

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: POLICE

AGENDA DATE: April 24, 2012

CONTACT PERSON NAME AND PHONE NUMBER: Assistant Chief, Eric Shelton/ 494-7455

DISTRICT(S) AFFECTED: Citywide

SUBJECT:

That the El Paso City Council approves submission of the grant application and that the City Manager be authorized to sign the grant application for Local Border Security Program FY2012 (LBSP-12) including all understandings and assurances contained therein, and apply for, accept, reject, alter or terminate the grant, in the amount of \$1,096,618.92, from the Texas Department of Public Safety to the City of El Paso Police Department.

BACKGROUND / DISCUSSION:

The purpose of this grant is to continue the efforts of the El Paso Police Department to reduce crime in the border community to ultimately improve the quality of life for the residents in the City of El Paso. The grant money will cover officer's overtime and fringe benefits. No cash match is required. The granting agency requires a resolution of Mayor and City Council.

PRIOR COUNCIL ACTION:

No.

AMOUNT AND SOURCE OF FUNDING:

A cash match is not required grant funds will come from the Texas Department of Public Safety in the amount of \$1,096,618.92.

BOARD / COMMISSION ACTION:

N/A

CITY CLERK DEPT.
2012 APR 17 AM 11:22

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:

(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

RESOLUTION

CITY CLERK DEPT.

2012 APR 17 AM 10:13

WHEREAS, the El Paso City Council finds that transnational gangs, narcotics trafficking, and other border criminal activity threaten the peace and security for the citizens of El Paso; and

WHEREAS, the El Paso City Council finds it in the best interest of the citizens of El Paso to submit of the grant application for the Local Border Security Program FY2012 (LBSP-12) project to the Texas Department of Public Safety for period May 1, 2012—August 31, 2012.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

1. The City Manager be authorized to sign the grant application for the Local Border Security Program FY2012 (LBSP-12) project to the Texas Department of Public Safety including all understandings and assurances contained therein, and apply for, accept, reject, alter or terminate the grant in the amount of \$1,096,618.92, from the Texas Department of Public Safety to the City of El Paso Police Department, for the purpose of continuing the efforts of the Police Department to reduce crime in the border community to ultimately improve the quality of life for the residents in the City of El Paso.
2. No cash match or in-kind match required.
3. The El Paso City Council agrees that the existence of an award will not be used to offset or decrease total salaries, expenses and allowances that the City receives or provides to its Police Department at or after the time the grant is awarded.
4. The El Paso City Council agrees that in the event of loss or misuse of the funds, the El Paso City Council assures that the funds will be returned to the Texas Department of Public Safety in full.

ADOPTED this 24th day of April, 201~~1~~¹²

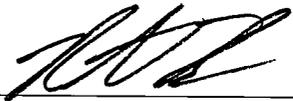
CITY OF EL PASO

John Cook, Mayor

ATTEST:

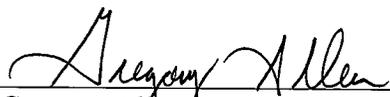
Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



Nathan L. Brown
Assistant City Attorney

APPROVED AS TO CONTENT:



Gregory Allen
Chief of the El Paso Police Department

Enclosed you will find 8 enclosures. Please complete the following forms for the LBSP 2012 application:

For the application, please complete:

1. Form A-1 Application and Checklist of Documents required
2. Form A-2 Designation of Grant Officials
3. Form A-3 Application for State Assistance
4. Form A-4 Financial Cost Estimate
5. Form A-5 Assurances
6. Form A-6 Statement of work
7. Direct Deposit Authorization
8. A motion or resolution authorizing the Official to agree and carry out terms of grant from City Council. If you are not able to send this in with initial application this **MUST** be submitted prior to any funds being sent to you.

Frequently Asked Questions

1. Grant Period?
 - a. The Grant Period would be May 1, 2012 through August 31, 2013.
2. Can the Authorized Official be the Chief of Police or Sheriff of the jurisdiction?
 - a. **No**, the Authorized Official may be City Mayor, City Manager or County Judge
3. Where does the Grant Financial Officer sign Form A-4?
 - a. The Grant Financial Officer may sign Form A-4 in the lower left corner of Box 4,5,6
4. Do I have to have Direct Deposit?
 - a. No, If you choose not to have direct deposit, please provide remit address and tax identification number

Remaining Forms

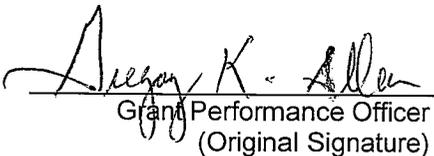
1. LBSP 2012 Forms R-1 thru R-7 are for financial reporting
2. LBSP 2012 Informational Reporting Forms are for the commissioned peace officers to complete

Please submit application by April 30, 2011 as we are in currently awarding funds to other jurisdictions. I am aware that the motion or resolution from the City may be supplied at a later date. If you have any questions, please do not hesitate to contact me.

Thank you,

Brandy Prinz
Grant Coordinator
Texas Rangers
(512) 424-7335
Brandy.prinz@dps.texas.gov

LOCAL BORDER SECURITY PROGRAM FY 2012 (LBSP-12) APPLICATION

1. APPLICANT NAME (Jurisdiction):	El Paso Police Department		
2. COUNTY:	El Paso County		
3. TYPE:	<input checked="" type="checkbox"/> City Government	<input type="checkbox"/> County Government	
3. PAYMENT TYPE:	<input checked="" type="checkbox"/> Reimbursement	<input type="checkbox"/> Advance Payment (50% initial advance, remaining funds in 25% blocks not to be distributed until after 40% and 60% of grant funds have been expended by Grantee)	
4. REQUESTED PERIOD OF PERFORMANCE (NOT TO EXCEED AUGUST 31, 2013)	May 1, 2012 – August 31, 2013		
6. CHECKLIST OF APPLICATION ATTACHMENTS:	(See the Local Border Security Program 2012 (LBSP- 12) Guide for information on completing these forms.)		
	<input checked="" type="checkbox"/> Designation of Grant Officials (Form A-2). <input checked="" type="checkbox"/> Application for State Assistance (Form A-3). The Authorized Official must sign this form. <input checked="" type="checkbox"/> Financial Cost Estimate (Form A-4). The Grant Financial Officer must sign this form. <input checked="" type="checkbox"/> Assurances and Certifications (Form A-5). The Authorized Official must sign this form. <input checked="" type="checkbox"/> Statement of Work (Form A-6) <input checked="" type="checkbox"/> Direct Deposit Authorization Form (Form 74-176). The Grant Financial Officer must sign this form. <input checked="" type="checkbox"/> Copy of local overtime policy. <input checked="" type="checkbox"/> Copy of pay schedule during the grant period.		
7. CERTIFICATION	<p>This Application, together with the Local Border Security Program FY2012 (LBSP-12) Guide, constitutes the work plan for the participants listed above. The undersigned agree to comply with all terms, conditions, and statements of work in the Local Border Security Program FY2012 (LBSP-12) Guide.</p>		
	_____ Authorized Official (Original Signature)	_____ Date	 Grant Performance Officer (Original Signature)
			4/13/12 Date
8. APPROVAL:	The attached application is approved.		
	_____ <input type="checkbox"/> Assistant Director		_____ Date

Mail completed forms and application materials to:

LBSP-12 Grant Coordinator
 C/O Brandy Prinz, Grant Coordinator
 Texas Ranger Division
 Texas Department of Public Safety
 PO Box 4087
 Austin, TX 78773-0602
 RangerLBSP@dps.texas.gov

**LOCAL BORDER SECURITY PROGRAM FY2012 (LBSP- 12)
DESIGNATION OF GRANT OFFICIALS**

GRANT:	LOCAL BORDER SECURITY PROGRAM FY2012 (LBSP-12)
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GRANT PERIOD:	<i>May 1, 2012 - August 31, 2013</i>
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AGENCY NAME:	El Paso Police Department
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Grant Performance Officer (This is typically your Chief or Sheriff)	
<i>Name</i>	Gregory Allen
<i>Title</i>	El Paso Police Chief
<i>Official Mailing Address</i>	El Paso Police Department 911 N. Raynor El Paso, TX 79903
<i>Daytime Phone Number</i>	(915) 564-7000
<i>Fax Number</i>	(915) 564-7061
<i>E-mail Address</i>	646@elpasotexas.gov

Grant Financial Officer (This is typically your CFO or County Auditor)	
<i>Name</i>	Carmen Arrieta-Candelaria
<i>Title</i>	City of El Paso Chief Financial Officer
<i>Official Mailing Address</i>	City of El Paso 2 Civic Center Plaza El Paso, TX 79901
<i>Daytime Phone Number</i>	(915) 541-4293
<i>Fax Number</i>	(915) 541-4229
<i>E-mail Address</i>	ArrietaCX@elpasotexas.gov

Authorized Official (This should be the County Judge, Mayor, or City Manager, not the Sheriff or Police Chief)	
<i>Name</i>	Joyce Wilson
<i>Title</i>	City of El Paso City Manager
<i>Official Mailing Address</i>	City of El Paso 2 Civic Center Plaza El Paso, TX 79901
<i>Daytime Phone Number</i>	(915) 541-4844
<i>Fax Number</i>	(915) 541-4229
<i>E-mail Address</i>	WilsonJA@elpasotexas.gov

FINANCIAL COST ESTIMATE

1. NAME OF PROGRAM / ASSISTANCE: Local Border Security Program FY 2012

2. APPLICANT NAME: _____

3. ESTIMATED MONTHLY EXPENSES:

a. Personnel Estimate

Position	Number of Personnel	Hourly Rate	Overtime Rate (Time and 1/2)	Number of O/T Hours per Person per Day	Number of Days	Salary	Workers Comp 5.46%	Unemployment 0.10%	Retirement 18.00%	FICA 1.45%	Total Salary & Fringe
Lieutenant	1	\$41.54	\$62.31	8	4	\$1,993.92	\$108.87	\$1.99	\$358.91	\$28.91	\$2,492.60
Seargents	6	\$35.17	\$52.76	8	4	\$10,128.96	\$553.04	\$10.13	\$1,823.21	\$146.87	\$12,662.21
Officers	40	\$31.76	\$47.64	8	4	\$60,979.20	\$3,329.46	\$60.98	\$10,976.26	\$884.20	\$76,230.10
			\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			\$0.00			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Personnel Estimates											\$91,384.91

b. Travel & Per Diem Estimate

Position	Number of Personnel	Commercial Travel Costs	Mileage from / to County	Estimated Ave. Daily Miles	Number of Days	Total Mileage Cost	Hotel Rate \$85 Maximum	Hotel Tax Rate	Hotel Tax Rate	Meals \$36 Maximum	Travel Totals
						\$0.00		\$0.00	\$0.00		\$0.00
						\$0.00		\$0.00	\$0.00		\$0.00
Total Travel & Per Diem Estimate											\$0.00

c. Operational Cost Estimate

Number of Cars	Number of Miles per Car	Number of Days	Rate per Mile	Subtotal
			\$0.555	\$0.00
Total Operational Cost Estimate				\$0.00

Mileage
Fuel Costs
Other Costs

*NOTE: Estimate either for fuel or mileage, not both.

FILL IN SHADED FIELDS ONLY

2012 APR 17 AM 10:13
CITY CLERK DEPT

4. NUMBER OF MONTHS IN THE GRANT PERIOD:

5. ARE YOU PAID MONTHLY OR BI-MONTHLY:

6. INDICATE THE NUMBER OF HOURS IN YOUR PAY PERIOD:

X _____
Signature of Grant Official

7. TOTAL AMOUNT OF APPLICATION

Total Grant	\$1,096,618.92
a. Personnel Estimate	\$1,096,618.92
b. Travel & Per Diem Estimate	\$0.00
c. Operational Cost Estimate	\$0.00
Total Expenses	\$1,096,618.92

8. TYPE OF PAYMENT YOU PREFER: (check one)
 Reimbursement XXX Advance Payment

Approved as to form: 
 Nathan L. Brown, Assistant City Attorney

**State of Texas Assurances and Certifications
State Uniform Administrative Requirement for Grants and Cooperative Agreements,
Subpart B, §.14**

Note: Certain of these assurances may not be applicable to your program. If you have any questions, please contact the awarding agency.

NAME OF APPLICANT	GRANT PROGRAM
El Paso Police Department	Local Border Security Program FY2012 (LBSP-12)

This form includes Assurances and Certifications that must be read, signed, and submitted as a part of the Application for State Assistance.

As the duly authorized representative of the applicant, I hereby certify that the applicant (Sub-grantee) will comply with the assurances and certifications below.

Joyce Wilson	City Manager
Typed Name of Authorized Official	Title
Signature of Authorized Official	Date Signed

ASSURANCES

(1) RELATIVES. A Sub-grantee must comply with Texas Government Code, Chapter 573, by ensuring that no officer, employee, or member of the applicant's governing body or of the applicant's contractor shall vote or confirm the employment of any person related within the second degree of affinity or the third degree of consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person, who shall have been continuously employed for a period of two years, or such other period stipulated by local law, prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.

(2) PUBLIC INFORMATION. A Sub-grantee must insure that all information collected, assembled, or maintained by the applicant relative to a project will be available to the public during normal business hours in compliance with Texas Government Code, Chapter 552, unless otherwise expressly prohibited by law.

(3) OPEN MEETINGS. A Sub-grantee must comply with Texas Government Code, Chapter 551, which requires all regular, special, or called meetings of governmental bodies to be open to the public, except as otherwise provided by law or specifically permitted in the Texas Constitution.

(4) CHILD SUPPORT PAYMENTS. A Sub-grantee must comply with Section 231.006, Texas Family Code, which prohibits payments to a person who is in arrears on child support payments.

Form A-5, Page 1 of 3

Approved as to form:



Nathan L. Brown, Assistant City Attorney

CITY CLERK DEPT.
2012 APR 17 AM 10:15

(5) HEALTH, HUMAN SERVICES, PUBLIC SAFETY OR LAW ENFORCEMENT AGENCY. If the Sub-grantee is a health, human services, public safety, or law enforcement agency, it will not contract with or issue a license, certificate, or permit to the owner, operator, or administrator of a facility if the license, permit, or certificate has been revoked by another health and human services agency or public safety or law enforcement agency.

(6) LAW ENFORCEMENT AGENCY. If the Sub-grantee is a law enforcement agency regulated by Texas Occupations Code, Chapter 1701, it must be in compliance with all rules adopted by the Texas Commission on Law Enforcement Officer Standards and Education pursuant to Chapter 1701, Texas Occupations Code or must provide the grantor agency with a certification from the Texas Commission on Law Enforcement Officer Standards and Education that the agency is in the process of achieving compliance with such rules.

(7) ADMINISTRATION. When incorporated into a grant award or contract, standard assurances contained in the application package become terms or conditions for receipt of grant funds. Administering state agencies and local sub-recipients shall maintain an appropriate contract administration system to insure that all terms, conditions, and specifications are met.

(8) SUSPECTED CHILD ABUSE. A Sub-grantee must comply with the Texas Family Code, Section 261.101, which requires reporting of all suspected cases of child abuse to local law enforcement authorities and to the Texas Department of Child Protective and Regulatory Services. Sub-grantees shall also ensure that all program personnel are properly trained and aware of this requirement.

(9) TAXES. Sub-grantees will comply with all federal tax laws and are solely responsible for filing all required state and federal tax forms.

(10) COMPLIANCE WITH REQUIREMENTS. Sub-grantees will comply with all applicable requirements of all other federal and state laws, executive orders, regulations, and policies governing this program.

(11) INELIGIBLE APPLICANTS. The applicant certifies that it and its principals are eligible to participate and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state, or local governmental entity and it is not listed on a state or federal government's terrorism watch list as described in Executive Order 13224. Entities ineligible for federal procurement are listed at <http://www.epls.gov>.

(12) HIV/AIDS. Sub-grantees must adopt and implement applicable provisions of the model HIV/AIDS work place guidelines of the Texas Department of Health as required by the Texas Health and Safety Code, Ann., Sec. 85.001, *et seq.*

(13) LEGAL AUTHORITY. The applicant has the legal authority to apply for State assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-state share of project costs) to ensure proper planning, management and completion of the project described in this application.

(14) RECORDS. The applicant will give the awarding agency, the State Comptroller, and if applicable, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

(15) **PERSONAL GAIN.** The applicant will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal gain.

(16) **COMPLETION.** The applicant will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

CERTIFICATIONS

1. **DRUG-FREE WORKPLACE** - The applicant certifies that it will provide a drug-free workplace by:
 - A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
 - B. Establish a drug-free awareness program to inform employees about:
 - i. the dangers of drug abuse in the workplace;
 - ii. the applicant's policy of maintaining a drug-free workplace;
 - iii. any available drug counseling, rehabilitation, and employee assistance programs; and
 - iv. the penalties that may be imposed upon employees for drug abuse violations.
 - C. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
 - D. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - i. abide by the terms of the statement, and
 - ii. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.
 - E. Notifying the agency within ten days after receiving notice under subparagraph (d) (ii) from an employee or otherwise receiving actual notice of such conviction.
 - F. Taking one of the following actions with respect to any employee who is so convicted:
 - i. taking appropriate personnel action against such an employee, up to and including termination; or
 - ii. requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
 - G. Making a good faith effort to continue to maintain a drug-free workplace through the implementation of paragraphs (a), (b), (c), (d), (e), and (f).
2. **LOBBYING – The applicant certifies that:**
 - A. It will not use grant funds, either directly or indirectly, in support of the enactment, repeal, modification, or adoption of any law, regulation or policy, at any level of government.
 - B. If any non-grant funds have been or will be used in support of the enactment, repeal, modification, or adoption of any law, regulation or policy, at any level of government, it will notify the Texas Department of Public Safety, Texas Rangers Division to obtain the appropriate disclosure form.
 - C. It will include the language of paragraphs A and B of this section in the award documents for all sub-awards at all tiers and will require all sub-recipients to certify accordingly.

Statement of Work (SOW) for LBSP Grant Funds 2012
Statement Of Work (SOW) for LBSP Funds 2012

State Objective of LBSP 2012 Funds

The State of Texas will assist in the execution of coordinated border security operations and facilitate the conduct of sustained interagency law enforcement activities in conjunction with Federal, Local and Tribal agencies to disrupt, deter, interdict, and thereby dominate criminal activity associated with the movement—northbound and southbound—of illicit traffic through the Texas border region and throughout Texas in order to reduce border-related crime, contribute to the reduction of potential acts of terror within Texas and the United States, and increase the security and quality of life of Texans in order to:

- Increase the effectiveness and impact of Steady State and surge operations.
- Increase the amount and quality field intelligence (BIAR, INT-7, or similar field reporting of gang, cartel, drug activity, and border violence, terrorism, and other criminal activity information to the JOIC's and BSOC for overall unified command partner awareness.
- Reduce border-related criminal activity in Texas.
- Implement and increase the effectiveness of operational methods, measures, and techniques for outbound/southbound operations.
- Decrease the supply of drugs smuggled into and through Texas from Mexico.
- Disrupt and deter operations of gang and cartel criminal organizations.
- Target and decrease the use of specifically targeted tactics (such as conveyance methods) for drugs in the Texas border region.
- Decrease use of specific areas for crime as targeted in directed action missions.
- Increase the effectiveness of air operations mission planning and prioritization.
- Continue to exercise and integrate air-ground team operations to include TMF aviation, CBP Air and Marine, DPS Aircraft Section, and USCG aviation support.
- Based upon intelligence and analysis, increase the effectiveness of directed action missions to ensure they target specific organizations and areas as identified through intelligence and apprehensions in known geographical areas and on organizations operating in these areas.
- Increase the number and quality of analytical intelligence products developed at Unified Command and State levels based on quality information available.
- Increase intelligence based operations at Unified Command level through integration of TxMAP, sector specific information, and employment of intelligence analysts.

1). How do you locally plan to ensure that the State Objectives are executed in your area?

- Enhance targeted patrol, based on intelligence to locate and arrest wanted criminal elements who regularly participate in trying to smuggle currency and weapons out of El Paso Police Department's Area of Operation (AO) into Mexico.
- Saturate outbound international bridges to locate smugglers attempting to smuggle weapons, ammunition, and currency by hiding these illegal assets in vehicles.
- From arrest gather further intelligence to share with multiagency to maximize information sharing.
- Enhance surveillance and intelligence gathering on transnational gangs.
- Maintain a high level of border security and allow more assured control over the entire area of responsibility.
- Overwhelm transnational gangs to disrupt criminal operations to mitigate activity.

2). Explain in detail what strategies/tactics you will use to accomplish these objectives?

Statement of Work (SOW) for LBSP Grant Funds 2012

- Increase of surveillance on known and suspected criminals belonging to transnational gangs (Barrio Azteca, Surenos, Bandidos OMG) and share information with JOIC and MATRIX to enhance multiagency participation and awareness.
- Through arrests of criminals additional charges and intelligence will be gathered on transnational gangs, MDTO's and narcotic dealers which can lead to confidential sources through federal or state law enforcement agencies enhancing multiagency cooperation and information sharing.
- Gang members will be identified and entered into the Texas Gang Database to enhance law enforcement efforts in identifying gang members throughout Texas no matter what area of the state they relocate to.
- Surveillance operations will be conducted to gather intelligence on subjects dealing in currency for the purpose of laundering money for Mexican DTO's and transnational gangs. This information will be shared and prosecutions coordinated with the JOIC and OAG which is located in the El Paso Police Departments Headquarter/Fusion Center; which can they be disseminated to all agencies through BIARs or equivalent.
- Coordinate with JOIC when planning enhanced or directed patrol functions (southbound operations, known transnational gang congregation points, and narcotic dealing locations) to best maximize patrol based assets from multiple agencies and strengthen border efforts.
- Increased participation in UC meetings and teleconferences while proactively providing information related to the border (investigations including but not limited to narcotics, weapons, human trafficking, & currency violations), arrests, intelligence, gang activity, acts of violence, pursuits, bailouts, trends and patterns of border-related criminal activity, etc) which can be coordinated through the JOIC.
- Specialty units will coordinate with multiple federal and state agencies in conjunction with other operations such as but not limited to Stonegarden, Knockdown, Intrepid, and HIDTA in order to partner as a force multiplier and furnish reports in a timely manner regardless of the funding source. Intelligence gathered in all these operations can be shared and distributed through the El Paso JOIC and MATRIX in an effort to support the States Unified Command and Sate Fusion Centers.

Vendor Direct Deposit / Advance Payment Notification Authorization

This form may be used by vendors or individual recipients
- to receive payments from the state of Texas by direct deposit
- to change or cancel existing direct deposit information

For Comptroller's Use Only		

For State Agency Use	
<input type="checkbox"/>	Advance Payment Notification
<input type="checkbox"/>	International Payments Verification
<input type="checkbox"/>	Interagency Transfer

Transaction Type

SECTION 1	<input checked="" type="checkbox"/> New setup (Sections 2, 3, 4 and 5 - Section 6 is optional)	<input type="checkbox"/> Change account type (Sections 2, 3, 4 and 5 - Section 6 is optional)
	<input type="checkbox"/> Change financial institution (Sections 2, 3, 4 and 5 - Section 6 is optional)	<input type="checkbox"/> Cancellation (Sections 2 and 4 - Sections 7 and 8 for state agency use)
	<input type="checkbox"/> Change account number (Sections 2, 3, 4 and 5 - Section 6 is optional)	

Payee Identification

SECTION 2	Social Security Number (SSN) or Employer Identification Number (EIN) 7 4 6 0 0 0 7 4 9		Mail code (If not known, leave blank.)	
	Payee name (Business/Individual) CITY OF EL PASO		Phone number (915) 541-4843 ext.	
	Mailing address 2 CIVIC CENTER PLAZA 7TH FLOOR	City EL PASO	State TX	ZIP code 79902

Financial Institution (Completion by financial institution is recommended.)

SECTION 3	Financial institution name WELLS FARGO BANK NA		City EL PASO		State TX
	Routing transit number (9 digits) 1 1 2 0 - 0 0 0 6 - 6		Customer account number (maximum 17 characters) 9 7 6 3 1 7 3 2 4 3		Type of account <input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings
	Financial representative name (optional)			Title (optional)	
	Financial representative signature (optional)		Phone number (optional) () ext.		Date (optional)

Authorization for Setup, Changes or Cancellation (required)

SECTION 4	I authorize the Texas Comptroller of Public Accounts to deposit my payments from the state of Texas to my financial institution electronically. I understand that the Texas Comptroller of Public Accounts will reverse any payments made to my account in error.		
	I further understand that the Texas Comptroller of Public Accounts will comply at all times with the National Automated Clearing House Association's rules. (For further information on these rules, please contact your financial institution.)		
	Authorized signature sign here <i>Carmen Arrietta-Candelaria</i>	Printed name CARMEN ARRIETTA-CANDELERIA	Date

International Payments Verification (required)

SEC 5	Will these payments be forwarded to a financial institution outside the United States?..... <input type="checkbox"/> YES <input type="checkbox"/> NO
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Authorization for Advance Payment Notification Setup (optional)

SECTION 6	I authorize the Texas Comptroller of Public Accounts to send an email notification one business day prior to the payment posting to my account.	
	Contact name (Please print)	Contact phone number () ext.
	Email address	

Cancellation by Agency (for state agency use)

SEC 7	Reason	Date
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Authorized Signature (for state agency use)

SECTION 8	Signature sign here	Date
	Phone number () ext.	Agency number
	Agency name	
	Comments	

Please return your completed form to:

Volume: 2
Chapter: 3

Administrative
Effective: April 8, 1999

2-301. RECORD KEEPING. All employment information maintained by the Department, whether official or working copies, will be kept secured with limited access allowed. Files may only contain work related information.

2-301.01 OFFICIAL PERSONNEL FILES. Official personnel files are maintained at City Personnel for all City employees. Personnel files consist of four parts: personnel records, medical records, leave records, and workers' compensation records. The personnel records generally consist of four types of documents: application information, personnel action forms, evaluations, reprimands, and commendations. These files are permanently maintained by the City.

2-301.02 DEPARTMENT FILES. The Department maintains personnel files on all employees during their tenure with the Department. Department personnel files are maintained by the Chief's Office. Information in addition to what is kept in the official file by City Personnel may be maintained in the Department file to include copies of documents submitted to City Personnel for filing.

2-301.03 TRAINING FILES. The Training Division maintains records of training and education for Department employees. These records are primarily for TCLEOSE certification and to ensure that all training needs are met. Medical information will not be maintained in these files. *(CALEA 26.1.4.a, 32.2.9, 33.1.6)*

2-301.04 WORKING FILES. Regional Commands or Sections of the Department may maintain working files of assigned employees. These are unofficial records maintained for Section use only. Working files may only be maintained while an employee is assigned to that particular Section. Upon transfer to a different Section, the file must be transferred to the employee's new unit of assignment. Medical information will not be maintained in these files.

2-301.05 EMPLOYEE RESPONSIBILITIES. Employees are responsible for submitting any changes to their official personnel files through the Chief's Office. Employees will update address and phone number changes through Agency Web and People Soft within 24 hours of any change.

2-301.06 NAME CHANGES. Employees are responsible for submitting notification of a name change within 24 hours of receiving their new social security card, or by the next business day. Employees will adhere to the following procedure: *(Amended 09/30/10 A10-06)*

- A. The affected employee must bring the new social security documentation pertaining to the name change to Payroll where the documents will be copied and filed.
- B. Payroll will notify City Human Resources and Planning and Research of the change. City Human Resources will update KRONOS and PeopleSoft. Planning and Research personnel will update Agency Web and Outlook.
- C. The employee must obtain a Photo ID Card Authorization Form for a new identification card from Police Human Resources.
- D. The completed form must be taken to Records to complete the process for a new identification card.
- E. Sworn employees must notify the Academy and TCLEOSE. It is the employee's responsibility to notify TCLEOSE in writing by mailing the applicable form from the TCLEOSE website within 30 days. Employees must submit a copy of the form to the Academy. Instructions for completion of the form are available in PD Public/Forms/Human Resources.
 - 1. Name changes on TCLEOSE records will be completed free of charge.
 - 2. Officers who request a new TCLEOSE license or certificate reflecting the name change will be charged a fee.

2-302. TIME KEEPING. The Department will maintain an accurate, efficient, and uniform timekeeping system through the use of the city's official time keeping system, KRONOS. In conjunction with KRONOS, Agency Web will be utilized by all Department employees to submit and approve or decline all overtime, comp time, and leave requests. Agency Web will also be utilized as the official scheduling system for all full-time Department employees.
(Amended 08-03-2008 A08-13)

- A. **Scope of Policy.** All portions of this policy remain in effect for all employees unless otherwise indicated as applicable specifically to employees punched from schedule or employees required to swipe in/out.
- B. **Employees Punched From Schedule.** Employees punched from schedule are those employees working in units designated by the Chief of Police or his/her designee as not required to swipe in/out. Instead the employee's proposed work schedule will be posted to the timecard in KRONOS through the "punch from schedule" option in KRONOS.
- C. **Employees Required to Swipe In/Out.** Employees required to swipe in/out are those employees working in units designated by the Chief of Police or his/her

designee as required to swipe in/out. Employees' actual work schedules will be posted to the timecard through in and out swipes.

- D. Chief's Retained Rights.** The Chief of Police or his/her designee retains the option to mandate employees who regularly work other than standard or consistent hours to remain on a swipe in/out method of timekeeping as deemed necessary for efficiency.
- E. Supervisor Definition.** Unless otherwise specifically stated, the term supervisors refers to a supervisor at least one level higher than the submitting employee. *(Amended 12-20-2011)*
- F. Grant/Reimbursed Overtime.** All grant-funded or reimbursable overtime is subject to the rules outlined in any applicable contract, MOU, agreement, statute, municipal ordinance, Civil Service rule or any other governing document or law. Personnel who oversee grants or other reimbursable overtime shall ensure compliance with all such governing documents before approving overtime. Any such governing documents supersede this policy in the event of a conflict. *(Amended 12-20-2011)*

2-302.01 KRONOS TIME KEEPING. Duty hours, absences, overtime/comp time requests, and leave requests of all Department employees will be submitted, approved and posted to KRONOS via Agency Web. *(Amended 08-03-2008 A08-13)*

- A.** All supervisors must enter subordinate employees' work schedules into Agency Web accurately per the monthly notifications made by Court Liaison. Once per week, on Saturday at about 9:00AM, the schedule as entered in Agency Web for the immediate following Sunday-Saturday will post to KRONOS. Supervisors must ensure that each subordinate employee's time card is accurate and reflects actual hours worked and actual attendance. Supervisors will ensure that all leave is posted to the time cards in accordance with established policy for leave requests. *(Amended 12-20-2011)*
- 1. Employees Punched From Schedule.** Each employee's weekly schedule as imported from Agency Web will automatically "punch from schedule" to the timecard in KRONOS. Any changes in an employee's days off or work hours occurring after the schedule has imported into KRONOS must be updated via the schedule tab in KRONOS by a supervisor as soon as possible, but no later than one hour after the start of the applicable tour of duty. Only the employee's regular work hours for a full day (eight or ten hours, as applicable) will be entered directly on the timecard. No overtime will be entered directly on the time card. The only time a supervisor may enter time spans longer than regularly scheduled eight (8) or ten (10) hours is for flex-time schedules. Overtime, leave and partial days worked must be entered through Agency Web. See Section 2-303.03. *(Amended 12-20-2011)*

2. **Employees Required to Swipe In/Out.** Employees' work schedules will post to the KRONOS timecard via in and out swipes on the KRONOS time clocks.

B. Supervisors are responsible for reviewing subordinate employees' time cards in KRONOS to ensure the accuracy of hours worked and leave taken prior to the close of the pay cycle. *(Amended 12-20-2011)*

*****It is imperative that all work hours, leave and days off be accurate in order to ensure proper pay of shift differential and overtime as well as to ensure employees are "on the clock" when they are actually working.*****

C. Employees are considered on duty during the times the employee is recorded into the city's official time keeping system and the employee is conducting official city business. Exceptions may apply while off duty if an employee takes official police action consistent with department policy. Under such situations officers will be required to notify a police supervisor as soon as practical. This does not apply to officers taking off duty police action while compensated by a third party.

2-302.02 OVERTIME/COMPENSATORY TIME (COMP TIME) SLIPS.

*****It is incumbent upon each employee to submit overtime requests as outlined within this policy in order to receive payment or comp time for any and all overtime incurred.***** *(Amended 08-03-2008 A08-13)*

Overtime/Comp time requests will be completed electronically by the employee and submitted to the appropriate supervisor or Court Liaison for approval the day the overtime/comp time is worked. When requested by the Grant Administrator, a hard copy overtime slip will be completed. Overtime/comp time must be pre-approved by a supervisor prior to an employee working the overtime, unless the employee encounters a situation that requires the use of overtime and the employee cannot immediately notify a supervisor. These situations are limited to those circumstances which prohibit the officer's ability to immediately contact a supervisor due to safety considerations of the officer or members of the public. If an employee is working overtime due to these circumstances, the employee must notify an appropriate supervisor within the employee's direct chain of command immediately upon control of the situation. All sections of the overtime/comp time request form must be completed. The form shall include a detailed explanation supporting the need for work on an overtime basis, regardless of the funding source of the overtime. All overtime/comp time requests will be reviewed daily by a supervisor or by the next working day in cases where the appropriate supervisor is off duty at the time the overtime request is submitted, and approved, denied or cancelled. In any event, approval, denial or cancelation will be completed no later than the close of the pay period. *(Amended 12-20-2011)*

A. **Electronic Submission of Overtime by Employees Punched from Schedule.**
Electronic overtime slips will be completed for all overtime incurred.

1. **Regular Overtime/Comp Time.** Regular overtime (investigative call-outs, call-backs, late calls, report writing, etc.), whether pay or comp time is being requested, will be routed to a supervisor who is on-duty and/or available to review and approve the overtime at the time of submission. The submitting employee will select the supervisor to whom the overtime request will be routed.
 2. **Grant/TXDOT/Reimbursed Overtime.** Grant/TXDOT/Reimbursed overtime will be routed for approval to the supervisor or designee who oversees the funding grant or program. The comp time option is not allowed for this overtime. If the employee submitting the overtime request is the same supervisor or designee who oversees the funding grant or program, the employee will submit the overtime request to a supervisor within the employee's chain of command. *(Amended 12-20-2011)*
 3. **Court Overtime/Comp Time.** All court overtime will be submitted directly by the submitting employee to Court Liaison, regardless of whether overtime pay or comp time is being requested. Court Liaison will verify and approve the overtime and then submit it to Payroll. Any needed adjustments to pay or comp time accrual balances will be made by Payroll personnel.
 4. **Special Event Overtime/Comp Time (OSO).** The code OSO for Special Event overtime is for major incidents or events, such as major weather events, and will only be used when the event is so designated by the Chief of Police or his/her designee. The comp time option under this overtime code will be determined on a case by case basis by the Chief of Police or his/her designee. Routing of this overtime for approval will be made to a supervisor who is available and on-duty at the time of submission.
 5. **Special Event Overtime (OSP).** Overtime coded OSP is that overtime incurred for organized, planned events such as parades or foot races that are handled in accordance with applicable Municipal Code ordinances. Overtime coded OSP will only be routed for approval to and approved by the supervisor (or designee) coordinating the event. The comp time option is not allowed for overtime coded as OSP. If the employee submitting the overtime request is the same supervisor or designee who oversees the funding grant or program, the employee will submit the overtime request to a supervisor within the employee's chain of command. *(Amended 12-20-2011)*
- B. Electronic Submission of Overtime by Employees Required to Swipe In/Out.** Overtime requests are not required for overtime incurred of less than 15 minutes that is incorporated within the swiped work hours. However, employees who are required to swipe in/out will submit overtime requests for all overtime incurred regardless of the amount of time due to court, grant-funded activities except as noted, special event overtime coded as OSP, comp time requests, call backs, or

any other situation in which the overtime worked is not already reflected in the swiped work hours on the KRONOS timecard, or when an employee is otherwise directed. (*Amended 12-20-2011*)

1. **Regular Overtime/Comp Time.** Regular overtime (investigative call-outs, call-backs when no swipe is made, etc.), whether pay or comp time is being requested, will be routed to a supervisor who is on-duty and/or available to review and approve the overtime at the time of submission. The submitting employee will select the supervisor to whom the overtime request will be routed.
2. **Grant/TXDOT/Reimbursed Overtime.** Grant/TXDOT/Reimbursed overtime will be routed for approval to the supervisor or designee who oversees the funding grant or program. The comp time option is not allowed for this overtime. Overtime incurred by employees whose positions are not funded by the general fund (such as, but not limited to, applicable HIDTA initiatives) are not required to submit overtime requests for overtime recorded within KRONOS swipes unless the overtime worked falls under a different funding source. In such cases, the supervisor or designee overseeing the grant is required to ensure that the overtime is recorded in KRONOS or on electronic overtime requests under the correct grant number. If the employee submitting the overtime request is the same supervisor or designee who oversees the funding grant or program, the employee will submit the overtime request to a supervisor within the employee's chain of command. (*Amended 12-20-2011*)
3. **Court Overtime/Comp Time.** All court overtime will be submitted directly by the submitting employee to Court Liaison, regardless of whether overtime pay or comp time is being requested. Court Liaison will verify and approve the overtime and then submit it to Payroll. Any needed adjustments to pay or comp time accrual balances will be made by Payroll personnel.
4. **Special Event Overtime/Comp Time (OSO).** The code OSO for Special Event overtime is for major incidents or events, such as major weather events, and will only be used when the event is so designated by the Chief of Police or his/her designee. The comp time option under this overtime code will be determined on a case-by-case basis by the Chief of Police or his/her designee. Routing of this overtime for approval will be made to a supervisor who is available and on-duty at the time of submission.
5. **Special Event Overtime (OSP).** Overtime coded OSP is that overtime incurred for organized, planned events such as parades or foot races that are handled in accordance with applicable Municipal Code ordinances. Overtime coded OSP will only be routed for approval to and approved by the supervisor (or designee) coordinating the event. The comp time option is not allowed for overtime coded as OSP. If the employee submitting the overtime request is the

same supervisor or designee who oversees the funding grant or program, the employee will submit the overtime request to a supervisor within the employee's chain of command. *(Amended 12-20-2011)*

C. Electronic Approval of Overtime/Comp Time. The supervisor to whom an overtime request is routed will receive an e-mail notification. Supervisors are to review and approve/decline the overtime the same day it is worked, or by the next business day in cases where the appropriate supervisor is off-duty at the time the overtime request is submitted. In any event, approval, denial or cancelation will be completed no later than the close of the pay period. Supervisors will submit the overtime slip directly to Payroll via the "Submit for Final Approval" option. Commanders and Civilian Managers, or his or her designee, are required to receive and review weekly overtime reports from each Lieutenant or Civilian Supervisor. Any discrepancies will be reported to Payroll for adjustment. *(Amended 12-20-2011)*

D. For overtime encompassed within Kronos swipes (less than 15 minutes), supervisors must indicate approval through the comment function on subordinate employees' time cards. Any overtime within Kronos swipes that is more than 15 minutes requires completion of an overtime request in Agency Web with the appropriate swipe indicator selected from the drop down box. For commanders, or any other supervisor/manager, who do not hold a Kronos license, this function shall be formally delegated in writing to a sufficient number of supervisors one level lower within the same chain of command. Such delegation will be limited to this task only. This is not intended to preclude delegation of other tasks to an OIC during the absence of the delegating party. *(Amended 12-20-2011)*

E. Hard Copy Overtime. Hard copy overtime requests will only be made when the electronic system is down and will be required as outlined in this policy. Commanders or Civilian Managers or a designee will review all hardcopy requests for overtime and must sign overtime slips prior to their submission to Payroll for processing, except for overtime slips for work on Friday and Saturday of each pay period which will be signed by an employee designated by the Commander or Civilian Manager. A copy of authorized weekend overtime slips will be made. After approval, the yellow copy will be detached and returned to the employee, and the original will be sent to Payroll. The Commander or Civilian Manager will review copies of overtime slips and notify Payroll of any inaccuracies or errors no later than the Tuesday after the pay period in which the overtime was worked. Payroll will make any necessary adjustments in the next pay period.

2-302.03 COURT OVERTIME SLIPS. When required by this policy, court overtime will be submitted electronically, or hardcopy if the electronic system is down, directly to Court Liaison on the day the court overtime is worked. If submitted hard copy, the overtime slip may be delivered to Court Liaison in person or deposited at any drop box designated for this purpose. *(Amended 08-03-2008 A08-13)*

- A. **Times.** Officers must ensure that the beginning and ending time of the court appearance is indicated in the Notes section. The "end" time must reflect the actual time the Officer was released from court.
- B. **Telephone Hearings.** In cases where overtime is performed during a "telephone hearing," Officers will fill out the Overtime slip as usual and attach a copy of the subpoena for verification. Officers will write "phone hearing" in the Notes section of the overtime form.

2-302.04 PAYMENT OF OVERTIME. The amount of overtime to be paid will be determined by The Contract and applicable laws and regulations. Overtime pay will be processed in the pay period in which it is submitted. Any overtime requests submitted for approval outside the current pay period will be processed as retroactive. If the overtime request was submitted late by the employee, it will be so annotated. *(Amended 08-03-2008 A08-13)*

2-302.05 FLEX-TIME. Flex-Time for sworn and civilian employees will be handled as per the City of El Paso's Flex-Time policy. The Flex-Time policy is contained in the City of El Paso's Employee Handbook. Any adjustments to an employee's work schedule as a result of an approved flextime schedule must be made by a supervisor on the employee's timecard in KRONOS as soon as possible, but not later than the end of the employee's applicable tour of duty. Supervisors will ensure that each employee's time card reflects the actual hours worked and actual attendance. *(Amended 12-20-2011)*

A. Types of flex time schedules allowed are as follows:

- 1. **Adjusted leave or start time.** An employee may be allowed to report later or leave earlier with prior written approval by a supervisor.
- 2. **Adjusted lunch period.** A civilian employee's length of their lunch period may be adjusted while still working the normal number of scheduled work hours. This type of flex time is not available for sworn personnel.
- 3. **Compressed Workweek.** An employee may be allowed to work four 9 hour days and one 4 hour day.

B. Flex time schedules must be approved by the employee's supervisor prior to working the flex schedule. Eligibility to work a flex-time schedule is not subject to the operational needs of the Department and is a privilege, not a right.

C. See the City of El Paso Employee Handbook for further details.

2-302.06 CIVILIAN EMPLOYEES MEAL BREAK. Civilian employees of the El Paso Police Department will be scheduled for a one-hour meal break each day.

**City of El Paso
Pay Schedule 2012**

Pay Period	Schedule Number	Beginning Date	Ending Date	Pay Sheet Creation Date	Closing Date	Pay Date
1 *	1201	Dec 18 ' 11	Dec 31 ' 11 (HOL)	Dec 21 ' 11	Jan 3 ' 12	Jan 6 ' 12
2	1202 **	Jan 1 ' 12	Jan 14 ' 12 (HOL)	Jan 11 ' 12	Jan 17	Jan 20 (TA)
3 *	1203	Jan 15	Jan 28 (HOL)	Jan 25	Jan 31	Feb 3
4	1204 **	Jan 29	Feb 11	Feb 08	Feb 14	Feb 17
5	1205	Feb 12	Feb 25	Feb 22	Feb 28	Mar 2
6	1206 **	Feb 26	Mar 10	Mar 7	Mar 13	Mar 16
7	1207	Mar 11	Mar 24	Mar 21	Mar 27	Mar 30 (NI)
8	1208 **	Mar 25	April 7	April 4	April 10	April 13
9	1209	April 8	April 21	April 18	April 24	April 27 (TA)
10	1210 **	April 22	May 5	May 2	May 8	May 11
11	1211	May 6	May 19	May 16	May 22	May 25
12 *	1212 **	May 20	June 2 (HOL)	May 30	June 5	June 8
13	1213	June 3	June 16	June 13	June 19	June 22
14	1214 **	June 17	June 30	June 27	July 3	July 6
15 *	1215	July 1	July 14 (HOL)	July 11	July 17	July 20 (TA)
16	1216 **	July 15	July 28	July 25	July 31	Aug 3
17	1217	July 29	Aug 11	Aug 8	Aug 14	Aug 17
18	1218 **	Aug 12	Aug 25	Aug 22	Aug 28	Aug 31 (NI)
19 *	1219	Aug 26	Sept 08 (HOL)	Sept 5	Sept 11	Sept 14
20	1220 **	Sept 09	Sept 22	Sept 19	Sept 25	Sept 28
21	1221	Sept 23	Oct 6	Oct 3	Oct 9	Oct 12
22	1222 **	Oct 7	Oct 20	Oct 17	Oct 23	Oct 26 (TA)
23	1223	Oct 21	Nov 3	Oct 31	Nov 6	Nov 9
24	1224 **	Nov 4	Nov 17	Nov 13	Nov 19	Nov 21
25 *	1225	Nov 18	Dec 1 (HOL)	Nov 28	Dec 4	Dec 7
26	1226 **	Dec 2	Dec 15	Dec 12	Dec 18	Dec 21

- * Changed for Holiday
- ** FOT, EBP, FOH (Fire Uniform)
- (HOL) Holiday Pay Schedule
- (NI) No Insurance Deducted
- (TA) Tool Allowance

Please note Pay Sheets will be created at noon unless otherwise noted



LOCAL BORDER SECURITY PROGRAM GUIDE

FY 2012 (LBSP-12)

Texas Ranger Division

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ACRONYMS

AAR	After Action Report
BIAR	Border Incident Activity Report
BSOC	Border Security Operations Center
BTF	Budget Tracking Form
DAL	Daily Lay-Down Report
DHS	Department of Homeland Security
DIF	Daily Input Form
SOW	Statement of Work
JOIC	Joint Operations and Information Center
LBSP- 12	Local Border Security Program FY 2012
UC	Unified Command
USBP	United States Border Patrol

SECTION 1

INTRODUCTION

1. What is the Local Border Security Program FY-2012 (LBSP-12)

- a. The Local Border Security Program FY2012 (LBSP-12), hereinafter referred to as LBSP-12, is funded by House Bill 1 Article V Rider 41 of the General Appropriations Act for fiscal year ending August 31, 2013 *to provide additional manpower by local law enforcement agencies for state led border security enhanced operations for improved border security. Using these funds, the Texas Department of Public Safety provides grants to local law enforcement agencies for payment of **overtime and operational costs** for local law enforcement officers (commissioned peace officers).*
- b. *The Texas Legislature has appropriated funds for **overtime and operational costs** for increased patrol and investigative capacity for certified peace officers. It further directed that the Department of Public Safety's Overtime Policy should be used to define overtime. Certain operational costs incurred as part of these overtime patrols and investigations, such as fuel/mileage and additional cost for minor emergency repairs may also be funded.*
- c. The LBSP-12 is a **reimbursement program of actual costs for eligible activities**. Advances may be provided to supply sufficient funds to the participant to perform the eligible program activities during the specified period.

2. Eligibility for the LBSP- 2012

- a. Who may apply?
 - 1) Units of local government
- b. All participants must submit a completed LBSP-12 Application (Form A-1) to The Texas Ranger Division. The application must include all required attachments.
- c. Participants will be considered for elimination from the LBSP-12 if any of these listed failures constitute grounds for the Department to terminate the grantee's participation.
 - 1) Fail to submit required financial and program reports by due dates;
 - 2) Fail to participate in operational meetings; or
 - 3) Fail to comply with the grant guidelines.

3. Background

The State of Texas has an urgent security challenge caused by the increased threat from organized crime, terrorism, and their allies that is exacerbated by the continued flow of illegal immigrants. These security challenges require a unified strategy to provide the State of Texas with a framework to respond. These threats will continue to threaten the security of Texas and the United States for the foreseeable future. Organized criminal, drug trafficking, and illegal immigration activities originating and transiting from Mexico to the United States and Texas will continue until the air, land, and sea transit areas are secured. These criminal elements also use these air, land, and sea transit areas and routes from the United States and Texas to Mexico for the movement of funds, weapons, and stolen vehicles.

Criminal activities, including drugs and human smuggling, are extensive in the border regions and within the transportation corridors from the borders to major metropolitan areas. Relatively small groups of substantially financed illegal immigrants or potential terrorist often can infiltrate the United States and adversely impact population centers, critical infrastructure, and citizens.

4. Goal

The State of Texas will facilitate the conduct of sustained interagency law enforcement operations from **May 1, 2012 through August 31, 2013** to dominate the Texas-Mexico Border area at points and times of its choosing and thereby deny criminal actions therein; provide a safe and secure environment where Texas citizens can prosper; contribute to the reduction of potential acts of terror within Texas and the United States; and promote regional stability.

5. Community Plan

Enforcing the security of the U.S. border remains primarily the responsibility of the federal government; however, there is a legal requirement for state and local governments to ensure the safety and security of citizens living within the border area and beyond.

The State of Texas will provide the resources for the LBSP-12 to reduce border-related crime and thereby assure the security and quality of life for Texas citizens. As such, LBSP-12 operations will capitalize on interagency information sharing initiatives; facilitate informed interagency decisions regarding where and when to enhance local law enforcement patrols to deter criminal activities; and facilitate directed interagency actions to interdict criminal activity if deterrence fails.

The LBSP-12 is a commitment to border security. Operations will be continuous and relentless in their approach. The program will aim at dominating the Texas-Mexico border through the enforcement of the rule of law and thereby deny criminals and their organizations the ability to act.

In the spirit of developing enduring interagency partnerships, LBSP-12 operations will manifest local, state, tribal, and federal commitments to a unified effort. Enabling these unified efforts are Unified Commands established within each sector throughout the border area. Unified Commands provide the venue for interagency information sharing and decision-making within the six distinct sectors along the Texas border area as shown in figure 1. Unified Commands will seek optimal solutions regarding sharing and commitment of interagency law enforcement resources. Each Unified Command will take steps to ensure its interagency members' awareness and understanding of situations within the affected respective sector area. As situations dictate, Unified Command members will decide issues regarding re-direction of available – or request augmenting – law enforcement resources to dominate the border area.

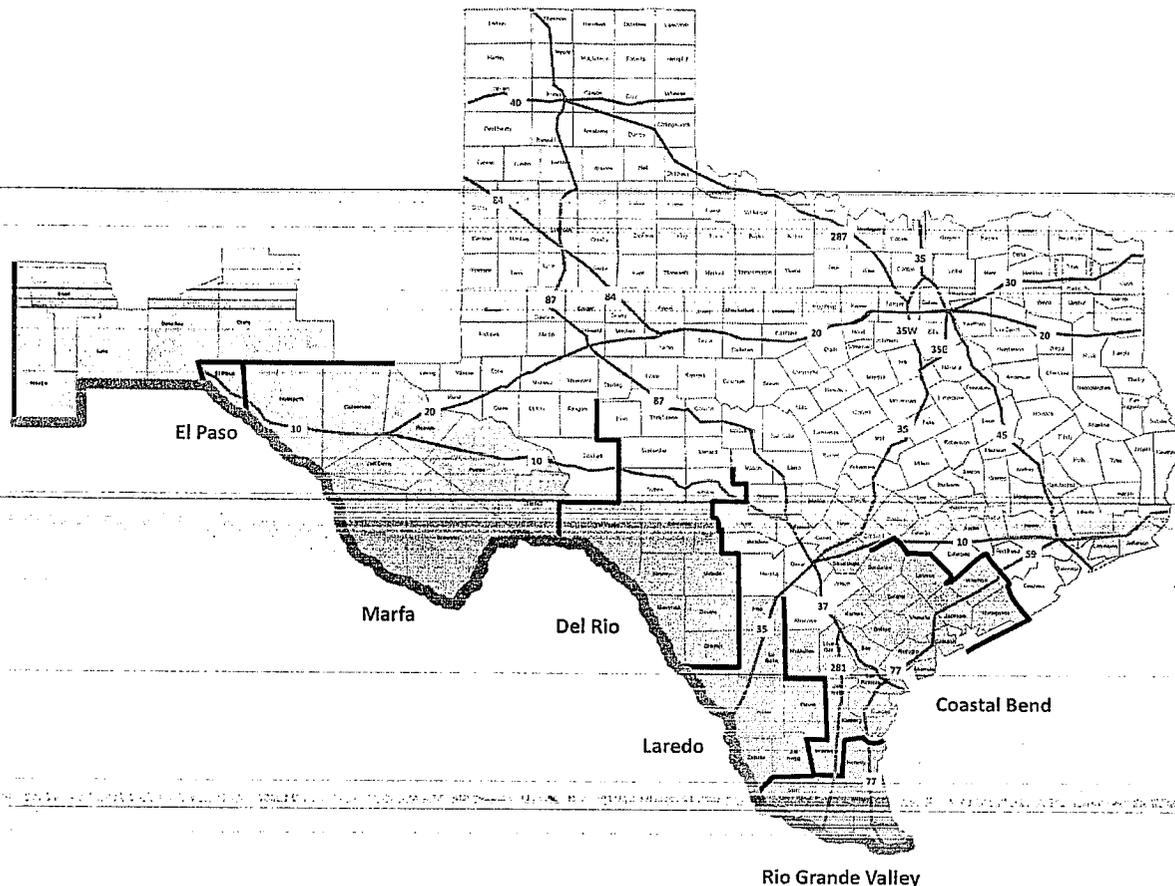


Figure 1 - The six sectors within the border area.

Each of the six Unified Commands (UC) shown above is supported by a Joint Operations and Information Center (JOIC) that promotes inter-agency communication and information sharing; analyzes situational developments; proffers recommendations for decision, as necessary; and coordinates actions directed through consensus of the Unified Command. Each JOIC serves as a clearinghouse for data collection and dissemination, receives, aggregates, and electronically files Border Incident and Assessment Reports (BIAR) in the TxMap System, prepares and disseminates a Daily Summary of operations activities and results, leads Unified Command teleconferences, prepares and disseminates periodic operational assessments, and develops options and recommendations for consideration by the UC.

The Texas Border Security Operations Center (BSOC) was a relatively new concept when it was developed in 2006. The purpose of the BSOC is to coordinate Texas state agency participation in border security operations and thereby increase security, reduce crime, and reduce the potential for terrorism along the Texas-Mexico border area from Brownsville to El Paso.

6. Project Objectives

The State of Texas will assist in the execution of coordinated border security operations and facilitate the conduct of sustained interagency law enforcement activities in conjunction with Federal, Local and Tribal agencies to disrupt, deter, interdict, and thereby dominate criminal activity associated with the movement—northbound and southbound—of illicit traffic through the Texas border region and throughout Texas in order to reduce border-related crime, contribute to

the reduction of potential acts of terror within Texas and the United States, and increase the security and quality of life of Texans in order to:

- Increase the effectiveness and impact of Steady State and surge operations.
- Reduce border-related criminal activity in Texas.
- Implement and increase the effectiveness of operational methods, measures, and techniques for outbound/southbound operations.
- Decrease the supply of drugs smuggled into and through Texas from Mexico.
- Disrupt and deter operations of gang and cartel criminal organizations.
- Decrease specifically targeted tactics (such as conveyance methods) for drugs in the Texas border region.
- Decrease use of specific areas for crime as targeted in directed action missions.
- Increase the effectiveness of air operations mission planning and prioritization.
- Continue to exercise and integrate air-ground team operations to include TMF aviation, CBP Air and Marine, DPS Aircraft Section, and USCG aviation support.
- Based upon intelligence and analysis, increase the effectiveness of directed action missions to ensure they target against and are conducted in high pay off areas.
- Increase the number and quality of analytical intelligence products developed at Unified Command and State levels.
- Increase intelligence based operations at Unified Command level through integration of TxMAP, sector specific information, and employment of intelligence analysts.

7. Project Summary

- a. Federal, state, tribal, and local law enforcement agencies will commit to LBSP-12 operations. The most critical factor to the success of this operation is the availability of qualified local law enforcement officers. Small populations and tax bases within most county jurisdictions along the border cannot support sufficiently large contingents of law enforcement officers from the effects of narcotics smuggling and human trafficking. Accordingly, the State of Texas is providing resources for local law enforcement agencies to periodically enhance patrol activities by employing augmenting capabilities under local direction and control. The manner in which local law enforcement augmentation is arranged is left to the initiative of local law enforcement agencies.

SECTION 2

PROGRAM GUIDANCE AND REQUIREMENTS

1. PERFORMANCE

GRANTEES must participate in the required performance activities. See Part A of this section.

2. INFORMATIONAL REPORTING

GRANTEES must submit informational reports by the required due dates. See Part B of this section.

3. FINANCIAL INFORMATION

GRANTEES must submit financial reports by the required due dates. See Part C of this section.

4. NON-COMPLIANCE

Failure to comply with program requirements may cause funds to be withheld and/or suspension or termination of the grant.

5. GOVERNING LAW

This grant program is subject to the laws and jurisdiction of the State of Texas and shall be construed and interpreted accordingly.

6. COMPLIANCE WITH LAW

The Grantee understands and agrees that it will comply with all local, Texas, and federal laws, statutes, codes, ordinances, rules and regulations, and with the orders and decrees of any courts or administrative bodies or tribunals in any matter affecting the performance of any LBSP-12 grant award.

7. LIABILITY

- a. Each party to an LBSP-12 award agrees that it shall have no liability whatsoever for the actions and/or omissions of the other party's employees, officers, or agents, regardless of where the individual's actions and/or omissions occurred. Each party is solely responsible for the actions and/or omissions of its employees, officers, and agents; however, such responsibility is only to the extent authorized by Texas law. Where injury or property damage result from the joint or concurring acts and/or omissions of the parties, any liability shall be shared by each party in accordance with the applicable Texas law, subject to all defenses, including governmental immunity. These provisions are solely for the benefit of the parties hereto and not for the benefit of any person or entity not a party hereto; nor shall any provision hereof be deemed a waiver of any defenses available by law.
- b. Pursuant to Section 421.062 of the Texas Government Code and to the extent it applies, the parties are not responsible for any civil liability that arises from furnishing a service related to a homeland security activity, as defined by Section 421.001 of the Texas Government Code, while acting under an LBSP-12 award.

- c. Each party may participate in the defense of a claim or suit related to the subject matter of an LBSP- 12 award, but no costs or expenses shall be incurred for any party by the other party without written consent.
- d. It is the agreement of the parties that any litigation involving the parties to an LBSP – 12 awards may not be compromised or settled without the express consent of the Texas Department of Public Safety unless such litigation does not name the Texas Department of Public Safety as a party.

8. SEVERABILITY

If any provision of an LBSP-12 award or the application of any provision to any party or circumstance is held by a final judgment or order of a court of competent jurisdiction to be illegal, invalid, or unenforceable, such provision shall be fully severable. An executed LBSP-12 award shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part hereof, and the remaining provisions shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision or by its severance there from.

9. MULTIPLE COUNTERPARTS

An LBSP-12 award may be executed in a number of identical counterparts, each of which shall be deemed an original for all purposes and all of which constitutes collectively, one Agreement. But, in making proof of this Agreement, it shall not be necessary to produce or account for more than one such counterpart.

10. AUDIT

The Texas Department of Public Safety reserves the right to audit the Grantee's records and documents regarding compliance with any award or sub-award funded under this program. These audits may be unannounced and at any given point in time. The grantee is also subject to audit by any other department or agency, including federal agencies, responsible for determining that the parties have complied with the applicable laws. The State Auditor may conduct an audit or investigation of any entity receiving funds from the State of Texas directly under this grant program or indirectly through a sub-award under this grant program. Acceptance of funds directly under this program or indirectly through a sub-award under this program acts as acceptance of the authority of the State Auditor under the direction of the legislative audit committee to conduct an audit or investigation in connection with those funds. Under the direction of the legislative audit committee, an entity that is the subject of an audit or investigation by the State Auditor must provide the State Auditor with access to any information the State Auditor considers relevant to the investigation or audit.

11. RECORDS RETENTION

The Grantee shall keep all operational and financial records and documents regarding this grant for the term of the grant and for four (4) years after the termination of the grant.

12. NON-INCORPORATION CLAUSE

The Notice of Award together with the LBSP-12 Guide and an approved LBSP-12 Application constitute the entire agreement between the parties with regard to the matters made the subject of an LBSP-12 grant. There are no verbal representations, inducements, or agreements between the parties. No rights or obligations shall be implied.

13. NO JOINT ENTERPRISE

The Texas Department of Public Safety is associated with the Grantee only for the purposes and to the extent set forth herein, and with respect to the performance hereunder, the Grantee is and shall be an independent contractor and shall have the sole right to supervise, manage, operate, control, and direct the performance of the details incident to its duties hereunder. Nothing contained herein shall be deemed or construed to create a partnership or joint venture, to create the relationships of an employer-employee or principal-agent, or to otherwise create any liability for the Texas Department of Public Safety whatsoever with respect to the indebtedness, liabilities, and obligations of the Grantee or any other party.

14. TERMINATION

- a. Either party, upon thirty days written notice to the other party, may terminate an LBSP-12 award prior to the date specified on the Notice of Award.
- b. Either party may terminate an LBSP-12 award if the other party neglects or fails to perform or observe any of its material obligations herein, and such default continues for thirty (30) days following receipt of written notice of such default.
- c. Notwithstanding any other award provisions, the parties hereto understand and agree that the obligations of the Texas Department of Public Safety under an LBSP-12 award are contingent upon the availability of state appropriated funding to meet the Texas Department of Public Safety liabilities hereunder. If these funds become unavailable to the Texas Department of Public Safety, the Texas Department of Public Safety may immediately terminate this Agreement without penalty to, or any liability whatsoever on the part of the Texas Department of Public Safety or the State of Texas.

PART A – PERFORMANCE REQUIREMENTS

1. The law enforcement agencies that are participating in these operations are expected to complete the following activities:
 - a. Conduct steady state operations and respond to calls for service.
 - b. Conduct enhanced law enforcement patrolling activities.
 - c. Within jurisdictions or cross jurisdiction lines as required:
 - 1) Interdict;
 - 2) Conduct surveillance;
 - 3) Investigate; and,
 - 4) Collect and disseminate information.
 - d. Recognize and react to information/intelligence to adjust times and locations of enhanced patrol activities.
 - e. Report significant events that occur during each 24-hour period.
 - f. Identify significant trends or areas of interest that may be developed into focus areas for future operations.
 - g. Integrate air, ground, marine, and remote operations.
 - h. Plan for implementation of inclement weather operating procedures as coordinated with all participating agencies.
 - i. Participate in operational planning and coordination meetings, information/intelligence sharing meetings, and After Action Reviews (AARs) established by the Joint Operations and Information Centers (JOIC).
 - j. Submit all required reports.
 - k. Participate weekly on the JOIC conference calls.

PART B – INFORMATIONAL REPORTING REQUIREMENTS

1. The law enforcement agencies are required to submit the following reports. Contact the Border Security Operations Center (BSOC) regarding questions in completing the forms. See Section 5 for blank forms and Section 7 for examples of completed forms.
 - a. Participant Incident and Information Reporting. The Border Incident and Assessment Report (BIAR) is the primary incident and information-reporting tool for all participants in LBSP-12 operations. As such it is the fundamental source for the common operating picture that drives the success of joint and interagency operations. Participants will ensure each incident BIAR is as complete as possible in answering Who, What, Where, When, Why, How, How Much, and the officer's reason for suspicion. Participants will also report with BIAR any information from interviews of detained persons, to satisfy or partially satisfy LBSP-12 or *Texas Homeland Security Operational Information Requirements*, as published. The *Texas Homeland Security Operational Information Requirements* are available through the BSOC.
 - 1) Participants will ensure all BIARs conform to the respective standards outlined in the *Operational Reporting Standards* published separately. These standards are available through the JOIC's and BSOC.
 - 2) Participating organizations will report via BIAR known or suspected computer / network penetration attempts involving any information system used to transmit or store information concerning LBSP-12 operations.
 - 3) Participants will email, fax, or hand deliver all BIARs to their supporting JOIC as soon as possible, but **not later than 9:00 AM daily following each reporting period**. Participants will relay critical or time-sensitive incident information to their JOIC via telephone, radio, or other rapid means, then follow up by a BIAR.

Participant Reporting Requirements

All participants who receive BORDER STAR funding are required to provide Border Incident Assessment Reports (BIAR) for the duration of the operation (until the grant period ends). It is understood that some participants will spend grant funding faster than others; however, regardless of how quickly the BORDER STAR grant funds are expended, **reporting and participation is still required from all participants until the grant period ends.** Participants are also required to participate in scheduled Unified Command (UC) teleconferences. *If two (2) conference calls are missed within the grant period of performance your grant funds will be terminated. Participation on these conference calls is essential and if inactive participation is reported by the JOIC; grant funds will be terminated. Failure to perform the above stated requirements will also be taken into consideration when future grant funds are awarded.*

The Chart below shows the required report and teleconference for Operation BORDER STAR (OBS) that pertains to law enforcement agencies who are participating in the operation.

Type	Creator	Send To:	Schedule	Status
BIAR	LEA Participants	JOIC	ASAP, but not later than (NLT) 9 AM daily	Required
JOIC Teleconference	UC	UC	Weekly, date and time as agreed by the UC	Required

PART C – FINANCIAL INFORMATION AND REQUIREMENTS

1. Eligible Activities and Costs

Grant funds may be used in accordance with the following activities in the deployment of border security initiatives as approved by the Texas Department of Public Safety.

a. Project Overtime.

- 1) Project Overtime, for the purposes of this grant, is defined as the time an employee works on this project in excess of the normal duty periods, as defined by the grantees overtime policy. Overtime must be worked to increase patrol and or in an investigative capacity. Paid leave (i.e. sick, vacation, holiday, compensatory time) may be considered regular duty, but may not be considered as overtime. The financial reporting period will coincide with the Grantee's payroll period.
 - a) The project overtime rate shall be one-and-one-half (1.5) times the employee's regular hourly rate of pay. Fringe Benefit expenses related to project overtime is eligible for reimbursement. Fringe rates should be consistent per jurisdiction. (Fringe rate consists of FICA and retirement)
 - b) The grant will not reimburse more than 16 hours of OT on any given 24 hour period. (i.e. if the participating officer normally works a 10 hour shift the participating officer cannot claim on any day more than 6 hours OT for a total of 16 hours worked in a given 24 hour timeframe. If working OBS on day off or using paid leave, participating officer cannot work more than 16 hours of OT on the OBS shift). ***Paid leave plus OBS shift cannot exceed 24 hours for any given day.***
 - c) For agencies that require their officers to work more than 40, 80 or 160 hours (i.e. 43, 86 or 171) to earn overtime, this grant will pay regular rate for those extra hours after 40, 80 or 160 before the one and one half rate occurs.
- 2) Grantees will use the pay period to match the Grantee's pay cycle for the employee. That pay period may be a seven-day period, a fourteen-day period, or a twenty-eight day period. For employees on a 7 day pay cycle project overtime is defined as the time worked beyond forty (40) hours of regular duty during this time. For employees on a fourteen-day pay cycle, Project Overtime is defined as the time an employee works on this project during a fourteen-day period beyond eighty (80) hours of regular duty during the same period. For employees on a twenty-eight day pay cycle, Project Overtime is defined as the time an employee works on this project during a twenty-eight day period beyond one-hundred-sixty (160) hours of regular duty during the same period. This grant shall reimburse participating agencies for the cost incurred of their officers at either normal pay or one and a half time of their officer's standard / normal hourly rate. The grant will only reimburse up to the number of hours worked on the grant.
- 3) Reimbursements for personnel costs will be limited to the number of personnel approved by the Texas Department of Public Safety for each project field operation. Examples of eligible personnel are commissioned peace officers.
 - a. The Grantee will be reimbursed for actual overtime expenses incurred.
 - b. ***No "special" or "non-standard" pay rates may be established or adopted to the grant.***

- c. Exempt/salaried employee officials may receive overtime pay if the jurisdiction has a motion entered into the official minutes of their City Council or Commissioners Court saying that they will be paid at the regular project overtime rate of one-and-one-half (1.5) times the employee's regular hourly rate of pay. A suggested motion is listed below:

"It is recommended that the Council/Court approves the payment of overtime hours, as defined by local overtime policy and paid at the one and a half the standard / normal hourly rate plus fringe rate, for employees in lieu of normally received, time hours when working on state sanctioned operations for overtime hours worked. It is understood that no special rates will be established, or reimbursed for this work. These hours will be paid by the City/County but reimbursed by the state at no actual cost to the City/County.

b. Transportation, lodging, per diem.

- 1) Travel, lodging, and per diem costs will be reimbursed for personnel who work on program activities more than 50 miles from their program duty station.
- 2) Mileage will be reimbursed only for personnel who are required to drive their privately owned vehicles to or from their program duty station. Travel to the field operations area in government vehicles should be claimed as an operating expense. See Operating Expenses below;
- 3) Lodging expense will be reimbursed at the actual cost, not to exceed the state rate in effect at the time the expense was incurred. Copies of lodging receipts must be provided with reimbursement requests;
- 4) Meal expenses will be reimbursed at the actual cost of meals, not to exceed the State rate current at the time of travel. Receipts for all claimed meals must be provided. Meals may not be claimed as expenses if they are provided at no cost by a governmental entity or a volunteer group. Neither tips provided as part of the meal nor alcoholic beverages will be reimbursed.

c. Operating Expenses.

- 1) The following operating costs incurred during field operations that are part of this program may be reimbursed:
 - a) Mileage for vehicles at the State rate in effect at the time the cost was incurred.
 - b) The cost of fuel and lubricants for vehicles (*if mileage is not claimed*) aircraft, boats, generators, and similar equipment; used during the pay cycle in which the OT is worked. Itemized receipts are required for all and it must be in the OT time period.
 - c) The cost of consumables, such as flashlight and radio batteries, film, flares, and first aid supplies which are used during the operation can be replaced, provided that these items are replaced within the time frame of the operation. Replacement supplies that are purchased outside the timeframe of this operation cannot be reimbursed. The cost of ammunition is not reimbursable. You will have to provide itemized receipts for each consumable claimed.

- d) The cost of minor emergency repairs, such as tire repair or fan belt replacement, to vehicles or equipments being used in program operations, limited to a maximum of \$150 per repair; and,
 - e) Costs for rentals of equipment or services critical to success of the program and that have been pre-approved by the Texas Department of Public Safety.
- 2) Reimbursements for the grantee's operating expenses will be limited to eligible costs for the number and types of vehicles and equipment approved by the Texas Department of Public Safety for use in each program operation during the planning phase.
 - 3) Expenses must be supported by documentation that proves the expense has been incurred or paid.

2. Ineligible Activities and Costs

Grant funds may not be used for the following General activities:

- a. Regular time excluding those jurisdictions that work the 43, 86 or 171 pay cycles.
- b. Administrative, communications, or jail personnel regular or overtime costs,
- c. Augmented personnel,
- d. Officers are not allowed to do administrative duties on overtime.
- e. Backfill costs for personnel participating in these operations;
- f. Meals if they are provided at no cost by a governmental entity or a volunteer group;
- g. Transportation, lodging, per diem or any related costs for participants who attend training developed or conducted using grant funds;
- h. Purchase of vehicles or equipment;
- i. Weapons, ammunition, explosives or military vehicles;
- j. Admission fees or tickets to any amusement park, recreational activity or sporting event;
- k. Food, meals, beverages, or other refreshments unless the expense is for a working event where full participation by participants mandates the provision of food and beverages and the event is not related to amusement and/or social activities in any way;
- l. Lobbying activities;
- m. Postage,
- n. Promotional gifts; and
- o. Any expense or service that is readily available at no cost to the grant project or that is provided by other federal, state, or local funds (supplanting).

3. Period of Availability of Funds

- a. Project must be operated during the grant period specified in the Grant Award.
- b. Minimum award – None.
- c. Maximum award – None.
- d. The LBSP-12 does not require a grantee to provide matching funds.
- e. A grantee may charge to the award only costs resulting from obligations incurred during the period of performance.

4. Financial Requirements

- a. Monthly Financial Reports are required for all LBSP-12 participants. See Section 6 for blank forms and Section 7 for examples of completed forms.
- b. Monthly Financial Reports shall consist of the following:
 - 1) Invoice (Form R-1). The invoice summarizes all personnel, travel, and operational expenses incurred for the reporting period. Complete all blanks. **The Grant Financial Officer must sign this form.**
 - 2) Individual Time Allocation Report (Form R-2). Complete one form for each employee. This worksheet must be used for reporting LBSP- 12 personnel compensation and benefits. The Grant Performance Officer must sign this form. Some data from this form must be transferred to the Form R-3
 - a) If you have personnel that are on different pay cycles you **MUST** submit separate monthly financial documentation.
 1. Example: Detectives work on a 14 day cycle and patrolman work on a 28 day cycle; two *separate* monthly financial documentation.
 - 3) Personnel Summary Expenses (Form R-3). This form lists all the employees who participated during the performance period. Transfer employee name and reimbursement amount from each Form R-2. Transfer total to Form R-1.
 - 4) Travel Expenses (Form R-4). List applicable hotel, meal, travel, and mileage expense for each employee. Transfer total to Form R-1.
 - 5) Operational Mileage (Form R-5). List employee name, unit number, and mileage incurred at state rate current at time of expense. Transfer total to Form R-6.
 - 6) Operating Expenses (Form R-6). List the total operational mileage for reporting period on the first line. Itemize other operating expenses on subsequent lines. Transfer total to Form R-1.
 - 7) Operational Daily Log (Form R-7). This form captures the basic information that is needed for back up on mileage and OT. We highly recommend using this in addition to the required reports.
 - 8) Supporting Documentation. Supporting documentation must include source documents suitable for audit purposes, including but not limited to:
 - a) For personnel expenses: signed copies of the record of hours worked (timesheets), paychecks, payroll rosters, or payroll reports that show the amount of hours worked and amount paid to individuals for which reimbursement is requested;
 - b) For lodging expense: copy of paid hotel or motel bill;
 - c) For mileage expense for vehicles: vehicle use logs or the Daily Report (Form R-7) showing the unit number, operator and passenger (if applicable), dates of use, and daily mileage with start and stop mileage, and operational times.

d) Other operating expenses: include the itemized receipts & paid invoices that include the date of purchase and describe the items purchased. Receipts or statements that simply state the total paid cannot be accepted.

e) Submitting documentation should be placed behind individual R2; timesheet, payroll report, daily report/mileage log. IF your payroll reports have more than one person on them they should be placed at the end.

c. Due Dates

Monthly Financial Documentation is due no later than 30 days after the end of the pay cycle that the OT was worked. Documentation not turned in timely will result in non-compliance of the grant. This will result in your grant being terminated.

Monthly Financial Documentation reviews can take a period of up to 6 weeks to review.

d. Documentation Submission

1) Submit Monthly Financial Documentation to:

Operation Border Star
C/O Pamela Webb
Texas Rangers Division
Texas Department of Public Safety
PO Box 4087
Austin, TX 78773-0600

2) If sending Monthly Financial Documentation by courier or overnight service that requires a physical address, use this address:

Operation Border Star
C/O Pamela Webb
Texas Rangers Division
Texas Department of Public Safety
6100 Guadalupe St. Bldg. E, 3rd floor
Austin, TX 78752-0600

3) Or by email to RangerLBSP@dps.texas.gov

4) Reviews are done on a date received basis and may take up to 6 weeks to process.

5. Disbursements

The Texas Department of Public Safety will reimburse the Grantee for eligible expenses incurred in participating in authorized operational activities of this project. Reimbursement will be processed through the Texas Department of Public Safety as authorized by the General Appropriation Act, 82st Legislature, Article V.

6. Advance Payments

- a. The Texas Department of Public Safety will provide cash advances to Grantees that lack sufficient working capital to cover the grantee's estimated disbursement needs for operational needs. You must select this option on the grant application.
- b. The initial advance shall be for 50% of the grant award. The Texas Ranger Division will disburse the advance upon receipt of signed Notice of Award.
- c. **Advance payments shall be placed in a separate interest bearing account. Grantee shall promptly, but at least quarterly, remit interest earned on advances to the Texas Department of Public Safety. Advances may be reclaimed if the financial requirements of this grant are not met.**

Payable to: Texas Department of Public Safety

Remit to: Operation Border Star
C/O Pamela Webb
Texas Rangers Division
Texas Department of Public Safety
PO Box 4087
Austin, TX 78773-0600

- d. Remaining grant funds will be distributed in 25% blocks and not be disbursed until after 40% and 60% of the grant funds have been expended by the Grantee. To receive the remaining blocks of funds, the Grantee must be current in regard to:

- Monthly Financial Reports documenting the actual expenses will be used to determine when additional grant funds may be released. Monthly Financial Reports must be complete; a simple invoice without back-up documentation WILL NOT be accepted.
- The repayment of Interest Payments and Monthly Financial Reports.
- A member in good standing with all operational reports and requirements.

7. Liquidation

A grantee must liquidate all obligations incurred under the award, including remittance of interest earned on advances, not later than 90 days after the end of the funding period. The Texas Department of Public Safety may extend this deadline at the request of the Grantee.

8. Grant Adjustment Notices

The Texas Department of Public Safety will issue a Grant Adjustment Notice to Grantee for the following circumstances:

- a. increase or reduce award amount
- b. grant extension notice
- c. close-out grant award

SECTION 3

GUIDANCE FOR APPLICATIONS

1. APPLICANTS

- a. Program participants must apply to participate in the LBSP-12 by submitting a complete LBSP-12 Application package, which consists of the forms listed below. Information on program requirements is in Section 2. Examples of completed forms are included in Section 7.
- b. Signatures on forms

Specific individuals named on the Designation of Grant Officials must sign many of the LBSP-12 forms listed below. See the example included in Section 7. These officials include:

1) *Grant Performance Officer*

The Grant Performance Officer is directly responsible for carrying out tasks outlined in the Statement of Work that will be supported by grant funds.

2) *Grant Financial Officer*

This individual should be the chief financial officer of the applicant jurisdiction or organization. This is the person who will be contacted by the Texas Department of Public Safety staff if questions arise regarding financial aspects of the grant. This person will receive LBSP-12 audit findings and reimbursement warrants/direct deposit notices. Findings and notices will be sent to the address indicated on the Form A-2.

3) *Authorized Official or Representative*

An individual who has been authorized by the governing body of the applicant jurisdiction or organization to apply for, accept, or decline grants on behalf of the jurisdiction or organization. For local governments, an authorized official is the County Judge, Mayor, or City Manager – **not the Sheriff or Police Chief.**

c. LBSP-12 Forms

- 1) LBSP-12 Application (Form A-1). An Authorized Official and the Grant Performance Officer must sign the Application. See the example in Section 7.
- 2) Designation of Grant Officials (Form A-2). See the example in Section 7.
- 3) Application for State Assistance (Form A-3). Note that this is a two-sided form that may require entries on the reverse side. Instructions are printed on page 2 of the form. The signature of an Authorized Official must be on this form.
- 4) Financial Cost Estimate (Form A-4). This form is self-explanatory. This form will assist in determining funding levels. Grant financial officer must sign this form.
- 5) Assurances and Certifications (Form A-5). The applicant must assure and certify compliance with any and all applicable state statutes, regulations, policies, guidelines and

requirements, including, but not limited to, the Uniform Grant Management Standards (UGMS); and Title 1, Part 1, Chapter 3 of the Texas Administrative Code, that govern the application, acceptance and use of State funds for this project. In instances where multiple requirements apply to a grantee, the more restrictive requirement applies. Specifically, the applicable requirements of Form A-5 must be certified by signature. The name and title of the Authorized Representative must be entered in the space provided and the form should be signed and dated by the Authorized Representative; see above for a definition of Authorized Representative.

- 6) Statement of Work (SOW) (Form A-6). This form is self explanatory and must be completed to explain how you intend to implement the project objectives.
 - 7) Direct Deposit Authorization Form (Form 74-176). This form is available on the Texas State Comptroller's website. The following link will locate the required direct deposit form. <http://www.window.state.tx.us/taxinfo/taxforms/74-176.pdf> . The Grant Financial Officer must sign this form.
 - 8) A copy of your local overtime policy. For our records.
 - 9) Copy of your pay schedule for grant period.
- d. Submit the complete LBSP-12 Application package **directly to the Texas Ranger Division, Operations Section not later than April 30, 2012**. Retain a copy of your submission for use in submitting required Activity and Financial Reports. Mail your LBSP-12 Application to:

Operation Border Star 2012
Texas Ranger Division
Texas Department of Public Safety
CO: Brandy Prinz, Grant Coordinator
PO Box 4087
Austin, TX 78773-0602

If you prefer to overnight the application you can send that to:
5805 North Lamar
Austin, TX 78752-0602

If you prefer to scan and email the application send it to:
RangerLBSP@dps.texas.gov

2. TEXAS RANGER DIVISION

- a. After screening LBSP-12 applications, the Texas Department of Public Safety will notify applicants, typically by e-mail, of any problems with their application and request they resolve them.
- b. When LBSP-12 funding is made available, the Texas Department of Public Safety will notify successful applicants of the amount of the LBSP-12 grant in an award letter.
- c. The award documentation constitutes the operative documents obligating and reserving funds for use by the Grantee in execution of the program or project covered by the award. Such obligation may be terminated without further cause if the Grantee's authorized official fails to

properly accept the Grant Award within 45 calendar days of the date upon which the Texas Department of Public Safety issues the Grant Award. The Texas Department of Public Safety may extend this deadline upon written request from the applicant. No funds will be disbursed to the Grantee until the Grantee has properly accepted the grant.

- d. To properly accept this award you must provide the signed grant award notice along with Council/Court minutes and resolution indicating the acceptance of the award and its requirements.***