
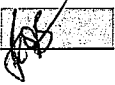
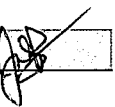


**TEXAS DEPARTMENT OF PUBLIC SAFETY  
TEXAS HOMELAND SECURITY STATE ADMINISTRATIVE AGENCY (THSSAA)**

**ANNUAL INVENTORY CONTROL REQUIREMENT**

Name of Jurisdiction: Fort Bend County		Date: July 23, 2013
Initials		Certification
<b>I. Controlled and Capital Assets Acknowledgement</b>		
Please initial to certify to each of the following statements		
To Certify Initial Here:  	1. My jurisdiction has listed all required homeland security grant funded assets on our local inventory in accordance with THSSAA information Bulletin No. 12-004. <a href="http://www.txdps.state.tx.us/director_staff/saa/documents/saa12-004.pdf">http://www.txdps.state.tx.us/director_staff/saa/documents/saa12-004.pdf</a>	
<b>II. Tagging of Grant Funded Assets</b>		
To Certify Initial Here:  	1. My Jurisdiction has tagged all Homeland Security grant funded assets in accordance with THSSAA information Bulletin No. 12-004 including the Name of the Jurisdiction and a unique Identifying Number.	
<b>III. Equipment Inventory Requirements</b>		
To Certify Initial Here:  	1. My Jurisdiction Maintains a Physical Inventory of Homeland Security grant funded assets and captures the following categories of information for all equipment in accordance with THSSAA information bulletin 12-004. <ul style="list-style-type: none"> <li>A. A description of the asset</li> <li>B. A serial number or other identification number</li> <li>C. The source of the asset</li> <li>D. Who holds the title</li> <li>E. The Acquisition date</li> <li>F. Cost of the asset</li> <li>G. Percentage of federal participation in the cost of the asset</li> <li>H. The location</li> <li>I. Use</li> <li>J. Condition of the Asset</li> <li>K. Any ultimate disposition data including the date of disposal and sale price</li> <li>L. Control or Inventory Number</li> </ul> (Reference: A-133 Compliance supplemental, 44 CFR 13.32, UGMS)	

<b>IV. PHYSICAL INVENTORY RECONCILIATION</b>	
To Certify Initial Here: 	1. My Jurisdiction has completed a Full Physical Inventory and Reconciliation of assets within the last 24 months in accordance with regulations.  2. My last physical inventory was conducted: <u>5 / 31 /13</u>
All four components must be certified to be fully compliant	
<b>V. AUTHORIZED SIGNATURE(S)</b>	
<b>Print Name of Jurisdiction/Organization</b>	Fort Bend County
<b>Printed Name of Chief Elected Official, Chief Executive Officer, Or Chief Financial Officer</b>	Robert E. Hebert
<b>Title (Judge, Mayor, ED, City Manager, CFO)</b>	County Judge
<b>Signature</b>	
<b>Date</b>	July 23, 2013

This form is located at:

[http://www.txdps.state.tx.us/director\\_staff/saa/information\\_bulletins.htm](http://www.txdps.state.tx.us/director_staff/saa/information_bulletins.htm)

Please return completed documents by August 1 to THSSAA monitoring at:

Fax-512-206-3137 or [SAAMonitoring@dps.texas.gov](mailto:SAAMonitoring@dps.texas.gov)