

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

142



**FROM:** Stanley Sniff, Sheriff – Coroner - PA

**SUBMITTAL DATE:**  
01/21/15

**SUBJECT:** Acceptance of the High Intensity Drug Trafficking Areas (HIDTA) Program Grant Award and Sole Source Approval for the Provision of Two Crime Analysts for a Term of Two Years, Districts All, [\$1,286,405 – Federal HIDTA Grant Funds 100%]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the acceptance of a High Intensity Drug Trafficking Areas (HIDTA) grant award in the amount of \$1,286,405.
2. Authorize the Sheriff or his designee to sign the grant award agreement and to sign grant payment requests, progress reports, amendments and/or modifications not increasing the total awards by more than 20% for the 2014 HIDTA grant program project initiatives on behalf of the Board.
3. Authorize the Sheriff's Department to use Strategic Contracting Services for the provision of two Crime Analysts, at a cost not to exceed \$120,000 annually, without securing competitive bids, in accordance with Ordinance 459.4.

(Continued on Page 2)

FISCAL PROCEDURES APPROVED  
PAUL ANGULO, CPA, AUDITOR-CONTROLLER  
BY: Esteban Hernandez 2/2/15

Will Taylor For  
Stan Sniff  
Sheriff-PA-Coroner  
Will Taylor, Dir. of Administration

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 643,205	\$ 643,200	\$ 1,286,405	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

<b>SOURCE OF FUNDS:</b> 100% Federal Funds, HIDTA Grant Funding	<b>Budget Adjustment:</b> No
	<b>For Fiscal Year:</b> 14/15 – 15/16

**C.E.O. RECOMMENDATION:** **APPROVE**

BY: Elizabeth J. Olson  
County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Benoit, seconded by Supervisor Jeffries and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Benoit and Ashley  
Nays: None  
Absent: None  
Date: February 10, 2015  
xc: Sheriff

Kecia Harper-Ihem  
Clerk of the Board  
By: Kecia Harper-Ihem  
Deputy

Prev. Agn. Ref.: 07/16/13 3.49 | District: ALL | Agenda Number:

3-15

PURCHASING & FLEET SERVICES  
 Lisa Brandl, Director  
 Departmental Concurrence  
 DATE: 2/2/15  
 GREGORY P. PRIAMOS  
 FORM APPROVED COUNTY COUNSEL

- A-30
- Positions Added
- 4/5 Vote
- Change Order

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA  
FORM 11: Acceptance of the High Intensity Drug Trafficking Areas (HIDTA) Program Grant Award  
and Sole Source Approval for the Provision of Two Crime Analysts for a Term of Two Years,  
Districts All, [\$1,286,405 – Federal HIDTA Grant Funds 100%]**

**DATE: 01/21/15**

**PAGE: 2 of 3 (BR 15-062)**

**BACKGROUND:**

**Summary**

The U.S. Office of National Drug Control Policy (ONDCP) has notified the Riverside County Sheriff's Department that it has been allocated HIDTA Program funds for this year. The proposed grant award period will be from January 1, 2014 through December 31, 2015. County Counsel has approved the award documents as to form.

For over twenty-two years, Riverside County has participated in the HIDTA program, which fosters cooperation among law enforcement agencies in their efforts to eliminate drug trafficking locally and nationally. The LA-HIDTA is comprised of the Los Angeles, Orange, Riverside, and San Bernardino counties. The Office of National Drug Control Policy and LA-HIDTA have confirmed that Riverside County's allocation for this grant award cycle is \$1,286,405.

Based on this award, grant funds will be distributed among the County project initiatives in the following manner:

Regional Methamphetamine Task Force (RMTF) \$395,843

Inland Narcotics Clearing House (INCH) \$533,786

Inland Crackdown Allied Task Force (INCA) \$356,776

No County match is required.

Operating with a focus throughout the entire LA-HIDTA region, the primary mission of the RMTF is to target major methamphetamine production, distribution, and Drug Trafficking Organizations (DTO) by investigating, disrupting, and arresting person(s) and organizations involved in illicit sales and trafficking of methamphetamine thereby improving the quality of life for all citizens, both regionally and nationally.

Statistics indicate that methamphetamine availability remains a constant concern and narcotic traffickers typically use well-established highways and pipelines to smuggle, ship and move methamphetamine and other illicit narcotics. In an effort to combat the availability of these narcotics, RMTF, using grant funds, will continue the deployment of highway interdiction teams, comprised of three narcotics detecting canines and their respective handlers. These teams will be used to identify, disrupt, and arrest DTOs that regularly use these highways and trafficking routes to further their criminal enterprise(s).

INCH will also aid the task forces by providing connectivity to the Statewide Integrated Narcotics Systems (SINS). Additionally, INCH will assist by providing necessary case support and serve as a clearing house for the dissemination of narcotics related intelligence.

INCH funds 50% of a Sheriff's Network Administrator. Also, as initiated in FY 10-11, Riverside County will continue to use INCH grant funds to pay for Criminal and Intelligence Analysts in FY 2014-15. The County will also continue to purchase the service of these Analysts from a personnel recruiting agency, Strategic Contracting Services (SCS) which is under contract with Los Angeles County Regional Criminal Information Clearing House (LA CLEAR).

INCA will support the efforts of the State Bureau of Narcotic Enforcement (BNE) in enforcing the controlled substance laws of California. The INCA task force is comprised of numerous law enforcement agencies within the jurisdiction of the LA-HIDTA. This cooperative effort, coupled with their ability to jointly work with similar Crackdown Task Forces, has proven to be highly effective in the investigation of DTOs within the region.

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**PAGE: 3 of 3 (BR 15-062)**

The grant will also continue to provide funding for an accounting staff position at the Sheriff's Special Investigations Bureau, which the Department has filled at the Accounting Technician I level.

The Board should note that the State Department of Justice, the Riverside and San Bernardino Police Departments will participate on the HIDTA task force, and the Sheriff's Department will reimburse them in excess of \$25,000 annually for service and equipment expenses and/or overtime hours logged during task force activities. By this notification, the Board exempts the Purchasing Agent from reporting these agencies as sole source project partners for the term of the grant project and authorizes the Purchasing Agent to contract with these partners in amounts approved by the HIDTA grant.

**Impact on Residents and Businesses**

The HIDTA funding will allow the Sheriff's Special Investigations Bureau (SIB) to provide a level of narcotics enforcement beyond the normal, everyday street enforcement.

**Attachment(s)**

1. Sole Source Justification
2. Grant Agreement

Date: January 21, 2015  
From: Will Taylor, Chief of Administration      Department/Agency: Sheriff/ SIB  
To: Board of Supervisors  
Via: Purchasing Agent  
Subject: Sole Source Procurement; Request for Criminal Intelligence Analyst Personnel

The below information is provided in support of my Department requesting approval for a sole source. Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole source.

1. **Supply/Service being requested:** Criminal Intelligence Specialist
2. **Supplier being requested:** Strategic Contracting Services which is a division of Total HR Management
3. **Alternative suppliers that can or might be able to provide supply/service:** None. The vendor is approved per the HIDTA grant.
4. **Extent of market search conducted:** Internet, prior dealings with FSA and recommendations from other intelligence support managers
5. **Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:** Strategic Consulting has been the human resources connection for both the Inland Narcotics Clearing House (INCH) and LA Clear, which are both intelligence initiatives attached to the LA HIDTA. The Joint Regional Intelligence Center (JRIC), which is the third initiative of the LA HIDTA Intelligence Support System, recently started contracting with Strategic for their civilian analysts. This provides stability across the entire intelligence sector of the LA HIDTA as each group of analysts work under the same umbrella of protection provided by Strategic Consulting/ Total HR Management. This consistency across intelligence initiatives is a necessity throughout the region as replacing these positions is a lengthy, extensive time consuming process, which if delayed can inhibit the effectiveness of the intelligence support system of the Los Angeles HIDTA. This does not benefit the agencies that use this function within Riverside and San Bernardino Counties.
6. **Reasons why my department requires these unique features and what benefit will accrue to the county:** The analysts provide the necessary case support and assist with the dissemination of narcotics related intelligence. The county and Sheriff's Department benefit by receiving trained analysts whose services can be discontinued at the end of the grant performance period. There are no costs to the county for the recruitment, background, hiring, or training of Strategic Contracting Services personnel.
7. **Price Reasonableness including purchase price and any ongoing maintenance or ancillary costs from the supplier:** The contracting rate for the positions is established by Strategic Contracting Services and paid for with HIDTA grant funds. The personnel costs that the county would incur to hire a Criminal Intelligence Analyst exceeds the total cost that Strategic Contracting Services currently charge. The average cost of a Criminal Intelligence Analyst to the county is \$91,121 (including benefits) annually. The annual cost of a analyst through Strategic Contracting Services is \$74,800 annually.

8. Does moving forward on this product or service further obligate the county to future similar contractual arrangements or any ongoing costs affiliated with this sole source? (Maintenance, support, or upgrades, if so, please explain). No, moving forward does not further obligate the county.
9. **Period of Performance:** The grant approval number is G14LA0007A. The period of the grant performance is from 01/01/2014 to 12/31/2015.

Shelly A. Kenney 2/2/15  
 Chief Deputy Signature Date

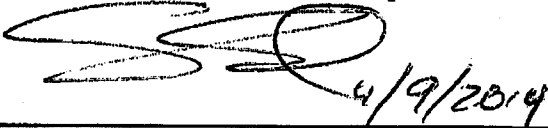
[Signature] 2/2/15  
 Department Head Signature Date

Purchasing Department Comments:

Approve                      Approve with Condition/s                      Disapprove

Not to exceed: \$ 74,800.00  One time                      Annual Amount through \_\_\_\_\_

Lois Brandl 2/2/15 15-383  
 Purchasing Agent                      Date                      Approval Number  
 (Reference on Purchasing Documents)

Executive Office of the President Office of National Drug Control Policy		Grant Agreement	
1. Recipient Name and Address Sheriff Stan Sniff Riverside County Sheriff's Department PO Box 512 Riverside, CA 92502		4. Award Number: G14LA0007A	
		5. Grant Period: From 01/01/2014 to 12/31/2015	
1A. Recipient IRS/Vendor No.: 1956000930B2		6. Date: 3/17/2014	7. Action <input checked="" type="checkbox"/> Initial Supplemental
Subrecipient Name and Address		8. Supplement Number	
2A. Subrecipient IRS/Vendor No.:		9. Previous Award Amount:	
3. Project Title Multiple		10. Amount of This Award:	\$1,286,405
		11. Total Award:	\$1,286,405
12. The above Grant is approved subject to such conditions or limitations as are set forth on the five attached pages.			
13. Statutory Authority for Grant: Public Law 113-76			
AGENCY APPROVAL		RECIPIENT ACCEPTANCE	
14. Typed Name and Title of Approving Official Michael K. Gottlieb National HIDTA Director		15. Typed Name and Title of Authorized Official Stan Sniff Riverside County Sheriff's Department	
16. Signature of Approving ONDCP Official <i>Michael K. Gottlieb</i>		17. Signature of Authorized Recipient/Date  4/9/2014	
AGENCY USE ONLY			
18. Accounting Classification Code DUNS: 602420888 EIN: 1956000930B2		19. HIDTA AWARD OND1070DB1415XX    OND6113 OND2000000000    OC 410001	

FORM APPROVED COUNTY COUNSEL

BY:   
NEAL R. KIPNIS

DATE 1/29/15

## GRANT CONDITIONS

### A. General Provisions

1. This grant is subject to Title 2 of the Code of Federal Regulations, as well as the following:
  - by reference, the provisions of the Office of Management and Budget (OMB) circulars and government-wide common rules applicable to grants and cooperative agreements. These circulars and common rules include the following:
    - OMB Circular A-21 "Cost Principles for Educational Institutions." (Codified at 2 CFR Part 220)
    - OMB Circular A-87 "Cost Principles for State, Local, and Indian Tribal Governments." (Codified at 2 CFR Part 225)
    - OMB Circular A-102 "Grants and Cooperative Agreements with State and Local Governments." (Codified at 21 CFR 1403)
    - OMB Circular A-110 "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations." (Codified at 2 CFR Part 215)
    - OMB Circular A-122 "Cost Principles for Nonprofit Organizations." (Codified at 2 CFR Part 230)
    - "Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Units of Governments," (Codified at 21 CFR Part 1403)
    - Grants Management Common Rule for State and Local Units of Governments," (Codified at 21 CFR Part 1404)
    - "Government-wide Debarment and Suspension (Nonprocurement)," (Codified at 21 CFR Part 1404)
    - "Government-wide Requirements for Drug-free Workplace (Financial Assistance)" (Codified at 21 CFR Part 1405)
    - "New Restrictions on Lobbying" (Codified at 28 CFR Part 69)
2. Audits conducted pursuant to OMB Circular A-133, "Audits of State and Local Governments", must be submitted no later than 9 months after the close of the grantee's audited fiscal year. A copy of the audit report and management letter must be sent to:

EOP/ONDCP

Attention: Michael Reles  
GSD/RDF (202) 395-6608  
Anacostia Naval Annex  
Bldg 410/Door 123  
250 Murray Lane, SW  
Washington, DC 20509

or:

mreles@ondcp.eop.gov

3. Grantees are required to submit Federal Financial Reports (FFR) to the Department of Health and Human Services, Division of Payment Management (HHS/DPM). Other reporting requirements are specified in the HIDTA Program Policy and Budget Guidance.
4. The recipient gives the awarding agency or the Government Accountability Office, through any authorized representative, access to, and the right to examine, all paper or electronic records related to the grant.
5. Recipients of HIDTA funds are not agents of ONDCP. Accordingly, the HIDTA, its fiscal agent (s), HIDTA employees, HIDTA contractors, as well as state, local, and federal HDTA participants, either on a collective basis or on a personal level, shall not hold themselves out as being part of, or representing, the Executive Office of the President or ONDCP.
6. **Grantees and subgrantees are advised of the new OMB grants "supercircular," Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, some provisions of which may begin to supersede the provisions of pre-existing OMB grants circulars over the term of this grant. ONDCP will also be adopting conforming regulations in 2014. ONDCP will provide you with updates moving forward. For more information about the supercircular, please visit [www.cfo.gov/COFAR](http://www.cfo.gov/COFAR), which includes links to related online training and FAQs.**

#### **B. Special Conditions HIDTA Grants**

The following special conditions are incorporated into each award document.

1. This grant is awarded for the initiative(s) named above. Variation from the description of activities approved by ONDCP and/or from the budget attached to this letter must comply with the reprogramming requirements as set forth in ONDCP's HIDTA Program Policy and Budget Guidance.
2. This award is subject to the requirements in ONDCP's HIDTA Program Policy and Budget Guidance.
3. No HIDTA funds shall be used to supplant state or local funds that would otherwise be made available for the same purposes.
4. The requirements of 28 CFR Part 23, which pertain to information collection and management of criminal intelligence systems, shall apply to any such systems supported by this award.
5. Special accounting and control procedures must govern the use and handling of HIDTA Program funds for confidential expenditures; i.e. the purchase of information, evidence, and services for undercover operations. Those procedures are described in Section 6-12 of the HIDTA Program Policy and Budget Guidance.



6. The grant recipient agrees to account for and use program income in accordance with the "Common Rule" and the HIDTA Program Policy and Budget Guidance. Asset forfeiture proceeds generated by the HIDTA-funded initiatives shall not be considered as program income earned by HIDTA grantees.
7. Property acquired with these HIDTA grant funds is to be used for activities of the Los Angeles HIDTA. If your agency acquires property with these funds and then ceases to participate in the HIDTA, this equipment must be made available to the HIDTA's Executive Board for use by other HIDTA participants.
8. All law enforcement entities that receive funds from this grant must report all methamphetamine laboratory seizure data to the National Clandestine Laboratory Database/National Seizure System at the El Paso Intelligence Center.

### **C. Payment Basis**

1. A request for Advance or Reimbursement shall be made using the HHS/DPM system ([www.dpm.psc.gov](http://www.dpm.psc.gov)). Copies of invoices or payroll registers must accompany the payment confirmation number to provide documentation for the reimbursement request. Requests for advances must be accompanied by details specifying the need for the advance. Documentation of how the advance was spent must be submitted within 21 days and before another advance or reimbursement will be approved.
2. The HIDTAs, or their respective grantees, must utilize the HIDTA program Financial Management System's (FMS) Disbursement module each time they submit a disbursement request to the NHAC. Requests for payment in the DPM system will not be approved unless the required disbursements have been entered into the FMS. Payments will be made via Electronic Fund Transfer to the award recipient's bank account. The bank must be FDIC insured. The account must be interest bearing.
3. Except for interest earned on advances of funds exempt under the Intergovernmental Cooperation Act (31 U.S.C. 6501 et seq.) and the Indian Self-Determination Act (23 U.S.C. 450), grantees and subgrantees shall promptly, but at least quarterly, remit interest earned on advances to HHS/DPM at the address provided below. When submitting your checks, please provide a detailed explanation which should include: reason for check (remittance of interest earned on HIDTA advance payments), check number, grantee name, grant number, interest period covered, and contact name and number.


Ms. Janet Morgan  
Division of Payment Management  
Department of Health and Human Services

Via U.S. Postal Mail:  
P.O. Box 6021  
Rockville, MD 20852

Via FedEx:  
7700 Wisconsin Avenue  
10th Floor  
Bethesda, MD 20814

4. The grantee or subgrantee may keep interest amounts up to \$100 per year for administrative purposes.

**RECIPIENT ACCEPTANCE OF GRANT CONDITIONS**

Signature:   
\_\_\_\_\_

Date: 4/9/2014

Name: Stan Sniff

Organization: Riverside County Sheriff's Department

# Initiative Cash by HIDTA

FY 2014

Awarded Budget (as approved by ONDCP)

HIDTA	Agency Name	Initiative	Cash	Type	Grant
Los Angeles	Riverside County Sheriff's Department	Inland Crackdown Allied Task Force (INCA)	356,776.00	Investigation	G14LA0007A
		Inland Narcotics Clearinghouse (INCH)	533,786.00	Intelligence	G14LA0007A
		Regional Methamphetamine Task Force (RMTF)	395,843.00	Investigation	G14LA0007A
<b>Agency Total : Riverside County Sheriff's Department</b>			<b>1,286,405.00</b>		

Total

**1,286,405.00**

# Budget Detail

2014 - Los Angeles

Initiative - Inland Crackdown Allied Task Force (INCA)

Award Recipient - Riverside County Sheriff's Department (G14LA0007A)

Resource Recipient - CA DOJ Bureau of Narcotics Enforcement - LA

<b>Awarded Budget (as approved by ONDCP)</b>		<b>\$1,286,405.00</b>
<b>Personnel</b>	<b>Quantity</b>	<b>Amount</b>
Administrative Staff	1	\$20,000.00 ✓
<b>Total Personnel</b>		<b>\$20,000.00</b>
<b>Overtime</b>	<b>Quantity</b>	<b>Amount</b>
Investigative - Law Enforcement Officer	12	\$211,776.00 ✓
<b>Total Overtime</b>		<b>\$211,776.00 ✓</b>
<b>Services</b>	<b>Quantity</b>	<b>Amount</b>
Aviation		\$75,000.00 ✓
Contractor - Financial staff	1	\$25,000.00
Insurance		\$25,000.00
<b>Total Services</b>		<b>\$125,000.00 ✓</b>
<b>Total Budget</b>		<b>\$356,776.00 ✓</b>

# Budget Detail

2014 - Los Angeles

Initiative - Inland Narcotics Clearinghouse (INCH)

Award Recipient - Riverside County Sheriff's Department (G14LA0007A)

Resource Recipient - Riverside County Sheriff's Department

<i>Awarded Budget (as approved by ONDCP)</i>			<i>\$1,286,405.00</i>
<b>Personnel</b>	<b>Quantity</b>	<b>Amount</b>	
Information Technology staff	1	\$50,070.00	✓
<b>Total Personnel</b>		<b>\$50,070.00</b>	✓
<b>Fringe</b>	<b>Quantity</b>	<b>Amount</b>	
Information Technology staff	1	\$21,985.00	✓
<b>Total Fringe</b>		<b>\$21,985.00</b>	✓
<b>Travel</b>	<b>Quantity</b>	<b>Amount</b>	
Administrative		\$4,500.00	✓
Investigative/Operational		\$2,000.00	✓
Training		\$13,500.00	✓
<b>Total Travel</b>		<b>\$20,000.00</b>	
<b>Services</b>	<b>Quantity</b>	<b>Amount</b>	
Communications - data lines ✓		\$5,911.00	✓
Contractor - Analyst - Criminal ✓	4	\$294,125.00	✓
Contractor - Analyst - Intelligence ✓	1	\$80,195.00	✓
Equipment rentals ✓		\$1,400.00	✓
Printing & document support ✓		\$600.00	✓
Shipping & postage ✓		\$500.00	✓
Software - maintenance ✓		\$35,000.00	✓
Subscriptions - database ✓		\$13,000.00	✓
<b>Total Services</b>		<b>\$430,731.00</b>	
<b>Equipment</b>	<b>Quantity</b>	<b>Amount</b>	
Computers - desktop, laptop & notebook		\$5,000.00	
<b>Total Equipment</b>		<b>\$5,000.00</b>	
<b>Supplies</b>	<b>Quantity</b>	<b>Amount</b>	
Office		\$5,000.00	
Software - licenses		\$1,000.00	
<b>Total Supplies</b>		<b>\$6,000.00</b>	
<b>Total Budget</b>		<b>\$533,786.00</b>	✓

# Budget Detail

2014 - Los Angeles

Initiative - Regional Methamphetamine Task Force (RMTF)

Award Recipient - Riverside County Sheriff's Department (G14LA0007A)

Resource Recipient - Riverside County Sheriff's Department

<b>Awarded Budget (as approved by ONDCP)</b>		<b>\$1,286,405.00</b>
<b>Personnel</b>	<b>Quantity</b>	<b>Amount</b>
Financial Staff ✓	1	\$53,393.00 ✓
<b>Total Personnel</b>		<b>\$53,393.00</b>
<b>Fringe</b>	<b>Quantity</b>	<b>Amount</b>
Financial staff ✓	1	\$22,950.00 ✓
<b>Total Fringe</b>		<b>\$22,950.00</b>
<b>Overtime</b>	<b>Quantity</b>	<b>Amount</b>
Investigative - Law Enforcement Officer	15	\$120,000.00 ✓
<b>Total Overtime</b>		<b>\$120,000.00</b>
<b>Travel</b>	<b>Quantity</b>	<b>Amount</b>
Administrative		\$2,500.00 ✓
Investigative/Operational		\$2,500.00 ✓
Training		\$9,000.00 ✓
<b>Total Travel</b>		<b>\$14,000.00</b>
<b>Services</b>	<b>Quantity</b>	<b>Amount</b>
Communications - mobile phones & pagers ✓		\$15,000.00 ✓
Investigative services ✓		\$3,000.00 ✓
Printing & document support ✓		\$1,000.00 ✓
Software - maintenance ✓		\$50,000.00 ✓
Training ✓		\$7,500.00 ✓
Vehicle lease - specialty ✓	3	\$60,000.00 ✓
<b>Total Services</b>		<b>\$136,500.00</b> ✓
<b>Equipment</b>	<b>Quantity</b>	<b>Amount</b>
Communications - radios		\$5,000.00 ✓
Computers - desktop, laptop & notebook		\$5,000.00 ✓
<b>Total Equipment</b>		<b>\$10,000.00</b> ✓
<b>Supplies</b>	<b>Quantity</b>	<b>Amount</b>
Investigative/operational		\$36,000.00 ✓
Office		\$3,000.00 ✓
<b>Total Supplies</b>		<b>\$39,000.00</b> ✓
<b>Total Budget</b>		<b>\$395,843.00</b>