



**BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS**

Award Contract Grant

Requested Board Meeting Date: 9/19/17

* = Mandatory, information must be provided

or Procurement Director Award

***Contractor/Vendor Name/Grantor (DBA):**

U.S. Department of Agriculture - U.S. Forest Service

***Project Title/Description:**

IGA amendment for Cooperative Law Enforcement Agreement 12-LE-11030518-003 Modification #007 and for FY2017 Annual Operating & Financial Plan between Pima County Sheriff's Department and the U.S. Forest Service.

***Purpose:**

Cooperative Law Enforcement - PCSD to provide patrol activities for the U.S. Forest Services and this amendment is for increasing fund by \$18,000.

***Procurement Method:**

Not applicable - Grant

***Program Goals/Predicted Outcomes:**

The Sheriff's deputies will coordinate their patrol activities with the U.S. Forest Service for the quick response to the any incidents in the National Forest System Land.

***Public Benefit:**

The public benefit is to support Law Enforcement in the National Forest Land

***Metrics Available to Measure Performance:**

Grant to provide specialized law enforcement patrol activities; number of hours and mileage patrolled; number of emergency responses.

***Retroactive:**

Yes, received the amendment on 08/29/2017. Once the department was notified that the award would be modified, communication was established between both parties, frequently inquiring the status of the paperwork.

SEP 13 17 AM 11:12 PC CLK OF BD
AR3

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e.,15-123): _____

Effective Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____

Expense Amount: \$* _____ Revenue Amount: \$ _____

***Funding Source(s) required:**

Funding from General Fund? Yes No If Yes \$ _____ % _____

Contract is fully or partially funded with Federal Funds? Yes No

***Is the Contract to a vendor or subrecipient?**

Were insurance or indemnity clauses modified? Yes No

If Yes, attach Risk's approval

Vendor is using a Social Security Number? Yes No

If Yes, attach the required form per Administrative Procedure 22-73.

Amendment / Revised Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e.,15-123): _____

Amendment No.: _____ AMS Version No.: _____

Effective Date: _____ New Termination Date: _____

Prior Contract No. (Synergen/CMS): _____

Expense or Revenue Increase Decrease Amount This Amendment: \$ _____

Is there revenue included? Yes No If Yes \$ _____

***Funding Source(s) required:**

Funding from General Fund? Yes No If Yes \$ _____ % _____

Grant/Amendment Information (for grants acceptance and awards) Award Amendment

Document Type: GTAM Department Code: SD Grant Number (i.e.,15-123): 18*009

Effective Date: 01/01/2017 Termination Date: 12/31/2017 Amendment Number: 5

Match Amount: \$ _____ Revenue Amount: \$ 37,000

***All Funding Source(s) required:** Federal Grant

***Match funding from General Fund?** Yes No If Yes \$ _____ % _____

***Match funding from other sources?** Yes No If Yes \$ _____ % _____

***Funding Source:** _____

***If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?** Directly from Federal Government

Contact: Yuko Jarvis

Department: Sheriff Telephone: 351-6958

Department Director Signature/Date: Julia Gates 9/01/17

Deputy County Administrator Signature/Date: _____

County Administrator Signature/Date: C. N. Dubois 9/8/17

(Required for Board Agenda/Addendum Items)



MODIFICATION OF GRANT OR AGREEMENT

PAGE 1 OF PAGES 9

1. U.S. FOREST SERVICE GRANT/AGREEMENT NUMBER: 12-LE-11030518-003	2. RECIPIENT/COOPERATOR GRANT or AGREEMENT NUMBER, IF ANY:	3. MODIFICATION NUMBER: 007
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4. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING GRANT/AGREEMENT (unit name, street, city, state, and zip + 4): Coronado National Forest c/o Cheri Bowen, Patrol Captain 300 W. Congress St, Tucson, AZ 85701	5. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING PROJECT/ACTIVITY (unit name, street, city, state, and zip + 4):
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6. NAME/ADDRESS OF RECIPIENT/COOPERATOR (street, city, state, and zip + 4, county): Pima County Sheriff's Department c/o Karl Woolridge, Bureau Chief 1750 E Benson Hwy., Tucson, 85714	7. RECIPIENT/COOPERATOR'S HHS SUB ACCOUNT NUMBER (For HHS payment use only):
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8. PURPOSE OF MODIFICATION

CHECK ALL THAT APPLY:	This modification is issued pursuant to the modification provision in the grant/agreement referenced in item no. 1, above.
<input type="checkbox"/>	CHANGE IN PERFORMANCE PERIOD:
<input checked="" type="checkbox"/>	CHANGE IN FUNDING: Increase of FY 2017 funding in the amount of \$18,000
<input type="checkbox"/>	ADMINISTRATIVE CHANGES:
<input type="checkbox"/>	OTHER (Specify type of modification):

Except as provided herein, all terms and conditions of the Grant/Agreement referenced in 1, above, remain unchanged and in full force and effect.

9. ADDITIONAL SPACE FOR DESCRIPTION OF MODIFICATION (add additional pages as needed):
Increase funding in the amount of \$18,000.00 for FY 2017 Operating Plan (Exhibit A).

10. ATTACHED DOCUMENTATION (Check all that apply):


<input type="checkbox"/>	Revised Scope of Work
<input type="checkbox"/>	Revised Financial Plan
<input checked="" type="checkbox"/>	Other: Increase of funding for patrols on NFS lands. See Annual Operating Plan (Exhibit A.)

11. SIGNATURES

AUTHORIZED REPRESENTATIVE: BY SIGNATURE BELOW, THE SIGNING PARTIES CERTIFY THAT THEY ARE THE OFFICIAL REPRESENTATIVES OF THEIR RESPECTIVE PARTIES AND AUTHORIZED TO ACT IN THEIR RESPECTIVE AREAS FOR MATTERS RELATED TO THE ABOVE-REFERENCED GRANT/AGREEMENT.

11.A. PIMA COUNTY SIGNATURE (Signature of Signatory Official)	11.B. DATE SIGNED	11.C. U.S. FOREST SERVICE SIGNATURE (Signature of Signatory Official)	11.D. DATE SIGNED
11.E. NAME (type or print): SEE ATTACHED SIGNATURE PAGE		11.F. NAME (type or print): SEE ATTACHED SIGNATURE PAGE	
11.G. TITLE (type or print):		11.H. TITLE (type or print):	

12. G&A REVIEW

12.A. The authority and format of this modification have been reviewed and approved for signature by:  CARMEN O. MELENDEZ U.S. Forest Service Grants & Agreements Specialist	12.B. DATE SIGNED 8/24/2017
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USDA Forest Service

OMB 0596-0217
FS-1500-19

Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

EXHIBIT A

**COOPERATIVE LAW ENFORCEMENT ANNUAL OPERATING PLAN &
FINANCIAL PLAN**

**Between The
PIMA COUNTY SHERIFF'S DEPARTMENT
And the
USDA, FOREST SERVICE
CORONADO NATIONAL FOREST**

2017 ANNUAL OPERATING PLAN

This Annual Financial and Operating Plan (Annual Operating Plan), is hereby made and entered into by and between the Pima County Sheriff's Department, hereinafter referred to as "the Sheriff's Department," and the USDA, Forest Service, Coronado National Forest, hereinafter referred to as the "U.S. Forest Service," under the provisions of Cooperative Law Enforcement Agreement #12-LE-11030518-003 executed on December 6, 2011. This Operating Plan is made and agreed to as of the last date signed below and is for the period beginning January 1, 2017 and ending December 31, 2017.

2017 Initial Annual Operating Plan: \$19,000.00
2017 Increase to Annual Operating Plan: \$18,000.00 (MOD 007)
2017 Total Annual Operating Plan: \$37,000.00

I. GENERAL:

- A. The following individuals shall be the designated and alternate representative(s) of each party, so designated to make or receive requests for special enforcement activities.

Principle Cooperator Contacts:

Cooperator Program Contact	Cooperator Administrative Contact
Karl Woolridge, Bureau Chief Pima County Sheriff's Department 1750 E. Benson Highway Tucson, AZ 85714 Telephone: (520) 351-6204 FAX: (520) 351-4746 Email: karl.woolridge@sheriff.pima.gov	Julia Riley, Financial Services Supervisor Pima County Sheriff's Department 1750 E. Benson Highway Tucson, AZ 85714 Telephone: (520) 351-4734 FAX: (520) 351-4746 Email: Julia.riley@sheriff.pima.gov

Principle U.S. Forest Service Contacts:

U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
Cheri Bowen, Patrol Captain Coronado National Forest 300 W. Congress St. Tucson, AZ 85701 Telephone: (520) 388-8430 FAX: 520-388-8431 Email: cbowen@fs.fed.us	Iris Almazan, Grants Specialist Coronado National Forest 300 W. Congress Street Tucson, AZ 85701 Telephone: (520) 388-8310 FAX: (520) 388-5331 Email: ialmazan@fs.fed.us

- B. Reimbursement for all types of enforcement activities shall be at the following rates unless specifically stated otherwise:

Mileage will be reimbursed at the prevailing rate depending on vehicle(s) used for patrols*.

Wages (salaries + fringe benefits) will be reimbursed at the prevailing rates based on current Cooperator pay plan.

*The Cooperator shall submit a current fleet/mileage rate and a salary rate table; any changes to the rate(s) shall require written notice to the U.S. Forest Service within 30 days of official change in rate(s).

II. PATROL ACTIVITIES:

- A. Time schedules for patrols will be flexible to allow for emergencies, other priorities, and day-to-day needs of both Cooperator and the U.S. Forest Service. Ample time will be spent in each area to make residents and visitors aware that law enforcement officers are in the vicinity.

Total reimbursement for this category shall not exceed the amount of: **\$18,000.00.**

Unused dispatch funds may be used for patrol activities, in which case the maximum reimbursement may not exceed the amount of: **\$18,000.00.**

III. TRAINING:

See Cooperative Law Enforcement Agreement Provision IV-K for additional information.

Total reimbursement for this category shall not exceed the amount of: **\$0.00**

IV. EQUIPMENT:

See Cooperative Law Enforcement Agreement Provisions IV-K, IV-L, and IV-M for additional information.

Total reimbursement for this category shall not exceed the amount of: \$0.00

V. SPECIAL ENFORCEMENT SITUATIONS:

- A. Special Enforcement Situations include but are not limited to: Fire Emergencies, Drug Enforcement, and certain Group Gatherings.
- B. Funds available for special enforcement situations vary greatly from year to year and must be specifically requested and approved prior to any reimbursement being authorized. Requests for funds should be made to the U.S. Forest Service designated representative listed in Item I-A of this Annual Operating Plan. The designated representative will then notify the Cooperator whether funds will be authorized for reimbursement. If funds are authorized, the parties will then jointly prepare a revised Annual Operating Plan.
 1. Drug Enforcement: This will be handled on a case by case basis. The request will normally come from the patrol Captain; however, it may come from the Special Agent in Charge or their designated representative. Reimbursement shall be made at the rates specified in Section I-B. Deputies assigned to the incident will coordinate all of their activities with the designated officer in charge of the incident.
 2. Fire Emergency: During emergency fire suppression and fire severity situations and upon request by the Forest Service pursuant to an incident resource order, the Cooperator agrees to provide special services beyond those provided under Section II-A, within the Cooperator's resource capabilities, for the enforcement of State and local laws related to the protection of persons and their property. The Cooperator will be compensated at the rate specified in Section I-B; the U.S. Forest Service will specify times and schedules. Upon concurrence of the local Patrol Captain or their designated representative, an official from the Incident Management Team managing the incident, Cooperator personnel assigned to an incident where meals are provided will be entitled to such meals.

All requests to provide additional law enforcement support on National Forest System lands during extreme fire conditions will become effective and reimbursable only when the Forest Service specifically requests assistance through the Forest Dispatch or Expanded Dispatch Office, a Resource Order Number is provided, and the County Dispatch Office is notified of the request.

Initial attack responses without a Resource Order by the Forest Service are not reimbursable.

Upon request and concurrence by the Sheriff's Department,
The Sheriff's Department shall:

- a. Provide to the Forest Service, fully equipped Sheriff's Deputies who meet the standards of training as listed in the Cooperative Law Enforcement Agreement, Provisions II-B, including appropriate vehicles(s), in numbers requested by the Forest Service to provide law enforcement for fire severity or fire suppression situations. These duties are above and beyond the customary duties that are routinely provided by the Sheriff's Office and will be covered under Special Enforcement Situations. The Sheriff's Deputies will continue to work under the direction of the Sheriff's Department. The Sheriff's Deputies will coordinate their patrol activities with the U.S. Forest Service Patrol Captain, or their designee, while assigned to each specific fire severity or fire suppression patrol area, and coordinate their activities with the Incident Commander while assigned to each specific wildland fire severity or fire suppression situation. All Deputies assigned to a wildland fire severity or fire suppression situation are required to follow Check-in and Demobilization procedures.
- b. Assign Sheriff's Deputies requested by the Forest Service for fire severity or fire suppression situation patrols and law enforcement.
- c. Furnish itemized statements of expenditures to the Forest Service for the fire severity or fire suppression situation services requested by the Forest Service, at the address below:
 - a. Cheri Bowen, Patrol Captain (local unit, as per the Cooperative LE Agreement)
Coronado National Forest
300 W. Congress St.
Tucson, AZ 85701

The Patrol Captain will review and approve the invoice, and forward the invoice and support documentation to Incident Finance for payment.

Billing requests will include the following information:

Cooperator Name, address, phone number and agency financial contact
Invoice or Bill number;
Resource Order number(s);
Appropriate incident number (State code or Forest Service P-code and override);

Cooperative Law Enforcement Agreement number;
Dates of the incident covered by the billing; and
Location and jurisdictional unit of the incident.

Summary cost data for the amount being billed:
Use incident-generated cost reports generated by the Agency to support the billing whenever possible. Summary cost data may include, but not limited to, a list of personnel expenses including base, overtime and travel and a listing by vendor name and amount spent for supplies and services procured.

The Forest Service shall:

- a. Relay requests to the Sheriff's Department to provide fully equipped Sheriff's Deputies, including vehicles, through Forest Service Dispatch or Expanded Dispatch Office to the County Dispatch Office, including specific information on numbers of Deputies needed, tour, location, expected length of duty, authorization for overtime expenditures, and fire severity (S-code) or fire suppression (P-code) for billing. A resource order number must be issued by the Forest Service to support each request. The resource order number will be provided to the Sheriff's Office by the Forest Dispatcher.
 - b. Post each Deputy's time and vehicle mileage to a Fire Time Report (Optional Form 288) to provide documentation to support payment of each itemized statement of expenditures provided by the Sheriff's Department.
 - c. Reimburse the Sheriff's Department for requested fire severity or fire suppression special enforcement situation services that are provided and covered under this Section, at the prevailing rates as per Section I, Paragraph B above.
3. Group Gatherings: This includes but is not limited to situations which are normally unanticipated or which typically include very short notices, large group gatherings such as rock concerts, demonstrations, and organization rendezvous. Upon authorization by a Forest Service representative listed in Section I-A for requested services of this nature, reimbursement shall be made at the rates specified in Section I-B. Deputies assigned to this type of incident will normally coordinate their activities with the designated officer in charge of the incident.

This includes but is not limited to situations which are normally unanticipated or which typically include very short notice, large group gatherings such as rock concerts, demonstrations, and organizational rendezvous.

VI. BILLING FREQUENCY:

See Cooperative Law Enforcement Agreement Provisions II-H and III-B for additional information.

- A. Billing frequency for sections II, III, and IV shall be quarterly, not to exceed \$18,000.00
- B. The following is a breakdown of the total estimated costs associated with this Annual Operating Plan.

Category	Estimated Costs	Not to Exceed by %
Patrol Activities	\$18,000.00	N/A
Training	\$0.00	N/A
Equipment	\$0.00	N/A
Special Enforcement Situations	\$0.00	N/A
Total	\$18,000.00	N/A

- C. This is a one-time supplemental funding reimbursement of \$18,000.00 for CY 2017, in response to the U.S. Forest Service's greater than anticipated need for additional patrolling activities on National Forest System Lands, performed by the Cooperator. Funding made available under this modification expires December 30, 2017. Any unliquidated balances at the time of expiration are forfeited by the cooperator. Unliquidated balances may not be carried forward to the next calendar year and are not available for use through the term of the Cooperative Law Enforcement Agreement; funds maybe de-obligated at the request of the U.S. Forest Service. *See Cooperative Law Enforcement Agreement Provision IV-D.*

In witness whereof, the parties hereto have executed this Annual Operating Plan as of the last date written below.



MARK NAPIER, Sheriff
Pima County Sheriff's Department

9/21/17
Date

SHARON BRONSON, Chair
Pima County Board of Supervisors

Date

ATTEST:

JULIE CASTANEDA, Clerk
Pima County Board of Supervisors

Date

APPROVED AS TO FORM:

Seán Holguin
SEAN HOLGUIN, Deputy County Attorney
Pima County

8/30/17
Date

JAMES ALFORD, Special Agent in Charge U.S. Forest
Service, Southwestern Region

Date

Kerwin S. Dewberry
KERWIN S. DEWBERRY, Forest Supervisor
U.S. Forest Service, Coronado National Forest

8/25/2017
Date

The authority and format of this agreement have been reviewed and approved for signature.

Carmen O. Melendez
CARMEN O. MELENDEZ, Grants Management Specialist
U.S. Forest Service, Southwestern Region

8/24/2017
Date

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