION:**

The DTF's total projected grant budget for the current grant period is \$505,911. ADF&A has awarded grant funding through the FY2021 JAG Program in the amount of \$85,051 and state funding in the amount of \$49,864. To receive these grant funds from ADF&A, the DTF and member agencies must commit to a local match of \$18,264. This award will reimburse personnel expenses of the task force officers. Awarded grant budget will be distributed as follows: Fayetteville - \$48,015.08 in federal funds, \$28,150.45 in state funds with local match of \$10,310.84; Springdale - \$12,982.13 in federal funds, \$7,611.21 in state funds with local match of \$2,787.81; Washington County - \$12,737.39 in federal funds, \$7,467.72 in state funds with local match of \$2,735.25; and Prairie Grove - \$11,316.40 in federal funds, \$6,634.62 in state funds with local match of \$2,430.10. In addition to the local match requirement, Fayetteville has

budgeted additional funds in its 2021 Annual Operating Budget to cover our share of non-grant funded drug enforcement activity. Other member agencies also provide their own funds to support their share of ongoing drug enforcement activity. This JAG award brings the total grant funding in support of the DTF to \$226,234 or approximately 45%.

**BUDGET/STAFF IMPACT:**

No increase in budgeted funds will be required. The current approved Drug Enforcement Fund 2021 Operating Budget will be sufficient for the balance of FY2021. This grant funding will have no impact on current staffing levels.

**Attachments:**

- Notice of Grant Award
- FY2021 JAG Budget
- JAG Budget Narrative

**Newman, Willie**

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**From:** Tevin Sharp <Tevin.Sharp@dfa.arkansas.gov>  
**Sent:** Thursday, November 19, 2020 10:16 AM  
**To:** Brown, William  
**Cc:** Kenya Buffington; Newman, Willie  
**Subject:** Notice of JAG 20 Funding and Proposed JAG Budget Request: (4th DTF)  
**Attachments:** 7. 2020-2021 JAG-Budget Detailed Line Item Worksheet\_002.xls

CAUTION: This email originated from outside of the City of Fayetteville. Do not click links or open attachments unless you recognize the sender and know the content is safe.

**NOTICE OF FUNDING: 2020 Edward Byrne Memorial Justice Assistance Grant (JAG) And State Match Appropriation SFY2021**

Below is the approved JAG 20 sub award and match amounts for your JD's Drug Task Force (DTF). These amounts are based on previously awarded amounts. Please prepare budgets for the approved subaward amounts. The excel budget form is attached. Submit the completed excel budget form along with a Budget Detailed Line Item Narrative to the JAG inbox [igs.jag@dfa.arkansas.gov](mailto:igs.jag@dfa.arkansas.gov) by **Wednesday, December 9, 2020**. **Please note:** These funds will be available only after the Drug Crime Funds (DCF) and Local Match have been 100% utilized. (You may want to consider submitting a budget modification for the DCF award to correlate with the JAG 20 award.) The subaward project period will be July 1, 2020 to June 30, 2021. Also, DFA-IGS cannot process the award documents without an approved JAG budget. So, please submit your excel budget form and narrative in a timely manner so that an approved budget form can be developed for signature as well as the necessary award documents and forms. Once your budget has been received and processed, the JAG team will forward you the JAG 20 Award Packet.

4th JD DTF		
Sub Grant No. J21-004-20		
JAG 20	State Match	Local Match
\$ 85,051	\$ 49,864	\$ 18,264

If you have any questions regarding this email or the award process, please do not hesitate to contact the Grants Analyst or DFA-IGS. Thank you for your cooperation and patience.

**DFA-IGS (JAG TEAM)**  
**Department of Finance & Administration - Intergovernmental Services**  
**Phone: 501-682-1074**  
**Fax: 501-682-5206**  
**Email: [igs.jag@dfa.arkansas.gov](mailto:igs.jag@dfa.arkansas.gov)**



**Kenya Buffington**  
Arkansas Department of Finance and Administration  
Intergovernmental Services  
Program Manager  
1515 West 7<sup>th</sup> Street, Suite 404  
Little Rock, Arkansas 72201  
Office: 501-682-5022 | Main: 501-682-1074  
[kenya.buffington@dfa.arkansas.gov](mailto:kenya.buffington@dfa.arkansas.gov)  
<https://www.dfa.arkansas.gov/intergovernmental-services/>



**Tevin Sharp**

Arkansas Department of Finance and Administration  
Intergovernmental Services

Grants Analyst

Office: 501-682-4328 | Main: 501-682-7023

[tevin.sharp@dfa.arkansas.gov](mailto:tevin.sharp@dfa.arkansas.gov)

<https://www.dfa.arkansas.gov/>



ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION  
 JUSTICE ASSISTANT GRANT PROGRAM (JAG) AND  
 STATE DRUG CRIME ENFORCEMENT AND PROSECUTION GRANT

**2020-21 BUDGET REQUEST FORM-JUSTICE ASSISTANCE GRANT (JAG)**

DCF1

<b>APPLICANT:</b>		<b>4th Judicial District Drug Task Force</b>			
<b>PROJECT TITLE (Law Enforcement)</b>		Multi-Jurisdictional Drug and Crime Task Forces - JAG, STATE, AND LOCAL MATCH PROPOSED BUDGET			
<b>BUDGET SUMMARY</b>		<b>FUNDS REQUESTED (FEDERAL AND STATE)</b>	<b>LOCAL MATCH 20% REQUIRED**</b>	<b>TOTAL</b>	<b>MATH CALCULATION FOR REQUESTED AMOUNT</b>
<b>A. SALARY:</b> List all positions for which funding is sought, include positions to be used as match. Include the number of hours worked per week, the salary rate, as well as a brief description of the job duties to be performed by each position in the budget narrative. (Please indicate if Contractual.)					
Tyler Moore/DTF Supervisor	\$32,787.69	\$0.00	\$32,787.69	DTF Supervisor - 40 hours per week at \$31.53 per hour.	
Charles McIlroy/DTF Investigator	\$29,420.17	\$0.00	\$29,420.17	DTF Investigator - 40 hours per week at \$28.29 per hour.	
Cara Murdoch/DTF Secretary	\$0.00	\$10,310.84	\$10,310.84	DTF Secretary - 40 hours per week at \$20.41 per hour.	
Contract-Springdale PD	\$20,593.34	\$2,787.81	\$23,381.15	DTF Investigator - 40 hours per week at \$24.85 per hour.	
Contract-Washington Co.	\$20,205.11	\$2,735.25	\$22,940.36	DTF Investigator - 40 hours per week at \$26.55 per hour.	
Contract-Prairie Grove PD	\$17,951.02	\$2,430.10	\$20,381.12	DTF Investigator - 40 hours per week at \$22.66 per hour.	
Position 7/Name of Personnel	\$0.00	\$0.00	\$0.00		
Position 8/Name of Personnel	\$0.00	\$0.00	\$0.00		
Position 9/Name of Personnel	\$0.00	\$0.00	\$0.00		
<b>TOTAL SALARY</b>	<b>\$120,957.33</b>	<b>\$18,264.00</b>	<b>\$139,221.33</b>		
<b>B. MANDATED BENEFITS:</b> Mandated Benefits include FICA, Worker's Compensation and State Unemployment. FICA is calculated at 7.65% of total salary. Worker's Compensation and State Unemployment rates are determined by the respective agencies. (3% is the maximum amount of State Unemployment to be reimbursed)					
FICA @ 7.65% X total salary	\$0.00	\$0.00	\$0.00		
Worker's Compensation for all Positions @ ____%	\$0.00	\$0.00	\$0.00		
State Unemployment @ ____% of first \$10000 of salary x number of positions	\$0.00	\$0.00	\$0.00		
Item Name	\$0.00	\$0.00	\$0.00		
<b>TOTAL MANDATED BENEFITS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		
<b>C. EMPLOYER BENEFITS:</b> Include all other benefits offered to employee through group policies held by the applicant (e.g. health insurance, retirement, etc.). Payments made directly to employees are not an allowable cost. The grant will not pay an employer match to any health insurance benefit at a rate of more than \$450 (the State's current match for insurance). Retirement benefits will not be reimbursed at a rate above the current state retirement benefit of 15.32%.					
Health Insurance	\$5,280.86	\$0.00	\$5,280.86	\$812.44 per month (\$362.44 for DTF Supervisor and \$450 for DTF Investigator)	
Retirement	\$8,676.81	\$0.00	\$8,676.81	13.95% of salary awarded	
Item Name	\$0.00	\$0.00	\$0.00		
Item Name	\$0.00	\$0.00	\$0.00		
<b>TOTAL EMPLOYER BENEFITS</b>	<b>\$13,957.67</b>	<b>\$0.00</b>	<b>\$13,957.67</b>		
<b>D. MAINTENANCE AND OPERATIONS:</b> Include items essential to the effective implementation of activities identified within this proposal (e.g. communications/telephone, vehicle maintenance/fuel, office supplies, utilities/internet, insurances, security services, etc.)					
Item Name	\$0.00	\$0.00	\$0.00		
Item Name	\$0.00	\$0.00	\$0.00		
Item Name	\$0.00	\$0.00	\$0.00		
Item Name	\$0.00	\$0.00	\$0.00		
Item Name	\$0.00	\$0.00	\$0.00		
Item Name	\$0.00	\$0.00	\$0.00		
Item Name	\$0.00	\$0.00	\$0.00		
<b>TOTAL MAINTENANCE AND OPERATIONS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		



ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION  
 JUSTICE ASSISTANT GRANT PROGRAM (JAG) AND  
 STATE DRUG CRIME ENFORCEMENT AND PROSECUTION GRANT

2020-21 BUDGET REQUEST FORM-JUSTICE ASSISTANCE GRANT (JAG)

APPLICANT:	4th Judicial District Drug Task Force
PROJECT TITLE (Law Enforcement)	Multi-Jurisdictional Drug and Crime Task Forces - JAG, STATE, AND LOCAL MATCH PROPOSED BUDGET

**E. SMALL EQUIPMENT:** List non-expendable items to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years. (Maximum Amount Per Item is \$1500.00) Contact DFA-IGS prior to requesting equipment items.

Item Name	\$0.00	\$0.00	\$0.00	
Item Name	\$0.00	\$0.00	\$0.00	
Item Name	\$0.00	\$0.00	\$0.00	
Item Name	\$0.00	\$0.00	\$0.00	
<b>TOTAL SMALL EQUIPMENT</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

**F. PROFESSIONAL/CONTRACT SERVICES:** Include any professional service needed to ensure success of the project (i.e. vehicle lease, office rent/storage, consultants-CPA, Accounting/Bookkeeping, etc.) For each consultant enter the name, service to be provided and hourly fee. Estimate time worked on the project. If Contract Services is used for PERSONNEL - use the Personnel/Salary Category, but list as Contractual Services.

Item Name	\$0.00	\$0.00	\$0.00	
Item Name	\$0.00	\$0.00	\$0.00	
Item Name	\$0.00	\$0.00	\$0.00	
Item Name	\$0.00	\$0.00	\$0.00	
Item Name	\$0.00	\$0.00	\$0.00	
<b>TOTAL PROFESSIONAL/CONTRACT SERVICES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

**G. TRAVEL/TRAINING:** Itemize travel expenses of project personnel by purpose. Training for personnel (IN STATE ONLY). OUT OF STATE TRAVEL/TRAINING MUST BE APPROVED BY IGS.

Item Name	\$0.00	\$0.00	\$0.00	
Item Name	\$0.00	\$0.00	\$0.00	
Item Name	\$0.00	\$0.00	\$0.00	
<b>TOTAL TRAVEL/TRAINING</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

**H. OTHER COST:**

Item Name	\$0.00	\$0.00	\$0.00	
<b>TOTAL OTHER</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

<b>TOTAL BUDGET REQUESTED</b>	<b>\$134,915.00</b>	<b>\$18,264.00</b>	<b>\$153,179.00</b>	
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\*\*The 20% Required Local Match is Not Per Line Item But A Percentage of the Total Amount Requested.



ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION  
 JUSTICE ASSISTANT GRANT PROGRAM (JAG) AND  
 STATE DRUG CRIME ENFORCEMENT AND PROSECUTION GRANT

2020-21 BUDGET REQUEST FORM-JUSTICE ASSISTANCE GRANT (JAG)

APPLICANT:	4th Judicial District Drug Task Force
PROJECT TITLE (Law Enforcement)	Multi-Jurisdictional Drug and Crime Task Forces - JAG, STATE, AND LOCAL MATCH PROPOSED BUDGET

BUDGET SUMMARY	FUNDS REQUESTED (FEDERAL AND STATE)	LOCAL MATCH 20% REQUIRED**	TOTAL
SALARY/PERSONNEL	\$120,957.33	\$18,264.00	\$139,221.33
MANDATED BENEFITS	\$0.00	\$0.00	\$0.00
EMPLOYER BENEFITS	\$13,957.67	\$0.00	\$13,957.67
MAINTENANCE AND OPERATIONS	\$0.00	\$0.00	\$0.00
SMALL EQUIPMENT	\$0.00	\$0.00	\$0.00
PROFESSIONAL/CONTRACT SERVICES	\$0.00	\$0.00	\$0.00
TRAVEL/TRAINING	\$0.00	\$0.00	\$0.00
OTHER	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$134,915.00</b>	<b>\$18,264.00</b>	<b>\$153,179.00</b>

AUTHORIZED OFFICIAL (AO)

DATE

mayor@fayetteville-ar.gov  
479-575-8330

*W. Newman*  
FISCAL OFFICER (FO)

*12-29-2020*  
DATE

wnewman@fayetteville-ar.gov  
479-587-3581



**BUDGET NARRATIVE:**

**4<sup>th</sup> JUDICIAL DISTRICT DRUG TASK FORCE**

**A. Salary - \$139,221.33**

*Position 1 - DTF Supervisor (Moore) - \$31.53 per hour x 2,080 hours = \$65,582*

Federal - \$20,795.88; State - \$11,991.81; Local - \$0.00

Grant budget equivalent to 1,040 hours

*Position 2 - DTF Investigator (McIlroy) - \$28.29 per hour x 2,080 hours = \$58,843*

Federal - \$18,104.72; State - \$11,315.45; Local - \$0.00

Grant budget equivalent to 584 hours

*Position 3 - DTF Secretary (Murdoch) - \$20.41 per hour x 2,080 hours = \$42,452*

Federal \$0.00; State - \$0.00; Local - \$10,310.84

Grant budget equivalent to 506 hours

*Position 4 - Contract Services - DTF Investigator (SPD) - \$24.85 per hour x 2,080 hours = \$51,688*

Federal - \$12,982.13; State - \$7,611.21; Local - \$2,787.81

Grant budget equivalent to 940 hours

*Position 5 - Contract Services - DTF Investigator (WCSD) - \$26.55 per hour x 2,080 hours = \$55,224*

Federal - \$12,737.39; State - \$7,467.72; Local - \$2,735.25

Grant budget equivalent to 865 hours

*Position 6 - Contract Services - DTF Investigator (PGPD) - \$22.66 per hour x 2,080 hours = \$47,132*

Federal - \$11,316.40; State - \$6,634.62; Local - \$2,430.10

Grant budget equivalent to 900 hours

**C. Employee Benefits - \$13,957.67**

*Health Insurance - \$5,280.86 (Federal - \$3,249.76; State - \$2,031.10)*

Position 1 - DTF Supervisor (Moore) - \$ 362.44 x 6.5 months = \$2,355.86

Position 2 - DTF Investigator (McIlroy) - \$ 450.00 x 6.5 months = \$2,925.00

*Retirement - \$8,676.81 (Federal - \$5,864.72; State - \$2,812.09) - 13.95% of grant funded salary*

Position 1 - DTF Supervisor (Moore) - \$4,573.88

Position 2 - DTF Investigator (McIlroy) - \$4,102.93

Total grant funded Salary = \$62,207.86

Max Amount: \$62,207.86 x 15.32% = \$9,530.24