



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

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

It is hereby agreed between the Drug Enforcement Administration, and

State/Local Agency: Riverside Police Department

Street Address: 10540 Magnolia Ave, Suite B

City, State, Zip code, Telephone: Riverside, California, 92505, 951-826-5700

Financial Contact (POC): Danielle Barnes

Financial Contact Telephone/Email: 951-826-5882 / dbarnes@riversideca.gov

Tax EIN: 95-6000769

UEI#: JYMYKJ3MN56

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

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

5. The Riverside Police Department must complete annually the HSTF COP Form, listing the law enforcement officers assigned to the HSTF and as such are entitled to overtime reimbursement. Based on the needs of the HSTF, this number may change periodically, upward or downward, as approved in advance.
6. Requests for reimbursement shall be submitted monthly with all applicable fields completed, and all requests shall be received no later than December 31st of the next fiscal year for which the reimbursement applies. For example, reimbursements for the fiscal year ending September 30, 2026, shall be received monthly and not later than December 31, 2026. The DEA is not obligated to reimburse any requests received untimely and not in accordance herewith.
7. If an Agreement does not have a bill submitted within ninety (90) days of the Agreement funding date, or within sixty (60) days of when the last bill was submitted, funds will be de-obligated. Furthermore, if a State/Local Law Enforcement Organization determines there will be no additional work performed under a particular Agreement, a funding change notification email should be sent to the Regional Coordinator/Program Analyst, identifying the amount to be de-obligated as soon as possible.
8. Only sworn law enforcement officers are eligible for reimbursement in this program. Officers who are not deputized shall possess no Law Enforcement authority other than that conferred by virtue of their position as a commissioned officer of their parent Agency.
9. HSTF will only reimburse an actual dollar (\$) amount paid to the officer for overtime worked, any additional benefit or administrative fees (including compensation time) will NOT be reimbursed.
10. The State/Local Organization will comply with Title VI of the Civil Rights Act of 1964 and requirements applicable to HSTF Agreements pursuant to the regulations of the Department of Justice (see, 28C.F.R. Part 42, Subparts C and G; 28C.R.R.50.3 (1993)) relating to discrimination of the grounds of race, color, sex, age, national origin, or handicap.
11. The Agreement is effective upon signatures of all parties and will remain in effect for the duration of Riverside Police Department's participation on the HSTF, contingent upon approval of necessary funding, and unless terminated in accordance with the provisions herein. This Agreement may be modified at any time by written consent of the parties or based on changing business operations and practices of the HSTF. It may be terminated at any time upon mutual consent of the parties, or unilaterally upon written notice from the terminating party to the other party at least 30 days prior to the termination date.
12. Audit Review - It is critical that the State/Local agency maintain all supporting documentation pertaining to the HSTF Strategic Initiative/Local Overtime Program for a minimum of 6 years. Supporting documentation includes, but are not limited to: the CRA, COP form, department time sheets, pay stubs, receipts, etc. Supporting documents are not to be attached to monthly reimbursement requests, but must be maintained in the State/Local Agency for a period of 6 years.

Signatories:

Signature of State/Local Agency

Larry V. Gonzalez

Print Name

Chief of Police

Title

Riverside Police Department

State/Local Agency

Date

Signature of Sponsoring Agency Regional Coordinator

Print Name

Date

Signature of Sponsoring Federal Agency (SAC)

Print Name

Special Agent in Charge

Title

Drug Enforcement Administration

Sponsoring Federal Agency

Field Office/RA/RAC

Date

ATTEST:

By: _____
City Clerk

APPROVED AS TO FORM:

By: *John Paul* _____
Deputy City Attorney