



State of Wyoming  
Office of the Attorney General  
Division of Criminal Investigation  
Steven R. Woodson, Director

Matthew H. Mead  
Governor  
Peter Michael  
Attorney General

DATE: January 12, 2018

TO: Tom Jarvie, Interim Chief of Police  
Green River Police Department  
375 W Flaming Gorge Way  
Green River, WY 82935

FROM: Erica Fairbourn  
Grants/Contracts Manager  
Division of Criminal Investigation  
208 South College Drive  
Cheyenne, Wyoming 82002  
Phone: 307-777-74895783

RE: Subrecipient Award for HIDTA Funding, Award # G18RM0012A, CFDA# 95.001

Enclosed is a 2018 HIDTA Sub-recipient Award Contract between DCI and Green River Police Department, regarding the terms and conditions of the award. Before DCI can move forward with processing 2018 reimbursements and future payments, the enclosed Contract/Subrecipient Award must be signed, dated, and returned to DCI via email *and* U.S. mail. Please have Interim Chief Jarvie and Mayor Rust sign and date (in blue ink) this original Subrecipient Award Contract. Before mailing this document, email a scanned copy of the signed contract to Erica Fairbourn at [dcj.grantscontracts@wyo.gov](mailto:dcj.grantscontracts@wyo.gov). After scanning and emailing this document, please mail this Original Subrecipient Award Contract to Erica Fairbourn at the address listed above.

Once this original Subrecipient Award Contract is returned to DCI, the contract will be signed by Director Woodson. Once it is fully executed, a copy of this original Subrecipient Award Contract will be emailed to you for your records. Please return these documents as soon as possible. Thank you in advance for your time and understanding.

## **Subrecipient Award for High Intensity Drug Trafficking Area (HIDTA) Funding**

**Sub-Recipient Agency: City of Green River**

**Award Amount: \$80,449**

**Award Period: January 1, 2018 thru December 31, 2018**

**Award #: G18RM0012A**

**Sub-Award #: GRPD**

**CFDA No.: 95.001 High Intensity Drug Trafficking Area (HIDTA)**

- A. The term of this Subrecipient Award between the Wyoming Division of Criminal Investigation (DCI) and the City of Green River (Sub-Recipient Agency) shall be from January 1, 2018 thru December 31, 2018 unless extended by modification to this Agreement.
- B. The parties agree that because DCI has been designated as the fiscal agent for the State of Wyoming Rocky Mountain HIDTA program all requests for payments and budget reprogramming shall pass through DCI.
- C. The parties agree that Sub-Recipient Agency is a sub-recipient under the State of Wyoming Rocky Mountain HIDTA program and is incurring reimbursable expenses under the program.
- D. The parties hereby agree to the disbursement of HIDTA funds in the amount of Eighty Thousand, Four Hundred Forty-Nine Dollars (\$80,449) to Sub-Recipient Agency under the following terms and conditions.
  1. Sub-Recipient Agency shall follow all applicable federal, state, and local guidelines regarding purchases and other expenditures under the HIDTA program, including but not limited to the following: OMB Uniform Guidance on Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards (OMB Circular 2 CFR Part 200), Fair Labor Standards Act (FLSA), as well as HIDTA and Rocky Mountain HIDTA policies and procedures.
  2. Subrecipient Agency agrees to abide by and be bound by the Subrecipient approved budget for purchases including future reprogramming requests as approved by DCI and HIDTA. All reprogramming requests shall be submitted in writing to DCI by October 13, 2018, who shall forward them to HIDTA.

3. Requests for payment shall be submitted to DCI at the following address by the 10<sup>th</sup> of the month following the end of the claim period:

State of Wyoming  
Division of Criminal Investigation  
Attn: Division Fiscal Office  
208 South College Drive  
Cheyenne, WY 82002

4. Subrecipient Agency agrees to reimburse DCI for any amount paid by DCI to Sub-Recipient Agency that is later disallowed after audit or financial review.

5. All timesheets and supporting payroll and invoice documentation must be provided to DCI on a monthly basis to support current billing reimbursement requests, to include detailed billing summary spreadsheet.

6. Subrecipient Agency agrees that Fifty-Nine Thousand Five Hundred Ninety-two Dollars (\$59,592) of this award is budgeted for Salary and Twenty Thousand, Eight Hundred Fifty-Seven Dollars (\$20,857) is budgeted for Fringe, for a total award of Eighty Thousand, Four Hundred Forty-Nine Dollars (\$80,449). If the award is not funded in full this amount will change and a new sub-recipient agreement will be sent.

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IN WITNESS THEREOF, the parties to this Subrecipient Award consisting of three pages (3), either personally or through their duly authorized representatives, have executed this Subrecipient Award on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Subrecipient Award.

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Steven R. Woodson, Director  
Wyoming Division of Criminal Investigation

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Date

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Pete Rust, Mayor  
City of Green River

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Date

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Sub-Recipient Agency Head  
Tom Jarvie, Interim Chief of Police  
Green River Police Department

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Date