

**CLARK COUNTY
STAFF REPORT**



DEPARTMENT: Clark County Sheriff's Office
DATE: June 12, 2014
REQUEST: Accept the 2014-15 Byrne Drug-Gang Task Force (DGTF) Grant (\$145,000)
CHECK ONE: Consent CAO

BACKGROUND

The United States Department of Justice (DOJ) provides funding to states to assist in law enforcement through the Byrne Justice Assistance Program. In the State of Washington, this funding is administered through the Washington Department of Commerce (Commerce). In June, Commerce offered Clark County an award of \$145,000 with the stated purpose of providing assistance "to operate and maintain the Clark-Vancouver Drug Task Force program." Of this award, \$36,000 is dedicated for expenses related to the prosecution of Drug Task Force-related cases by the Prosecuting Attorney's Office. The grant period runs from July 1, 2014 through June 30, 2015. This award requires no local match beyond that which currently exists to maintain required staffing levels.

COMMUNITY OUTREACH

The Drug Task Force will continue to serve the community by combating the manufacture and sale of illegal narcotics in Clark County.

BUDGET AND POLICY IMPLICATIONS

There is enough budget capacity remaining in the 2013-14 budget for grant revenues and expenses between the grant start date (July 1, 2014) and the end of 2014. Grant revenues and expenses for the first half of 2015 totaling \$72,500 should be included in the 2015-16 budget to cover grant activity.

FISCAL IMPACTS

Yes (see attached form) No

ACTION REQUESTED

Approve acceptance of the \$145,000 Byrne DGTF Grant award. Recognize the need for a resource-neutral inclusion in the 2015-16 budget.

DISTRIBUTION

SO Fiscal, John Lawler
Auditor's Office, Amanda Miller

Office of Budget
Clark-Vancouver Drug Task Force, Cmdr Mike Cooke

Joe Dunegan
Clark County Undersheriff

Approved:
CLARK COUNTY
BOARD OF COMMISSIONERS
June 24, 2014 SR 136-14

FISCAL IMPACT ATTACHMENT

Part I: Narrative Explanation

I. A – Explanation of what the request does that has fiscal impact and the assumptions for developing revenue and costing information

The 2013-14 budget includes capacity for expected revenues and expenses during the second half of 2014. The grant continues through June 30, 2015, so \$72,500 in both expenses and revenues needs to be included in the next biennial budget for this grant. \$54,500 of the \$72,500 will be Sheriff's Office revenue and payroll expense. The remaining \$18,000 should be included in the Prosecuting Attorney's Office budget.

Part II: Estimated Revenues

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
0001 / General Fund – Sheriff	0	0	54,500	54,500	0	0
0001 / General Fund – PA			18,000	18,000		
Total	0	0	72,500	72,500	0	0

II. A – Describe the type of revenue (grant, fees, etc.)

Byrne Justice Assistance Grant award from the US Department of Justice through the Washington Department of Commerce Drug-Gang Task Force program. CFDA #16.738.

Part III: Estimated Expenditures

III. A – Expenditures summed up

Fund #/Title	FTE's	Current Biennium		Next Biennium		Second Biennium	
		GF	Total	GF	Total	GF	Total
0001 / General Fund – Sheriff	0	0	0	54,500	54,500	0	0
0001 / General Fund – PA	0			18,000	18,000		
Total		0	0	72,500	72,500	0	0

III. B – Expenditure by object category

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Salary/Benefits	0	0	72,500	72,500	0	0
Contractual						
Supplies/Equipment						
Travel						
Overtime						
Capital Outlays						
Inter-fund Transfers						
Debt Service						
Total	0	0	72,500	72,500	0	0

BYRNE JUSTICE ASSISTANCE GRANT FUNDING APPLICATION FOR SFY 2013

INTRODUCTION

The Department of Commerce (COMMERCE) requests project funding applications for the Byrne Justice Assistance Grant (JAG) Multi-jurisdictional Drug-Gang Task Force Program. This program is funded by the U.S. Department of Justice, Bureau of Justice Assistance. **Application packages should be returned to COMMERCE no later than 5 p.m. on May 30, 2014. One electronic copy, with signatures, is all that is required.** If scanning of signatures into an electronic copy is not possible submit both an electronic copy and a signed hardcopy.

PROGRAM PURPOSE

Funding Purpose:

COMMERCE will provide funding support for the state's Criminal Justice System for State Fiscal Year (SFY) 2015 through applications made for the continuation of the Byrne Justice Assistance Grant Multi-jurisdictional Drug-Gang Task Force Program (JAG MDGTF).

Program Description and Purpose:

To accomplish COMMERCE's JAG funding priorities, the task forces are dedicated to mid-to-upper-level investigation and interdiction efforts of criminal organizations that are focused on and engaged in criminal enterprise around gangs, guns, and drugs. The Drug-Gang Task Force Program is a partnership of federal, state, and local law enforcement and prosecutors working to eliminate criminal organizations that focus on illicit activities around gangs, guns, and drug operations. Its stated purpose is to reduce the availability, use, and trafficking of illegal drugs guns, and the profits of criminal gang and drug organizations. Task forces work across local, state, and federal jurisdictions to dismantle or disrupt mid-to-upper level criminal organizations. Their efforts will make communities safer and healthier by reducing drug availability and organized crime.

SFY 2015 AVAILABLE PROGRAM FUNDING

The total funding available to support this program, including Federal 2014 JAG funds, de-obligated JAG carryover from prior awards, and State Drug Task Force funding for State Fiscal Year 2015 (July 1, 2014 through June 30, 2015) are initially projected to total \$2,755,000. This projection is initially estimated low, however firm numbers are not expected to be available until late June. Base allocations for fully compliant task force allocations are:

Program Allocations	JAG Funds	State Funds	Base Allocation
JAG Multijurisdictional Drug-Gang Task - Fully compliant	\$114,100	\$30,900	\$145,000

Actual funding may vary as task forces not able to maintain compliance with the minimum task force staffing and participation model are offered reduced funding in proportion to their compliance.

Note: the allocation of actual awards at the individual contract level will distribute the award between categories of expense proportionate to the distribution the applicant makes on Form 1.

TASK FORCE MODEL COMPLIANCE FUNDING REDUCTIONS

Applicants not able to comply with the program model at the time of application will be offered reduced funding (Base Allocation specified in the previous section multiplied by the percentage in the 2nd column), or be considered ineligible for funding according to the following table:

Compliance Level	% of Base Allocation	Dedicated Personnel		Participating 'Local' Agencies* ^{4,5}
Full Compliance	100%	4.0 Law Enforcement * ¹ 1.0 Prosecutor * ² .5 Support Staff * ³		3 Agencies
Low 'Local' Agency Participation	88%	4.0 Law Enforcement * ¹ 1.0 Prosecutor * ² .5 Support Staff * ³		2 Agencies
Low 'Local' Personnel Dedication	75%	3.0 Law Enforcement * ¹ 1.0 Prosecutor * ² .5 Support Staff * ³		3 Agencies
Low in both 'Local' Agency Participation and 'Local' Personnel Dedication	63%	3.0 Law Enforcement * ¹ 1.0 Prosecutor * ² .5 Support Staff * ³		2 Agencies
Too Low – Not Eligible for Funding	0%	Any level below: 3.0 Law Enforcement * ¹ 1.0 Prosecutor * ² .5 Support Staff * ³	or	1 Agency

*¹ Staffing standard for commissioned law enforcement personnel is four 100% dedicated officers

*² Staffing standard for Prosecutors/Deputy Prosecutors is one 100% dedicated prosecutor, or demonstration that no task force generated case is declined due to staffing – any staffing below this level is considered “Low Local Personnel Dedication”

*³ Staffing standard for task force administrative/support staff is one half-time individual – any staffing below this is considered “Low Local Personnel Dedication”

*⁴ Washington State Patrol may count as a 'Local' agency for those task forces considered as 'Rural' of 'Small Urban' in the “Counties Like Us” reporting grouping

*⁵ Aggregated cash contributions from jurisdictions not large enough to fully dedicate individual officers, but which are sufficient to support 90% of the full cost of a dedicated officer, may count as participation by a 'Local' Agency for each officer so supported

In the event that a task force's compliance with the model falls below that specified in their application during any reporting quarter, the amount which may be reimbursed in that quarter shall be reduced in accordance with the compliance table shown above, and not be available in subsequent quarters.

Funding not disbursed in a quarter, which has not been lost due to decreased agency participation or dedicated staffing, shall be available for disbursement in the following quarter(s), but no later than the fourth quarter of the award period.

Increasing participation or staffing above that specified in the application will not increase the funds available for distribution—all funding available at the time of award already being obligated.

ELIGIBLE APPLICANTS

The current 19 JAG Multi-Jurisdictional Drug-Gang Task Forces are eligible for continuation of funding upon acceptance of the federal JAG Award's Special Conditions and, COMMERCE's Conditions contained in this Application.

MATCH REQUIREMENT

Federal funds awarded under this program do not require match with local funds. Grant program regulations require that all grant funds are subject to the provisions of the Program Policy and Procedures Manual published by COMMERCE. Program income may be treated as match. Income derived from forfeiture awards are reported as forfeitures realized (program income), not as match. Supplanting of funds, including income reported as match, is prohibited.

ALLOWABLE COSTS

Allowable uses of federal grant funds include, but are not limited to, the following:

- General salaries and personnel costs as reflected in the application and approved contract.
- Equipment and services supporting the project as reflected in the application and approved contract.
- Travel, training, and per diem at standard rates for activities supportive of the operation of the project.
- Expenditures for the purchase of evidence and information in accordance with the application and approved contract.

Unallowable uses of federal grant funds include, but are not limited to, the following:

- Food, beverages, or other refreshments for meetings, conferences, or training. (Prohibition does not include standard per diem when otherwise authorized.)
- General Unallowable uses are further defined on Form 15 of this application

CONTRACTUAL AGREEMENTS

JAG Program sub-recipient awards will be based upon the budget, strategy, goals, and objectives provided in each application and as approved COMMERCE. The Multi-jurisdictional Drug-Gang Task Force Program sub-recipient agreements will contain special conditions requiring key task force personnel participation at scheduled Task Force Commander's Conferences; allowance of staff participation in support of COMMERCE's Task Force Peer Review Program; and timely and accurate reporting of performance-based activities reflecting work performed in achievement of the task force's stated mission, goals, and immediate objectives.

REPORTING REQUIREMENTS

Each grantee will be responsible for submitting to COMMERCE the following reports on the schedule indicated on the next page:

REPORT	SUBMISSION METHOD	DUE
Expenditure Report & Request for Reimbursement Form	USPO (Mail) OR Email	Monthly
Performance Activity Report (PAR)[Excel spreadsheet]	Email	Quarterly

Each PAR submittal should be made by the 17th day of the month following the end of the reporting period. Reimbursement vouchers (A-19 Forms) should be submitted by the 15th of the month following the reporting period.

All Multi-jurisdictional Drug-Gang Task Force (MDGTF) grantees must complete the High Intensity Drug-Trafficking Area (HIDTA) Annual Threat Assessment Survey for the year when it becomes due (normally during January of the year following the start date of your JAG MDGTF Agreement. This assessment must be returned to HIDTA no later than the requested due date, with acknowledgement to COMMERCE that the report has been successfully submitted. A grantee's failure to submit the HIDTA Annual Threat Assessment Survey or the quarterly Performance Activity Report (PAR) will result in delayed payment by COMMERCE. Performance Activity Reports must be submitted to the U.S. Department of Justice by COMMERCE in a timely and accurate fashion in order that COMMERCE may be allowed to release program funds as reimbursement to sub-recipients for work performed in the period of the report. Conversely, reimbursement requests must be for the time within the PAR report quarterly period if submitted for more than one month on a form.

BILLING PROCEDURES/PAYMENTS

Upon receipt and approval of the monthly Expenditure Report and Request for Reimbursement form, COMMERCE will reimburse authorized, allowable program expenditures, provided that the grantee has submitted performance reports specified in the preceding section within the required timeframes. Each grantee should submit reimbursement vouchers monthly (within 15 days after the month in which costs or activities occurred) in order to receive timely payment. Grantees are strongly urged to use electronic distribution for receipt of program funds.

PROJECT EVALUATION

Grants/agreements will be periodically evaluated in three ways:

- COMMERCE Program Compliance Visits to review your success in accomplishing grant requirements and level of success in achieving program performance goals, as determined by scheduled on-site or desk-monitoring.
- Scheduled On-site monitoring and audit by a COMMERCE Task Force Peer Review Team.
- Independent outcome evaluation conducted by COMMERCE (when required).

APPLICATION STATEMENT-OF-WORK REQUIREMENTS

All COMMERCE contracts executed after June 30, 2012 will be performance-based. As such, any contract/interagency agreement you may be offered will have "Performance-Based" elements containing output-related statements. These statements will be designed to identify and prioritize work products and achievements that are required to successfully meet the

expectations for work to be performed under the contract/IAG. In support of any contract or agreement that COMMERCE may award, based on your response to this application, the following performance-oriented conditions must be accomplished as stated and, in the time-frames indicated.

This application requires the following activities to be completed and documented upon submission of the signed application by the due date of May 30, 2014. Exceptions must be requested in writing and approved by COMMERCE prior to the due date.

- APPLICANT shall complete, sign, and return all documentation included in this "APPLICATION" package distributed by COMMERCE via email, to be received by COMMERCE no later than May 30, 2014.
- APPLICANT shall respond with information that accurately reflects the program strategy, operations, administration, and goals that best support the implementation of the elements of your application when incorporated into the contract/agreement.
- APPLICANT shall designate a "Fiscal Agent" to administer the contract compliance requirements of this agreement, and identify the point of contact on Form 3 of the Application under "Program Contracts."
- APPLICANT shall budget funds allotted in this application to request monthly reimbursements using the "Request for Reimbursement" forms, as described in the Reporting Requirements previously mentioned. Exceptions to monthly billing must be reflected on the Application Face Sheet, Item 14 "Estimated Grant Expenditures."
- APPLICANT and its sub-contractors must obligate and spend all funds allocated to this agreement within the performance period, beginning July 1, 2014 and ending June 30, 2015. Any portion of the funding amount that remains unobligated or unexpended on June 30, 2015 must be de-obligated by COMMERCE within 30 days of the end date of the agreement.
- APPLICANT shall agree to the minimum staffing required of the Byrne JAG Multi-jurisdictional Drug-Gang Task Force as required in the Byrne JAG MDGTF Program Model: No less than four (4) law enforcement investigators (one of which must be a supervisor) dedicated to the task force; prosecutorial support such that no cases go unprosecuted for lack of support; and a half-time administrative staff dedicated to the support of the administration of the task force program. Staffing levels, types, and supporting budget information will be required in the application and subsequent contract/agreement Budget Detail.
- APPLICANT will provide COMMERCE with current DUNS Number and related CCR date on the Application Face Sheet, Item 4.

SFY 2014 APPLICATION FACE SHEET

1a. **Project Title (Task Force Name):**
Clark-Vancouver Drug Task Force

7. **Program Period:**
July 1, 2014 to June 30, 2015

1b. **Contracting Agent: (City, County or Agency)**
Clark County Sheriff's Office

8. **Funding Authority:**
State of Washington
Department of Commerce

1c. **Contracting Agent Mailing Address:**
707 West 13th Street / PO Box 410
Vancouver, WA 98666

9. **Service Areas: (City/County)**
Clark County, including incorporated cities
Total Svc Area Population: 443,817
State legislative Districts: 17,18,49
Congressional Districts: WA-3

1d. **Contact Person:** Mike Cooke
Phone: 360-397-6117
Email: mike.cooke@clark.wa.gov

10. **BARS Code:** 333.16.738

2. **Tax Identification No.:** 91-6001299

11. **CFDA No.:** 16.738

3. **SWV No.: (include suffix)** SWV 0003051-06

4. **UBI No.:**

5. **DUNS No.:** 030783757

12. **Organizational Fiscal Year:**
Start: January 1 End: December 31

6. **CCR Reg. Validity Thru:** 01/07/2015

13. **Last Audit By:** Washington SAO
Audited Period: CY 2013
Release Date: 01/02/2014

Included review of the task force's funds or activities

14. **Purpose:** To provide local governments with U.S. Department of Justice, Bureau of Justice Assistance funds to interdict, dismantle, and prosecute mid-to-upper level criminal organizations focused on guns, gangs and drugs.

15. **Proposed Budget:**

	JAG FUNDS	LOCAL FUNDS	TOTAL BUDGET <small>c=a+b*</small>
	a	b	c
Salaries	112,403	916,195	1,028,598
Benefits	32,597	265,696	298,293
Overtime			
Contracted Services			
Goods & Services			
Travel/Training			
Equipment			
Confidential Funds			
Indirect			
Grand Total	145,000	1,181,891	1,326,891

*All City, County, Tribal Costs

*Excludes only State/Federal Agency Costs

17. **Estimated Program Expenditures: (Based upon item 13, column c):**

Jul	110,574	Oct	110,574	Jan	110,574	Apr	110,575
Aug	110,574	Nov	110,574	Feb	110,574	May	110,575
Sept	110,574	Dec	110,574	Mar	110,574	Jun	110,575

BUDGET DETAIL WORKSHEET (SFY 2014 Program Funds)

PERSONNEL COSTS

GRANT FUNDS / LOCAL FUNDS

FUNCTION	A	B	C	D	E=(a+b+c+d)
	GRANT SALARY	GRANT BENEFITS	LOCAL SALARIES	LOCAL BENEFITS	TOTAL COSTS
Supervisor (3)	0	0	277,998	80,619	358,617
Detective (6)	0	0	427,368	123,937	551,305
Admin. Sppt (2)	40,239	11,670	57,043	16,542	125,494
Prosecutor (1)	27,907	8,093	91,048	26,404	153,452
Fin. Investigtr (2)	44,257	12,834	62,738	18,194	138,023
Other Support					
		GRANT	LOCAL		
Subtotal		145,000	1,181,891		

OVERTIME:

	GRANT	LOCAL
	0	0
Subtotal:	0	0

CONTRACTED SERVICES: (Names of Contractors)

	GRANT	LOCAL
	0	0
Subtotal:	0	0

GOODS AND SERVICES (Describe)

	GRANT	LOCAL
	0	0
Subtotal:	0	0

TRAVEL/TRAINING (List Event/Activity)

	GRANT	LOCAL
	0	0
Subtotal:	0	0

EQUIPMENT:

	GRANT	LOCAL
	0	0
Subtotal:	0	0

CONFIDENTIAL FUNDS:

	GRANT	LOCAL
	0	0
	0	0

INDIRECT:

	GRANT	LOCAL
	0	0

	GRANT	LOCAL
TOTAL BUDGETS:	145,000	1,181,891
COMBINED TOTAL:	1,326,891	

**STATEMENT OF WORK
WORKSHEET**

1. NARRATIVE DESCRIPTION OF TASK FORCE (800 WORD LIMIT):

The Clark-Vancouver Drug Task Force (CVDTF) is a multi-agency initiative that was established in 1988 to target major drug trafficking organizations operating in Southwest Washington. Beginning in 2011, the CVDTF broadened its mission to include targeting criminal gangs involved in drugs, guns, and other criminal enterprises. The CVDTF will work collaboratively with the Clark County Safe Streets Task Force. The Safe Streets Task Force is an existing multi-agency task force whose primary role is gang enforcement in Clark County. The CVDTF identifies and targets the organizations that engage in large scale drug trafficking, gang crimes, gun crimes and money laundering at the regional, national and international level. Long-term, complex investigations of sophisticated drug transportation, distribution, and money laundering organizations/gangs are conducted through the exploitation of intelligence information and coordination with drug law enforcement at the local, state, and national level.

The Clark-Vancouver Drug Task Force is comprised of personnel from the Clark County Sheriff's Office, the Clark County Prosecutor's Office, the City of Vancouver Police Department, and the Washington State Patrol.

The CVDTF is governed by an Executive Board composed of the Clark County Sheriff, the Chief of Police of Vancouver, the Clark County Prosecutor, and a trooper of the rank of Lt. or above designated by the Chief of the Washington State Patrol.

This initiative interacts with, and provides information to the Oregon HIDTA through the Portland Regional Organized Crime Network, as well as the Clark County Regional Intelligence Group. The initiative conducts inquiries through WSIN of persons, locations, or vehicles that are suspected of being involved in the trafficking and/or distribution of drugs, or in the laundering of proceeds.

CVDTF:

- Advances the National Drug Control Strategy by conducting coordinated drug trafficking and money laundering investigations.
- Directly supports the mission of the Northwest HIDTA by supporting cooperative efforts among ONDCP-funded counterpart investigative and intelligence initiatives and by providing intelligence and case information to WSIN.
- Seeks to establish partnerships with agencies and groups in drug education and treatment, increasing the effectiveness of the initiative.
- Is a combined state and local initiative with the Clark County Sheriff's Office as the lead agency. Additionally, the CVDTF has access to Federal Agencies through the Federal Investigative Center in Vancouver, WA.
- Investigators are commissioned Special Deputies in Multnomah County, Oregon, allowing them to conduct investigations in Oregon as well as Washington.

Provides support and assistance to other local law enforcement agencies within Clark County.

2. DRUG-GANG TASK FORCE MISSION STATEMENT:

It is the mission of the Clark-Vancouver Drug Task Force to work proactively and collaboratively with our community partners to eliminate illegal drugs and diverted pharmaceuticals in Clark County with professionalism, integrity, responsiveness and enthusiasm.

3. MISSION GOAL AND OBJECTIVES (minimum two goals required):

- 1. To identify, investigate, and disrupt or dismantle drug trafficking organizations and criminal gangs working in and through Clark County.
- 2. To initiate and conduct investigations of mid and upper-level drug dealers, criminal gangs and drug manufacturers.
- 3. To facilitate investigation and problem solving efforts relating to neighborhood drug/gang problems and determine possible connections to drug trafficking organizations.
- 4. To promote inter-agency cooperation relating to drug/gang investigations
- 5. To promote interdisciplinary cooperation fighting drugs/gangs in our communities.
- 6. To collect analyze and disseminate intelligence information relating to illegal drug/gang activities in Clark County.
- 7. To participate in establishing and maintaining a communications network between law enforcement agencies in our area.
- 8. To be an educational and information resource for our community partners and other agencies regarding gangs, illegal drugs, their use and the drug subculture.

4. PERFORMANCE MEASURES/MEASURABLE OUTCOMES*

(Given the elements described in your narratives above, what are your anticipated outcomes/results for the goals and objectives chosen in support of the accomplishment of your stated mission):

DTOs to be targeted	
Gang related investigations	
Guns Seized	
Labs Dismantled	
Marijuana grows dismantled	
Arrests	

5. Identify at least one critical goal and objective designed to MAINTAIN the organization as a Multi-jurisdictional Drug-Gang (MDG) Task Force.

To facilitate investigation and problem solving efforts relating to neighborhood drug/gang problems and determine possible connections to drug trafficking organizations.

6. If unable to function as a full-time Drug-Gang Task Force, describe your organization and mission below.

Clark County has a federally-funded Safe Streets Task Force which is a multi-jurisdictional task force with gang enforcement as one of its primary tasks. The Clark-Vancouver Drug Task Force works jointly with the Safe Streets Task Force, as well as other specialized enforcement units in Clark County, in investigating drug crimes with gang involvement.