

# CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number \_\_\_\_\_

Meeting Type: Regular

Meeting Date: 10/10/2013

Action Requested By:  
Police

Agenda Item Type  
Select...

Subject Matter:

Madison- Morgan County Strategic Counterdrug Team (STAC) Grant

Exact Wording for the Agenda:

Resolution authorizing the Mayor to enter into an Agreement between the City of Huntsville and the Alabama Dept. of Economic and Community Affairs, Law Enforcement Traffic Safety Division, for the 2013- 2014 Madison- Morgan County Strategic Counterdrug (STAC) Team grant.

**Note: If amendment, please state title and number of the original**

Item to be considered for: Action

Unanimous Consent Required: No

Briefly state why the action is required; why it is recommended; what Council action will provide, allow and accomplish and; any other information that might be helpful.

Grant application in the amount of \$ 141,743.00, with matching funds of \$47,247.67 that will be provided from the STAC Team Seizure fund. Grant funds awarded will be used for salaries/fringe benefits for a Madison County District Attorney's Office employee and various operating/equipment expenditures.

Associated Cost:

Budgeted Item: Select...

MAYOR RECOMMENDS OR CONCURS: Select...

Department Head: \_\_\_\_\_

*Reno Morris*

Date: 9/17/2013

## ROUTING SLIP CONTRACTS AND AGREEMENTS

Originating Department: Police

Council Meeting Date: 10/10/2013

Department Contact: Jessica Winn

Phone # (256) 427-7002

Contract or Agreement: Agreement between City of Huntsville and ADECA

Document Name:

City Obligation Amount:

Total Project Budget: \$ 188,990.67

Uncommitted Account Balance:

Account Number:

### Procurement Agreements

|                  |                  |
|------------------|------------------|
| <u>Select...</u> | <u>Select...</u> |
|------------------|------------------|

### Grant-Funded Agreements

|                  |   |
|------------------|---|
| <u>Select...</u> | Grant Name:<br><u>Madison-Morgan County STAC Team grant</u> |
|------------------|---|

| Department                                  | Signature            | Date      |
|---|----------------------|-----------|
| 1) Originating                              | <i>Jessie Morris</i> | 9/17/2013 |
| 2) Legal                                    | <i>Mary Cates</i>    | 9/27/2013 |
| 3) Finance <i>RC</i>                        | <i>[Signature]</i>   | 9/19/13   |
| 4) Originating                              |                      |           |
| 5) Copy Distribution                        |                      |           |
| a. Mayor's office<br>(1 copies)             |                      |           |
| b. Clerk-Treasurer<br>(Original & 2 copies) |                      |           |
|   |                      |           |

**RESOLUTION NO. 13 - \_\_\_\_\_**

**WHEREAS**, the State of Alabama, through the Alabama Department of Economic and Community Affairs (ADECA), Law Enforcement/Traffic Safety Division, is offering financial aid to fund the Madison-Morgan County Strategic Counterdrug Team (STAC); and

**WHEREAS**, these funds have already been allocated specifically for use by the Huntsville Police Department, by the Alabama Department of Economic and Community Affairs, Law Enforcement Traffic Safety Division, in the amount of \$141,743.00; and

**NOW THEREFORE, BE IT RESOLVED** by the City Council of Huntsville, Alabama, that the Mayor is authorized to execute the grant application and special conditions documents on behalf of the City of Huntsville with the Alabama Department of Economic and Community Affairs, Law Enforcement Traffic Safety Division, for the multi-jurisdictional drug task force grant program consisting of forty-eight (48) pages attached hereto and identified as "2013- 2014 Madison- Morgan County Strategic Counterdrug Team grant"; and

**BE IT FURTHER RESOLVED**, that in the event that a grant is awarded, the Mayor of the City of Huntsville is authorized, requested, and directed, on behalf of the City of Huntsville, Alabama, to enter into such grant agreement with the Alabama Department of Economic and Community Affairs, and to submit such supporting and collateral materials as required.

**ADOPTED** this the 10<sup>th</sup> day of October, 2013.

\_\_\_\_\_  
President of the City Council of  
Huntsville, Alabama

**APPROVED** this the 10<sup>th</sup> day of October, 2013.

\_\_\_\_\_  
Mayor of the City of Huntsville,  
Alabama

**Alabama Department of Economic & Community Affairs**

**Law Enforcement/Traffic Safety Division**

401 Adams Avenue

P.O. Box 5690

Montgomery, AL 36103-5690

Form Revised January 10, 2011

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**Application is hereby made for a grant under the program described in item 7 below in the amount and for the purpose set forth in this application**

|   |  |   |  |
|---|--|---|--|
| <b>1. Applicant</b><br>Name City of Huntsville, Alabama<br>Address 308 Fountain Circle<br>Huntsville, Alabama 35801<br>Phone #: (256) 427-5000<br>Fax # (256) 427-7003<br>E-Mail  |  | <b>3. Authorizing Official</b><br>Name Tommy Battle<br>Title Mayor<br>Address 308 Fountain Circle<br>Huntsville, Alabama 35801<br>Phone # (256) 427-5000<br>Fax # (256) 427-7003<br>E-Mail Tommy.battle@huntsvilleal.gov              |  |
| <b>2. Implementing Agency</b><br>Name Huntsville Police Department<br>Phone # (256) 427-7002  |  | Signature _____ Date: _____   |  |
| <b>4. Project Director</b><br>Name Lt. Ken Brooks<br>Address 109-A North Jefferson Street (Suite 24)<br>Huntsville, AL 35801<br>Phone # (256) 427-5378<br>Fax # (256) 427-5457<br>E-Mail Ken.brooks@huntsvilleal.gov<br>Signature _____ Date: _____ |  | <b>5. Financial Officer</b><br>Name Randy Taylor<br>Address 308 Fountain Circle<br>Huntsville, Alabama 35801<br>Phone # (256) 427-5080<br>Fax # (256) 427-5064<br>E-Mail Randy.taylor@huntsvilleal.gov<br>Signature _____ Date: _____ |  |
| <b>6. Type of Application</b><br><input type="checkbox"/> Original<br><input checked="" type="checkbox"/> Continuation of Previous Grant<br>Number:   |  | <b>7. Program Under Which Application is Made</b><br>Multi-jurisdictional Drug Task Force   |  |
| <b>8. Project Start Date (Estimated)</b><br>October 1, 2013   |  | <b>9. Project Ending Date (Estimated)</b><br>September 30, 2014   |  |
| <b>10. Does this application require a prior cost approval?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   |  |   |  |
| <b>11. Name of the Project (Brief Descriptive Title)</b><br>Madison-Morgan County Strategic Counterdrug Team<br>(STAC)  |  | <b>12. Grant Funds Requested</b><br>\$ 141,743.00   |  |
| <b>13. Will other Federal Support be available for any part of this project?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>(If yes, identify and explain on Page 9)  |  | <b>14. Total Project Duration (in Months)</b><br>12 Months  |  |
| <b>15. DUNS Number</b><br>72093727  |  | <b>16. CCR Registration Valid Until: (Enter Date)</b>   |  |

**17. Project Summary:** (Suitable for a news release pertaining to this project)  
 The Madison-Morgan County Strategic Counterdrug Team (STAC Team) includes (15) full-time drug agents, (1) Lieutenant (Commander), (1) Sergeant (Deputy Commander), and support staff from the City of Huntsville, City of Decatur, City of Madison, Madison County Sheriff's Office, Madison County District Attorney's Office, and Morgan County Sheriff's Office. This cooperative effort will ensure that we are well-prepared, well-equipped, and coordinated in our efforts against illegal drug activities which know no jurisdictional boundaries. By combining information, intelligence, and much-needed manpower and resources from the participating agencies, the STAC Team will be able to effectively dismantle more drug trafficking organizations, and arrest more violent criminals in Madison and Morgan counties. The counties in our area of responsibility represent a population of approximately 435,000 people (approximately 320,000 in Madison County and approximately 115,000 in Morgan County).

**Alabama Department of Economic & Community Affairs**  
**Law Enforcement/Traffic Safety Division**  
 401 Adams Avenue  
 P.O. Box 5690  
 Montgomery, AL 36103-5690

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**A. Personnel:**

List each individual with salary

| Name of Employee             | Position / Title | Salary      | Rate Of Pay (BW, SM) | % of Time Devoted to Project | Annual Income / Unit Cost | Category Total      |
|------------------------------|------------------|-------------|----------------------|------------------------------|---------------------------|---------------------|
| Christy Ragucci              | Admin Clerk      | \$ 1,461.00 | 26                   | 100%                         | \$ 37,986.00              | \$ 37,986.00        |
| Lt. Ken Brooks               | Commander        | \$ -        | 26                   | 100%                         | \$ -                      | \$ -                |
| Sgt. Jerry King              | Deputy Commander | \$ -        | 26                   | 100%                         | \$ -                      | \$ -                |
| Julian Johnson               | Agent            | \$ -        | 26                   | 100%                         | \$ -                      | \$ -                |
| Terry Lucas                  | Agent            | \$ -        | 26                   | 100%                         | \$ -                      | \$ -                |
| Tony McElyea                 | Agent            | \$ -        | 26                   | 100%                         | \$ -                      | \$ -                |
| James Rushbrook              | Agent            | \$ -        | 26                   | 100%                         | \$ -                      | \$ -                |
| Shane Turley                 | Agent            | \$ -        | 26                   | 100%                         | \$ -                      | \$ -                |
| See Attachment 1 (Personnel) |                  |             |                      |                              | \$ -                      | \$ -                |
|                              |                  |             |                      |                              | <b>Salaries Sub-Total</b> | <b>\$ 37,986.00</b> |

**Fringe Benefit Computation**

|                              |              |    |         |                         |                     |
|------------------------------|--------------|----|---------|-------------------------|---------------------|
| FICA                         | \$ 37,986.00 |    | 7.650%  | \$ 2,905.92             |                     |
| SUI                          | \$ 37,986.00 |    | 0.100%  | \$ 37.98                |                     |
| W/C                          | \$ 37,986.00 |    | 0.500%  | \$ 189.93               |                     |
| Health Insurance             | \$ 403.00    | 26 | 100.00% | \$ 10,478.00            |                     |
| Life Insurance               | \$ 37,986.00 | 1  | 10.25%  | \$ 3,893.56             |                     |
| Retirement                   | \$ -         | 0  | 100.00% | \$ -                    |                     |
| Other                        | \$ -         | 0  | 100.00% | \$ -                    |                     |
| Other                        | \$ -         | 0  | 100.00% | \$ -                    |                     |
| See Attachment 1 (Personnel) |              |    |         | \$ -                    |                     |
|                              |              |    |         | <b>Fringe Sub-Total</b> | <b>\$ 17,505.39</b> |

**Total Personnel Expenditures \$ 55,491.39**

**B. Contractual Services:**

Must be itemized

List by individual or type of individual, with fee basis limited to a reasonable rate not to exceed \$450 per day.

Individual Consultants and/or Contracting of Service Organizations

|      |
|------|
| \$ - |
| \$ - |
| \$ - |
| \$ - |
| \$ - |
| \$ - |
| \$ - |
| \$ - |

**Total Professional Services \$ -**

**C. Travel:**

Transportation & associated cost of project personnel (Consultant Travel is to be include in Category B above)

|                  |      |
|------------------|------|
| Mileage:         | \$ - |
| Per Diem:        | \$ - |
| Conference Cost: | \$ - |
| Other:           | \$ - |

**Total Travel \$ -**



**Alabama Department of Economic & Community Affairs**  
**Law Enforcement/Traffic Safety Division**  
 401 Adams Avenue  
 P.O. Box 5690  
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**22. Source of Contribution:**

(Indicate Sources Per Instructions)

|  |    |           |
|--|----|-----------|
| Drug Task Force State Forfeiture/Seizure Account | \$ | 47,247.67 |
|  | \$ | -         |
|  | \$ | -         |
|  | \$ | -         |
|  | \$ | -         |
|  | \$ | -         |
|  | \$ | -         |
|  | \$ | -         |

Total Matching Contribution: \$47,247.67  
 Match Differential: \$0.00

Match from page 7 \$ 47,247.67

**23. Budget Summary and Projection:**

**APPLICATION IS INCOMPLETE WITHOUT THIS**

(Total budget of applicant or implementing agency)

| Budget Categories         | Prior Phase | Present Phase | Successive Phase |
|---------------------------|-------------|---------------|------------------|
| A Personnel and Fringe    | \$ -        | \$ 55,491.39  | \$ -             |
| B Contractual Services    | \$ -        | \$ -          | \$ -             |
| C Travel                  | \$ -        | \$ -          | \$ -             |
| D Operating Expenses      | \$ -        | \$ 73,886.04  | \$ -             |
| E Equipment               | \$ -        | \$ 59,613.24  | \$ -             |
|                           |             |               |                  |
| Total Budget of Applicant | \$ -        | \$ 188,990.67 | \$ -             |
| Duration of Project Phase | 12          | 12            | 12               |

**24. Federal Support:**

Will other Federal support be available for any part of this project?

Yes  No

If "Yes", Explain:

The Madison-Morgan County Strategic Counterdrug (STAC) Team is also funded by a High Intensity Drug Trafficking Area (HIDTA) grant.

**25. Federal Submissions:**

Have other Federal agencies been contacted for assistance on this or similar projects?

Yes  No

If "Yes", Explain:

The Madison-Morgan County Strategic Counterdrug (STAC) Team is also funded by a High Intensity Drug Trafficking Area (HIDTA) grant.



**ADECA / LETS Grant Application Part 8**

Project Budget Narrative

All purchases and procurements made using funds awarded under this grant will be made in accordance to the State of Alabama Department of Finance, Division of Purchasing, Rules and Regulations and in accordance with Alabama Competitive Bid And Public Works Laws, Section 41-16-50(a).

**A. Personnel**

1. Salaries

|   |                     |
|---|---------------------|
| Christy Ragucci, Administrative Clerk<br>\$ 1,461.00 x 26 pp x 100% | \$ 37,986.00        |
| <b>Total Salaries</b>   | <b>\$ 37,986.00</b> |

2. Fringe Benefits

|                                 |                     |
|---------------------------------|---------------------|
| FICA (\$ 37,986 x 7.65%)        | \$ 2,905.92         |
| SUI (\$ 37,986 x .001%)         | \$ 37.98            |
| Work Comp (\$ 37,986 x .005%)   | \$ 189.93           |
| Health Ins (\$ 403 x 26/pp)     | \$ 10,478.00        |
| Retirement (\$ 37,986 x 10.25%) | \$ 3,893.56         |
| <b>Total Fringe</b>             | <b>\$ 17,505.39</b> |
| <b>Total Personnel</b>          | <b>\$ 55,491.39</b> |

**B. Contractual Services**

**Total Contracts**      \$      **0.00**

**C. Travel**

**Total Travel**      \$      **0.00**

The Financial Officer must sign here approving the budget as submitted.

\_\_\_\_\_  
Signature of Finance Officer

\_\_\_\_\_  
Date

**ADECA / LETS Grant Application Part 8**

Project Budget Narrative

**D. Operating Expenses**

Supplies- office supplies (batteries, data storage devices, cd/dvd cases, calendars, folders, envelopes, pens, paper, binders, desk organizers, ink cartridges, file holders, desk accessories, staplers, tape, etc.); drug test kits; meth lab supplies (air filters, buckets, plastic/glass disposal containers; bags, etc. and any other containers used for the proper disposal of meth labs  
(\$ 657.17/mo x 12 months = \$ 7,886.04)

Telephone- cell phone service for task for agents (used for contacting informants, used in undercover operations, conducting routine business, and monitoring cell system based surveillance equipment  
(\$ 1,666.67/mo x 12 months = \$ 20,000.00)

Radio Service- “push to talk” cellular radio service which provides secure communication for agents to communicate with each other as well as other agencies within North Alabama who use the same service  
(\$ 450/mo x 12 months = \$ 5,400.00)

K-9 Upkeep- food, veterinarian expenses, medications, general upkeep expenses for the unit drug detection dog  
(\$ 50/mo x \$ 12 months = \$ 600.00)

Vehicle Repair & Maintenance- fuel, oil changes, routine maintenance, vehicle equipment installation, towing of vehicles, and misc. repair of task force vehicles  
(\$ 3,333.34/ mo x 12 months = \$ 40,000.00)

**Total Operating      \$ 73,886.04**

The Financial Officer must sign here approving the budget as submitted.

\_\_\_\_\_  
Signature of Finance Officer

\_\_\_\_\_  
Date

**ADECA / LETS Grant Application Part 8**

Project Budget Narrative

**E. Equipment Purchase**

Vehicles- purchase four (4) vehicles for replacing aging, high-mileage, high-maintenance vehicles

- SUV like, or similar, to a Chevrolet Tahoe to be used as surveillance and operational vehicle, as well as carry search warrant kit, and evidence collection equipment

- SUV like, or similar, to a Ford Expedition to be used as surveillance and operational vehicle, as well as to transport equipment used for the investigating and dismantling of methamphetamine labs

- Four-door sedan like, or similar, to Lincoln MKS to be used as surveillance and operational vehicle

- Four-door sedan like, or similar, to Lincoln MKS to be used as surveillance and operational vehicle

(4 vehicles x \$ 14,603.31/each = \$ 58,413.24)

\*All vehicles will be USED, low mileage vehicles in order to meet our needs at the lowest possible cost, while providing a variety of styles for covert surveillance integrity.\*

**Total Equipment      \$ 59,613.24**

The Financial Officer must sign here approving the budget as submitted.

\_\_\_\_\_  
Signature of Finance Officer

\_\_\_\_\_  
Date

**ADECA / LETS Grant Application Part 2**  
**Edward Byrne Memorial JAG Program**  
Project Narrative Description / Problem Identification

The Madison-Morgan County area population has grown to approximately 435,000 people. This growth has created a continually growing consumer base of illegal narcotics, and illegally diverted prescription controlled substances.

Only a few years ago, it was rare to seize a kilogram of cocaine or a few pounds of marijuana. Today, our unit finds it common to seize five (5) kilograms or more of cocaine and fifty (50) or more pounds of marijuana with a single seizure. Over the past 20 years, our department has gone from processing 400 items of drug evidence to more than 4000 items. Methamphetamine Lab seizures have increased from 11 in 2006 to 66 in 2012. Our unit is seeing an increase in the use and sale of heroin in our area.

Drug Trafficking Organizations (DTO's) have infiltrated the Huntsville metro area and are now trafficking larger and larger quantities of drugs. The relative positive economic condition has provided the area with adequate cash flow to fund the increase in drug traffic. Mexican DTO's have become a huge problem for the Huntsville Metro and Decatur Metro areas, as well. Drug investigations are becoming more and more difficult as the dealers continue to become more creative in the dealing methods. As technology has evolved, so have the methods of criminal counter-surveillance.

Some of these DTO's have established a supply link with Madison and Morgan Counties acting as a way station for the distribution of cocaine and other drugs to larger cities. It has been determined that large quantities of drugs are being successfully transported by means of package courier services such as United Parcel Service and Federal Express as well as other traditional smuggling methods. In addition to interstate highways, smugglers are using public transportation including airlines and bus lines. The STAC Team has been successful in mitigating some of these operations by tasking our unit's Drug Detection Canine Handler with making contacts with these package courier businesses and running routine sweeps and targeted searches based on the commercial courier's tips to our Canine Handler.

Methamphetamine is still having a huge impact on our area. Many smaller communities in our area have been overrun with methamphetamine labs and often call upon lab-certified agents of the STAC Team to assist them in shutting down and properly dismantling the manufacturing operations. The STAC Team currently has three (3) Agents trained as Clandestine Lab investigators, and we work the meth labs in the surrounding towns, cities, and surrounding rural areas.

One of the worst by-products of drug activities is the violence it tends to breed. Organized gangs continue to be responsible for most of the illegal drug distribution. There are currently over 2,000 identified gang members in Madison County. The District Attorney's Office has confirmed that over 80% of the violent crimes committed within Madison County, i.e. murder, rape, robbery, assault, etc., are drug related crimes and many of the more serious crimes are gang related. Intelligence reports show organized gang members such as Bloods, Crips, Gangster Disciples, etc. are continuing their attempts to control various neighborhoods of distribution. Their efforts continue to contribute to additional shootings, robberies, and several recent murders

**ADECA / LETS Grant Application Part 2**  
**Edward Byrne Memorial JAG Program**  
Project Narrative Description / Problem Identification

as territorial disputes flare up. Several gang members have been convicted in murder trials for eliminating rival gang members.

Marijuana has continued to have a strong presence in the Madison-Morgan County area. There has been a transformation in the size of the loads of marijuana that agents commonly seize. This area has a huge market for marijuana and will continue to be a problem in the future.

A trend that has grown exponentially is the diversion and distribution of pharmaceutical controlled substances such as Roxycodone, Oxycodone, Hydrocodone, and other addictive medications. Drug overdoses are increasingly common. Because of the significant increase in the illegal distribution of these drugs, the STAC Team has had to devote much more time and resources to this type of drug trafficking.

Madison County encompasses over 800 square miles with a population of over 319,000 people. In this metropolitan area, there are at least ten different law enforcement agencies – some with as many as four hundred officers and some as few as three. While these agencies have all independently worked drug cases, many do not have the experience or financial resources to adequately combat the magnitude of the drug trade. In an effort to strengthen the ability to combat these well-organized drug operations, the Madison-Morgan County STrategic Counterdrug Team was formed to include Morgan County and Decatur. The STAC Team includes eight law enforcement agencies representing the entire metropolitan area and includes sixteen full time agents and three support staff. These agents come from the Huntsville Police Department, Morgan County Sheriff's Office, Madison County Sheriff's Office, Decatur Police Department, Madison Police Department, Madison County District Attorney's Office, and the FBI. This combining of information, intelligence, and manpower from all the participating agencies has given the STAC Team the ability to arrest more organized dealers and reduces the duplication of efforts.

At the current time, our most significant problem regarding resources, particularly as it relates to our grant application, is our need for operation vehicles. Our unit has 17 state and local agents and they are extremely productive. During the past year, our unit initiated approximately 2000 drug cases including those on Regional and National Drug Trafficking Organizations which lead to wire-tapping operations. The sheer quantity of active cases we have at any given time, coupled with the surveillance-intensive nature of wire-tap and other high-level investigations has presented us with a constant battle in keeping operational vehicles in the field which are dependable, and not known to the criminal element operating in our area of responsibility. With 17 active agents, even replacing three to four of our vehicles per year requires that our vehicles stay operational for four to five years before we can rotate them out and replace them. Our task force has been fairly self-sufficient in the past, producing enough seizure funds to purchase the vast amount of equipment and miscellaneous services we need, in addition to paying our match as needed. However, if not for the ADECA grant continuing to provide vehicles for our operation, our functionality would be severely hampered.

**ADECA / LETS Grant Application Part 3**  
**Edward Byrne Memorial JAG Program**  
Project Goals and Objectives

The Madison-Morgan County StrAtegic Counterdrug Team (STAC) is a fully integrated, multi-agency drug task force representing Madison and Morgan Counties. The additional participation of the two largest municipalities in Madison County has enhanced and expanded past efforts to combat the ever-growing menace of illegal drugs in our area. STAC has been able to formulate coordinated threat assessments, operational plans, and place all available manpower and other resources in precisely the right place at the right time to execute well-planned, coordinated investigations and enforcement operations.

STAC must continue the following categories and improve upon each with every resource available:

- Encompass multiple law enforcement agencies within Madison and Morgan Counties and provide the necessary training to successfully integrate all agents into the unit.
- Increase seizures of money and property from drug dealers to the level that STAC may become self-supporting.
- Reduce organized gang distribution of illegal drugs.
- Increase drug and money seizures by interdicting the flow of drugs by means of private and public transportation and package courier services.
- Operate a coordinated drug control strategy for Madison and Morgan Counties.
- Reduce the availability of illegal drugs; particularly crack cocaine and methamphetamine in our area.
- Maintain cooperative efforts with all drug and law enforcement agencies that affect illegal drug and criminal activity in the North Alabama area.
- Enhance local narcotics enforcement by providing formal and informal training for local police officers. STAC provides education for local civic and education groups. STAC agents have also trained five new drug interdiction officers for local agencies.
- Route non-narcotic criminal intelligence to the appropriate law enforcement agencies particularly that involve violent crimes.
- Facilitate the collection and disseminations of narcotics related information to appropriate non-enforcement agencies, such as probation and parole and area drug abuse councils.

**ADECA / LETS Grant Application Part 3**  
**Edward Byrne Memorial JAG Program**  
Project Goals and Objectives

- Maintain and broaden cooperative efforts in all jurisdictions with public and court officials.

The STAC Team has recently undergone a complete reorganization and mission change to effectively facilitate a two-pronged approach to drug distribution and abuse. The unit was subdivided into two distinct squads with two distinctly different functions and missions.

The mission of the Major Investigation Unit (MIU) is to target major drug trafficking organizations (DTO's) operating in Madison and Morgan Counties. Specifically, the unit is pursuing several major DTO's involved in smuggling and trafficking large shipments of cocaine and marijuana to and within Madison and Morgan Counties. All investigative techniques, including high tech surveillance and undercover operations, are being utilized. Of equal importance, we must stem the flow of drugs into the community and measurably reduce the amount of violence related to illegal narcotics trafficking.

Major crimes of murder, robbery, theft and burglary continue to be linked by statistical data directly to the extensive use of these drugs. Further, by using a specialized gang investigator, we can identify and infiltrate organized gang activities dealing in the distribution of narcotics. Territorial disputes by these gangs contribute to the overall violence that permeates the drug world.

The mission of the Tactical Interdiction Unit (TIU) is to concentrate on the street-level distribution of crack cocaine and marijuana, particularly in the various housing projects, and to facilitate demand reduction by targeting those offenders purchasing street drugs. By targeting "crack houses" and street dealers who strike fear in those residents forced to live among them, we help prevent the violence and high crime rate that lead to the demise of such neighborhoods. Low level sellers and users, many of whom are already on probation or parole, continue to provide a vast source of information concerning the organized distribution of controlled substances with the county and the team will continue to make the most of these sources of information. Through these efforts we can work our way up the supply chain to reach the mid-level and upper-level distributors and ultimately, up through the interstate pipeline, assisting federal authorities in tracing and cocaine to its source of origination.

Many of these dealers are in business for greed and profit. Recognizing that the distribution and trafficking of illegal drugs is also an economic crime, we will aggressively pursue the seizure and forfeiture of all ill-gotten gains. Likewise, we will seek to forfeit any property used to facilitate such drug crimes. These condemnations not only act as a deterrent but also a punishment. The proceeds for such forfeitures can be used to enhance our law enforcement efforts and help use to become self-sustaining unit.

We expect the next fiscal year to generate more than 1100 cases as we continue our fight against the drug problem in Madison and Morgan Counties. The cooperative effort put forth by the participating agencies, particularly within the past year as we have negotiated a major expansion,

**ADECA / LETS Grant Application Part 3**  
**Edward Byrne Memorial JAG Program**  
Project Goals and Objectives

has demonstrated to local and federal authorities that cooperation is the way to combat crime, not only in the fight against drugs but in other areas of law enforcement as well.

Therefore, our minimum goals and objectives for the forthcoming fiscal year include the following:

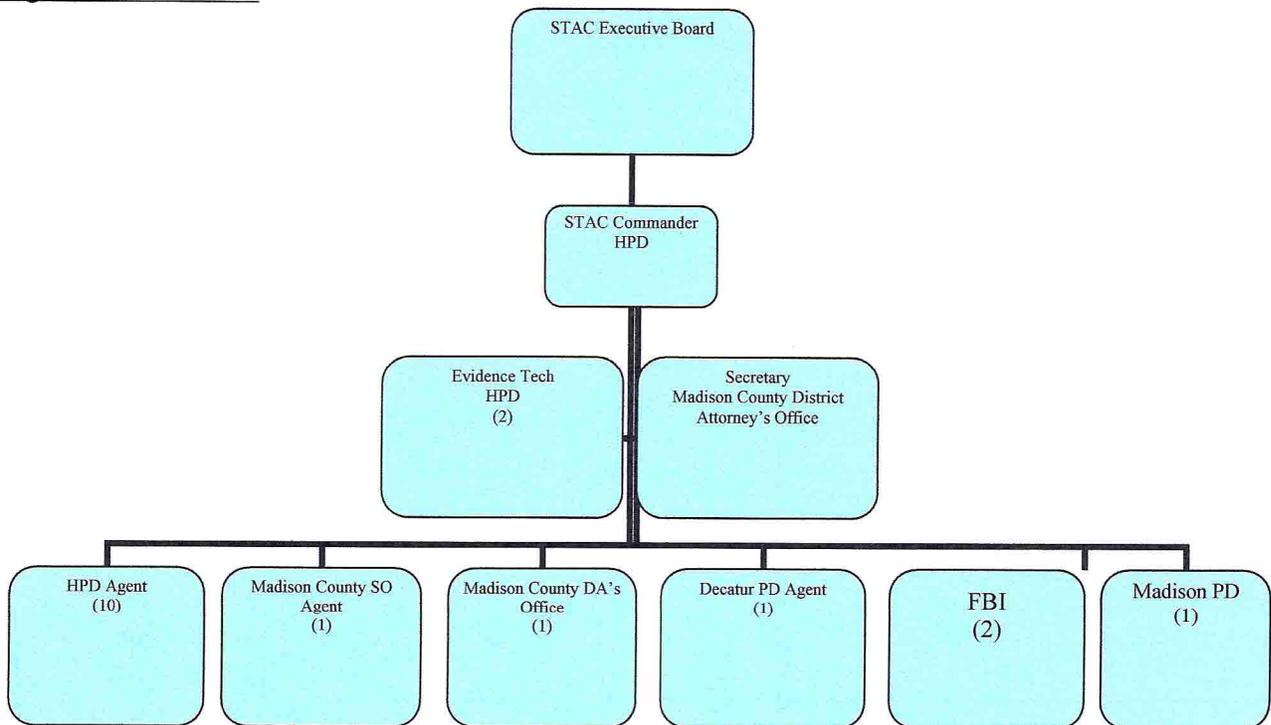
1. Initiate 300 new cases targeted against the organized distribution of cocaine, both crack and powder, in Madison and Morgan Counties.
2. Initiate 50 new cases targeted against the organized distribution of marijuana in Madison and Morgan Counties.
3. Identify from the new cases developed at least five (5) major Drug Trafficking Organizations operating within or with connections to the Madison and Morgan County area.
4. Disrupt or dismantle at least five (5) major Drug Trafficking Organizations to stem the flow of cocaine and marijuana in our area.
5. Seize at least \$300,000.00 of drug proceeds in an attempt to financially cripple the Drug Trafficking Organizations.
6. Establish twenty (20) new confidential informants to assist in targeting drug dealers and Drug Trafficking Organizations.
7. Maintain an intelligence database targeting violent street gangs believed to have connections to drug trafficking and other gang-related violence.
8. Initiate twenty-five (25) new cases against the persistent problem of the production and/or distribution of methamphetamine in rural areas of Madison County.
9. Continue to utilize a designated drug dog and handler to ferret out narcotics.

**ADECA / LETS Grant Application Part 4**  
**Edward Byrne Memorial JAG Program**  
 Project Methods and Procedures

All purchases and procurements made using funds awarded under this grant will be made in accordance to the State of Alabama Department of Finance, Division of Purchasing, Rules and Regulations and in accordance with any specific Federal Rules and Regulations governing expenditure of subgrant funds awarded under this program.

The methods used and procedures advocated in this continuing battle against the growing tide of illegal drugs will change and vary in accordance with each new and unique problem we face. The team will use every legal means and every resource possible to combat the ever-growing drug industry in Madison and Morgan Counties.

Organizational Chart



The Executive Board of Directors (Executive Board) will consist of the Chief Administrator or his designee from each of the following agencies:

- Madison County District Attorney's Office
- Huntsville Police Department
- Madison County Sheriff's Department
- Decatur Police Department
- Madison Police Department

The Executive Board shall meet on a quarterly basis.

**ADECA / LETS Grant Application Part 4**  
**Edward Byrne Memorial JAG Program**  
Project Methods and Procedures

The Executive Board shall be responsible for adopting STAC policies and procedures.

The Executive Board shall also periodically review and evaluate the STAC operations, procedures, objectives, goals and policies.

One member of the Executive Board will be elected as the Chairman who will preside over any Board meetings and act as liaison between STAC and the Executive Board.

Project Personnel

The following is a list of the professionals or positions staffing STAC. (If salaries are paid through the project, this is noted.)

Lewis Morris, Chief of Huntsville Police Department, is project administrator. He provides general supervision to STAC delegating responsibility for day-to-day operations to the STAC Commander. Chief Morris is responsible for assuring accountability in the expenditure of confidential funds.

Don Rizzardi, Assistant District Attorney, prosecutes 85% of STAC cases. He is available to STAC on a 24-hour basis to advise on all questionable legal matters pertaining to drug enforcement activity.

Jeannie Cole, Assistant District Attorney, prosecutes cases for STAC and files forfeiture and seizure paperwork.

Lieutenant Ken Brooks, is the STAC Commander and Project Director. Lt. Brooks serves as the Administrative Commander of the STAC Team and is responsible for day-to-day operations of STAC, although immediate oversight of drug team operations is generally delegated to the Deputy Commander. He is a lieutenant with the Huntsville Police Department. All STAC members are under his direct supervision. He is responsible for keeping the Executive Board apprised of STAC activities. He is responsible for filing of all reports to Law Enforcement Planning Division as well as writing the request for continued funding of the present grant. Day-to-day expenditures, training and travel must meet his approval. He seeks Board approval on all major purchases. His duties and responsibilities are interchangeable with those of the STAC Team Deputy Commander.

Sergeant Jerry King, is the STAC Team Deputy Commander. Sgt. King serves as the Operational Commander of the STAC Team. All STAC Agents and STAC Team support personnel are under his direct supervision. He is responsible for direct oversight, planning, and field command of all drug investigations and operations. Sgt. King also assigns duties to investigators and periodically evaluates each investigator assigned to STA to ensure productivity and effectiveness. His duties and responsibilities are interchangeable with those of the STAC Team Commander/Project Director.

**ADECA / LETS Grant Application Part 4**  
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Project Methods and Procedures

Christy Ragucci, Administrative Clerk, is responsible for all clerical, typing, filing, and other office administrative duties. Her salary is paid for by the grant. She has taken on additional duties as an intelligence analyst for the unit after her graduation from a formal intelligence analyst school in 2005.

A total of sixteen (16) additional full time investigators have been assigned by the other participating agencies: ten (10) drug agents from the Huntsville Police Department; one (1) drug agent from the Madison County District Attorney's Office; one (1) drug agent from the Madison County Sheriff's office; two (2) drug agents from the FBI; one (1) drug agent from the Decatur Police Department, and one (1) drug agent from the Madison Police Department. The Huntsville Police Department also provides two full time Evidence Custodians to support the administrative functions of the team.

All personnel are co-located in an expanded office, enabling agents to sit side by side and share information on a daily basis. All members have direct computer access to an integrated intelligence database which provides names, addresses, vehicle descriptions, photographs, arrest and conviction records and related information, not only of offenders but also on anyone who had any involvement with police (victims, witnesses, impounded cars, etc.) Each member is authorized to directly contact, by two-way radio or cellular phone, the central Records Division of the Huntsville Police Department and/or the Madison County Sheriff's Department which provides all of the above information as well as NCIC information, criminal histories, local arrests, and driver's license information. Furthermore, all personnel can communicate via dedicated digital radio with all local uniform police officers and with designated frequencies for all narcotics investigators in this area. Because the STAC Team has been designated as a HIDTA Drug Unit, all agents also have access to federal drug intelligence databases, and the unit is provided with wiretapping and pen register resources.

The general structure of the team is designed to accomplish our goals. As we continue to strive for new and innovative means of drug enforcement, the Commander has assigned certain investigators to specialized fields including:

- One (1) Gang/drug investigator (available as a part-time HIDTA member).
- One (1) Technical agent for training and maintaining all high-tech and other specialized equipment.
- Three (3) Clandestine Lab investigators for processing methamphetamine labs (additional duty assignment).
- One (1) pharmaceutical diversion investigators (additional duty part-time function).
- The specialties should increase our efficiency and expertise in complex drug investigations. The remaining team of agents concentrates on general drug investigations throughout the counties.

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Project Methods and Procedures

Meeting Project Objectives

- A. Because of the massive increase in the diversion of prescription controlled substances such as Oxycodone, the STAC Team will put more concentrated efforts on Pharmaceutical Diversion cases. Large-scale diversion of pharmaceuticals has become extremely lucrative for drug distributors and we have found many local dealers have stopped selling other illicit drugs in order to sell pharmaceutical controlled substances. This is because the drugs' popularity and addiction rate have reached epidemic proportions and court defense of those found in possession of illicit "street" drugs.
- B. Airport/International Cargo Interdiction. The Port of Huntsville is an inland port comprised of the Huntsville International Airport and International Intermodal Center, which handles containerized shipments via air, rail and highway. With cooperation from the Airport Authority and U.S. Customs, our team will implement periodic operations to monitor persons using air travel (both personally and as cargo shipments) to transport narcotics and drug currency. Currently only 3% of all international cargo entering the US at Huntsville International Airport is regularly screened or searched. Furthermore, the local U.S. Customs officer does not own a drug dog or a bomb detection dog. Combining our resources with the power of U.S. Customs will have a major impact. The Huntsville Police Department also has a bomb detection dog that could be used during these operations along with STAC's drug detection canine. Many overseas drug operations are used to fund activities that could threaten U.S. national security.
- C. STAC will advocate and encourage the cooperation between other local, state and federal agencies in establishing an intelligence network specifically designed to identify mobile narcotic traffickers and gang members who have ties to major DTO's. In order to obtain the type information needed to meet this objective, STAC will actively pursue all criminal intelligence and see that it is disbursed to the proper agency. Particular emphasis will be placed on the assimilation of information on major crack cocaine rings, methamphetamine labs, and importers or growers of marijuana. This shall be achieved by the use of paid confidential informants and other investigative means. We will continue to request assistance from ADECA funding to provide operational vehicles, as the appropriate rotation of operational, surveillance, and undercover vehicles remains a constant struggle for our task force.

**ADECA / LETS Grant Application Part 5**  
**Edward Byrne Memorial JAG Program**  
Project Evaluation Criteria

The overall and cumulative evaluation of STAC's progress shall be measured by the number of investigations, cases made, and number of arrests. The Board of Directors meets quarterly to address problems and priorities in the overall drug enforcement efforts of STAC and their respective agencies. This criterion is measured and monitored by the individual members of the Board. The Board reviews each quarterly report as each area is presented by the Project Director. The input and presentation of the STAC Director's report is evaluated by each Board member to determine if their individual agency's problems are being addressed.

One very important evaluation of the effectiveness of STAC accomplishments is the public opinion of enforcement efforts. This evaluation depends largely on press releases as to the number of arrests and the amount of contraband seized.

STAC's success can be measured by tracking the number of cases and arrests made involving major drug dealers and traffickers, number of successful prosecutions achieved the amount of drugs seized, the cost of drugs, and the amount of funds raised for the team's operation from cash and property seizures.

STAC will keep a daily tally of at least the following case statistics, which shall be reported to ADECA on a quarterly basis.

1. Type of Drug
2. Quantity of Drug Purchased or Seized
3. Takedown by Police Officer
4. Search Warrant
5. C.I. Buy or Agent Buy
6. Street value of drug
7. Type of location
8. Adult or Juvenile offender
9. Amount of drug proceeds (cash and property) seized

The measure of achievement will be successful if the following criteria are met during this project year.

- A. STAC continues to be a fully integrated, multi-agency team and every participating agency maintains at least one investigator assigned full-time to STAC. Every investigator and prosecutor working on the team receives training.
- B. The availability of crack cocaine is reduced by the arrest of (20) major suppliers of crack cocaine.

**ADECA / LETS Grant Application Part 5**  
**Edward Byrne Memorial JAG Program**  
Project Evaluation Criteria

- C. Seizures of money and property generate at least \$300,000.00 for law enforcement operations.
- D. Identify twenty (20) new gang members and/or associates believed to have ties with DTO's in the Madison County area.
- E. Conduct twenty-five (25) new investigations into the manufacture and distribution of methamphetamine.
- F. The availability of marijuana is reduced by the arrest of twelve (12) major marijuana suppliers.
- G. Disrupt at least (10) illegal pharmaceutical diversion operations.

Standard Subgrant Conditions and Assurances – Applicant understands and agrees that a subgrant received as a result of this application shall be subject to and incorporate the following assurances and conditions of the federal funding agency from which the grant funds originate and the Law Enforcement and Traffic Safety (LETS) Division of the Alabama Department of Economic and Community Affairs (ADECA).

1. **Authority of Authorizing Official:** It possesses legal authority to apply for the subgrant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the Applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein; and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. **Records Management:** Applicant gives assurances to maintain such data and information and submit such reports, in such form, at such times, and containing such information as the State/Federal grantor may require. The ADECA, the Comptroller General of the United States, or any of the duly authorized representatives of the federal funding agency, shall have access for purpose of audit and examinations to any books, documents, papers, and records of the subgrantee and to relevant books and records of subgrantee contractors, as provided under Public Law 98-473, "Victims of Crime Act of 1984"; Public Law 93-415, "The Juvenile Justice and Delinquency Prevention Act of 1974"; Public Law 108-79, "The Prison Rape Elimination Act"; Public Law 106-561, Public Law 107-273, Public Law 108-405, "The Paul Coverdell National Forensic Sciences Improvement Act"; Public Law 103-322, "The Violent Crime Control and Law Enforcement Act of 1994"; Public Law 100-690, "The Anti-Drug Abuse Act of 1988"; Public Law 104-034, "The Local Government Law Enforcement Block Grants Act of 1995"; Public Law 108-447, "The Consolidated Appropriations Act of 2005"; Public Law 109-162, "The Violence Against Women and Department of Justice Reauthorization Act of 2005"; Public Law 107-110, the "No Child Left Behind Act of 2001"; Public Law 104-235, the "Child Abuse Prevention and Treatment Act of 1996"; and Public Law 89-564, "The Highway Safety Act of 1966". Records of the subgrantee and contractors includes books of original entry, source documents supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, cancelled checks, and related documents. If an audit is required and/or performed, records pertinent to the award shall be retained for at least three years following the closure of the most recent audit report. If no audit is required and/or performed, records must be retained for a period of at least three (3) years from the date of submission of the Final Financial Report. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the three-year year period, the records must be retained until completion of the action and resolution of all issues which arise from it or until the end of the regular three-year period, whichever is later.
3. **Funds Management:** Applicant assures that funds accounting, monitoring, and such evaluation procedures as may be necessary to keep such records as the State/Federal grantor agency shall prescribe, will be provided to assure fiscal control, proper management, and efficient disbursement of funds received.
4. **Audit Responsibility:** Applicant agrees to comply with the organizational audit requirements of OMB Circular A-133, the current ADECA Audit Policy, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of ADECA grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the Subgrantee Administrative Manual (SAM) and the OJP Financial Guide, chapter 19.
5. Applicant understands and agrees that it cannot use any portion of funds from this award, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of ADECA.
6. **Potential Fraud, Waste, and Abuse, and Similar Misconduct:** The recipient must promptly refer to the ADECA / LETS any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either
  - (a) submitted a false claim for Edward Byrne Memorial JAG funds under the False Claims Act; or
  - (b) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving Edward Byrne Memorial JAG Act funds.

This condition also applies to any sub-recipients. Potential fraud, waste, abuse, or misconduct should be reported to the ADECA / LETS by –

Mail: Alabama Department of Economic and Community Affairs  
Attention: LETS Division  
401 Adams Avenue  
Room 466  
Montgomery, Alabama 36103-5690

E-mail: [Bill.Babington@adeca.alabama.gov](mailto:Bill.Babington@adeca.alabama.gov)

7. Subgrant Fiscal Reports: Subgrantees shall submit a Subgrant Fiscal Report, LETS Form 54, for each quarter. Submission dates are as follows:

| Period Covered           | Report Due |
|--------------------------|------------|
| January 1 -- March 31    | April 15   |
| April 1 -- June 30       | July 15    |
| July 1-- September 30    | October 15 |
| October 1 -- December 31 | January 15 |

Subgrantees have 60 days from the termination date of the subgrant to pay all encumbrances incurred during the subgrant period and submit a "Final Subgrant Fiscal Report". If quarterly reports are not filed on time, funds may be withheld until they are received.

8. Subgrant Narrative Progress Report: Subgrantee shall submit a Narrative Progress Report, LETS Form 55, or a specialized form provided in conjunction with an award for a specialized program, on a quarterly basis with the due dates identical to those above for the Quarterly Fiscal Report. The last quarterly report should become an "Annual Performance Report" whereby an assessment of the impact of the activities carried out under the subgrant is made. This report shall describe the activity undertaken and the results achieved. It shall include the data gathered on the approved performance indicators identified within the subgrant application or identified within a "Program Brief" detailing the program for which the application was submitted to implement.
9. Published Material: All published material and written reports submitted under this subgrant or in conjunction with the third party agreements under this subgrant will be originally developed material unless otherwise specifically provided for in the subgrant document. Material not originally developed included in reports will have the source identified either in the body of the report or in a footnote, whether the material is in a verbatim or extensive paraphrase format. All published material and written reports shall give notice that funds were provided under the particular State/Federal subgrant.
10. Title of Property: Title of property acquired in whole or in part with subgrant funds in accordance with approved budgets shall vest in the subgrantee, subject to divestment at the option of the ADECA LETS Division, where its use for project or criminal justice purposes is discontinued. Subgrantees shall exercise due caution in the use, maintenance, protection, and preservation of such property during the period of project use.
11. Non-Supplanting Certification: Applicant understands and hereby certifies that Federal funds made available will not be used to supplant State or local funds but will be used to increase the amounts of such funds that would, in the absence of Federal funds, be made for grant-related activities. Further, that matching funds required to pay the non-Federal portion of the cost of the project, for which subgrant funds are made available, shall be in addition to funds that would otherwise be made available for law enforcement, criminal justice, victim assistance and drug enforcement. Federal funds must supplement State and local funds, not supplant them.
12. Discrimination Prohibited: No person shall, on the grounds of race, religion, color, national origin, sex, handicap, or limited English proficiency be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under or denied employment in connection with subgrants awarded by the ADECA LETS Division pursuant to funding from the U. S. Department of Justice, the U. S. Department of Education, the U. S. Department of Health and Human Services, the National Highway Traffic Safety Administration, or the U. S. Department of Transportation. Recipients of these federal funds are also subject to Title VI of the Civil Rights Act of 1964.42U.S.C.2000d (prohibiting discrimination in federally-funded programs on the basis of race, color, or national origin); Section 504 of the Rehabilitation Act of 1973, 2 U.S.C. 794 (prohibiting discrimination in such programs on the basis of handicap); the Age Discrimination Act of 1975, 42. U.S.C.8108, et seq., and the Department of Justice Nondiscrimination Regulations at 28 CFR, Part 42, Subparts C, D and G. Recipients of funds are also subject to Title I (employment of qualified disabled individuals), Title II (equal benefits of programs, services and activities to disabled individuals), and Title III (public accommodations to disabled individuals for services and activities). This grant condition shall not be interpreted to require the imposition in grant-supported projects of any percentage ratio, quota system, or other program to achieve racial balance or eliminate racial imbalance in a law enforcement agency.

In the event a federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, handicap, or limited English proficiency against a recipient of funds, the applicant will forward a copy of the finding to the appropriate federal funding agency from which the program is funded, as well as to the ADECA LETS Division within 30 days of receiving notice.

No agency or victim assistance program shall discriminate against victims because the victim disagrees with the way the State is prosecuting the criminal case.

13. Equal Employment Opportunity Program: Applicant agrees to formulate, as required, an Equal Employment Opportunity Plan (EEO) in accordance with 28 C.F.R. 42.301 et. seq. and certifies to the State that it, if required, has a current EEO on file which EEO will be provided to the State, if and when requested.
14. Continuation Funding: Subgrantee understands that the awarding of this grant in no way assures or implies continuation of funding beyond the project duration indicated on the subgrant award document.
15. Project Income: All interest in other income earned by the subgrantee with respect to grant funds or as a result of conduct of the grant project (sale of publications, registration fees, service charges on fees, forfeiture funds, etc.) must be accounted for.
16. Program Income: The recipient agrees that all income generated as a direct result of this award shall be deemed program income. All program income earned must be accounted for and used for the purposes of funds provided under this award, including such use being consistent with the conditions of the award, the effective edition of the OJP Financial Guide and, as applicable, either (1) 28 C.F.R. Part 66 or (2) 28 C.F.R. Part 70 and 2 C.F.R. Part 215 (OMB Circular A-110) and the Subgrantee Administrative Manual (SAM). Further, the use of program income must be reported on the quarterly report, ADECA Form 54.
17. Procurement Standards: Subgrantees must comply with the State Bid Law and the Federal minimum requirements in regard to "Procurement Standards and Procedures". The basic minimum procurement standards are as follows:
  - a. Adequate and Effective Competition: All procurement shall be accomplished by obtaining adequate and effective competition to the maximum practicable extent consistent with the value, the nature, and the specifications of supplies and/or services to be procured.
  - b. A minimum of two bids are required on all procurement – unless the supplies, equipment or services are of a "Sole Source" nature, and in this instance (sole Source Contracts) must have prior approval of the ADECA LETS Division prior to placing of formal application.
  - c. Proposals for requests for bids must contain non-restrictive specifications.
  - d. All procurement shall be conducted so as to avoid collusion or actual conflicts of interest as well as any possibility of the appearance of collusion or conflicts of interest.
18. Accounting Requirements: Subgrantee agrees to record all project costs, both the ADECA LETS Division's and matching share, following generally accepted accounting procedures. A separate account number or cost recording system must separate all project costs from the subgrantee's other or general expenditures. Adequate documentation for all project costs, both the ADECA LETS Division's and matching share, must be maintained. Such financial records and supporting documentation must be retained and available for audit purposes. For record retention requirements, please refer to Item #2 on Page 1 of these conditions. Adequate documentation is defined as follows for each major budget category:
  - a. Personnel: Documentation must indicate payroll period, payment rate, hours per day, signature of employee and approval of supervisor.
  - b. Professional Services: For individuals, documentation must indicate time period, payment rate, hours per day, signature of consultant and approval of project director. For organizations, documentation must be a detailed billing indicating service performed or product delivered, payment rate consistent with contractual agreement and approval by project director.
  - c. Travel: Documentation must be detailed, signed by the employee and approved by the employee's supervisor.
  - d. Supplies, Operating Expenses, and Equipment: Documentation includes audited vendor invoices approved by the project director.
19. Equipment: Equipment purchased with Federal funds must continue to be used for its intended purpose as prescribed by the applicable authorizing legislation after the end of the project. If the use is discontinued, a refund may be due the ADECA LETS Division. The refund will be computed on resale value in accordance with the original matching ratio.
20. Allowable Cost: The allowance of costs incurred under any grant shall be determined in accordance with the general principles of allowance and standards for selected costs set forth in Office of Management and Budget (OMB) Circular No. A-87, "Cost Principles for State, Local, and Indian Tribal Governments", as further defined and delineated in the "Department of Justice Financial Guide", "Education Department General Administrative Regulations", "Highway Safety Grant Management Manual", and in the ADECA LETS Division Guidelines.

21. Expiration of the ADECA LETS Division Funds: Regulations require that active grant funds for a fiscal year, which are not expended or obligated by the subgrantee at the end of the grant period, will lapse and revert to the ADECA LETS Division. Obligations outstanding as of the termination of the subgrant shall be liquidated and a "Final Financial Report" submitted within 60 days from termination date.
22. Expenses Not Allowable: Grant funds may not be expended for (a) items not part of the approved budget or separately approved by the ADECA LETS Division, (b) purchase of land; (c) purchase of buildings or improvements thereon, or payment of real estate mortgages, or taxes, unless specifically provided for in the grant agreement; or (d) dues to organizations or federations; (e) entertainment; (f) purchase of equipment unless provided for in the grant agreement; or (g) indirect (overhead) costs.
23. Subgrant Adjustments: Subgrantees must obtain prior written approval from the ADECA LETS Division for major project changes. These include (a) changes of substance in project activities, designs, or research plans set forth in the approved application; (b) changes in the project director or key professional personnel identified in the approved application; (c) changes in the approved project budget; and (d) project period extension.
24. Utilization and Payment of Funds: Funds awarded are to be expended only for purposes and activities covered by the subgrantee's approved project plan and budget. Depending on the rules for each federal funding source, project funds may be made available through a fund advance and reimbursement procedure. Payments will be adjusted to correct previous over-payments or under-payments.
25. Termination of Aid: This grant may be terminated or fund payments discontinued by the ADECA LETS Division where it finds a substantial failure to comply with the provisions of PL 94-503 or regulations promulgated, including these grant conditions or application obligations, but only after notice and hearing and pursuant to all procedures set forth in Sections 510 and 511 of PL 94-503, and to PL 107-110, and to all procedures set forth in 34 CFR 80.43 and 20 USC 3474..
26. Foreign Travel: Travel outside the continental United States will not be approved for funding.
27. Conflict of Interest: In the use of the ADECA LETS Division's grant funds officials or employees of State or local units of government and non government grantees shall avoid any action which might result in, or create the appearance of:
  - a. Using his official position for private gain
  - b. Giving preferential treatment to any person
  - c. Losing complete independence or impartiality
  - d. Affecting adversely the confidence of the public in the integrity of the Government or this program
28. Copyrights: Where activities supported by this grant produce original books, films, or other copyrightable material, the grantee may copyright such, but federal funding agencies reserve a royalty-fee, nonexclusive and irrevocable license to reproduce, publish, and use such materials, and to authorize others to do so.
29. Lobbying: No part of a subgrant shall be used for publicity or propaganda purposes designed to support or defeat legislation pending before legislative bodies. However, this provision is not to be construed as limiting expenses for the purpose of testimony before legislative bodies reviewing the effectiveness of grant programs or to prevent introduction and support in the State Legislature of general statutory reform, such as criminal code revisions, etc.
30. Bonuses or Commissions: The subgrantee is prohibited from paying any bonus or commission to any individual for the purpose of obtaining approval of an application for the ADECA LETS Division assistance.
31. Freedom of Information Act: Pursuant to the Federal Freedom of Information Act (FOIA), 5 U.S.C. 552, and Section 521 of the Omnibus Crime Control And Safe Streets Act, all records, papers, and other documents required to be maintained by recipients of federal funds, including subgrantees and contractors, relating to the receipt and disposition of such funds, are required to be made available to the federal funding source. The FOIA also sets out that these records are to be made available to the public and press under the terms and conditions of the FOIA.
32. Political Activity: The restrictions of the Hatch Act, 5 U.S.C. Chapter 73, Subchapter III, concerning political activity by government employees are applicable to state and local government employees and to employees of private non-profit organizations that receive federal funds, whose principal employment is in connection with activities financed, in whole or in part, by federal grants.
33. Environmental Impact: Any application for subgrants or subcontracts, involving environmental changes or problems, must include either an environmental evaluation or a detailed environmental analysis as required by Section 102 (2) (c) of the National Environmental Policy Act.

34. Clean Air Act and Federal Water Pollution Control Act Violation: In accordance with the provisions of the Clean Air Act (42 U.S.C. 1857), as amended by PL 91-604, the Federal Water Pollution Control Act (33 U.S.C. 1251 ct. seq.) as amended by PL 91-500 and Executive Order 11738, subgrants or contracts will not be made to parties convicted of offenses under these laws.
35. Age Discrimination in Employment Act of 1967: Any application for subgrants or subcontracts, involving the employment of personnel, must be in compliance with the Federal "Age Discrimination in Employment Act of 1967" (29 U.S.C. 621 et seq.), which, in brief form, sets out: "Sec. 4(a) It shall be unlawful for an employer – (1) to fail or refuse to hire or to discharge any individual or otherwise discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because of such individual's age; (2) to limit, segregate, or classify his employees in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his status as an employee, because of such individual's age; or (3) to reduce the wage rate of any employee in order to comply with this Act".
36. Criminal Penalties: Whoever embezzles, willfully misapplies, steals or obtains by fraud any funds, assets, or property which are the subject of a grant or contract or other form of assistance pursuant to federal grant funding, whether received directly or indirectly from the ADECA LETS Division, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both. Whoever knowingly and willfully falsifies, conceals, or covers up by trick, scheme, or device, any material fact in any application for assistance submitted pursuant to federal grant funding or in any record required to be maintained pursuant to federal grant funding shall be subject to prosecution under the provisions of 18 U.S.C. 1001. Any law enforcement program or project underwritten, in whole or in part, by any grant, or contract or other form of assistance pursuant to federal grant funding, whether received directly or indirectly from the ADECA LETS Division, shall be subject to the provisions of 18 U.S.C. 361.
37. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or sub-award to either the association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of ADECA.
38. The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the agency determines that the recipient is a high-risk grantee. Cf.28 C.F.R. parts 66, 70.
39. The sub-grantee agrees that within 120 days of award acceptance, each member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete required online (internet-based) task force training. The training is provided free of charge online through BJA's Center for Task force Integrity and Leadership ([www.ctfli.org](http://www.ctfli.org)). All current and new task force members are required to complete this training once during the life of the award, or once every four years if multiple awards include this requirement. This training addresses task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. Additional information is available regarding this required training and access methods via BJA's web site and the Center for Task Force Integrity and Leadership ([www.ctfli.org](http://www.ctfli.org)).
40. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub-recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

It is understood and agreed by the undersigned that the subgrant received as a result of this application is subject to the above conditions.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

## Drug Task Force Certified Assurances

We hereby certify that the Madison-Morgan County STAC Team Task Force complies with the following guidelines.

**We are a bona fide task force as defined by the Bureau of Justice Assistance and we certify the following:**

1.  Our task force is a standing task force element comprised of personnel from three or more law enforcement agencies.
2.  All of our task force operations are conducted under a unified command structure.
3.  Our task force has an established chain of command.
4.  Our task force operates at the behest/direction of an advisory/governing board.
5.  Our task force has formal administrative and operational policies and procedures in writing.
6.  We have included in our grant application a detailed, written explanation of our task force structure.
7.  We certify that all task force members are full time employees, and assigned by formal letter to the task force, thereby relieving him/her of all previous duties of the assigning department.
8.  We certify that we have an **Equitable Sharing Plan** for all forfeited property and funds adjudicated to this task force and that all law enforcement elements of this task force are aware of this arrangement and/or understanding and/or agreement.
9.  We certify that we have a current **Inter-Agency Agreement** and that all law enforcement elements of this task force are aware of this arrangement and/or understanding and/or agreement.
10.  We certify that all law enforcement elements of this task force are current members of the Uniform Crime Reporting System.
11.  We certify that this task force has a written Standard Operating Procedures (SOP) manual.
12.  We have a full-time prosecutor assigned.
13.  We do not have a full time prosecutor assigned but will have by: \_\_\_\_\_

Date Assigned By

\_\_\_\_\_  
Authorized Official Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Task Force Commander Signature

\_\_\_\_\_  
Date

*These assurances are a part of the application form. Failure to include these assurances will render your application incomplete. Your request will not be processed until these assurances are received by the grantor agency.*

## Resolution of Applicant for Matching Funds

**Whereas**, the State of Alabama, through the Alabama Department of Economic and Community Affairs, Law Enforcement/Traffic Safety Division, under the Omnibus Crime Control and Safe Streets Act of 1968, (PL 90-351 as amended and other appropriate federal authorizations, is offering financial aid to combat rising crime, improve the criminal justice system, assist victims of crime, and assist in the problems of juvenile justice; and

**Whereas**, the City of Huntsville, Alabama hereinafter referred to as Applicant, is of the opinion that it would be beneficial to make application for such assistance and

**Whereas**, said applicant agrees to be accountable for providing the cash match toward the total cost of said project,

**NOW, THEREFORE, BE IT RESOLVED** by the Applicant

that, Tommy Battle, in his/her official capacity

as Mayor, be authorized to make

application to the Alabama Department of Economic and Community Affairs, Law Enforcement/Traffic Safety Division, for said financial Assistance.

Adopted this the \_\_\_\_\_ day of \_\_\_\_\_ 2011

I, Tommy Battle, Mayor  
(Name) (Title)

In and for the City of Huntsville, Alabama

Do hereby certify that the above is a true and correct copy of a resolution adopted at their regular meeting of \_\_\_\_\_, 2011, and the same appears in the minutes of said meeting.

Witness by hand and official seal of the \_\_\_\_\_

This the \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
(Name)

**Mayor**  
(Title)

**Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions  
(Sub-Recipient)**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certifications this clause is a materiel representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage section of rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transaction," without modification, in all lower covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participation a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

This certification is required by the regulations implementing Executive Order 12549, Debarment and suspension, 28 CFR Part 67, Section 67.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160 - 19211)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principles are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in these certification, such prospective participant shall attach an explanation to this proposal.

Tommy Battle, Mayor

\_\_\_\_\_  
(Type or Print Name and Title of Authorized Representative)

\_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
Date

City of Huntsville, Alabama

\_\_\_\_\_  
(Name of Organization)

308 Fountain Circle, Huntsville, AL 35801

\_\_\_\_\_  
(Address of Organization)

## Certification Regarding Lobbying

Each applicant shall file this certification and disclosures form if applicable, with each submission that initiates agency consideration of such applicant for an award of a LETS contract, grant or cooperative agreement of \$100,000 or more

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal Agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any non-Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall initial here \_\_\_\_\_ and complete and submit Standard Form #LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awrds at all tiers and that all sub-recipients shall certify and disclose accordingly.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor  
Title

# Certification Regarding Drug Free Workplace Requirements Grantees Other Than Individuals

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 28 CFR Part 67, subpart F. The regulation, published in the January 31, 1989 Federal Register, require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government wide suspension or debarment (see 28 DFR part 67, Sections 67.615 and 67.620).

**The grantee certifies that it will provide a drug free workplace by:**

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- (b) Establishing a drug free awareness program to inform employees about --
  - 1. The dangers of drug abuse in the workplace.
  - 2. The grantee's policies of maintaining a drug free workplace.
  - 3. Any available drug counseling, rehabilitation, and employee assistance programs.
  - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
  - 1. Abide by the terms of the statement.
  - 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- (e) Notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction.
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --
  - 1. Taking appropriate personnel action against such an employee, up to and including termination.
  - 2. Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
- (g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

**Place(s) of Performance: The grantee shall insert in the space provided below the site(s) for the performance of work done in connection with the specific grant (Street Address, City, County, State, Zip Code):**

|  |            |         |       |          |
|--|------------|---------|-------|----------|
| 109-A North Jefferson Street, Suite 24 | Huntsville | Madison | AL    | 35801    |
| Street Address                         | City       | County  | State | Zip Code |
|  |            |         |       |          |
| Street Address                         | City       | County  | State | Zip Code |
|  |            |         |       |          |
| Street Address                         | City       | County  | State | Zip Code |

City of Huntsville, Alabama

Organization Name

Applicant or Grant Number

Tommy Battle, Mayor

Name and Title of Authorizing Representative

Signature

Date



# State of Alabama

## Disclosure Statement

(Required by Act 2001 - 955)

Entity Completing Form

City of Huntsville, Alabama

Address

308 Fountain Circle

City, State, Zip

Huntsville, Alabama 35801

Telephone Number

(256) 427-7002

State Agency / Department that will receive goods, services or is responsible for the grant award

Alabama Department of Economic and Community Affairs / Law Enforcement Traffic Safety Division

Address

Post Office Box 5690 / 401 Adams Avenue

City, State, Zip

Montgomery, Alabama 36103

Telephone Number

(334) 242-5803

This form is provided with:

- Contract   
  Proposal   
  Request for Proposal   
  Invitation to Bid   
  Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency / Department in the current or last fiscal year?

- Yes   
  No

If yes, identify below the State Agency / Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

| State Agency / Department | Type of Good or Service | Amount Received |
|---------------------------|-------------------------|-----------------|
| Not applicable            |                         |                 |

Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency / Department in the current or last fiscal year?

- Yes   
  No

If yes, identify the State Agency / Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

| State Agency / Department | Date Grant Awarded | Amount Received |
|---------------------------|--------------------|-----------------|
| ADECA-LETS Division       | December 11, 2012  | \$ 141,743.00   |
| ADECA- NATSO              | November 15, 2012  | \$ 30,000.00    |

1. List below the name(s) and address(es) of all public officials / public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

| Name of Public Official/Employee | Address | State Department/Agency |
|----------------------------------|---------|-------------------------|
| N/A                              |         |                         |

2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction, Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

| Name of Family Member | Address | Name of Public Official / Public Employee | State Department/ Agency Where Employed |
|-----------------------|---------|---|---|
| N/A                   |         |   |   |

If you identified individuals in items one and /or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

| Name of Paid Consultant/Lobbyist | Address |
|----------------------------------|---------|
| N/A                              |         |

By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000, is applied for knowingly providing incorrect or misleading information.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Notary's Signature Date Date Notary Expires

*Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.*

**State of Alabama**  
**Department of Economic and Community Affairs**  
**Law Enforcement / Traffic Safety Division**

**Financial Questionnaire**

**Section I. General Information**

|                        |                             |                    |                |
|------------------------|-----------------------------|--------------------|----------------|
| 1. Subgrantee:         | City of Huntsville, Alabama | Subgrant Number :  |                |
| 2. Financial Officer : | Randy Taylor                | Telephone Number : | (256) 427-5080 |
| 3. Contact Person :    | Jessica Winn                | Telephone Number : | (256) 427-7002 |

The financial responsibility of subgrantees must be such that the subgrantee can properly discharge the public trust that accompanies the authority to expend public funds. Adequate accounting systems should meet the following criteria as outlined in the OJP guideline manual entitled *Financial and Administrative Guide for Grants* and the ADECA Law Enforcement and Traffic Safety Manual entitled *Subgrantee Administrative Manual*.

- (1) Accounting records should provide information needed to adequately identify the receipt of funds under each subgrant awarded and the expenditure of funds for each subgrant, for each action program and for each subgrant awarded by the State
- (2) Entries in accounting reports should refer to subsidiary records and/or documentation which support the entry and which can be readily located.
- (3) The accounting system should provide accurate and current financial reporting information.
- (4) The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.

**Section II. Accounting System**

1.  Manual       Automated       Combination      Which best describes the accounting system?
2.  Yes       No      Does the organization use a double entry system in accounting for program funds?
3.  Yes       No      Does the accounting system identify the receipt and expenditures of program funds separately for each subgrant?
4.  Yes       No      Does the accounting system provide for the recording of expenditures for each subgrant by the component project and budget cost categories shown in the approved budget?
5.  Yes       No      Are time distribution records maintained for an employee when his/her effort can be specifically identified to a particular cost objective?
6.      Does the accounting / financial system include budgetary controls to preclude incurring obligations in excess of:
  - Yes       No      a. Total funds available for a subgrant?
  - Yes       No      b. Total funds available for a budget cost category (e.g., Personnel, Travel, Operating Expense, etc.)
7.  Yes       No      Is the organization generally familiar with the existing regulations and guidelines containing the cost principles and procedures for the determination of allowance of costs in connection with Federal contracts/grants/subgrants?

**Financial Questionnaire (continued)**

Subgrantee: City of Huntsville, Alabama  
Subgrant Number : 0

**Section III. Fund Control**

1.  Yes  No Is a separate bank account maintained for subgrant funds?
2.  Yes  No If Federal subgrant funds are commingled with organization funds, can the Federal subgrant funds and related costs and expenses be readily identified?
3.  Yes  No Are the officials of the organization bonded?

**Section IV. Additional Information**

Yes  No Did an independent certified public accountant (CPA) ever examine the financial statements?

- 1 Date of the last audit September 30, 2013
- 2 Dates covered by the last audit From October 1, 2011 to September 30, 2012
- 3 Date of the next audit October 1, 2013
- 4 Dates covered by the last audit From October 1, 2012 to September 30, 2013

Use the following space for any additional information. Indicate the section and item numbers if their is a continuation

**Section V. Applicant Certification**

I certify that the above information is complete and correct to the best of my knowledge

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Director of Finance  
Title

**State of Alabama**  
**Department of Economic and Community Affairs**  
**Law Enforcement / Traffic Safety Division**

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**Equal Employment Opportunity Program Certification**

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I, Tommy Battle, Mayor (Authorized Official), certify that the Applicant/Subgrantee

City of Huntsville, Alabama

has formulated an Equal Employment Opportunity Program in accordance with 28 CFR 42.301, et seq., subpart E, and that it is on file in the office of:

**Name:** Saundra Simmons

**Title:** EEOP Office

for review or audit by officials of ADECA or the Grant Agency as required by relevant laws and regulations

\_\_\_\_\_  
*(Signature of Authorized Official)*

\_\_\_\_\_  
*(Date)*

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**NOTE: If your organization is required to develop an EEOP plan, the above certification must be completed. If a plan is not required, then the below dcertification must be completed. The signed certification must be returned to ADECA Law Enforcemetn and Traffic Safety Division.**

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I, \_\_\_\_\_ (Authorized Official), certify that the Applicant/Subgrantee

\_\_\_\_\_ is not required to formulate an Equal Employment Opportunity Program in accordance with relevant laws and regulations

\_\_\_\_\_  
*(Signature of Authorized Official)*

\_\_\_\_\_  
*(Date)*

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**MEMORANDUM OF UNDERSTANDING**

**HUNTSVILLE/MADISON COUNTY STRATEGIC COUNTERDRUG TEAM**

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## **MEMORANDUM OF UNDERSTANDING**

### **MADISON-MORGAN COUNTY STRATEGIC COUNTERDRUG TEAM**

THIS MEMORANDUM OF UNDERSTANDING (hereinafter, the "Memorandum") made and executed this \_\_\_\_ day of \_\_\_\_\_, 2013, by and between the Madison County District Attorney, the Madison County Sheriff, Morgan County Sheriff, City of Madison, City of Decatur, and the City of Huntsville (each of which is sometimes referred to herein individually as an "agency" and collectively as the "agencies").

#### **PURPOSE**

This Memorandum memorializes and certifies that the above-mentioned agencies have agreed to work in conjunction with each other to enforce effectively the controlled substance laws of the State of Alabama as expressed in the Alabama Criminal Code Title 13A, Code of Alabama, 1975. These cooperative enforcement efforts shall be accomplished by the utilization of a drug task force concept rather than relying totally on individual agency enforcement efforts. Use of this task force concept is intended to insure a well-coordinated, drug enforcement program and increase the flow of drug-related intelligence information between the various law enforcement agencies in Madison County area. The formalized drug enforcement task force shall be called "THE MADISON-MORGAN COUNTY STRATEGIC COUNTERDRUG TEAM" (hereinafter, "STAC").

#### **PROBLEM STATEMENT**

During 2009, illegal drug traffic and all its associated crime problems continued to increase in all areas of Madison County. The continued increase in the location of high tech industry with high salaries in the area and associated publicity have attracted even more of the criminal element, which can be identified as a prime cause for the increase in major crimes. These crimes affect every jurisdiction and agency in Madison and Morgan County areas of Alabama.

Drug overdoses and drug thefts continue to increase. Burglaries and thefts committed to finance drug use also continue to increase with each passing year. Intelligence information obtained by law enforcement agencies suggests an increase in the number of drug users and traffickers who are operating with increasing volume. The known instances of out-of-state subjects appearing with large amounts of marijuana and cocaine have also increased during the past few years. Finally, the overall crime rate for police agencies has increased as well.

#### **NEED STATEMENT**

No single agency within Madison or Morgan County has the resources necessary to combat the narcotics problem on its own. No agency has been able to commit sufficient resources to maintain a sustained program that drug dealers would consider to be a serious threat. Traffickers are able to continue illegal drug sales with little fear of detection and prosecution.

During the past several years, numerous potential drug investigations have been left on the "back-burner" because of the lack of manpower, vehicles, or money to sustain an adequate investigation. Public sentiment against the illegal production, sale, and illegal use of controlled

substances has never been stronger. This public support serves as a solid foundation for needed and desired increases in the drug enforcement efforts in our area.

Section I.  
Creation of STAC; Goals and Directives

The agencies enter into this Memorandum to express their intent to create the Madison/Morgan County Strategic Counterdrug Team as an Alabama non-profit corporation for the purpose of combining investigative resources in the enforcement of drug, narcotics and controlled substance laws in the State of Alabama and the investigation of other drug-related criminal activity pursuant to Alabama Criminal Code Title 13A. The specific goals and directives of the STAC will be as follows:

1. Initiate investigations involving all levels of drug dealers with the overall objectives of identifying and apprehending major traffickers.
2. Assist police agencies on specific drug problems within their respective jurisdictions as needed.
3. Share with other agencies on specific drug problems within their respective jurisdictions as needed.
4. Provide training to the participating law-enforcement agencies in the areas of narcotics investigations.
5. Conduct public presentations to service club and civic groups at the request of participating agencies.
6. Provide a summary of the quarterly report and an annual report to all participating agencies.
7. Make periodic assessment of the unit's policies and report recommendations for changes to the Executive Board of STAC within 90 days of completion of the assessment.

Section II.  
Executive Board

The department head from each participating agency shall serve on a governing board which shall be responsible for the overall policies of the STAC. The governing board shall be known as the Madison/Morgan County Strategic Counterdrug Team Executive Board (hereinafter, the "Executive Board" or the "Board"), and shall include:

District Attorney, Madison County  
Sheriff, Madison County  
Sheriff, Morgan County  
Police Chief, City of Decatur  
Police Chief, City of Huntsville  
Police Chief, City of Madison

Section III.  
Meetings of Executive Board

The STAC Executive Board shall meet on a quarterly basis for the purpose of reviewing the activities of the STAC. The Board may evaluate and adjust the goals of the unit if drug problems in the Madison County area suggest such changes.

Section IV.  
Voting

Each member of the STAC Executive Board shall have an equal vote. Executive Board members shall attend meeting and vote on STAC business. Four (4) Executive Board members shall constitute a quorum. A majority vote (4 votes) shall be required to pass action items. Representative votes shall be limited to emergency situations.

One member of the Executive Board shall be elected chairman. Minutes of the meeting shall be made on all votes and any other action taken.

Section V.  
Personnel

Each participating agency will assign personnel to the STAC as follows:

Madison County Sheriff's Department  
One full-time officer

Madison County District Attorney's Office  
One full-time officer and one full time secretary

Morgan County Sheriffs' Department  
One full time officer

Decatur Police Department  
One full time officer

Huntsville Police Department  
Eight full-time officers, one Sergeant, one Lieutenant and two evidence custodians

Madison Police Department  
One full time officer

Section VI.  
Salaries and Duty Assignments

Each participating agency shall be responsible for the full payment of salary for their personnel assigned to the unit and such salary shall be deemed to be full salary, due and payable to such assigned personnel while on duty with the unit. Overtime compensation will be approved by each agency for its participating personnel under its rules and regulations. The STAC Commander shall submit a monthly report in writing or orally to each agency concerning the hours worked by and the tasks assigned to the agency's respective personnel assigned to the STAC for the preceding month as well as anticipated assignments for the current month. Such reports shall be submitted in writing to the agency's representative on the Executive Board no later than the tenth (10th) day of each calendar month. Any issue raised by an agency concerning the propriety of the hours worked (or to be worked), the tasks or responsibilities assigned to its personnel shall be raised first with the STAC Commander and, if not satisfactorily resolved, with the Executive Board at any regular or special meeting.

Section VII.  
Vehicles

Each participating agency shall be responsible for providing a vehicle for their personnel assigned to the STAC. Discretion as to the source of such vehicles shall remain with each participating agency which may include agency owned, leased, rented, and/or other vehicles that may be borrowed or paid for by private contribution through civic organizations, etc., consistent with policies adopted by each agency. This responsibility shall include insurance, gas, oil, maintenance, radio installation, and any other expenses associated with each vehicle. In the discretion of the STAC Commander, an agency may for good cause be excused from such obligation subject to review and approval by the Executive Board.

Section VIII.  
Seizure and Forfeiture

Assets received through seizure and forfeiture shall be reported as project income and shall be used for the enhancement of the unit's capability. The use of this income must be approved by the Alabama Law Enforcement Planning Agency in accordance with the appropriate Subgrant Administrative Manual (SAM 3.765) and must be applied to the current subgrant. The Board, as it may deem appropriate, may adopt policies and/or regulations concerning seizures, forfeitures and condemnation procedures.

Section IX.  
Claims

Each party to this Memorandum shall be solely liable for all claims, demands, damages, attorneys' fees, and other costs arising from or relating to the respective party's performance under this Memorandum, including, but not limited to, all liability, claims, demands, attorneys' fees, and other costs arising from or relating to any defects in the vehicles or other equipment supplied or operated by the respective party pursuant to this Memorandum and/or negligent acts or omissions of an employee of the respective party which occurs in the performance of this Memorandum.

Each participating party shall be solely liable for any and all worker's compensation benefits for personnel which are employed by them and are injured in the course and scope of their duties while assigned to the STAC.

Section X.  
Termination

Any jurisdiction desiring to terminate its participation in this Agreement shall indicate such intent, in writing to the Madison/Morgan County Strategic Counterdrug Team Executive Board. Termination of participation in this Agreement by such jurisdiction shall be deemed to take effect not less than thirty (30) days upon written communication of intent to the Executive Board. Any obligation of an agency to defend any actions, claims or lawsuits arising from its performance under this Memorandum shall survive termination of this Memorandum by any party.

Section XI.  
No Joint Venture or Partnership Created

This Memorandum is not intended to form, nor can be construed to form, either explicitly, implicitly or otherwise, a joint venture, partnership or other formal business organization. No agency participating in STAC can be bound by another agency participating in STAC acting as its agent except as specifically stated in this Memorandum.

Section XII.  
Effect of Headings and Table of Contents

The Section headings herein and in the Table of Contents are for convenience only and shall not affect the construction hereof.

Section XIII.  
Date of Memorandum

The date of this Memorandum is intended as and for a date for the convenient identification of this Memorandum and is not intended to indicate that this Memorandum was executed and delivered on said date.

Section XIV.  
Severability Clause

If a court holds any part, term or provision of this Agreement to be unenforceable, the validity of the remaining portions, terms or provisions shall not be affected and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular part, term or provision.

Section XV.  
Governing Law

This Memorandum shall be construed in accordance with and governed by the laws of the State of Alabama.

Section XVI.  
Counterparts

This Memorandum may be executed in any number of counterparts, each of which so executed shall be deemed an original, but all such counterparts shall together constitute but one and the same instrument.

Section XVII.  
Entire Agreement

This Agreement constitutes the entire agreement between the parties and supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the matters addressed herein.

Section XVIII.  
No Implied Waivers

The failure of either party to this Memorandum to insist upon the performance of any of the terms and conditions of this Memorandum, or the waiver of any breach of any of the terms and conditions of this Memorandum, shall not be construed as thereafter waiving any such terms and conditions, but the same shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

Section XIX.  
Amendment of Memorandum

This Memorandum may be amended with the written consent of each of the agencies which is a party hereto.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be duly executed, and their respective corporate seals to be hereunto affixed and attested.

MADISON COUNTY DISTRICT ATTORNEY

By Robert L. Brunsard

Its \_\_\_\_\_

Attest:

Its \_\_\_\_\_

MADISON COUNTY SHERIFF

By Blaine L. Jamieson

Its \_\_\_\_\_

Attest:

Its \_\_\_\_\_

THE CITY OF HUNTSVILLE

By LEWIS MORRIS

Its CHIEF OF POLICE

Attest:

Its \_\_\_\_\_

MORGAN COUNTY SHERIFF

By Anna Franklin

Its \_\_\_\_\_

Attest:

Its \_\_\_\_\_

CITY OF DECATUR

By [Signature]

Its Chief of Police

Attest:

Its \_\_\_\_\_

CITY OF MADISON

By [Signature]

Its CHIEF OF POLICE

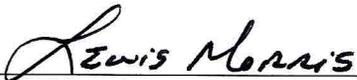
Attest:

Its \_\_\_\_\_

**CERTIFICATE OF ASSURANCE**

I, Lewis Morris, Chief of the Huntsville Police Department hereby certify that I have assigned Ken Brooks, Jerry King, Julian Johnson, Terry Lucas, Tony McElyea, Shane Turley, James Rushbrook, Blake Dean, Tesla Hughes, Tyler Benson, Kelly Laing and Cathy Brown as a full-time employee to the Madison-Morgan County Strategic Counterdrug Team and further certify that said employee is relieved of all previous duties of the Huntsville Police Department.

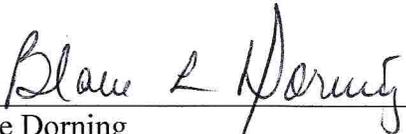
Dated this the 23<sup>rd</sup> day of September, 2013.

  
\_\_\_\_\_  
Chief Lewis Morris  
Huntsville Police Department

**CERTIFICATE OF ASSURANCE**

I, Blake Dorning, Madison County Sheriff's Office hereby certify that I have assigned Eddie McDaniel as a full-time employee to the Madison-Morgan County Strategic Counterdrug Team and further certify that said employee is relieved of all previous duties of the Madison County Sheriff's Office.

Dated this the 10 day of September, 2013.

  
\_\_\_\_\_  
Blake Dorning  
Madison County Sheriff

**CERTIFICATE OF ASSURANCE**

I, Larry Muncey, Chief of Madison Police Department hereby certify that I have assigned Jamar Miles as a full-time employee to the Madison-Morgan County Strategic Counterdrug Team and further certify that said employee is relieved of all previous duties of the Madison Police Department.

Dated this the 10 day of SEPT, 2013.

  
Larry Muncey  
Madison Police Department

**CERTIFICATE OF ASSURANCE**

I, Ed Taylor, Chief of Decatur Police Department hereby certify that I have assigned Jamie Jarrell as a full-time employee to the Madison-Morgan County Strategic Counterdrug Team and further certify that said employee is relieved of all previous duties of the Decatur Police Department.

Dated this the 10 day of Sept, 2013.



Ed Taylor  
Decatur Police Department

**CERTIFICATE OF ASSURANCE**

I, Ana Franklin, Sheriff of the Morgan County Sheriff's Office hereby certify that I have assigned Zackary Dockery as a full-time employee to the Madison-Morgan County Strategic Counterdrug Team and further certify that said employee is relieved of all previous duties of the Morgan County Sheriff's Office.

Dated this the 10<sup>th</sup> day of September, 2013.

  
\_\_\_\_\_  
Ana Franklin  
Morgan County Sheriff

**CERTIFICATE OF ASSURANCE**

I, Robert L. Broussard, Madison County District Attorney hereby certify that I have assigned Matt Thornbury and Christy Ragucci as a full-time employee to the Madison-Morgan County Strategic Counterdrug Team and further certify that said employee is relieved of all previous duties of the Madison County District Attorney's Office.

Dated this the 16<sup>th</sup> day of September, 2013.

  
\_\_\_\_\_  
Robert L. Broussard  
Madison County District Attorney