



Santa Rosa Sheriff's Office

Sheriff Bob Johnson

NARCOTICS UNIT
P.O. BOX 7129
MILTON, FL 32572
PHONE (850) 981-2140
FAX (850) 981-2150

June 12, 2018

Chief Tommi Lyter
Pensacola Police Department
711 N. Hayne Street
Pensacola, Florida 32501

Dear Chief Lyter:

Enclosed please find your FY 17 and FY 18 HIDTA Sub-grantee Memorandum of Agreement (MOA). Please have the appropriate official sign the agreements and return them to me or Sheriff Johnson. A copy of the award letters are also enclosed for your files with your approved budgets and the budget modifications that were made.

As with the FY 16 grant award, we are required to have the following certifications (also enclosed): Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion, Certification Requiring Drug Free Workplace, Certification Regarding Lobbying, and EEO Certification. Please have the appropriate official fill out and sign all of these certifications and return with your MOA.

I would like to apologize for the inconvenience of your having to sign the MOA's/certifications for two fiscal years. It was just brought to my attention last week that the MOA's were not done at the time of the FY17 grant award, February 6, 2017 and the FY18 grant award on February 26, 2018. I was hired in January 2017 when Sheriff Johnson took office and was not aware my predecessor had completed the MOA's for FY16 and the responsibility is now mine.

Our Chief Financial Officer, Debbie Shows, informed me that everything financial has been proceeding smoothly with the grant since it started in 2016 but we need to have a new agreement on file for each grant period. Thank you for your attention to this matter and please do not hesitate to call if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Marcia Arnold".

Marcia Arnold
Administrative Clerk
SRCSO Narcotics Unit
marnold@srsso.net