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**Agency Name:** Fort Bend County  
**Grant/App:** 3680001 **Start Date:** 9/1/2018 **End Date:** 1/31/2020

**Project Title:** Alternate EOC Technology Enhancement  
**Status:** Application Pending Submission

### Eligibility Information

**Your organization's Texas Payee/Taxpayer ID Number:**  
746001969

### Application Eligibility Certify:

Created on:3/26/2018 3:30:33 PM By:Colleena Payne

### Profile Information

**Applicant Agency Name:** Fort Bend County  
**Project Title:** Alternate EOC Technology Enhancement  
**Division or Unit to Administer the Project:** Office of Emergency Management  
**Address Line 1:** 307 Fort Street  
**Address Line 2:**  
**City/State/Zip:** Richmond Texas 77469-4428  
**Start Date:** 9/1/2018  
**End Date:** 1/31/2020

**Regional Council of Governments(COG) within the Project's Impact Area:** Houston-Galveston Area Council

**Headquarter County:** Fort Bend

**Counties within Project's Impact Area:** Fort Bend

### Grant Officials:

#### Authorized Official

**User Name:** Robert Hebert  
**Email:** Ann.Werlein@fortbendcountytexas.gov  
**Address 1:** 401 Jackson Street  
**Address 1:** Office of the County Judge  
**City:** Richmond, Texas 77469  
**Phone:** 281-341-8608 Other Phone: 281-341-8634  
**Fax:** 271-341-8609  
**Title:** The Honorable  
**Salutation:** Judge  
**Position:** County Judge

#### Project Director

**User Name:** Colleena Payne  
**Email:** Colleena.payne@fortbendcountytexas.gov  
**Address 1:** 307 Fort Street  
**Address 1:**  
**City:** Richmond, Texas 77469  
**Phone:** 281-342-6185 Other Phone:  
**Fax:** 281-342-4798  
**Title:** Ms.  
**Salutation:** Ms.  
**Position:** Planning Coordinator-Grants

#### Financial Official

**User Name:** Robert Sturdivant  
**Email:** Yvonne.mager@fortbendcountytexas.gov  
**Address 1:** 301 Jackson, Suite 533  
**Address 1:**  
**City:** Richmond, Texas 77469  
**Phone:** 281-341-3769 Other Phone:  
**Fax:**  
**Title:** Mr.  
**Salutation:** Constable  
**Position:** County Auditor

#### Grant Writer

**User Name:** Colleena Payne  
**Email:** Colleena.payne@fortbendcountytexas.gov  
**Address 1:** 307 Fort Street  
**Address 1:**  
**City:** Richmond, Texas 77469  
**Phone:** 281-342-6185 Other Phone:  
**Fax:** 281-342-4798

**Title:** Ms.  
**Salutation:** Ms.  
**Position:** Planning Coordinator-Grants

## Grant Vendor Information

**Organization Type:** County  
**Organization Option:** applying to provide homeland security services  
**Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):** 746001969  
**Data Universal Numbering System (DUNS):** 081497075

## Narrative Information

### Overview

The purpose of the Homeland Security Grant Program (HSGP) is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community. HSGP supports core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery based on allowable costs.

### Primary Mission and Purpose

**Urban Area Security Initiative (UASI) - Regular:** Supports programs that address the unique multidiscipline planning, organization, equipment, training, and exercise needs of high-threat, high-density Urban Areas in efforts to build and sustain the capabilities necessary to prevent, protect against, mitigate, respond to, and recover from acts of terrorism. Urban areas must employ regional approaches to overall preparedness and are encouraged to adopt regional response structures whenever appropriate.

### Eligibility Requirements

#### National Incident Management System (NIMS) Implementation

Grantees are required to implement NIMS. The NIMS uses a systematic approach to integrate the best existing processes and methods into a unified national framework for incident management across all homeland security activities including prevention, protection, response, mitigation, and recovery. Grantees must use standardized resource management concepts for resource typing, credentialing, and an inventory to facilitate the effective identification, dispatch, deployment, tracking and recovery of resources.

#### Emergency Management Plans (Intermediate Level)

Cities and counties must have a current emergency management plan or be a legally established member of an inter-jurisdictional emergency management program with a plan on file with the Texas Department of Public Safety, Texas Division of Emergency Management (TDEM). Plans must be maintained throughout the entire grant performance period and must be at least at the Intermediate Level. If you have questions concerning your Emergency Management Plan (preparedness) level, contact your Emergency Management Coordinator (EMC) or your regional Council of Governments (COG). For questions concerning plan deficiencies, contact TDEM at [tdem.plans@dps.texas.gov](mailto:tdem.plans@dps.texas.gov).

**Criminal History Reporting** Entities receiving funds from HSGD must be located in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the Texas Department of Public Safety (DPS) as directed in the *Texas Code of Criminal Procedure, Chapter 60*. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system.

**Uniform Crime Reporting (UCR)** Eligible applicants operating a law enforcement agency must be current on reporting Part I violent crime data to the Texas Department of Public Safety (DPS) for inclusion in the annual Uniform Crime Report (UCR). To be considered eligible for funding, applicants must have submitted a full twelve months of accurate data to DPS for the most recent calendar year.

### Program Requirements

#### Building and Sustaining Core Capabilities

Funding should be used to sustain core capabilities. New capabilities should not be built at the expense of maintaining current and critically needed core capabilities. New capabilities must be aligned with capability targets and gaps identified through the THIRA/SPR process.

#### Mission Areas

The National Preparedness Goal organizes the core capabilities into the five mission areas:

- **Prevention.** Prevent, avoid or stop an imminent, threatened or actual act of terrorism.
- **Protection.** Protect our citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations, and way of life to thrive.
- **Mitigation.** Reduce the loss of life and property by lessening the impact of future disasters.
- **Response.** Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.
- **Recovery.** Recover through a focus on the timely restoration, strengthening and revitalization of infrastructure, housing and a sustainable economy, as well as the health, social, cultural, historic and environmental fabric of communities affected by a catastrophic incident.

**Program Income**

Applicant agrees to comply with all federal and state rules and regulations for program income and agrees to report all program income that is generated as a result of the project's activities. Applicant agrees to report program income through a formal grant adjustment and to secure HSGD approval prior to use of the program income. Applicant agrees to use program income for allowable costs and agrees to expend program income immediately after HSGD's approval of a grant adjustment and prior to requesting reimbursement of funds.

Deduction Method - Program income shall be deducted from total allowable costs to determine the net allowable costs. Program income shall be used for current costs unless HSGD authorizes otherwise. Program income which the grantee did not anticipate at the time of the award shall be used to reduce the HSGD award and grantee match rather than to increase the funds committed to the project.

Asset Seizures and Forfeitures - Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (e.g., law enforcement entity).

**Certification**

Each applicant agency must certify to the specific requirements detailed above as well as all requirements within the HSGD Funding Announcement, the eGrants application, the OOG's Guide to Grants, and the OOG's Grantee Conditions and Responsibilities to be eligible for this program.

**X I certify to all of the application content and requirements.**

**Project Summary :**

Briefly summarize the project, including proposed activities and intended impact.

Fort Bend County is requesting \$55,000 to install a commercial grade cellular repeater system at the Fort Bend County Alternate EOC/MACC. The Fort Bend County Alternate EOC/MACC is located in the basement of the Fort Bend County IT building. Because of this, cell phone reception is poor or non-existent. The system that this application would provide funding for would be carrier-agnostic, meaning, it will provide cell phone boosting capability regardless of the service provider a user has.

**Problem Statement :**

Provide a detailed account of the issues, threats or hazards that your project will target. For federal Homeland Security Grants, include specific references to the regional or state *Threat and Hazard Identification and Risk Assessment (THIRA)*, as applicable.

In the event of an incident, including terrorism attacks, it is often necessary to activate the MACC/CMOC and expand EOC space. The Fort Bend County Alternate EOC/MACC provides an additional 10,000 square feet of space for Fort Bend County or any other jurisdiction upon request

**Existing Capability Levels :**

Describe the existing capability levels, including resources that are currently in place to support this project prior to the use of grant funds.

Currently the Region has primary locations for both the MACC and CMOC. Fort Bend County uses the current alternate EOC as a back-up location. The project enhances the back-up facility with additional capability and functionality.

**Capability Gaps:**

Describe the capability gaps which will be addressed by the project. For federal Homeland Security Grants, include specific references to the regional or statewide State Preparedness Report (SPR).

This project addresses Operational Coordination. More specifically, it addresses the following gap from the SPR. Within the UASI State Preparedness Report (page 13) there is an equipment gap stating the region does not have enough equipment to support operational coordination efforts in a large scale incident. Additionally, there is a separate gap that states, "Local jurisdictional cross communication, particularly voice and data capability, will be difficult in an incident with significant impact to communication infrastructure." This project would address both of these gaps because it will provide the region with an additional facility that can be used support MACCs, EOCs, CMOC, etc. if additional operational space is needed. The project addresses the second gap by providing equipment needed to ensure voice communication is possible within the facility.

**Impact Statement :**

Describe the project goals/objectives and how this project will maintain capabilities or reduce capability gaps.

This project addresses the risk both in Fort Bend County and Region in that by having an alternate location it helps sustain and continue coordination and communication in the event that a primary location was to be unusable.

**Homeland Security Priority Actions:**

Identify the Texas Homeland Security Priority Action most closely aligned with this project. Each Priority Action is linked with an *Objective from the Texas Homeland Security Strategic Plan (HSSP)*. List the Priority Action by number and text (e.g. 1.2.3 *Expand and enhance the network of human sources that can provide detailed and relevant information on known or suspected terrorist and criminal enterprises.*)

4.1.1. - Develop a regionally focused multi-discipline, all hazards response system that ensures each region statewide has the necessary response teams and resources.

**Target Group :**

Identify the target group and population expected to benefit from this project.

This project will target Fort Bend County as well as the MACC, CMOC, and any other jurisdiction that has a short-term need for an EOC.

**Long-Term Approach:**

Describe how the applicant agency will maintain the capabilities supported by this project without additional federal or state funds. If sustainment is dependent upon federal or state grants, describe the ongoing need for future grants, as applicable.

Fort Bend County will continue to provide the facility and logistical support to ensure the facility stays operational beyond grant funding.

**Project Activities Information****HSGP Instructions for Project Activity Selection**

Homeland Security Grant Program (HSGP) applicants should only select one project activity. The eGrants system will allow multiple selections, but each HSGP subrecipient project must fit into one and only one of the Investment Categories that are listed as project activities under the "Activity List".

## Urban Area Impact

Identify the Urban Area Strategic Plan Goal and Objective that most closely aligns with this project. List the Goal/Objective specific to your Urban Area Strategic Plan by number and text (*e.g., Goal 5: Interoperable Communications. Sustain standards-based, shared systems with adequate coverage and capacity to facilitate seamless interoperable communications throughout the Urban Area. Objective 2: Complete the deployment of standards-based shared systems to serve the region.*)

UASI Strategic Goal: Goal 10: Enhanced EOC Management and Coordination UASI Strategic Objective: Objective 10.2 - Identify, secure, and sustain resources needed to ensure common operating pictures for all EOCs and MACCs within the region. This project will help attain the goal by: This project will help attain this goal by providing the necessary resources and facility needed to ensure common operating pictures for EOCs, the MACC, and CMOC, as needed.

### Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Emergency Operations Center Technology and Enhancements	100.00	This project will enhance the existing Fort Bend County Alternate EOC/MACC cellular reception by providing a commercial grade cellular repeater system.

## Measures Information

### Objective Output Measures

OUTPUT MEASURE	TARGET LEVEL
Number of exercises conducted.	0
Number of individuals participating in exercises.	0
Number of operational coordination programs (EOCs/EOC systems or other Incident Command structures) created, maintained or enhanced.	1
Number of people trained.	0
Number of trainings conducted.	0

### Objective Outcome Measures

OUTCOME MEASURE	TARGET LEVEL
Percent (%) of responders at the appropriate incident command structure (ICS) training level(s).	100

### Custom Output Measures

CUSTOM OUTPUT MEASURE	TARGET LEVEL
Number of personnel the Alternate EOC can support	50
Number of square feet the Alternate EOC can support	10000

## Custom Outcome Measures

CUSTOM OUTCOME MEASURE	TARGET LEVEL
Percentage of region the Alternate EOC is available to support	100

**Certification and Assurances**

Each applicant must click on this link to review the standard [Certification and Assurances](#).

**Resolution from Governing Body**

Applications from nonprofit corporations, local units of governments, and other political subdivisions must include a [resolution](#) that contains the following:

1. Authorization by your governing body for the submission of the application to OOG/HSGD that clearly identifies the name of the project for which funding is requested;
2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update HSGD should the official change during the grant period.); and
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to HSGD.

Upon approval from your agency's governing body, upload the [approved](#) resolution to eGrants by going to the **Upload.Files** tab and following the instructions on Uploading eGrants Files.

**Contract Compliance**

Will HSGD grant funds be used to support any contractual or professional services?

Select the Appropriate Response:

☒ Yes  
☐ No

For applicant agencies that selected **Yes** above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

Enter a description for monitoring contract compliance:

All contracts and purchases will be approved in the egrants system and will be procured using county purchasing policies and regulations. Contracts and purchases will be monitored by the subgrantee to ensure deliverables and timelines are met and that the deliverables are as requested.

**Lobbying**

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

Select the Appropriate Response:

☐ Yes  
☒ No  
☐ N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with this federal contract, loan, or cooperative agreement?

☐ Yes  
☒ No  
☐ N/A

**Fiscal Year**

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

Enter the Begin Date [mm/dd/yyyy]:

10/1/2017

Enter the End Date [mm/dd/yyyy]:

9/30/2018

**Sources of Financial Support**

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the following sources:

Enter the amount (\$) of Federal Grant Funds:

21963627

Enter the amount (\$) of State Grant Funds:

7979424

## Single Audit

Applicants who expend less than \$750,000 in federal grant funding or less than \$750,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a HSGD grant. However, HSGD may require a limited scope audit as defined in 2 CFR Part 200, Subpart F - Audit Requirements.

Has the applicant agency expended federal grant funding of \$750,000 or more, or state grant funding of \$750,000 or more during the most recently completed fiscal year?

☒ Yes

☐ No

Applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit, performed by an independent auditor in accordance with the State of Texas Single Audit Circular; or CFR Part 200, Subpart F - Audit Requirements.

Enter the date of your last annual single audit:

3/31/2017

## Debarment

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

☒ I Certify

☐ Unable to Certify

Enter the debarment justification:

## FFATA Certification

**Certification of Recipient Highly Compensated Officers** – The Federal Funding Accountability and Transparency Act (FFATA) requires Prime Recipients (HSGD) to report the names and total compensation of each of the five most highly compensated officers (a.k.a. positions) of each sub recipient organization for the most recently completed fiscal year preceding the year in which the grant is awarded if the subrecipient answers **YES** to the **FIRST** statement but **NO** to the **SECOND** statement listed below.

In the sub recipient's preceding completed fiscal year, did the sub recipient receive: (1) 80 percent or more of its annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; AND (2) \$25,000,000 or more in annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements?

☐ Yes

☒ No

Does the public have access to information about the compensation of the senior executives through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or Section 6104 of the Internal Revenue Code of 1986?

☐ Yes

☒ No

If you answered **YES** to the **FIRST** statement and **NO** to the **SECOND** statement, please provide the name and total compensation amount of each of the five most highly compensated officers (a.k.a. positions) within your agency for the current calendar year. If you answered NO to the first statement you are NOT required to provide the name and compensation amounts. NOTE: "Total compensation" means the complete pay package of each of the sub recipient's compensated officers, including all forms of money, benefits, services, and in-kind payments (see SEC Regulations: 17 CCR 229.402).

Position 1 - Name:

Position 1 - Total Compensation (\$):

0

Position 2 - Name:

Position 2 - Total Compensation (\$):

0

Position 3 - Name:

Position 3 - Total Compensation (\$):

0

Position 4 - Name:

Position 4 - Total Compensation (\$):

0

Position 5 - Name:

Position 5 - Total Compensation (\$):

0

## Homeland Security Information

## FUND SOURCE INFORMATION AND REQUIREMENTS

**DHS Project Type:** Establish/enhance emergency operations center

**Capabilities****Core Capability:** Operational Coordination**Identify if this investment focuses on building new capabilities or sustaining existing capabilities. :** New Capabilities (Build)**Are the assets or activities Deployable or Shareable:** Shareable☒ Check if this Investment requires new construction or renovation, retrofitting, or modification of existing structures☒ Check if these funds will support a project that was previously funded with HSGP funding**Project Management Step Involved:**

Check the step that most closely resembles the phase of the project activities to be completed during the grant period.

**Step:** Execute**Description:** The period within the project lifecycle during which the actual work of creating the project's deliverables is carried out.**Process:** Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.**Milestones****Milestone:** Accept award through Commissioners Court and complete initial grant setup tasks; **Completion Date:** 12-01-2018**Milestone:** Develop and submit EHP Review to State; **Completion Date:** 06-30-2019**Milestone:** Begin procurement and issue PO after EHP approval is received; **Completion Date:** 07-31-2019**Milestone:** Receive, install, and test equipment; **Completion Date:** 12-31-2019**Milestone:** Review project outcomes and closeout project within local grants management system; **Completion Date:** 03-30-2020**NIMS Resources**☐ Check if this project supports a NIMS typed resource**Enter the name of the typed resources from the Resource Type Library Tool:****Enter the ID of the typed resources from the Resource Type Library Tool:****Fiscal Capability Information****Section 1: Organizational Information**

Enter the Year in which the Corporation was Founded:

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status:

Enter the Employer Identification Number Assigned by the IRS:

Enter the Charter Number assigned by the Texas Secretary of State:

**Section 2: Accounting System**

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization (general ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis, or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts).

Select the appropriate response:

☐ Yes☐ No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost categories?

Select the appropriate response:

☐ Yes☐ No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and his or her supervisor?

Select the appropriate response:

☐ Yes☐ No

If you answered 'No' to any question above in the Accounting System section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

**Section 3: Financial Capability**

Grant agencies should prepare annual financial statements. At a minimum, current internal balance sheet and income statements are required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grant agency during a fiscal year.

Has the grant agency undergone an independent audit?

Select the appropriate response:

- ☐ Yes  
☐ No

Does the organization prepare financial statements at least annually?

Select the appropriate response:

- ☐ Yes  
☐ No

According to the organization's most recent Audit or Balance Sheet, are the current total assets greater than the liabilities?

Select the appropriate response:

- ☐ Yes  
☐ No

If you selected 'No' to any question above under the Financial Capability section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

#### Section 4: Budgetary Controls

Grant agencies should establish a system to track expenditures against budget and / or funded amounts.

Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include drawing down grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?

- ☐ Yes  
☐ No

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?

- ☐ Yes  
☐ No

If you selected 'No' to any question above under the Budgetary Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

#### Section 5: Internal Controls

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits.

Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?

Select the appropriate response:

- ☐ Yes  
☐ No

Is there separation of responsibility in the receipt, payment, and recording of costs?

Select the appropriate response:

- ☐ Yes  
☐ No

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

#### Budget Details Information

Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Equipment	06CP-01-REPT Repeaters	All carrier Distributed Antenna System Installation/Equipment-Cost to install carrier-agnostic cell phone boosting capability in the Alternate EOC.	\$55,000.00	\$0.00	\$0.00	\$0.00	\$55,000.00	1

#### Source of Match Information



**Detail Source of Match/GPI:**

DESCRIPTION	MATCH TYPE	AMOUNT
-------------	------------	--------

**Summary Source of Match/GPI:**

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Budget Summary Information****Budget Summary Information by Budget Category:**

CATEGORY	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Equipment	\$55,000.00	\$0.00	\$0.00	\$0.00	\$55,000.00

**Budget Grand Total Information:**

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$55,000.00	\$0.00	\$0.00	\$0.00	\$55,000.00

**Condition Of Fundings Information**

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Funds	Hold Line Item Funds
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You are logged in as **User Name:** Colleenap

[Print This Page](#)

**Agency Name:** Fort Bend County  
**Grant/App:** 2971404 **Start Date:** 9/1/2018 **End Date:** 8/31/2020

**Project Title:** Fort Bend County - Collapse Search and Rescue  
**Status:** Application Pending Submission

### Eligibility Information

**Your organization's Texas Payee/Taxpayer ID Number:**  
17460019692080

**Application Eligibility Certify:**  
Created on:3/26/2018 3:17:44 PM By:Colleena Payne

### Profile Information

**Applicant Agency Name:** Fort Bend County  
**Project Title:** Fort Bend County - Collapse Search and Rescue  
**Division or Unit to Administer the Project:** Office of Emergency Management  
**Address Line 1:** 307 Fort Street  
**Address Line 2:**  
**City/State/Zip:** Richmond Texas 77369-4428  
**Start Date:** 9/1/2018  
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**Headquarter County:** Fort Bend  
**Counties within Project's Impact Area:** Fort Bend

#### Grant Officials:

##### Authorized Official

**User Name:** Robert Hebert  
**Email:** Ann.Werlein@fortbendcountytexas.gov  
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**Organization Type:** County**Organization Option:** applying to provide homeland security services**Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):**

17460019692080

**Data Universal Numbering System (DUNS):** 081497075

## Narrative Information

### Overview

The purpose of the Homeland Security Grant Program (HSGP) is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community. HSGP supports core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery based on allowable costs.

### Primary Mission and Purpose

**Urban Area Security Initiative (UASI) - Regular:** Supports programs that address the unique multidiscipline planning, organization, equipment, training, and exercise needs of high-threat, high-density Urban Areas in efforts to build and sustain the capabilities necessary to prevent, protect against, mitigate, respond to, and recover from acts of terrorism. Urban areas must employ regional approaches to overall preparedness and are encouraged to adopt regional response structures whenever appropriate.

### Eligibility Requirements

#### National Incident Management System (NIMS) Implementation

Grantees are required to implement NIMS. The NIMS uses a systematic approach to integrate the best existing processes and methods into a unified national framework for incident management across all homeland security activities including prevention, protection, response, mitigation, and recovery. Grantees must use standardized resource management concepts for resource typing, credentialing, and an inventory to facilitate the effective identification, dispatch, deployment, tracking and recovery of resources.

#### Emergency Management Plans (Intermediate Level)

Cities and counties must have a current emergency management plan or be a legally established member of an inter-jurisdictional emergency management program with a plan on file with the Texas Department of Public Safety, Texas Division of Emergency Management (TDEM). Plans must be maintained throughout the entire grant performance period and must be at least at the Intermediate Level. If you have questions concerning your Emergency Management Plan (preparedness) level, contact your Emergency Management Coordinator (EMC) or your regional Council of Governments (COG). For questions concerning plan deficiencies, contact TDEM at [t-dem.plans@dps.texas.gov](mailto:t-dem.plans@dps.texas.gov).

**Criminal History Reporting** Entities receiving funds from HSGD must be located in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the Texas Department of Public Safety (DPS) as directed in the *Texas Code of Criminal Procedure, Chapter 60*. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system.

**Uniform Crime Reporting (UCR)** Eligible applicants operating a law enforcement agency must be current on reporting Part I violent crime data to the Texas Department of Public Safety (DPS) for inclusion in the annual Uniform Crime Report (UCR). To be considered eligible for funding, applicants must have submitted a full twelve months of accurate data to DPS for the most recent calendar year.

### Program Requirements

#### Building and Sustaining Core Capabilities

Funding should be used to sustain core capabilities. New capabilities should not be built at the expense of maintaining current and critically needed core capabilities. New capabilities must be aligned with capability targets and gaps identified through the THIRA/SPR process.

#### Mission Areas

The National Preparedness Goal organizes the core capabilities into the five mission areas:

- Prevention. Prevent, avoid or stop an imminent, threatened or actual act of terrorism.
- Protection. Protect our citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations, and way of life to thrive.
- Mitigation. Reduce the loss of life and property by lessening the impact of future disasters.
- Response. Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.
- Recovery. Recover through a focus on the timely restoration, strengthening and revitalization of infrastructure, housing and a sustainable economy, as well as the health, social, cultural, historic and environmental fabric of communities affected by a catastrophic incident.

**Program Income**

Applicant agrees to comply with all federal and state rules and regulations for program income and agrees to report all program income that is generated as a result of the project's activities. Applicant agrees to report program income through a formal grant adjustment and to secure HSGD approval prior to use of the program income. Applicant agrees to use program income for allowable costs and agrees to expend program income immediately after HSGD's approval of a grant adjustment and prior to requesting reimbursement of funds.

Deduction Method - Program income shall be deducted from total allowable costs to determine the net allowable costs. Program income shall be used for current costs unless HSGD authorizes otherwise. Program income which the grantee did not anticipate at the time of the award shall be used to reduce the HSGD award and grantee match rather than to increase the funds committed to the project.

Asset Seizures and Forfeitures - Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (e.g., law enforcement entity).

**Certification**

Each applicant agency must certify to the specific requirements detailed above as well as all requirements within the HSGD Funding Announcement, the eGrants application, the OOG's Guide to Grants, and the OOG's Grantee Conditions and Responsibilities to be eligible for this program.

**X I certify to all of the application content and requirements.**

**Project Summary :**

Briefly summarize the project, including proposed activities and intended impact.

Fort Bend County is requesting \$121,200 for the sustainment of the Fort Bend County Technical Rescue Team. The Fort Bend County Technical Rescue Team is a Type III team that responds to any type of a rescue that involves specialized techniques and equipment. This team is comprised of people from various jurisdictions in Fort Bend County that when called on make up the Fort Bend County Technical Rescue Team. This team is the first line of defense in the event there is a technical rescue incident. This project will sustain and continue the training needed for the personnel of the Technical Rescue Team.

**Problem Statement :**

Provide a detailed account of the issues, threats or hazards that your project will target. For federal Homeland Security Grants, include specific references to the regional or state *Threat and Hazard Identification and Risk Assessment (THIRA)*, as applicable.

The Fort Bend County Technical Rescue Team is a Type III team that responds to any type of a rescue that involves specialized techniques and equipment. This team is comprised of people from various jurisdictions in Fort Bend County that when called on make up the Fort Bend County Technical Rescue Team. This team is the first line of defense in the event there is a technical rescue incident. This project will sustain and continue the training needed for the personnel of the Technical Rescue Team. The threats/hazards and capability targets for Mass Search and Rescue Operations are listed on p 6 of the H-GAC Regional THIRA/SPR Summary Report and include all terrorism, human caused, and natural hazards.

**Existing Capability Levels :**

Describe the existing capability levels, including resources that are currently in place to support this project prior to the use of grant funds.

The region currently has several existing technical rescue teams across the region. This project will continue the sustainment of the Fort Bend County team in order to serve the jurisdictions in the Fort Bend County and to be available to assist in the region if called upon.

**Capability Gaps:**

Describe the capability gaps which will be addressed by the project. For federal Homeland Security Grants, include specific references to the regional or statewide State Preparedness Report (SPR).

This project helps our region realize Goal 9 of the Houston Urban Area Homeland Security Strategy. Specifically, it helps our region realize objectives 9.3: Enhance the region's fire response capacity through the appropriate use of equipment and technology by enhancing or sustaining existing team types and/or capabilities, and 9.4 Enhance fire response capabilities through regular training. The capability gaps for Mass Search and Rescue Operations are listed on p 46 of the H-GAC Regional THIRA/SPR Summary Report.

**Impact Statement :**

Describe the project goals/objectives and how this project will maintain capabilities or reduce capability gaps.

This project will support both Fort Bend County and the Region. The Fort Bend County Technical Rescue Team is a deployable asset that can be utilized if needed.

**Homeland Security Priority Actions:**

Identify the Texas Homeland Security Priority Action most closely aligned with this project. Each Priority Action is linked with an *Objective from the Texas Homeland Security Strategic Plan (HSSP)*. List the Priority Action by number and text (e.g. 1.2.3 *Expand and enhance the network of human sources that can provide detailed and relevant information on known or suspected terrorist and criminal enterprises.*)

4.7.1 Ensure adequate homeland security training is available to and completed by leaders with homeland security responsibilities, first responders, and key stakeholders throughout the state.

**Target Group :**

Identify the target group and population expected to benefit from this project.

This project will support both Fort Bend County and the Region. The Fort Bend County Technical Rescue Team is a deployable asset that can be utilized if needed.

**Long-Term Approach:**

Describe how the applicant agency will maintain the capabilities supported by this project without additional federal or state funds. If sustainment is dependent upon federal or state grants, describe the ongoing need for future grants, as applicable.

Financial resources will be pulled together to the extent possible in order to ensure that the equipment stays functional and operational.

## Project Activities Information

### HSGP Instructions for Project Activity Selection

Homeland Security Grant Program (HSGP) applicants should only select one project activity. The eGrants system will allow multiple selections, but each HSGP subrecipient project must fit into one and only one of the Investment Categories that are listed as project activities under the "Activity List".

### Urban Area Impact

Identify the Urban Area Strategic Plan Goal and Objective that most closely aligns with this project. List the Goal/Objective specific to your Urban Area Strategic Plan by number and text (*e.g., Goal 5: Interoperable Communications. Sustain standards-based, shared systems with adequate coverage and capacity to facilitate seamless interoperable communications throughout the Urban Area. Objective 2: Complete the deployment of standards-based shared systems to serve the region.*)

UASI Strategic Goal: Goal 9: Enhanced Fire Response Capacity UASI Strategic Objective: Objective 9.3 - Enhance the region's fire response capacity using equipment and technology by enhancing or sustaining existing team types and/or capabilities. This project will help attain the goal by: This project will help attain this goal by sustaining the necessary skills and training needed for technical rescue as well as enhance the response capability by having the necessary tools to accomplish rescues.

#### Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Fire Response Capabilities	100.00	The project will target the issue of sustaining an existing technical rescue team that is deployable both in Fort Bend County and outside of Fort Bend County.

## Measures Information

### Objective Output Measures

OUTPUT MEASURE	TARGET LEVEL
Number of exercises conducted.	0
Number of individuals participating in exercises.	0
Number of people trained.	30
Number of Special Response Team personnel provided with new or updated equipment.	0
Number of Special Response Teams created, maintained or enhanced.	1
Number of trainings conducted.	0

### Objective Outcome Measures

OUTCOME MEASURE	TARGET LEVEL
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### Custom Output Measures

CUSTOM OUTPUT MEASURE	TARGET LEVEL
	66

Number of personnel trained to deploy with the Technical Rescue Team	

## Custom Outcome Measures

CUSTOM OUTCOME MEASURE	TARGET LEVEL
Number of Jurisdictions covered by a Hazmat response team	17

**Certification and Assurances**

Each applicant must click on this link to review the standard [Certification and Assurances](#).

**Resolution from Governing Body**

Applications from nonprofit corporations, local units of governments, and other political subdivisions must include a [resolution](#) that contains the following:

1. Authorization by your governing body for the submission of the application to OOG/HSGD that clearly identifies the name of the project for which funding is requested;
2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update HSGD should the official change during the grant period.); and
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to HSGD.

Upon approval from your agency's governing body, upload the [approved](#) resolution to eGrants by going to the **Upload.Files** tab and following the instructions on Uploading eGrants Files.

**Contract Compliance**

Will HSGD grant funds be used to support any contractual or professional services?

Select the Appropriate Response:

☐ Yes

☒ No

For applicant agencies that selected **Yes** above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

Enter a description for monitoring contract compliance:

**Lobbying**

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

Select the Appropriate Response:

☐ Yes

☒ No

☐ N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with this federal contract, loan, or cooperative agreement?

☐ Yes

☒ No

☐ N/A

## Fiscal Year

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

Enter the Begin Date [mm/dd/yyyy]:

10/1/2017

Enter the End Date [mm/dd/yyyy]:

9/30/2018

## Sources of Financial Support

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the following sources:

Enter the amount (\$) of Federal Grant Funds:

21963627

Enter the amount (\$) of State Grant Funds:

7979424

## Single Audit

Applicants who expend less than \$750,000 in federal grant funding or less than \$750,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a HSGD grant. However, HSGD may require a limited scope audit as defined in 2 CFR Part 200, Subpart F - Audit Requirements.

Has the applicant agency expended federal grant funding of \$750,000 or more, or state grant funding of \$750,000 or more during the most recently completed fiscal year?

☒ Yes

☐ No

Applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit, performed by an independent auditor in accordance with the State of Texas Single Audit Circular; or CFR Part 200, Subpart F - Audit Requirements.

Enter the date of your last annual single audit:

3/31/2017

## Debarment

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

☒ I Certify

☐ Unable to Certify

Enter the debarment justification:

## FFATA Certification

**Certification of Recipient Highly Compensated Officers** – The Federal Funding Accountability and Transparency Act (FFATA) requires Prime Recipients (HSGD) to report the names and total compensation of each of the five most highly compensated officers (a.k.a. positions) of each sub recipient organization for the most recently completed fiscal year preceding the year in which the grant is awarded if the subrecipient answers **YES** to the **FIRST** statement but **NO** to the **SECOND** statement listed below.

In the sub recipient's preceding completed fiscal year, did the sub recipient receive: (1) 80 percent or more of its annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; AND (2) \$25,000,000 or more in annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements?

☐ Yes

☒ No

Does the public have access to information about the compensation of the senior executives through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or Section 6104 of the Internal Revenue Code of 1986?

☐ Yes

☒ No

If you answered **YES** to the **FIRST** statement and **NO** to the **SECOND** statement, please provide the name and total compensation amount of each of the five most highly compensated officers (a.k.a. positions) within your agency for the current calendar year. If you answered NO to the first statement you are NOT required to provide the name and compensation amounts. NOTE: "Total compensation" means the complete pay package of each of the sub recipient's compensated officers, including all forms of money, benefits, services, and in-kind payments (see SEC Regulations: 17 CCR 229.402).

Position 1 - Name:

Position 1 - Total Compensation (\$):

0

Position 2 - Name:

Position 2 - Total Compensation (\$):

0

Position 3 - Name:

Position 3 - Total Compensation (\$):

0

Position 4 - Name:

Position 4 - Total Compensation (\$):

0

Position 5 - Name:

Position 5 - Total Compensation (\$):

0

## Homeland Security Information

### FUND SOURCE INFORMATION AND REQUIREMENTS

**DHS Project Type:** Establish/enhance regional response teams

#### Capabilities

**Core Capability:** Mass Search and Rescue Operations

**Identify if this investment focuses on building new capabilities or sustaining existing capabilities.** : Existing Capabilities (Sustain)

**Are the assets or activities Deployable or Shareable:** Deployable

☐ Check if this Investment requires new construction or renovation, retrofitting, or modification of existing structures

☒ Check if these funds will support a project that was previously funded with HSGP funding

#### Project Management Step Involved:

Check the step that most closely resembles the phase of the project activities to be completed during the grant period.

**Step:** Execute

**Description:** The period within the project lifecycle during which the actual work of creating the project's deliverables is carried out.

**Process:** Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.

#### Milestones

**Milestone:** Accept award through Commissioners Court and complete initial grant setup tasks; **Completion Date:** 12-31-2018

**Milestone:** Complete bidding, procurement, and delivery of items, and complete all training.; **Completion Date:** 10-01-2019

**Milestone:** Close out project within local internal grants management system; **Completion Date:** 12-31-2019

#### NIMS Resources

☐ Check if this project supports a NIMS typed resource

**Enter the name of the typed resources from the Resource Type Library Tool:** Structural Collapse Rescue Team

**Enter the ID of the typed resources from the Resource Type Library Tool:** 8-508-1159

## Fiscal Capability Information

### Section 1: Organizational Information

Enter the Year in which the Corporation was Founded:

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status:

Enter the Employer Identification Number Assigned by the IRS:

Enter the Charter Number assigned by the Texas Secretary of State:

### Section 2: Accounting System

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization (general ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis, or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts).

Select the appropriate response:



— Yes  
No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost categories?  
Select the appropriate response:

☐ Yes  
☐ No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and his or her supervisor?

Select the appropriate response:

— Yes  
No

If you answered 'No' to any question above in the Accounting System section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

### Section 3: Financial Capability

Grant agencies should prepare annual financial statements. At a minimum, current internal balance sheet and income statements are required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grant agency during a fiscal year.

Has the grant agency undergone an independent audit?

Select the appropriate response:

— Yes  
No

Does the organization prepare financial statements at least annually?

Select the appropriate response:

— Yes  
No

According to the organization's most recent Audit or Balance Sheet, are the current total assets greater than the liabilities?

Select the appropriate response:

— Yes  
No

If you selected 'No' to any question above under the Financial Capability section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

## Section 4: Budgetary Controls

Grant agencies should establish a system to track expenditures against budget and / or funded amounts.

Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include drawing down grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?

— Yes  
— No

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?

☐ Yes  
☐ No

If you selected 'No' to any question above under the Budgetary Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

## Section 5: Internal Controls

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits.

Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?

Select the appropriate response:

☐ Yes  
☐ No

Is there separation of responsibility in the receipt, payment, and recording of costs?

Select the appropriate response:

☐ Yes  
☐ No

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

## Budget Details Information

**Budget Information by Budget Line Item:**

[illegible]

CATEGORY	SUB CATEGORY	DESCRIPTION	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Travel and Training	In-State Incidentals and/or Mileage (Training)	Ropes II In State Incidentals including Hotel/Per Diem/Mileage for 10 Students estimated @ \$2,300 per student	\$23,000.00	\$0.00	\$0.00	\$0.00	\$23,000.00	0
Travel and Training	In-State Incidentals and/or Mileage (Training)	Rail Car Rescue In State Incidentals including Hotel/Per Diem/Mileage for 12 Students estimated @ \$2,300 per student	\$27,600.00	\$0.00	\$0.00	\$0.00	\$27,600.00	0
Travel and Training	In-State Registration Fees (Training)	TEEX Ropes II Course, 11 Trainees @ about \$1150 each. This course teaches the skills needed to safely and efficiently perform advanced technical rescues in industrial and municipal environments.	\$12,600.00	\$0.00	\$0.00	\$0.00	\$12,600.00	0
Travel and Training	In-State Registration Fees (Training)	Rail Car Rescue Training (5 days,6 nights), 13 Trainees @ \$2,100 each	\$27,300.00	\$0.00	\$0.00	\$0.00	\$27,300.00	0

### Source of Match Information

#### Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
-------------	------------	--------

**Summary Source of Match/GPI:**

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Budget Summary Information****Budget Summary Information by Budget Category:**

CATEGORY	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Travel and Training	\$90,500.00	\$0.00	\$0.00	\$0.00	\$90,500.00

**Budget Grand Total Information:**

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$90,500.00	\$0.00	\$0.00	\$0.00	\$90,500.00

**Condition Of Fundings Information**

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Funds	Hold Line Item Funds
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You are logged in as **User Name:** Colleenap

Print This Page

**Agency Name:** Fort Bend County  
**Grant/App:** 2970904 **Start Date:** 9/1/2018 **End Date:** 1/31/2020

**Project Title:** Fort Bend County - Community Preparedness  
**Status:** Application Pending Submission

### Eligibility Information

**Your organization's Texas Payee/Taxpayer ID Number:**  
17460019692080

**Application Eligibility Certify:**  
Created on: 3/26/2018 3:02:50 PM By: Colleena Payne

### Profile Information

**Applicant Agency Name:** Fort Bend County  
**Project Title:** Fort Bend County - Community Preparedness  
**Division or Unit to Administer the Project:** Office of Emergency Management  
**Address Line 1:** 307 Fort Street  
**Address Line 2:**  
**City/State/Zip:** Richmond Texas 77469-4428  
**Start Date:** 9/1/2018  
**End Date:** 1/31/2020

**Regional Council of Governments(COG) within the Project's Impact Area:** Houston-Galveston Area Council  
**Headquarter County:** Fort Bend  
**Counties within Project's Impact Area:** Brazoria, Fort Bend, Galveston, Harris, Montgomery

### Grant Officials:

#### Authorized Official

**User Name:** Robert Hebert  
**Email:** Ann.Werlein@fortbendcountytexas.gov  
**Address 1:** 401 Jackson Street  
**Address 1:** Office of the County Judge  
**City:** Richmond, Texas 77469  
**Phone:** 281-341-8608 Other Phone: 281-341-8634  
**Fax:** 271-341-8609  
**Title:** The Honorable  
**Salutation:** Judge  
**Position:** County Judge

#### Project Director

**User Name:** Colleena Payne  
**Email:** Colleena.payne@fortbendcountytexas.gov  
**Address 1:** 307 Fort Street  
**Address 1:**  
**City:** Richmond, Texas 77469  
**Phone:** 281-342-6185 Other Phone:  
**Fax:** 281-342-4798  
**Title:** Ms.  
**Salutation:** Ms.  
**Position:** Planning Coordinator-Grants

#### Financial Official

**User Name:** Robert Sturdivant  
**Email:** Yvonne.mager@fortbendcountytexas.gov  
**Address 1:** 301 Jackson, Suite 533  
**Address 1:**  
**City:** Richmond, Texas 77469  
**Phone:** 281-341-3769 Other Phone:  
**Fax:**  
**Title:** Mr.  
**Salutation:** Constable  
**Position:** County Auditor

#### Grant Writer

**User Name:** Colleena Payne  
**Email:** Colleena.payne@fortbendcountytexas.gov  
**Address 1:** 307 Fort Street  
**Address 1:**  
**City:** Richmond, Texas 77469  
**Phone:** 281-342-6185 Other Phone:  
**Fax:** 281-342-4798  
**Title:** Ms.  
**Salutation:** Ms.  
**Position:** Planning Coordinator-Grants

## Grant Vendor Information

**Organization Type:** County

**Organization Option:** applying to provide homeland security services

**Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):**  
17460019692080

**Data Universal Numbering System (DUNS):** 081497075

## Narrative Information

### Overview

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The National Preparedness Goal organizes the core capabilities into the five mission areas:

- **Prevention.** Prevent, avoid or stop an imminent, threatened or actual act of terrorism.
- **Protection.** Protect our citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations, and way of life to thrive.
- **Mitigation.** Reduce the loss of life and property by lessening the impact of future disasters.
- **Response.** Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.
- **Recovery.** Recover through a focus on the timely restoration, strengthening and revitalization of infrastructure, housing and a sustainable economy, as well as the health, social, cultural, historic and environmental fabric of communities affected by a catastrophic incident.

#### Program Income

Applicant agrees to comply with all federal and state rules and regulations for program income and agrees to report all program income that is generated as a result of the project's activities. Applicant agrees to report program income through a formal grant adjustment and to secure HSGD approval prior to use of the program income. Applicant agrees to use program income for allowable costs and agrees to expend program income immediately after HSGD's approval of a grant adjustment and prior to requesting reimbursement of funds.

**Deduction Method** - Program income shall be deducted from total allowable costs to determine the net allowable costs. Program income shall be used for current costs unless HSGD authorizes otherwise. Program income which the grantee did not anticipate at the time of the award shall be used to reduce the HSGD award and grantee match rather than to increase the funds committed to the project.

**Asset Seizures and Forfeitures** - Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (e.g., law enforcement entity).

#### Certification

Each applicant agency must certify to the specific requirements detailed above as well as all requirements within the HSGD Funding Announcement, the eGrants application, the OOG's Guide to Grants, and the OOG's Grantee Conditions and Responsibilities to be eligible for this program.

**X I certify to all of the application content and requirements.**

### Project Summary :

Briefly summarize the project, including proposed activities and intended impact.

This request supports the community preparedness outreach activities throughout the Houston region including Citizen Corps programs in support of the National Campaign for Preparedness and continuing to identify resource needs, mobilize partners and create innovative solutions that can be grown, sustained and replicated. The funds requested include preparedness planners, the CERT and regional Teen CERT Coordinators, the costs associated with conducting CERT trainings (including American Sign Language Interpreters to continue outreach to our hearing-impaired partners), basic equipment for CERT Teams and hosting CERT outreach events. This project also includes the continued partnership with Volunteer Houston and Gateway to Care supporting the Medical Reserve Corps program. In addition, it provides sustainment of the Ready Houston programs including the website, outreach collateral materials, School Ready programs, Neighborhood Ready, Make the Call (If You See Something, Say Something<sup>TM</sup>), Run Hide Fight<sup>®</sup>, and several large community outreach events across the region.

### Problem Statement :

Provide a detailed account of the issues, threats or hazards that your project will target. For federal Homeland Security Grants, include specific references to the regional or state *Threat and Hazard Identification and Risk Assessment (THIRA)*, as applicable.

This project will address the issues, hazards and threats the community needs to be prepared for including terrorism activity by providing information and education on how to be prepared for, respond to and recover from the disaster.

### Existing Capability Levels :

Describe the existing capability levels, including resources that are currently in place to support this project prior to the use of grant funds.

Over 33,000 residents that have been CERT trained, an active Teen CERT program and the MRC that has more than 4,200 members across the region. Programs developed and available to the community include Neighborhood Ready, School Ready (elementary and middle school programs), Make the Call (Terrorism Prevention, If You See Something, Say Something<sup>TM</sup>), Run Hide Fight<sup>®</sup> Surviving an Active Shooter Event, Ready Houston website, educational materials in 10 languages plus Braille, numerous outreach events and a variety of activities, events and preparedness programs to engage the residents across the region.

### Capability Gaps:

Describe the capability gaps which will be addressed by the project. For federal Homeland Security Grants, include specific references to the regional or statewide State Preparedness Report (SPR).

Mitigation/Community Resiliency/Whole Community Approach to Emergency Management Principles as called for by Presidential Policy Directive PPD-8: National Preparedness. The region needs to sustain regional community preparedness planners, CERT Coordinators, and Teen CERT and MRC to ensure regional preparedness plans, procedures, and programs remain up-to-date. In addition, these planners and coordinators need to continue to train and educate residents in order to promote whole community resilience. The need for individuals to take responsibility for their own self-preparedness efforts and for all community members to work together to develop the collective capacity needed to enhance the community's security and resilience. The population of our region continues to expand exponentially. This project works diligently to meet the expanding needs as new residents move into the community and need information on the risks and threats to our region and how to best prepare for a disaster.

### Impact Statement :

Describe the project goals/objectives and how this project will maintain capabilities or reduce capability gaps.

Our region continues to experience a population growth unmatched by any area in the US, recent reports have Houston predicted to become the second most populated city in the US. As the city population expands so does the population of the UASI footprint. In addition to new citizens, our region has seen an influx of new businesses, increasing the potential for new partnerships. All programs developed and managed under Ready Houston, all Citizen Corps programs including CERT, Teen CERT and MRC continue to identify opportunities to provide training and/or outreach to the community and businesses of our region. They strive to grow at a manageable rate to continue being a viable and robust extension of services during incidents.

### Homeland Security Priority Actions:

Identify the Texas Homeland Security Priority Action most closely aligned with this project. Each Priority Action is linked with an *Objective from the Texas Homeland Security Strategic Plan (HSSP)*. List the Priority Action by number and text (e.g. 1.2.3 *Expand and enhance the network of human sources that can provide detailed and relevant information on known or suspected terrorist and criminal enterprises.*)

3.3.1 Expand and enhance local jurisdiction participation in Citizen Corps and other individual and community preparedness programs.

### Target Group :

Identify the target group and population expected to benefit from this project.

The project supports individual and community preparedness in the entire Houston Urban Area. The Houston Urban Area is comprised of the City of Houston; Harris, Fort Bend, Montgomery, Galveston and Brazoria Counties. This area contains 94 incorporated cities; it is entirely situated within the Houston-Galveston Area Council (H-GAC) region with a population of over 6 million people.

### Long-Term Approach:

Describe how the applicant agency will maintain the capabilities supported by this project without additional federal or state funds. If sustainment is dependent upon federal or state grants, describe the ongoing need for future grants, as applicable.

The teams and programs developed are very successful and filled a tremendous need in the community. We would look towards the possibility of continuing personnel funding from each jurisdiction and corporate funding, other grant funding opportunities and other non-government funding sources to meet the other needs of the program.

## Project Activities Information

### HSGP Instructions for Project Activity Selection

Homeland Security Grant Program (HSGP) applicants should only select one project activity. The eGrants system will allow multiple selections, but each HSGP subrecipient project must fit into one and only one of the Investment Categories that are listed as project activities under the "Activity List".

### Urban Area Impact

Identify the Urban Area Strategic Plan Goal and Objective that most closely aligns with this project. List the Goal/Objective specific to your Urban Area Strategic Plan by number and text (e.g., Goal 5: *Interoperable Communications. Sustain standards-based, shared systems with adequate coverage and capacity to facilitate seamless interoperable communications throughout the Urban Area. Objective 2: Complete the deployment of standards-based shared systems to serve the region.*)

UASI Strategic Goal: Goal 4: Enhanced Community Preparedness Enhance community resiliency through efforts to improve preparedness of individuals, households, private sector, schools, government, and nongovernmental organizations (NGOs); and continue to train citizens to augment government efforts in a catastrophic incident UASI Strategic Objective: Objective 1: Increase preparedness in all sectors of the community by planning and implementing programs that encourage community members to make a plan, build a kit, stay informed and know your neighbor, as well as encourage businesses to be ready for crises through continuity of operations planning and other appropriate preparations. Objective 2: Employ and sustain staff needed to support enhanced community preparedness activities. Objective 3: Secure the tools and technologies needed to conduct expanded training and outreach efforts. Objective 4: Maintain the comprehensive training programs required to enhance community preparedness borrowing, where feasible, on existing materials and best practices of other communities. This project will help attain the goal by: Follow the whole community approach to preparedness by increasing awareness and continuing to educate and train individuals and identify new opportunities to create partnerships, engage all residents with activities, volunteer opportunities and outreach programs and identify gaps to enhance programs or develop additional materials or programs. 1. Continue to employ and sustain staff to increase preparedness in all sectors of the community including private and nonprofit, faith-based organizations and all levels of government by planning and implementing programs that encourage taking the necessary steps to being prepared; and that encourage businesses to be ready for crises through continuity of operations planning and other appropriate preparations

**Selected Project Activities:**

ACTIVITY	PERCENTAGE:	DESCRIPTION
Planning and Community Preparedness	100.00	Follow the whole community approach to preparedness by increasing awareness and continuing to educate and train individuals and identify new opportunities to create partnerships, engage residents with activities, volunteer opportunities and outreach programs and identify gaps to enhance programs or develop additional materials or programs.

**Measures Information**

## Objective Output Measures

OUTPUT MEASURE	TARGET LEVEL
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## Objective Outcome Measures

OUTCOME MEASURE	TARGET LEVEL
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## Custom Output Measures

CUSTOM OUTPUT MEASURE	TARGET LEVEL
Number of people trained	4000
Number of trainings conducted	20
Number of community preparedness (CCP, CERT or other similar agency sponsored programs) events held.	6

## Custom Outcome Measures

CUSTOM OUTCOME MEASURE	TARGET LEVEL
Number of people participating in community preparedness events.	500
	25

Number of stakeholders participating in planning/coordination meetings	

## Certification and Assurances

Each applicant must click on this link to review the standard [Certification and Assurances](#).

### Resolution from Governing Body

Applications from nonprofit corporations, local units of governments, and other political subdivisions must include a [resolution](#) that contains the following:

1. Authorization by your governing body for the submission of the application to OOG/HSGD that clearly identifies the name of the project for which funding is requested;
2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update HSGD should the official change during the grant period.); and
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to HSGD.

Upon approval from your agency's governing body, upload the [approved](#) resolution to eGrants by going to the **Upload.Files** tab and following the instructions on Uploading eGrants Files.

### Contract Compliance

Will HSGD grant funds be used to support any contractual or professional services?

Select the Appropriate Response:

☒ Yes

☐ No

For applicant agencies that selected **Yes** above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

Enter a description for monitoring contract compliance:

All contracts and purchases will be approved in the egrants system and will be procured using county purchasing policies and regulations. Contracts and purchases will be monitored by the sub-grantee to ensure deliverables and timelines are met and that the deliverables are as requested.

### Lobbying

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

Select the Appropriate Response:

☐ Yes

☒ No

☐ N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with this federal contract, loan, or cooperative agreement?

☐ Yes

☒ No

☐ N/A

### Fiscal Year

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

Enter the Begin Date [mm/dd/yyyy]:

10/1/2017

Enter the End Date [mm/dd/yyyy]:

9/30/2018

### Sources of Financial Support

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the following sources:

Enter the amount (\$) of Federal Grant Funds:

21963627

Enter the amount (\$) of State Grant Funds:

7979424

### Single Audit

Applicants who expend less than \$750,000 in federal grant funding or less than \$750,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a HSGD grant. However, HSGD may require a limited scope audit as defined in 2 CFR Part 200, Subpart F - Audit Requirements.

Has the applicant agency expended federal grant funding of \$750,000 or more, or state grant funding of \$750,000 or more during the most recently completed fiscal year?

☒ Yes

☐ No

Applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit, performed by an independent auditor in accordance with the State of Texas Single Audit Circular; or CFR Part 200, Subpart F - Audit Requirements.



Enter the date of your last annual single audit:

3/31/2017

### Debarment

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

☒ I Certify

☐ Unable to Certify

Enter the debarment justification:

### FFATA Certification

**Certification of Recipient Highly Compensated Officers** – The Federal Funding Accountability and Transparency Act (FFATA) requires Prime Recipients (HSGD) to report the names and total compensation of each of the five most highly compensated officers (a.k.a. positions) of each sub recipient organization for the most recently completed fiscal year preceding the year in which the grant is awarded if the subrecipient answers **YES** to the **FIRST** statement but **NO** to the **SECOND** statement listed below.

In the sub recipient's preceding completed fiscal year, did the sub recipient receive: (1) 80 percent or more of its annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; AND (2) \$25,000,000 or more in annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements?

☐ Yes

☒ No

Does the public have access to information about the compensation of the senior executives through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or Section 6104 of the Internal Revenue Code of 1986?

☐ Yes

☒ No

If you answered **YES** to the **FIRST** statement and **NO** to the **SECOND** statement, please provide the name and total compensation amount of each of the five most highly compensated officers (a.k.a. positions) within your agency for the current calendar year. If you answered NO to the first statement you are NOT required to provide the name and compensation amounts. NOTE: "Total compensation" means the complete pay package of each of the sub recipient's compensated officers, including all forms of money, benefits, services, and in-kind payments (see SEC Regulations: 17 CCR 229.402).

Position 1 - Name:

Position 1 - Total Compensation (\$):

0

Position 2 - Name:

Position 2 - Total Compensation (\$):

0

Position 3 - Name:

Position 3 - Total Compensation (\$):

0

Position 4 - Name:

Position 4 - Total Compensation (\$):

0

Position 5 - Name:

Position 5 - Total Compensation (\$):

0

### Homeland Security Information

### FUND SOURCE INFORMATION AND REQUIREMENTS

**DHS Project Type:** Establish/enhance citizen awareness of emergency preparedness, prevention, and response measures

#### Capabilities

**Core Capability:** Community Resilience

**Identify if this investment focuses on building new capabilities or sustaining existing capabilities.** : Existing Capabilities (Sustain)

**Are the assets or activities Deployable or Shareable:** Shareable

☐ Check if this Investment requires new construction or renovation, retrofitting, or modification of existing structures

☒ Check if these funds will support a project that was previously funded with HSGP funding

#### Project Management Step Involved:

Check the step that most closely resembles the phase of the project activities to be completed during the grant period.

**Step:** Execute

**Description:** The period within the project lifecycle during which the actual work of creating the project's deliverables is carried out.

**Process:** Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.

### Milestones

**Milestone:** Execute contract for Fort Bend County MRC Coordinator through Commissioners Court approval of agreement; **Completion Date:** 03-01-2019

**Milestone:** Participate in Coordination of CERT Programs via UASI Community Preparedness Meetings; **Completion Date:** 06-30-2019

**Milestone:** Pay salary and benefits/contract costs for planning coordinators; **Completion Date:** 12-31-2019

**Milestone:** Complete payment and closeout project within local grants management system; **Completion Date:** 01-31-2020

**Milestone:** Accept award through commissioners court and complete initial grant setup tasks within local grants management system; **Completion Date:** 12-31-2018

### NIMS Resources

☐ Check if this project supports a NIMS typed resource

**Enter the name of the typed resources from the Resource Type Library Tool:**

**Enter the ID of the typed resources from the Resource Type Library Tool:**

## **Fiscal Capability Information**

### **Section 1: Organizational Information**

Enter the Year in which the Corporation was Founded:

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status:

Enter the Employer Identification Number Assigned by the IRS:

Enter the Charter Number assigned by the Texas Secretary of State:

### **Section 2: Accounting System**

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization (general ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis, or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts).

Select the appropriate response:

☐ Yes

☐ No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost categories?

Select the appropriate response:

☐ Yes

☐ No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and his or her supervisor?

Select the appropriate response:

☐ Yes

☐ No

If you answered 'No' to any question above in the Accounting System section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

### **Section 3: Financial Capability**

Grant agencies should prepare annual financial statements. At a minimum, current internal balance sheet and income statements are required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grant agency during a fiscal year.

Has the grant agency undergone an independent audit?

Select the appropriate response:

☐ Yes

☐ No

Does the organization prepare financial statements at least annually?

Select the appropriate response:

☐ Yes

☐ No

According to the organization's most recent Audit or Balance Sheet, are the current total assets greater than the liabilities?

Select the appropriate response:

☐ Yes

☐ No

If you selected 'No' to any question above under the Financial Capability section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

### **Section 4: Budgetary Controls**

Grant agencies should establish a system to track expenditures against budget and / or funded amounts.

Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include drawing down grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?

☐ Yes

☐ No

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?

☐ Yes

☐ No

If you selected 'No' to any question above under the Budgetary Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

### Section 5: Internal Controls

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits.

Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?

Select the appropriate response:

☐ Yes

☐ No

Is there separation of responsibility in the receipt, payment, and recording of costs?

Select the appropriate response:

☐ Yes

☐ No

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

### Budget Details Information

#### Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Supplies and Direct Operating Expenses	04SW-04-NETW Software, Network	Software- Raptor Technologies- Calendar Year 2019	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0
Supplies and Direct Operating Expenses	09MS-04-TNQT Tourniquet	Tourniquets to provide CERT Team training	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
Equipment	09TR-01-CSIM Equipment, Training/Casualty Simulation	Adult and Infant Manikins for CERT training purposes (4 manikins @ \$500 each)	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	4
Supplies and Direct Operating Expenses	09TR-01-MKIT Supplies, Moulage	Moulage Supplies	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
Supplies and Direct Operating Expenses	21GN-00-LEAS Leasing of Space for Equipment Storage	Storage Lease for Equipment Storage- Calendar Year 2019	\$9,500.00	\$0.00	\$0.00	\$0.00	\$9,500.00	0
Personnel	Assistant (Planning)	Community Preparedness Part-Time Assistant 1 salary - funded for calendar year 2019; support community preparedness	\$15,600.00	\$0.00	\$0.00	\$0.00	\$15,600.00	100

		activities in Fort Bend County and in the Greater Houston region, including CERT Coordination, Training, and Outreach.						
Contractual and Professional Services	Consultant (Planning)	MRC Coordinator Contract (Calendar Year 2019)	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	0
Personnel	Coordinator (Planning)	Community Preparedness Planning Coordinator 1 (E. Norman) salary and benefits - funded for calendar year 2019; support community preparedness activities in Fort Bend County and in the Greater Houston region, including CERT Coordination, Training, and Outreach	\$102,700.00	\$0.00	\$0.00	\$0.00	\$102,700.00	100
Personnel	Coordinator (Planning)	Community Preparedness Planning Coordinator 2 (K. Renfrow) salary and benefits - funded for calendar year 2019; support community preparedness activities in Fort Bend County and in the Greater Houston region, including CERT Coordination, Training, and Outreach.	\$88,140.00	\$0.00	\$0.00	\$0.00	\$88,140.00	100
Supplies and Direct Operating Expenses	Copy/Reproduction Costs (Training)	Copy/Reproduction Costs for CERT training materials	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
Travel and Training	In-State Incidentals and/or Mileage (Planning)	Local Mileage/Incidentals for Grant funded planners, E. Norman and K. Renfrow to attend	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0

		local planning meetings						
Travel and Training	In-State Registration Fees (Planning)	Conference: Texas Unites Conference (2 Attendees @\$750,total \$1500)	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0
Supplies and Direct Operating Expenses	Office Supplies (Training)	Printing Materials and office supplies for planners, including general office supplies, binders, binder tabs, labels, thumb drives, toner, etc.	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	0
Supplies and Direct Operating Expenses	Project Supplies (Training)	Project Supplies including Quick Series Guides, Storage Bins, CERT training supplies	\$13,000.00	\$0.00	\$0.00	\$0.00	\$13,000.00	0
Supplies and Direct Operating Expenses	Telecommunications Costs (Planning)	Cell Phone usage for Planning Coordinators (E. Norman and K. Renfrow) Calendar Year 2019	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
Supplies and Direct Operating Expenses	Telecommunications Costs (Planning)	Tablet Plan-Calendar Year 2019	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0

### Source of Match Information

#### Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
-------------	------------	--------

#### Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Budget Summary Information

#### Budget Summary Information by Budget Category:

CATEGORY	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Contractual and Professional Services	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00
Equipment	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00

Personnel	\$206,440.00	\$0.00	\$0.00	\$0.00	\$206,440.00
Supplies and Direct Operating Expenses	\$42,000.00	\$0.00	\$0.00	\$0.00	\$42,000.00
Travel and Training	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00

**Budget Grand Total Information:**

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$303,440.00	\$0.00	\$0.00	\$0.00	\$303,440.00

**Condition Of Fundings Information**

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Funds	Hold Line Item Funds
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You are logged in as **User Name:** Colleenap

Print This Page

**Agency Name:** Fort Bend County  
**Grant/App:** 3415802 **Start Date:** 9/1/2018 **End Date:** 1/31/2020

**Project Title:** Emergency Public Information System Sustainment  
**Status:** Application Pending Submission

### Eligibility Information

**Your organization's Texas Payee/Taxpayer ID Number:**  
17460019692080

**Application Eligibility Certify:**  
Created on:3/26/2018 3:13:12 PM By:Colleena Payne

### Profile Information

**Applicant Agency Name:** Fort Bend County  
**Project Title:** Emergency Public Information System Sustainment  
**Division or Unit to Administer the Project:** Office of Emergency Management  
**Address Line 1:** 307 Fort Street  
**Address Line 2:**  
**City/State/Zip:** Richmond Texas 77469-4428  
**Start Date:** 9/1/2018  
**End Date:** 1/31/2020

**Regional Council of Governments(COG) within the Project's Impact Area:** Houston-Galveston Area Council  
**Headquarter County:** Fort Bend  
**Counties within Project's Impact Area:** Fort Bend

#### Grant Officials:

##### Authorized Official

**User Name:** Robert Hebert  
**Email:** Ann.Werlein@fortbendcountytexas.gov  
**Address 1:** 401 Jackson Street  
**Address 1:** Office of the County Judge  
**City:** Richmond, Texas 77469  
**Phone:** 281-341-8608 Other Phone: 281-341-8634  
**Fax:** 271-341-8609  
**Title:** The Honorable  
**Salutation:** Judge  
**Position:** County Judge

##### Project Director

**User Name:** Colleena Payne  
**Email:** Colleena.payne@fortbendcountytexas.gov  
**Address 1:** 307 Fort Street  
**Address 1:**  
**City:** Richmond, Texas 77469  
**Phone:** 281-342-6185 Other Phone:  
**Fax:** 281-342-4798  
**Title:** Ms.  
**Salutation:** Ms.  
**Position:** Planning Coordinator-Grants

##### Financial Official

**User Name:** Robert Sturdivant  
**Email:** Yvonne.mager@fortbendcountytexas.gov  
**Address 1:** 301 Jackson, Suite 533  
**Address 1:**  
**City:** Richmond, Texas 77469  
**Phone:** 281-341-3769 Other Phone:  
**Fax:**  
**Title:** Mr.  
**Salutation:** Constable  
**Position:** County Auditor

##### Grant Writer

**User Name:** Colleena Payne  
**Email:** Colleena.payne@fortbendcountytexas.gov  
**Address 1:** 307 Fort Street

**Address 1:****City:** Richmond, Texas 77469**Phone:** 281-342-6185 Other Phone:**Fax:** 281-342-4798**Title:** Ms.**Salutation:** Ms.**Position:** Planning Coordinator-Grants

## Grant Vendor Information

**Organization Type:** County**Organization Option:** applying to provide homeland security services**Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):**

17460019692080

**Data Universal Numbering System (DUNS):** 081497075

## Narrative Information

### Overview

The purpose of the Homeland Security Grant Program (HSGP) is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community. HSGP supports core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery based on allowable costs.

### Primary Mission and Purpose

**Urban Area Security Initiative (UASI) - Regular:** Supports programs that address the unique multidiscipline planning, organization, equipment, training, and exercise needs of high-threat, high-density Urban Areas in efforts to build and sustain the capabilities necessary to prevent, protect against, mitigate, respond to, and recover from acts of terrorism. Urban areas must employ regional approaches to overall preparedness and are encouraged to adopt regional response structures whenever appropriate.

### Eligibility Requirements

#### National Incident Management System (NIMS) Implementation

Grantees are required to implement NIMS. The NIMS uses a systematic approach to integrate the best existing processes and methods into a unified national framework for incident management across all homeland security activities including prevention, protection, response, mitigation, and recovery. Grantees must use standardized resource management concepts for resource typing, credentialing, and an inventory to facilitate the effective identification, dispatch, deployment, tracking and recovery of resources.

#### Emergency Management Plans (Intermediate Level)

Cities and counties must have a current emergency management plan or be a legally established member of an inter-jurisdictional emergency management program with a plan on file with the Texas Department of Public Safety, Texas Division of Emergency Management (TDEM). Plans must be maintained throughout the entire grant performance period and must be at least at the Intermediate Level. If you have questions concerning your Emergency Management Plan (preparedness) level, contact your Emergency Management Coordinator (EMC) or your regional Council of Governments (COG). For questions concerning plan deficiencies, contact TDEM at [t-dem.plans@dps.texas.gov](mailto:t-dem.plans@dps.texas.gov).

**Criminal History Reporting** Entities receiving funds from HSGD must be located in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the Texas Department of Public Safety (DPS) as directed in the *Texas Code of Criminal Procedure, Chapter 60*. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system.

**Uniform Crime Reporting (UCR)** Eligible applicants operating a law enforcement agency must be current on reporting Part I violent crime data to the Texas Department of Public Safety (DPS) for inclusion in the annual Uniform Crime Report (UCR). To be considered eligible for funding, applicants must have submitted a full twelve months of accurate data to DPS for the most recent calendar year.

### Program Requirements

#### Building and Sustaining Core Capabilities

Funding should be used to sustain core capabilities. New capabilities should not be built at the expense of maintaining current and critically needed core capabilities. New capabilities must be aligned with capability targets and gaps identified through the THIRA/SPR process.

#### Mission Areas

The National Preparedness Goal organizes the core capabilities into the five mission areas:

- Prevention. Prevent, avoid or stop an imminent, threatened or actual act of terrorism.
- Protection. Protect our citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations, and way of life to thrive.
- Mitigation. Reduce the loss of life and property by lessening the impact of future disasters.
- Response. Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.
- Recovery. Recover through a focus on the timely restoration, strengthening and revitalization of infrastructure, housing and a sustainable economy, as well as the health, social, cultural, historic and environmental fabric of communities affected by a catastrophic incident.



**Program Income**

Applicant agrees to comply with all federal and state rules and regulations for program income and agrees to report all program income that is generated as a result of the project's activities. Applicant agrees to report program income through a formal grant adjustment and to secure HSGD approval prior to use of the program income. Applicant agrees to use program income for allowable costs and agrees to expend program income immediately after HSGD's approval of a grant adjustment and prior to requesting reimbursement of funds.

Deduction Method - Program income shall be deducted from total allowable costs to determine the net allowable costs. Program income shall be used for current costs unless HSGD authorizes otherwise. Program income which the grantee did not anticipate at the time of the award shall be used to reduce the HSGD award and grantee match rather than to increase the funds committed to the project.

Asset Seizures and Forfeitures - Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (e.g., law enforcement entity).

**Certification**

Each applicant agency must certify to the specific requirements detailed above as well as all requirements within the HSGD Funding Announcement, the eGrants application, the OOG's Guide to Grants, and the OOG's Grantee Conditions and Responsibilities to be eligible for this program.

**X I certify to all of the application content and requirements.**

**Project Summary :**

Briefly summarize the project, including proposed activities and intended impact.

Fort Bend County is requesting \$112,500 to sustain funding for 25 emergency public information system sites utilized across the Region. This project will also provide funding to hire contractor support to provide EPIP socialization to the region as well as conduct a tabletop exercise related to the EPIP and our current emergency public information system. This project will ensure the continued operation, hosting, customer support, etc. of the various sites. The emergency public information sites provide a platform for jurisdictions to communicate amongst each other as well as to provide critical information to the public.

**Problem Statement :**

Provide a detailed account of the issues, threats or hazards that your project will target. For federal Homeland Security Grants, include specific references to the regional or state *Threat and Hazard Identification and Risk Assessment (THIRA)*, as applicable.

In the event of terrorist attack, providing the necessary information to the public is critical in the time immediately following an attack. The emergency public information systems this application seeks to fund provides the capability needed to effectively sharing information with the public as well as provide the public with instructions and critical messaging.

**Existing Capability Levels :**

Describe the existing capability levels, including resources that are currently in place to support this project prior to the use of grant funds.

The Region currently possesses numerous emergency public information sites and this project will sustain the licensing, maintenance, hosting, customer support, etc. of the sites currently in place.

**Capability Gaps:**

Describe the capability gaps which will be addressed by the project. For federal Homeland Security Grants, include specific references to the regional or statewide State Preparedness Report (SPR).

The capability gap identified in the THIRA/SPR process relates to Public Information and Warning. Specifically, it addresses the need for jurisdictions to have tools allowing them to publish information online, including websites, and social media. Additionally, it addresses the need to have tools to augment IPAWS.

**Impact Statement :**

Describe the project goals/objectives and how this project will maintain capabilities or reduce capability gaps.

This application will assist both Fort Bend County and the Region with continued licensing and use of the system

**Homeland Security Priority Actions:**

Identify the Texas Homeland Security Priority Action most closely aligned with this project. Each Priority Action is linked with an *Objective from the Texas Homeland Security Strategic Plan (HSSP)*. List the Priority Action by number and text (e.g. 1.2.3 *Expand and enhance the network of human sources that can provide detailed and relevant information on known or suspected terrorist and criminal enterprises.*)

4.5.3 - Develop and adopt innovative means of using public warning systems to assist in public alert and information sharing

**Target Group :**

Identify the target group and population expected to benefit from this project.

This application will target Fort Bend County and the Houston UASI Region. Additionally, this project will provide the necessary funding to support the systems that will provide critical emergency information to virtually the entire population of the Houston UASI Region.

**Long-Term Approach:**

Describe how the applicant agency will maintain the capabilities supported by this project without additional federal or state funds. If sustainment is dependent upon federal or state grants, describe the ongoing need for future grants, as applicable.

The longevity of the grant and the economic health of our local government will largely determine the ability to maintain and sustain this capability.

**Project Activities Information****HSGP Instructions for Project Activity Selection**

Homeland Security Grant Program (HSGP) applicants should only select one project activity. The eGrants system will allow multiple selections, but each HSGP subrecipient project must fit into one and only one of the Investment Categories that are listed as project activities under the "Activity List".

### Urban Area Impact

Identify the Urban Area Strategic Plan Goal and Objective that most closely aligns with this project. List the Goal/Objective specific to your Urban Area Strategic Plan by number and text (*e.g., Goal 5: Interoperable Communications. Sustain standards-based, shared systems with adequate coverage and capacity to facilitate seamless interoperable communications throughout the Urban Area. Objective 2: Complete the deployment of standards-based shared systems to serve the region.*)

UASI Strategic Goal: Goal 1: Coordinated Planning UASI Strategic Objective: Objective 1.6 - Secure and sustain the tools and technologies needed to promote information sharing and collaboration to ensure accessibility and availability of the information to all disciplines and jurisdictions. This project will help attain the goal by: This project will help attain this goal by providing the necessary technology needed the share information between jurisdictions as well as provide critical information to the public in the event of an emergency.

#### Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Emergency Operations Center Technology and Enhancements	100.00	This application will assist both Fort Bend County and the Region with continued licensing and use of Emergency Public Information system.

### Measures Information

#### Objective Output Measures

OUTPUT MEASURE	TARGET LEVEL
Number of exercises conducted.	0
Number of individuals participating in exercises.	0
Number of operational coordination programs (EOCs/EOC systems or other Incident Command structures) created, maintained or enhanced.	25
Number of people trained.	5
Number of trainings conducted.	5

#### Objective Outcome Measures

OUTCOME MEASURE	TARGET LEVEL
Percent (%) of responders at the appropriate incident command structure (ICS) training level(s).	100

#### Custom Output Measures

CUSTOM OUTPUT MEASURE	TARGET LEVEL
Number of sites modernized to reflect current web standards and best practices	25
	5

Number of site administrators trained to use Emergency Public Information sites for minor updates to system	

## Custom Outcome Measures

CUSTOM OUTCOME MEASURE	TARGET LEVEL
Percentage of sites remaining operational throughout project	100

**Certification and Assurances**

Each applicant must click on this link to review the standard [Certification and Assurances](#).

**Resolution from Governing Body**

Applications from nonprofit corporations, local units of governments, and other political subdivisions must include a [resolution](#) that contains the following:

1. Authorization by your governing body for the submission of the application to OOG/HSGD that clearly identifies the name of the project for which funding is requested;
2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update HSGD should the official change during the grant period.); and
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to HSGD.

Upon approval from your agency's governing body, upload the [approved](#) resolution to eGrants by going to the **Upload.Files** tab and following the instructions on Uploading eGrants Files.

**Contract Compliance**

Will HSGD grant funds be used to support any contractual or professional services?

Select the Appropriate Response:

- ☒ Yes  
☐ No

For applicant agencies that selected **Yes** above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

Enter a description for monitoring contract compliance:

All contracts and purchases will be approved in egrants and will be procured using county purchasing policies and regulations. Contracts and purchases will be monitored by the sub-grantee to ensure deliverables and timelines are met and that the deliverables are as requested

**Lobbying**

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

Select the Appropriate Response:

- ☐ Yes  
☒ No  
☐ N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with this federal contract, loan, or cooperative agreement?

☐ Yes  
☒ No  
☐ N/A

### Fiscal Year

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

Enter the Begin Date [mm/dd/yyyy]:

10/1/2017

Enter the End Date [mm/dd/yyyy]:

9/30/2018

### Sources of Financial Support

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the following sources:

Enter the amount (\$) of Federal Grant Funds:

21963627

Enter the amount (\$) of State Grant Funds:

7979424

### Single Audit

Applicants who expend less than \$750,000 in federal grant funding or less than \$750,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a HSGD grant. However, HSGD may require a limited scope audit as defined in 2 CFR Part 200, Subpart F - Audit Requirements.

Has the applicant agency expended federal grant funding of \$750,000 or more, or state grant funding of \$750,000 or more during the most recently completed fiscal year?

☒ Yes  
☐ No

Applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit, performed by an independent auditor in accordance with the State of Texas Single Audit Circular; or CFR Part 200, Subpart F - Audit Requirements.

Enter the date of your last annual single audit:

3/31/2017

### Debarment

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

☒ I Certify  
☐ Unable to Certify

Enter the debarment justification:

### FFATA Certification

**Certification of Recipient Highly Compensated Officers** – The Federal Funding Accountability and Transparency Act (FFATA) requires Prime Recipients (HSGD) to report the names and total compensation of each of the five most highly compensated officers (a.k.a. positions) of each sub recipient organization for the most recently completed fiscal year preceding the year in which the grant is awarded if the subrecipient answers **YES** to the **FIRST** statement but **NO** to the **SECOND** statement listed below.

In the sub recipient's preceding completed fiscal year, did the sub recipient receive: (1) 80 percent or more of its annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; AND (2) \$25,000,000 or more in annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements?

☐ Yes  
☒ No

Does the public have access to information about the compensation of the senior executives through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or Section 6104 of the Internal Revenue Code of 1986?

☒ Yes  
☐ No

If you answered **YES** to the **FIRST** statement and **NO** to the **SECOND** statement, please provide the name and total compensation amount of each of the five most highly compensated officers (a.k.a. positions) within your agency for the current calendar year. If you answered NO to the first statement you are NOT required to provide the name and compensation amounts. NOTE: "Total compensation" means the complete pay package of each of the sub recipient's compensated officers, including all forms of money, benefits, services, and in-kind payments (see SEC Regulations: 17 CCR 229.402).

Position 1 - Name:

Position 1 - Total Compensation (\$):

0

Position 2 - Name:  
Position 2 - Total Compensation (\$):  
0  
Position 3 - Name:  
Position 3 - Total Compensation (\$):  
0  
Position 4 - Name:  
Position 4 - Total Compensation (\$):  
0  
Position 5 - Name:  
Position 5 - Total Compensation (\$):  
0

## Homeland Security Information

### FUND SOURCE INFORMATION AND REQUIREMENTS

**DHS Project Type:** Establish/enhance citizen awareness of emergency preparedness, prevention, and response measures

#### Capabilities

**Core Capability:** Public Information and Warning

**Identify if this investment focuses on building new capabilities or sustaining existing capabilities. :** Existing Capabilities (Sustain)

**Are the assets or activities Deployable or Shareable:** Shareable

\_\_\_ Check if this Investment requires new construction or renovation, retrofitting, or modification of existing structures

X Check if these funds will support a project that was previously funded with HSGP funding

#### Project Management Step Involved:

Check the step that most closely resembles the phase of the project activities to be completed during the grant period.

**Step:** Execute

**Description:** The period within the project lifecycle during which the actual work of creating the project's deliverables is carried out.

**Process:** Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.

#### Milestones

**Milestone:** Accept award through Commissioners Court and complete initial grant setup tasks; **Completion Date:** 12-31-2018

**Milestone:** Setup Purchase Order for Consultant Fees; **Completion Date:** 02-28-2019

**Milestone:** Monitor Consultant throughout project to provide system updates and maintenance to Public Information System ; **Completion Date:** 06-30-2019

**Milestone:** Complete project payment and closeout within local grants management system; **Completion Date:** 01-31-2020

#### NIMS Resources

\_\_\_ Check if this project supports a NIMS typed resource

**Enter the name of the typed resources from the Resource Type Library Tool:**

**Enter the ID of the typed resources from the Resource Type Library Tool:**

## Fiscal Capability Information

### Section 1: Organizational Information

Enter the Year in which the Corporation was Founded:  
Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status:  
Enter the Employer Identification Number Assigned by the IRS:  
Enter the Charter Number assigned by the Texas Secretary of State:

### Section 2: Accounting System

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization (general ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis, or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts).

Select the appropriate response:

- ☐ Yes
- ☐ No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost categories?

Select the appropriate response:

- ☐ Yes
- ☐ No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and his or her supervisor?

Select the appropriate response:

- ☐ Yes
- ☐ No

If you answered 'No' to any question above in the Accounting System section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

### Section 3: Financial Capability

Grant agencies should prepare annual financial statements. At a minimum, current internal balance sheet and income statements are required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grant agency during a fiscal year.

Has the grant agency undergone an independent audit?

Select the appropriate response:

- ☐ Yes
- ☐ No

Does the organization prepare financial statements at least annually?

Select the appropriate response:

- ☐ Yes
- ☐ No

According to the organization's most recent Audit or Balance Sheet, are the current total assets greater than the liabilities?

Select the appropriate response:

- ☐ Yes
- ☐ No

If you selected 'No' to any question above under the Financial Capability section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

### Section 4: Budgetary Controls

Grant agencies should establish a system to track expenditures against budget and / or funded amounts.

Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include drawing down grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?

- ☐ Yes
- ☐ No

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?

- ☐ Yes
- ☐ No

If you selected 'No' to any question above under the Budgetary Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

### Section 5: Internal Controls

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits.

Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?

Select the appropriate response:

- ☐ Yes
- ☐ No

Is there separation of responsibility in the receipt, payment, and recording of costs?

Select the appropriate response:

- ☐ Yes
- ☐ No

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

**Budget Details Information****Budget Information by Budget Line Item:**

CATEGORY	SUB CATEGORY	DESCRIPTION	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Contractual and Professional Services	Consultant (Planning)	Consultant will provide enhancements to online sites - Regional Emergency Public Information System (Jetty-Calendar year 2019)	\$45,000.00	\$0.00	\$0.00	\$0.00	\$45,000.00	0
Supplies and Direct Operating Expenses	Software License and User Fees (Planning)	Emergency Public Information System Maintenance (25 Sites @ \$2700)	\$67,500.00	\$0.00	\$0.00	\$0.00	\$67,500.00	0

**Source of Match Information****Detail Source of Match/GPI:**

DESCRIPTION	MATCH TYPE	AMOUNT
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**Summary Source of Match/GPI:**

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Budget Summary Information****Budget Summary Information by Budget Category:**

CATEGORY	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Contractual and Professional Services	\$45,000.00	\$0.00	\$0.00	\$0.00	\$45,000.00
Supplies and Direct Operating Expenses	\$67,500.00	\$0.00	\$0.00	\$0.00	\$67,500.00

**Budget Grand Total Information:**

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$112,500.00	\$0.00	\$0.00	\$0.00	\$112,500.00

**Condition Of Fundings Information**

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Funds	Hold Line Item Funds
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You are logged in as **User Name:** Colleenap



[Print This Page](#)

**Agency Name:** Fort Bend County  
**Grant/App:** 2971704 **Start Date:** 9/1/2018 **End Date:** 1/31/2020

**Project Title:** Fort Bend County - EOC Technology Sustainment  
**Status:** Application Pending Submission

### Eligibility Information

**Your organization's Texas Payee/Taxpayer ID Number:**  
17460019692080

### Application Eligibility Certify:

Created on:3/26/2018 3:20:16 PM By:Colleena Payne

### Profile Information

**Applicant Agency Name:** Fort Bend County  
**Project Title:** Fort Bend County - EOC Technology Sustainment  
**Division or Unit to Administer the Project:** Office of Emergency Management  
**Address Line 1:** 307 Fort Street  
**Address Line 2:**  
**City/State/Zip:** Richmond Texas 77369-4428  
**Start Date:** 9/1/2018  
**End Date:** 1/31/2020

**Regional Council of Governments(COG) within the Project's Impact Area:** Houston-Galveston Area Council  
**Headquarter County:** Fort Bend  
**Counties within Project's Impact Area:** Fort Bend

### Grant Officials:

#### Authorized Official

**User Name:** Robert Hebert  
**Email:** Ann.Werlein@fortbendcountytexas.gov  
**Address 1:** 401 Jackson Street  
**Address 1:** Office of the County Judge  
**City:** Richmond, Texas 77469  
**Phone:** 281-341-8608 Other Phone: 281-341-8634  
**Fax:** 271-341-8609  
**Title:** The Honorable  
**Salutation:** Judge  
**Position:** County Judge

#### Project Director

**User Name:** Colleena Payne  
**Email:** Colleena.payne@fortbendcountytexas.gov  
**Address 1:** 307 Fort Street  
**Address 1:**  
**City:** Richmond, Texas 77469  
**Phone:** 281-342-6185 Other Phone:  
**Fax:** 281-342-4798  
**Title:** Ms.  
**Salutation:** Ms.  
**Position:** Planning Coordinator-Grants

#### Financial Official

**User Name:** Robert Sturdivant  
**Email:** Yvonne.mager@fortbendcountytexas.gov  
**Address 1:** 301 Jackson, Suite 533  
**Address 1:**  
**City:** Richmond, Texas 77469  
**Phone:** 281-341-3769 Other Phone:  
**Fax:**  
**Title:** Mr.  
**Salutation:** Constable  
**Position:** County Auditor

#### Grant Writer

**User Name:** Colleena Payne  
**Email:** Colleena.payne@fortbendcountytexas.gov  
**Address 1:** 307 Fort Street  
**Address 1:**  
**City:** Richmond, Texas 77469  
**Phone:** 281-342-6185 Other Phone:  
**Fax:** 281-342-4798

**Title:** Ms.  
**Salutation:** Ms.  
**Position:** Planning Coordinator-Grants

## Grant Vendor Information

**Organization Type:** County  
**Organization Option:** applying to provide homeland security services  
**Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):** 17460019692080  
**Data Universal Numbering System (DUNS):** 081497075

## Narrative Information

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- **Mitigation.** Reduce the loss of life and property by lessening the impact of future disasters.
- **Response.** Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.
- **Recovery.** Recover through a focus on the timely restoration, strengthening and revitalization of infrastructure, housing and a sustainable economy, as well as the health, social, cultural, historic and environmental fabric of communities affected by a catastrophic incident.

**Program Income**

Applicant agrees to comply with all federal and state rules and regulations for program income and agrees to report all program income that is generated as a result of the project's activities. Applicant agrees to report program income through a formal grant adjustment and to secure HSGD approval prior to use of the program income. Applicant agrees to use program income for allowable costs and agrees to expend program income immediately after HSGD's approval of a grant adjustment and prior to requesting reimbursement of funds.

Deduction Method - Program income shall be deducted from total allowable costs to determine the net allowable costs. Program income shall be used for current costs unless HSGD authorizes otherwise. Program income which the grantee did not anticipate at the time of the award shall be used to reduce the HSGD award and grantee match rather than to increase the funds committed to the project.

Asset Seizures and Forfeitures - Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (e.g., law enforcement entity).

**Certification**

Each applicant agency must certify to the specific requirements detailed above as well as all requirements within the HSGD Funding Announcement, the eGrants application, the OOG's Guide to Grants, and the OOG's Grantee Conditions and Responsibilities to be eligible for this program.

**X I certify to all of the application content and requirements.**

**Project Summary :**

Briefly summarize the project, including proposed activities and intended impact.

[This project allows for the continuation and use of software technologies used by the Fort Bend County EOC as part of its emergency management systems. It includes systems such as ArcGIS, satellite communication bandwidth, WebEOC, Simulation Deck, and planning software to store and update plans.](#)

**Problem Statement :**

Provide a detailed account of the issues, threats or hazards that your project will target. For federal Homeland Security Grants, include specific references to the regional or state *Threat and Hazard Identification and Risk Assessment (THIRA)*, as applicable.

[The Fort Bend County EOC relies on several different technologies in order to effectively respond to and recover from acts of terrorism. These technologies are critical to the sharing and displaying of information throughout the EOC. Without these technologies and systems, the Fort Bend County EOC would not be able to effectively share information not only within the EOC, but with its Regional partners.](#)

**Existing Capability Levels :**

Describe the existing capability levels, including resources that are currently in place to support this project prior to the use of grant funds.

[Regional jurisdictions are developing technologies and systems that can be shared, which will increase communication and coordination during emergency events. Prime Mover-Currently we have an adequate number of prime movers located at the Fort Bend County Office of Emergency Management. However, one of our prime movers is in need of replacement due to its age. This project will serve to replace an existing vehicle and not add to an existing number of prime movers.](#)

**Capability Gaps:**

Describe the capability gaps which will be addressed by the project. For federal Homeland Security Grants, include specific references to the regional or statewide State Preparedness Report (SPR).

[The capability gap identified in the THIRA/SPR process relates to the equipment gap listed under the Operational Coordination section of the UASI State Preparedness Report. More specifically, this project will address the following two gaps, 1\) "The region does not have enough equipment available to support operational coordination efforts in a large-scale incident" and 2\) "Local jurisdictional cross communication, particularly voice and data capability, will be difficult in an incident with significant impact to communication infrastructure."](#)

**Impact Statement :**

Describe the project goals/objectives and how this project will maintain capabilities or reduce capability gaps.

[The Fort Bend County EOC is a critical facility needed for any sort of response to a terrorism incident. Without the technologies that are currently in place at the EOC, the response to an incident would be severely hampered.](#)

**Homeland Security Priority Actions:**

Identify the Texas Homeland Security Priority Action most closely aligned with this project. Each Priority Action is linked with an *Objective from the Texas Homeland Security Strategic Plan (HSSP)*. List the Priority Action by number and text (e.g. *1.2.3 Expand and enhance the network of human sources that can provide detailed and relevant information on known or suspected terrorist and criminal enterprises.*)

[4.2.1 Continually improve proficiency in incident management software for the systems currently in use to coordinate and support incidents throughout the state and FEMA Region 6, and employed in all incident command centers – state, regional, local, and tribal.](#)

**Target Group :**

Identify the target group and population expected to benefit from this project.

[This will serve the Fort Bend County Emergency Operations Center Activation Team as well enhance and support neighboring jurisdictions outside of Fort Bend County.](#)

**Long-Term Approach:**

Describe how the applicant agency will maintain the capabilities supported by this project without additional federal or state funds. If sustainment is dependent upon federal or state grants, describe the ongoing need for future grants, as applicable.

[Fort Bend County will assume maintenance of the vehicle and technologies provided funding is available.](#)

**Project Activities Information****HSGP Instructions for Project Activity Selection**

Homeland Security Grant Program (HSGP) applicants should only select one project activity. The eGrants system will allow multiple selections, but each HSGP subrecipient project must fit into one and only one of the Investment Categories that are listed as project activities under the "Activity List".

### Urban Area Impact

Identify the Urban Area Strategic Plan Goal and Objective that most closely aligns with this project. List the Goal/Objective specific to your Urban Area Strategic Plan by number and text (*e.g., Goal 5: Interoperable Communications. Sustain standards-based, shared systems with adequate coverage and capacity to facilitate seamless interoperable communications throughout the Urban Area. Objective 2: Complete the deployment of standards-based shared systems to serve the region.*)

UASI Strategic Goal: Goal 10: Enhanced EOC Management and Coordination UASI Strategic Objective: Objective 10.2 – Identify, secure, and sustain resources needed to ensure common operating pictures for all EOCs and MACCs within the region. This project will help attain the goal by: This project will help attain this goal by ensuring that the necessary technologies and equipment is in place to create and maintain a common operating picture in and around Fort Bend County.

#### Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Emergency Operations Center Technology and Enhancements	100.00	This project allows for the continuation and use of software technologies used by the Fort Bend County EOC as part of its emergency management systems. It includes systems such as ArcGIS, satellite communication bandwidth, WebEOC, Simulation Deck, and planning software to store and update plans.

### Measures Information

#### Objective Output Measures

OUTPUT MEASURE	TARGET LEVEL
----------------	--------------

#### Objective Outcome Measures

OUTCOME MEASURE	TARGET LEVEL
-----------------	--------------

#### Custom Output Measures

CUSTOM OUTPUT MEASURE	TARGET LEVEL
Number of operational coordination programs (EOCs/EOC systems or other Incident Command structures) created, maintained or enhanced.	6
Number of technologies currently used in the Fort Bend County EOC	6

#### Custom Outcome Measures

CUSTOM OUTCOME MEASURE	
------------------------	--

	TARGET LEVEL
Percentage of operational readiness with all systems in place	100

## Certification and Assurances

Each applicant must click on this link to review the standard [Certification and Assurances](#).

## Resolution from Governing Body

Applications from nonprofit corporations, local units of governments, and other political subdivisions must include a [resolution](#) that contains the following:

1. Authorization by your governing body for the submission of the application to OOG/HS GD that clearly identifies the name of the project for which funding is requested;
2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update HSGD should the official change during the grant period.); and
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to HSGD.

Upon approval from your agency's governing body, upload the [approved](#) resolution to eGrants by going to the **Upload.Files** tab and following the instructions on Uploading eGrants Files.

## Contract Compliance

Will HSGD grant funds be used to support any contractual or professional services?

Select the Appropriate Response:

☒ Yes

☐ No

For applicant agencies that selected **Yes** above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

Enter a description for monitoring contract compliance:

All contracts and purchases will be approved in the egrants system and will be procured using county purchasing policies and regulations. Contracts and purchases will be monitored by the subgrantee to ensure deliverables and timelines are met and that the deliverables are as requested.

## Lobbying

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

Select the Appropriate Response:

☐ Yes

☒ No

☐ N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with this federal contract, loan, or cooperative agreement?

☐ Yes

☒ No

☐ N/A

## Fiscal Year

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

Enter the Begin Date [mm/dd/yyyy]:

10/1/2017

Enter the End Date [mm/dd/yyyy]:

9/30/2018

## Sources of Financial Support

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the following sources:

Enter the amount (\$) of Federal Grant Funds:

21963627

Enter the amount (\$) of State Grant Funds:

7979424

## Single Audit

Applicants who expend less than \$750,000 in federal grant funding or less than \$750,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a HSGD grant. However, HSGD may require a limited scope audit as defined in 2 CFR Part 200, Subpart F - Audit Requirements.

Has the applicant agency expended federal grant funding of \$750,000 or more, or state grant funding of \$750,000 or more during the most recently completed fiscal year?

☒ Yes  
☐ No

Applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit, performed by an independent auditor in accordance with the State of Texas Single Audit Circular; or CFR Part 200, Subpart F - Audit Requirements.

Enter the date of your last annual single audit:

3/31/2017

### Debarment

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

☒ I Certify  
☐ Unable to Certify

Enter the debarment justification:

### FFATA Certification

**Certification of Recipient Highly Compensated Officers** – The Federal Funding Accountability and Transparency Act (FFATA) requires Prime Recipients (HSGD) to report the names and total compensation of each of the five most highly compensated officers (a.k.a. positions) of each sub recipient organization for the most recently completed fiscal year preceding the year in which the grant is awarded if the subrecipient answers **YES** to the **FIRST** statement but **NO** to the **SECOND** statement listed below.

In the sub recipient's preceding completed fiscal year, did the sub recipient receive: (1) 80 percent or more of its annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; AND (2) \$25,000,000 or more in annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements?

☐ Yes  
☒ No

Does the public have access to information about the compensation of the senior executives through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or Section 6104 of the Internal Revenue Code of 1986?

☒ Yes  
☐ No

If you answered **YES** to the **FIRST** statement and **NO** to the **SECOND** statement, please provide the name and total compensation amount of each of the five most highly compensated officers (a.k.a. positions) within your agency for the current calendar year. If you answered **NO** to the first statement you are NOT required to provide the name and compensation amounts. NOTE: "Total compensation" means the complete pay package of each of the sub recipient's compensated officers, including all forms of money, benefits, services, and in-kind payments (see SEC Regulations: 17 CCR 229.402).

Position 1 - Name:

Position 1 - Total Compensation (\$):

0

Position 2 - Name:

Position 2 - Total Compensation (\$):

0

Position 3 - Name:

Position 3 - Total Compensation (\$):

0

Position 4 - Name:

Position 4 - Total Compensation (\$):

0

Position 5 - Name:

Position 5 - Total Compensation (\$):

0

### Homeland Security Information

### FUND SOURCE INFORMATION AND REQUIREMENTS

**DHS Project Type:** Establish/enhance emergency operations center

#### Capabilities

**Core Capability:** Operational Coordination

**Identify if this investment focuses on building new capabilities or sustaining existing capabilities. :** Existing Capabilities (Sustain)

**Are the assets or activities Deployable or Shareable:** Deployable

☐ Check if this Investment requires new construction or renovation, retrofitting, or modification of existing structures

☒ Check if these funds will support a project that was previously funded with HSGP funding

**Project Management Step Involved:**

Check the step that most closely resembles the phase of the project activities to be completed during the grant period.

**Step:** Execute

**Description:** The period within the project lifecycle during which the actual work of creating the project's deliverables is carried out.

**Process:** Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.

**Milestones**

**Milestone:** Accept award through Commissioners Court and complete initial grant setup tasks; **Completion Date:** 12-01-2018

**Milestone:** Complete software maintenance purchase; **Completion Date:** 02-01-2019

**Milestone:** Review project outcomes and closeout project within local grants management system; **Completion Date:** 10-01-2019

**NIMS Resources**

☐ Check if this project supports a NIMS typed resource

**Enter the name of the typed resources from the Resource Type Library Tool:**

**Enter the ID of the typed resources from the Resource Type Library Tool:**

## **Fiscal Capability Information**

### **Section 1: Organizational Information**

Enter the Year in which the Corporation was Founded:

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status:

Enter the Employer Identification Number Assigned by the IRS:

Enter the Charter Number assigned by the Texas Secretary of State:

### **Section 2: Accounting System**

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization (general ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis, or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts).

Select the appropriate response:

☐ Yes

☐ No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost categories?

Select the appropriate response:

☐ Yes

☐ No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and his or her supervisor?

Select the appropriate response:

☐ Yes

☐ No

If you answered 'No' to any question above in the Accounting System section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

### **Section 3: Financial Capability**

Grant agencies should prepare annual financial statements. At a minimum, current internal balance sheet and income statements are required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grant agency during a fiscal year.

Has the grant agency undergone an independent audit?

Select the appropriate response:

☐ Yes  
☐ No

Does the organization prepare financial statements at least annually?

Select the appropriate response:

☐ Yes  
☐ No

According to the organization's most recent Audit or Balance Sheet, are the current total assets greater than the liabilities?

Select the appropriate response:

☐ Yes  
☐ No

If you selected 'No' to any question above under the Financial Capability section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

#### Section 4: Budgetary Controls

Grant agencies should establish a system to track expenditures against budget and / or funded amounts.

Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include drawing down grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?

☐ Yes  
☐ No

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?

☐ Yes  
☐ No

If you selected 'No' to any question above under the Budgetary Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

#### Section 5: Internal Controls

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits.

Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?

Select the appropriate response:

☐ Yes  
☐ No

Is there separation of responsibility in the receipt, payment, and recording of costs?

Select the appropriate response:

☐ Yes  
☐ No

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

#### Budget Details Information

Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Supplies and Direct Operating Expenses	04AP-03-GISS System, Geospatial Information (GIS)	ESRI ArcGIS Software. Agreement Period 01/18/19 - 12/31/19	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0
Supplies and Direct Operating Expenses	04SW-04-NETW Software, Network	WebEOC Maintenance. Agreement Period 12/01/18 - 11/30/19	\$7,500.00	\$0.00	\$0.00	\$0.00	\$7,500.00	0
Supplies and Direct Operating Expenses	04SW-04-NETW Software, Network	Simulation Deck Maintenance. Agreement Period 12/01/18 - 11/30/19	\$13,000.00	\$0.00	\$0.00	\$0.00	\$13,000.00	0



Supplies and Direct Operating Expenses	04SW-04-NETW Software, Network	Encode Planning software maintenance. Agreement Period 2/15/19 - 12/31/19	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00	0
Supplies and Direct Operating Expenses	04SW-04-NETW Software, Network	Salesforce maintenance 01/01/2019-12/31/2020	\$17,000.00	\$0.00	\$0.00	\$0.00	\$17,000.00	0
Contractual and Professional Services	06CC-04-SADS Services, Satellite Data	MVDR Data Satellite Service Agreement Period 01/01/19 - 12/31/19	\$17,000.00	\$0.00	\$0.00	\$0.00	\$17,000.00	0

### Source of Match Information

#### Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
-------------	------------	--------

#### Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Budget Summary Information

#### Budget Summary Information by Budget Category:

CATEGORY	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Contractual and Professional Services	\$17,000.00	\$0.00	\$0.00	\$0.00	\$17,000.00
Supplies and Direct Operating Expenses	\$72,500.00	\$0.00	\$0.00	\$0.00	\$72,500.00

#### Budget Grand Total Information:

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$89,500.00	\$0.00	\$0.00	\$0.00	\$89,500.00

**Condition Of Fundings Information**

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Funds	Hold Line Item Funds
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You are logged in as **User Name:** Colleenap

Print This Page

**Agency Name:** Fort Bend County  
**Grant/App:** 2971004 **Start Date:** 9/1/2018 **End Date:** 8/31/2020

**Project Title:** Fort Bend County - Hazmat Sustainment/Enhancement  
**Status:** Application Pending Submission

### Eligibility Information

**Your organization's Texas Payee/Taxpayer ID Number:**  
17460019692080

**Application Eligibility Certify:**  
Created on:3/26/2018 3:14:45 PM By:Colleena Payne

### Profile Information

**Applicant Agency Name:** Fort Bend County  
**Project Title:** Fort Bend County - Hazmat Sustainment/Enhancement  
**Division or Unit to Administer the Project:** Fort Bend County Office of Emergency Management  
**Address Line 1:** 307 Fort Street  
**Address Line 2:**  
**City/State/Zip:** Richmond Texas 77469-4438  
**Start Date:** 9/1/2018  
**End Date:** 8/31/2020

**Regional Council of Governments(COG) within the Project's Impact Area:** Houston-Galveston Area Council  
**Headquarter County:** Fort Bend  
**Counties within Project's Impact Area:** Fort Bend

### Grant Officials:

#### Authorized Official

**User Name:** Robert Hebert  
**Email:** Ann.Werlein@fortbendcountytexas.gov  
**Address 1:** 401 Jackson Street  
**Address 1:** Office of the County Judge  
**City:** Richmond, Texas 77469  
**Phone:** 281-341-8608 Other Phone: 281-341-8634  
**Fax:** 271-341-8609  
**Title:** The Honorable  
**Salutation:** Judge  
**Position:** County Judge

#### Project Director

**User Name:** Colleena Payne  
**Email:** Colleena.payne@fortbendcountytexas.gov  
**Address 1:** 307 Fort Street  
**Address 1:**  
**City:** Richmond, Texas 77469  
**Phone:** 281-342-6185 Other Phone:  
**Fax:** 281-342-4798  
**Title:** Ms.  
**Salutation:** Ms.  
**Position:** Planning Coordinator-Grants

#### Financial Official

**User Name:** Robert Sturdivant  
**Email:** Yvonne.mager@fortbendcountytexas.gov  
**Address 1:** 301 Jackson, Suite 533  
**Address 1:**  
**City:** Richmond, Texas 77469  
**Phone:** 281-341-3769 Other Phone:  
**Fax:**  
**Title:** Mr.  
**Salutation:** Constable  
**Position:** County Auditor

#### Grant Writer

**User Name:** Colleena Payne  
**Email:** Colleena.payne@fortbendcountytexas.gov  
**Address 1:** 307 Fort Street  
**Address 1:**  
**City:** Richmond, Texas 77469  
**Phone:** 281-342-6185 Other Phone:  
**Fax:** 281-342-4798  
**Title:** Ms.  
**Salutation:** Ms.

**Position:** Planning Coordinator-Grants

## Grant Vendor Information

**Organization Type:** County

**Organization Option:** applying to provide homeland security services

**Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):**  
17460019692080

**Data Universal Numbering System (DUNS):** 081497075

## Narrative Information

### Overview

The purpose of the Homeland Security Grant Program (HSGP) is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community. HSGP supports core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery based on allowable costs.

### Primary Mission and Purpose

**Urban Area Security Initiative (UASI) - Regular:** Supports programs that address the unique multidiscipline planning, organization, equipment, training, and exercise needs of high-threat, high-density Urban Areas in efforts to build and sustain the capabilities necessary to prevent, protect against, mitigate, respond to, and recover from acts of terrorism. Urban areas must employ regional approaches to overall preparedness and are encouraged to adopt regional response structures whenever appropriate.

### Eligibility Requirements

#### National Incident Management System (NIMS) Implementation

Grantees are required to implement NIMS. The NIMS uses a systematic approach to integrate the best existing processes and methods into a unified national framework for incident management across all homeland security activities including prevention, protection, response, mitigation, and recovery. Grantees must use standardized resource management concepts for resource typing, credentialing, and an inventory to facilitate the effective identification, dispatch, deployment, tracking and recovery of resources.

#### Emergency Management Plans (Intermediate Level)

Cities and counties must have a current emergency management plan or be a legally established member of an inter-jurisdictional emergency management program with a plan on file with the Texas Department of Public Safety, Texas Division of Emergency Management (TDEM). Plans must be maintained throughout the entire grant performance period and must be at least at the Intermediate Level. If you have questions concerning your Emergency Management Plan (preparedness) level, contact your Emergency Management Coordinator (EMC) or your regional Council of Governments (COG). For questions concerning plan deficiencies, contact TDEM at [tdem.plans@dps.texas.gov](mailto:tdem.plans@dps.texas.gov).

**Criminal History Reporting** Entities receiving funds from HSGD must be located in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the Texas Department of Public Safety (DPS) as directed in the *Texas Code of Criminal Procedure, Chapter 60*. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system.

**Uniform Crime Reporting (UCR)** Eligible applicants operating a law enforcement agency must be current on reporting Part I violent crime data to the Texas Department of Public Safety (DPS) for inclusion in the annual Uniform Crime Report (UCR). To be considered eligible for funding, applicants must have submitted a full twelve months of accurate data to DPS for the most recent calendar year.

### Program Requirements

#### Building and Sustaining Core Capabilities

Funding should be used to sustain core capabilities. New capabilities should not be built at the expense of maintaining current and critically needed core capabilities. New capabilities must be aligned with capability targets and gaps identified through the THIRA/SPR process.

#### Mission Areas

The National Preparedness Goal organizes the core capabilities into the five mission areas:

- **Prevention.** Prevent, avoid or stop an imminent, threatened or actual act of terrorism.
- **Protection.** Protect our citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations, and way of life to thrive.
- **Mitigation.** Reduce the loss of life and property by lessening the impact of future disasters.
- **Response.** Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.
- **Recovery.** Recover through a focus on the timely restoration, strengthening and revitalization of infrastructure, housing and a sustainable economy, as well as the health, social, cultural, historic and environmental fabric of communities affected by a catastrophic incident.

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Applicant agrees to comply with all federal and state rules and regulations for program income and agrees to report all program income that is generated as a result of the project's activities. Applicant agrees to report program income through a formal grant adjustment and to secure HSGD approval prior to use of the program income. Applicant agrees to use program income for allowable costs and agrees to expend program income immediately after HSGD's approval of a grant adjustment and prior to requesting reimbursement of funds.

Deduction Method - Program income shall be deducted from total allowable costs to determine the net allowable costs. Program income shall be used for current costs unless HSGD authorizes otherwise. Program income which the grantee did not anticipate at the time of the award shall be used to reduce the HSGD award and grantee match rather than to increase the funds committed to the project.

Asset Seizures and Forfeitures - Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (e.g., law enforcement entity).

## Certification

Each applicant agency must certify to the specific requirements detailed above as well as all requirements within the HSGD Funding Announcement, the eGrants application, the OOG's Guide to Grants, and the OOG's Grantee Conditions and Responsibilities to be eligible for this program.

**X I certify to all of the application content and requirements.**

## Project Summary :

Briefly summarize the project, including proposed activities and intended impact.

The Fort Bend County Hazmat Response Team is a Type III Hazmat Team that responds to any type of hazardous material related incident in Fort Bend County and the region, if called upon. The team has recently been restructured and is now under new leadership, coordinated by the Fort Bend County Fire Marshal's Office. The Fort Bend County Fire Marshal's Office serves as the primary agency within the team and has the ability to call upon other local fire departments to provide supplemental team members if necessary. This team is the first line defense in the event there is a hazmat incident. This project will sustain grant-funded equipment to ensure the equipment is operationally ready at all times. Additionally, Fort Bend County is requesting funds to purchase a replacement hazmat truck to replace the current HSGP-funded purchased using FY2004 funds. The truck is reaching its end of life and needs to be replaced in order to maintain and increase hazmat response capability.

## Problem Statement :

Provide a detailed account of the issues, threats or hazards that your project will target. For federal Homeland Security Grants, include specific references to the regional or state *Threat and Hazard Identification and Risk Assessment (THIRA)*, as applicable.

In the event of terrorism attack, it is critical that local hazmat teams have the equipment and training needed in order to effectively respond to the incident. This application aims to sustain the current Fort Bend County Hazmat Response Team and provides additional logistical support so that the Hazmat Team can stay on scene for longer periods of time.

## Existing Capability Levels :

Describe the existing capability levels, including resources that are currently in place to support this project prior to the use of grant funds.

The Region currently has several existing hazmat teams across the Region (5 Type I teams, 1 Type II team, and 2 Type III teams). This project will continue the sustainment of the Fort Bend County team in order to serve the jurisdictions in Fort Bend County and to be available to assist in the Region if called upon.

## Capability Gaps:

Describe the capability gaps which will be addressed by the project. For federal Homeland Security Grants, include specific references to the regional or statewide State Preparedness Report (SPR).

The capability gap identified in the THIRA/SPR process relates to Environmental Response/Health and Safety and specifically addresses the Organization, Equipment, and Training, to sustain and enhance current Special Response Teams. More specifically, it addresses the following gaps in the UASI State Preparedness Report: 1) The region requires consistent funding to maintain the appropriate resources and equipment for frontline first responders. 2) The region needs to sustain and/or enhance current Special Response Teams, as identified through the regional certification process

## Impact Statement :

Describe the project goals/objectives and how this project will maintain capabilities or reduce capability gaps.

The Fort Bend County Hazmat Team primarily serves Fort Bend County and its jurisdictions; however, the team is designed with the intent to be able to deploy to areas outside of Fort Bend County in the event they are requested.

## Homeland Security Priority Actions:

Identify the Texas Homeland Security Priority Action most closely aligned with this project. Each Priority Action is linked with an *Objective from the Texas Homeland Security Strategic Plan (HSSP)*. List the Priority Action by number and text (e.g. 1.2.3 *Expand and enhance the network of human sources that can provide detailed and relevant information on known or suspected terrorist and criminal enterprises.*)

2.2.1 - Strengthen statewide capability to detect, confirm, analyze, and assess chemical, biological, radiological, and nuclear events.

## Target Group :

Identify the target group and population expected to benefit from this project.

This project will benefit and support Fort Bend County Hazmat Team and local jurisdictions as well as the Houston UASI Region

## Long-Term Approach:

Describe how the applicant agency will maintain the capabilities supported by this project without additional federal or state funds. If sustainment is dependent upon federal or state grants, describe the ongoing need for future grants, as applicable.

Financial resources will be pulled together to the extent possible in order to ensure that the equipment stays functional and operational..

## Project Activities Information

### HSGP Instructions for Project Activity Selection

Homeland Security Grant Program (HSGP) applicants should only select one project activity. The eGrants system will allow multiple selections, but each HSGP subrecipient project must fit into one and only one of the Investment Categories that are listed as project activities under the "Activity List".

### Urban Area Impact

Identify the Urban Area Strategic Plan Goal and Objective that most closely aligns with this project. List the Goal/Objective specific to your Urban Area Strategic Plan by number and text (e.g., Goal 5: *Interoperable Communications. Sustain standards-based, shared systems with adequate coverage and capacity to facilitate seamless interoperable communications throughout the Urban Area. Objective 2: Complete the deployment of standards-based shared systems to serve the region.*)

UASI Strategic Goal: Goal 9: Enhanced Fire Response Capacity UASI Strategic Objective: Objective 9.3 – Enhance CBRNE/Hazmat detection equipment capacity by first responders and fire service special response teams. This project will help attain the goal by: This project will help attain this goal by sustaining the necessary equipment and training needed for hazmat as well as enhance the response capability by having additional logistical support equipment to allow for longer and quicker deployments.

### Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
----------	-------------	-------------

Fire Response Capabilities	100.00	This application will sustain the Fort Bend County Hazmat Team in that will continue to sustain the grant funded equipment currently being used by the team. It will also provide for continued training in order to maintain the necessary knowledge and skill sets utilized by the team.
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## Measures Information

### Objective Output Measures

OUTPUT MEASURE	TARGET LEVEL
----------------	--------------

### Objective Outcome Measures

OUTCOME MEASURE	TARGET LEVEL
-----------------	--------------

### Custom Output Measures

CUSTOM OUTPUT MEASURE	TARGET LEVEL
Number of hazmat response units available to respond to a hazmat emergency	2
Number of people trained.	15

### Custom Outcome Measures

CUSTOM OUTCOME MEASURE	TARGET LEVEL
Number of jurisdictions covered by a hazmat response team	17
Number of Special Response Teams created, maintained or enhanced.	1

## Certification and Assurances

Each applicant must click on this link to review the standard [Certification and Assurances](#).

## Resolution from Governing Body

Applications from nonprofit corporations, local units of governments, and other political subdivisions must include a [resolution](#) that contains the following:

1. Authorization by your governing body for the submission of the application to OOG/HSGD that clearly identifies the name of the project for which funding is requested;
2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update HSGD should the official change during the grant period.); and
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to HSGD.

Upon approval from your agency's governing body, upload the [approved](#) resolution to eGrants by going to the **Upload.Files** tab and following the instructions on Uploading eGrants Files.

### Contract Compliance

Will HSGD grant funds be used to support any contractual or professional services?

Select the Appropriate Response:

- ☒ Yes  
☐ No

For applicant agencies that selected **Yes** above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

Enter a description for monitoring contract compliance:

All contracts and purchases will be approved in the egrants system and will be procured using county purchasing policies and regulations. Contracts and purchases will be monitored by the subgrantee to ensure deliverables and timelines are met and that the deliverables are as requested.

### Lobbying

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

Select the Appropriate Response:

- ☐ Yes  
☒ No  
☐ N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with this federal contract, loan, or cooperative agreement?

- ☐ Yes  
☒ No  
☐ N/A

### Fiscal Year

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

Enter the Begin Date [mm/dd/yyyy]:

10/1/2017

Enter the End Date [mm/dd/yyyy]:

9/30/2018

### Sources of Financial Support

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the following sources:

Enter the amount (\$) of Federal Grant Funds:

21963627

Enter the amount (\$) of State Grant Funds:

7979424

### Single Audit

Applicants who expend less than \$750,000 in federal grant funding or less than \$750,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a HSGD grant. However, HSGD may require a limited scope audit as defined in 2 CFR Part 200, Subpart F - Audit Requirements.

Has the applicant agency expended federal grant funding of \$750,000 or more, or state grant funding of \$750,000 or more during the most recently completed fiscal year?

- ☒ Yes  
☐ No

Applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit, performed by an independent auditor in accordance with the State of Texas Single Audit Circular; or CFR Part 200, Subpart F - Audit Requirements.

Enter the date of your last annual single audit:

3/31/2017

### Debarment

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

☒ I Certify

☐ Unable to Certify

Enter the debarment justification:

### FFATA Certification

**Certification of Recipient Highly Compensated Officers** – The Federal Funding Accountability and Transparency Act (FFATA) requires Prime Recipients (HSGD) to report the names and total compensation of each of the five most highly compensated officers (a.k.a. positions) of each sub recipient organization for the most recently completed fiscal year preceding the year in which the grant is awarded if the subrecipient answers **YES** to the **FIRST** statement but **NO** to the **SECOND** statement listed below.

In the sub recipient's preceding completed fiscal year, did the sub recipient receive: (1) 80 percent or more of its annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; AND (2) \$25,000,000 or more in annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements?

☐ Yes

☒ No

Does the public have access to information about the compensation of the senior executives through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or Section 6104 of the Internal Revenue Code of 1986?

☒ Yes

☐ No

If you answered **YES** to the **FIRST** statement and **NO** to the **SECOND** statement, please provide the name and total compensation amount of each of the five most highly compensated officers (a.k.a. positions) within your agency for the current calendar year. If you answered NO to the first statement you are NOT required to provide the name and compensation amounts. NOTE: "Total compensation" means the complete pay package of each of the sub recipient's compensated officers, including all forms of money, benefits, services, and in-kind payments (see SEC Regulations: 17 CCR 229.402).

Position 1 - Name:

Position 1 - Total Compensation (\$):

0

Position 2 - Name:

Position 2 - Total Compensation (\$):

0

Position 3 - Name:

Position 3 - Total Compensation (\$):

0

Position 4 - Name:

Position 4 - Total Compensation (\$):

0

Position 5 - Name:

Position 5 - Total Compensation (\$):

0

### Homeland Security Information

### FUND SOURCE INFORMATION AND REQUIREMENTS

**DHS Project Type:** Enhance capabilities to respond to CBRNE events

#### Capabilities

**Core Capability:** Environmental Response/Health and Safety

**Identify if this investment focuses on building new capabilities or sustaining existing capabilities.** : Existing Capabilities (Sustain)

**Are the assets or activities Deployable or Shareable:** Deployable

☐ Check if this Investment requires new construction or renovation, retrofitting, or modification of existing structures

☒ Check if these funds will support a project that was previously funded with HSGP funding

#### Project Management Step Involved:

Check the step that most closely resembles the phase of the project activities to be completed during the grant period.



**Step:** Execute

**Description:** The period within the project lifecycle during which the actual work of creating the project's deliverables is carried out.

**Process:** Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.

#### **Milestones**

**Milestone:** Accept award through commissioners court and complete initial grant setup tasks in local grants management system; **Completion Date:** 12-31-2018

**Milestone:** Complete Procurement Form to purchase Hazmat truck; **Completion Date:** 03-01-2019

**Milestone:** Begin procurement procedures through the necessary bid process; **Completion Date:** 02-28-2019

**Milestone:** Once a PO has been established, meet with winning bidder to design and plan vehicle.; **Completion Date:** 08-30-2019

**Milestone:** Monitor Vendor throughout extended vehicle build process.; **Completion Date:** 03-30-2020

**Milestone:** Ensure deliverables are met and closeout grant within internal grants management system; **Completion Date:** 08-31-2020

#### **NIMS Resources**

☐ Check if this project supports a NIMS typed resource

**Enter the name of the typed resources from the Resource Type Library Tool:**

**Enter the ID of the typed resources from the Resource Type Library Tool:**

### **Fiscal Capability Information**

#### **Section 1: Organizational Information**

Enter the Year in which the Corporation was Founded:

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status:

Enter the Employer Identification Number Assigned by the IRS:

Enter the Charter Number assigned by the Texas Secretary of State:

#### **Section 2: Accounting System**

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization (general ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis, or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts).

Select the appropriate response:

☐ Yes

☐ No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost categories?

Select the appropriate response:

☐ Yes

☐ No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and his or her supervisor?

Select the appropriate response:

☐ Yes

☐ No

If you answered 'No' to any question above in the Accounting System section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

#### **Section 3: Financial Capability**

Grant agencies should prepare annual financial statements. At a minimum, current internal balance sheet and income statements are required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grant agency during a fiscal year.

Has the grant agency undergone an independent audit?

Select the appropriate response:

☐ Yes

☐ No

Does the organization prepare financial statements at least annually?

Select the appropriate response:

☐ Yes

☐ No

According to the organization's most recent Audit or Balance Sheet, are the current total assets greater than the liabilities?

Select the appropriate response:

☐ Yes

☐ No

If you selected 'No' to any question above under the Financial Capability section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

**Section 4: Budgetary Controls**

Grant agencies should establish a system to track expenditures against budget and / or funded amounts.

Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include drawing down grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?

☐ Yes  
☐ No

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?

☐ Yes  
☐ No

If you selected 'No' to any question above under the Budgetary Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

**Section 5: Internal Controls**

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits.

Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?

Select the appropriate response:

☐ Yes  
☐ No

Is there separation of responsibility in the receipt, payment, and recording of costs?

Select the appropriate response:

☐ Yes  
☐ No

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

**Budget Details Information****Budget Information by Budget Line Item:**

CATEGORY	SUB CATEGORY	DESCRIPTION	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Equipment	12VE-00-MISS Vehicle, Specialized Mission	Hazmat Response Truck	\$915,000.00	\$0.00	\$0.00	\$0.00	\$915,000.00	1
Contractual and Professional Services	21GN-00-MAIN Maintenance	Hazmat Identifier Equipment Replacement Agreement Maintenance 09/01/19-08/31/20	\$55,000.00	\$0.00	\$0.00	\$0.00	\$55,000.00	0

**Source of Match Information****Detail Source of Match/GPI:**

DESCRIPTION	MATCH TYPE	AMOUNT
-------------	------------	--------

**Summary Source of Match/GPI:**

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Budget Summary Information****Budget Summary Information by Budget Category:**

CATEGORY	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Contractual and Professional Services	\$55,000.00	\$0.00	\$0.00	\$0.00	\$55,000.00
Equipment	\$915,000.00	\$0.00	\$0.00	\$0.00	\$915,000.00

**Budget Grand Total Information:**

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$970,000.00	\$0.00	\$0.00	\$0.00	\$970,000.00

**Condition Of Fundings Information**

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Funds	Hold Line Item Funds
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You are logged in as **User Name:** Colleenap

Print This Page

**Agency Name:** Fort Bend County

**Grant/App:** 2971204 **Start Date:** 1/1/2019 **End Date:** 12/31/2019

**Project Title:** Fort Bend County - Houston Regional Intelligence Service Center - Analyst

**Status:** Application Pending Submission

### Eligibility Information

**Your organization's Texas Payee/Taxpayer ID Number:**

17460019692080

### Application Eligibility Certify:

Created on:3/26/2018 3:04:27 PM By:Colleena Payne

### Profile Information

**Applicant Agency Name:** Fort Bend County

**Project Title:** Fort Bend County - Houston Regional Intelligence Service Center - Analyst

**Division or Unit to Administer the Project:** Office of Emergency Management

**Address Line 1:** 307 Fort Street

**Address Line 2:**

**City/State/Zip:** Richmond Texas 77369-4428

**Start Date:** 1/1/2019

**End Date:** 12/31/2019

**Regional Council of Governments(COG) within the Project's Impact Area:** Houston-Galveston Area Council

**Headquarter County:** Fort Bend

**Counties within Project's Impact Area:** Brazoria,Fort Bend,Galveston,Harris,Montgomery

### Grant Officials:

#### Authorized Official

**User Name:** Robert Hebert

**Email:** Ann.Werlein@fortbendcountytexas.gov

**Address 1:** 401 Jackson Street

**Address 1:** Office of the County Judge

**City:** Richmond, Texas 77469

**Phone:** 281-341-8608 Other Phone: 281-341-8634

**Fax:** 271-341-8609

**Title:** The Honorable

**Salutation:** Judge

**Position:** County Judge

#### Project Director

**User Name:** Colleena Payne

**Email:** Colleena.payne@fortbendcountytexas.gov

**Address 1:** 307 Fort Street

**Address 1:**

**City:** Richmond, Texas 77469

**Phone:** 281-342-6185 Other Phone:

**Fax:** 281-342-4798

**Title:** Ms.

**Salutation:** Ms.

**Position:** Planning Coordinator-Grants

#### Financial Official

**User Name:** Robert Sturdivant

**Email:** Yvonne.mager@fortbendcountytexas.gov

**Address 1:** 301 Jackson, Suite 533

**Address 1:**

**City:** Richmond, Texas 77469

**Phone:** 281-341-3769 Other Phone:

**Fax:**

**Title:** Mr.

**Salutation:** Constable

**Position:** County Auditor

#### Grant Writer

**User Name:** Colleena Payne

**Email:** Colleena.payne@fortbendcountytexas.gov

**Address 1:** 307 Fort Street

**Address 1:****City:** Richmond, Texas 77469**Phone:** 281-342-6185 Other Phone:**Fax:** 281-342-4798**Title:** Ms.**Salutation:** Ms.**Position:** Planning Coordinator-Grants

## Grant Vendor Information

**Organization Type:** County**Organization Option:** applying to provide homeland security services**Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):**

17460019692080

**Data Universal Numbering System (DUNS):** 081497075

## Narrative Information

### Overview

The purpose of the Homeland Security Grant Program (HSGP) is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community. HSGP supports core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery based on allowable costs.

### Primary Mission and Purpose

**Urban Area Security Initiative (UASI) - Law Enforcement Terrorism Prevention Activities (LETPA):** Supports programs that address the unique multidiscipline planning, organization, equipment, training, and exercise needs of high-threat, high-density Urban Areas in efforts to build and sustain law enforcement capabilities to prevent terrorist attacks and support critical prevention and protection activities. Urban areas must employ regional approaches to overall preparedness.

### Eligibility Requirements

#### National Incident Management System (NIMS) Implementation

Grantees are required to implement NIMS. The NIMS uses a systematic approach to integrate the best existing processes and methods into a unified national framework for incident management across all homeland security activities including prevention, protection, response, mitigation, and recovery. Grantees must use standardized resource management concepts for resource typing, credentialing, and an inventory to facilitate the effective identification, dispatch, deployment, tracking and recovery of resources.

#### Emergency Management Plans (Intermediate Level)

Cities and counties must have a current emergency management plan or be a legally established member of an inter-jurisdictional emergency management program with a plan on file with the Texas Department of Public Safety, Texas Division of Emergency Management (TDEM). Plans must be maintained throughout the entire grant performance period and must be at least at the Intermediate Level. If you have questions concerning your Emergency Management Plan (preparedness) level, contact your Emergency Management Coordinator (EMC) or your regional Council of Governments (COG). For questions concerning plan deficiencies, contact TDEM at [t-dem.plans@dps.texas.gov](mailto:t-dem.plans@dps.texas.gov).

**Criminal History Reporting** Entities receiving funds from HSGD must be located in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the Texas Department of Public Safety (DPS) as directed in the *Texas Code of Criminal Procedure, Chapter 60*. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system.

**Uniform Crime Reporting (UCR)** Eligible applicants operating a law enforcement agency must be current on reporting Part I violent crime data to the Texas Department of Public Safety (DPS) for inclusion in the annual Uniform Crime Report (UCR). To be considered eligible for funding, applicants must have submitted a full twelve months of accurate data to DPS for the most recent calendar year.

### Program Requirements

#### Building and Sustaining Core Capabilities

Funding should be used to sustain core capabilities. New capabilities should not be built at the expense of maintaining current and critically needed core capabilities. New capabilities must be aligned with capability targets and gaps identified through the THIRA/SPR process.

#### Mission Areas

The National Preparedness Goal organizes the core capabilities into the five mission areas:

- Prevention. Prevent, avoid or stop an imminent, threatened or actual act of terrorism.
- Protection. Protect our citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations, and way of life to thrive.
- Mitigation. Reduce the loss of life and property by lessening the impact of future disasters.
- Response. Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.
- Recovery. Recover through a focus on the timely restoration, strengthening and revitalization of infrastructure, housing and a sustainable economy, as well as the health, social, cultural, historic and environmental fabric of communities affected by a catastrophic incident.

### LETPA

**Law Enforcement Terrorism Prevention Activities (LETPA)**

The state is responsible for ensuring that at least 25 percent (25%) of the combined HSGP funds allocated under SHSP and UASI are dedicated towards law enforcement terrorism prevention activities, as defined in 6 U.S.C. 607.

Grant projects must be consistent with the [Federal Emergency Management Agency \(FEMA\) Information Bulletin \(IB\) 412](#) which discusses eligible activities outlined in:

- a. The [National Prevention Framework](#);
- b. The [National Protection Framework](#) where capabilities are shared with the prevention mission area;
- c. Section 2006 of the [Homeland Security Act of 2002](#), as amended; and
- d. The [FY 2007 Homeland Security Grant Program Guidance and Application Kit](#).

Activities eligible for use of LETPA focused funds include but are not limited to: Maturation and enhancement of designated state and major Urban Area fusion centers, including information sharing and analysis, threat recognition, terrorist interdiction, and training/hiring of intelligence analysts. Coordination between fusion centers and other analytical and investigative efforts. Implementation and maintenance of the Nationwide Suspicious Activity Reporting (SAR) Initiative. Implementation of the "If You See Something, Say Something" campaign to raise public awareness of indicators of terrorism and terrorism-related crime and associated efforts to increase the sharing of information with public and private sector partners. Increased physical security, through law enforcement personnel and other protective measures, by implementing preventative and protective measures at critical infrastructure sites or at-risk nonprofit organizations.

**Program Income**

Applicant agrees to comply with all federal and state rules and regulations for program income and agrees to report all program income that is generated as a result of the project's activities. Applicant agrees to report program income through a formal grant adjustment and to secure HSGD approval prior to use of the program income. Applicant agrees to use program income for allowable costs and agrees to expend program income immediately after HSGD's approval of a grant adjustment and prior to requesting reimbursement of funds.

**Deduction Method** - Program income shall be deducted from total allowable costs to determine the net allowable costs. Program income shall be used for current costs unless HSGD authorizes otherwise. Program income which the grantee did not anticipate at the time of the award shall be used to reduce the HSGD award and grantee match rather than to increase the funds committed to the project.

**Asset Seizures and Forfeitures** - Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (e.g., law enforcement entity).

**Certification**

Each applicant agency must certify to the specific requirements detailed above as well as all requirements within the HSGD Funding Announcement, the eGrants application, the OOG's Guide to Grants, and the OOG's Grantee Conditions and Responsibilities to be eligible for this program.

**X I certify to all of the application content and requirements.**

**Project Summary :**

Briefly summarize the project, including proposed activities and intended impact.

[This project will allow for 12 months of continued funding for one analyst remotely supporting the Houston Regional Intelligence Service Center \(HRISC\) fusion center, as well as associated training and related travel.](#)

**Problem Statement :**

Provide a detailed account of the issues, threats or hazards that your project will target. For federal Homeland Security Grants, include specific references to the regional or state *Threat and Hazard Identification and Risk Assessment (THIRA)*, as applicable.

[The Houston UASI Region is such a large region that being able to share intelligence and information is critical in order to do everything possible to prevent and respond to a terrorist attack. The project addresses and sustains the ability to have a satellite Fusion Analyst located in Fort Bend County to enhance the sharing of intelligence and information. The threats/hazards and capability targets for Intel/Info Sharing are listed on p 5 of the H-GAC Regional THIRA/SPR Summary Report and includes all terrorism hazards.](#)

**Existing Capability Levels :**

Describe the existing capability levels, including resources that are currently in place to support this project prior to the use of grant funds.

[The HRISC is the only fusion center in our region. It continues its outreach to form an information sharing partnership with other law enforcement agencies and the private sector encompassing the 13 county Houston Galveston Area Council \(HGAC\) region. Currently, the HRISC has agreements with 319 regional law enforcement partners and 175 private partners: medical centers, school districts and universities and other sectors of critical infrastructure. There are hundreds of law enforcement agencies in the region and all 16 sectors of critical infrastructure are represented in the greater Houston region.](#)

**Capability Gaps:**

Describe the capability gaps which will be addressed by the project. For federal Homeland Security Grants, include specific references to the regional or statewide State Preparedness Report (SPR).

[This project directly impacts various critical fusion center functions: analysis, developing reports, alerts, bulletins and maps in support of homeland security. This project address the region's risk by allowing the continued production of intelligence products that provide a real time threat situation to the region, maximizing an environment safe from terrorist attack & other threat activities within the Greater Houston region. The capability gaps for Intel/Info Sharing are listed on p 16 of the H-GAC Regional THIRA/SPR Summary Report.](#)

**Impact Statement :**

Describe the project goals/objectives and how this project will maintain capabilities or reduce capability gaps.

[The purpose of this application is to extend salary funding for a virtually co-located partner of the fusion center, supporting training for an additional year to maintain the reliability of the information sharing network. The \(HRISC\) provides actionable intelligence to local, regional, and national law enforcement agencies in order to enhance our ability to discern the capabilities, intention, and actions of suspected](#)

terrorists. This project will allow analyst to continue to facilitate information sharing and coordination of intelligence between law enforcement agencies and with other disciplines and across jurisdictions. This project will enhance our ability to monitor and maintain intelligence software, to operate regional information systems in order to develop bulletins, alerts, reports and maps and share actionable intelligence with the region.

### Homeland Security Priority Actions:

Identify the Texas Homeland Security Priority Action most closely aligned with this project. Each Priority Action is linked with an *Objective from the Texas Homeland Security Strategic Plan (HSSP)*. List the Priority Action by number and text (e.g. *1.2.3 Expand and enhance the network of human sources that can provide detailed and relevant information on known or suspected terrorist and criminal enterprises.*)  
 1.1.2 Expand and enhance multi-agency, multi-jurisdictional intelligence fusion and sharing capabilities throughout the state, to include establishment of a common operational picture among state and local law enforcement agencies, establishment of a Highway Safety Operations Center, and other data sharing initiatives.

### Target Group :

Identify the target group and population expected to benefit from this project.

This project primarily supports the law enforcement and intelligence community in the greater Houston region.

### Long-Term Approach:

Describe how the applicant agency will maintain the capabilities supported by this project without additional federal or state funds. If sustainment is dependent upon federal or state grants, describe the ongoing need for future grants, as applicable.

Depending on the availability of local funding the Fort Bend County Sheriff's Office will assume maintenance costs.

## Project Activities Information

### HSGP Instructions for Project Activity Selection

Homeland Security Grant Program (HSGP) applicants should only select one project activity. The eGrants system will allow multiple selections, but each HSGP subrecipient project must fit into one and only one of the Investment Categories that are listed as project activities under the "Activity List".

### Urban Area Impact

Identify the Urban Area Strategic Plan Goal and Objective that most closely aligns with this project. List the Goal/Objective specific to your Urban Area Strategic Plan by number and text (e.g., *Goal 5: Interoperable Communications. Sustain standards-based, shared systems with adequate coverage and capacity to facilitate seamless interoperable communications throughout the Urban Area. Objective 2: Complete the deployment of standards-based shared systems to serve the region.*)

UASI Strategic Goal: Goal 2: Coordinated Intelligence and Enhanced Detection UASI Strategic Objective: Objective 2.3 – Sustain and enhance the capacity of the HRISC through the continued employment of analysts, both within the fusion center and for virtual partners. This project will help attain the goal by: Extending the funding for an additional year will extend the region's satellite center. Consequently, the Analyst will be able to maintain situation awareness and provide information to regional partners.

### Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Fusion Center - Houston Regional Intelligence Service Center	100.00	During the next period, the Analyst will continue to maintain the process of sharing information across multiple jurisdictions in the area or responsibility to share threats and other information. Continue to attend regional meetings to enhance the regions ability to prevent terrorism. Additionally, increase the awareness of suspicious activity reports (SARS) to the area.

## Measures Information

### Objective Output Measures

OUTPUT MEASURE	TARGET LEVEL
Number of exercises conducted.	0
Number of fusion/intelligence centers created, maintained or enhanced.	1
Number of grant funded intelligence analyst positions.	1
Number of individuals participating in exercises.	0
Number of intelligence products created.	0
Number of people trained.	1
Number of trainings conducted.	0

## Objective Outcome Measures

OUTCOME MEASURE	TARGET LEVEL
Number of agencies actively exchanging intelligence with the fusion/intelligence center.	6
Number of intelligence products distributed/shared.	6

## Custom Output Measures

CUSTOM OUTPUT MEASURE	TARGET LEVEL
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## Custom Outcome Measures

CUSTOM OUTCOME MEASURE	TARGET LEVEL
------------------------	--------------

**Certification and Assurances**

Each applicant must click on this link to review the standard [Certification and Assurances](#).

**Resolution from Governing Body**

Applications from nonprofit corporations, local units of governments, and other political subdivisions must include a [resolution](#) that contains the following:

1. Authorization by your governing body for the submission of the application to OOG/HSGD that clearly identifies the name of the project for which funding is requested;
2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update HSGD should the official change during the grant period.); and
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to HSGD.

Upon approval from your agency's governing body, upload the [approved](#) resolution to eGrants by going to the **Upload.Files** tab and following the instructions on Uploading eGrants Files.

**Contract Compliance**

Will HSGD grant funds be used to support any contractual or professional services?

Select the Appropriate Response:

☐ Yes

☒ No

For applicant agencies that selected **Yes** above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

Enter a description for monitoring contract compliance:



## Lobbying

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

Select the Appropriate Response:

- ☐ Yes  
☒ No  
☐ N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with this federal contract, loan, or cooperative agreement?

- ☐ Yes  
☒ No  
☐ N/A

## Fiscal Year

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

Enter the Begin Date [mm/dd/yyyy]:

10/1/2017

Enter the End Date [mm/dd/yyyy]:

9/30/2018

## Sources of Financial Support

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the following sources:

Enter the amount (\$) of Federal Grant Funds:

21963627

Enter the amount (\$) of State Grant Funds:

7979424

## Single Audit

Applicants who expend less than \$750,000 in federal grant funding or less than \$750,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a HSGD grant. However, HSGD may require a limited scope audit as defined in 2 CFR Part 200, Subpart F - Audit Requirements.

Has the applicant agency expended federal grant funding of \$750,000 or more, or state grant funding of \$750,000 or more during the most recently completed fiscal year?

- ☒ Yes  
☐ No

Applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit, performed by an independent auditor in accordance with the State of Texas Single Audit Circular; or CFR Part 200, Subpart F - Audit Requirements.

Enter the date of your last annual single audit:

3/31/2017

## Debarment

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

- ☒ I Certify  
☐ Unable to Certify

Enter the debarment justification:

## FFATA Certification

**Certification of Recipient Highly Compensated Officers** – The Federal Funding Accountability and Transparency Act (FFATA) requires Prime Recipients (HSGD) to report the names and total compensation of each of the five most highly compensated officers (a.k.a. positions) of each sub recipient organization for the most recently completed fiscal year preceding the year in which the grant is awarded if the subrecipient answers **YES** to the **FIRST** statement but **NO** to the **SECOND** statement listed below.

In the sub recipient's preceding completed fiscal year, did the sub recipient receive: (1) 80 percent or more of its annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; AND (2) \$25,000,000 or more in annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements?

☐ Yes☒ No

Does the public have access to information about the compensation of the senior executives through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or Section 6104 of the Internal Revenue Code of 1986?

☐ Yes☒ No

If you answered **YES** to the **FIRST** statement and **NO** to the **SECOND** statement, please provide the name and total compensation amount of each of the five most highly compensated officers (a.k.a. positions) within your agency for the current calendar year. If you answered NO to the first statement you are NOT required to provide the name and compensation amounts. NOTE: "Total compensation" means the complete pay package of each of the sub recipient's compensated officers, including all forms of money, benefits, services, and in-kind payments (see SEC Regulations: 17 CCR 229.402).

Position 1 - Name:

Position 1 - Total Compensation (\$):

0

Position 2 - Name:

Position 2 - Total Compensation (\$):

0

Position 3 - Name:

Position 3 - Total Compensation (\$):

0

Position 4 - Name:

Position 4 - Total Compensation (\$):

0

Position 5 - Name:

Position 5 - Total Compensation (\$):

0

## Homeland Security Information

### FUND SOURCE INFORMATION AND REQUIREMENTS

**DHS Project Type:** Establish/enhance a terrorism intelligence/early warning system, center, or task force

#### Fusion Centers

**Fusion Center:** Houston Regional Intelligence Service Center

**Fusion Center Critical Operational Capability (COC) or Enabling Capability (EC):** Gather

**Fusion Center Attributes:** Fusion center has a documented tips and leads process; Fusion center has a process for identifying and managing information needs; Fusion center has a process for managing the gathering of locally generated information to satisfy the fusion center's information needs; Fusion center has a process to inform DHS of protective measures implemented within its AOR in response to an NTAS alert; Fusion center has an annual process to review and refresh its SINS; Fusion center has an RFI management process; Fusion center has approved SINS; Fusion center is NSI-compliant OR has an approved plan, policy, or SOP governing the gathering of locally generated information

#### Capabilities

**Core Capability:** Intelligence and Information Sharing

**Identify if this investment focuses on building new capabilities or sustaining existing capabilities.** : Existing Capabilities (Sustain)

**Are the assets or activities Deployable or Shareable:** Shareable

☐ Check if this Investment requires new construction or renovation, retrofitting, or modification of existing structures

☒ Check if these funds will support a project that was previously funded with HSGP funding

#### Project Management Step Involved:

Check the step that most closely resembles the phase of the project activities to be completed during the grant period.

**Step:** Execute

**Description:** The period within the project lifecycle during which the actual work of creating the project's deliverables is carried out.

**Process:** Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.

**Milestones**

**Milestone:** Accept award through Commissioners Court and complete initial grant setup tasks; **Completion Date:** 12-31-2018

**Milestone:** Complete payment of Intelligence Analyst's salary and benefits; **Completion Date:** 12-31-2019

**Milestone:** Complete Training Approval Forms for all Training; **Completion Date:** 06-30-2019

**Milestone:** Schedule and attend training; **Completion Date:** 10-31-2019

**Milestone:** Close out project within local internal grants management system; **Completion Date:** 12-31-2019

**NIMS Resources**

☐ Check if this project supports a NIMS typed resource

**Enter the name of the typed resources from the Resource Type Library Tool:**

**Enter the ID of the typed resources from the Resource Type Library Tool:**

**Fiscal Capability Information****Section 1: Organizational Information**

Enter the Year in which the Corporation was Founded:

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status:

Enter the Employer Identification Number Assigned by the IRS:

Enter the Charter Number assigned by the Texas Secretary of State:

**Section 2: Accounting System**

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization (general ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis, or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts).

Select the appropriate response:

☐ Yes

☐ No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost categories?

Select the appropriate response:

☐ Yes

☐ No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and his or her supervisor?

Select the appropriate response:

☐ Yes

☐ No

If you answered 'No' to any question above in the Accounting System section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

**Section 3: Financial Capability**

Grant agencies should prepare annual financial statements. At a minimum, current internal balance sheet and income statements are required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grant agency during a fiscal year.

Has the grant agency undergone an independent audit?

Select the appropriate response:

☐ Yes

☐ No

Does the organization prepare financial statements at least annually?

Select the appropriate response:

☐ Yes

☐ No

According to the organization's most recent Audit or Balance Sheet, are the current total assets greater than the liabilities?

Select the appropriate response:

☐ Yes

☐ No

If you selected 'No' to any question above under the Financial Capability section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

**Section 4: Budgetary Controls**

Grant agencies should establish a system to track expenditures against budget and / or funded amounts.

Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include drawing down grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?

- ☐ Yes  
☐ No

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?

- ☐ Yes  
☐ No

If you selected 'No' to any question above under the Budgetary Controls section, in the space provided below please explain what action will be taken to ensure accountability.  
 Enter your explanation:

### Section 5: Internal Controls

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits.

Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?

Select the appropriate response:

- ☐ Yes  
☐ No

Is there separation of responsibility in the receipt, payment, and recording of costs?

Select the appropriate response:

- ☐ Yes  
☐ No

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what action will be taken to ensure accountability.  
 Enter your explanation:

### Budget Details Information

#### Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Supplies and Direct Operating Expenses	04AP-03-GISD Data, Geospatial	ArcGIS Software License and Extension (Calendar Year 2019)	\$504.00	\$0.00	\$0.00	\$0.00	\$504.00	0
Supplies and Direct Operating Expenses	13IT-00-SGNT Software, Investigative, Signals Intelligence	GeoTime-Software package to map uploaded cell phone data gathered from Call Detail Records ( Maintenance, Calendar Year 2019)	\$1,924.00	\$0.00	\$0.00	\$0.00	\$1,924.00	0
Personnel	Analyst (Organization)	Full-time Fusion Analyst (K.W.) Salary and Benefits; Calendar Year 2019; Supports the collection, analysis and appropriate	\$75,764.00	\$0.00	\$0.00	\$0.00	\$75,764.00	100

		dissemination of intelligence data.						
Travel and Training	In-State Incidentals and/or Mileage (Training)	Texas Law Enforcement Analyst Network Conference In State Incidentals including Hotel (\$500) and Per Diem (\$150)	\$650.00	\$0.00	\$0.00	\$0.00	\$650.00	0
Travel and Training	In-State Registration Fees (Training)	Texas Law Enforcement Analyst Network Conference Registration Fee	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0
Supplies and Direct Operating Expenses	Office Supplies (Planning)	Printing materials and office supplies , including general office supplies, text books, Color Laser-Jet Printer (\$2000) binders, binder tabs, labels, paper, thumb drives, toner, etc.	\$1,230.00	\$0.00	\$0.00	\$0.00	\$1,230.00	0
Travel and Training	Out-of-State Incidentals and/or Mileage (Training)	ROCIC Conference Out of State Incidentals including estimated costs of Flight \$600, Hotel \$484, Per Diem \$250, Rental Car \$300	\$1,634.00	\$0.00	\$0.00	\$0.00	\$1,634.00	0
Travel and Training	Out-of-State Incidentals and/or Mileage (Training)	International Association of Crime Analysts Conference Out of State Incidentals including estimated costs of Flight \$600, Hotel \$900, Per Diem \$300, Rental Car \$400	\$2,200.00	\$0.00	\$0.00	\$0.00	\$2,200.00	0
Travel and Training	Out-of-State Incidentals and/or	Analytics for Public Safety Out of State	\$1,690.00	\$0.00	\$0.00	\$0.00	\$1,690.00	0

	Mileage (Training)	Incidentals including estimated costs of Flight (\$600), Hotel (\$540), Rental Car (\$300), Per Diem (\$250)						
Travel and Training	Out-of-State Registration Fees (Training)	International Association of Crime Analysts Conference Registration Fee	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
Travel and Training	Out-of-State Registration Fees (Training)	ROCIC Conference Registration Fee	\$225.00	\$0.00	\$0.00	\$0.00	\$225.00	0
Travel and Training	Out-of-State Registration Fees (Training)	Analytics for Public Safety Course Registration Fee	\$450.00	\$0.00	\$0.00	\$0.00	\$450.00	0
Supplies and Direct Operating Expenses	Project Supplies (Training)	Stationary Color Photo Printer capable of printing large format maps (printer, ink, warranty).	\$7,780.00	\$0.00	\$0.00	\$0.00	\$7,780.00	0

### Source of Match Information

#### Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
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#### Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Budget Summary Information

#### Budget Summary Information by Budget Category:

CATEGORY	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
----------	-----	------------	---------------	-----	-------

Personnel	\$75,764.00	\$0.00	\$0.00	\$0.00	\$75,764.00
Supplies and Direct Operating Expenses	\$11,438.00	\$0.00	\$0.00	\$0.00	\$11,438.00
Travel and Training	\$7,649.00	\$0.00	\$0.00	\$0.00	\$7,649.00

**Budget Grand Total Information:**

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$94,851.00	\$0.00	\$0.00	\$0.00	\$94,851.00

**Condition Of Fundings Information**

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Funds	Hold Line Item Funds
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You are logged in as **User Name:** Colleenap

Print This Page

**Agency Name:** Fort Bend County  
**Grant/App:** 2985404 **Start Date:** 9/1/2018 **End Date:** 12/31/2019

**Project Title:** Fort Bend County - M&A  
**Status:** Application Pending Submission

### Eligibility Information

**Your organization's Texas Payee/Taxpayer ID Number:**  
17460019692080

**Application Eligibility Certify:**  
Created on:3/26/2018 3:34:46 PM By:Colleena Payne

### Profile Information

**Applicant Agency Name:** Fort Bend County  
**Project Title:** Fort Bend County - M&A  
**Division or Unit to Administer the Project:** Office of Emergency Management  
**Address Line 1:** 307 Fort Street  
**Address Line 2:**  
**City/State/Zip:** Richmond Texas 77469-4428  
**Start Date:** 9/1/2018  
**End Date:** 12/31/2019

**Regional Council of Governments(COG) within the Project's Impact Area:** Houston-Galveston Area Council  
**Headquarter County:** Fort Bend  
**Counties within Project's Impact Area:** Fort Bend

### Grant Officials:

#### Authorized Official

**User Name:** Robert Hebert  
**Email:** Ann.Werlein@fortbendcountytexas.gov  
**Address 1:** 401 Jackson Street  
**Address 1:** Office of the County Judge  
**City:** Richmond, Texas 77469  
**Phone:** 281-341-8608 Other Phone: 281-341-8634  
**Fax:** 271-341-8609  
**Title:** The Honorable  
**Salutation:** Judge  
**Position:** County Judge

#### Project Director

**User Name:** Colleena Payne  
**Email:** Colleena.payne@fortbendcountytexas.gov  
**Address 1:** 307 Fort Street  
**Address 1:**  
**City:** Richmond, Texas 77469  
**Phone:** 281-342-6185 Other Phone:  
**Fax:** 281-342-4798  
**Title:** Ms.  
**Salutation:** Ms.  
**Position:** Planning Coordinator-Grants

#### Financial Official

**User Name:** Robert Sturdivant  
**Email:** Yvonne.mager@fortbendcountytexas.gov  
**Address 1:** 301 Jackson, Suite 533  
**Address 1:**  
**City:** Richmond, Texas 77469  
**Phone:** 281-341-3769 Other Phone:  
**Fax:**  
**Title:** Mr.  
**Salutation:** Constable  
**Position:** County Auditor

#### Grant Writer

**User Name:** Colleena Payne  
**Email:** Colleena.payne@fortbendcountytexas.gov  
**Address 1:** 307 Fort Street  
**Address 1:**  
**City:** Richmond, Texas 77469  
**Phone:** 281-342-6185 Other Phone:  
**Fax:** 281-342-4798  
**Title:** Ms.  
**Salutation:** Ms.



**Position:** Planning Coordinator-Grants

## Grant Vendor Information

**Organization Type:** County

**Organization Option:** applying to provide homeland security services

**Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):**  
17460019692080

**Data Universal Numbering System (DUNS):** 081497075

## Narrative Information

### Overview

The purpose of the Homeland Security Grant Program (HSGP) is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community. HSGP supports core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery based on allowable costs.

### Primary Mission and Purpose

**Urban Area Security Initiative (UASI) - Regular:** Supports programs that address the unique multidiscipline planning, organization, equipment, training, and exercise needs of high-threat, high-density Urban Areas in efforts to build and sustain the capabilities necessary to prevent, protect against, mitigate, respond to, and recover from acts of terrorism. Urban areas must employ regional approaches to overall preparedness and are encouraged to adopt regional response structures whenever appropriate.

### Eligibility Requirements

#### National Incident Management System (NIMS) Implementation

Grantees are required to implement NIMS. The NIMS uses a systematic approach to integrate the best existing processes and methods into a unified national framework for incident management across all homeland security activities including prevention, protection, response, mitigation, and recovery. Grantees must use standardized resource management concepts for resource typing, credentialing, and an inventory to facilitate the effective identification, dispatch, deployment, tracking and recovery of resources.

#### Emergency Management Plans (Intermediate Level)

Cities and counties must have a current emergency management plan or be a legally established member of an inter-jurisdictional emergency management program with a plan on file with the Texas Department of Public Safety, Texas Division of Emergency Management (TDEM). Plans must be maintained throughout the entire grant performance period and must be at least at the Intermediate Level. If you have questions concerning your Emergency Management Plan (preparedness) level, contact your Emergency Management Coordinator (EMC) or your regional Council of Governments (COG). For questions concerning plan deficiencies, contact TDEM at [tdem.plans@dps.texas.gov](mailto:tdem.plans@dps.texas.gov).

**Criminal History Reporting** Entities receiving funds from HSGD must be located in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the Texas Department of Public Safety (DPS) as directed in the *Texas Code of Criminal Procedure, Chapter 60*. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system.

**Uniform Crime Reporting (UCR)** Eligible applicants operating a law enforcement agency must be current on reporting Part I violent crime data to the Texas Department of Public Safety (DPS) for inclusion in the annual Uniform Crime Report (UCR). To be considered eligible for funding, applicants must have submitted a full twelve months of accurate data to DPS for the most recent calendar year.

### Program Requirements

#### Building and Sustaining Core Capabilities

Funding should be used to sustain core capabilities. New capabilities should not be built at the expense of maintaining current and critically needed core capabilities. New capabilities must be aligned with capability targets and gaps identified through the THIRA/SPR process.

#### Mission Areas

The National Preparedness Goal organizes the core capabilities into the five mission areas:

- **Prevention.** Prevent, avoid or stop an imminent, threatened or actual act of terrorism.
- **Protection.** Protect our citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations, and way of life to thrive.
- **Mitigation.** Reduce the loss of life and property by lessening the impact of future disasters.
- **Response.** Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.
- **Recovery.** Recover through a focus on the timely restoration, strengthening and revitalization of infrastructure, housing and a sustainable economy, as well as the health, social, cultural, historic and environmental fabric of communities affected by a catastrophic incident.

#### Program Income

Applicant agrees to comply with all federal and state rules and regulations for program income and agrees to report all program income that is generated as a result of the project's activities. Applicant agrees to report program income through a formal grant adjustment and to secure HSGD approval prior to use of the program income. Applicant agrees to use program income for allowable costs and agrees to expend program income immediately after HSGD's approval of a grant adjustment and prior to requesting reimbursement of funds.

**Deduction Method** - Program income shall be deducted from total allowable costs to determine the net allowable costs. Program income shall be used for current costs unless HSGD authorizes otherwise. Program income which the grantee did not anticipate at the time of the award shall be used to reduce the HSGD award and grantee match rather than to increase the funds committed to the project.

**Asset Seizures and Forfeitures** - Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (e.g., law enforcement entity).

## Certification

Each applicant agency must certify to the specific requirements detailed above as well as all requirements within the HSGD Funding Announcement, the eGrants application, the OOG's Guide to Grants, and the OOG's Grantee Conditions and Responsibilities to be eligible for this program.

**X I certify to all of the application content and requirements.**

## Project Summary :

Briefly summarize the project, including proposed activities and intended impact.

This project supports Management and Administration of the UASI grant. This project will fund staff positions to assist with management and administration of this grant. They will help in the administration of the HSGP, including project entry, reviewing expenditure requests, and other grant-related activities. This project will also fund regional grant administration education opportunities for the sub-grantees.

## Problem Statement :

Provide a detailed account of the issues, threats or hazards that your project will target. For federal Homeland Security Grants, include specific references to the regional or state *Threat and Hazard Identification and Risk Assessment (THIRA)*, as applicable.

This project supports Management and Administration of the UASI grant. Threats and hazards are described in the Houston UASI FY2016 Investment Justification Portfolio Investment on file with the SAA.

## Existing Capability Levels :

Describe the existing capability levels, including resources that are currently in place to support this project prior to the use of grant funds.

N/A

## Capability Gaps:

Describe the capability gaps which will be addressed by the project. For federal Homeland Security Grants, include specific references to the regional or statewide State Preparedness Report (SPR).

N/A

## Impact Statement :

Describe the project goals/objectives and how this project will maintain capabilities or reduce capability gaps.

N/A

## Homeland Security Priority Actions:

Identify the Texas Homeland Security Priority Action most closely aligned with this project. Each Priority Action is linked with an *Objective from the Texas Homeland Security Strategic Plan (HSSP)*. List the Priority Action by number and text (e.g. 1.2.3 *Expand and enhance the network of human sources that can provide detailed and relevant information on known or suspected terrorist and criminal enterprises.*)

N/A

## Target Group :

Identify the target group and population expected to benefit from this project.

Fort Bend County

## Long-Term Approach:

Describe how the applicant agency will maintain the capabilities supported by this project without additional federal or state funds. If sustainment is dependent upon federal or state grants, describe the ongoing need for future grants, as applicable.

Fort Bend County will seek to utilize local funds to sustain the project if/when the grant goes away.

## Project Activities Information

### HSGP Instructions for Project Activity Selection

Homeland Security Grant Program (HSGP) applicants should only select one project activity. The eGrants system will allow multiple selections, but each HSGP subrecipient project must fit into one and only one of the Investment Categories that are listed as project activities under the "Activity List".

#### Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Management and Administration	100.00	Supports the management and administration of the UASI grant

## Measures Information

Objective Output Measures

OUTPUT MEASURE	TARGET LEVEL
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## Objective Outcome Measures

OUTCOME MEASURE	TARGET LEVEL
-----------------	--------------

## Custom Output Measures

CUSTOM OUTPUT MEASURE	TARGET LEVEL
-----------------------	--------------

## Custom Outcome Measures

CUSTOM OUTCOME MEASURE	TARGET LEVEL
------------------------	--------------

**Resolution from Governing Body**

Applications from nonprofit corporations, local units of governments, and other political subdivisions must include a [resolution](#) that contains the following:

1. Authorization by your governing body for the submission of the application to OOG/HSGD that clearly identifies the name of the project for which funding is requested;
2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update HSGD should the official change during the grant period.); and
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to HSGD.

Upon approval from your agency's governing body, upload the [approved](#) resolution to eGrants by going to the **Upload.Files** tab and following the instructions on Uploading eGrants Files.

**Contract Compliance**

Will HSGD grant funds be used to support any contractual or professional services?

Select the Appropriate Response:

☐ Yes  
☒ No

For applicant agencies that selected **Yes** above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

Enter a description for monitoring contract compliance:

**Lobbying**

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

Select the Appropriate Response:

☐ Yes  
☒ No  
☐ N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with this federal contract, loan, or cooperative agreement?

☐ Yes  
☒ No  
☐ N/A

## Fiscal Year

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

Enter the Begin Date [mm/dd/yyyy]:

10/1/2018

Enter the End Date [mm/dd/yyyy]:

9/30/2017

## Sources of Financial Support

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the following sources:

Enter the amount (\$) of Federal Grant Funds:

21963627

Enter the amount (\$) of State Grant Funds:

7979724

## Single Audit

Applicants who expend less than \$750,000 in federal grant funding or less than \$750,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a HSGD grant. However, HSGD may require a limited scope audit as defined in 2 CFR Part 200, Subpart F - Audit Requirements.

Has the applicant agency expended federal grant funding of \$750,000 or more, or state grant funding of \$750,000 or more during the most recently completed fiscal year?

☒ Yes

☐ No

Applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit, performed by an independent auditor in accordance with the State of Texas Single Audit Circular; or CFR Part 200, Subpart F - Audit Requirements.

Enter the date of your last annual single audit:

3/31/2017

## Debarment

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

☒ I Certify

☐ Unable to Certify

Enter the debarment justification:

## FFATA Certification

**Certification of Recipient Highly Compensated Officers** – The Federal Funding Accountability and Transparency Act (FFATA) requires Prime Recipients (HSGD) to report the names and total compensation of each of the five most highly compensated officers (a.k.a. positions) of each sub recipient organization for the most recently completed fiscal year preceding the year in which the grant is awarded if the subrecipient answers **YES** to the **FIRST** statement but **NO** to the **SECOND** statement listed below.

In the sub recipient's preceding completed fiscal year, did the sub recipient receive: (1) 80 percent or more of its annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; AND (2) \$25,000,000 or more in annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements?

☐ Yes

☒ No

Does the public have access to information about the compensation of the senior executives through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or Section 6104 of the Internal Revenue Code of 1986?

☐ Yes

☒ No

If you answered **YES** to the **FIRST** statement and **NO** to the **SECOND** statement, please provide the name and total compensation amount of each of the five most highly compensated officers (a.k.a. positions) within your agency for the current calendar year. If you answered **NO** to the first statement you are NOT required to provide the name and compensation amounts. NOTE: "Total compensation" means the complete pay package of each of the sub recipient's compensated officers, including all forms of money, benefits, services, and in-kind payments (see SEC Regulations: 17 CCR 229.402).

Position 1 - Name:

Position 1 - Total Compensation (\$):

0

Position 2 - Name:

Position 2 - Total Compensation (\$):

0

Position 3 - Name:

Position 3 - Total Compensation (\$):

0

Position 4 - Name:

Position 4 - Total Compensation (\$):

0

Position 5 - Name:

Position 5 - Total Compensation (\$):  
0

## Homeland Security Information

### FUND SOURCE INFORMATION AND REQUIREMENTS

**DHS Project Type:** Administer and Manage HSGP

#### Capabilities

**Core Capability:** Planning

**Identify if this investment focuses on building new capabilities or sustaining existing capabilities. :** Existing Capabilities (Sustain)

**Are the assets or activities Deployable or Shareable:** Neither Deployable or Shareable

☐ Check if this Investment requires new construction or renovation, retrofitting, or modification of existing structures

☒ Check if these funds will support a project that was previously funded with HSGP funding

#### Project Management Step Involved:

Check the step that most closely resembles the phase of the project activities to be completed during the grant period.

**Step:** Execute

**Description:** The period within the project lifecycle during which the actual work of creating the project's deliverables is carried out.

**Process:** Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.

#### Milestones

**Milestone:** Accept award through Commissioners Court and complete initial grant setup tasks; **Completion Date:** 12-31-2018

**Milestone:** Manage and offer assistance for FY2017 Fort Bend County UASI Grant Projects; **Completion Date:** 12-31-2019

**Milestone:** Close out project within local internal grants management system; **Completion Date:** 12-31-2019

#### NIMS Resources

☐ Check if this project supports a NIMS typed resource

**Enter the name of the typed resources from the Resource Type Library Tool:**

**Enter the ID of the typed resources from the Resource Type Library Tool:**

## Fiscal Capability Information

### Section 1: Organizational Information

Enter the Year in which the Corporation was Founded:

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status:

Enter the Employer Identification Number Assigned by the IRS:

Enter the Charter Number assigned by the Texas Secretary of State:

### Section 2: Accounting System

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization (general ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis, or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts).

Select the appropriate response:

☐ Yes

☐ No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost categories?

Select the appropriate response:

☐ Yes

☐ No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and his or her supervisor?

Select the appropriate response:

☐ Yes

☐ No

If you answered 'No' to any question above in the Accounting System section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

### Section 3: Financial Capability

Grant agencies should prepare annual financial statements. At a minimum, current internal balance sheet and income statements are required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grant agency during a fiscal year.

Has the grant agency undergone an independent audit?

Select the appropriate response:

- ☐ Yes  
☐ No

Does the organization prepare financial statements at least annually?

Select the appropriate response:

- ☐ Yes  
☐ No

According to the organization's most recent Audit or Balance Sheet, are the current total assets greater than the liabilities?

Select the appropriate response:

- ☐ Yes  
☐ No

If you selected 'No' to any question above under the Financial Capability section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

### Section 4: Budgetary Controls

Grant agencies should establish a system to track expenditures against budget and / or funded amounts.

Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include drawing down grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?

- ☐ Yes  
☐ No

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?

- ☐ Yes  
☐ No

If you selected 'No' to any question above under the Budgetary Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

### Section 5: Internal Controls

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits.

Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?

Select the appropriate response:

- ☐ Yes  
☐ No

Is there separation of responsibility in the receipt, payment, and recording of costs?

Select the appropriate response:

- ☐ Yes  
☐ No

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

### Budget Details Information

#### Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Supplies and Direct Operating Expenses	Computer Software and Media (M&A)	Salesforce Administrator Certification Course	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
Supplies and Direct Operating Expenses	Copy/Reproduction Costs (M&A)	Copy/Reproduction Costs	\$475.68	\$0.00	\$0.00	\$0.00	\$475.68	0
			\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0

Travel and Training	In-State Incidentals and/or Mileage (M&A)	In state mileage and travel to grants management related events/meetings						
Supplies and Direct Operating Expenses	Office Supplies (M&A)	General offices supplies to include consumables such as pens, pads, toner, paper, etc.	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
Travel and Training	Out-of-State Registration Fees (M&A)	Emergency Management Institute travel-1 attendees estimate for Hotel/Per Diem/Flight	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0
Personnel	Planner (M&A)	M&A Planner Salary (C.P. Full-time.) are responsible for ensuring the grant program is implemented according to 2 CFR 200.	\$80,000.00	\$0.00	\$0.00	\$0.00	\$80,000.00	100
Personnel	Planner (M&A)	M&A Planner Salary (Part Time) responsible for ensuring the grant program is implemented according to 2 CFR 200.	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	100
Supplies and Direct Operating Expenses	Software License and User Fees (M&A)	Salesforce Grant Project Management Modules and customizations for Project Director to track Grant projects and expenses. 52.5 Hours @ \$200 per hour	\$10,500.00	\$0.00	\$0.00	\$0.00	\$10,500.00	0
Supplies and Direct Operating Expenses	Software License and User Fees (M&A)	Apsona for Salesforce Annual Maintenance- Creates formatted Financial Reports within Salesforce	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0
Supplies and Direct Operating Expenses	Software License and User Fees (M&A)	ASAP Inventory Management Licenses	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0
Supplies and Direct	Software License and User Fees (M&A)	Salesforce License and renewal for up	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0

Operating Expenses		to 13 users @ \$1100 per license						
Supplies and Direct Operating Expenses	Telecommunications Costs (M&A)	Cell Phone Use expense	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0

### Source of Match Information

#### Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
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#### Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Budget Summary Information

#### Budget Summary Information by Budget Category:

CATEGORY	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Personnel	\$90,000.00	\$0.00	\$0.00	\$0.00	\$90,000.00
Supplies and Direct Operating Expenses	\$35,775.68	\$0.00	\$0.00	\$0.00	\$35,775.68
Travel and Training	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00

#### Budget Grand Total Information:

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$129,275.68	\$0.00	\$0.00	\$0.00	\$129,275.68

### Condition Of Fundings Information

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Funds	Hold Line Item Funds
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You are logged in as **User Name:** Colleenap



Print This Page

**Agency Name:** Fort Bend County  
**Grant/App:** 2971804 **Start Date:** 9/1/2018 **End Date:** 1/31/2020

**Project Title:** Fort Bend County - Regional Planners  
**Status:** Application Pending Submission

### Eligibility Information

**Your organization's Texas Payee/Taxpayer ID Number:**  
17460019692080

### Application Eligibility Certify:

Created on:3/26/2018 3:10:52 PM By:Colleena Payne

### Profile Information

**Applicant Agency Name:** Fort Bend County  
**Project Title:** Fort Bend County - Regional Planners  
**Division or Unit to Administer the Project:** Office of Emergency Management  
**Address Line 1:** 307 Fort Street  
**Address Line 2:**  
**City/State/Zip:** Richmond Texas 77369-4428  
**Start Date:** 9/1/2018  
**End Date:** 1/31/2020

**Regional Council of Governments(COG) within the Project's Impact Area:** Houston-Galveston Area Council  
**Headquarter County:** Fort Bend  
**Counties within Project's Impact Area:** Brazoria,Fort Bend,Galveston,Harris,Montgomery

### Grant Officials:

#### Authorized Official

**User Name:** Robert Hebert  
**Email:** Ann.Werlein@fortbendcountytexas.gov  
**Address 1:** 401 Jackson Street  
**Address 1:** Office of the County Judge  
**City:** Richmond, Texas 77469  
**Phone:** 281-341-8608 Other Phone: 281-341-8634  
**Fax:** 271-341-8609  
**Title:** The Honorable  
**Salutation:** Judge  
**Position:** County Judge

#### Project Director

**User Name:** Colleena Payne  
**Email:** Colleena.payne@fortbendcountytexas.gov  
**Address 1:** 307 Fort Street  
**Address 1:**  
**City:** Richmond, Texas 77469  
**Phone:** 281-342-6185 Other Phone:  
**Fax:** 281-342-4798  
**Title:** Ms.  
**Salutation:** Ms.  
**Position:** Planning Coordinator-Grants

#### Financial Official

**User Name:** Robert Sturdivant  
**Email:** Yvonne.mager@fortbendcountytexas.gov  
**Address 1:** 301 Jackson, Suite 533  
**Address 1:**  
**City:** Richmond, Texas 77469  
**Phone:** 281-341-3769 Other Phone:  
**Fax:**  
**Title:** Mr.  
**Salutation:** Constable  
**Position:** County Auditor

#### Grant Writer

**User Name:** Colleena Payne  
**Email:** Colleena.payne@fortbendcountytexas.gov  
**Address 1:** 307 Fort Street  
**Address 1:**  
**City:** Richmond, Texas 77469  
**Phone:** 281-342-6185 Other Phone:  
**Fax:** 281-342-4798  
**Title:** Ms.  
**Salutation:** Ms.

**Position:** Planning Coordinator-Grants

## Grant Vendor Information

**Organization Type:** County

**Organization Option:** applying to provide homeland security services

**Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):**  
17460019692080

**Data Universal Numbering System (DUNS):** 081497075

## Narrative Information

### Overview

The purpose of the Homeland Security Grant Program (HSGP) is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community. HSGP supports core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery based on allowable costs.

### Primary Mission and Purpose

**Urban Area Security Initiative (UASI) - Regular:** Supports programs that address the unique multidiscipline planning, organization, equipment, training, and exercise needs of high-threat, high-density Urban Areas in efforts to build and sustain the capabilities necessary to prevent, protect against, mitigate, respond to, and recover from acts of terrorism. Urban areas must employ regional approaches to overall preparedness and are encouraged to adopt regional response structures whenever appropriate.

### Eligibility Requirements

#### National Incident Management System (NIMS) Implementation

Grantees are required to implement NIMS. The NIMS uses a systematic approach to integrate the best existing processes and methods into a unified national framework for incident management across all homeland security activities including prevention, protection, response, mitigation, and recovery. Grantees must use standardized resource management concepts for resource typing, credentialing, and an inventory to facilitate the effective identification, dispatch, deployment, tracking and recovery of resources.

#### Emergency Management Plans (Intermediate Level)

Cities and counties must have a current emergency management plan or be a legally established member of an inter-jurisdictional emergency management program with a plan on file with the Texas Department of Public Safety, Texas Division of Emergency Management (TDEM). Plans must be maintained throughout the entire grant performance period and must be at least at the Intermediate Level. If you have questions concerning your Emergency Management Plan (preparedness) level, contact your Emergency Management Coordinator (EMC) or your regional Council of Governments (COG). For questions concerning plan deficiencies, contact TDEM at [tdem.plans@dps.texas.gov](mailto:tdem.plans@dps.texas.gov).

**Criminal History Reporting** Entities receiving funds from HSGD must be located in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the Texas Department of Public Safety (DPS) as directed in the *Texas Code of Criminal Procedure, Chapter 60*. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system.

**Uniform Crime Reporting (UCR)** Eligible applicants operating a law enforcement agency must be current on reporting Part I violent crime data to the Texas Department of Public Safety (DPS) for inclusion in the annual Uniform Crime Report (UCR). To be considered eligible for funding, applicants must have submitted a full twelve months of accurate data to DPS for the most recent calendar year.

### Program Requirements

#### Building and Sustaining Core Capabilities

Funding should be used to sustain core capabilities. New capabilities should not be built at the expense of maintaining current and critically needed core capabilities. New capabilities must be aligned with capability targets and gaps identified through the THIRA/SPR process.

#### Mission Areas

The National Preparedness Goal organizes the core capabilities into the five mission areas:

- **Prevention.** Prevent, avoid or stop an imminent, threatened or actual act of terrorism.
- **Protection.** Protect our citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations, and way of life to thrive.
- **Mitigation.** Reduce the loss of life and property by lessening the impact of future disasters.
- **Response.** Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.
- **Recovery.** Recover through a focus on the timely restoration, strengthening and revitalization of infrastructure, housing and a sustainable economy, as well as the health, social, cultural, historic and environmental fabric of communities affected by a catastrophic incident.

#### Program Income

Applicant agrees to comply with all federal and state rules and regulations for program income and agrees to report all program income that is generated as a result of the project's activities. Applicant agrees to report program income through a formal grant adjustment and to secure HSGD approval prior to use of the program income. Applicant agrees to use program income for allowable costs and agrees to expend program income immediately after HSGD's approval of a grant adjustment and prior to requesting reimbursement of funds.

**Deduction Method** - Program income shall be deducted from total allowable costs to determine the net allowable costs. Program income shall be used for current costs unless HSGD authorizes otherwise. Program income which the grantee did not anticipate at the time of the award shall be used to reduce the HSGD award and grantee match rather than to increase the funds committed to the project.

**Asset Seizures and Forfeitures** - Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (e.g., law enforcement entity).



ACTIVITY	PERCENTAGE:	DESCRIPTION
Planning and Community Preparedness	100.00	This project facilitates a regional planning network composed of the planners to collaborate on whole community regional planning efforts and to exchange best practices.

## Measures Information

### Objective Output Measures

OUTPUT MEASURE	TARGET LEVEL
Number of community preparedness (CCP, CERT or other similar agency sponsored programs) events held.	0
Number of exercises conducted.	1
Number of individuals participating in exercises.	60
Number of people trained.	3
Number of planning/coordination meetings attended.	6
Number of planning/coordination meetings conducted (including whole community as appropriate).	10
Number of plans developed or updated.	2
Number of plans reviewed.	2
Number of trainings conducted.	0

### Objective Outcome Measures

OUTCOME MEASURE	TARGET LEVEL
Number of people participating in community preparedness events.	0
Number of stakeholders participating in planning/coordination meetings.	15

### Custom Output Measures

CUSTOM OUTPUT MEASURE	TARGET LEVEL
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### Custom Outcome Measures

CUSTOM OUTCOME MEASURE	TARGET LEVEL
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## Certification and Assurances

Each applicant must click on this link to review the standard [Certification and Assurances](#).

## Resolution from Governing Body

Applications from nonprofit corporations, local units of governments, and other political subdivisions must include a [resolution](#) that contains the following:

1. Authorization by your governing body for the submission of the application to OOG/HSGD that clearly identifies the name of the project for which funding is requested;
2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update HSGD should the official change during the grant period.); and
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to HSGD.

Upon approval from your agency's governing body, upload the [approved](#) resolution to eGrants by going to the **Upload.Files** tab and following the instructions on Uploading eGrants Files.

## Contract Compliance

Will HSGD grant funds be used to support any contractual or professional services?

Select the Appropriate Response:

- ☐ Yes  
☒ No

For applicant agencies that selected **Yes** above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

Enter a description for monitoring contract compliance:

## Lobbying

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

Select the Appropriate Response:

- ☐ Yes  
☒ No  
☐ N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with this federal contract, loan, or cooperative agreement?

- ☐ Yes  
☒ No  
☐ N/A

## Fiscal Year

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

Enter the Begin Date [mm/dd/yyyy]:

10/1/2017

Enter the End Date [mm/dd/yyyy]:

9/30/2018

## Sources of Financial Support

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the following sources:

Enter the amount (\$) of Federal Grant Funds:

2

Enter the amount (\$) of State Grant Funds:

7979424

## Single Audit

Applicants who expend less than \$750,000 in federal grant funding or less than \$750,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a HSGD grant. However, HSGD may require a limited scope audit as defined in 2 CFR Part 200, Subpart F - Audit Requirements.

Has the applicant agency expended federal grant funding of \$750,000 or more, or state grant funding of \$750,000 or more during the most recently completed fiscal year?

- ☒ Yes  
☐ No

Applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit, performed by an independent auditor in accordance with the State of Texas Single Audit Circular; or CFR Part 200, Subpart F - Audit Requirements.

Enter the date of your last annual single audit:

3/31/2017

## Debarment

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

☒ I Certify

☐ Unable to Certify

Enter the debarment justification:

### FFATA Certification

**Certification of Recipient Highly Compensated Officers** – The Federal Funding Accountability and Transparency Act (FFATA) requires Prime Recipients (HSGD) to report the names and total compensation of each of the five most highly compensated officers (a.k.a. positions) of each sub recipient organization for the most recently completed fiscal year preceding the year in which the grant is awarded if the subrecipient answers **YES** to the **FIRST** statement but **NO** to the **SECOND** statement listed below.

In the sub recipient's preceding completed fiscal year, did the sub recipient receive: (1) 80 percent or more of its annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; AND (2) \$25,000,000 or more in annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements?

☐ Yes

☒ No

Does the public have access to information about the compensation of the senior executives through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or Section 6104 of the Internal Revenue Code of 1986?

☐ Yes

☒ No

If you answered **YES** to the **FIRST** statement and **NO** to the **SECOND** statement, please provide the name and total compensation amount of each of the five most highly compensated officers (a.k.a. positions) within your agency for the current calendar year. If you answered NO to the first statement you are NOT required to provide the name and compensation amounts. NOTE: "Total compensation" means the complete pay package of each of the sub recipient's compensated officers, including all forms of money, benefits, services, and in-kind payments (see SEC Regulations: 17 CCR 229.402).

Position 1 - Name:

Position 1 - Total Compensation (\$):

0

Position 2 - Name:

Position 2 - Total Compensation (\$):

0

Position 3 - Name:

Position 3 - Total Compensation (\$):

0

Position 4 - Name:

Position 4 - Total Compensation (\$):

0

Position 5 - Name:

Position 5 - Total Compensation (\$):

0

### Homeland Security Information

### FUND SOURCE INFORMATION AND REQUIREMENTS

**DHS Project Type:** Establish/enhance sustainable homeland security planning program\*

#### Capabilities

**Core Capability:** Planning

**Identify if this investment focuses on building new capabilities or sustaining existing capabilities.** : Existing Capabilities (Sustain)

**Are the assets or activities Deployable or Shareable:** Shareable

☐ Check if this Investment requires new construction or renovation, retrofitting, or modification of existing structures

☒ Check if these funds will support a project that was previously funded with HSGP funding

#### Project Management Step Involved:

Check the step that most closely resembles the phase of the project activities to be completed during the grant period.

**Step:** Execute

**Description:** The period within the project lifecycle during which the actual work of creating the project's deliverables is carried out.

**Process:** Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.

#### **Milestones**

**Milestone:** Accept award through Commissioners Court and complete initial grant set up tasks; **Completion Date:** 11-30-2018

**Milestone:** Maintain employees in funded positions, coordinate with RCC to implement regional strategy and related planning tasks. Support planner travel, training, and related expenses. ; **Completion Date:** 12-31-2019

**Milestone:** Complete documentation and close out of project within local grants management system.; **Completion Date:** 01-31-2020

#### **NIMS Resources**

☐ Check if this project supports a NIMS typed resource

**Enter the name of the typed resources from the Resource Type Library Tool:**

**Enter the ID of the typed resources from the Resource Type Library Tool:**

### **Fiscal Capability Information**

#### **Section 1: Organizational Information**

Enter the Year in which the Corporation was Founded:

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status:

Enter the Employer Identification Number Assigned by the IRS:

Enter the Charter Number assigned by the Texas Secretary of State:

#### **Section 2: Accounting System**

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization (general ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis, or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts).

Select the appropriate response:

☐ Yes

☐ No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost categories?

Select the appropriate response:

☐ Yes

☐ No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and his or her supervisor?

Select the appropriate response:

☐ Yes

☐ No

If you answered 'No' to any question above in the Accounting System section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

#### **Section 3: Financial Capability**

Grant agencies should prepare annual financial statements. At a minimum, current internal balance sheet and income statements are required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grant agency during a fiscal year.

Has the grant agency undergone an independent audit?

Select the appropriate response:

☐ Yes

☐ No

Does the organization prepare financial statements at least annually?

Select the appropriate response:

☐ Yes

☐ No

According to the organization's most recent Audit or Balance Sheet, are the current total assets greater than the liabilities?

Select the appropriate response:

☐ Yes

☐ No

If you selected 'No' to any question above under the Financial Capability section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

#### **Section 4: Budgetary Controls**

Grant agencies should establish a system to track expenditures against budget and / or funded amounts.

Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include drawing down grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?

☐ Yes  
☐ No

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?

☐ Yes  
☐ No

If you selected 'No' to any question above under the Budgetary Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

### Section 5: Internal Controls

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits.

Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?

Select the appropriate response:

☐ Yes  
☐ No

Is there separation of responsibility in the receipt, payment, and recording of costs?

Select the appropriate response:

☐ Yes  
☐ No

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

### Budget Details Information

#### Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Equipment	04HW-01-HHCD Computing Device, Handheld	Laptops for Planners @ 1300 each	\$2,600.00	\$0.00	\$0.00	\$0.00	\$2,600.00	2
Supplies and Direct Operating Expenses	06CC-01-CELL Phone, Cellular	Cell Phone Device Replacements (6 @ \$750)	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0
Travel and Training	In-State Incidentals and/or Mileage (Planning)	EMAT Symposium, Location TBD (3 people at \$1700 each, total \$5,100).	\$5,100.00	\$0.00	\$0.00	\$0.00	\$5,100.00	0
Travel and Training	In-State Incidentals and/or Mileage (Planning)	Texas Emergency Management Conference, Conference is typically held in San Antonio, Texas (6 attendees at 1,500 each, total \$9,000)	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00	0
Travel and Training	In-State Incidentals and/or Mileage (Planning)	Local Mileage for planners-meetings (\$5000)	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0
Travel and Training		HSEEP Training Course. 2	\$1,250.00	\$0.00	\$0.00	\$0.00	\$1,250.00	0



	In-State Incidentals and/or Mileage (Planning)	Regional Planners @ \$625 each for a total of \$1250 which includes Hotel (\$495) and Per Diem (\$130)						
Travel and Training	In-State Incidentals and/or Mileage (Planning)	Incidentals for O-305 All-Hazards Incident Management Team training	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0
Travel and Training	In-State Registration Fees (Planning)	Texas Emergency Management Conference Registration Fees 6 attendees @ \$600 each, Conference is typically held in San Antonio, Texas.	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00	0
Travel and Training	In-State Registration Fees (Planning)	EMAT Symposium, Location TBD Registration \$200 x 3 people	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0
Personnel	Intern (Planning)	Planner Intern salary and benefits. Part-time employee. Calendar year 2019. Planner is responsible for the development and maintenance of regional plans and support tools and to support the facilitation of homeland security planning activities for the Houston Urban Area.	\$20,500.00	\$0.00	\$0.00	\$0.00	\$20,500.00	100
Supplies and Direct Operating Expenses	Office Supplies (Planning)	Printing Materials and office supplies for planners, including general office supplies, binders, binder tabs, labels, thumb drives, toner, etc.	\$9,080.00	\$0.00	\$0.00	\$0.00	\$9,080.00	0
Travel and Training		Two additional homeland	\$10,500.00	\$0.00	\$0.00	\$0.00	\$10,500.00	0

	Out-of-State Incidentals and/or Mileage (Planning)	security related conferences (e.g., Preparedness Summit in Atlanta, WebEOC stakeholders meetings, EMEX Conference, 7 attendees @\$1500 each)						
Travel and Training	Out-of-State Incidentals and/or Mileage (Planning)	UASI/ Homeland Security Conference Incidentals for 6 attendees @ \$2,000 each, \$12,000	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0
Travel and Training	Out-of-State Incidentals and/or Mileage (Planning)	Emergency Management Institute Travel 2 attendees @\$500 each, \$1000	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
Travel and Training	Out-of-State Incidentals and/or Mileage (Planning)	ESRI National Security Summit Conference Incidentals (1 person@ \$2000)	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
Travel and Training	Out-of-State Registration Fees (Planning)	UASI/ Homeland Security Conference Registration:6 attendees \$625 each	\$3,750.00	\$0.00	\$0.00	\$0.00	\$3,750.00	0
Travel and Training	Out-of-State Registration Fees (Planning)	ESRI National Security Summit Conference Registration (1 person@ \$1800)	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00	0
Travel and Training	Out-of-State Registration Fees (Planning)	Two additional homeland security related conferences Registration Fees (e.g., Preparedness Summit in Atlanta, WebEOC stakeholders meetings, EMEX Conference, 5 attendees @\$500 each)	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0
Personnel	Planner (Planning)	Planner 1 (L. Mullen) salary	\$104,000.00	\$0.00	\$0.00	\$0.00	\$104,000.00	100

		and benefits Full-time employee. Calendar year 2019. Planner is responsible for the development and maintenance of regional plans and support tools and to support the facilitation of homeland security planning activities for the Houston Urban Area.						
Personnel	Planner (Planning)	Planner 2 (C. Dominguez) salary and benefits. Full-time employee. Calendar year 2019. Planner is responsible for the development and maintenance of regional plans and support tools and to support the facilitation of homeland security planning activities for the Houston Urban Area.	\$87,000.00	\$0.00	\$0.00	\$0.00	\$87,000.00	100
Personnel	Planner (Planning)	Planner 3 (K. Francis) salary and benefits. Full-time employee. Calendar year 2019. Planner is responsible for the development and maintenance of regional plans and support tools and to support the facilitation of homeland security planning activities for the Houston Urban Area.	\$87,000.00	\$0.00	\$0.00	\$0.00	\$87,000.00	100
Supplies and Direct Operating Expenses	Software License and User Fees (Planning)	Adobe Creative Suite/Photoshop License for L. Mullen	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0

Supplies and Direct Operating Expenses	Telecommunications Costs (Planning)	Cell Phone Usage for Planners, estimated cost \$70 per line (Calendar Year)	\$2,040.00	\$0.00	\$0.00	\$0.00	\$2,040.00	0
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### Source of Match Information

#### Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
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#### Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

### Budget Summary Information

#### Budget Summary Information by Budget Category:

CATEGORY	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Equipment	\$2,600.00	\$0.00	\$0.00	\$0.00	\$2,600.00
Personnel	\$298,500.00	\$0.00	\$0.00	\$0.00	\$298,500.00
Supplies and Direct Operating Expenses	\$16,620.00	\$0.00	\$0.00	\$0.00	\$16,620.00
Travel and Training	\$55,900.00	\$0.00	\$0.00	\$0.00	\$55,900.00

#### Budget Grand Total Information:

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$373,620.00	\$0.00	\$0.00	\$0.00	\$373,620.00

### Condition Of Fundings Information

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Funds	Hold Line Item Funds
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You are logged in as **User Name:** Colleenap

Print This Page

**Agency Name:** Fort Bend County  
**Grant/App:** 2971504 **Start Date:** 9/1/2018 **End Date:** 8/31/2020

**Project Title:** Fort Bend County - SWAT/Helicopter Sustainment  
**Status:** Application Pending Submission

### Eligibility Information

**Your organization's Texas Payee/Taxpayer ID Number:**  
17460019692080

### Application Eligibility Certify:

Created on:3/26/2018 3:06:45 PM By:Colleena Payne

### Profile Information

**Applicant Agency Name:** Fort Bend County  
**Project Title:** Fort Bend County - SWAT/Helicopter Sustainment  
**Division or Unit to Administer the Project:** Office of Emergency Management  
**Address Line 1:** 307 Fort Street  
**Address Line 2:**  
**City/State/Zip:** Richmond Texas 77369-4428  
**Start Date:** 9/1/2018  
**End Date:** 8/31/2020

**Regional Council of Governments(COG) within the Project's Impact Area:** Houston-Galveston Area Council  
**Headquarter County:** Fort Bend  
**Counties within Project's Impact Area:** Fort Bend

### Grant Officials:

#### Authorized Official

**User Name:** Robert Hebert  
**Email:** Ann.Werlein@fortbendcountytx.gov  
**Address 1:** 401 Jackson Street  
**Address 1:** Office of the County Judge  
**City:** Richmond, Texas 77469  
**Phone:** 281-341-8608 Other Phone: 281-341-8634  
**Fax:** 271-341-8609  
**Title:** The Honorable  
**Salutation:** Judge  
**Position:** County Judge

#### Project Director

**User Name:** Colleena Payne  
**Email:** Colleena.payne@fortbendcountytx.gov  
**Address 1:** 307 Fort Street  
**Address 1:**  
**City:** Richmond, Texas 77469  
**Phone:** 281-342-6185 Other Phone:  
**Fax:** 281-342-4798  
**Title:** Ms.  
**Salutation:** Ms.  
**Position:** Planning Coordinator-Grants

#### Financial Official

**User Name:** Robert Sturdivant  
**Email:** Yvonne.mager@fortbendcountytx.gov  
**Address 1:** 301 Jackson, Suite 533  
**Address 1:**  
**City:** Richmond, Texas 77469  
**Phone:** 281-341-3769 Other Phone:  
**Fax:**  
**Title:** Mr.  
**Salutation:** Constable  
**Position:** County Auditor

#### Grant Writer

**User Name:** Colleena Payne  
**Email:** Colleena.payne@fortbendcountytx.gov  
**Address 1:** 307 Fort Street  
**Address 1:**  
**City:** Richmond, Texas 77469  
**Phone:** 281-342-6185 Other Phone:  
**Fax:** 281-342-4798  
**Title:** Ms.  
**Salutation:** Ms.  
**Position:** Planning Coordinator-Grants

## Grant Vendor Information

**Organization Type:** County

**Organization Option:** applying to provide homeland security services

**Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):** 17460019692080

**Data Universal Numbering System (DUNS):** 081497075

## Narrative Information

### Overview

The purpose of the Homeland Security Grant Program (HSGP) is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community. HSGP supports core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery based on allowable costs.

### Primary Mission and Purpose

**Urban Area Security Initiative (UASI) - Law Enforcement Terrorism Prevention Activities (LETPA):** Supports programs that address the unique multidiscipline planning, organization, equipment, training, and exercise needs of high-threat, high-density Urban Areas in efforts to build and sustain law enforcement capabilities to prevent terrorist attacks and support critical prevention and protection activities. Urban areas must employ regional approaches to overall preparedness.

### Eligibility Requirements

#### National Incident Management System (NIMS) Implementation

Grantees are required to implement NIMS. The NIMS uses a systematic approach to integrate the best existing processes and methods into a unified national framework for incident management across all homeland security activities including prevention, protection, response, mitigation, and recovery. Grantees must use standardized resource management concepts for resource typing, credentialing, and an inventory to facilitate the effective identification, dispatch, deployment, tracking and recovery of resources.

#### Emergency Management Plans (Intermediate Level)

Cities and counties must have a current emergency management plan or be a legally established member of an inter-jurisdictional emergency management program with a plan on file with the Texas Department of Public Safety, Texas Division of Emergency Management (TDEM). Plans must be maintained throughout the entire grant performance period and must be at least at the Intermediate Level. If you have questions concerning your Emergency Management Plan (preparedness) level, contact your Emergency Management Coordinator (EMC) or your regional Council of Governments (COG). For questions concerning plan deficiencies, contact TDEM at [tdem.plans@dps.texas.gov](mailto:tdem.plans@dps.texas.gov).

**Criminal History Reporting** Entities receiving funds from HSGD must be located in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the Texas Department of Public Safety (DPS) as directed in the *Texas Code of Criminal Procedure, Chapter 60*. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system.

**Uniform Crime Reporting (UCR)** Eligible applicants operating a law enforcement agency must be current on reporting Part I violent crime data to the Texas Department of Public Safety (DPS) for inclusion in the annual Uniform Crime Report (UCR). To be considered eligible for funding, applicants must have submitted a full twelve months of accurate data to DPS for the most recent calendar year.

### Program Requirements

#### Building and Sustaining Core Capabilities

Funding should be used to sustain core capabilities. New capabilities should not be built at the expense of maintaining current and critically needed core capabilities. New capabilities must be aligned with capability targets and gaps identified through the THIRA/SPR process.

#### Mission Areas

The National Preparedness Goal organizes the core capabilities into the five mission areas:

- Prevention. Prevent, avoid or stop an imminent, threatened or actual act of terrorism.
- Protection. Protect our citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations, and way of life to thrive.
- Mitigation. Reduce the loss of life and property by lessening the impact of future disasters.
- Response. Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.
- Recovery. Recover through a focus on the timely restoration, strengthening and revitalization of infrastructure, housing and a sustainable economy, as well as the health, social, cultural, historic and environmental fabric of communities affected by a catastrophic incident.

### LETPA

#### Law Enforcement Terrorism Prevention Activities (LETPA)

The state is responsible for ensuring that at least 25 percent (25%) of the combined HSGP funds allocated under SHSP and UASI are dedicated towards law enforcement terrorism prevention activities, as defined in 6 U.S.C. 607.

Grant projects must be consistent with the [Federal Emergency Management Agency \(FEMA\) Information Bulletin \(IB\) 412](#) which discusses eligible activities outlined in:

- a. The [National Prevention Framework](#);
- b. The [National Protection Framework](#) where capabilities are shared with the prevention mission area;
- c. Section 2006 of the [Homeland Security Act of 2002](#), as amended; and
- d. The [FY 2007 Homeland Security Grant Program Guidance and Application Kit](#).

Activities eligible for use of LETPA focused funds include but are not limited to: Maturation and enhancement of designated state and major Urban Area fusion centers, including information sharing and analysis, threat recognition, terrorist interdiction, and training/hiring of intelligence analysts. Coordination between fusion centers and other analytical and investigative efforts. Implementation and maintenance of the Nationwide Suspicious Activity Reporting (SAR) Initiative. Implementation of the "If You See Something, Say Something" campaign to raise public awareness of indicators of terrorism and terrorism-related crime and associated efforts to increase the sharing of information with public and private sector partners. Increased physical security, through law enforcement personnel and other protective measures, by implementing preventative and protective measures at critical infrastructure sites or at-risk nonprofit organizations.

**Program Income**

Applicant agrees to comply with all federal and state rules and regulations for program income and agrees to report all program income that is generated as a result of the project's activities. Applicant agrees to report program income through a formal grant adjustment and to secure HSGD approval prior to use of the program income. Applicant agrees to use program income for allowable costs and agrees to expend program income immediately after HSGD's approval of a grant adjustment and prior to requesting reimbursement of funds.

Deduction Method - Program income shall be deducted from total allowable costs to determine the net allowable costs. Program income shall be used for current costs unless HSGD authorizes otherwise. Program income which the grantee did not anticipate at the time of the award shall be used to reduce the HSGD award and grantee match rather than to increase the funds committed to the project.

Asset Seizures and Forfeitures - Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (e.g., law enforcement entity).

**Certification**

Each applicant agency must certify to the specific requirements detailed above as well as all requirements within the HSGD Funding Announcement, the eGrants application, the OOG's Guide to Grants, and the OOG's Grantee Conditions and Responsibilities to be eligible for this program.

**X I certify to all of the application content and requirements.**

**Project Summary :**

Briefly summarize the project, including proposed activities and intended impact.

This project supports Fort Bend County Sheriff's Office, which is working to build Law Enforcement Aviation capabilities (not yet a typed II team). The purpose of this project is to enhance the capabilities of the existing air assets, supporting equipment purchases including avionics suite upgrade, digital video camera and recording equipment and aviation radios. The helicopters supported with this project are regional assets and are available and deployable for regional response. This project will also continue to enhance the SWAT response capacity within the jurisdictions by providing improved situational awareness, on scene security and protection of law enforcement and hostages.

**Problem Statement :**

Provide a detailed account of the issues, threats or hazards that your project will target. For federal Homeland Security Grants, include specific references to the regional or state *Threat and Hazard Identification and Risk Assessment (THIRA)*, as applicable.

The observation helicopter (support equipment requested) will provide aviation assets to help prevent, protect against, mitigate, respond, and recover from acts of terrorism and disasters

**Existing Capability Levels :**

Describe the existing capability levels, including resources that are currently in place to support this project prior to the use of grant funds.

The Fort Bend County Sheriff's Air Support Unit is one of (3) Typed Air Support Units in the region; however, it is the only one in the southwest region. In the case of a terroristic threat or situation, our Air Support Unit will be available to respond immediately to help support the region. This project will also continue to increase the regions response by equipping the Fort Bend SWAT team with current, efficient equipment.

**Capability Gaps:**

Describe the capability gaps which will be addressed by the project. For federal Homeland Security Grants, include specific references to the regional or statewide State Preparedness Report (SPR).

Capability gaps noted in the SPR are described in the Overview section of Investment #7 in the Houston UASI FY2015 HSGP Investment Justification. The capability gap identified in the THIRA/SPR process relates to On-Scene Security and Protection Core Capability specifically addressing the exercises: the region has robust abilities for law enforcement agencies to effectively secure a scene following a catastrophic incident, with possible criminal elements. The implementation of the project will greatly enhance the response capacity of the Sheriff's Office to function when needed with surrounding jurisdictions. In addition, we will improve the availability to all first responders in Fort Bend county as well as neighboring areas and be able to seamlessly communicate, cooperate, and work in conjunction with each agency to fight crime and terrorism.

**Impact Statement :**

Describe the project goals/objectives and how this project will maintain capabilities or reduce capability gaps.

The implementation of the project will greatly enhance the response capacity of the Sheriff's Office to function when needed with surrounding jurisdictions. In addition, we will improve the availability to all first responders in Fort Bend county as well as neighboring areas and be able to seamlessly communicate, cooperate, and work in conjunction with each agency to fight crime and terrorism.

**Homeland Security Priority Actions:**

Identify the Texas Homeland Security Priority Action most closely aligned with this project. Each Priority Action is linked with an *Objective from the Texas Homeland Security Strategic Plan (HSSP)*. List the Priority Action by number and text (e.g. 1.2.3 *Expand and enhance the network of human sources that can provide detailed and relevant information on known or suspected terrorist and criminal enterprises.*)

1.2.1 Enhance investigative capability to address terrorism and criminal enterprises. Expand and enhance integrated, multi-agency counter crime terrorism joint investigations.

**Target Group :**

Identify the target group and population expected to benefit from this project.

This project will directly support the Fort Bend Regional SWAT & Aviation teams, Houston Urban Area if requested.

**Long-Term Approach:**

Describe how the applicant agency will maintain the capabilities supported by this project without additional federal or state funds. If sustainment is dependent upon federal or state grants, describe the ongoing need for future grants, as applicable.

This project will be supported by local budget requests in conjunction with UASI funds and alternative grant requests. Fort Bend County will assume the maintenance/sustainment of the carriers.

**Project Activities Information****HSGP Instructions for Project Activity Selection**

Homeland Security Grant Program (HSGP) applicants should only select one project activity. The eGrants system will allow multiple selections, but each HSGP subrecipient project must fit into one and only one of the Investment Categories that are listed as project activities under the "Activity List".

**Urban Area Impact**

Identify the Urban Area Strategic Plan Goal and Objective that most closely aligns with this project. List the Goal/Objective specific to your Urban Area Strategic Plan by number and text (e.g., Goal 5: Interoperable Communications. Sustain standards-based, shared systems with adequate coverage and capacity to facilitate seamless interoperable communications throughout the Urban Area. Objective 2: Complete the deployment of standards-based shared systems to serve the region.)

Goal 8: Enhanced Law Enforcement Response Capacity, Objectives 8.3 Enhance the region's capacity to prevent, protect against, and respond to acts of terrorism through the appropriate use of equipment and technology This project will help the region obtain this goal by providing the SWAT team with tactical and durable vests, gas masks, and night vision goggles to respond to high risk terrorist situations and by equipping the Air Support Unit with technology that is imperative for communication and mapping systems from the air.

**Selected Project Activities:**

ACTIVITY	PERCENTAGE:	DESCRIPTION
Law Enforcement Response Capabilities	100.00	The goal of this project is to use the helicopter platform and the installed technology to improve communication and situational awareness to view and record criminal/terrorist activity for evidence and training purposes.

## Measures Information

### Objective Output Measures

OUTPUT MEASURE	TARGET LEVEL
Number of exercises conducted.	0
Number of individuals participating in exercises.	0
Number of people trained.	30
Number of Special Response Team personnel provided with new or updated equipment.	2
Number of Special Response Teams created, maintained or enhanced.	2
Number of trainings conducted.	0

### Objective Outcome Measures

OUTCOME MEASURE	TARGET LEVEL
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### Custom Output Measures

CUSTOM OUTPUT MEASURE	TARGET LEVEL
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### Custom Outcome Measures

CUSTOM OUTCOME MEASURE	TARGET LEVEL
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## Certification and Assurances

Each applicant must click on this link to review the standard [Certification and Assurances](#).



## Resolution from Governing Body

Applications from nonprofit corporations, local units of governments, and other political subdivisions must include a [resolution](#) that contains the following:

1. Authorization by your governing body for the submission of the application to OOG/HSGD that clearly identifies the name of the project for which funding is requested;
2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update HSGD should the official change during the grant period.); and
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to HSGD.

Upon approval from your agency's governing body, upload the [approved](#) resolution to eGrants by going to the **Upload.Files** tab and following the instructions on Uploading eGrants Files.

## Contract Compliance

Will HSGD grant funds be used to support any contractual or professional services?

Select the Appropriate Response:

☐ Yes  
☒ No

For applicant agencies that selected **Yes** above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

Enter a description for monitoring contract compliance:

## Lobbying

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

Select the Appropriate Response:

☐ Yes  
☒ No  
☐ N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with this federal contract, loan, or cooperative agreement?

☐ Yes  
☒ No  
☐ N/A

## Fiscal Year

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

Enter the Begin Date [mm/dd/yyyy]:

10/1/2017

Enter the End Date [mm/dd/yyyy]:

9/30/2018

## Sources of Financial Support

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the following sources:

Enter the amount (\$) of Federal Grant Funds:

21963627

Enter the amount (\$) of State Grant Funds:

7979424

## Single Audit

Applicants who expend less than \$750,000 in federal grant funding or less than \$750,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a HSGD grant. However, HSGD may require a limited scope audit as defined in 2 CFR Part 200, Subpart F - Audit Requirements.

Has the applicant agency expended federal grant funding of \$750,000 or more, or state grant funding of \$750,000 or more during the most recently completed fiscal year?

☒ Yes  
☐ No

Applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit, performed by an independent auditor in accordance with the State of Texas Single Audit Circular; or CFR Part 200, Subpart F - Audit Requirements.

Enter the date of your last annual single audit:

3/31/2017

## Debarment

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

- ☒ I Certify  
☐ Unable to Certify

Enter the debarment justification:

### FFATA Certification

**Certification of Recipient Highly Compensated Officers** – The Federal Funding Accountability and Transparency Act (FFATA) requires Prime Recipients (HSGD) to report the names and total compensation of each of the five most highly compensated officers (a.k.a. positions) of each sub recipient organization for the most recently completed fiscal year preceding the year in which the grant is awarded if the subrecipient answers **YES** to the **FIRST** statement but **NO** to the **SECOND** statement listed below.

In the sub recipient's preceding completed fiscal year, did the sub recipient receive: (1) 80 percent or more of its annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; AND (2) \$25,000,000 or more in annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements?

- ☐ Yes  
☒ No

Does the public have access to information about the compensation of the senior executives through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or Section 6104 of the Internal Revenue Code of 1986?

- ☐ Yes  
☒ No

If you answered **YES** to the **FIRST** statement and **NO** to the **SECOND** statement, please provide the name and total compensation amount of each of the five most highly compensated officers (a.k.a. positions) within your agency for the current calendar year. If you answered NO to the first statement you are NOT required to provide the name and compensation amounts. NOTE: "Total compensation" means the complete pay package of each of the sub recipient's compensated officers, including all forms of money, benefits, services, and in-kind payments (see SEC Regulations: 17 CCR 229.402).

Position 1 - Name:

Position 1 - Total Compensation (\$):

0

Position 2 - Name:

Position 2 - Total Compensation (\$):

0

Position 3 - Name:

Position 3 - Total Compensation (\$):

0

Position 4 - Name:

Position 4 - Total Compensation (\$):

0

Position 5 - Name:

Position 5 - Total Compensation (\$):

0

### Homeland Security Information

### FUND SOURCE INFORMATION AND REQUIREMENTS

**DHS Project Type:** Enhance capabilities to respond to CBRNE events

#### Capabilities

**Core Capability:** Interdiction and Disruption

**Identify if this investment focuses on building new capabilities or sustaining existing capabilities.** : Existing Capabilities (Sustain)

**Are the assets or activities Deployable or Shareable:** Deployable

☐ Check if this Investment requires new construction or renovation, retrofitting, or modification of existing structures

☒ Check if these funds will support a project that was previously funded with HSGP funding

#### Project Management Step Involved:

Check the step that most closely resembles the phase of the project activities to be completed during the grant period.

**Step:** Execute

**Description:** The period within the project lifecycle during which the actual work of creating the project's deliverables is carried out.

**Process:** Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.

#### Milestones

**Milestone:** Accept award through Commissioners Court and complete initial grant set up tasks; **Completion Date:** 12-31-2018

**Milestone:** Complete procurement process to include necessary bidding procedures.; **Completion Date:** 06-30-2019

**Milestone:** Execute PO's / Award bid; **Completion Date:** 07-31-2019

**Milestone:** Work with awarded vendor to ensure the equipment is manufactured and delivered in a timely manner.; **Completion Date:** 03-31-2020

**Milestone:** Receive and test equipment to ensure it performs as required by design standards. Closeout Grant; **Completion Date:** 08-31-2020

#### NIMS Resources

☐ Check if this project supports a NIMS typed resource

**Enter the name of the typed resources from the Resource Type Library Tool:** Helicopter: Law Enforcement Aviation – Helicopters – Patrol & Surveillance SWAT:SWAT/Tactical – Law Enforcement Operations

**Enter the ID of the typed resources from the Resource Type Library Tool:** Helicopter: Law Enforcement Aviation – 6-508-1002 SWAT:SWAT/Tactical –6-508-1006

## Fiscal Capability Information

### Section 1: Organizational Information

Enter the Year in which the Corporation was Founded:

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status:

Enter the Employer Identification Number Assigned by the IRS:

Enter the Charter Number assigned by the Texas Secretary of State:

### Section 2: Accounting System

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization (general ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis, or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts).

Select the appropriate response:

☐ Yes

☐ No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost categories?

Select the appropriate response:

☐ Yes

☐ No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and his or her supervisor?

Select the appropriate response:

☐ Yes

☐ No

If you answered 'No' to any question above in the Accounting System section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

### Section 3: Financial Capability

Grant agencies should prepare annual financial statements. At a minimum, current internal balance sheet and income statements are required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grant agency during a fiscal year.

Has the grant agency undergone an independent audit?

Select the appropriate response:

☐ Yes

☐ No

Does the organization prepare financial statements at least annually?

Select the appropriate response:

☐ Yes

☐ No

According to the organization's most recent Audit or Balance Sheet, are the current total assets greater than the liabilities?

Select the appropriate response:

☐ Yes

☐ No

If you selected 'No' to any question above under the Financial Capability section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

### Section 4: Budgetary Controls

Grant agencies should establish a system to track expenditures against budget and / or funded amounts.

Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include drawing down grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?

☐ Yes

☐ No

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?

☐ Yes

☐ No

If you selected 'No' to any question above under the Budgetary Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

### Section 5: Internal Controls

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits.

Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?

Select the appropriate response:

☐ Yes  
☐ No

Is there separation of responsibility in the receipt, payment, and recording of costs?

Select the appropriate response:

☐ Yes  
☐ No

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

### Budget Details Information

#### Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	OOG	CASH MATCH	IN- KIND MATCH	GPI	TOTAL	UNIT/%
Supplies and Direct Operating Expenses	01AR-02-APR Respirator, Air-Purifying, Full-Face, Tight-Fitting, Negative Pressure, CBRN	Gas Masks for SWAT use 20 @ \$1,025 each	\$20,500.00	\$0.00	\$0.00	\$0.00	\$20,500.00	0
Supplies and Direct Operating Expenses	01LE-01-ARMR Armor, Body	Tactical Vests 16 @ \$2500 each	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	0
Equipment	03OE-02-TILA Optics, Thermal Imaging and/or Light Amplification	Night Vision Goggles for SWAT team use @ \$13000 each	\$52,000.00	\$0.00	\$0.00	\$0.00	\$52,000.00	4
Equipment	04AP-02-DGPS Device, Global Positionin System (GPS)	Inertial Navigation System	\$140,000.00	\$0.00	\$0.00	\$0.00	\$140,000.00	2
Equipment	04HW-01-INHW Hardware, Computer, Integrated	NVIS Keyboard	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	1
Equipment	04MD-03-DISP Display, Video	Monitor, MB-Q Series 12.1 Wide Touchscreen	\$38,175.00	\$0.00	\$0.00	\$0.00	\$38,175.00	3
Equipment	06CP-01-MOBL Radio, Mobile	TIL Radio, TIL Cable, TIL Keyloader	\$38,760.00	\$0.00	\$0.00	\$0.00	\$38,760.00	3
Equipment	06CP-02-BRDG Equipment, Bridging/Patching/Gatewa y	Analog and Cross Converters	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	2
Equipment	06CP-03-TOWR Systems, Antenna and Tower	GNSS Antenna, Rami Sar Tri Band, Commant UHF (Antenna), Antenna UHF/700	\$4,365.00	\$0.00	\$0.00	\$0.00	\$4,365.00	4
Contractual and Professional Services	21GN-00-INST Installation	Installation Costs	\$29,527.00	\$0.00	\$0.00	\$0.00	\$29,527.00	0

### Source of Match Information

**Detail Source of Match/GPI:**

DESCRIPTION	MATCH TYPE	AMOUNT
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**Summary Source of Match/GPI:**

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Budget Summary Information****Budget Summary Information by Budget Category:**

CATEGORY	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Contractual and Professional Services	\$29,527.00	\$0.00	\$0.00	\$0.00	\$29,527.00
Equipment	\$276,800.00	\$0.00	\$0.00	\$0.00	\$276,800.00
Supplies and Direct Operating Expenses	\$60,500.00	\$0.00	\$0.00	\$0.00	\$60,500.00

**Budget Grand Total Information:**

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$366,827.00	\$0.00	\$0.00	\$0.00	\$366,827.00

**Condition Of Fundings Information**

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Funds	Hold Line Item Funds
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