



# CLACKAMAS COUNTY SHERIFF

**Sheriff Angela Brandenburg**

Jesse Ashby, Undersheriff

Lee Eby, Undersheriff

Brad O'Neil, Undersheriff

7/24/2025

BCC Agenda Date/Item: \_\_\_\_\_

Board of County Commissioners  
Clackamas County

**Approval of a Grant Memorandum of Agreement with the Oregon-Idaho High Intensity Drug Trafficking Area for interagency task force law enforcement services. Grant Value is \$169,460 for 1 year. Funding is through the Office of National Drug Control Policy.  
No County General Funds Involved.**

<b>Previous Board Action/Review</b>	2024 MOA signed 5/15/24		
<b>Performance Clackamas</b>	Ensure safe, healthy and secure communities.		
<b>Counsel Review</b>	Yes	<b>Procurement Review</b>	No
<b>Contact Person</b>	Patrick Williams	<b>Contact Phone</b>	503-785-5012

**EXECUTIVE SUMMARY:** To facilitate, support and enhance collaborative drug control efforts among law enforcement agencies and community-based organizations, thus significantly reducing the impact of illegal trafficking and use of drugs throughout Oregon and Idaho. The goals of the Oregon-Idaho HIDTA are to identify, disrupt and dismantle drug trafficking and money laundering organizations

**RECOMMENDATION:** Staff recommends approval of this agreement.

Respectfully submitted,

Sheriff Angela Brandenburg

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# **Oregon-Idaho HIDTA**

## **High Intensity Drug Trafficking Areas Program**

### **2025 Memorandum of Agreement**

#### **HIDTA Initiative**

Clackamas County Interagency Task Force

#### **HIDTA Initiative Lead Agency**

Clackamas County Sheriff's Office

#### **Parties to the Agreement and Background**

The Office of Drug Control Policy (ONDCP) awards a HIDTA Grant each year, to the Oregon Department of Public Safety Standards and Training (DPSST) on behalf of state, local and tribal law enforcement agencies who participate in Oregon-Idaho HIDTA program initiatives. These funds shall be used as designated in the initiative's Oregon-Idaho HIDTA recommended and ONDCP approved initiative budget each year.

The Oregon-Idaho HIDTA participating agency listed in this agreement is the lead agency for the initiative and is a contractor and not a sub-recipient per 2 CFR 200.330. The contractor will be responsible for implementing the strategy contained in the initiative proposal, spending funds in accordance with the approved initiative budget and ensuring that funds are used in accordance with federal statutes, regulations, ONDCP HIDTA Program Policy and Budget Guidance and the terms set forth in this memorandum of agreement.

DPSST, the HIDTA grantee, is the Fiscal Agent per this agreement and will be responsible for reimbursement to the participating agencies for their participation based on the current Oregon-Idaho HIDTA and ONDCP approved budgets in HIDTA's Financial Management System (FMS)

#### **Scope of Service**

The services carried out under this memorandum of agreement shall be consistent with those contained in the Initiative Budget Proposal and budget as approved for funding by the Oregon-Idaho HIDTA Executive Board and ONDCP. Changes shall not be made in the subject or the proposed objectives and products of initiative activities without prior written approval from the Oregon-Idaho HIDTA Director acting on behalf of the Executive Board.

#### **Awarded Funds**

\$169,460.00

#### **Award Period**

January 1, 2025 through December 31, 2026

#### **Program Guidance**

The Office of National Drug Control Policy (ONDCP) has established program guidance. These guidelines will be followed by all HIDTA participating agencies. The most current year guidelines published will always prevail for direction.

### **Initiative Management and Oversight**

The contractor manages operations for this initiative on a day-to-day basis and is the primary point of contact for the initiative participating agencies regarding operational and tactical issues.

Agency heads that have members participating in the initiative agree to form a policy board/oversight committee for the purpose of monitoring and guiding the operations of the initiative. The policy board/oversight committee will meet no less than twice per calendar year to approve the initiative's HIDTA budget submission, to review the initiative's performance and to discuss and decide upon operational and policy issues concerning the initiative.

### **Procurement**

Contractors shall utilize the same established agency procurement standards when spending HIDTA funds as when spending agency funds. In accordance with 2 CFR 180.200-225 in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, HIDTA funds may not be used to purchase goods and services from entities prohibited from receiving federal funds due to a suspension or debarment. Before doing business with any vendor, agencies should review the [System for Award Management](#) (SAM) to determine whether a vendor has an exclusion status.

### **Initiative Invoicing**

The contractor shall invoice at least once per quarter for expenditures incurred. Invoices and all supporting documentation shall be submitted with an Oregon-Idaho HIDTA Detailed Expenditure Worksheet that contains the expenditures by category. Equipment (any item with a purchase value of \$5,000 or more, including software) should be identified by item description, serial number and cost. An Oregon-Idaho HIDTA inventory tag will be issued for each item. Each agency shall maintain the item in their inventory and place the Oregon-Idaho HIDTA tag on each item.

### **Training Initiative Invoicing**

When the contractor receives pre-authorization to utilize Oregon-Idaho HIDTA Training Initiative funds, the contractor shall invoice for all approved expenses within 45 days of attending the training. Invoices and all supporting documentation shall be submitted with an Oregon-Idaho HIDTA Training Reimbursement Request form with expenditures reported by category.

### **Financial Reporting Requirements**

A final report of initiative expenditures shall be submitted to the Oregon-Idaho HIDTA within thirty (30) days after the close of the approved period of the HIDTA Grant. Interim financial reports shall be submitted to the Oregon-Idaho HIDTA no later than by the 30th day following the closing of each quarter. These reports are required by ONDCP.

The financial report shall contain expenditures / costs by cost categories of the approved initiative budget and the comparison of actual expenditures / costs against budget estimates. Failure to submit reports on a timely basis may result in the interruption or termination of the initiative funding for that agency. **Timely submittal of invoices for reimbursement, with documentation of expenditures, meets this reporting responsibility.**

### **Reprogramming of Funds**

Consistent with ONDCP Policy and Budget Guidance, reprogramming of HIDTA funds is allowable and subject to the following approval process:

- Approval from ONDCP is required for any proposed reprogramming that involves moving funding from a Federal agency or state, local, or tribal grantee to another Federal agency or state, local, or tribal grantee. Such reprogramming may require an amendment to the total amount of funds awarded to a grantee or the amount of funds transferred to a Federal agency. Because both of these actions require changes to account balances established by ONDCP with the Department of the Treasury, any such reprogramming, regardless of the amount involved, must be approved by ONDCP.

### **Level A Reprogramming**

- Approval from ONDCP is required for any reprogramming of an amount equal to or greater than 20 percent of the initiative's currently approved budget if the budget is \$100,000 or more.

- Approval from ONDCP is required for any reprogramming of an amount equal to or greater than 35 percent of the initiative's currently approved budget if the budget is less than \$100,000.

### **Level B Reprogramming**

- The HIDTA Directors, subject to procedures established by the Executive Board, may approve reprogramming not subject to the requirements for a Level A reprogramming.

### **Prohibited Use of Funds**

HIDTA program funds may not be used for:

- Clothing or clothing allowances;
- Food and beverage items, including coffee makers;
- Personal hygiene or medication items, except for: (1) items such as toilet paper, hand towels, soap, and other items that are standard supplies for an office; and (2) special hygiene products for the mitigation of risks from contact with communicable pathogens or hazardous substances that arise from tasks performed by HIDTA participants, e.g. - disinfectant wipes and liquids used after handling persons, evidence, seized materials, or exercising a search warrant;
- Promotional or representational items (e.g., hats, pins, T-shirts, or other memorabilia);
- Gifts, except for plaques and other commemorative items not exceeding \$150 awarded to recognize service to a HIDTA initiative(s) or the HIDTA program;
- Real property;
- Travel that does not clearly benefit the HIDTA program;
- Weapons and holsters;
- Ammunition; and,
- Standard issue departmental-type raid/tactical gear;
- Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence (DNI) or the Director of the FBI, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country,
- Professional association or bar dues.

### **Supplanting**

HIDTA funds shall not be used to supplant (displace or back-fill) agency budgets or budget deficits.

### **Performance Reporting**

The contractor shall ensure that the initiative reports required performance measurement statistics on at least a calendar year, quarterly basis and no later than by the 15<sup>th</sup> day following the ending of each quarter. Performance statistics shall be recorded in the HIDTA Performance Management Program database.

### **Certifications**

ONDCP, as a condition of appropriation, requires agencies to certify that those positions funded by HIDTA for salary and benefits, would not be filled if it were not for these HIDTA funds. Contractors, by agreeing to this MOA, are agreeing to submit that certification annually on agency letterhead using the language provided by ONDCP. A position description is also required to be on file at the participating agency.

ONDCP, as a condition of appropriation, requires agencies to document and certify that vehicles purchased or leased with HIDTA funds are used in support of HIDTA initiative related activities, provide the names of the people who use the vehicles and to provide that certification to the HIDTA Director on an annual basis. Contractors, by agreeing to this MOA, are agreeing to submit that certification annually to the HIDTA Director.

### **Intelligence Gathering and Dissemination and Case and Geo-Event Deconfliction**

Intelligence gathering, storage and dissemination by HIDTA initiatives must comply with applicable Oregon and/or Idaho Administrative Rules, Oregon Revised Statutes and /or Idaho Criminal Code, Federal regulations articulated in 28 CFR Part 23 and the Federal Privacy Act of 1974.



All HIDTA initiatives must timely and systematically support the HIDTA information sharing and deconfliction priority by fully participating in the HIDTA's intelligence and geo-event deconfliction systems which are currently RISSIntel and RISSafe.

**Acceptance**

Acceptance of this MOA by the contractor represents acceptance of all standards and conditions of the HIDTA grant, HIDTA Program Policy and Budget Guidance and all requirements of 2 CFR 200-Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

**Unique Entity ID**

Per 2 CFR Section 25.300 in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, a non-Federal entity is required to have a Unique Entity ID number obtained through [SAM.gov](http://SAM.gov) in order to receive Federal award funds.). Current Unique Entity ID numbers for non-Federal participating agencies in the CCITF initiative are:

- Clackamas County Sheriff's Office – NVWKAVB8JND6
- Clackamas County District Attorney's Office – NVWKAVB8JND6
- Clackamas Community Corrections Division – NVWKAVB8JND6
- Canby Police Department – H9AHXGNBCRK8
- Molalla Police Department – H6ZGMJA11LM9
- Oregon National Guard – E6AGL47S7YS4
- Oregon State Police – XFRXK4ANCAG5

In order to meet HIDTA Program Policy and Budget Guidance, the Oregon-Idaho Management and Administration initiative will conduct an annual audit of HIDTA expenditures of all participating agencies, primarily by reviewing the documentation submitted with each invoice, having meetings with fiscal representatives of participating agencies regarding fiscal accountability and, if needed, doing onsite audit reviews of participating agencies. There will also be a review of initiatives and all agency budgets by the Oregon-Idaho HIDTA Director, the Oregon-Idaho HIDTA Financial Subcommittee and the Oregon-Idaho HIDTA Executive Board annually.

This MOA shall be a single-year agreement and the initiative lead agency will be a contractor of the fiscal agent per 2 CFR 200 Section 200.330 in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

The agreement will be effective upon signature of fiscal agents and contractor and shall remain in effect until all 2025 awarded funds have been expended and as long as each party continues to participate in the Oregon-Idaho HIDTA initiative and HIDTA funds remain available from ONDCP.

**Termination of Agreement**

Any party may withdraw from this agreement at any time by providing 90 days prior written notice to the other parties of its intent to withdraw from the agreement. Upon withdrawal or termination of this agreement, the initiative will deliver acquired HIDTA equipment to the HIDTA Director for disposition amongst the active HIDTA participating agencies. If acquired property cannot be physically returned due to permanency of installation, the property will still be managed and accounted for per the most current HIDTA Program Guidelines.

**CONTRACTOR & FISCAL AGENT SIGNATURES**

**Contractor:**

*Clackamas County Sheriff's Office*

\_\_\_\_\_  
*Angela Brandenburg, Sheriff*

\_\_\_\_\_  
*Date*

**Fiscal Agent:**

Oregon DPSST

**Phil Castle** Digitally signed by Phil Castle  
Date: 2025.07.15 12:56:30  
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*Philip Castle, Director*

\_\_\_\_\_  
*Date*

**CONCURRENCES**

**Oregon-Idaho HIDTA:**

\_\_\_\_\_  
*Chris Gibson, HIDTA Director*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Jim Coleman, Executive Board Chair*

\_\_\_\_\_  
*Date*