

2015
Cost Reimbursement Agreement
Northern California HIDTA Funds

This Agreement is made between San Mateo County Sheriff's Office (SMCO SO) and the **EI Cerrito Police Department**, herein after referred to as "Agency", participating agencies in the Northern California High Intensity Drug Trafficking Area (NC HIDTA).

Whereas, the San Mateo County Sheriff's Office has been selected by the Executive Board of the NC HIDTA, and approved by the Office of National Drug Control Policy, to be the fiduciary agency for the NC HIDTA. This Agreement sets forth the cost reimbursement process between the San Mateo County Sheriff's Office and the Agency.

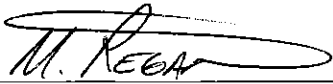
The Agency agrees to adhere to all policies and procedures as set forth in the Grant Agreement and conditions for grant # **G15SF0001A**, the High Intensity Drug Trafficking Area Program Policy & Budget Guidance, the NC HIDTA Fiscal Reference Guide, the NC HIDTA Travel Policy and the 2015 Funding Award Memorandum of Understanding.

Cost reimbursements are for identified allowable expenses in each Initiative in which the Agency is participating. All cost reimbursements are subject to the approval of the NC HIDTA Initiative Commander and the NC HIDTA Director in advance of incurring the expense. Allowable expenses are identified in the NC HIDTA Initiative's approved budget and fall into one of the following cost categories: Travel, Facilities, Overtime, Services, Equipment, Supplies and Other.

The Agency agrees to submit to the NC HIDTA a monthly invoice with supporting documentation for funds paid by the Agency for allowable expenses as noted above. Supporting documentation includes but is not limited to original receipts for all travel related expenses, copies of approved overtime slips with dates worked, hours worked, detailed reason for overtime, agent's name, approval signatures, payroll verification of payment, copies of invoices paid directly by Agency along with proof of payment, etc. Requests for reimbursements other than travel must be submitted within 30 days of the date the expense was incurred. Requests for travel reimbursements must be submitted within 7 days of return.

The Agency agrees to ensure that the overtime paid to an officer/agent using all federal funds does not exceed the annual overtime cap set by the Office of National Drug Control Policy. The overtime cap set is 25% of the federal GS-12, Step 1 level pay scale for Rest of U.S. for the period January 1 – December 31.

The terms of this Agreement are in effect subject to the availability of funds from the Office of National Drug Control Policy and shall commence January 1, 2015 and terminate on December 31, 2016. Termination of this Cost Reimbursement Agreement may be terminated by either party with a written request within 30 days of the termination date.



Signature

Greg Munks, Sheriff
County of San Mateo

MICHAEL W. REGAN

Name

Date

CAPTAIN

Title

EL CERRITO POLICE DEPT.

Agency Name

02/24/2015

Date