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

DEPARTMENT: Fire

AGENDA DATE: October 31, 2006

CONTACT PERSON/PHONE: Donald Berger, Emergency Management Coordinator

DISTRICT(S) AFFECTED: All

SUBJECT:

Authorize the Mayor to sign the FY06 State Homeland Security Grant Sub-Recipient Agreement between the City of El Paso and the Governor's Division of Emergency Management including the Election Regarding State Use of Homeland Security Funding For Statewide Projects (Interlocal Agreement).

BACKGROUND / DISCUSSION:

This agreement allows the City to receive grant funds from the US Department of Homeland Security through the Governor's Division of Emergency Management to enhance homeland security. The City receives the following in this grant package: Law Enforcement Terrorism Prevention Program, State Homeland Security Program; Metropolitan Medical Response System. This year the Governors Division of Emergency Management is asking the City of El Paso to authorize the State of Texas to use grant funds on the City's behalf to implement state-wide multi-agency projects. These are the Regional Emergency Exercises, Texas Data Exchange Implementation, and Live Scan.

PRIOR COUNCIL ACTION:
Has the Council previously considered this item or a closely related one?

Council has approved accepting the grant funds in the past. This is the first time the State has asked the City to allow them to use grant funds on the city's behalf.

AMOUNT AND SOURCE OF FUNDING:
How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

No funding required.

BOARD / COMMISSION ACTION:
Enter appropriate comments or N/A

_____

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

LEGAL: (if required) _____ **FINANCE:** (if required) _____

DEPARTMENT HEAD: Donald J. Mann

(Example: if RCA is initiated by Purchasing, client department should sign also)
Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____ **DATE:** _____

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

THAT the Mayor be authorized to sign the Sub-recipient Agreement including the Election Regarding State Use of Homeland Security Funding for Statewide Projects (Interlocal Agreement) between the CITY OF EL PASO and the STATE OF TEXAS GOVERNOR'S DIVISION OF EMERGENCY MANAGEMENT (GDEM). The Interlocal allows the City to accept grant funding through the State Homeland Security Grant Program.

APPROVED this 31st day of October, 2006.

CITY OF EL PASO

_____
John Cook
Mayor

ATTEST:

_____
Richarda D. Momsen
City Clerk

APPROVED AS TO FORM:

_____
Ernesto Rodriguez
Assistant City Attorney

#26206\Reso-SHSG FY06

DIVISION OF EMERGENCY MANAGEMENT

Office of the Governor

RICK PERRY
Governor

Mailing Address:
PO Box 4087
Austin, Texas 78773-0220

Contact Numbers:
512-424-2138 Duty Hours
512-424-2277 Non-Duty Hours
512-424-2444 Fax

Physical Address:
5805 N. Lamar Blvd.
Austin, Texas 78752

STEVEN McCRAW
Director
Office of Homeland Security

JACK COLLEY
Chief

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OCT 03 2006
CITY OF EL PASO
CITY MANAGER'S OFFICE

September 29, 2006

The Honorable John Cook
Mayor City of El Paso
#2 Civic Center Plaza
El Paso, TX 79901-1196

Dear Mayor Cook:

Your jurisdiction is being awarded a sub-grant to carry out designated homeland security activities as part of the federal 2006 Homeland Security Grant Program (HSGP).

As you are aware, the FY 2006 HSGP appropriation approved by Congress and signed by the President almost a year ago included $500 million less than was available for the 2005 program. Overall the State's homeland security grant funding in Texas was reduced by almost 31 percent from last year. While the State has concerns about the Department of Homeland Security's new funding formula, with your demonstrated leadership and support, the State of Texas will continue to lead the nation in prevention and preparedness to meet the challenges of very real and present threats.

The package you are receiving includes the following documents:

1. Notice of Sub-recipient Award.

   A. The enclosed *Notice of Sub-recipient Award* for the 2006 HSGP is being sent to you, the chief elected official for your jurisdiction. An individual authorized by the governing board of the jurisdiction or organization to accept grants must sign the *Notice of Sub-recipient Award* in order to accept the grant, after proper approval by the governing body. At the local level, individuals authorized to accept grants typically include county judges, mayors, city managers, or chief financial officers. Other signatures will require an accompanying statement from the senior elected official authorizing the individual to sign for the jurisdiction. For other agencies and organizations, authorized individuals typically include executive directors or directors.

2. Information Regarding Statewide Local Homeland Security Projects.

   A. There is a need to continue a long-term homeland security exercise program to test local and regional plans, procedures, equipment, and facilities in realistic terrorism preparedness, natural disaster, and other scenarios through Regional Exercises.

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MAYOR'S OFFICE

Additionally, *The Texas Homeland Security Strategic Plan – 2005- 2010* identified a need for the expansion of two key terrorism prevention projects to benefit all local governments: the Texas Data Exchange (TDEx), a law enforcement information sharing capability across all levels and jurisdictions, and Live Scan, an electronic fingerprint system which enables rapid identification of known or suspected criminals and terrorists using the fingerprint biometric.

B. This year the Office of the Governor has prioritized the statewide implementation of TDEx and Live Scan to address critical information sharing gaps. These three programs are being pursued as statewide local projects. The attached *Information Regarding Statewide Local Homeland Security Projects* provides additional information on each of these initiatives.

3. Election Regarding State Use of HSGP Funding for Statewide Local Projects.

A. As noted above, the State plans to oversee three essential statewide capabilities during this grant cycle: Regional Exercises, TDEx Implementation, and Live Scan Implementation. The Governor's Office of Homeland Security has requested that cities, counties, and regions support the use of a portion of local homeland security grant funds for these initiatives that directly benefit all local governments in Texas. Acquiring these capabilities under a state contract will achieve a significant cost savings, since the State can obtain these systems and services at a reduced rate.

B. In order for the State to utilize local homeland security grants funds to fund these statewide local projects, U.S Department of Homeland Security grant guidance requires us to obtain your approval in writing. The attached form titled *Election Regarding State Use of HSGP Funding for Statewide Local Projects* is the means by which you give GDEM your approval. Please review the *Election* form and approve the elections for each program by checking the appropriate block. The form must be signed by an authorized official.

C. The State will not take any portion of the grant funds allocated to a jurisdiction unless that jurisdiction agrees and executes the attached form titled *Election Regarding State Use of HSGP Funding for Statewide Local Projects* for one or all of the statewide initiatives.

D. If a jurisdiction elects not to allow the State to acquire Live Scan booking stations for their jail facilities, they may acquire them on their own, now or in the future.

E. If a jurisdiction elects not to support TDEx, the State will still pursue an enterprise license and provide the law enforcement officers in that jurisdiction access to the system in the interest of public safety and national security. However, if local law enforcement records or jail management systems have not already been adapted by the State, then such adaptations will not be able to be completed until the State can acquire additional funds.

4. Direct Deposit Authorization.

A. GDEM must have a current *Direct Deposit Authorization* from your jurisdiction in order to transfer grants funds electronically to a designated bank account to reimburse you for grant-funded expenses. A hard-copy form is included as an attachment to this letter and additional copies are available from the Texas State Comptroller's website at:

http://www.window.state.tx.us/taxinfo/taxforms/74-158.pdf. An appropriate local official, typically your finance officer, must sign the *Direct Deposit Authorization*.

B. If you submitted a completed *Direct Deposit Authorization* form with your 2005 Homeland Security Grant Program acceptance, you need not submit another unless your bank account information has changed.

5. Grant Management Highlights for Executives

This document includes helpful information for homeland security grant management.

Please send the original signed *Sub-Recipient Agreement,* signed *Election Regarding HSGP Funding for Statewide Local Projects*, and signed *Direct Deposit Authorization* (if applicable) to GDEM at the following address:

Mail:	Courier:
Division of Emergency Management Attention: SAA Section PO Box 4087 Austin, Texas 78773-0270	Division of Emergency Management Attention: SAA Section 5805 N. Lamar Blvd. Austin, Texas 78752

Please retain a copy of each form for your records.

The deadline to return the signed *Notice of Sub-recipient Award,* signed *Election Regarding Use of HSGP Funding for Statewide Local Projects,* and signed *Direct Deposit Authorization (if applicable)* is November 1, 2006. These materials must be postmarked by the due date. The GDEM offer of a homeland security sub-grant will be withdrawn if the required materials are not returned by the due date. Extensions to this date cannot be granted because we must provide DHS data on all local sub-grants shortly thereafter. Once the signed *Notice of Sub-Recipient Award* and *Election Regarding Use of HSGP Funding for Statewide Local Projects* have been received by the SAA, sub-recipients may begin data entry for approved FY 2006 projects in the SPARS grant management system.

If you have any program questions regarding the HSGP, please contact Ben Patterson, SAA Section Manager at (512) 424-7809.

Sincerely,

Jack Colley
Chief

Enclosures:

1. *2006 Notice of Sub-recipient Award*
2. *Information Regarding Statewide Local Homeland Security Projects*
3. *Election Regarding State Use of HSGP Funding for Statewide Local Projects*
4. *Direct Deposit Authorization*
5. *Grant Management Highlights for Executives*

Governor's Division of Emergency Management

2006 Sub-Recipient Agreement
for
City of El Paso

Date of Award
9/29/2006

1. Sub-Recipient Name and Address	**2. Prepared by:** GDEM/SAA	**3. Award Number:** 06-SR 24000-01
Mayor John Cook City of El Paso #2 Civic Center Plaza El Paso, TX 79901-1196	**4. Federal Grant Information**	
	Federal Grant Title:	**Homeland Security Grant Program**
	Federal Grant Award Number:	2006-GE-T6-0068
	Date Federal Grant Awarded to GDEM:	June 30, 2006
	Federal Granting Agency:	Office of Grants and Training U.S. Department of Homeland Security

5. Award Amount and Grant Breakdowns

Total Award Amount
$665,991.46

Note: Additional Budget Sheets (Attachment A): No

CCP 97.053	LETPP 97.074	MMRS 97.071	SHSP 97.073	UASI 97.008	Other
$0.00	$313,790.60	$232,330.00	$119,870.86	$0.00	$0.00

Performance Period: 7/1/2006 To 2/28/2008

6. Statutory Authority for Grant: This project is supported under Public Law 109-90, the Department of Homeland Security Appropriations Act of 2006.

7. Method of Payment: Primary method is reimbursement. See the enclosed instructions for the process to follow in the submission of invoices.

8. Debarment/Suspension Certification: The Sub-Recipient certifies that the jurisdiction and its' contractors/vendors are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any federal department or agency and do not appear in the Excluded Parties List System at http://www.epls.gov.

9. Agency Approval

Approving GDEM Official:	**Signature of GDEM Official:**
Jack Colley, Chief Division of Emergency Management Office of the Governor	Jack Colley

10. Sub-Recipient Acceptance

I have read and understand the attached Terms and Conditions.

Type name and title of Authorized Sub-Recipient official:	**Signature of Sub-Recipient Official:**

11. Enter Employer Identification Number (EIN) / Federal Tax Identification Number:	**12. Date Signed :**

13. DUE DATE: **11/1/2006**

Signed award and Direct Deposit Form (if applicable) must be returned to GDEM on or before the above due date.

APPROVED AS TO FORM:
Ernesto Rodriguez
Assistant City Attorney

GDEM-SAA

TERMS AND CONDITIONS

PURPOSE AND OVERVIEW

Sub-grant funds provided shall be used to provide law enforcement and emergency response communities with enhanced capabilities for detecting, deterring, disrupting, preventing, and responding to potential threats of manmade, natural disasters and acts of terrorism as described in the federal program guidelines, specifically: planning, equipment, training and exercise needs. All costs under these categories must be eligible under OMB Circular No. A-87 Attachment A, located at http://www.whitehouse.gov/omb/circulars/index.html.

1. AWARD ACCEPTANCE

The ***Notice of Sub-recipient Award*** is only an offer until the sub-recipient returns the signed copy of the Notification of Sub-recipient Award in accordance with the date provided in the transmittal letter.

2. GUIDANCE

This Sub-recipient is subject to the program guidance contained in the U.S. Department of Homeland Security (DHS) FY 2006 Homeland Security Grant Program Guidelines and Application Kit. The Program Guidance and Application Kit can be accessed at http://www.ojp.usdoj.gov/odp/grants_programs.htm. G&T periodically publishes Information Bulletins to release, update, amend or clarify grants and programs which it administers. Office of Grants and Training (OGT)'s Information Bulletins can be accessed at http://www.ojp.usdoj.gov/odp/docs/bulletins.htm and are incorporated by reference into this sub-grant. This sub-award is also subject to any Homeland Security Grant Program (HSGP) grant guidance issued by GDEM.

3. COMPLIANCE

A. Sub-recipient hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. parts 18, 22, 23, 30, 35, 38, 42, 61, and 63, 66 or 70 (administrative requirements for grants and cooperative agreements).

B. Sub-recipient will comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, as further described in the current edition of the *Office of Grant Operations (OGO)'s Financial Management Guide* (Jan 2006) at www.dhs.gov/dhspublic/interweb/assetlibrary/Grants_**FinancialManagementGuide**.pdf.

C. When implementing Office of Grants and Training (OGT) funded activities, the sub-recipient must comply with all federal civil rights laws, to include Title VI of the Civil Rights Act, as amended. The sub-recipient is required to take reasonable steps to ensure persons of limited English proficiency have meaningful access to language assistance services regarding the development of proposals and budgets and conducting OGT funded activities.

D. Sub-recipient agrees to comply with the applicable financial and administrative requirements set forth in the current edition of the Office of Grant Operations (OGO) Financial Management Guide located at http://www.ojp.usdoj.gov/oc/.

4) Notifying the employee in the statement required by paragraph (3)(K)(1) that, as a condition of employment under the grant, the employee will abide by the terms of the statement; and Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

5) Notifying the Governor's Division of Emergency Management/State Administrative Agency (GDEM/SAA), in writing, within 10 calendar days after receiving notice under subparagraph 3(K)(4), from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to GDEM/SAA. Notice shall include the identification number(s) of each affected grant;

6) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 3(K)(4), with respect to any employee who is so convicted

   a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

   b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1), 2), 3), 4), 5), and 6). (Federal Certification)

4. FAILURE TO COMPLY

GDEM/SAA may suspend or terminate sub-award funding, in whole or in part, or other measures may be imposed for any of the following reasons: failing to comply with the requirements or statutory objectives of federal law, failing to make satisfactory progress toward the goals or objectives set forth in the sub-award application, failing to follow grant agreement requirements or special conditions, failing to submit required reports, or filing a false certification or other report or document. Satisfactory Progress is defined as accomplishing the following during the performance period of the grant: deciding what purchases will be made, ordering the equipment, ensuring the equipment is shipped and received, and training is accomplished with the equipment (or readied for deployment). All of the aforementioned task must be accomplished in a timely manner. **Special Conditions may be imposed on sub-recipient's use of grant funds until problems identified during grant monitoring visits conducted by GDEM audit and compliance personnel are resolved.**.

5. CONFLICT OF INTEREST

The sub-recipient will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

6. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over $100,000, as defined at 28 CFR Part 69, the sub-recipient certifies that:

C. GDEM/SAA may perform periodic reviews of sub-recipient performance of eligible activities and approved projects. These reviews may include, without limitation: performance of on-site audit and compliance monitoring, including inspection of all grant-related records and items, comparing actual sub-recipient activities to those approved in the sub-award application and subsequent modifications if any, ensuring that advances have been disbursed in accordance with applicable guidelines, confirming compliance with grant assurances, verifying information provided in performance reports and reviewing payment requests, needs and threat assessments and strategies.

9. REPORTING

A. A-133 Reporting Requirement – All sub-recipients must submit an audit report to the Federal Audit Clearinghouse if they expended more than $500,000 in federal funds in one fiscal year. The federal Audit Clearinghouse submission requirements can be found at http://harvester.census.gov/sac/. A report must be submitted to GDEM/SAA each year this grant is active.

B. Sub-recipient agrees to comply with all reporting requirements and shall provide such information as required to GDEM/SAA for reporting as noted in the 2006 Federal Grant Guidelines and/or in accordance with GDEM/SAA guidance.

C. Sub-recipient must prepare and submit performance reports to GDEM/SAA for the duration of the grant performance period or until all grant activities are completed and the grant is formally closed. Sub-recipient may also be required to submit additional information and data requested by GDEM/SAA.

10. USE OF FUNDS

A. Sub-recipient understands and agrees that it cannot use any federal 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, without the express prior written approval of OGT.

B. The sub-recipient agrees that all allocations and use of funds under this grant will be in accordance with the Homeland Security Grant Program Guidelines and Application Kit for that fiscal year and must support the goals and objectives included in the State Homeland Security Strategic Plan and the Urban Area Homeland Security (UASI) Strategies.

C. The sub-recipient official certifies federal funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose. Sub-recipient may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

11. REIMBURSEMENT

A. Sub-recipient agrees to make no request for reimbursement prior to return of this agreement and signed by the authorized sub-recipient representative.

B. Sub-recipient agrees to make no request for reimbursement for goods or services procured by sub-recipient prior to the performance period start date of this agreement.

16. REQUIREMENTS - MISCELLANEOUS

A. During the performance period of this grant, sub-recipient must maintain an emergency management plan at the Basic Level of planning preparedness or higher, as prescribed by GDEM. This may be accomplished by a jurisdiction maintaining its own emergency management plan or participating in an inter-jurisdictional emergency management program that meets the required standards. If GDEM identifies deficiencies in the sub-recipient's plan, sub-recipient will correct deficiencies within 60 days of receiving notice of such deficiencies from GDEM.

B. Projects identified in the State Preparedness Assessment Report System (SPARS) (www.texasdpa.com) must identify and relate to the goals and objectives indicated by the applicable 15 approved project investments for the period of performance of the grant.

C. During the performance period of this grant, sub-recipient agrees that it will participate in a legally-adopted county and/or regional mutual aid agreement.

D. During the performance period, the sub-recipient must register as a user of the Texas Regional Response Network (TRRN) and identify all major resources such as vehicles and trailers, equipment costing $5,000 or more and specialized teams/response units equipped and/or trained using grant funds (i.e. hazardous material, decontamination, search and rescue, etc.). This registration is to ensure jurisdictions or organizations are prepared to make grant funded resources available to other jurisdictions through mutual aid.

E. Sub-recipients must implement the National Incident Management System (NIMS) at the local level. The requirement to train personnel on the IS-700 course, National Incident Management System (NIMS), An Introduction, has been extended into FY 06. Grant recipients must have formally recognized the NIMS and adopt the NIMS principles and policies.

17. CLOSING THE GRANT

A. The sub-receipiant must have all equipment ordered by December 30, 2006. The last day for submission of invoices is February 28, 2008.

B. GDEM/SAA will close a sub-award after receiving sub-recipient's final performance report indicating that all approved work has been completed and all funds have been disbursed, completing a review to confirm the accuracy of the reported information, and reconciling actual costs to awards modifications and payments. If the close out review and reconciliation indicates that the sub-recipient is owed additional funds, GDEM/SAA will send the final payment automatically to the sub-recipient. If the sub-recipient did not use all the funds received, GDEM/SAA will issue a Grant Adjustment Notice (GAN) to recover the unused funds.

18. PUBLICATIONS

A. Sub-recipient acknowledges that OGO/OGT reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for Federal government purposes: (1) the copyright in any work developed under an award or sub-award; and (2) any rights of copyright to which a recipient or sub-recipient purchases ownership with Federal support. The Recipient agrees to consult with SLGCP regarding the allocation of any patent rights that arise from, or are purchased with, this funding.

Homeland Security Prevention Projects

Information Sheet

In 2004 and 2005, the Governor asked cities and counties statewide receiving Homeland Security grant funding to allocate a part of their funding to Interoperable Communications Systems. As a result, Texas is on schedule to achieve statewide radio interoperability by January 2007, a significant accomplishment in a state the size of Texas. For this year's grant cycle, the Governor' Office is asking cities and counties to earmark homeland security grant funding to support two statewide local homeland security prevention projects, Texas Data Exchange (TDEx), Live Scan and a statewide program of regional emergency exercises.

TDEx

The Texas Data Exchange System (TDEx), a web-based secure information sharing network will connect more than 2,200 law enforcement databases in the state, including federal law enforcement databases. The TDEx is already operational but not all law enforcement officers have access to it at this time. Homeland security grant funds will be used to pay the licensing fees so that each of the more than 70,000 police officers in Texas can be provided access to the criminal background and law enforcement information they need, and that all appropriate local law enforcement databases can be accessed through the TDEx network.

Law enforcement agencies with TDEx access will be able to quickly search subject or incident information locally, statewide, and nationally. Users can place "watches" on wanted subjects or those of interest and receive notification when a subject is booked by a participating agency. TDEx will provide users with access to the Texas Rangers Criminal Information Database; the DPS Criminal Law Enforcement Records and Information Systems; DPS Highway Patrol Database; the Texas Department of Criminal Justice prisoner data; county jail incarceration records (of those in custody and those who have been released) including photos, aliases, dates of birth, and charges; and multi-jurisdictional reports, including incidents, bookings and traffic citations. Sharing this data by use of this timesaving resource will further protect the citizens of Texas.

There are several information technology initiatives around the nation that co-locate multiple law enforcement databases and connect systems in various cites, but Texas is the first state to connect databases statewide. TDEx also has an alert feature so that police officers are immediately notified as soon as information related to their investigations is added to the database.

Live Scan

Live Scan is a fully integrated electronic identification system that allows a jurisdiction to capture fingerprints, mug shots, and data at one integrated booking station. This equipment allows the user to scan fingerprints electronically. The system is much cleaner and faster than the old ink process. Because the system allows users to capture, print and transmit clear records, it will eliminate common errors that cause the Automated Fingerprint Identification System (AFIS) to reject traditional ink fingerprints. Live Scan will also save time and money by shortening both bookings and background checks. The system enhances the speed and accuracy of criminal identification by dependable direct electronic transmission of records to an AFIS bureau.

This technology enables law enforcement to submit fingerprint data and receive results in seconds rather than days, ensuring that dangerous felons and fugitives using fictitious names are not released back into the community. Live Scan also enables law enforcement

Election Regarding State Use of Homeland Security Grant Funding
For Statewide Local Projects
on Behalf Of City of El Paso

This agreement is authorized under the provisions of Chapter 791 (Interlocal Cooperation Act) of Texas Government Code. The parties to this Agreement are the State of Texas and the City of El Paso.

The purpose of this agreement is to describe the terms by which the State of Texas shall expend Homeland Security Grant Funding on behalf of City of El Paso for certain statewide projects designed to benefit local governments.

§ 421.072(a)(1) of the Texas Government Code provides that the Office of the Governor shall allocate available federal and state grants and other funding related to homeland security to state and local agencies that perform homeland security activities. The U.S. Department of Homeland Security (DHS) issued grant number 2006-GE-T6-0068 to the State of Texas for the 2006 Homeland Security Grant Program. The State of Texas proposes to allocate grant funding to City of El Paso as a sub-recipient of this grant.

Jurisdictions receiving homeland security grant funds may elect to authorize the State of Texas to use grant funds on their behalf during the period of performance of the grant to implement multi-agency projects. Under the rules established by DHS for this grant, this election must be in the form of a written agreement.

City of El Paso authorizes the State of Texas to use local homeland security grant funds in the amount indicated for the statewide local projects indicated by a check mark below. (Check all that apply).

☐	Regional Emergency Exercises	Grant Funds = $ 36,312.26
☐	TDEx Implementation	Grant Funds = $415,891.11
☐	Live Scan Implementation	Grant Funds = $255,984.46

The State of Texas shall provide one or more TDEx licenses to City of El Paso during the period of the grant. The State of Texas shall purchase LIVESCAN licenses and equipment and provide license and equipment to surrounding counties during the period of the grant. The State of Texas will utilize pre-allocated funding from City of El Paso for local and regional exercises.

Points of Contact:

State of Texas:
Jack Colley
Chief
Governor's Division of Emergency Management
PO Box 4087
Austin, Texas 78773-0220

City of El Paso:
John Cook
Mayor
#2 Civic Center Plaza
El Paso, Texas 79901-1196

This agreement does not intend to conflict with the current laws or regulations affecting the State of Texas or City of El Paso, including provisions of Texas Government Code §791.025. If any part of the above agreement is inconsistent with such authority, then the terms and agreed upon statement in writing shall be invalid.

The terms of this agreement are effective on the date of signature by the State of Texas.

This agreement may be modified upon the mutual written consent of the parties. The terms of this agreement, if modified, will remain in effect until grant ending date of February 28, 2008.

For the State of Texas

Date:

For City of El Paso

Date:

*Memorandum must be returned to GDEM by November 1, 2006, in order to receive grant funding

APPROVED AS TO FORM:

Ernesto Rodriguez
Assistant City Attorney

GDEM-SAA

Comptroller of Public Accounts FORM 74-176 (Rev.4-05/4)

For Comptroller's use only		

VENDOR DIRECT DEPOSIT AUTHORIZATION

Under Ch. 559, Government Code, you are entitled to review, request, and correct information we have on file about you, with limited exceptions in accordance with Ch. 552, Government Code.

INSTRUCTIONS

- Use only BLUE or BLACK ink.
- Alterations must be initialed.
- Check all appropriate box(es).
- For further instructions, see the back of this form.

TRANSACTION TYPE

SECTION 1

- ☐ New setup *(Sections 2, 3 & 4)*
- ☐ Cancellation *(Sections 2 & 3)*
- ☐ Change financial institution *(Sections 2, 3 & 4)*
- ☐ Change account number *(Sections 2, 3 & 4)*
- ☐ Change account type *(Sections 2, 3 & 4)*

PAYEE IDENTIFICATION

SECTION 2

1. Social Security number or Federal Employer's Identification (FEI)	2. Mail code *(If not known, will be completed by Paying State Agency)*
3. Name	4. Business phone number ( )

5. Mailing address	6. City	7. State	8. ZIP code

AUTHORIZATION FOR SETUP, CHANGES OR CANCELLATION

SECTION 3

9. Pursuant to *Section 403.016,* Texas Government Code, I authorize the Comptroller of Public Accounts to deposit by electronic transfer payments owed to me by the State of Texas and, if necessary, debit entries and adjustments for any amounts deposited electronically in error. The Comptroller shall deposit the payments in the financial institution and account designated below. I recognize that if I fail to provide complete and accurate information on this authorization form, the processing of the form may be delayed or that my payments may be erroneously transferred electronically.

I consent to and agree to comply with the National Automated Clearing House Association Rules and Regulations and the Comptroller's rules about electronic transfers as they exist on the date of my signature on this form or as subsequently adopted, amended or repealed.

10. Authorized signature	11. Printed name	12. Date

FINANCIAL INSTITUTION *(Completion by financial institution is recommended.)*

SECTION 4

13. Financial institution name	14. City	15. State

16. Routing transit number	17. Customer account number *(Dashes required* ☐ **YES***)*	18. Type of account
		☐ **Checking** ☐ **Savings**

19. Representative name *(Please print)*	20. Title

21. Representative signature *(Optional)*	22. Phone number ( )	23. Date

CANCELLATION BY AGENCY

SEC. 5

24. Reason	25. Date

PAYING STATE AGENCY

SECTION 6

26. Signature	27. Printed name
28. Agency name	29. Agency number

30. Comments	31. Phone number ( )	32. Date

Note: A vendor can receive email or fax notifications providing one (1) business day advance notice of the payment posting to the vendor's account. The Advance Payment Notification is available to vendors receiving direct deposit payment(s) from the State of Texas.

To enroll in this free service, complete the Advance Payment Notification Authorization, Form 74-193, available on the Internet at:

http://www.window.state.tx.us/taxinfo/taxforms/74-193.pdf

For additional information or assistance, please contact the Claims Division by:
Email: claims.pin@cpa.state.tx.us
Phone: 512/936-8138 in Austin or 800/531-5441 Ext. 6-8138 toll free

Grant Management Highlights for Executives

The primary steps in the grant process are:

1. **DECIDE** what you want to do and obtain the funding required to do it.
2. **ORDER** equipment, training, and other authorized services in a timely manner.
3. **RECEIVE** grant-funded goods and services and get them ready to use.
4. **USE** the equipment, training, and other services you have purchased to increase readiness.

DECIDE:

- In the case of homeland security grants, you are receiving a grant for a specific project or projects that have been approved locally, by your region, and by the State Administrative Agency. Use your grant funding for approved projects.
- If you need to make a change in an approved project, get local and regional approval before making a request to the SAA. Requests for project changes must come from the chief elected official and should include justification.
- Recognize that some homeland security project changes may have to be approved by the Department of Homeland Security, which can take some time.

ORDER:

- Don't wait months to order equipment, particularly long lead-time items, such as custom-built trailers or specialized vehicles, or equipment that is in high demand. A number of jurisdictions have let their grant funds lapse because they didn't order early and the manufacturer could not deliver the equipment by the end of the grant period.
- Don't begin wait until you have new equipment delivered to begin working on arranging the training needed to use it and the maintenance arrangements needed to support it – the equipment may sit for months if the training you need is in great demand or provided by a limited number of providers.
- Advise those who will be using new equipment what's coming as soon as possible so they can get ready to house it, install it, maintain it, and/or use it.

RECEIVE:

- Unpack and inspect equipment upon arrival.
- Ensure new equipment is added to local equipment inventories and that vehicle logs are established for new grant-funded vehicles
- Understand and comply with the grant restrictions on use on certain equipment whose purchase was funded with homeland security grants and insure that those who will actually be using the equipment are aware of such restrictions.

USE:

- To obtain maximum benefit from new equipment, have the employee training, spares, consumables, and maintenance required to operate new equipment in place as soon as possible.

It is strongly recommended that executives review the status of their homeland security grant programs on a monthly basis with the grant project officer or officers and their financial officer.

KEY DATES FOR 2006 GRANT PROCESS:

- **November 1, 2006** – Deadline for jurisdictions and COGs to return signed sub-recipient agreements to the State Administrative Agency (SAA) at the Governor's Division of Emergency Management.
- **December 30, 2007** – Deadline for jurisdictions and COGs to commit (encumber) grant funds for purchase of equipment and services for approved projects.
- **February 28, 2008** – End of sub-recipient grant performance period.