



**BOARD OF COUNTY COMMISSIONERS**

**DATE:** April 21, 2015

**AGENDA ITEM NO.** 110.

**Consent Agenda** ☒

**Regular Agenda** ☐

**Public Hearing** ☐

 **County Administrator's Signature:**

**Subject:**

Receipt and File – Quarterly Report on Sheriff Grants Received – Payments to Sheriff

**Department:**

Office of Management & Budget

**Staff Member Responsible:**

Donald Mello Jr.  
Senior Financial Management & Budget Analyst

**Recommended Action:**

I RECOMMEND THE BOARD OF COUNTY COMMISSIONERS (BOARD) RECEIVE AND FILE THE REPORT ON SHERIFF GRANTS RECEIVED – PAYMENTS TO THE SHERIFF FOR JANUARY 1, 2015 THROUGH MARCH 31, 2015.

**Summary Explanation/Background:**

In an effort to increase efficiency and reduce administrative time in enabling the Sheriff to receive the appropriation related to grant awards received, a lump sum was appropriated as part of the budget adoption in an amount commensurate with total awards in past years. The lump sum is not immediately included in the monthly payments to the Sheriff. As new grant awards are received, the Sheriff will provide documentation to the Board and request appropriation from the lump sum. Upon review by the Office of Management and Budget, the monthly payment schedule to the Sheriff will be adjusted accordingly. If the lump sum is exhausted, future grant awards will be presented to the Board as a Budget Resolution. This new process mirrors the process successfully utilized for the Law Enforcement Trust Fund.

The attached schedule of authorized payments to the Sheriff includes the adopted Fiscal Year (FY) 2015 budget appropriation of \$1,750,000. As of March 31, 2015, \$938,270 was allocated.

**Fiscal Impact/Cost/Revenue Summary:**

Appropriation of \$1,750,000 is currently budgeted in FY15 for the purpose of processing requests from the Sheriff. As of March 31, 2015, \$938,270 has been allocated.

**Exhibits/Attachments Attached:**

1. Quarterly Report on Sheriff Grants Received - Payments to the Sheriff - January 1, 2015 through March 31, 2015.

## FY2015 - Authorized Payments to Sheriff

| <u>Date</u>   | <u>Grants</u>  | <u>Amounts</u>      |
|---|--|---------------------|
|   | <b>FY2015 Budget</b>   | <b>\$ 1,750,000</b> |
| 1/9/15  | FDOT High Visibility Enforcement Project (Contract#: BDV25)        | (47,160)            |
| 1/16/15   | High Intensity Drug Traffic Area (HIDTA) 2015 (Award#: G15CF0010A) | (184,910)           |
|   | <i>Allocations in FY15 First Quarter</i>                           | (706,200)           |
|   | <b>Grants Total</b>  | <b>\$ (938,270)</b> |
| <b>Total Allocations to the Sheriff as of 3/31/2015</b>       |  | <b>\$ (938,270)</b> |
| <b>Remaining Balance of Currently Budgeted Appropriation:</b> |  | <b>\$ 811,730</b>   |



**Sheriff Bob Gualtieri**

**Pinellas County Sheriff's Office**

*"Leading The Way For A Safer Pinellas"*

January 9, 2015

Honorable John Morroni, Chairman  
Pinellas County Board of County Commissioners  
315 Court Street  
Clearwater, Florida 33756

**RE: BUDGET AMENDMENT**  
**FDOT High Visibility Enforcement Project Contract No. BDV25**

Dear Commissioner Morroni:

The University of South Florida's Center for Urban Transportation Research (CUTR) has selected the Pinellas County Sheriff's Office as a vendor for the Pedestrian and Bicycle Safety Enforcement Campaign. The contract is entered into under the terms and conditions of the Florida Department of Transportation (FDOT) for the amount of \$47,160 for overtime by PCSO while participating in events to educate and enforce safe pedestrian, bicyclist and driver behaviors. The program period is 12/15/2014 through 05/31/2015. At this time, we request these funds be added to our FY14-15 Budget with the breakdown as follows:

|                    |                  |
|--------------------|------------------|
| Personnel Services | \$ 47,160        |
| <b>Total</b>       | <b>\$ 47,160</b> |

Upon Board approval, please increase our budget allocation accordingly and forward these funds to my Fiscal Affairs Office.

Sincerely,

  
Sheriff Bob Gualtieri  
Pinellas County, Florida

BG:SEK/tkf/klb

cc: Mark S. Woodard, County Administrator  
Bill Berger, Director, Office of Management and Budget  
Barry Lupiani, Manager, Office of Management and Budget  
Claretha Harris, Chief Deputy Director, Clerk of the Circuit Court  
Fred Dean, Director of Finance, Clerk of the Circuit Court  
Mike Cooksey, Director of Justice and Consumer Services



**Sheriff Bob Gualtieri**

**Pinellas County Sheriff's Office**

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January 16, 2015

Honorable John Morroni, Chairman  
Pinellas County Board of Commissioners  
315 Court Street  
Clearwater Florida 33756

**RE: BUDGET AMENDMENT- HIDTA 2015  
#G15CF0010A**

Dear Commissioner Morroni:

The Pinellas County Sheriff's Office has been awarded a High Intensity Drug Trafficking Area (HIDTA) grant in the amount of \$184,910 by the Office of National Drug Control Policy. At this time, we request these additional funds be added to our FY14-15 budget as follows:

|                    |                   |
|--------------------|-------------------|
| Personnel Services | \$ 160,070        |
| Operating          | \$ 24,840         |
| <b>TOTAL</b>       | <b>\$ 184,910</b> |

Upon Board approval, please increase our budget allocation accordingly and forward these funds to my Fiscal Affairs Office.

Sincerely,

A handwritten signature in black ink, appearing to read "Bob Gualtieri", written over a horizontal line.

Sheriff Bob Gualtieri  
Pinellas County, Florida

BG: SEK/tkf/lcb

Enclosure

cc: Mark S. Woodard, County Administrator  
Bill Berger, Director, Office of Management and Budget  
Barry Lupiani, Manager, Office of Management and Budget  
Claretha N. Harris, Chief Deputy Director, Clerk of the Circuit Clerk  
Fred Dean, Director of Finance, Clerk of the Circuit Court  
Mike Cooksey, Director of Justice and Consumer Services



**Sheriff Bob Gualtieri**

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**Pinellas County Sheriff's Office**

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January 9, 2015

Honorable John Morroni, Chairman  
Pinellas County Board of County Commissioners  
315 Court Street  
Clearwater, Florida 33756

**RE: BUDGET AMENDMENT**  
**FDOT High Visibility Enforcement Project Contract No. BDV25**

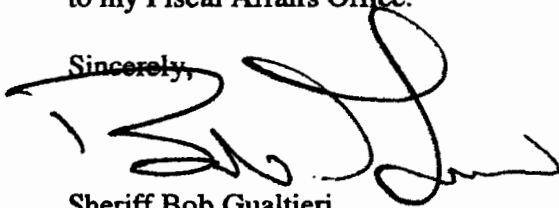
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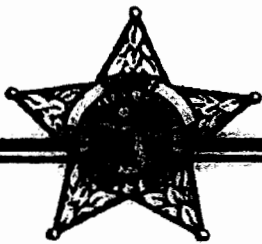
Sincerely,



Sheriff Bob Gualtieri  
Pinellas County, Florida

BG:SEK/tkf/klb

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Bill Berger, Director, Office of Management and Budget  
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**Sheriff Bob Gualtieri**  
**Pinellas County Sheriff's Office**

*"Leading The Way For A Safer Pinellas"*

December 4, 2014

Jeanette Rouse  
High Visibility Enforcement Coordinator  
Center for Urban Transportation Research  
University of South Florida  
4202 East Fowler Avenue, CUT100  
Tampa, FL 33620

Dear Ms. Rouse:

We are pleased to partner with USF and FDOT to improve pedestrian and bicyclist safety in our jurisdiction under the High Visibility Enforcement Project, Contract #BDV25. The attached list of deputies establishes the billing rate to be used for invoicing and also verifies that each deputy has completed the required training to perform overtime enforcement operations.

These deputies have successfully completed the three required training videos and copies of their certifications are attached. We understand that all invoices are to use only the billing rates for each individual on the attachment, and that these billing rates will match the payroll rates. We also understand that this list of eligible deputies must be updated, signed, dated, and verified as received by USF prior to scheduling any operations with either newly-trained personnel or modified billing rates. If any other personnel changes occur during the contract period, we will notify you immediately.

Should you have any questions regarding invoices or the content and execution of our pedestrian and bicyclist safety operations, our primary point of contact is Grants Supervisor Susan Fraley at 727-582-6447 or [sfraley@pcsonet.com](mailto:sfraley@pcsonet.com).

Sincerely,

A handwritten signature in black ink, appearing to read "Bob Gualtieri". The signature is fluid and stylized, with a long horizontal stroke extending to the left.

Sheriff Bob Gualtieri  
Pinellas County, Florida

BG/SF/lc

Enclosure

## Letter of Agreement and Contract

In this contract between the Pinellas County Sheriff's Office ("Vendor") and the University of South Florida Board of Trustees, a public body corporate for the University of South Florida's Center for Urban Transportation Research ("University"), the Vendor shall perform the services outlined in the scope of services (Exhibit A).

**Total not to exceed: \$47,155.20**

This contract is being entered into under the terms and conditions of the Florida Department of Transportation ("FDOT") project TWO #945-001, Contract #BDV25. All services must be completed by May 31, 2015 and a final invoice must be received by June 20, 2015. The Vendor shall forfeit payment of costs if final invoice is not received by close of business on June 20, 2015. Invoices must be mailed via the U.S. Post Office or shipped. Faxed and emailed invoices are not accepted.

It is expressly understood that the Vendor is an independent contractor, and not an agent of the FDOT or the University. The FDOT and the University's liability in negligence or indemnity for acts of its employees or officers will only be provided under Section 768.28, Florida Statutes. Neither the FDOT nor the University shall be responsible for attorney fees except as provided by statute.

Vendor shall be required to defend, hold harmless and indemnify the University, the FDOT, NHTSA, FHWA, and USDOT, from all claims and liability, or both due to recklessness or intentional wrongful misconduct of the Vendor, consultant, or their employees.

In accordance with the contract, Vendor is authorized to perform the tasks detailed in the attached Exhibits and is fully responsible for satisfactory completion of all services. Vendor may not commence work prior to the issuance of a purchase order by the University. The delivery of services will begin upon execution of the contract and will end on or before May 31, 2015. Allowable expenses are limited to officer overtime at the hourly overtime rate including fringe benefits established under Exhibit A Section V.

Invoices must be submitted monthly, beginning within 30 days of execution of this contract. All invoices are required to include the inclusive dates (to/from) of service and the following certification statement "All costs are true and valid costs incurred in accordance with the agreement" and must be signed by an authorized Vendor representative.

**CANCELLATION:** This contract may be unilaterally cancelled by FDOT or the University for refusal by the Vendor to allow public access to all documents, papers, letters, or other material made or received by the Vendor in conjunction with this contract, unless the records are exempt from section 24(1) of Article I of the state constitution and section 119.07(1), Florida Statutes.

Digitally signed by Michael J. Abernethy  
DN: cn=Michael J. Abernethy, ou=University of South Florida, ou=Purchasing Services,  
email=mabernethy@usf.edu, c=US  
Date: 2014.11.17 15:28:25 -0500

Michael J. Abernethy, Director, Purchasing Services  
University of South Florida Board of Trustees

11/17/14

Date

Ken Short  
Project Director, University of South Florida

11/17/14

Date

Vendor's Authorized Agent Signature

12/5/14  
Date

## **EXHIBIT "A"**

### **SCOPE OF SERVICES PEDESTRIAN AND BICYCLE SAFETY ENFORCEMENT CAMPAIGN Pinellas County Sheriff's Office (Vendor)**

#### **I. OBJECTIVE:**

The Florida Department of Transportation ("FDOT"), through a Task Work Order with the University of South Florida ("University"), will utilize law enforcement support to educate and enforce safe pedestrian, bicyclist, and driver behaviors in high priority counties throughout the state. The main objective of this effort is to reduce traffic crashes and fatalities involving pedestrians and bicyclists through the use of selected traffic education and enforcement operations.

#### **II. PURPOSE:**

In 2012, traffic crashes in Florida resulted in 473 pedestrian fatalities, 7,413 pedestrian injuries, 116 bicyclist fatalities, and 6,058 bicyclist injuries. Based on the National Highway Traffic Safety Administration (NHTSA) Traffic Safety Facts, these rates nearly double the national average for pedestrians and nearly triple the national average for bicyclists.

Pedestrian and Bicycle crashes are more likely to result in fatal or serious injuries than any other types of crashes. The number of hospitalizations and emergency room visits related to these crashes indicate that the magnitude of the problem may even be larger than identified by traffic crash reports. The financial impacts and suffering caused by these fatalities and injuries are significant.

This campaign is a component of Florida's Bicycle/Pedestrian Focused Initiative Communication & High Visibility Enforcement Implementation under the direction of FDOT and the University. This program supports the goals established in Florida's Pedestrian and Bicycle Strategic Safety Plan. These enforcement activities are being implemented to remind and educate pedestrians, bicyclists, and motorists of safe behaviors.

#### **III. SERVICES TO BE PROVIDED:**

- A. High Visibility Enforcement of all road users, including pedestrians, bicyclists, and motorists. Conduct on-street education and enforcement operations including the distribution of educational materials, and the issuance of warnings and/or citations to pedestrians, bicyclists, and motorists in accordance with Florida Statutes. It is strongly recommended that operations follow an education, warning, citation progression.
- B. Vendor shall distribute the provided safety educational materials, such as printed materials and bicycle lights, during on-street High Visibility Enforcement operations. (All vendors choosing to participate in distribution of bicycle lights will be required to complete a separate Bicycle Light Distribution Assurance form.)
- C. Vendor is required to engage the media to announce enforcement operations and distribute the provided safety messages. Vendor is required to engage the media to announce enforcement operations and distribute the provided safety messages. Vendor shall be required to do at least two (2) press releases, one (1) within 30 days of beginning operations and one (1) aligned with the transition from warnings to citations. Additional media engagement is encouraged throughout the contract period. Proof of media engagement must be provided as a backup documentation component for invoicing during the period in which it is conducted.

#### **IV. FDOT RESPONSIBILITIES:**

FDOT will provide to Vendor copies of the required training materials, a copy of Florida's Pedestrian and Bicycle Strategic Safety Plan, educational materials for distribution, and approved safety messages..

#### **V. VENDOR RESPONSIBILITIES:**

Funding is restricted to on-street overtime operations specific to pedestrian and bicycle safety in the identified high priority areas, conducted at the level of effort shown in this contract.



All officers assigned to operations completed under this contract must first review and complete the following required training materials created by the National Highway Traffic Safety Administration (NHTSA):

- "Pedestrian Safety Training for Law Enforcement." A self-paced, interactive CD-ROM.
- "Enhancing Bicycle Safety: Law Enforcement's Role". A self-paced, interactive CD-ROM.
- "Enforcing Law for Bicyclists." A 7-minute roll call video.

Prior to commencing the services outlined under this contract, Vendor must submit a signed and dated list of personnel authorized to perform overtime operations under this agreement, including a certification of completion of the required training, and fully-loaded hourly overtime rate to be used for each officer. Only hours from officers listed and at the rates shown on the authorized personnel list are eligible for reimbursement under this agreement. The authorized personnel list may be updated to add officers and update billing rates, but no hours may be charged for any individual officer until after the updated personnel list has been signed and dated showing their contract billing rate and verifying training has been completed. (Note – all rates must match the payroll documentation submitted with each monthly invoice)

Invoices shall be submitted following calendar months. Vendor is required to use the invoice form templates provided in Exhibit "D". These forms will provide documentation of the following information:

- **Invoice:** summary of hours charged and total due
- **Personnel Timesheet:** dates and hours for each individual officer
- **Operation reporting form:** one page for each operation completed showing officers assigned, date, times, location, safety issue addressed and corresponding enforcement approaches used, contacts overview, and the numbers of warnings and citations issued to motorist, pedestrians, and bicyclists under each Statute.

In addition, the vendor must submit payroll documentation to accompany each monthly invoice. This documentation should clearly indicate overtime rates that match the invoice, when each officer performed overtime activities (must match the personnel timesheet), and must include either a pay stub or payroll ledger documenting payment to each officer for which you are requesting reimbursement.

The funding that is provided to the Vendor is not to be used to supplant the Vendor's ongoing enforcement and educational efforts. Duplicated efforts will not be eligible for reimbursement.

**VI. BEGINNING AND LENGTH OF SERVICES:**

- A. The performance period of this Agreement shall begin upon execution of the contract and shall end on May 31, 2015.
- B. This Agreement is non-renewable.

**VII. ATTACHMENTS:**

Exhibits, required forms and additional data may be attached to this agreement.

**VIII. TERMINATION ACTION:**

This contract may be unilaterally cancelled by the University or FDOT for refusal by the Vendor to allow public access to all documents, papers, letters, or other material made or received by the Vendor in conjunction with this contract, unless the records are exempt from section 24(1) of Article 1 of the state constitution and section 119.07(1), Florida Statutes.

**EXHIBIT "B"**  
**METHOD OF COMPENSATION**  
**PEDESTRIAN AND BICYCLE SAFETY ENFORCEMENT CAMPAIGN**  
**Pinellas County Sheriff's Office (Vendor)**

**I. PURPOSE:**

This Exhibit defines the limits and method of compensation to be made to the Vendor for the services set forth in Exhibit "A" and the method by which payments shall be made.

**II. COMPENSATION:**

For the satisfactory performance of services detailed in Exhibit "A" the Vendor shall be paid a Maximum Amount of \$47,155.20.

The University, based on need and availability of budget, may increase or decrease the Maximum Amount by Amendment.

**III. PROGRESS PAYMENTS:**

The Vendor shall submit an invoice and supporting documentation covering each calendar month to the University (required forms included in Exhibit "D"). Invoice packets should be scanned and submitted electronically, with the originals sent to the following address:

University of South Florida  
Attn: Jeanette Rouse  
4202 East Fowler Avenue, CUT 100  
Tampa, Florida 33620

**IV. DETAILS OF COSTS AND FEES:**

Payment shall be made at the hourly billing rates shown on the approved personnel list, for services provided, as approved by FDOT and the University. The contract hourly billing rates shall include the costs of hourly overtime plus associated fringe benefits. The effort is cost reimbursable, so all properly documented overtime enforcement hours completed within the contract term will be reimbursed, not to exceed the total budget. Please refer to Exhibit A, Section V for additional details.

**V. TANGIBLE PERSONAL PROPERTY:**

This contract does not involve the purchase of Tangible Personal Property, as defined in Chapter 273, F.S.

**EXHIBIT "C"**  
**EFFORT SUMMARY - PEDESTRIAN AND BICYCLE SAFETY ENFORCEMENT CAMPAIGN**  
**Pinellas County Sheriff's Office**

**SERVICE PROVIDED:** Enhanced Traffic Enforcement Detail/High Visibility Enforcement

|  |                    |
|--|--------------------|
| Details to be completed                              | 3 every week       |
| Hours per detail                                     | 4                  |
| Officers per detail                                  | 2                  |
| Total number of hot spots/corridors                  | 15                 |
| Frequency each hot spot will be enforced             | Once every 5 weeks |
| Total number of times each hot spot will be enforced | At least 6         |

Total Project budget: \$47,155.20

**NOTE:** Total budget calculated from 32 weeks total duration at the level of effort indicated above. Reasonable effort must be made to maintain the weekly level of effort for the full contract period. If the level of effort outlined above is not obtained during a given month due to unexpected circumstances (i.e. weather, staffing issues, illness, etc.), these should be documented in each invoice. All properly documented overtime enforcement hours completed within the contract term will be reimbursed, not to exceed the total budget.

**ACKNOWLEDGEMENT:** I certify that I have read and agree to abide by the pricing and all terms and conditions of this Agreement and that I am authorized to sign for the **Pinellas County Sheriff's Office**.

Agency: Pinellas County Sheriff's Office FEID# 59-6000804

Address: 10750 Ulmerton Road

City: Largo State: FL Zip: 33778

Authorized Signature:  Date: 12/4/14

Printed Name: Bob Gualtieri

Title: Sheriff

**EXHIBIT "D"**  
**INVOICE, TIMESHEET, AND DETAIL DOCUMENTATION FORMS**

# FLORIDA PEDESTRIAN AND BICYCLE SAFETY ENFORCEMENT CAMPAIGN

Formatted to print 8.5"x11" landscape, and use on a clipboard.  
Complete a form for each detail and for each location. If simultaneous or consecutive details.

[illegible]

**Pinellas County Sheriff's Office**

**INVOICE**

10750 Ulmerton Rd.  
Largo, FL 33778  
Phone: 727-582-6000

INVOICE #  
DATE:

TO:  
University of South Florida  
4202 East Fowler Ave., CUT 100  
Tampa, FL 33602

ATTN:  
Jeanette Rouse  
[rouse5@cutr.usf.edu](mailto:rouse5@cutr.usf.edu)

COMMENTS OR SPECIAL INSTRUCTIONS:

P.O. NUMBER

| Total Hours | DESCRIPTION | OT Salary/Hour | TOTAL |
|-------------|-------------|----------------|-------|
|-------------|-------------|----------------|-------|

TOTAL DUE

Make all checks payable to **Pinellas County Sheriff's Office**  
If you have any questions concerning this invoice, contact Teresa Fry, 727-582-6267

Inclusive Dates of Service from \_\_\_\_\_ to \_\_\_\_\_

All costs are true and valid costs incurred in accordance with the agreement

**MUST HAVE SIGNATURE HERE**

\_\_\_\_\_  
Authorized Agent Signature  
Susan Krause, Director of Fiscal Affairs

| Approved Personnel   | Fully-Loaded<br>OT Hourly Rate | Date of Completion<br>Trainings & Video |
|----------------------|--------------------------------|---|
| Brueckner, James     | 58.9259                        | 11/13/2014                              |
| D'amico, Brian       | 65.1403                        | 11/6/2014                               |
| Galati, Vinny        | 48.7196                        | 11/6/2014                               |
| Jackson, Jason       | 55.6342                        | 11/14/2014                              |
| Kelly, Timothy       | 68.2022                        | 11/7/2014                               |
| Kohmann, Christopher | 48.1817                        | 11/16/2014                              |
| Krlin, Michael       | 44.7171                        | 11/12/2014                              |
| Lewis, Kevin         | 56.3886                        | 11/8/2014                               |
| Mancusi, David       | 46.8580                        | 11/16/2014                              |
| Miller, Howard       | 43.5450                        | 11/26/2014                              |
| Pierce, Scott        | 47.9611                        | 11/26/2014                              |
| Rassier, Tommy       | 54.9301                        | 11/5/2014                               |
| Short, William       | 48.2921                        | 11/14/2014                              |
| Shorter, Mark        | 50.4188                        | 11/13/2014                              |
| Williams, Keith      | 68.6072                        | 11/5/2014                               |
| Zelinsky, Wayne      | 53.8166                        | 11/9/2014                               |





4202 E FOWLER AVE  
TAMPA FL 33620

**Vendor:** 0000081329  
PINELLAS COUNTY SHERIFFS OFFICE  
PINELLAS COUNTY SHERIFFS OFFICE  
10750 W ULMERTON ROAD  
LARGO FL 33778-1703

## Purchase Order

Dispatch via Print

| Purchase Order Number | Date                  | Change No. | Page   |
|-----------------------|-----------------------|------------|--------|
| 0000217102            | 12/12/2014            |            | 1 of 1 |
| Payment Terms         | Freight Terms         | Ship Via   |        |
| Net 30                | FOB DEST PREPAY & ADD | BEST WAY   |        |
| Dept/College Contact  | Dept/College Phone    | Currency   |        |
| Lizette Charriez      | 813/974-7240          | USD        |        |

**Ship To:** CENTRAL RECEIVING TAMPA CAMPUS  
UNIVERSITY OF SOUTH FLORIDA  
4202 E FOWLER AVE CRS100  
TAMPA FL 33620-5050

**Bill To:** ACCOUNTS PAYABLE  
UNIVERSITY OF SOUTH FLORIDA  
4202 E FOWLER AVE ALN147  
TAMPA FL 33620-9000

FEID No. 59-3102112 Tax Exempt? Y Florida: 858014988828C Federal: 59-73-0209K Buyer: Maria Victoria Oprisko

| Line | Item/Description  | Quantity /Unit | Unit Price  | Extended Amt |
|------|---|----------------|-------------|--------------|
| 1    | HIGH VISIBILITY ENFORCEMENT TO PROMOTE SAFE PEDESTRIAN, BICYCLIST, AND DRIVER BEHAVIORS. DATE OF SERVICE: WEEK OF 12/15/14 - 5/31/15. | 1.00 LOT       | 47,155.2000 | 47,155.20    |

**Total PO Amount** 47,155.20

- By accepting this purchase order, Vendor acknowledges and agrees to comply with all terms and conditions on this purchase order and those listed at <http://usfweb2.usf.edu/purchasing/PO-terms.htm>  
- The Purchase Order Number must appear on all correspondence, shipments and invoices.



**Sheriff Bob Gualtieri**

**Pinellas County Sheriff's Office**

*"Leading The Way For A Safer Pinellas"*

January 16, 2015

Honorable John Morroni, Chairman  
Pinellas County Board of Commissioners  
315 Court Street  
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**RE: BUDGET AMENDMENT- HIDTA 2015  
#G15CF0010A**

Dear Commissioner Morroni:

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Sincerely,

  
Sheriff Bob Gualtieri  
Pinellas County, Florida

BG: SEK/tkf/lcb

Enclosure

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Bill Berger, Director, Office of Management and Budget  
Barry Lupiani, Manager, Office of Management and Budget  
Claretha N. Harris, Chief Deputy Director, Clerk of the Circuit Clerk  
Fred Dean, Director of Finance, Clerk of the Circuit Court  
Mike Cooksey, Director of Justice and Consumer Services

# BUDGET ADJUSTMENT REQUEST GRANTS CHECKLIST



Title: **High Intensity Drug Trafficking Area (HIDTA) Grant**  
Issuing Agency: **Office of National Drug Control Policy**  
Grant #: **G15CF0010A**

1 Have funds from this grant source been received before?

Yes ☒  
No ☐

If yes, last FY received:

FY13/14

If no, Federal or State?

Other info

2 What is the total term of the grant?

From **01/01/15**  
To **12/31/16**

3 What is the total grant amount?

\$ **184,910**

4 If the grant extends beyond the current fiscal year,  
what is the amount anticipated to be received in this FY?

\$ **184,910**

5 Are matching funds required?

Yes ☐  
No ☒

If yes, amount of match:

Are matching funds budgeted?

Yes

No

If no, how will the match impact operations?

|  |
|--|
| <br><br><br><br><br><br><br><br><br><br> |
|--|

6 Does the grant require additional personnel?

Yes ☐  
No ☒

If yes, number of FT:  
and PT:

7 Will expenditures for this program cease when the grant expires?

Yes ☒  
No ☐

If no, estimate ongoing cost: and # of FT positions:

|      |
|------|
| <br> |
|------|

|      |
|------|
| <br> |
|------|

8 Please attach a copy of the approved grant documentation.

Project #:  
Project Request Form  
Sheriff Grant Projects

Purpose:  
The High Intensity Drug Trafficking Area funds overtime, travel, evidence purchases, and data lines for the Pinellas Task Forces.

Sheriff's Letter Dated

A Project Information

| 1  | 2   | 3  | 4                                   | 5                         | 6                       | 7                               |
|--|---|--|-------------------------------------|---------------------------|-------------------------|---------------------------------|
| Alpha Numeric<br>Template Name                         | Length 30 character<br>Project Short Name | No link on tracking<br>Project Long Name | No link on tracking<br>Description  | DD-MON-Year<br>Start Date | DD-MON-Year<br>End Date | Alpha Numeric<br>Classification |
| T.GRT External & Internal Grant Projw/ Ext & Int Costs | HIDTA 2015                                | High Intensity Drug Trafficking A        | The High Intensity Drug Trafficking | 1/1/2015                  | 12/31/2016              | Sheriff                         |

| 8                                     | 9                    | 10          |
|---------------------------------------|----------------------|-------------|
| Alpha Numeric<br>Project Message Name | Classification       | Grant Phase |
|                                       | Central Forces PRO78 | Awarded     |

B Task Information

| 1                            | 2                          | 3                            | 4                         | 5                       |
|------------------------------|----------------------------|------------------------------|---------------------------|-------------------------|
| Alpha Numeric<br>Task Number | Alpha Numeric<br>Task Name | Alpha Numeric<br>Description | DD-MON-Year<br>Start Date | DD-MON-Year<br>End Date |
| 1                            | External Costs             | External Costs               | 1/1/2015                  | 12/31/2016              |
| 6                            | 7                          | 8                            | 9                         | 10                      |
| Fund                         | Center                     | Program                      | Function                  | Activity Code           |
| 0001                         | 990001                     | 9990 Public Safety           | Law Enforcement           |                         |
| 11                           | 12                         | 13                           |                           |                         |
| Funding Source               | Agreement Number           | Budget                       |                           |                         |
| Fd. Federal Grants           | 615CF0010A                 | 184,910                      |                           |                         |

C Agreement Setup

| 1                                   | 2                                | 3                            | 4                                  | 5                           | 6                                   | 7                                  |
|-------------------------------------|----------------------------------|------------------------------|------------------------------------|-----------------------------|-------------------------------------|------------------------------------|
| Alpha Numeric<br>Receivable Account | Alpha Numeric<br>Revenue Account | Alpha Numeric<br>CFDA Number | Alpha Numeric<br>E-BA Rate         | Alpha Numeric<br>CSA Number | Alpha Numeric<br>Match for Printing | Alpha Numeric<br>Organizing Agency |
| 1330011 Federal Grant               | 3312001 Fed Grant-Public Safety  | 95.001                       | High Intensity Drug Trafficking Ar | N/A                         |                                     | Exec Office of the President       |
| 8                                   | 9                                | 10                           | 11                                 | 12                          | 13                                  | 14                                 |
| Receivable Account                  | Revenue Account                  | CFDA Number                  | E-BA Rate                          | CSA Number                  | Match for Printing                  | Organizing Agency                  |
| 1330011 Federal Grant               | 3312001 Fed Grant-Public Safety  | 95.001                       | High Intensity Drug Trafficking Ar | N/A                         |                                     | Exec Office of the President       |
| 15                                  | 16                               | 17                           | 18                                 | 19                          | 20                                  | 21                                 |
| Funding Window                      | Funding Source                   | Funding Code                 | Funding Category                   | Funding Subcategory         | Funding Subcategory                 | Funding Subcategory                |
|                                     | 184,910                          | Original                     |                                    |                             |                                     |                                    |

D Payor (Customer) Information

| 1                              | 2                                 | 3                              | 4                               |
|--------------------------------|-----------------------------------|--------------------------------|---------------------------------|
| Alpha Numeric<br>Customer Name | Alpha Numeric<br>Customer Address | Alpha Numeric<br>Customer City | Alpha Numeric<br>Customer State |
| Central Forces HIDTA           | 1170 W 5th Ave 100 Longwood       | Longwood                       | FL                              |

E SUPPLEMENTAL INFORMATION

1 Has a similar grant been received before?

|      |    |                           |
|------|----|---------------------------|
| Yes* | No | *If yes, last FY received |
| XX   |    | FY13-14                   |

2 If matching funds / in-kind services are required, (see item c-13) are they budgeted?

|     |      |   |
|-----|------|---|
| Yes | No** | ** If no, how will match affect other services? (attach additional page if more space needed) |
|     | N/A  |   |

3 Does the grant require additional personnel?

|        |    |                                       |
|--------|----|---------------------------------------|
| Yes*** | No | ***If yes, # FT/PT and estimated cost |
|        | XX |                                       |

4 Will expenditures for this program cease when the grant expires?

|     |        |  |
|-----|--------|--|
| Yes | No**** | **** If no, # FT/PT and estimated ongoing cost |
| XX  |        |  |



February 9, 2015

Sheriff Bob Gualtieri  
Pinellas County Sheriff's Office  
10750 Ulmerton Rd.  
Largo, FL 33778

Dear Sheriff Gualtieri :

Grant number G15CF0010A has been increased and now totals \$184,909.00.

The original of Modification 1 is enclosed. If you accept this Modification, sign the Modification and return a copy to the Assistance Center in Miami. Keep the original Modification for your file.

All terms and conditions of the original award apply to the Modification. If you have any questions pertaining to this grant award, please feel free to contact Lisa Newton at (202) 395-6639.

Sincerely,

A handwritten signature in cursive script that reads "Michael K. Gottlieb".

Michael K. Gottlieb  
National HIDTA Director

Enclosures

|  |                           |  |             |
|--|---------------------------|--|-------------|
| <b>Executive Office of the President<br/>Office of National Drug Control Policy</b>  |                           | <b>AWARD<br/>Grant</b>   | Page 1 of 1 |
| 1. Recipient Name and Address<br>Sheriff Bob Gualtieri<br>Pinellas County Sheriff's Office<br>10750 Ulmerton Rd.<br>Largo, FL 33778  |                           | 4. Award Number: G15CF0010A  |             |
|  |                           | 5. Grant Period: From 01/01/2015 to 12/31/2016   |             |
| 1A. Subrecipient IRS/Vendor No.  | 6. Date: 2/9/2015         | 7. Action  |             |
| Subrecipient Name and Address  | 8. Supplement Number 1    | Initial  |             |
|  |                           | <input checked="" type="checkbox"/> Supplemental   |             |
| 2A. Subrecipient IRS/Vendor No.:   | 9. Previous Award Amount: | \$36,427.00  |             |
| 3. Project Title   | 10. Amount of This Award: | \$148,482.00   |             |
|  | 11. Total Award:          | \$184,909.00   |             |
| 12. • The above grant is approved subject to such conditions or limitation as are set forth in the original Grant.<br>• Consistent with P.L. 113-235 / H.R. 83, Consolidated and Further Continuing Appropriations Act, 2015, this Grant Award document provides additional funding in the amount indicated in Block 10. This amount, together with the amount equivalent to 19.7% of the fiscal year 2014 funding level previously made available, as indicated in Block 9, represent the total FY 2015 budget and spending ceiling for this grant, as indicated in Block 11. |                           |  |             |
| 13. Statutory Authority for Grant: Public Law 113-235 / H.R. 83  |                           |  |             |
| <b>AGENCY APPROVAL</b>   |                           | <b>RECIPIENT ACCEPTANCE</b>  |             |
| 14. Typed Name and Title of Approving Official<br>Michael K. Gottlieb<br>National HIDTA Director   |                           | 15. Typed Name and Title of Authorized Official<br>Bob Gualtieri<br>Pinellas County Sheriff's Office |             |
| 16. Signature of Approving ONDCP Official<br><i>Michael K. Gottlieb</i>  |                           | 17. Signature of Authorized Recipient/Date   |             |
| <b>AGENCY USE ONLY</b>   |                           |  |             |
| 18. Accounting Classification Code<br>DUNS: 032500530<br>EIN: 1596000804A1   |                           | 19. HIDTA AWARD<br>OND1070DB1516XX      OND6113<br>OND2000000000      OC 410001                      |             |

# Initiative Cash by HIDTA

FY 2015

Current Budget (net of reprogrammed funds)

| HIDTA           | Agency Name                                     | Initiative                 | Cash       | Type          | Grant      |
|-----------------|---|----------------------------|------------|---------------|------------|
| Central Florida | Pinellas County Sheriff's Office                | Pinellas County Task Force | 184,909.00 | Investigation | G15CF0010A |
|                 | Agency Total : Pinellas County Sheriff's Office |                            | 184,909.00 |               |            |
| Total           |   |                            | 184,909.00 |               |            |

# Budget Detail

2015 - Central Florida

Initiative - Pinellas County Task Force

Award Recipient - Pinellas County Sheriff's Office (G15CF0010A)

Resource Recipient - Pinellas County Sheriff's Office

|   |                 |                     |
|---|-----------------|---------------------|
| <b>Current Budget (net of reprogrammed funds)</b> |                 | <b>\$184,909.00</b> |
| <b>Overtime</b>                                   | <b>Quantity</b> | <b>Amount</b>       |
| Investigative - Law Enforcement Officer           | 14              | \$160,069.00        |
| <b>Total Overtime</b>                             |                 | <b>\$160,069.00</b> |
| <b>Travel</b>                                     | <b>Quantity</b> | <b>Amount</b>       |
| Investigative/Operational                         |                 | \$4,840.00          |
| <b>Total Travel</b>                               |                 | <b>\$4,840.00</b>   |
| <b>Other</b>                                      | <b>Quantity</b> | <b>Amount</b>       |
| PE/PI/PS  |                 | \$20,000.00         |
| <b>Total Other</b>                                |                 | <b>\$20,000.00</b>  |
| <b>Total Budget</b>                               |                 | <b>\$184,909.00</b> |





December 15, 2014

Sheriff Bob Gualtieri  
Pinellas County Sheriff's Office  
10750 Ulmerton Rd.  
Largo, FL 33778

Dear Sheriff Gualtieri :

We are pleased to inform you that your request for funding from the High Intensity Drug Trafficking Areas (HIDTA) Program has been approved, and a grant (Grant Number G15CF0010A) has been awarded in the amount of \$36,427. This grant will support initiatives designed to implement the Strategy proposed by the Executive Board of the Central Florida HIDTA and approved by the Office of National Drug Control Policy (ONDCP).

The original Grant Agreement, including certain Special Conditions, is enclosed. By accepting this grant, you assume the administrative and financial responsibilities outlined in the enclosed Grant Conditions, including the timely submission of all financial and programmatic reports, the resolution of audit findings, and the maintenance of a minimum level of cash-on-hand. Should your organization not adhere to these terms and conditions, ONDCP may terminate the grant for cause or take other administrative action.

If you accept this award, please sign both the Grant Agreement and the Grant Conditions and return a copy to:

Finance Unit  
National HIDTA Assistance Center  
11200 NW 20th Street, Suite 100  
Miami, FL 33172  
(305) 715-7600  
Or via email to your respective NHAC accountant.

Please keep the original copy of the Grant Agreement and Grant Conditions for your file. If you have any questions pertaining to this grant award, please contact Dan Grayson at (202) 395-6692.

Sincerely,

*Michael K. Gottlieb*

Michael K. Gottlieb  
National HIDTA Director

Enclosures



# Central Florida HIDTA

*High Intensity Drug Trafficking Area*

2170 W.SR 434

Suite 100

Longwood, Florida 32779

Phone: (407) 585-2687

January 5, 2015

Sheriff Bob Gualtieri  
Pinellas County Sheriff's Office  
10750 Ulmerton Rd  
Largo, FL 33778

Dear Sheriff Gualtieri:

Enclosed is the 2015 HIDTA Award for the Pinellas County Sheriff's Office. The amount represents 19.7 % of your 2014 HIDTA Award due to the fact that the government is operating under a Continuing Appropriations Resolution. Congress is still in the final process of approving the remaining 2015 budget and once finalized, a modified Award Letter representing the remaining portion of your Award will be immediately forwarded to you.

Please return the original signed copy to the Central FL HIDTA offices via the enclosed pre-addressed Fed Ex envelope as soon as possible. *Reimbursement against this funding cannot begin until this office forwards a copy the National HIDTA Assistance Center in Miami, FL.*

If you have any questions please feel free to call me at 407-585-2687. Thank you for your prompt attention in this matter.

Sincerely,

Steve Collins  
Director

Enclosures

## Initiative Cash by HIDTA

FY 2015

Awarded Budget (as approved by ONDCP)

| HIDTA           | Agency Name  | Initiative                 | Cash              | Type          | Grant      |
|-----------------|--|----------------------------|-------------------|---------------|------------|
| Central Florida | Pinellas County Sheriff's Office                       | Pinellas County Task Force | 184,909.00        | Investigation | G15CF0010A |
|                 | <i>Agency Total : Pinellas County Sheriff's Office</i> |                            | <b>184,909.00</b> |               |            |
| <b>Total</b>    |  |                            | <b>184,909.00</b> |               |            |

12/16/2014 10:16:08 AM

# Budget Detail


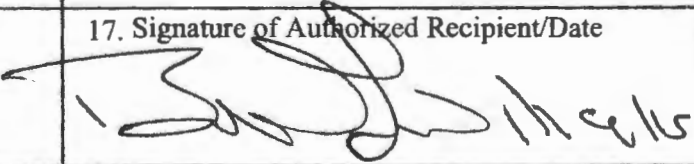
2015 - Central Florida

Initiative - Pinellas County Task Force

Award Recipient - Pinellas County Sheriff's Office (G15CF0010A)

Resource Recipient - Pinellas County Sheriff's Office

|  |                 |                     |
|--|-----------------|---------------------|
| <b>Awarded Budget (as approved by ONDCP)</b> |                 | <b>\$184,909.00</b> |
| <b>Overtime</b>                              | <b>Quantity</b> | <b>Amount</b>       |
| Investigative - Law Enforcement Officer      | 14              | \$160,069.00        |
| <b>Total Overtime</b>                        |                 | <b>\$160,069.00</b> |
| <b>Travel</b>                                | <b>Quantity</b> | <b>Amount</b>       |
| Investigative/Operational                    |                 | \$4,840.00          |
| <b>Total Travel</b>                          |                 | <b>\$4,840.00</b>   |
| <b>Other</b>                                 | <b>Quantity</b> | <b>Amount</b>       |
| PE/PI/PS                                     |                 | \$20,000.00         |
| <b>Total Other</b>                           |                 | <b>\$20,000.00</b>  |
| <b>Total Budget</b>                          |                 | <b>\$184,909.00</b> |

|   |                           |   |          |
|---|---------------------------|---|----------|
| <b>Executive Office of the President<br/>Office of National Drug Control Policy</b>   |                           | <b>Grant Agreement</b>  |          |
| 1. Recipient Name and Address<br>Sheriff Bob Gualtieri<br>Pinellas County Sheriff's Office<br>10750 Ulmerton Rd.<br>Largo, FL 33778   |                           | 4. Award Number: G15CF0010A   |          |
|   |                           | 5. Grant Period: From 01/01/2015 to 12/31/2016  |          |
| 1A. Recipient IRS/Vendor No.: 1596000804A1  | 6. Date: 12/15/2014       | 7. Action   |          |
| Subrecipient Name and Address   | 8. Supplement Number      | <input checked="" type="checkbox"/> Initial<br>Supplemental   |          |
| 2A. Subrecipient IRS/Vendor No.:  | 9. Previous Award Amount: |   |          |
| 3. Project Title<br>Pinellas County Task Force  | 10. Amount of This Award: |   | \$36,427 |
|   | 11. Total Award:          |   | \$36,427 |
| 12. The above Grant is approved subject to such conditions or limitations as are set forth on the five attached pages.<br><br>Consistent with P.L. 113-164, the Continuing Appropriations Resolution, 2015, this document provides a total budget and spending ceiling as reflected in Block 10 of the Grant Award document, which represents funding at a rate of 19.7% of the fiscal year 2014 funding level. Accordingly, the sum of all budgets cannot exceed the award amount reflected in Block 10 of the Grant Award document. The Office of National Drug Control Policy notes that the aforementioned funding level is below requested budget requirements. Additional funding is expected per standard full funding requirements, will be subject to the terms and conditions of this award, and will be made available when enacted. |                           |   |          |
| 13. Statutory Authority for Grant: Public Law 113-164   |                           |   |          |
| <b>AGENCY APPROVAL</b>  |                           | <b>RECIPIENT ACCEPTANCE</b>   |          |
| 14. Typed Name and Title of Approving Official<br>Michael K. Gottlieb<br>National HIDTA Director  |                           | 15. Typed Name and Title of Authorized Official<br>Bob Gualtieri<br>Pinellas County Sheriff's Office                                      |          |
| 16. Signature of Approving ONDCP Official<br>  |                           | 17. Signature of Authorized Recipient/Date<br> 1/9/15 |          |
| <b>AGENCY USE ONLY</b>  |                           |   |          |
| 18. Accounting Classification Code<br>DUNS: 032500530<br>EIN: 1596000804A1  |                           | 19. HIDTA AWARD<br>OND1070DB1516XX    OND6113<br>OND2000000000    OC 410001   |          |

## 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: Lisa Newton

[lnewton@ondcp.eop.gov](mailto:lnewton@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. The award date of this grant is December 15, 2014. Costs incurred by the grantee between the stated "award date" and starting date of the "grant period," the latter tracking to the more standard full calendar year(s), may be charged by the grantee to this award, if costs were incurred in furtherance of this grant and allowable under applicable cost principles. Such costs should not be charged as "pre-award costs."
7. **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.**

**In any case, ONDCP will also accept grants management and administration by "non-federal entities" (the new term for organizations receiving Federal assistance) that conforms to the Omni-Circular requirements from entities that have adopted the Omni-Circular for their programs.**

#### **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 Central Florida. 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. Regenia Mitchell  
Division of Payment Management  
Department of Health and Human Services



Via U.S. Postal Mail:

P.O. Box 6021  
Rockville, MD 20852

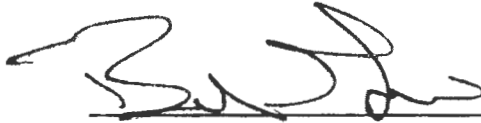
Via FedEx:

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:

11/1/15

Name:

Bob Gualtieri

Organization:

Pinellas County Sheriff's Office