

**IN THE COUNTY LEGISLATURE OF JACKSON COUNTY, MISSOURI**

**AN ORDINANCE** appropriating \$58,431.00 from the undesignated fund balance of the 2016 Grant Fund, in acceptance of a grant received from the United States Executive Office of the President's Midwest High Intensity Drug Trafficking Area Investigative Support Center Initiative for use by the Jackson County Sheriff's Office, and authorizing the County Executive to execute a Memorandum of Understanding with the Kansas Bureau of Investigation, the grant's fiscal agent.

**ORDINANCE NO. 4861**, June 27, 2016

**INTRODUCED BY** Alfred Jordan, County Legislator

WHEREAS, the United States Executive Office of the President's Midwest High Intensity Drug Trafficking Area (HIDTA) Investigative Support Center has allocated a total of \$58,431.00, to provide for an intelligence analyst within the Jackson County Sheriff's Office, for the period of January 1, 2016, to December 31, 2017; and,

WHEREAS, the attached Memorandum of Understanding with the Kansas Bureau of Investigation, which will serve as the Fiscal Agent for this grant, provides a suitable mechanism by which to implement this arrangement; and,

WHEREAS, an appropriation is necessary to place these grant funds in the appropriate spending accounts; now therefore,

BE IT ORDAINED by the County Legislature of Jackson County, Missouri, that the following appropriation be and hereby is made from the undesignated fund balance of the 2016 Grant Fund:

<u>DEPARTMENT/DIVISION</u>	<u>CHARACTER/DESCRIPTION</u>	<u>FROM</u>	<u>TO</u>
Grant Fund HIDTA - High Intensity Drug Trafficking Area			
010-4241	45862 - Increase Revenue	\$58,431	
010-2810	Undesignated Fund Balance		\$58,431
010-2810	Undesignated Fund Balance	\$58,431	
010-4241	55010 - Regular Salaries		\$46,618
010-4241	56140 – Travel		\$ 1,500
010-4241	56630 – Rent – Auto Equipment		\$ 7,013
010-4241	57110 - Gasoline		\$ 3,300

and,

BE IT FURTHER ORDAINED that the County Executive be and hereby is authorized to execute the attached Memorandum of Understanding with the Kansas Bureau of Investigation and any and all other documents necessary to give effect to this grant.



**MIDWEST HIGH INTENSITY DRUG TRAFFICKING AREA (HIDTA)****MEMORANDUM OF UNDERSTANDING****MIDWEST HIDTA INVESTIGATIVE SUPPORT CENTER INITIATIVE****January 1, 2016 to December 31, 2017****Grant #G16MW0003A****CFDA number 95.001**

The Office of National Drug Control Policy (ONDCP) has awarded HIDTA 2016 funding to federal, state and local law enforcement agencies in the region comprised of the states of Kansas, Missouri, Nebraska, Iowa, South Dakota and North Dakota for the purpose of combating the manufacture and importation of methamphetamine and the disruption of poly-drug trafficking organizations. The Kansas Bureau of Investigation (KBI) has been designated as the fiscal agent for award proceeds to be distributed to state and local agencies participating in the Midwest HIDTA program within Kansas and in selected regional initiatives. These funds shall be used for purposes designated in the MIDWEST HIDTA INVESTIGATIVE SUPPORT CENTER INITIATIVE (Appendix A) and associated budget (Appendix B), as approved by ONDCP.

**Scope of Service**

The services carried out under this Memorandum of Understanding shall be consistent with those contained in the initiative proposal and budget as approved for funding by ONDCP. Changes shall not be made in the subject or the proposed objectives of the initiative without prior written approval from the Midwest HIDTA Executive Director the Midwest HIDTA Executive Committee.

The signatories agree to provide written notice to the KBI and to the Midwest HIDTA Executive Director, at least (30) days in advance of any planned withdrawal from this agreement. In the event of withdrawal from this initiative by any party, all property and equipment acquired with HIDTA funds by the withdrawing party shall be re-distributed as per Midwest HIDTA policy and procedure. Upon the date specified in the written notice of withdrawal, this agreement shall become void with respect to the agency giving notice but shall remain in effect for all other participants. The KBI shall process all allowable reimbursement requests for the withdrawing agency through the date of the withdrawal.

**Reprogramming of Funds**

Reprogramming of funds within a HIDTA award requires different levels of approval based upon the amount to be reprogrammed and whether the reprogramming is inter-agency or inter-initiative. In all cases the recipient agency is responsible for forwarding a request for authorization for reprogramming to the KBI to be forwarded to the Midwest HIDTA Executive Director and Midwest HIDTA Executive Committee. The recipient agency is also responsible for maintaining detailed records of any reprogramming activities.

**Reporting Requirement**

All participants may be required to prepare a final report of initiative expenditures, which shall be submitted to the KBI within 30 days of the close of the program fiscal year. The financial report will be of a form approved by the KBI and shall contain a listing of expenditures/costs by cost category from the approved initiative budget (Appendix B). The report shall also contain a comparison of actual costs/expenditures against budget estimates. Failure to submit reports on a timely basis may result in the interruption or termination of the initiative funding for your agency. Detailed information on the financial reporting requirements is found in the HIDTA Program Policy and Budget Guidance (PPBG) publication and the Midwest HIDTA Policies and Standard Operating Procedures document (SOP).

### **Program Standards**

Each agency agrees to abide by the standards and rules defined in the HIDTA Program Policy and Budget Guidance publication and the Midwest HIDTA Policies and Standard Operating procedures document as well as all formal written program guidance regarding financial management standards, reporting, records retention, equipment, vehicles, and procurement and supplanting requirements for any agency accepting HIDTA funds. You can download the full version from National HIDTA Assistance Center (NHAC) nhac.org.

### **Assurances**

Each agency agrees to abide by the terms and conditions set out in Application for Federal Assistance SF 424B, Assurances - Non-Construction Programs (Appendix D) and ONDCP Certifications regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; Drug Free Work Place Requirements; Federal Debt Status and Nondiscrimination Statutes and Implementing Regulations (Appendix E). Each agency will also submit a signed OMB form, Certification Regarding Lobbying (Appendix F) and will abide by all applicable special conditions included as a part of the award agreement (Appendix H).

### **Invoicing**

Each agency receiving reimbursements will invoice once per month no more than quarterly, due the fifteenth of the month, for expenditures incurred during the prior month. Reimbursement form shall be a form approved by the KBI (Appendix G) and shall contain a listing of expenditures by category. Each agency shall retain the original supporting documentation and provide a copy to the KBI with the monthly report. Each agency agrees that the NHAC and Midwest HIDTA Executive Director and Midwest HIDTA Executive Committee have the right to terminate suspend or delay any payment to sub-recipient if the reimbursements clearly fails to meet HIDTA PPBG. In the event that such an act is necessary the agency will be notified within three days of the decision.

### **Inventory**

Equipment purchased with HIDTA funds shall be identified by cost, type and serial number and reported to the Kansas State Coordinator on the Midwest HIDTA Inventory Form (Appendix C). The Kansas State Coordinator shall maintain an inventory of all equipment purchased and provide the same to HIDTA. A copy of all inventory transactions shall be provided to the KBI. Any change to the inventory of HIDTA purchased equipment shall be reported promptly and in writing to the KBI.

### **Audit Readiness and Compliance**

Each agency agrees to maintain appropriate and detailed records of its receipt and use of the funds, in accordance with the generally accepted accounting principles applying to government agencies. Each agency understands that it may be subject an audit. Each agency also understands that there will be a site audit every two years for awardees that receive \$25,000 or more, and every three years for awardees that receive \$25,000 or less.

### **Acceptance**

Acceptance of this MOU by participating agencies is acceptance of all standards and conditions of the HIDTA Award, included as Appendix A, B, C, D, E, F, G, H.

Appendix A: Task Force Initiative

Appendix B: Task Force Budget

Appendix C: Inventory Form (Does not pertain to ISC Initiative)

Appendix D: OMB Form 424B, Assurances - Non-Construction Programs

Appendix E: ONDCP Certifications regarding Lobbying, Debarment, Suspension and Other

Responsibility Matters; Drug Free Work Place Requirements; Federal Debt Status and  
Nondiscrimination Statutes and Implementing Regulations

Appendix F: OMB form, Disclosure of Lobbying Activities

Appendix G: HIDTA Reimbursement Form

Appendix H: HIDTA Award Agreement

Appendix I: HIDTA Single Audit Certification

**Fiscal Contact KBI:** Neet O'Connor  
Kansas Bureau of Investigation  
1620 SW Tyler  
Topeka, Kansas 66612  
785-296-6782  
[neet.oconnor@kbi.state.ks.us](mailto:neet.oconnor@kbi.state.ks.us)

**Project Manager KBI:** Frank Papish, Assistant Director  
Kansas Bureau of Investigation  
15700 College Blvd., Suite 100  
Lenexa, Kansas 66219  
913-671-2040  
[Frank.papish@kbi.state.ks.us](mailto:Frank.papish@kbi.state.ks.us)

**State Coordinator:  
Midwest HIDTA** David A. Sankey  
10220 NW Ambassador Dr, Suite 700  
Kansas City MO 64153  
816-891-5217  
[dsankey@midwest-hidta.org](mailto:dsankey@midwest-hidta.org)


**Fiscal Contact JCOSO:** Dale Covey, Sargent  
Jackson County Sheriff's Department  
3310 NE Rennau Dr  
Lee's Summit, MO 64064  
816-524-4302 ext 972218

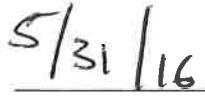
**Participating Agencies:**  
Jackson County Missouri

\_\_\_\_\_  
Frank White, Jr., County Executive  
Jackson County, Missouri

\_\_\_\_\_  
Date

**Through Jackson County Missouri Sheriff's Office**

  
\_\_\_\_\_  
Michael Sharp, Sheriff

  
\_\_\_\_\_  
Date

**Fiscal Agent:**  
Kansas Bureau of Investigation

\_\_\_\_\_  
Kirk D. Thompson, Director

\_\_\_\_\_  
Date