

**HIGH INTENSITY DRUG
TRAFFICKING AREAS PROGRAM
PERFORMANCE MANAGEMENT
PROCESS
INITIATIVE DESCRIPTION AND
BUDGET PROPOSALS**



User Guide

Fourth Edition

January 1, 2024

[THIS PAGE IS INTENTIONALLY LEFT BLANK]

Changes from Third Edition dated February 1, 2023

Page(s)	Section: Action
3	Adds section on Session Timeout and Saving Data
8	Adds screenshot of the Initiative Description with the new TinyMCE editor
18-26	Adds new screenshots of the Initiative Compliance questions
20	Adds ability to select one or more answers regarding access to an established deconfliction system in the Primary Intelligence Initiative
21	Adds ability to select one or more answers regarding access to an established deconfliction system in the Ancillary Intelligence Initiative
30	Adds new screenshot of the redesigned Bulk Positions Entry
Appendix B 43	Adds browsers disable JavaScript for the copy and paste functions. Use CTRL + C to copy and CTRL + V for Paste
Appendix B 43-44	Adds the new TinyMCE editor ribbon and describes the functionality, Scrollbar, and Fullscreen
Appendix C 57-61	Adds new screenshots for the Enforcement Initiative Description and Budget Proposal Example

[THIS PAGE IS INTENTIONALLY LEFT BLANK]

Table of Contents

Changes from Third Edition dated February 1, 2023	i
Introduction	1
IDBP User Guide.....	1
PMP User Guide vs. IDBP User Guide	2
Definitions	2
Initiatives	2
Unfunded Initiatives	3
Initiatives Outside of the Annual Budget Review Cycle.....	3
Session Timeout and Saving Data	3
Initiative Profile	3
Lead Agencies.....	3
Co-location Site	4
Budget	4
FMS 4a-2 Budget Detail Report	4
PMP Budget Form 1	5
Initiative Description	8
Areas of Operation (Designated Counties).....	10
Law Enforcement Initiative Threat Focus	11
Investigative Initiative Threat Focus	11
Interdiction Initiative Threat Focus.....	11
Fugitive Initiative Threat Focus	12
Intelligence Investigative Activities	13
Management Initiative Activities.....	14
Meth Certification.....	14
Threshold Explanation	14
Annual Review Report	15
Threshold Explanation Example	16
Executive Board Agencies	17
Initiative Compliance	18
Law Enforcement Questions.....	18

Prosecutor Questions	19
Primary Intelligence Initiative	20
Ancillary Intelligence Initiative	21
Training Questions.....	22
Prevention Question.....	23
Management Questions	24
Policy Requests.....	27
Participating Agencies and Initiative Positions	29
Expected Values	31
Incomplete Profiles, Saving, and Submitting to ONDCP.....	33
Appendix A: Where to find the FMS 4a-2 Budget Detail Report	39
Appendix B: Initiative Description Worksheets and Formatting the Initiative Description in PMP	43
Management Initiative Description Worksheet	45
Enforcement Initiative Description Worksheet	46
Interdiction Initiative Description Worksheet	47
Prosecutor Initiative Description Worksheet.....	48
Fugitive Initiative Description Worksheet.....	49
Intelligence Initiative Description Worksheet.....	50
Training Initiative Description Worksheet	51
Support Initiative Description Worksheet.....	52
Prevention or Treatment Initiative Description Worksheet.....	53
Appendix C: How to print the Initiative Description and Budget Proposal	55
Enforcement Initiative Description and Budget Proposal Example	57
Appendix D: HIDTA Dashboard.....	63
Initiative Submission Status.....	63
How to Read and Use the HIDTA Dashboard	65
Appendix E: Adding and Deleting an Initiative in PMP.....	69
Changes from Second Edition dated January 1, 2022.....	74
Changes from First Edition dated January 1, 2021	76

Introduction

The Initiative Description and Budget Proposals (IDBPs) represent the Executive Board's strategy, and are submitted to the Office of National Drug Control Policy (ONDCP) through the Performance Management Process (PMP) database. HIDTAs use PMP to generate the appropriate content for each type of initiative:

- Enforcement initiatives (i.e., investigative, interdiction, prosecution, and fugitive capture efforts);
- Intelligence Initiatives (i.e., tactical/operational/strategic intelligence analysis, deconfliction services, information dissemination, and other analytical support to HIDTA initiatives and participating agencies);
- Support Initiatives (i.e., initiatives beyond the direct enforcement, and intelligence initiatives, such as crime/forensic labs, technical support, information technology, resource, etc.);
- Management Initiatives (i.e., that fund the basic overhead, e.g., salaries for the Director and other administrative staff).
- Prevention Initiatives;
- Training Initiatives; and
- Treatment Initiatives.

The IDBPs are generated using information and data entered into the PMP database. Prior to submission, the IDBPs should be updated with an accurate description of the initiative, its overall structure and personnel, the threat priorities the initiative will address in the coming year, and the goals of the initiative.

Completed IDBPs include verification that the Executive Board has reviewed and approved each initiative prior to submission to ONDCP, answers to all compliance questions, the methamphetamine reporting certification, expected performance targets, and any *HIDTA Program Policy and Budget Guidance* (PPBG) waiver requests. Budget documentation is also uploaded to the IDBP from the Financial Management System (FMS). Once submitted to ONDCP, the completed IDBPs and corresponding budgets will be reviewed on a rolling basis.

IDBP User Guide

The purpose of the *High Intensity Drug Trafficking Areas Program Performance Management Process Initiative Description and Budget Proposals User Guide* ("IDBP User Guide") is to assist in the data entry for the PMP initiative profiles and the submission of the IDBPs to ONDCP for review.

The *IDBP User Guide* is posted on the PMP website and available to all ONDCP staff, HIDTA Directors, and HIDTA staff responsible for entering data into the PMP database and submitting IDBPs to ONDCP. The Performance Management Process Director's Committee (PMP Committee) will update the *IDBP User Guide* as needed to keep pace with the recommendations from ONDCP and the HIDTA Directors.

If the *IDBP User Guide* does not address a concern you have about PMP IDBPs or if the contents of the *IDBP User Guide* are not clear for you, contact Veronica Pallutch at vpallutc@wb.hidta.org.

PMP User Guide vs. IDBP User Guide

The High Intensity Drug Trafficking Areas Program Performance Management Process User Guide (PMP User Guide) helps to improve the quality, integrity, and accuracy of information entered in the PMP database. The PMP User Guide incorporates the PMP Committee recommendations that ONDCP adopted to govern the operation of the PMP. The IDBP User Guide is a companion to the PMP User Guide to assist in the data entry for the PMP initiative profiles and the submission of the IDBPs to ONDCP.

Definitions

Definitions form the foundation for all activity reported in the PMP database. The definitions used in the PMP help to ensure the quality and accuracy of the information reported in the PMP database. The integrity of the PMP data relies upon strict and uniform compliance with these definitions.

See PMP User Guide latest edition for definitions used in the IDBP User Guide.

Initiatives

Historically, HIDTAs were able to combine several small initiatives (Sub-initiatives) into a single reporting unit (Overseer) or subdivide a large initiative (Overseer) into several smaller entities (Sub-initiatives). The purpose of these distinctions was to enable HIDTA Executive Boards to evaluate initiative components. Effective for the 2022 budget cycle, ONDCP will no longer recognize the distinction between Overseer and Sub-initiative.

HIDTAs may continue to fund large initiatives composed of several components, but the HIDTA will need to create a single initiative in FMS (the former Overseer) and develop internal processes to track the performance of the individual components; PMP tracks the performance of an entire initiative, not its component parts.

Annually, ONDCP uses the HIDTA dashboard in PMP to review and approve initiatives. HIDTAs are required to create an initiative first in FMS prior to completing the IDBP in PMP. The name of the initiative must exactly match in PMP and FMS to allow budget information for the initiative to be pushed from FMS to PMP. An IDBP cannot be submitted to ONDCP for review and approval without the required budget information.

On occasion, HIDTAs use funds from prior years and receive discretionary funds to support new initiatives. In either situation, HIDTAs must first create the initiative in FMS and then complete the IDBP in PMP. When a new initiative is proposed using prior year funds, the HIDTA must submit PMP Budget Form 1 instead of FMS 4a-2 Budget Detail Report. When discretionary funds are proposed to support a new initiative, the HIDTA must submit FMS 4a-2 Budget Detail Report. When prior year's funds are reprogrammed or when discretionary funds are used to support an existing initiative, a new IDBP is not needed.

Unfunded Initiatives

In rare circumstances, HIDTAs will have Initiatives that are not funded. These Initiatives must be in compliance with the HIDTA PPBG and the IDBP submitted to ONDCP for review as outlined in the IDBP User Guide.

Initiatives Outside of the Annual Budget Review Cycle

Initiatives created and approved in the Financial Management System (FMS) outside the Annual Budget Request (ABR) cycle due to reprogramming and/or discretionary funding must also receive approval in PMP. These initiatives must be in compliance with the HIDTA PPBG and the IDBP must be submitted to ONDCP for review in PMP as outlined in the IDBP User Guide. HIDTAs should notify ONDCP at ONDCP_HIDTA@ondcp.eop.gov when the initiative(s) are ready to be reviewed and approved in PMP.

Session Timeout and Saving Data

PMP has a 45-minute timeout for inactivity in the current session. The User will have to reset the session by selecting the YES button before time expires. If time does expire, the user will have to sign back into PMP. The data input that the user was currently working on will not be saved. It is imperative that user pay attention to the session timeout as well as saving data regularly.

Your PMP Session will timeout in 19:02.

Would you like to reset your session now?

YES

NO

Initiative Profile

Prior to submission, the initiative profile should be updated with an accurate description of the initiative, its overall structure and personnel, the threat priorities the initiative will address in the coming year, and the goals of the initiative.

Lead Agencies

A lead agency is one or more Federal, state, local or tribal law enforcement agency or a non-federal entity responsible for the day-to-day management of the initiative.

Initiative Profile

PUSH PROFILE

Lead Agencies

Select one...



Federal Bureau of Investigation



ADD AGENCY


Co-location Site

Co-location means working in or from the same facility, preferably with shared or contiguous workspace. In PMP, the city and state of the co-location site should be entered.

Co-Location Site	
City	<input type="text" value="Washington"/>
State	<input type="text" value="DC"/> 

Budget

The line item budgets are submitted to ONDCP for each funded initiative through Financial Management System (FMS). Appropriate funding categories and other grant-related information are stored in FMS, and must be correctly entered for approval by ONDCP. The name of the initiative must exactly match in PMP and FMS to allow budget information for the initiative to be pushed from FMS to PMP. An IDBP cannot be submitted to ONDCP for review and approval without the required budget information.

Budget		UPDATE FROM FMS
Requested: \$81,975.00		Approved: \$0.00
DHE: \$0.00		Supplemental: \$0.00
FMS 4A Budget Document		
HRPDI.pdf		VIEW/DOWNLOAD 

HIDTAs must verify the PMP Budget requested amount is the same as the FMS 4a-2 Budget Detail Report submitted with the IDBP.

FMS 4a-2 Budget Detail Report

HIDTAs must also upload the FMS 4a-2 Budget Detail Report, a .pdf generated within FMS, to the IDBP for each initiative. On occasion, HIDTAs use funds from prior years and receive discretionary funds to support new initiatives. In either situation, HIDTAs must first create the initiative in FMS and then complete the IDBP in PMP. When discretionary funds are proposed to support a new initiative, the HIDTA must submit FMS 4a-2 Budget Detail Report.

FMS 4a-2 Budget Detail Report

4a. Budget Detail

2021 - Washington - Baltimore

Input **\$81,975.00**

Hampton Roads Peninsula Drug Initiative

Overtime	Quantity	Amount	Comments
Investigative - Law Enforcement Officer	2	\$17,870.00	8935.00 ea. position
	1	\$8,935.00	
	3	\$26,805.00	
Travel	Quantity	Amount	Comments
Investigative/Operational	5	\$5,000.00	
Training	1	\$3,850.00	various LE training opportunities
	6	\$8,850.00	
Services	Quantity	Amount	Comments
Investigative services		\$35,295.00	Penlink, Pen Registers, "ping orders" ect...
		\$35,295.00	
Supplies		Amount	Comments
Computers - desktop, laptop & notebook		\$5,000.00	upgrade laptops
Office		\$5,000.00	pens, paper, pencils
Software - licenses		\$1,025.00	celebrite software
		\$11,025.00	
Total Initiative		\$81,975.00	
Total Budget		\$81,975.00	

See Appendix A: Where to find the FMS 4a-2 Budget Detail Report.

PMP Budget Form 1

When a new initiative is proposed using prior year funds, the HIDTA must prepare and submit PMP Budget Form 1 instead of FMS 4a-2 Budget Detail Report. Unfunded initiatives must prepare and submit a PMP Budget Form 1 showing \$0.

The PMP Budget Form 1 is located on the PMP homepage in an excel format.

PMP BUDGET FORM 1

2022 - Example HIDTA

using FY 2021 Funds

\$0.00

Example Drug Initiative

Personnel	Quantity	Amount	Comments
Administrative Staff	0	\$0.00	
Analyst - Intelligence	0	\$0.00	
Coordinator	0	\$0.00	
Director	0	\$0.00	
Director - Deputy	0	\$0.00	
Director - Investigative Support Center	0	\$0.00	
Financial Manager	0	\$0.00	
Financial Staff	0	\$0.00	
Information Technology Manager	0	\$0.00	
Information Technology staff	0	\$0.00	
Investigative - Support	0	\$0.00	
Training Coordinator	0	\$0.00	
Total Personnel	0	\$0.00	

Fringe	Quantity	Amount	Comments
Administrative staff	0	\$0.00	
Analyst - Intelligence	0	\$0.00	
Coordinator	0	\$0.00	
Director	0	\$0.00	
Director - Deputy	0	\$0.00	
Director - Investigative Support Center	0	\$0.00	
Financial Manager	0	\$0.00	
Financial staff	0	\$0.00	
Information Technology Manager	0	\$0.00	
Information Technology staff	0	\$0.00	
Investigative - support	0	\$0.00	
Training Coordinator	0	\$0.00	
Total Fringe	0	\$0.00	

Overtime	Quantity	Amount	Comments
Investigative - Law Enforcement Officer	0	\$0.00	
	0	\$0.00	
	0	\$0.00	
Total Overtime	0	\$0.00	
Travel	Quantity	Amount	Comments
Administrative	0	\$0.00	
Investigative/Operational	0	\$0.00	
Training	0	\$0.00	
Total Travel	0	\$0.00	
Facilities	Quantity	Amount	Comments
Lease	0	\$0.00	
Support	0	\$0.00	
Treatment, prevention, demand reduction	0	\$0.00	
Total Facilities	0	\$0.00	
Services	Quantity	Amount	Comments
Communications - data lines	0	\$0.00	
Communications - mobile phones & pagers	0	\$0.00	
Communications - office phones	0	\$0.00	
Contractor - Analyst - Intelligence	0	\$0.00	
Equipment rentals	0	\$0.00	
Investigative services	0	\$0.00	
Service contracts	0	\$0.00	
Service contracts: treatment/prevention/demand red	0	\$0.00	
Shipping & postage	0	\$0.00	
Software - maintenance	0	\$0.00	
Treatment, prevention, demand reduction	0	\$0.00	
Vehicle allowance	0	\$0.00	
Total Services	0	\$0.00	
Equipment	Quantity	Amount	Comments
Communications - mobile phones & pagers	0	\$0.00	
Total Equipment	0	\$0.00	
Supplies	Quantity	Amount	Comments
Computers - desktop, laptop & notebook	0	\$0.00	
Computers - peripherals & printers	0	\$0.00	
Investigative/Operational	0	\$0.00	
Office	0	\$0.00	
Office - furniture	0	\$0.00	
Office - machines	0	\$0.00	
Software - licenses	0	\$0.00	
Technical investigative equipment	0	\$0.00	
Total Supplies	0	\$0.00	
Other			Comments
Administrative costs	0	\$0.00	
PE/PI/PS	0	\$0.00	
Total Other	0	\$0.00	
Total Initiative		\$0.00	

Initiative Description

Annually, HIDTAs should update the initiative description to ensure its accuracy. Law Enforcement initiatives need to explain the purpose of the initiative and provide a detailed explanation of the specific threat/s identified in the HIDTA Annual Threat Assessment that this initiative is designed to address. Intelligence Initiatives need to describe how the initiative establishes collection requirements and how it collects, evaluates, collates, analyzes, and disseminates law enforcement information and intelligence. The Management & Coordination initiative needs to describe the function of the initiative and describe the staff roles. Support Initiatives (training, prevention, etc.) should provide a brief description of the purpose for each initiative.

Effective for the 2022 budget cycle and going forward, the Initiative Descriptions on the data entry screen will be broken down by the initiative description sections needed for each Initiative type. HIDTAs are encouraged to use the initiative description worksheets to copy and paste into PMP.

Effective for the 2024 budget cycle and going forward, Initiative Descriptions will be formatted using bullet points to convey clear, concise information. The Personnel Structure and Participating Agencies and Positions sections of the IDBP has been removed.

Initiative Purpose

File	Insert	View	Format
↶ ↷	Arial	14px	B <i>I</i> <u>U</u>
<p>The Canadian Border Counterdrug Task Force (CBCTF) is a cooperative partnership of Federal, state, tribal, and local law enforcement agencies encompassing King, Queen, Prince, and Princess Counties in west-central Canada. The CBCTF:</p> <ul style="list-style-type: none">• Focuses on mid- to upper-level Mexican drug trafficking organizations (DTOs) operating in the King metropolitan area• Supports street-level investigative operations targeting gangs with ties to Mexican DTOs• Interdicts smaller quantities of marijuana, cocaine, and controlled prescription drugs			

Threat Priorities

File	Insert	View	Format
↶ ↷	Arial	11pt	B <i>I</i> <u>U</u>
<p>Primary threats:</p> <ul style="list-style-type: none">• International and regional DTOs affiliated with Mexican transnational criminal organizations (TCOs)<ul style="list-style-type: none">◦ Primarily transport methamphetamine and heroin into the region◦ Use the area as a transshipment point for methamphetamine destined to Ohio, Virginia, and Kentucky, and other areas along the east coast◦ Some drugs remain in the King area for distribution by affiliated gangs			

Investigative Approach

File	Insert	View	Format
↶ ↷	Arial	14px	B <i>I</i> <u>U</u>
<ul style="list-style-type: none">• The initiative is divided into four units, collocated in the DEA office in King County:<ul style="list-style-type: none">◦ Interdiction Unit: efforts are employed by the CBP and Amtrak.<ul style="list-style-type: none">▪ Two K-9 units with the King County Sheriff's Office monitor bus and rail transfer stations within the AOR▪ Leads from drug seizures are handed off to the Investigative task force◦ Investigative Unit: Investigations focus on tracing drugs to the source of supply, and inform investigations into Mexican DTOs and TCOs◦ Finance Unit: The IRS and KPD conducts complex investigations into financial crimes and assists on other cases that require financial investigations			

See Appendix B: Initiative Description Worksheets and Formatting Initiative Descriptions in PMP.


Areas of Operation (Designated Counties)

Select all HIDTA designated counties in the initiative’s primary areas of operation and not just where the initiative is located. For example, the initiative below is located in Washington, D.C. but its areas of operation includes Washington, D.C. and neighboring Prince George’s County, Maryland.

Areas of Operation (Designated Counties)

Select one...

ADD COUNTY

Washington, D.C.

Prince George's, Maryland

Law Enforcement Initiative Threat Focus

Check all that apply to Organization Focus such as international, multi-State, local Drug Trafficking Organization (DTO) and/or international, multi-State, local Money Laundering Organization (MLO) focus, Gang Focus, or Fugitives.

Check all that apply to Interdiction Modalities such as air, rail, highway, parcel (commercial), parcel (postal) or other if not listed. Check not applicable (N/A) if strictly an investigative initiative.

Check all that apply to Drug Focus such as cocaine/crack, fentanyl, heroin, methamphetamine, or marijuana. If “Other” is checked for the drug a text box pops up that allows you to type in whatever drug is the main focus for this Initiative.

Investigative Initiative Threat Focus

Threat Focus (Check all that apply)

Organization Focus

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> International DTO Focus | <input checked="" type="checkbox"/> Multi-State DTO Focus | <input checked="" type="checkbox"/> Local DTO Focus | <input type="checkbox"/> Gang Focus |
| <input type="checkbox"/> International MLO Focus | <input type="checkbox"/> Multi-State MLO Focus | <input type="checkbox"/> Local MLO Focus | <input type="checkbox"/> Fugitive Focus |

Interdiction Modalities

- | | | | |
|---|--|----------------------------------|-----------------------------------|
| <input type="checkbox"/> Air | <input checked="" type="checkbox"/> Rail | <input type="checkbox"/> Highway | <input type="checkbox"/> Maritime |
| <input checked="" type="checkbox"/> Parcel (Commercial) | <input type="checkbox"/> Parcel (Postal) | <input type="checkbox"/> Other | <input type="checkbox"/> N/A |

Drug Focus

- | | | |
|--|--|---------------------------------|
| <input type="checkbox"/> Cocaine/Crack | <input checked="" type="checkbox"/> Fentanyl | <input type="checkbox"/> Heroin |
| <input type="checkbox"/> Methamphetamine | <input type="checkbox"/> Marijuana | <input type="checkbox"/> Other |

Interdiction Initiative Threat Focus

Threat Focus (Check all that apply)

Interdiction Modalities

- | | | | |
|--|---|----------------------------------|-----------------------------------|
| <input type="checkbox"/> Air | <input type="checkbox"/> Rail | <input type="checkbox"/> Highway | <input type="checkbox"/> Maritime |
| <input type="checkbox"/> Parcel (Commercial) | <input checked="" type="checkbox"/> Parcel (Postal) | <input type="checkbox"/> Other | <input type="checkbox"/> N/A |

Drug Focus

- | | | |
|---|------------------------------------|---------------------------------|
| <input type="checkbox"/> Cocaine/Crack | <input type="checkbox"/> Fentanyl | <input type="checkbox"/> Heroin |
| <input checked="" type="checkbox"/> Methamphetamine | <input type="checkbox"/> Marijuana | <input type="checkbox"/> Other |

Fugitive Initiative Threat Focus

Threat Focus (Check all that apply)

Organization Focus

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> International DTO Focus | <input type="checkbox"/> Multi-State DTO Focus | <input type="checkbox"/> Local DTO Focus | <input type="checkbox"/> Gang Focus |
| <input type="checkbox"/> International MLO Focus | <input type="checkbox"/> Multi-State MLO Focus | <input type="checkbox"/> Local MLO Focus | <input checked="" type="checkbox"/> Fugitive Focus |

Drug Focus

- | | | |
|--|---|---------------------------------|
| <input type="checkbox"/> Cocaine/Crack | <input checked="" type="checkbox"/> Fentanyl | <input type="checkbox"/> Heroin |
| <input type="checkbox"/> Methamphetamine | <input checked="" type="checkbox"/> Marijuana | <input type="checkbox"/> Other |

Intelligence Investigative Activities

Check all that apply to the services provide such as strategic, operational or tactical intelligence products, information sharing, analytical support, target/investigative data deconfliction, or event deconfliction.

Intelligence Investigative Activities

Services Provided (Check all that apply):

Intelligence Products

- ☒ Strategic Intelligence
- ☒ Operational Intelligence
- ☒ Tactical Intelligence

Information Sharing

- ☒ Information Sharing

Analytical Case Support

- ☒ Analytical Support

Watch Center/Deconfliction

- ☒ Target/Investigative Data
- ☒ Event

Management Initiative Activities

Meth Certification

Effective for the 2021 budget cycle and going forward, ONDCP no longer requires HIDTA Directors to submit a written certification to ONDCP. By checking yes in the meth certification box, the HIDTA Director certifies that all law enforcement entities participating in the HIDTA are providing methamphetamine laboratory seizure data to the national clandestine laboratory database/National Seizure System at EPIC.

Management Initiative Activities

Meth Certification

Is this HIDTA compliant with the requirements to report meth lab data to EPIC?

☒ Yes ☐ No

Threshold Explanation

Effective for the 2021 budget cycle and going forward, ONDCP no longer requires HDTAs to submit an Annual Report as a part of the Annual Reporting Requirements. However, the HIDTA Director or designee must complete this section in the Management and Coordination initiative profile. If there are no variances, **“There are no variances above or below 15%”** should be inputted the text box.

Below, is the process to review the Annual Review Report and an example threshold explanation of the variances above or below 15%.

Threshold Explanation

Explain any variance above or below 15% with regard to the measures for Goal 1 and Goal 2 below. You can reference the "Annual Review Report" for your HIDTA by [Clicking Here](#).

If there are no variances, please put "No variances above or below 15%". This section should only be filled out by the HIDTA Director or their designee.

ROI for Drugs Removed: W/B HIDTA initiatives had a banner year for drug seizures. Several large seizures resulted in a sharp increase in the ROI for drugs removed from the market place.

ROI for Drugs and Assets: W/B HIDTA initiatives had a banner year for drug seizures. Several large seizures resulted in a sharp increase in the ROI for drugs removed from the market place and in the overall ROI for Drugs and Assets.

Select the link “Clicking Here” to be taken to the reports option. Select the most recent program year ended, and click the ‘Generate Report’ button.

Annual Review Report

Annual Review Report

Core Tables ORS Tables Data Exports Reports

Annual HIDTA Review:	Annual Review Report	Strategy Review
Budget Preparation:	Core Outputs	Other Outputs Report Initiative Compliance Review Initiative Description Budget Proposal
HIDTA Management:	Progress Review	HIDTA DHE Report Initiative Expected Accomplishments Participants Report
Initiative Information:	Initiative Outputs Report (Excel)	Resources Workloads Report (Excel)
	Initiative Report by Calendar Year (Excel)	Initiative Summary
ONDCP Reports:	HIDTA Program Outputs	Program Performance (Goal 1) Program Performance (Goal 2)
	Non-Compliant HDTAs	

Year: 2019 HIDTA: Washington/Baltimore HIDTA GENERATE REPORT

Threshold (+/-) Used: 15%

FY 2019 ANNUAL REVIEW REPORT

HIDTA: Washington/Baltimore HIDTA

GOAL 1				
Performance Measure	Expected	Actual	Pct.	Review Needed?
DTO/MLO Disrupted/Dismantled	134	151	113%	No
ROI for Drugs Removed	\$3.44	\$7.06	205%	Yes, above range
ROI for Assets Seized	\$1.87	\$1.74	93%	No
ROI for Drugs and Assets	\$5.31	\$8.80	166%	Yes, above range

GOAL 2				
Performance Measure	Expected	Actual	Pct.	Review Needed?
Students Trained	1,175	3,281	279%	Yes, above range
Pct Reporting Improved KSAs	85%	95%	112%	No
Pct Applying Course Materials	85%	83%	98%	No
Pct New DTOs Deconflicted	100%	100%	100%	No
Analytical Support Provided	255	340	133%	Yes, above range
Pct Reporting Case Support Useful	85%	81%	95%	No
Pct Reporting Intelligence Products Useful	85%	100%	118%	Yes, above range

Threshold Explanation Example

ROI for Drugs Removed: W/B HIDTA initiatives had a banner year for drug seizures. Several large seizures resulted in a sharp increase in the ROI for drugs removed from the market place.

ROI for Drugs and Assets: W/B HIDTA initiatives had a banner year for drug seizures. Several large seizures resulted in a sharp increase in the ROI for drugs removed from the market place and in the overall ROI for Drugs and Assets.

Students Trained: When training estimates were prepared, it was unknown whether the Northeast Counterdrug Training Center (NCTC) would offer courses in 2019. Fortunately, NCTC came through with a number of courses and this resulted in more students receiving training than anticipated.

Analytical Support Provided: ISC analysts and imbedded analysts received an unusually high number of requests for case support services from our law enforcement initiatives. This increase resulted in more support provided by ISC and imbedded analysts than anticipated.

Pct Reporting Intelligence Products Useful: The ISC's intelligence products proved to be very useful for law enforcement personnel in their decision-making. The ISC products exceeded expectations in both the number of products produced and their usefulness.

Executive Board Agencies

The Executive Board Agencies tab in the Management & Coordination profile is where HIDTAs list agencies on their HIDTA's Executive Board and indicate if the agency is a voting or non-voting member. The HIDTA Director's agency must be listed as a non-voting member.

Agencies may be pushed into the next year either individually or all-together.

Executive Board Agencies

PUSH ALL AGENCIES TO 2023

List of Agencies

ADD AGENCY

		Agency Name	Type	Voting	
PUSH	EDIT	Aberdeen Police Department	Local	Non-Voting	☒
PUSH	EDIT	Arlington County Detention Facility	Local	Non-Voting	☒
PUSH	EDIT	Arlington County Police Department	Local	Voting	☒
PUSH	EDIT	Roanoke County Police Department	Local	Non-Voting	☒
PUSH	EDIT	Probation and Parole Agency	State	Voting	☒
PUSH	EDIT	Drug Enforcement Administration	Federal	Voting	☒

Initiative Compliance

Initiative compliance questions are directly from the *HIDTA Program Policy and Budget Guidance*. If prompted, a waiver or pre-approval justification must be entered in the Policy Exemptions tab.

Law Enforcement Questions

Initiative Compliance

Does the initiative provide information to the HIDTA Investigative Support Center and ancillary intelligence initiatives as requested?

☒ Yes ☐ No

Is this initiative a multi-agency effort comprised of Federal, state, local, and tribal law enforcement personnel who are assigned full-time, collocated, and commingled?

☒ Yes ☐ No

Does this initiative use HIDTA funds to fund all or part of the salary (not including overtime) of a state or local law enforcement officer?

☒ Yes ☐ No

Has the initiative previously submitted a detailed justification for this position explaining the need to use HIDTA funds for this purpose that was approved by ONDCP? If answered yes, the initiative does not need to submit a pre-approval justification through the Policy Requests Tab.

☒ Yes ☐ No

Has the previous approved position changed in scope?

☐ Yes ☒ No

Does this initiative use the HIDTA's ISC and/or ancillary intelligence and information sharing initiative for event and target/investigative information deconfliction?

☒ Yes ☐ No

Prosecutor Questions

Initiative Compliance

Does this initiative use HIDTA funds to fund a prosecutor?

☒ Yes ☐ No

Has the initiative previously submitted a detailed justification for this position explaining the need to use HIDTA funds for this purpose that was approved by ONDCP? If answered yes, the initiative does not need to submit a pre-approval justification through the Policy Requests Tab.

☒ Yes ☐ No

Has the previous approved position changed in scope?

☒ Yes ☐ No

Warning, if answered yes, this initiative must submit to ONDCP a detailed justification explaining the need to use HIDTA funds for this purpose. You must submit a pre-approval justification through the Policy Requests Tab.

Has a hiring agency certification been submitted to the HIDTA Director on agency letterhead?

☒ Yes ☐ No

Does the prosecutor(s) primarily support HIDTA initiatives?

☒ Yes ☐ No

Does this initiative use the HIDTA's ISC and/or ancillary intelligence and information sharing initiative for event and target/investigative information deconfliction?

☐ Yes ☒ No

Warning, if answered no, this initiative may not be in compliance and may be rejected by ONDCP. You must submit a waiver to ONDCP.

Primary Intelligence Initiative

Initiative Compliance

Is this initiative the HIDTA's primary intelligence initiative or an ancillary intelligence initiative?

☒ Primary ☐ Ancillary

Does this initiative share drug-related information and intelligence products with other ISCs and national intelligence centers?

☒ Yes ☐ No

Does this initiative have full-time Federal, state, local, or tribal law enforcement personnel participating in the initiative?

☒ Yes ☐ No

Are full-time Federal, state, local, and tribal law enforcement personnel assigned this initiative collocated and commingled?

☒ Yes ☐ No

Is the ISC Manager an employee of a participating Federal, state, local, or tribal agency, or a contractor employed by a participating agency?

- ☐ Yes – Federal Agency Employee
☐ Yes – State Agency Employee
☐ Yes – Local Agency Employee
☒ Yes – Tribal Agency Employee
☐ Yes – Contract Employee
☐ No

Does the ISC Manager have a Top Secret security clearance?

☒ Yes ☐ No

Is this initiative sponsored by at least one participating law enforcement agency?

☒ Yes ☐ No

Are this initiative's intelligence products (if applicable) posted to the Homeland Security Information Network (HSIN)?

☒ Yes ☐ No

Does this initiative support, as appropriate, the production of the annual threat assessment?

☒ Yes ☐ No

Does this initiative have access to and properly utilize law enforcement, proprietary, and public databases containing information owned by the participating agencies?

☒ Yes ☐ No

Does the initiative have access to an established deconfliction system that is part of the Nationwide Deconfliction Pointer Solution (NDPS)?

- ☒ Yes – Case Explorer
☒ Yes – SAFETNet
☐ Yes – RISSNET
☐ No

In 2024, there is an option to select one or more answers regarding access to an established deconfliction system:

Ancillary Intelligence Initiative

Initiative Compliance

Is this initiative the HIDTA's primary intelligence initiative or an ancillary intelligence initiative?

☐ Primary ☒ Ancillary

Is there a representative of the Drug Enforcement Administration participating in this initiative or the primary intelligence initiative?

☒ Yes ☐ No

Do initiative personnel with a requirement to access national security information or secure areas of the ISC have sufficient security clearance to allow such access?

☒ Yes ☐ No

Is this initiative sponsored by at least one participating law enforcement agency?

☒ Yes ☐ No

Are this initiative's intelligence products (if applicable) posted to the Homeland Security Information Network (HSIN)?

☒ Yes ☐ No

Does this initiative support, as appropriate, the production of the annual threat assessment?

☒ Yes ☐ No

Does this initiative have access to and properly utilize law enforcement, proprietary, and public databases containing information owned by the participating agencies?

☒ Yes ☐ No

Does the initiative have access to an established deconfliction system that is part of the Nationwide Deconfliction Pointer Solution (NDPS)?

- ☒ Yes – Case Explorer
- ☐ Yes – SAFETNet
- ☒ Yes – RISSNET
- ☐ No

In 2024, there is an option to select one or more answers regarding access to an established deconfliction system:

Training Questions

Initiative Compliance

Has HIDTA-sponsored and facilitated training been reported in PMP?

☒ Yes ☐ No

Has the Executive Board designated a Training Coordinator?

☒ Yes ☐ No

Is the HIDTA funded training directly related to drug enforcement or other HIDTA initiative-related duties of the individuals receiving training?

☒ Yes ☐ No

Is HIDTA funded or sponsored training reported to the National HIDTA Assistance Center?

☒ Yes ☐ No

Prevention Question

Initiative Compliance

Does the initiative support Evidence-Based and/or Evidence-Informed prevention strategies?

☒ Yes ☐ No

Management Questions

Initiative Compliance

Has the Executive Board reviewed the designated areas to ensure that each area continues to meet the statutory requirements for designation, and the strategy affirms the review has been conducted?

☒ Yes ☐ No

Is the Executive Board submitting a petition to ONDCP requesting the removal of designated areas that no longer meet the requirements for designation?

☒ Yes ☐ No

Has the Executive Board apportioned an equal number of votes between representatives of participating Federal agencies and representatives of participating state, local, and tribal agencies, or uses a system of proxy or weighted votes to achieve the required voting balance?

☒ Yes ☐ No

Does the Executive Board comply with the membership and voting requirements?

☒ Yes ☐ No

If applicable, are proxy/weighted vote procedures included in the HIDTA's written standard operating procedures (SOPs)?

☒ Yes ☐ No

Has the Executive Board reviewed and approved the threat assessment, strategy, and IDBPs prior to submission to ONDCP?

☒ Yes ☐ No

Has the Executive Board reviewed the HIDTA's initiatives for compliance with HIDTA Program Policy and Budget Guidance?

☒ Yes ☐ No

Has the Executive Board reviewed the initiatives' achievement of negotiated performance targets?

☒ Yes ☐ No

Has the Executive Board reviewed whether each initiative is sufficiently productive to warrant continued HIDTA Program funding?

☒ Yes ☐ No

Has the Executive Board terminated or revised initiatives that are no longer productive, no longer address an identified threat, or do not comply with HIDTA Program requirements?

☒ Yes ☐ No

Are the findings of the annual initiative reviews documents and records retained for a period of 3 years?

☒ Yes ☐ No

Is each agency's representative to the Executive Board the local head of the participating agency or a permanently-designated, high-ranking official of the agency who has the authority to commit the agency's resources to HIDTA initiatives and to make decisions on behalf of his/her agency?

☒ Yes ☐ No

Is the HIDTA Director a non-voting member of the Executive Board?

☒ Yes ☐ No

Does a representative of a Federal agency hold a Chairman/Vice Chairman position on the Executive Board?

☒ Yes ☐ No

Does a representative of a state, local, or tribal agency hold a Chairman/Vice Chairman position on the Executive Board?

☒ Yes ☐ No

Does the Executive Board ensure that the agency represented by the Chairman/Vice Chairman has not held these positions for more than 2 years (consecutively)?

☒ Yes ☐ No

Has the Executive Board established written SOPs (or other administrative, financial, or operational guidelines) to ensure compliance with Federal grant regulations, HIDTA program requirements, and to provide guidance regarding the operation of HIDTA activities?

☒ Yes ☐ No

Are the Executive Board's SOPs consistent with the established policies of participating agencies?

☒ Yes ☐ No

Does the Executive Board meet at least quarterly?

☒ Yes ☐ No

Have the Executive Board's meeting minutes from the previous calendar year been submitted to ONDCP?

☒ Yes ☐ No

Has the HIDTA Director retained the Executive Board meeting minutes from the past 3 years?

☒ Yes ☐ No

Is PMP data entered on a quarterly basis, at minimum?

☒ Yes ☐ No

Is PMP training provided annually?

☒ Yes ☐ No

Does the Director convene initiative supervisors at least semi-annually to facilitate coordination and communication between participating agencies and initiatives?

☒ Yes ☐ No

Does the HIDTA have a management and coordination initiative staffed by, at minimum, the HIDTA Director and a financial officer?

☒ Yes ☐ No

Are the total salaries and fringe benefits for management and coordination initiative positions less than 20 percent of the HIDTA program funds awarded to the HIDTA?

☒ Yes ☐ No

Has the Executive Board ensured that each HIDTA initiative has established performance targets?

☒ Yes ☐ No

Has at least one current HIDTA staff member successfully completed the HIDTA PMP certification course?

☒ Yes ☐ No

Does the Executive Board sponsor at least one Intelligence and Information Sharing Initiative (Investigative Support Center) consisting of commingled participants from Federal and state/local/tribal agencies?

☒ Yes ☐ No

Is there a designated IT manager for the HIDTA?

☒ Yes ☐ No

Is an Acceptable Use Policy (AUP) in place that fulfills the requirements in PPBG Section 9.5?

☒ Yes ☐ No

Are information system(s) security policies in place that meet or exceed the requirements of the participating agencies?

☒ Yes ☐ No

Policy Requests

Waivers are exemptions for matters of non-compliance, and should be submitted through the IDBP process. Waivers need to be submitted for every applicable budget year to which they apply. ONDCP will only consider waiver requests submitted by a HIDTA in the IDBP for the initiative requesting the waiver. The waiver request must:

- Identify the policy requirement for which the waiver is requested;
- Explain why the policy requirement cannot be met;
- Describe the impact if the waiver is not granted; and
- Demonstrate that the Executive Board has approved the waiver request.

Policy provisions that require pre-approval include things like position justifications, re-programming, and purchases of certain items. These are one-time requests for approval from ONDCP, prior to committing grant funds; there may not be a need for annual approval, depending on the scenario.

Position Justifications that are new or that have changed in scope will require a letter uploaded in a PDF format, explaining in detail the justification and why it is necessary to use HIDTA funds for this purpose. For example, HIDTA initiatives that propose using Program funds to pay all or part of the salary of a state or local law enforcement officer, a prosecutor, or prosecutorial support staff must submit a detailed justification explaining why it is necessary to use HIDTA funds for this purpose.

The IDBP process is for the initial annual budget submission and discretionary initiatives to get approved by ONDCP. If a reprogramming occurs after the IDBP has been approved, the HIDTA Financial Manager is responsible for any policy request that is required. These requests must be submitted through PMP.

HIDTAs are responsible for keeping a record of all ONDCP approvals.

See the current edition of the *HIDTA Program Policy & Budget Guidance* to determine if an Initiative will need a Policy Request.

Initiative Policy Requests

List of Policy Requests

Add/Edit this Request

Request Chapter:

All

Request Section:

Select one...

Request Type:

☐ Waiver ☐ Pre-Approval ☐ Position Justification

Document:

Browse...

No file selected.

UPLOAD

Justification:

☐ Executive Board Approved

☐ ONDCP Approved

End Date:

ONDCP Reason:

SAVE REQUEST

CANCEL

		Section	Request Type	Justification	Board Approved	ONDCP Approved	ONDCP Reason	End Date	
EDIT	PUSH	5.1 Executive Board Representation and Voting Requirements	Waiver	Needed for voting.	Yes	Pending			✕
EDIT	PUSH	6.2.8 Deconfliction	Waiver	Law Enforcement Initiative Example Description Initiative Purpose The Canadian Border Counterd...	Yes	Yes		11/1/2023	✕

Starting in 2023, HIDTAs will be able to push individual policy requests to the next year.

		Section	Request Type	Justification	Board Approved	ONDCP Approved	ONDCP Reason	End Date	
EDIT	PUSH	6.2.11 Product Dissemination	Waiver	Law Enforcement Initiative Example Description Initiative Purpose The Canadian Border Counte...	No	Pending		3/15/2023	✕

An end date will be added to the waivers. This date will be set by ONDCP upon approval only when the waiver is not for the full year.

Participating Agencies and Initiative Positions

HIDTA participating agencies are those agencies that have assigned a position to a HIDTA initiative. These positions are entered into the Profile tab for an initiative and are reproduced in the initiative's IDBP. If the number of positions an agency assigns to an initiative change during the year, the IDBP must be updated to remain current.

A participating agency does not have to be located in a HIDTA-designated county. The total number of agencies participating in a HIDTA is reported in the "Participants Report" available on the main PMP portal.

The master agency list is maintained by the Washington/Baltimore HIDTA. Beginning in 2022, new agencies will be pulled from FMS. If an agency is not in FMS, the user must email the PMP Help desk to get the agency added to the master agency list. Position titles are entered by HIDTA-level users who should be cognizant of any misspellings.

Beginning in 2024, positions have a required field for Position Type. There are nine position types: Law Enforcement, Legal, Analyst, Investigative Support, ORS/Prevention/Treatment, IT Support, Administrative/Management, Training, and Other.

You will NOT be able to push positions without first updating the position by selecting an option from the dropdown.

If you Push All positions, you will get this message, since positions missing the Position Type will NOT push forward:



Push Successful. Positions without a Position Type were NOT pushed.

If you try to push a position individually, you will get this message if the Position Type is missing:



Push Failed. This position requires a Position Type.

See the current PMP User Guide for the definitions on the different position types.

HIDTAs can now delete multiple or all positions for a year. Select the positions you want to delete or select All to delete all of them. You will be asked to verify that you want to delete the number of positions you selected.

Initiative Positions

ADD SINGLE POSITION

ADD MULTIPLE POSITIONS

Sort By:

Number of Positions Displayed 10

Report Order

Position

Quantity

Agency

HIDTA Funded

Co-Located

Fulltime

PUSH ALL POSITIONS TO 2024

EDIT SELECTED POSITIONS

DELETE SELECTED POSITIONS

<div><div>All</div><div></div></div>		Position	Quantity	Details	Notes
<div><div></div><div>EDIT</div><div>PUSH</div></div>		Federal Fulltime	5	Agency: Johnson Learning Center HIDTA Funded: Yes Co-Located: Yes Fulltime: Yes Report Order: 0	
<div><div></div><div>EDIT</div><div>PUSH</div></div>		Local Fulltime	3	Agency: Internal Revenue Service HIDTA Funded: Yes Co-Located: Yes Fulltime: Yes Report Order: 0	

HIDTAs can now add a single position or enter positions in bulk. HIDTAs can enter the data for 1 – 30 positions at one time. Any positions with errors will stay on the screen with an error message. All positions successfully saved will disappear from the screen. HIDTAs can also edit multiple positions at the same time. Check the box to the left of the position you want to edit in the grid (or select All to edit all positions). Then click on Bulk Positions. That will take you to the same bulk positions screen, but you will be able to edit the positions instead of creating new ones.

Bulk Position Entry

Number of Positions 10

Title	Agency/Position Type	Quantity	Position Stats	Report Order	Notes
	<div><div></div><div></div></div>		<div><div>Co-Located</div><div>Fulltime</div><div>HIDTA Funded</div></div>		
	<div><div></div><div></div></div>		<div><div>Co-Located</div><div>Fulltime</div><div>HIDTA Funded</div></div>		

A button to sort by Report Order was also added to organize positions by Report Order first, then by Title. This is the default and sorts the positions the same as they will appear on the IDBP.

Expected Values

Initiatives must enter expected results for outputs appropriate for the type of initiative. In most cases, expected values default to the three-year average. Ensuring the expected values are entered correctly will avoid pass back questions. An example of a pass back question would be if the number of Cases Provided Analytical Support is 10 when the initiative does not have an analyst listed or an analyst is listed but the Cases Provided Analytical Support is 0.

Expected values required by initiative type include the following:

Law Enforcement Activities

Investigative

- DTOs/MLOs expected to be Dismantled or Disrupted
- Cases Provided Analytical Support

Interdiction

- Cases Provided Analytical Support

Fugitive

- Fugitives

Prosecution

- Number of Indictments
- Individuals Prosecuted
- Individuals Convicted
- HIDTA Cases Supported

Intelligence Services

- Cases Provided Analytical Support
- Event Deconflictions
- Target/Investigative Data Matches

Training Services

Number of Students

- Enforcement
- Analytical
- Management
- Demand Reduction

Hours of Training Provided

- Enforcement
- Analytical
- Management
- Demand Reduction

Prevention, Treatment

- Other Outputs

NHAC initiatives, National HIDTA initiatives, and discretionary initiatives may require other outputs.

Return on Investment (ROI) on PMP Homepage

Prior to the beginning of each reporting period, HIDTA Directors are required to set performance expectations for the Drug ROI, Cash and Assets ROI, and the Total ROI. See the current PMP User Guide for more information on ROI.

- Drugs
- Cash and Assets
- Total ROI

Incomplete Profiles, Saving, and Submitting to ONDCP

There are common mistakes that will make the incomplete profile banner appear. The user should ask the following questions:

- Are all sections in the Profile completed?
 - Profile sections include:
 - Lead Agencies
 - Co-Location Site
 - Budget
 - Description
 - Areas of Operation (Designated Counties)
 - Threat Focus/Intelligence Activities/Management Activities
 - Initiative Compliance
 - Policy Requests
 - Initiative Positions
- Does the Budget Requested amount and FMS 4a-2 Budget Detail Report match?
- Is a 4a report or PMP Budget Form 1 uploaded?
- Has the profile been saved?
- Are all required expected values completed and saved?

Starting in the 2023 budget cycle, required text on the Initiative profile will be **RED** and will turn **BLACK** once completed.

Initiative: Baltimore Metropolitan Initiative - MTI

Profile

Seizures

Activities

Prosecution

Other Outputs

DHE

Profile/Positions

Initiative Description

Budget Proposal

Policy Requests

Year:

2024

Definitions & Key Terms »

Select a different Initiative:

Baltimore Metropolitan Initiative - MTI

This profile is incomplete

Expected values have not been saved

Initiative Profile

PUSH PROFILE

Lead Agencies

Select one...

ADD AGENCY

Co-Location Site

Budget

UPDATE FROM FMS

City

State

Requested: \$0.00

Approved: \$0.00

DHE: \$0.00

Supplemental: \$0.00

FMS 4A Budget Document

UPLOAD FILE

Initiative: Baltimore Metropolitan Initiative - MTI

Profile Seizures Activities Prosecution Other Outputs DHE

Profile/Positions Initiative Description Budget Proposal Policy Requests

Year: 2024 Definitions & Key Terms »

Select a different Initiative: Baltimore Metropolitan Initiative - MTI

Initiative Profile

PUSH PROFILE

Lead Agencies

Select one...
ADD AGENCY

Carroll County Sheriffs Department

Co-Location Site

City Solomon's Island

State MD

Budget

UPDATE FROM FMS

Requested: \$0.00 Approved: \$0.00

DHE: \$0.00 Supplemental: \$0.00

FMS 4A Budget Document

Enforcement Initiative Description Worksheet - Update2.docx

VIEW/DOWNLOAD

Initiatives are incomplete until the Save button is used. Once saved, you can then submit to ONDCP. Only Admins can submit the IDBP to ONDCP.

Initiative Compliance

Does the initiative provide information to the HIDTA Investigative Support Center and ancillary intelligence initiatives as requested?
☒ Yes ☐ No

Is this initiative a multi-agency effort comprised of Federal, state, local, and tribal law enforcement personnel who are assigned full-time, colocated, and commingled?
☒ Yes ☐ No

Does this initiative use HIDTA funds to fund all or part of the salary (not including overtime) of a state or local law enforcement officer?
☐ Yes ☒ No

Does this initiative use HIDTA funds to fund a prosecutor?
☐ Yes ☒ No

Does this initiative use the HIDTA's ISC and/or ancillary intelligence and information sharing initiative for event and target/investigative information deconfliction?
☒ Yes ☐ No

SUBMIT TO ONDCP

SAVE

DELETE

Initiative Compliance

Does the initiative provide information to the HIDTA Investigative Support Center and ancillary intelligence initiatives as requested?

☒ Yes ☐ No

Is this initiative a multi-agency effort comprised of Federal, state, local, and tribal law enforcement personnel who are assigned full-time, collocated, and commingled?

☒ Yes ☐ No

Does this initiative use HIDTA funds to fund all or part of the salary (not including overtime) of a state or local law enforcement officer?

☐ Yes ☒ No

Does this initiative use HIDTA funds to fund a prosecutor?

☐ Yes ☒ No

Does this initiative use the HIDTA's ISC and/or ancillary intelligence and information sharing initiative for event and target/investigative information deconfliction?

☒ Yes ☐ No

Has the HIDTA Director or their designee reviewed this initiative?

YES, SUBMIT

NO, DO NOT SUBMIT

SUBMIT TO ONDCP

SAVE

DELETE

Completed IDBPs include verification that the Executive Board has reviewed and approved each initiative prior to submission to ONDCP, answers to all compliance questions, the methamphetamine reporting certification, expected performance targets, and any *HIDTA Program Policy and Budget Guidance* (PPBG) policy requests. Budget documentation from the Financial Management System (FMS), pre-approvals and position justifications are manually uploaded to the IDBP.

See Appendix C: How to print the Initiative Description and Budget Proposal.

Initiative: Baltimore Metropolitan Initiative - MTI

Profile

Seizures

Activities

Prosecution

Other Outputs

DHE

Profile/Positions

Initiative Description

Budget Proposal

Policy Requests

Year: 2024 Definitions & Key Terms »

Select a different Initiative: Baltimore Metropolitan Initiative - MTI

The IDBP has been submitted to ONDCP and is pending approval

Initiative Profile

PUSH PROFILE

Lead Agencies

Select one...

ADD AGENCY

Carroll County Sheriffs Department

Co-Location Site

City Solomon's Island

State MD

Budget

Requested: \$0.00

Approved: \$0.00

DHE: \$0.00

Supplemental: \$0.00

FMS 4A Budget Document

Enforcement Initiative Description Worksheet - Update2.docx

VIEW/DOWNLOAD

Once IDBPs are submitted to ONDCP, they will be locked, and only a HIDTA Administrator will be able to make changes. Positions, however, may be updated at any time by any authorized PMP user. Once submitted to ONDCP, the completed IDBPs and corresponding budgets will be reviewed on a rolling basis. After an IDBP is approved by ONDCP, the HIDTA must get permission from ONDCP to unlock PMP to make corrections (see the current edition of the PMP User Guide for the Timeline for PMP Database Locking).

See Appendix D: HIDTA Dashboard.

[THIS PAGE IS INTENTIONALLY LEFT BLANK]

Appendix A: Where to find the FMS 4a-2 Budget Detail Report

Financial Managers and HIDTA staff with report access to the Financial Management System (FMS) can run the 4a report. HIDTAs are strongly encouraged to get the PMP Coordinators trained and to gain report only access to FMS. This will allow the PMP Coordinator to run, save, and upload the 4a after the Financial Manager has entered the data.

Below is how to run the 4a report in FMS.

The screenshot displays the Financial Management System (FMS) interface. At the top, there is a header with the HIDTA logo on the left, the title "FINANCIAL MANAGEMENT SYSTEM" in large green letters in the center, and a "High Intensity Drug Trafficking Area" badge on the right. Below the header, a navigation bar includes links for Home, Reports, Award Letters, and Utilities. The main content area is titled "HIDTA Reports" and features a sidebar on the left with a tree view of report categories: Summary, Grant Balance, Analysis, and Budget Detail. The "Budget Detail" category is expanded, showing "4a-2. Budget Detail for WebPMP" as the selected option. The main panel displays the "4a-2. Budget Detail for WebPMP" form. It includes a "Year" dropdown set to "2021", a "Budget Version" dropdown set to "Input", and three sections for selecting items: "Initiative" (with 222 items checked), "Award Recipient" (with 22 items checked), and "Resource Recipient" (with 179 items checked). Each section contains a list of specific programs and agencies with checkboxes.

From the Home Screen, select HIDTA Reports. Under Budget Detail Select the 4a.2 Budget Detail for WebPMP, Select Year, and Select Input Budget Version.

Home Reports Award Letters Utilities Log

HIDTA Reports

Summary

- 1a. HIDTA Summary
- 1b. Initiative Summary By AR
- 1c. Initiative Summary By RR

Grant Balance

- 2a. Grant Balance By AR
- 2b. Grant Balance By Initiative
- 2c. Grant Balance By Initiative and AR
- 2d. Grant Balance by Initiative, AR and RR
- 2e. Grant Balance By AR and Initiative
- 2f. Grant Balance By Initiative and AR Three Years (R)
- 2g. Grant Balance by Initiative and AR Three Years (C)

Analysis

- 3a. Analysis of ARs (w - Drill down)
- 3b. Analysis of RRs (w - Drill down)
- 3c. Analysis of Initiatives (w - Drill down)

Budget Detail

- 4a-2. Budget Detail for WebPMP
- 4a. Budget Detail
- 4b. Budget Detail - No Comments
- 4c. Budget Detail - Selected Initiatives
- 4d. Budget Detail - Three Year Trend

Validation

- 5a. Grant Information - Award Recipient
- 5b. Award Recipient Validation

4a-2. Budget Detail for WebPMP

Year: 2021

Budget Version: Input

Initiative

- ☐ Select All (2 items checked)
- ☐ ET - Roanoke County Drug Initiative
- ☐ Fairfax County Alcohol and Substance Abuse Services
- ☐ Fairfax County Sheriff's Treatment
- ☐ Frederick County Drug Initiative
- ☒ Hampton Roads Peninsula Drug Initiative
- ☐ Hampton Roads Regional Drug Initiative
- ☐ Harford County Drug Diversion Initiative

Award Recipient

- ☒ Select All (22 items checked)
- ☒ Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF 2021 - Washington - Baltimore)
- ☒ Bureau of Land Management (BLM 2021 - Washington - Baltimore)
- ☒ Department of Homeland Security (DHS 2021 - Washington - Baltimore)
- ☒ Drug Enforcement Administration (DEA 2021 - Washington - Baltimore)
- ☒ Federal Bureau of Investigation (FBI 2021 - Washington - Baltimore)
- ☒ Internal Revenue Service (IRS 2021 - Washington - Baltimore)
- ☒ National Park Service (NPS 2021 - Washington - Baltimore)

Resource Recipient

- ☒ Select All (179 items checked)
- ☒ Chesapeake Police Department
- ☒ Hampton Police Department
- ☒ Martinsburg Police Department

Check one of your initiatives, Select all AR, and Select all RR,

1c. Initiative Summary By RR

Grant Balance

- 2a. Grant Balance By AR
- 2b. Grant Balance By Initiative
- 2c. Grant Balance By Initiative and AR
- 2d. Grant Balance by Initiative, AR and RR
- 2e. Grant Balance By AR and Initiative
- 2f. Grant Balance By Initiative and AR Three Years (R)
- 2g. Grant Balance by Initiative and AR Three Years (C)

Analysis

- 3a. Analysis of ARs (w - Drill down)
- 3b. Analysis of RRs (w - Drill down)
- 3c. Analysis of Initiatives (w - Drill down)

Budget Detail

- 4a-2. Budget Detail for WebPMP
- 4a. Budget Detail
- 4b. Budget Detail - No Comments
- 4c. Budget Detail - Selected Initiatives
- 4d. Budget Detail - Three Year Trend

Validation

- 5a. Grant Information - Award Recipient
- 5b. Award Recipient Validation
- 5c. Resource Recipient Validation
- 5d. Initiative Validation
- 5e. Expiring Grants

History

- 6a. Reprogramming Approval History
- 6b. Disbursement Approval History
- 6c. Extension Approval History
- 6d. Budget Status

Budget Version: Input

Initiative

- ☐ Select All (2 items checked)
- ☐ ET - Roanoke County Drug Initiative
- ☐ Fairfax County Alcohol and Substance Abuse Services
- ☐ Fairfax County Sheriff's Treatment
- ☐ Frederick County Drug Initiative
- ☒ Hampton Roads Peninsula Drug Initiative
- ☐ Hampton Roads Regional Drug Initiative
- ☐ Harford County Drug Diversion Initiative

Award Recipient

- ☒ Select All (22 items checked)
- ☒ Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF 2021 - Washington - Baltimore)
- ☒ Bureau of Land Management (BLM 2021 - Washington - Baltimore)
- ☒ Department of Homeland Security (DHS 2021 - Washington - Baltimore)
- ☒ Drug Enforcement Administration (DEA 2021 - Washington - Baltimore)
- ☒ Federal Bureau of Investigation (FBI 2021 - Washington - Baltimore)
- ☒ Internal Revenue Service (IRS 2021 - Washington - Baltimore)
- ☒ National Park Service (NPS 2021 - Washington - Baltimore)

Resource Recipient

- ☒ Select All (179 items checked)
- ☒ Chesapeake Police Department
- ☒ Hampton Police Department
- ☒ Martinsburg Police Department
- ☒ Newport News Police Department
- ☒ Norfolk Police Department
- ☒ Portsmouth Police Department
- ☒ Virginia Beach Police Department

Run Report

Select the Run Report button. The report will generate a PDF. Save to your computer.

4a. Budget Detail

2021 - Washington - Baltimore

Input **\$81,975.00**

Hampton Roads Peninsula Drug Initiative

Overtime	Quantity	Amount	Comments
Investigative - Law Enforcement Officer	2	\$17,870.00	8935.00 ea. position
	1	\$8,935.00	
	3	\$26,805.00	

Travel	Quantity	Amount	Comments
Investigative/Operational	5	\$5,000.00	
Training	1	\$3,850.00	various LE training opportunities
	6	\$8,850.00	

Services	Quantity	Amount	Comments
Investigative services		\$35,295.00	Penlink, Pen Registers, "ping orders" ect...
		\$35,295.00	

Supplies	Amount	Comments
Computers - desktop, laptop & notebook	\$5,000.00	upgrade laptops
Office	\$5,000.00	pens, paper, pencils
Software - licenses	\$1,025.00	celebrite software
	\$11,025.00	

Total Initiative **\$81,975.00**

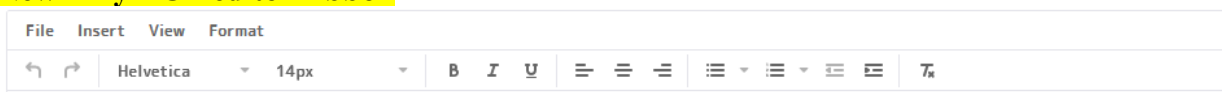
[THIS PAGE IS INTENTIONALLY LEFT BLANK]

Appendix B: Initiative Description Worksheets and Formatting the Initiative Description in PMP










The initiative descriptions on the data entry screen are broken down by the initiative description sections needed for each initiative type. HIDTAs are encouraged to use the initiative description worksheets to copy and paste each section into PMP after the initiative descriptions have been finalized for the budget year to be submitted to ONDCP. Browsers disable JavaScript for the copy and paste functions. Use CTRL + C to copy and CTRL + V for Paste.



The initiative descriptions now have the added ability to format text in PMP.

New TinyMCE editor ribbon




Functionality on the TinyMCE editor ribbon:



- Under File:
 -  **New document** - Clears out the current form and removes all formatting
 -  **Preview** - Opens a pop-up with just the text inside
 -  **Export** ▶ - Gives the option to open the text in a PDF (only option available)
 -  **Print...** *Ctrl+P* - Opens the text in a print preview to print or save
- Under Insert:
 -  **Horizontal line** - Inserts a horizontal line
 -  **Date/time** ▶ - Inserts a date/time
- Under View:
 -  **Spellcheck** - Turn the spellchecker on/off
 -  **Preview** - Opens a pop-up with just the text inside
 -  **Fullscreen** *Ctrl+Shift+F* - Open the text area to Fullscreen, also used to exit Fullscreen
- Under Format:

  - Undo or redo the last edit


Helvetica ▼ **14px** ▼ - Choose the font style and size

B **I** **U** - Change the font to Bold, Italicize, and Underline

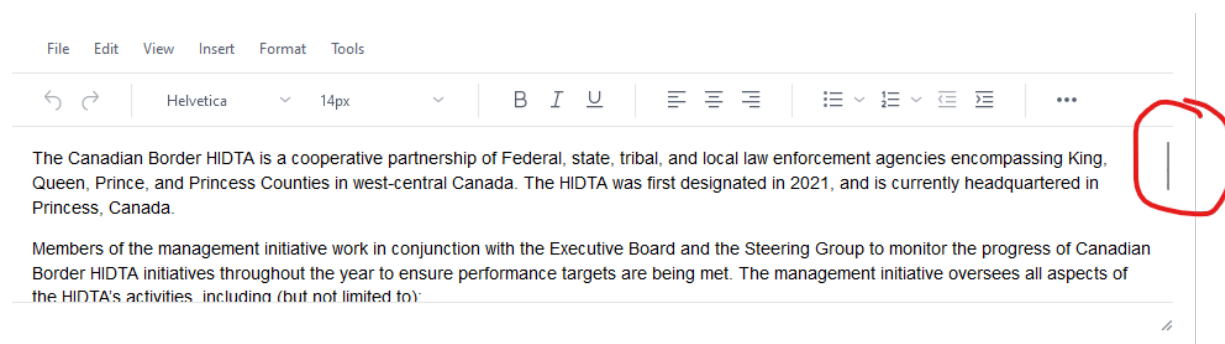
 - Align the text Left, Center, or Right

  - Add bullet dots or numbers of various styles

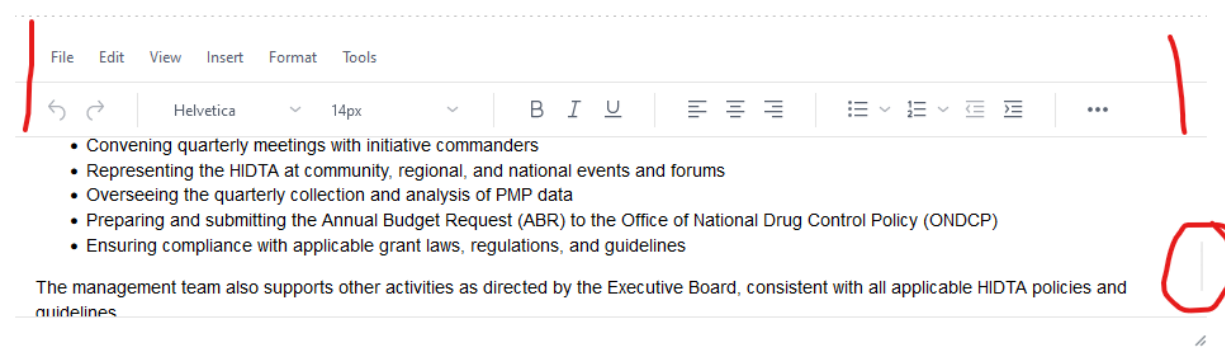
  - Decrease or Increase the indent of the text

 - Clear all formatting from the selected text

Scrollbar and Fullscreen



Scroll inside the text box and the editor ribbon will remain anchored in place. Scrolling outside of the box can lose the editor ribbon and will scroll through the webpage instead of scrolling inside the text box.



There is an option under View to go to Fullscreen for large amount of text. Fullscreen is recommended for large amounts of text since there will be only one scrollbar for the text box. The webpage scrollbar is not available in Fullscreen.

The following initiative description worksheets are to assist initiatives in the format for Budget Year 2024 and going forward. The initiative description worksheets include example descriptions.

The Initiative description worksheets are located on the PMP homepage in a Word format.

Management Initiative Description Worksheet

Describe the function of the Management & Coordination initiative and describe the staff functions.

Overview

The Canadian Border HIDTA is a cooperative partnership of Federal, state, tribal, and local law enforcement agencies encompassing King, Queen, Prince, and Princess Counties in west-central Canada.

- First designated in 2021
- Currently headquartered in Princess, Canada

Members of the management initiative work in conjunction with the Executive Board and the Steering Group to monitor the progress of Canadian Border HIDTA initiatives throughout the year to ensure performance targets are being met. The management initiative oversees all aspects of the HIDTA's activities, including (but not limited to):

- Supporting quarterly Executive Board meetings
- Conducting comprehensive annual reviews of each initiative
- Convening quarterly meetings with initiative commanders
- Representing the HIDTA at community, regional, and national events and forums
- Overseeing the quarterly collection and analysis of PMP data
- Preparing and submitting the Annual Budget Request (ABR) to the Office of National Drug Control Policy (ONDCP)
- Ensuring compliance with applicable grant laws, regulations, and guidelines

The management team also supports other activities as directed by the Executive Board, consistent with all applicable HIDTA policies and guidelines.

Fiduciaries

- King Police Department
 - Contract positions are administered by the King Police Department.
- Queen Sheriff's Office
- Princess University

Additional Activities

Members of this initiative also partner with several Prevention Coalitions including:

- King County Drug Free Communities Program "Youth Connection Coalition"
- Queen Mental Health Authority
- University of Canada Public Health Research Center
 - Develop a statewide overdose surveillance system

Enforcement Initiative Description Worksheet

Explain the mission of the initiative and provide a detailed explanation of the specific threat/s identified in the HIDTA Annual Threat Assessment that this initiative is designed to address.

Initiative Purpose

The Canadian Border Counterdrug Task Force (CBCTF) is a cooperative partnership of Federal, state, tribal, and local law enforcement agencies encompassing King, Queen, Prince, and Princess Counties in west-central Canada. The CBCTF:

- Focuses on mid- to upper-level Mexican drug trafficking organizations (DTOs) operating in the King metropolitan area
- Supports street-level investigative operations targeting gangs with ties to Mexican DTOs
- Interdicts smaller quantities of marijuana, cocaine, and controlled prescription drugs.

Threat Priorities

Primary threats:

- International and regional DTOs affiliated with Mexican transnational criminal organizations (TCOs)
 - Primarily transport methamphetamine and heroin into the region
 - Use the area as a transshipment point for methamphetamine destined to Ohio, Virginia, and Kentucky, and other areas along the east coast
 - Some drugs remain in the King area for distribution by affiliated gangs.

Investigative Approach

- Interdiction efforts are employed by the CBP and Amtrak.
 - Two K-9 units with the King County Sheriff's Office monitor bus and rail transfer stations within the AOR
 - Leads from drug seizures are handed off to the Investigative task force
- Investigations focus on tracing drugs to the source of supply, and inform investigations into Mexican DTOs and TCOs.
- The Finance Unit conducts complex investigations into financial crimes and assists on other cases that require financial investigations
- The DEA coordinates these efforts to develop cases to the fullest extent possible.
- Federal prosecutors from the USAO provide full-time support processing cases from the task forces
- Note: The initiative commanders anticipate higher seizure totals in CY2022 than reported for CY2021 due to tactical changes and emphasis on transportation nodes.

Interdiction Initiative Description Worksheet

Explain the mission of the initiative and provide a detailed explanation of the specific threat/s identified in the HIDTA Annual Threat Assessment that this initiative is designed to address.

Initiative Purpose

The Canadian Border Interdiction Task Force (CBITF) is a cooperative partnership of Federal, state, tribal, and local law enforcement agencies interdicting illicit drugs and cash transiting to, through, and from west-central Canada. The task force is led by the Canada State Police (CSP), and primarily conducts coordinated highway interdiction operations along the I-40 and I-115 corridors.

Threat Priorities

Primary threats:

- International and regional Drug Trafficking Organizations (DTOs) affiliated with Mexican transnational criminal organizations (TCOs)
 - Primarily transport methamphetamine and heroin into the region
 - Use the area as a transshipment point for methamphetamine destined to Ohio, Virginia, and Kentucky, among other areas along the east coast.
- The CBITF also interdicts smaller quantities of marijuana, cocaine, and controlled prescription drugs.

Interdiction Approach

CBITF conducts at least three multi-agency, intelligence-led interdiction operations along the I-40 and I-115 corridors.

- K-9 units will be strategically located to enhance coverage in areas known to be used heavily by Mexican DTOs and OMGs operating along major interstates connecting Arkansas, Missouri, Tennessee, and northern Louisiana.
- CBITF will fund the acquisition of scanning and detection technologies for the participating agencies, as well as specialized training for highway interdictors.
- CBITF members also gather and submit information on DTO activity, concealment techniques, and officer safety concerns to the ISC for analysis dissemination to partner agencies.

Prosecutor Initiative Description Worksheet

Explain the mission of the initiative and provide a detailed explanation of the specific threat/s identified in the HIDTA Annual Threat Assessment that this initiative is designed to address.

Initiative Purpose

The Canadian Border Prosecutor Initiative is designed to reduce drug trafficking in the King metropolitan area by providing prosecutorial support to King metropolitan area HIDTA initiatives. As a liaison between state and federal court personnel, the prosecutors use the initiative's resources and venues based on investigators' needs.

Threat Priorities

- Exclusive prosecutorial support for investigations and prosecutions involving collocated HIDTA initiatives in the Canada metropolitan area.
- Conspiracy prosecutions of drug trafficking organizations and their principle members.

Investigative Approach

- Provide investigative advice to law enforcement personnel
- Assist in the preparation of orders for electronic surveillance and arrest and search warrants
- Proffer sessions and advise HIDTA personnel on grand jury and trial preparation
- Coordinate activities with other HIDTA groups and facilitate sharing information with the ISC on trafficking patterns and potential investigative targets

Fugitive Initiative Description Worksheet

Explain the mission of the initiative and provide a detailed explanation of the specific threat/s identified in the HIDTA Annual Threat Assessment that this initiative is designed to address.

Initiative Purpose

The Canadian Border Fugitive Task Force (CBFTF) is a cooperative partnership of Federal, state, tribal, and local law enforcement agencies pursuing fugitives in King, Queen, Prince, and Princess Counties in west-central Canada.

- Collocated at the U.S. Marshals field office in Queen County
- Focuses on fugitives with a connection to drug trafficking and other drug-related crimes

Threat Priorities

Primary threats:

- International and regional DTOs affiliated with Mexican transnational criminal organizations (TCOs):
 - Primarily transport methamphetamine and heroin into the region
 - Use the area as a transshipment point for methamphetamine destined to Ohio, Virginia, and Kentucky, among other areas along the east coast.
 - Some drugs remain in the Canadian Border area for distribution by affiliated gangs.
- Fugitives with a connection to these DTOs and gangs

Investigative Approach

- CBFTF conducts fugitive operations, investigating perpetrators' connections to Mexican DTOs and TCOs
- Amtrak police monitor the railways and interdict small quantities of various drugs, as well as illegally obtained firearms.
- Note: The CBFTF is anticipating a slight decline in fugitive operations due to changes in Federal participation in the initiative and, has adjusted targets to reflect those changes for CY2022.

Intelligence Initiative Description Worksheet

Describe how this initiative establishes collection requirements and how it collects, evaluates, collates, analyzes, and disseminates law enforcement information and intelligence.

Initiative Purpose

The Canadian Border HIDTA Investigative Support Center (ISC) is a cooperative partnership of Federal, state, tribal, and local law enforcement agencies supporting enforcement initiatives operating in King, Queen, Prince, and Princess Counties in west-central Canada.

- First funded by HIDTA in 2004, when Queen County received HIDTA designation.
- Collocated with the DEA office in King County
- Focuses on providing analytical case support, information sharing, and intelligence production for the designated area.

Deconfliction

The ISC partners with the Regional Organized Crime Information Center (ROCIC), a Regional Information Sharing Systems (RISS) Center, to provide 24/7 event and investigative/target data deconfliction to all HIDTA participating and non-participating agencies in west-central Canada.

Note: The ISC and ROCIC have conducted extensive deconfliction outreach efforts in CY2021, and expect a significant increase in event deconflictions in CY2022. Expected performance targets for deconfliction have been adjusted to reflect the anticipated surge in support to area law enforcement agencies.

Training Initiative Description Worksheet

Please provide a brief description of the mission for this Initiative.

Initiative Purpose

The Canadian Border HIDTA sponsors and supports training in conjunction with Federal, state and local law enforcement partners. As a core function of the HIDTA Program, training is necessary to enhance law enforcement capabilities, ensure officer safety, and address emerging drug trafficking threats in the region.

Training Priorities

Based on the 2021 Threat Assessment's report that DTOs are exploiting area highways to transport kilogram quantities of methamphetamine and cocaine through the region, the 2021 training portfolio will include training on:

- Highway interdiction and detection techniques
- Concealment methods
- Officer safety protocols when conducting highway traffic stops.

The HIDTA will also offer four new courses to intelligence analysts in case support techniques in addition to its core suite of training services as requested by outreach to the initiatives and participating agencies in the region.

All training activities are reported in PMP and the HOTT system as required, and training data is used to manage the initiative and enhance the training program from year to year.

Support Initiative Description Worksheet

Please provide a brief description of the mission for this Initiative.

Initiative Purpose

The local police agencies do not have sufficient forensic lab capacity to process the firearms evidence associated with serious drug and violent crime cases and many violent criminals involved in drug-trafficking related crimes are not brought to justice in the most expedient, efficient, or effective manner.

To address this issue, the King Forensic Enhancement and Laboratory Services Initiative (KFELSI) processes evidence for law enforcement agencies throughout the HIDTA-designated area. The initiative responds to a demonstrated need for forensic laboratory analysis and processing of evidence related to drug trafficking and overdoses.

Prevention or Treatment Initiative Description Worksheet

Please provide a brief description of the mission for this Initiative.

Initiative Purpose

The Canadian Border HIDTA sponsors and supports the Western Canada Prevention (WCP) Initiative in conjunction with community public health and safety partners targeting youth populations in the region. The initiative seeks to:

- Enhance awareness of drug use among youth populations
- Support outreach and engagements with community groups including:
 - Drug Free Committees grantees
 - Training for public health professionals serving youth

Threat Priorities

The WCP is focused on serving organizations and community coalitions that seek to address drug use by teens in underserved areas.

- Reporting by Federal health agencies and the Canadian Border HIDTA say teen use of methamphetamine is rising in rural areas of King and Queen counties.
- Drug trafficking organizations are targeting high schools and university and college campuses to distribute small, low-cost quantities of methamphetamine in pill form.
- Youth are also exposed to a variety of other illicit drugs in the region, particularly vaping products laced with THC.

Other Activities

There are no additional activities under this initiative.

Please note that the Other Activities section must be completed. If there are no other activities to report type “There are no additional activities under this initiative” in this section.

[THIS PAGE IS INTENTIONALLY LEFT BLANK]

Appendix C: How to print the Initiative Description and Budget Proposal

From the Home Screen, select the Reports tab. Under Budget Preparation, select Initiative Description Budget Proposal (IDBP).

Performance Management Process

Viewing Year
2024

Return on Investment

ROI	3-YR	EXPECTED
DRUGS	\$10.90	\$6.25
ASSETS	\$1.74	\$1.75
TOTAL	\$12.64	\$8.00

EDIT EXPECTED VALUES

Budget

ENFORCEMENT	\$0.00
SUPPORT	\$0.00
TREATMENT	\$0.00
PREVENTION	\$0.00
TRAINING	\$0.00
INTELLIGENCE	\$0.00
MANAGEMENT	\$0.00
TOTAL	\$0.00

Reports

Select HIDTA
Washington/Baltimore HIDTA

Select Initiative
All Initiatives

Core Tables

ORS Tables

Data Exporting

Reports

Annual HIDTA Review

Annual Review Report

Strategy Review

Budget Preparation

Core Outputs

Other Outputs Report

Interdiction Report

Initiative Description Budget Proposal

HIDTA Management

Progress Review

HIDTA OHE Report

Initiative Expected Accomplishments

Participants Report

Initiative Information

Initiative Outputs Report (Excel)

Resources Workloads Report (Excel)

Initiative Report by Calendar Year (Excel)

Initiative Summary

ONDCP Reports

HIDTA Program Outputs

Program Performance (Goal 1)

Program Performance (Goal 2)

ONDCP Quarterly Report

ONDCP ABR Report

HIDTA Dashboard

ONDCP Quarterly Drugs

Select the Program Year. Check the box next to the Category of reports you wish to print. You can select all categories, all initiatives in a category or individual initiatives. Select the Generate Reports button.

The screenshot shows the 'PERFORMANCE MANAGEMENT PROCESS' web application. The user is logged in as Veronica. The main heading is 'Initiative Description Budget Proposal'. Below this, there are tabs for 'Core Tables', 'ORS Tables', 'Data Exports', and 'Reports'. The 'Reports' tab is active, showing a grid of report categories and specific reports. The 'Initiative Description Budget Proposal' report is highlighted. Below the grid, there are dropdown menus for 'Year' (set to 2021) and 'HIDTA' (set to Washington/Baltimore HIDTA), and a 'GENERATE REPORT' button. Below this, there is a section for 'Low Enforcement' with a list of initiatives and checkboxes. The 'Baltimore Metropolitan Initiative - DSPII' checkbox is checked.

Category	Report
Annual HIDTA Review:	Annual Review Report, Strategy Review
Budget Preparation:	Core Outputs, Other Outputs Report, Initiative Compliance Review, Initiative Description Budget Proposal
HIDTA Management:	Progress Review, HIDTA DHE Report, Initiative Expected Accomplishments, Participants Report
Initiative Information:	Initiative Outputs Report (Excel), Resources Workloads Report (Excel), Initiative Report by Calendar Year (Excel), Initiative Summary
ONDCP Reports:	HIDTA Program Outputs, Program Performance (Goal 1) , Program Performance (Goal 2), Non-Compliant HIDTAs

Year: 2021 HIDTA: Washington/Baltimore HIDTA GENERATE REPORT

Low Enforcement

- ☐ Select All
- ☐ Baltimore Metropolitan Initiative
- ☒ - Baltimore Metropolitan Initiative - DSPII
- ☐ - Baltimore Metropolitan Initiative - MTI
- ☐ Southern Maryland Drug and Interdiction Initiative
- ☐ - Southern Maryland Drug and Interdiction Initiative - SMI
- ☐ - Southern Maryland Drug and Interdiction Initiative - SMDI
- ☐ Dorchester County Drug Initiative

The report will generate in the report viewing pane. Hover your mouse over the report and the print and download tool will be available. Click print or download to save to your computer.

You can also access the IDBPs from the Initiative Profile.

Initiative: Management Coordination

The screenshot shows the 'Initiative: Management Coordination' web application. The user is logged in as Veronica. The main heading is 'Initiative: Management Coordination'. Below this, there are tabs for 'Profile', 'Profile/Positions', 'Initiative Description Budget Proposal', 'Waivers', 'Pre-Approval', and 'Executive Board Agencies'. The 'Initiative Description Budget Proposal' tab is highlighted. Below the tabs, there are dropdown menus for 'Year' (set to 2021) and a 'Definitions & Key Terms' link.

Profile/Positions Initiative Description Budget Proposal Waivers Pre-Approval Executive Board Agencies

Year: 2021 Definitions & Key Terms »

When the IDBP link is selected it will open to a new window to the IDBPs in the report section. The initiative will automatically be checked. The user may also select other initiatives at this time. Select the Generate Reports button. The report will generate in the report viewing pane. Hover your mouse over the report and the print and download tool will be available. Click print or download to save to your computer.

The new window is beneficial to the user because they can toggle between the initiative profile and IDBP reports if a mistake is found that needs to be corrected. The user can make a correction and rerun the report. If the IDBP is correct, close the window after the IDBP is printed or downloaded and saved to your computer.

Enforcement Initiative Description and Budget Proposal Example

FY 2024 ENFORCEMENT INITIATIVE DESCRIPTION BUDGET PROPOSAL (INTERDICTION)

HIDTA: Washington/Baltimore HIDTA
INITIATIVE TITLE: Delivery Systems Parcel Interdiction
LEAD AGENCY(S): Maryland State Police
CO-LOCATION SITE: Baltimore City , MD

1. DESCRIPTION

Initiative Purpose

The Delivery System Parcel Interdiction Initiative (DSPII) is a cooperative partnership of state, local and federal law enforcement agencies encompassing Baltimore City, Baltimore County, Anne Arundel County, Carroll County, Howard County, Harford County, and Cecil County in Maryland. The DSPII:

- Concentrates on parcel interdiction at the local private carrier sites for FedEx, FedEx Ground, UPS, DHL, and the United States Postal Service.
- Focuses on interdiction at the local and national commercial freight companies, local storage facilities and at different franchised owned UPS Stores and other shipping stores such as Post Net in the unit's area of responsibility.

Threat Priorities

- International and regional Drug Trafficking Organizations (DTOs)
 - Parcels/freight shipments are being shipped to the Baltimore Metro Area from the Southwest border and western states such as California, Oregon, Washington, Colorado, and Nevada.
 - Marijuana, cocaine and fentanyl are the primary drugs that are being shipped domestically.
 - In cooperation with HSI and CBP, DSPII has seen an increase in international drug laden parcels being sent from such countries as Guatemala, Columbia, Belgium, Argentina, China and Canada.
 - Cocaine, heroin, fentanyl, MDMA, prescription pills, and marijuana are some of the drugs that are being shipped internationally.
 - In return for the drug laden parcels, parcels/freight shipments are being sent outbound to the Southwest border and western states that contain illicit U.S. Currency.

Interdiction Approach

- DSPII will continue to conduct parcel and freight interdictions on a daily basis at local private shipping companies that target the inbound flow of illicit narcotics and contraband
- DSPII will increase outbound interdictions at private shipping companies to target the flow of illicit U.S. Currency.
- DSPII will continue to have increased emphasis on international parcel interdiction to target the flow of cocaine, heroin and fentanyl into the Baltimore Metro area.

2. INITIATIVE PARTICIPANTS

HIDTA Participating Agency Positions, Summary					
	Federal		Other		
	Full Time	Part Time	Full Time	Part Time	Total
Co-Located	1	0	6	0	7
Non-Co-Located	0	0	0	0	0
Total	1	0	6	0	7

HIDTA Participating Agency Positions					
Quantity	Title	Agency	HIDTA Funded	Co-Located	Fulltime
1	Group Supervisor	Maryland State Police	No	Yes	Yes
1	Agent	United States Department of Homeland Security Investigations	No	Yes	Yes
3	Trooper	Maryland State Police	No	Yes	Yes
1	Task Force Officer	Baltimore City Police Department	No	Yes	Yes
1	Task Force Officer	Baltimore County Police Department	No	Yes	Yes

3. INITIATIVE BUDGET (Pulled automatically from FMS)

FY 2024 Request for initiative: **\$107,475.00**
 Approved Budget: **\$0.00**
 Current Budget: **\$0.00**

DESIGNATED COUNTIES OF PRIMARY FOCUS:

Anne Arundel, Maryland
Baltimore City, Maryland
Baltimore, Maryland
Carroll, Maryland
Cecil, Maryland
Harford, Maryland
Howard, Maryland

4. DESCRIPTION (Check all that apply)

Interdiction Modalities

- | | | |
|--|--|-----------------------------------|
| <input checked="" type="checkbox"/> Air | <input checked="" type="checkbox"/> Rail | <input type="checkbox"/> Highway |
| <input type="checkbox"/> Parcel (Commercial) | <input type="checkbox"/> Parcel (Postal) | <input type="checkbox"/> Maritime |
| <input type="checkbox"/> Other | <input type="checkbox"/> N/A | |

Drug Focus

- | | | |
|---|---|---------------------------------|
| <input checked="" type="checkbox"/> Cocaine/Crack | <input checked="" type="checkbox"/> Fentanyl | <input type="checkbox"/> Heroin |
| <input type="checkbox"/> Methamphetamine | <input checked="" type="checkbox"/> Marijuana | <input type="checkbox"/> Other |

5. INITIATIVE COMPLIANCE

Does the initiative provide information to the HIDTA Investigative Support Center and ancillary intelligence initiatives as requested?

- ☒ Yes ☐ No

Is this initiative a multi-agency effort comprised of Federal, state, local, and tribal law enforcement personnel who are assigned full-time, collocated, and commingled?

- ☒ Yes ☐ No

Does this initiative fund all or part of the salary (not including overtime) of a state or local law enforcement officer?

- ☐ Yes ☒ No

Does this initiative use the HIDTA's ISC and/or ancillary intelligence and information sharing initiative for event and target/investigative information deconfliction?

☒ Yes ☐ No

Drug Seizures				
Drug Seizure Groups (Units)	2020 Actual	2021 Actual	2022 Actual	2020 - 2022 Average
Cocaine/Crack Kg	12.650	4.403	57.971	25.008
Fentanyl Kg	1.148	1.043	1.170	1.120
Heroin Kg	0.000	0.001	0.000	0.000
Marijuana Kg	215.678	223.133	1486.526	641.779
Methamphetamine/Ice Kg	0.000	1.813	0.020	0.611
Other D.U.	93015.000	177.000	237.000	31143.000
Other Kg	8.610	8.703	13.351	10.221

Cash and Other Asset Seizures				
	2020 Actual	2021 Actual	2022 Actual	2020 - 2022 Average
Cash Assets	\$319,102.00	\$43,314.00	\$107,901.00	\$156,772.33
Other Assets	\$45,000.00	\$35,000.00	\$0.00	\$26,666.67
Total Assets Seized	\$364,102.00	\$78,314.00	\$107,901.00	\$183,439.00

Analytical Support					
Output	2020 - 2022 Average	2020 Actual	2021 Actual	2022 Actual	2024 Expected
Cases Provided Analytical Support	0	0	0	0	0

Law Enforcement Activity			
Other Outputs	2020 Actual	2021 Actual	2022 Actual
Arrests	15	6	10
Firearm Tracing	0	0	0
Firearms Seized	1	3	4
NIBIN (Matching) Correlation	0	0	0
NIBIN Acquisition	0	0	0
Vaping Cartridges Seized	0	0	0
Wiretaps (Lines)	0	0	0

[THIS PAGE IS INTENTIONALLY LEFT BLANK]

Appendix D: HIDTA Dashboard

Annually, ONDCP uses the HIDTA Dashboard in PMP to review and approve initiatives. HIDTAs are required to create an initiative first in FMS prior to completing the IDBP in PMP. The name of the initiative must exactly match in PMP and FMS to allow budget information for the initiative to be pushed from FMS to PMP. An IDBP cannot be submitted to ONDCP for review and approval without the required budget information.

Pursuant to *HIDTA Program Policy and Budget Guidance*, HIDTAs must enter required data into the PMP database on a quarterly basis. Entering data quarterly rather than at the end of the year improves the quality and accuracy of the data. The PMP Committee encourages HIDTAs to enter data about investigative activity more frequently whenever feasible.

HIDTA Directors and their designees have read-only access to the HIDTA Dashboard.

Initiative Submission Status

If a profile has not yet been submitted to ONDCP, the Initiative Name will appear in **Black**.

If it has been submitted, but not approved, it will appear in **Red**.

If the profile has been submitted and approved, the Initiative Name appears in **Green**.

If the initiative has Policy Requests, approved or not, it will indicate that with **(Policy Requests)** next to the Initiative Name.

HIDTA Review: Washington/Baltimore HIDTA

Year: 2024 HIDTA: Washington/Baltimore HIDTA

HIDTA Status

HIDTA Budget

Total Requested: \$0.00
Total Approved: \$0.00
Total Current: \$0.00
Approved Budgets by Initiative: [View Report](#)
Policy Requests by HIDTA: [View Report](#)
IDBPs Submitted for Review: 3 of 73
IDBPs Approved: 0 of 3
Policy Requests Approved: 0 of 5

Quarterly Data

Number of initiatives that have entered data by Quarter

	Q1	Q2	Q3	Q4
Law Enforcement	0 of 42	0 of 42	0 of 42	0 of 42
Intelligence	0 of 2	0 of 2	0 of 2	0 of 2
Support	2 of 25	2 of 25	2 of 25	2 of 25
Management & Coordination	0 of 4	0 of 4	0 of 4	0 of 4

Initiative Review

Low Enforcement

Intelligence

Support

Management & Coordination

Allegany County Drug Initiative

Submitted and approved.

Baltimore DEA Heroin

Not yet submitted.

Baltimore Metropolitan Initiative - DSPII (Policy Requests)

Baltimore Metropolitan Initiative - MTI (Policy Requests)

Submitted, but not yet approved.

HIDTA Status

Year: 2022 ▼ HIDTA: Washington/Baltimore I

HIDTA Status

HIDTA Budget

Total Requested: \$16,487,073.00

Total Approved: \$0.00

Total Current: \$0.00

Approved Budgets by Initiative: [View Report](#)

Policy Exemptions by HIDTA: [View Report](#)

IDBPs Submitted for Review: 70 of 70




IDBPs Approved: 0 of 70

Policy Exemptions Approved: 1 of 1

The HIDTA Status shows the total requested, approved and current budget of the HIDTA. It also shows the IDBPs submitted for review, IDBPs approved and the policy requests approved. See the current PMP User Guide for the Policy Requests Report.

Initiative Review

Initiative Review

Law Enforcement	Intelligence	Support	Management & Coordination
Management Coordination 			
Management Coordination - Prevention 			
Management Coordination - Treatment 			

Under the HIDTA Status the IDBPs Submitted for Review is 70 of 70. If there is a number lower than the number of initiatives in PMP, for example, 69 of 70. The PMP Coordinator can use the Initiative Review to determine which initiative was not submitted. Under the IDBP Status if “Submitted” shows that it has been submitted to ONDCP. If the initiative has not been submitted to ONDCP it would show “Saved to PMP”. The PMP Coordinator would need to go

back to the PMP Homepage and select the initiative and then select the Submit to ONDCP button. See Incomplete Profiles, Saving, and Submitting to ONDCP.

Baltimore Metropolitan Initiative - MTI (Policy Requests)

Approved on 12/8/2022

IDBP Status

Submitted

REVIEW IDBP

Budget Breakdown

Uploaded: 12/8/2022

VIEW PDF DOCUMENT

Policy Requests Summary

Total	2	Pending Review	0
Approved	1	Not Approved	1

Policy Requests List

	Section	Type	Justification	EB Approved	ONDCP Approved	End Date	ONDCP Reason
REVIEW	6.2.11 Product Dissemination	Waiver	Law Enforcement Initiative Example Description Initiative Purpose The Canadian Border Counte...	Yes	Yes	7/9/2024	
REVIEW	7.10.3 Law Enforcement and Prosecutorial Positions	Pre-Approval	Justification for funded Law Enforcement and Prosecutorial Positions (PPBG Chapter 7; 7.10.3) Canadi...	Yes	No		Try again.

Quarterly Data

Quarterly Data

Number of initiatives that have entered data by Quarter

	Q1	Q2	Q3	Q4
Law Enforcement	0 of 44	0 of 44	0 of 44	0 of 44
Intelligence	0 of 1	0 of 1	0 of 1	0 of 1
Support	20 of 22	20 of 22	20 of 22	20 of 22
Management & Coordination	3 of 3	3 of 3	3 of 3	3 of 3

The Quarterly Data table shows the numbers of Initiatives that have entered data. Not all initiatives require quarterly data entry. For this example, Management & Coordination and Support Initiatives with the exception of two Training initiatives do not have quarterly data

(actual values). Therefore, the chart reads as 3 of 3 Management & Coordination and 20 of 22 Support initiatives have completed the quarterly data for all four quarters.

[THIS PAGE IS INTENTIONALLY LEFT BLANK]

Appendix E: Adding and Deleting an Initiative in PMP

Under the initiative tab in the Administration section. Follow these steps to add a new initiative:

Administration - Initiatives

Users

HIDTAs

Initiatives

FMS Lookup

Drugs

Agencies

Regions

LGA

Dest Area

Locked Years

Drug Prices

Maintenance

CE Importing

Year: 2023 ▼ HIDTA: Washington/Baltimore HIDTA ▼ Definitions & Key Terms »

Add/Edit Initiative

PUSH ACTIVE INITIATIVES TO 2024

Type: -- Choose one -- ▼☒ Active ☐ Initiative Not in FMS

Name: Select one... ▼

Select what this Initiative handles

☐ DTO/MLO/CO ☐ Seizures ☐ Clan/Meth Lab ☐ Activities ☐ Prosecution ☐ Fugitive ☐ DHE

SAVE

CANCEL

Make sure the correct year is set

Administration - Initiatives

Users

HIDTAs

Initiatives

FMS Lookup

Drugs

Agencies

Regions

LGA

Dest Area

Locked Years

Drug Prices

Maintenance

CE Importing

Year: 2023 ▼ HIDTA: Washington/Baltimore HIDTA ▼ Definitions & Key Terms »

Add/Edit Initiative

PUSH ACTIVE INITIATIVES TO 2024

Type: -- Choose one -- ▼☒ Active ☐ Initiative Not in FMS

Name: -- Choose one -- ▼

Intelligence

Law Enforcement

Management

Support

Select what this Initiative handles

☐ DTO/MLO/CO ☐ Seizures ☐ Clan/Meth Lab ☐ Activities ☐ Prosecution ☐ Fugitive ☐ DHE

SAVE

CANCEL

Select the correct Initiative Type (LE, Support, etc.)

Administration - Initiatives

Users HIDTAs **Initiatives** FMS Lookup Drugs Agencies Regions LGA Dest Area Locked Years

Drug Prices Maintenance CE Importing

Year: 2023 ▼ HIDTA: Washington/Baltimore HIDTA ▼ Definitions & Key Terms »

Add/Edit Initiative

PUSH ACTIVE INITIATIVES TO 2024

Type: Low Enforcement ▼ ☒ Active ☐ Initiative Not in FMS

Name: Select one... ▼

Select what this Initiative handles

☒ DTO/MLO/CO ☒ Allegany County Drug Initiative ☐ Prosecution ☒ Fugitive ☒ DHE

☐ Baltimore City Initiative

☐ Baltimore DEA Heroin

☐ Baltimore Diversion

SAVE CANCEL

If the initiative is in FMS, its name will appear in the Name drop down. Find it and select it.

If the name is not appearing in the list, there are a few things to check:

- Are you looking at the correct year?
- Are you set to the right initiative type? Make sure the type drop down matches the type of initiative you are trying to create
- Is the initiative entered correctly in FMS? We have had issues before where an initiative was miscategorized in FMS and had to be fixed there first before the initiative could be properly entered into PMP.

Administration - Initiatives

Users HIDTAs **Initiatives** FMS Lookup Drugs Agencies Regions LGA Dest Area Locked Years

Drug Prices Maintenance CE Importing

Year: 2023 ▼ HIDTA: Washington/Baltimore HIDTA ▼ Definitions & Key Terms »

Add/Edit Initiative

PUSH ACTIVE INITIATIVES TO 2024

Type: Low Enforcement ▼ ☒ Active ☐ Initiative Not in FMS

Name: Baltimore Interdiction - DSPI TF ▼

Select what this Initiative handles

☒ DTO/MLO/CO ☒ Seizures ☐ Clan/Meth Lab ☐ Activities ☒ Prosecution ☒ Fugitive ☒ DHE

SAVE CANCEL

For Law Enforcement and Support Initiatives, select what the initiative does. Please note, these choices directly affect what appears on the IDBP and which IDBP template is used.

Save Successful

Administration Initiatives

Users
HIDTAs
Initiatives
FMS Lookup
Drugs
Agencies
Regions
LGA
Dest Area
Locked Years

Drug Prices
Maintenance
CE Importing

Year: 2023 ▼
HIDTA: Washington/Baltimore HIDTA ▼
[Definitions & Key Terms »](#)

Add/Edit Initiative

PUSH ACTIVE INITIATIVES TO 2024

Type: -- Choose one -- ▼
☒ Active
☐ Initiative Not in FMS

Name: Select one... ▼

Select what this Initiative handles

☐ DTO/MLO/CO
☐ Seizures
☐ Clan/Meth Lab
☐ Activities
☐ Prosecution
☐ Fugitive
☐ DHE

SAVE

CANCEL

Sort By:

☒ Name
☐ Initiative Type
☐ Last Updated
☐ Updated By

		Name	Initiative Details	Last Updated	Updated By	
EDIT	PUSH	● Alexandria Treatment/Criminal Justice System	Type: Support	6/9/2021	bokorie	✕
EDIT	PUSH	● Allegany County Drug Initiative	Type: Law Enforcement	6/9/2021	bokorie	✕
EDIT	PUSH	● Allegany County Treatment	Type: Support	6/9/2021	bokorie	✕
EDIT	PUSH	● Arlington County HIDTA Treatment	Type: Support	6/9/2021	bokorie	✕
EDIT	PUSH	● Badges for Baseball	Type: Support	6/9/2021	bokorie	✕
EDIT	PUSH	● Baltimore DEA Heroin	Type: Law Enforcement	6/9/2021	bokorie	✕
EDIT	PUSH	● Baltimore Interdiction - DSPI TF	Type: Law Enforcement	6/10/2021	bokorie	✕

Once all the above steps have been completed, click the save button.

Under the initiative tab in the Administration section. Follow these steps to delete an initiative:

Name:

Initiative Level: ☒ Standard ☐ Overseer ☐ Sub-Initiative

Select what this Initiative handles

☐ DTO/MLO/CO ☐ Seizures ☐ Clan/Meth Lab ☐ Activities ☐ Prosecution ☐ Fugitive ☐ DHE


SAVE **CANCEL**

Sort By:

☒ Name ☐ Initiative Type ☐ Last Updated ☐ Updated By

		Name	Initiative Details	Last Updated	Updated By	
EDIT	PUSH	Alexandria Treatment/Criminal Justice System	Type: Support	1/17/2020		
EDIT	PUSH	Allegany County Drug Initiative	Type: Law Enforcement	10/20/2020		
EDIT	PUSH	Allegany County Treatment	Type: Support	6/2/2020	vpallutch	
EDIT	PUSH	Arlington County HIDTA Treatment	Type: Support	1/17/2020		
EDIT	PUSH	Badges for Baseball	Type: Support	3/8/2021	vpallutch	
EDIT	PUSH	Baltimore Badges for Baseball	Type: Support	3/2/2021	vpallutch	
EDIT	PUSH	Baltimore DEA Heroin	Type: Law Enforcement	2/25/2020	vpallutch	
EDIT	PUSH	Baltimore Metropolitan Initiative	Type: Law Enforcement	11/4/2019	vpallutch	
EDIT	PUSH	Baltimore Metropolitan Initiative - DSPII	Type: Law Enforcement	1/17/2020		
EDIT	PUSH	Baltimore Metropolitan Initiative - MTI	Type: Law Enforcement	2/26/2020	vpallutch	

1 2 3 4 5 6 7 8

Select the  on the right-hand side of the Initiative.

Name:

Initiative Level: ☒ Standard ☐ Overseer ☐ Sub-Initiative

Select what this Initiative handles

☐ DTO/MLO/CO ☐ Seizures ☐ Clan/Meth Lab ☐ Activities ☐ Prosecution ☐ Fugitive ☐ DHE

SAVE **CANCEL**

Are you sure you want to delete this Initiative?

Baltimore Metropolitan Initiative

YES, DELETE **NO, DO NOT DELETE**

Sort By:

☒ Name ☐ Initiative Type ☐ Last Updated ☐ Updated By

		Name	Initiative Details	Last Updated	Updated By	
EDIT	PUSH	Alexandria Treatment/Criminal Justice System	Type: Support	1/17/2020		
EDIT	PUSH	Allegany County Drug Initiative	Type: Law Enforcement	10/20/2020		
EDIT	PUSH	Allegany County Treatment	Type: Support	6/2/2020	vpallutch	
EDIT	PUSH	Arlington County HIDTA Treatment	Type: Support	1/17/2020		
EDIT	PUSH	Badges for Baseball	Type: Support	3/8/2021	vpallutch	
EDIT	PUSH	Baltimore Badges for Baseball	Type: Support	3/2/2021	vpallutch	
EDIT	PUSH	Baltimore DEA Heroin	Type: Law Enforcement	2/25/2020	vpallutch	
EDIT	PUSH	Baltimore Metropolitan Initiative	Type: Law Enforcement	11/4/2019	vpallutch	
EDIT	PUSH	Baltimore Metropolitan Initiative - DSPII	Type: Law Enforcement	1/17/2020		
EDIT	PUSH	Baltimore Metropolitan Initiative - MTI	Type: Law Enforcement	2/26/2020	vpallutch	

PMP will ask “Are you sure you want to delete this initiative?” Select Yes, Delete.

Send a request to the PMP Help Desk at pmp@wb.hidta.org if you have questions or concerns with adding or deleting an initiative in PMP.

Changes from Second Edition dated January 1, 2022

Page(s)	Section: Action
3	Provides guidance on initiatives created and approved in the Financial Management System (FMS) outside the Annual Budget Request (ABR).
8	Updates the initiative description for Budget Year 2024 with bullet points to highlight and organize important information.
13	Revises the Meth Cert question.
16	Adds the HIDTA Director agency must be listed as non-voting member.
21	Adds compliance questions to the Primary Intelligence Initiative.
22	Deletes compliance questions to the Ancillary Intelligence Initiative
24	Removes Question 1 Has the Executive Board established a training initiative?
34	Adds the ability to push individual policy waivers to the next year.
34	Adds an end date to the waivers. This date will be set by ONDCP upon approval only when the waiver is not for the full year.
35	Adds Position type dropdown. There are nine position types that include: Law Enforcement, Legal, Analyst. Investigative Support, ORS/Prevention/Treatment, IT Support, Administrative/Management, Training. and Other.
36	Adds HIDTAs can now delete all positions for a year. HIDTAs will be asked to verify that you want to delete all positions.
36-37	Adds HIDTAs can add a single position or enter in positions in bulk.
37	Adds a button to sort by Report Order. This is the default and sorts the positions the same as they will appear on the IDBP. This order is by Report Order first, then by Title.
45	Adds that when an IDBP is submitted to ONDCP and before ONDCP approval, with the exception of Positions, it will be locked and only a PMP Administrator can change the IDBP.
Appendix B	Adds updated Initiative Description worksheets for Budget Year 2024. [Revised FEBRUARY 1, 2023 TO REMOVE TRENDS]
Appendix B	Adds formatting the Initiative Description in PMP.

Appendix B	Adds that the Treatment or Prevention Initiative Description Other Activities must be completed.
Appendix C	Adds updated Law Enforcement Initiative Description and Budget Proposal (IDBP) example.
Appendix D	Adds If a profile has not been submitted to ONDCP yet, the Initiative Name will appear in Black. If it has been submitted, but not approved, it will appear in Red. If the profile has been submitted and approved, the Initiative Name appears in Green. If the initiative has Policy Requests, approved or not, it will indicate that with Policy Requests next to the Initiative Name.
	Removes previous Appendix C List of Chapters and Reasons for Policy Exemptions from the HIDTA Program Policy

Changes from First Edition dated January 1, 2021

Page(s)	Section: Action
16	Adds a Push All for the Executive Board Agencies
17, 19	Revises and adds to the Law Enforcement compliance questions on Law Enforcement and Prosecutor Positions
23	Revises the compliance question for the DEA requirement in the Ancillary Intelligence Initiatives
33	Adds to Policy Exemptions to include discretionary initiatives and clarification on reprogramming's
35	Revises that new agencies can be pulled from FMS into PMP. If an agency is not in FMS, then user must email the PMP Help desk to get it added to PMP
36	Changes Target/Investigative Data Deconflictions to Target/Investigative Data Matches
36	Adds NHAC initiatives, National HIDTA initiatives, and discretionary initiatives may require Other Outputs
37	Adds HIDTA Directors are required to set performance expectations for the Drug ROI, Cash and Assets ROI, and the Total ROI on the PMP Homepage
38-39	Adds required text on the Initiative profile will be RED and will turn BLACK once completed.
Appendix A	Adds to Where to find the FMS 4a-2 Budget Detail Report to encourage FMS Report only access for PMP Coordinators
Appendix D	Adds to How to print an Initiative Description and Budget Proposal link on Initiative Profile and revised example of an LE IDBP
Appendix E	Adds to the HIDTA Dashboard on How to Read and Use
Appendix F	Adds new appendix on Adding and Deleting an Initiative in PMP