

**COUNTY JUDGE**

Fort Bend County, Texas

Robert E. Hebert
County Judge

(281) 341-8608
Fax (281) 341-8609

January 4, 2011

Mr. Pete Lara
Grant Coordinator
Texas Division of Emergency Management
State Administrative Agency
1033 La Posada, Suite 100
Austin, Texas 78752-3842

Subject: Extension to Process 2008 Grant Year Project Expenditures

Dear Mr. Lara,

Fort Bend County is requesting an extension to March 31, 2011 to process 2008 Urban Area Security Initiative (UASI) and State Homeland Security Program (SHSP) Grant Project Expenditures. This request is made due to expenditures that need to be finalized and input into the Texas State Preparedness Assessment and Reporting Service database (SPARS). Fort Bend County managed eleven grant projects during this grant year and several incurred a large volume of activity and expenditures. Additional time will be needed in order to properly process the remaining grant expenditures and complete these projects. Also attached to this letter is the required State Administrative Agency Extension Request Form. Your consideration of this request is appreciated.

Sincerely

A handwritten signature in black ink, appearing to read "Robert Hebert", written over a horizontal line.

Robert E. Hebert
County Judge
Fort Bend County

1-5-11 copy received

State Administrative Agency

Extension Request Process and Form Instructions

All sub-recipient of the SAA must request performance period extensions using the following Extension Request Form. Any request outside of this process will not be considered a formal request.

Extension requests can be submitted at any time before the end of the performance period. All extension requests must be submitted to the SAA Lead Grant Coordinator assigned to your Region/UASI/State Agency (see link below). ***Projects that are managed through a Council of Governments (COG) or Urban Area Working Group (UAWG) must have COG/ UAWG approval and signature before the state will review the requests.*** Extension requests will be reviewed by the SAA Grant Coordinator, SAA Operations Supervisor and the SAA Administrator. The submitting sub-recipient will be notified of approvals/denials through an e-mail containing the original request with approval/denial indication and notes. Extension request approvals will include an updated Grant Adjustment Notice.

FORM INSTRUCTIONS

Fill in all the blanks in the Extension Information section of the Extension Request Form using as much detail as possible.

Clarification of Request Information:

- **Region/UASI** = select the name of the Council of Governments or Urban Area. If request is for a state agency, please select State Agency from the drop down list. If the request is for another type of entity, please select NA.
- **Current Award** = provide the award amount from your most recent Sub-Recipient Agreement or Grant Adjustment Notice.
- **Amount Invoiced** = provide the amount of funding that has been completed and invoiced as of the request date. This information can be found on the SPARS website.
- **Amount Uncommitted** = provide the amount of uncommitted funding as of the request date. This information can be found on the SPARS website.
- **Current End Date** = provide the most current performance period end date on your most recent Sub-Recipient Agreement or Grant Adjustment Notice.
- **Requested End Date** = provide the date you are requesting to extend your performance period. ***PLEASE NOTE*** - All invoices must be received by the SAA before the end of the extended performance period.
- **Total # of projects sub-grantee is responsible for** = provide the number of projects the sub-grantee was funded and responsible for during the requested grant year.
- **Total # of projects completed** = provide the number of projects the sub-grantee has completed. These should be projects in which all invoices have been submitted in SPARS and to the SAA.
- **List projects included in the extension** = provide the titles of the projects that will continue in the extension period. Please use the same titles that are reflected in SPARS. If none of the projects are completed and all of your project will remain open during this extension period, you may check the box. The SAA will review the progress on the projects in evaluating this extension request.
- **Justification for Extension** = provide a detailed and project specific justification. Each extension will be based on this information and will be review for each project.
- **Signature** = the form must be signed by the Director or Authorized Official or their designated signee.

How to:

- Print** - Click yellow print button in upper right corner of the form, select your printer from drop down and click OK.
- Save** - Click on yellow print button, check the "Print to File" box and click OK and follow the next steps to Save.

Grant Coordinator Assignments and Contact Information:

http://www.txdps.state.tx.us/director_staff/saa/documents/grantGrpAlignments.pdf

State Administrative Agency

E-mail - SAA@TXDPS.state.tx.us

Fax - (512) 206-3137

Mail - 1033 La Posada, Suite 100, Austin, TX 78752



State Administrative Agency Extension Request Form

EXTENSION INFORMATION

(Please complete all fields below and provide detail information)

Date: Jan 4, 2011 Requestor's Name: Robert Hebert, County Judge Requestor's Phone #: 281-341-8608
Agency/Jurisdiction: Fort Bend County Region / UASI: Houston-Galveston Area COG

Grant Information:

Grant Year: 2008 Grant: UASI
Current Award: \$3,847,747.00
Amt. Invoiced:
(Submitted to SAA) \$2,889,753.03
Amt. Uncommitted: \$287,672.77

Performance Period:

Current End Date: Jan 15, 2011
Requested End Date: Mar 31, 2011

Project Information:

Please provide the following project information for requested grant & grant year:

Total # of projects sub-grantee is responsible for: 11

Total # of projects completed: 0

List projects included in this extension: If ALL, check box ☒
(Please use SPARS titles)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Justification for Extension: (Please be project specific)

An extension is requested until March 31, 2011 to ensure the successful completion of the UASI and SHSP grant projects being administered by Fort Bend County. The anticipated expenditures in these projects have been committed, purchase orders have been issued and we are currently waiting on final deliveries and invoicing for these expenditures. We do anticipate there may be a few more training related expenses that will be received in the Regional Structural Collapse Project as it relates to jurisdiction overtime and backfill expenses. We currently have \$153,780.27 in expenses that we need invoices for and that would need to be processed for payment and then submitted to the State for reimbursement. At this time no project is 100% complete as each has some items that either need to be invoiced to the State or need to be reimbursed or completed by the State. An extension would ensure that these items are completed. We request this extension for both the 2008 UASI projects and the 2008 SHSP project Fort Bend County is administering. Your consideration of this request is appreciated.

January 4, 2011 Robert Hebert, County Judge
Date Printed Name (Director/Authorized Official)


Signature (Director/Authorized Official)

Regional or UASI POC Use Only

POC Name: _____ Date Received: _____

Notes or Comments:

☐ APPROVED
☐ DENIED

Date _____ Printed Name (Regional Director/UASI POC) _____ Signature (Regional Director/UASI POC) _____

NOTE: Save a copy of this form for your records.

SAA USE ONLY

STEP 1 -

Grant Coordinator Review

Date Received _____ Reviewed By _____ GC Initials _____ Spvr Initials _____ ERF # _____

☐ APPROVED
☐ DENIED

Notes or
Comments:

STEP 2 -

SAA Administrator Review

Date Received _____ SAA Administrator Signature _____

☐ APPROVED
☐ DENIED

Notes or
Comments: