

# COB - BOSAIR FORM

03/19/2026 11:45 AM (MST)

Submitted by Jana.Wilson@sheriff.pima.gov



## BOARD OF SUPERVISORS AGENDA ITEM REPORT (BOSAIR)

**\*All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.\***

Record Number: CT SD CT2600000020

**Award Type:** Contract

**Is a Board Meeting Date Requested?** Yes

**Requested Board Meeting Date:** 04/21/2026

**Signature Only:**

NO

**Procurement Director Award / Delegated Award:** • N/A

**Supplier / Customer / Grantor / Subrecipient:** Federal Bureau of Investigation

**Project Title / Description:** FBI Cooperative Agreement

**Purpose:** Working directly with the Federal Bureau of Investigations to support the Homeland Security Task Force. This group will not be tasked in any immigration enforcement. Their investigation will be focused on weapons and drugs.

**Procurement Method:** IGAs: This IGA is a non Procurement contract and not subject to Procurement rules.

**Procurement Method Additional Info:** N/A

**Program Goals/Predicted Outcomes:** To identify and disrupt drug and weapon trafficking. Conduct undercover operations where appropriate and engage on other traditional methods of investigations in order that the task force's activities will result in effective prosecution.

**Public Benefit and Impact:** Reduce the number of drugs and weapons in the state of Arizona.

**Budget Pillar** • Improve the quality of life

**Support of Prosperity Initiative:** • C-S-3. Prevent and Reduce Crime

**Provide information that explains how this activity supports the selected Prosperity Initiatives** It provides safety and reduction of crimes.

**Metrics Available to Measure** Number of monthly hours worked on the task force.

TO: COB, 03/24/26 (1)

VERSION: 0

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Performance:

Retroactive:

NO

Contract / Award Information

Record Number: CT SD CT2600000020

Document Type: CT

Department Code: SD

Contract Number: CT2600000020

Commencement Date: 04/21/2026

Termination Date: 09/30/2026

Total Expense Amount:

\$0.00

Total Revenue Amount:

\$90,000.00

Funding Source Name(s) Required: General Fund

Funding from General Fund?

NO

Contract is fully or partially funded with Federal Funds?

NO

Were insurance or indemnity clauses modified?

NO

Vendor is using a Social Security Number?

NO

Department: Sheriff's Department

Name: Jana Shurtz

Telephone: 520-351-3322

Add Procurement Department Signatures

No

Add GMI Department Signatures

No

Department Director Signature: *Julia Gates* Date: 3/16/2026

Deputy County Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

County Administrator Signature: \_\_\_\_\_

A handwritten signature in black ink, appearing to be 'Ecr', written above the signature line.

Date: 3/17/2020



## FY 2026 Homeland Security Task Force Strategic Initiatives/Local Overtime Cost Reimbursement Agreement

This Agreement is between the below-named State/Local Law Enforcement Organization and Sponsoring Federal Agency directly supporting the Homeland Security Task Force (HSTF) Program. Pursuant to the Congressional appropriations, the Federal Bureau of Investigation ( FBI ) receives authority to pay overtime for police officers assigned to the formal HSTF, who are incurring necessary expenses for detection, investigation, and prosecution of crimes against the United States.

It is hereby agreed between the Federal Bureau of Investigation, and

State/Local Agency: Pima County Sheriff's Department

Street Address: 1750 E. Benson Hwy

City, State, Zip code, Telephone: Tucson, AZ 85714

Financial Contact (POC): Jana Wilson

Financial Contact Telephone/email: 520-351-3322/ Jana.Wilson@sheriff.pima.gov

Tax EIN: MK6RG7THHM85

1. Commencing upon execution of this Agreement, the FBI will, subject to the availability of required funding, reimburse Pima County Sheriff's Department for overtime payments made to officers assigned to/or and working HSTF Investigations or Strategic Initiatives.
2. Reimbursement requests must be submitted to FBI via Financial System (IPP) within thirty (30) days of the close of the month in which the overtime was worked. [For example, if overtime is incurred in December, the Reimbursement Request for the December overtime should be submitted no later than January 30<sup>th</sup>. The reimbursement request must be approved by the appropriate Supervisor (or designee) at FBI prior to reimbursement.
3. Overtime reimbursement payments from the sponsoring agency will be made via electronic funds transfer (EFT) directly to Pima County Sheriff's Department. To facilitate EFT, Pima County Sheriff's Department shall establish an account online in the System for Award Management (SAM) at [www.SAM.gov](http://www.SAM.gov). A verification of banking information is required on an annual basis to keep payment information current. For additional information regarding procedures related to reimbursements, contact your agency's Regional Coordinator or Program Analyst.
4. Overtime reimbursements will be calculated at the usual rate for which the individual officer's time would be compensated in the absence of this agreement. However, overtime payments, including all other, non-HSTF Federal sources (such as Safe Streets, HIDTA, IRS, FEMA, etc.) may not, on an annual/fiscal year basis exceed 25% of the current approved Federal salary rate in effect at the time the overtime is performed. The Federal fiscal year runs from October 1st through September 30th. The pay cap amount changes annually and State/Local entities should reference the current fiscal year amount on their

HSTF Case and Participant Form. The State/Local Organization is responsible for ensuring the annual payment is not exceeded.

5. The Pima County Sheriff's Department must complete annually the HSTF Case and Participant Request Form, listing the law enforcement officers assigned full-time/part-time to the HSTF and as such are entitled to overtime reimbursement. Based on the needs of the HSTF, this number may change periodically, upward or downward, as approved in advance.
6. The request for reimbursement shall include an invoice number, invoice date, the officer's name, overtime compensation rate, number of reimbursable hours for overtime claimed, and the dates of those hours for each officer for whom reimbursement is sought. This information must be submitted to the Financial System (IPP) for reimbursement to be paid.
7. Requests for reimbursement shall be submitted monthly, and all requests shall be received no later than December 31st of the next fiscal year for which the reimbursement applies. For example, reimbursements for the fiscal year ending September 30, 2026, shall be received monthly and not later than December 31, 2026. The FBI is not obligated to reimburse any requests received untimely and not in accordance herewith.
8. If an Agreement does not have a bill submitted within ninety (90) days of the Agreement funding date, or within sixty (60) days of when the last bill was submitted, funds will be de-obligated. Furthermore, if a State/Local Law Enforcement Organization determines there will be no additional work performed under a particular Agreement, a funding change notification email should be sent to the Regional Coordinator/Program Analyst, identifying the amount to be de-obligated as soon as possible.
9. Only sworn law enforcement officers are eligible for reimbursement in this program. Officers who are not deputized shall possess no Law Enforcement authority other than that conferred by virtue of their position as a commissioned officer of their parent Agency.
10. HSTF will only reimburse an actual dollar (\$) amount paid to the officer for overtime worked, any additional benefit or administrative fees (including compensation time) will NOT be reimbursed.
11. The State/Local Organization will comply with Title VI of the Civil Rights Act of 1964 and requirements applicable to HSTF Agreements pursuant to the regulations of the Department of Justice (see, 28C.F.R. Part 42, Subparts C and G; 28C.R.R.50.3 (1993)) relating to discrimination of the grounds of race, color, sex, age, national origin, or handicap.
12. The Agreement is effective upon signatures of all parties and will remain in effect for the duration of Pima County Sheriff's Department's participation on the HSTF, contingent upon approval of necessary funding, and unless terminated in accordance with the provisions herein. This Agreement may be modified at any time by written consent of the parties or based on changing business operations and practices of the HSTF. It may be terminated at any time upon mutual consent of the parties, or unilaterally upon written notice from the terminating party to the other party at least 30 days prior to the termination date.

Signatories:



Signature of State/Local Agency

Chris Nanos

Print Name

Sheriff

Title

Pima County Sheriff's Department

State/Local Agency

3/16/26

Date

Signature of Sponsoring Federal Agency

Print Name

Title

Federal Bureau of Investigation

Sponsoring Federal Agency

Date


Signature of Sponsoring Agency Regional Coordinator

Print Name

Date

\_\_\_\_\_  
Chair, Pima County Board of Supervisors

\_\_\_\_\_  
Clerk of the Board

  
\_\_\_\_\_  
**SEAN HOLGUIN**  
Deputy County Attorney