

COUNTY OF HUMBOLDT

For the meeting of: August 21, 2018

Date: August 17, 2018
To: BOARD OF SUPERVISORS
From: William F. Honsal, Sheriff
Subject: Edward Byrne Memorial Justice Assistance Grant Program (JAG)

RECOMMENDATION(S):

That the Board of Supervisors:

- 1) Adopt Resolution No. ~~18-85~~ (Attachment 1) authorizing the Sheriff on behalf of the Board of Supervisors to submit the grant proposal for the JAG program and if awarded, authorizes the Sheriff to accept the grant funds and sign any documents required by Board of State and Community Corrections for participation in the grant program.
- 2) Authorize the Chairperson to execute the U.S. Department of Justice, Office of Justice Programs financial management system questionnaire that is required as part of the JAG application (Attachment 2).

Prepared by


Regina Fuller, Deputy Director Admin

CAO Approval



REVIEW:

Auditor _____ County Counsel  Human Resources _____ Other _____

TYPE OF ITEM:


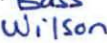
☒ Consent
☐ Departmental
☐ Public Hearing
☐ Other _____






PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor 
Seconded by Supervisor 

Ayes     
Nays _____
Abstain _____
Absent _____

And carried by those members present, the Board hereby approves the recommended action contained in this report.

Dated: 

By:


Kathy Hayes, Clerk of the Board

SOURCE OF FUNDING:

JAG

DISCUSSION:

The Drug Task Force is comprised of representatives from Humboldt County Sheriff's office, District Attorney's office, Arcata Police Department, Eureka Police Department, and California Highway Patrol. The task force integrates federal, state and local law enforcement agencies for the purpose of enhancing interagency coordination, and facilitates multi-jurisdictional investigations. For more than 15 years, the funds from the JAG program have enhanced the DTF operations. Historically this was a non-competitive grant and is now competitive. The Sheriff's Department is applying for a 3-year grant for a total of \$884,260.00. The requested grant funds would be used as follows:

	Year 1	Year 2	Year 3	Total
One full-time and one part-time Sheriff Deputy conducting narcotics enforcement	\$178,349	\$183,700	\$189,211	\$551,260
District Attorney's Office Investigator at the Drug Task Force conducting narcotics enforcement	\$ 15,000	\$ 15,000	\$ 15,000	\$ 45,000
Arcata Police Department Special Agent at the Drug Task Force conducting narcotics enforcement	\$ 15,000	\$ 15,000	\$ 15,000	\$ 45,000
Eureka Police Department Special Agent at the Drug Task Force conducting narcotics enforcement	\$ 15,000	\$ 15,000	\$ 15,000	\$ 45,000
California Highway Patrol Special Agent at the Drug Task Force conducting narcotics enforcement.	\$ 10,000	\$ 10,000	\$ 10,000	\$ 30,000
North Coast Rape Crisis Team Community Outreach Program supporting victims of marijuana and illicit drug trafficking.	\$ 15,000	\$ 15,000	\$ 15,000	\$ 45,000
District Attorney's Office Prosecutor handling cases related to marijuana and drug trafficking.	\$ 30,000	\$ 30,000	\$ 30,000	\$ 90,000
Humboldt State University, California Center for Rural Policy for data collection, reporting & evaluation of JAG activities.	\$ 11,000	\$ 11,000	\$ 11,000	\$ 33,000
Total	\$ 289,349	\$ 294,700	\$ 300,211	\$ 884,260

FINANCIAL IMPACT:

The JAG grant funds enable county and municipal law enforcement agencies to enhance our Prosecution Program in support of the Marijuana and Narcotics Enforcement program. It meets the Board of Supervisors' Strategic Framework goal of enforcing laws and regulations to protect residents of our county and seeking outside funding sources to benefit Humboldt County needs. Provided the Sheriff's Department is awarded this grant, a supplemental budget request for budget unit 1100228 – Drug Enforcement Unit will be brought back to the Board of Supervisors for approval.

OTHER AGENCY INVOLVEMENT:

California Board of State and Community Corrections
U.S. Department of Justice, Office of Justice Programs

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could deny the request to apply for and if awarded accept the grant funds. This is not recommended as these grant funds are integral to continuation of the county's marijuana control programs. In order to continue these programs without JAG grant funding the department would have to seek funding elsewhere or request additional monies from the General Fund.

ATTACHMENTS:

Attachment 1 - Resolution No. ~~18-05~~ Edward Byrne Memorial Justice Assistance Grant Program

Attachment 2 - U.S. Department of Justice, Office of Justice Programs financial management system questionnaire

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA

Certified copy of portion of proceedings, Meeting of August 21, 2018

RESOLUTION NO. 18-85

EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM

WHEREAS, the Humboldt County Sheriffs Department desires to participate in the Edward Byrne Memorial Justice Assistance Grant Program supported by federal Formula Grant funds and administered by the Board of State and Community Corrections (hereafter referred to as BSCC).

NOW, THEREFORE, BE IT RESOLVED that the Sheriff, William F. Honsal is authorized on behalf of the Board of Supervisors to submit the grant proposal for this funding and if awarded, is authorized to accept the grant funds and sign any documents required by BSCC for participation in the grant program.

BE IT FURTHER RESOLVED that federal grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

BE IT FURTHER RESOLVED that the county agrees to abide by the statutes and regulations governing the federal Formula Grants Program as well as the terms and conditions of the Grant Agreement as set forth by the BSCC.

Dated: August 21, 2018



Ryan Sundberg, Chair
Humboldt County Board of Supervisors

Adopted on motion by Supervisor Bass, seconded by Supervisor Wilson, and the following vote:

AYES:	Supervisors	Bohn, Fennell, Bass, Wilson, Sundberg
NAYS:	Supervisors	--
ABSENT:	Supervisors	--
ABSTAIN:	Supervisors	--

STATE OF CALIFORNIA)
County of Humboldt)

I, KATHY HAYES, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be an original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.



By Ryan Sharp
Deputy Clerk of the Board of Supervisors of the
County of Humboldt, State of California

Attachment 2

U.S. Department of Justice, Office of Justice Programs financial management system questionnaire



Background

Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).

Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the OJP recipient.
- (7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.
- (8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

1. Name of Organization and Address:

Organization Name: County of Humboldt

Street1: Sheriff's Department

Street2: 826 4th St

City: Eureka

State: CALIFORNIA

Zip Code: 95501

2. Authorized Representative's Name and Title:

Prefix: First Name: William Middle Name: F.

Last Name: Honsal Suffix:

Title: Sheriff/Coroner

3. Phone: (707) 268-3613

4. Fax:

5. Email: whonsal@co.humboldt.ca.us

6. Year Established:

1858

7. Employer Identification Number (EIN):

946000513

8. DUNS Number:

138391219

9. a) Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)? ☐ Yes ☒ No

If "No" skip to Question 10.

If "Yes", complete Questions 9. b) and 9. c).



AUDIT INFORMATION

9. b) Does the applicant nonprofit organization maintain offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. 511(a)?

☐ Yes ☐ No

9. c) With respect to the most recent year in which the applicant nonprofit organization was required to file a tax return, does the applicant nonprofit organization believe (or assert) that it satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to the reasonableness of compensation of certain individuals)?

☐ Yes ☐ No

If "Yes", refer to "Additional Attachments" under "What An Application Should Include" in the OJP solicitation (or application guidance) under which the applicant is submitting its application. If the solicitation/guidance describes the "Disclosure of Process related to Executive Compensation," the applicant nonprofit organization must provide -- as an attachment to its application -- a disclosure that satisfies the minimum requirements as described by OJP.

For purposes of this questionnaire, an "audit" is conducted by an independent, external auditor using generally accepted auditing standards (GAAS) or Generally Governmental Auditing Standards (GAGAS), and results in an audit report with an opinion.

10. Has the applicant entity undergone any of the following types of audit(s) (Please check all that apply):

☒ "Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200

☒ Financial Statement Audit

☐ Defense Contract Agency Audit (DCAA)

☐ Other Audit & Agency (list type of audit):

☐ None (if none, skip to question 13)

11. Most Recent Audit Report Issued: ☒ Within the last 12 months ☐ Within the last 2 years ☐ Over 2 years ago ☐ N/A

Name of Audit Agency/Firm: Clifton Larsen Allen LLP

AUDITOR'S OPINION

12. On the most recent audit, what was the auditor's opinion?

☒ Unqualified Opinion ☐ Qualified Opinion ☐ Disclaimer, Going Concern or Adverse Opinions ☐ N/A: No audits as described above

Enter the number of findings (if none, enter "0"): 2

Enter the dollar amount of questioned costs (if none, enter "\$0"): \$0

Were material weaknesses noted in the report or opinion?

☒ Yes ☐ No

13. Which of the following best describes the applicant entity's accounting system:

☐ Manual ☐ Automated ☒ Combination of manual and automated

14. Does the applicant entity's accounting system have the capability to identify the receipt and expenditure of award funds separately for each Federal award?

☒ Yes ☐ No ☐ Not Sure

15. Does the applicant entity's accounting system have the capability to record expenditures for each Federal award by the budget cost categories shown in the approved budget?

☒ Yes ☐ No ☐ Not Sure

16. Does the applicant entity's accounting system have the capability to record cost sharing ("match") separately for each Federal award, and maintain documentation to support recorded match or cost share?

☒ Yes ☐ No ☐ Not Sure



17. Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Sure
18. Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
19. Is applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R. Part 200?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure

PROPERTY STANDARDS AND PROCUREMENT STANDARDS

20. Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds (1) a description of the property; (2) an identification number; (3) the source of funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of the acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Sure
21. Does the applicant entity maintain written policies and procedures for procurement transactions that -- (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for analysis of lease versus purchase alternatives; (3) set out a process for soliciting goods and services, and (4) include standards of conduct that address conflicts of interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. a) Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. b) Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
23. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system (www.sam.gov) for suspended or debarred sub-grantees and contractors, prior to award?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure

TRAVEL POLICY

24. Does the applicant entity:	
(a) maintain a standard travel policy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) adhere to the Federal Travel Regulation (FTR)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

SUBRECIPIENT MANAGEMENT AND MONITORING

25. Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award -- (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards
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26. Is the applicant entity aware of the differences between subawards under federal awards and procurement contracts under federal awards, including the different roles and responsibilities associated with each?

☒ Yes ☐ No ☐ Not Sure
☐ N/A - Applicant does not make subawards under any OJP awards

27. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from making a subaward under a federal award to any entity or individual is suspended or debarred from such subawards?

☒ Yes ☐ No ☐ Not Sure
☐ N/A - Applicant does not make subawards under any OJP awards

DESIGNATION AS 'HIGH-RISK' BY OTHER FEDERAL AGENCIES

28. Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.)

☐ Yes ☒ No ☐ Not Sure

If "Yes", provide the following:

(a) Name(s) of the federal awarding agency:

(b) Date(s) the agency notified the applicant entity of the "high risk" designation:

(c) Contact information for the "high risk" point of contact at the federal agency:

Name:

Phone:

Email:

(d) Reason for "high risk" status, as set out by the federal agency:

CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY

(Must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOR"), or other official with the requisite knowledge and authority)

On behalf of the applicant entity, I certify to the U.S. Department of Justice that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority and information to make this certification on behalf of the applicant entity.

Name: Ryan Sundberg

Date: 8/21/18

Title: ☐ Executive Director ☒ Chief Financial Officer ☒ Chairman

☐ Other:

Phone: (707) 476-2390