

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

DEPARTMENT: Fire

AGENDA DATE: 12/4/07

CONTACT PERSON/PHONE: Roberto Rivera 915-771-1000

DISTRICT(S) AFFECTED: All

SUBJECT:

APPROVE a resolution / ordinance / lease to do what? **OR AUTHORIZE** the City Manager to do what? **Be descriptive of what we want Council to approve. Include \$ amount if applicable.**

To authorize that the City Manager or her designee be authorized to sign an Emergency Management Performance Grant (EMPG) Program Application between the City of El Paso, State of Texas Governor's Division of Emergency Management (GDEM) and the Federal Emergency Management Agency (FEMA)

BACKGROUND / DISCUSSION:

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns?

An application and associated forms for FEMA funding for FY08 operating budget for City County office of Emergency Management

PRIOR COUNCIL ACTION:

Has the Council previously considered this item or a closely related one?

Yes on a yearly basis

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?

FEMA funded for \$242,666.00

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

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

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

DEPARTMENT HEAD: Roberto Rivera
(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 EI PASO:

THAT the City Manager or her designee be authorized to sign an Emergency Management Performance Grant (EMPG) program application, between the CITY OF EL PASO, STATE OF TEXAS GOVERNOR'S DIVISION OF EMERGENCY MANAGEMENT (GDEM) and the FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA). The application and associated forms will be submitted as part of an application for FEMA funding for the FY08 operating budget of the El Paso City/County Office of Emergency Management. The performance grant program will be administered by FEMA through the State of Texas Governor's Division of Emergency Management.

APPROVED this

CITY OF EL PASO

John F. Cook
Mayor

ATTEST:

Richarda Momsen
City Clerk

APPROVED AS TO FORM:



Ernesto Rodriguez
Assistant City Attorney

CITY CLERK DEPT.
07 NOV 27 AM 10:04

**FISCAL YEAR 2008
EMERGENCY MANAGEMENT PERFORMANCE GRANT APPLICATION**

1. APPLICANT NAME (Jurisdiction): El Paso City/County Emergency Management			
2. COUNTY: El Paso		3. DISASTER DISTRICT: Sub 4 A	
4. EMPG STATUS: <input checked="" type="checkbox"/> Current EMPG Program participant <input type="checkbox"/> New EMPG Program applicant			
5. PROGRAM PARTICIPANTS: (List all jurisdictions that are participants in your emergency management program. Identify any jurisdictions that have joined or withdrawn from your program in the last year.) County of El Paso City of El Paso City of Anthony City of Clint City of Horizon City of Socorro Village of Vinton			
6. CHECKLIST OF APPLICATION ATTACHMENTS: (See the FY 2008 <i>Local Emergency Management Program Guide</i> for information on completing these forms.) <input checked="" type="checkbox"/> Designation of Grant Officials (DEM-17B) <input checked="" type="checkbox"/> Statement of Work & Cumulative Progress Report (DEM-17A). This form must be signed by the EMC. <input checked="" type="checkbox"/> Application for Federal Assistance (DEM-67). The Authorized Official must sign this form. <input checked="" type="checkbox"/> EMPG Staffing Pattern (DEM-66). <input checked="" type="checkbox"/> EMPG Staff Job Description (DEM-68). A current job description must be provided for each staff member listed in the FY 2008 EMPG Staffing Pattern (DEM-66). <input checked="" type="checkbox"/> FEMA Form 20-16, Summary Sheet for Assurances & Certifications must be signed by an Authorized Official. Attached <input checked="" type="checkbox"/> FEMA Form 20-16A, Assurances – Non-Construction Programs <input checked="" type="checkbox"/> FEMA Form 20-16C, Certifications Regarding Lobbying, Debarment, Suspension, & Other Responsibility Matters; and Drug-Free Workplace Requirements. <input type="checkbox"/> FEMA Form SF LLL, Disclosure of Lobbying Activities signed by the Authorized Official required only if the applicant performs lobbying to influence federal actions. <input type="checkbox"/> Direct Deposit Authorization (form 74-146). The Grant Financial Officer must sign this form. <input checked="" type="checkbox"/> Travel Policy Certification (DEM-69). The Grant Financial Officer must sign this form.			
7. CERTIFICATION: This Application, together with the approved EMPG Statement of Work & Cumulative Progress Report (DEM-17A), constitutes the annual work plan for the emergency management program whose participants are listed above. The undersigned agree to exert their best efforts to accomplish all activities listed in the Statement of Work & Cumulative Progress Report approved by the Division of Emergency Management.			
Authorized Official (Original Signature)	Date	 Emergency Management Coordinator (Original Signature)	Date 11-26-07
GDEM USE ONLY			
8. APPROVAL: The attached Fiscal Year 2008 Statement of Work & Cumulative Progress Report is approved.			
<input type="checkbox"/> Chief			Date
<input type="checkbox"/> State Coordinator of Preparedness and Operations			

DEM-17
11/07

Page 1 of 1

APPROVED AS TO FORM:

Mail completed forms and application materials to:
 EMPG Program Administrator
 Preparedness Section
 Governor's Division of Emergency Management
 Texas Department of Public Safety
 PO Box 4087
 Austin, TX 78773-0223

 Ernesto Rodriguez
 Assistant City Attorney

**FISCAL YEAR 2008
DESIGNATION OF EMPG GRANT OFFICIALS**

APPLICANT NAME (Jurisdiction): El Paso City/County Emergency Management	
EMERGENCY MANAGEMENT COORDINATOR*	
NAME	<input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Ms. Donald Berger
Official Mailing Address	8600 Montana El Paso TX 79925
Daytime Phone Number	(915) 771-1010
Fax Number	(915) 771-1026
E-mail Address	BergerDR@elpasotexas.gov
GRANT FINANCIAL OFFICER	
NAME	<input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Ms. Debra Tombosky
Title	Grants Accounting Manager
Official Mailing Address	2 Civic Center Plaza El Paso TX 79901
Daytime Phone Number	(915) 541-4853
Fax Number	(915) 541-4446
E-mail Address	TomboskyDR@elpasotexas.gov
AUTHORIZED OFFICIAL (MAYOR, COUNTY JUDGE, CITY MANAGER)	
NAME	<input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Ms. Joyce A. Wilson
Title	City Manager
Official Mailing Address	2 Civic Center Plaza El Paso TX 79901
Daytime Phone Number	(915) 541-4071
Fax Number	(915) 541-4866
E-mail Address	WilsonJA@elpasotexas.gov

**FISCAL YEAR 2008
EMPG STATEMENT OF WORK AND PROGRESS REPORT**

APPLICANT NAME (Jurisdiction): El Paso City/County Emergency Management				
Document	Submitted By	Date	GDEM Review By	Date
Statement of Work	Daniel Medrano	12-10-07		
Progress Report #1				
Progress Report #2				
TASK 1—WORK PLAN & SEMIANNUAL PROGRESS REPORT				
<input checked="" type="checkbox"/> Work Plan	<input checked="" type="checkbox"/> We will submit an EMPG Application, two Progress Reports, and quarterly Financial Reports.			
<input type="checkbox"/> Progress Report #1	<input type="checkbox"/> This Progress Report # 1 is being submitted to the GDEM Preparedness Section <input type="checkbox"/> First & Second Quarter Financial Reports have been submitted to GDEM Support Services.			
<input type="checkbox"/> Progress Report #2	<input type="checkbox"/> This Progress Report # 2 is being submitted to the GDEM Preparedness Section. <input type="checkbox"/> Third & Fourth Quarter Financial Reports have been submitted to GDEM Support Services.			
TASK 2—LEGAL AUTHORITIES FOR EMERGENCY MANAGEMENT PROGRAM				
<input checked="" type="checkbox"/> Work Plan	<input checked="" type="checkbox"/> We will maintain current legal documents establishing our emergency management program. <input checked="" type="checkbox"/> Our legal documents are current & on file with GDEM; no additional action is required. <input checked="" type="checkbox"/> We will prepare or update & submit to GDEM: <ul style="list-style-type: none"> <input type="checkbox"/> Commissioner's Court Order <input type="checkbox"/> City Ordinance(s) for: Ridgeway <input type="checkbox"/> Updated Joint Resolution <input type="checkbox"/> NIMS Adoption <input checked="" type="checkbox"/> TRRN registration completed and resources entered 			
<input type="checkbox"/> Progress Report #1 (Oct. 1-Mar. 31)	<input type="checkbox"/> Our legal documents are current & on file with GDEM, no additional action is required. <input type="checkbox"/> We completed & submitted to GDEM: <ul style="list-style-type: none"> <input type="checkbox"/> Commissioner's Court Order <input type="checkbox"/> City Ordinance(s) for: Ridgeway <input type="checkbox"/> Updated Joint Resolution <input type="checkbox"/> NIMS Adoption <input type="checkbox"/> TRRN registration completed and resources entered 			
<input type="checkbox"/> Progress Report #2 (Apr. 1-Sept. 30)	<input type="checkbox"/> Our legal documents are current & on file with GDEM, no additional action is required. <input type="checkbox"/> We completed & submitted to GDEM: <ul style="list-style-type: none"> <input type="checkbox"/> Commissioner's Court Order <input type="checkbox"/> City Ordinance(s) for: <input type="checkbox"/> Updated Joint Resolution <input type="checkbox"/> NIMS Adoption <input type="checkbox"/> TRRN registration completed and resources entered 			

TASK 3—PUBLIC EDUCATION/INFORMATION	
<input checked="" type="checkbox"/> Work Plan	<input checked="" type="checkbox"/> Option 1: We will conduct 30 hours of hazard awareness activities for local citizens. OR <input type="checkbox"/> Option 2: We will prepare & distribute public education/information materials to a substantial portion of the community. In the space below, describe the materials to be distributed:
<input type="checkbox"/> Progress Report #1 (Oct. 1-Mar. 31)	<input type="checkbox"/> We completed the following hazard awareness or public education/information activities:
<input type="checkbox"/> Progress Report #2 (Apr. 1-Sept. 30)	<input type="checkbox"/> We completed the following hazard awareness or public education/information activities:
TASK 4—EMERGENCY MANAGEMENT PLANNING DOCUMENTS	
<input checked="" type="checkbox"/> Work Plan	<input checked="" type="checkbox"/> We have reviewed our emergency management plan & annexes for currency and NIMS compliance. <input checked="" type="checkbox"/> We will develop, update, or change these planning documents: <input type="checkbox"/> Basic Plan Annexes: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input checked="" type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I <input type="checkbox"/> J <input type="checkbox"/> K <input checked="" type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> N <input checked="" type="checkbox"/> O <input type="checkbox"/> P <input type="checkbox"/> Q <input checked="" type="checkbox"/> R <input type="checkbox"/> S <input type="checkbox"/> T <input type="checkbox"/> U <input type="checkbox"/> V <input type="checkbox"/> Other documents: NOTE: Plans & annexes dated prior to September 30, 2003, must be revised or updated this year. All Plans and Annexes must be NIMS compliant.
<input type="checkbox"/> Progress Report #1 (Oct. 1-Mar. 31)	<input type="checkbox"/> We have reviewed our emergency management plan & annexes for currency and NIMS compliance. <input type="checkbox"/> Our emergency management plan & all annexes are current and NIMS compliant <input type="checkbox"/> We updated by revision or change these planning documents: <input type="checkbox"/> Basic Plan Annexes: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I <input type="checkbox"/> J <input type="checkbox"/> K <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> O <input type="checkbox"/> P <input type="checkbox"/> Q <input type="checkbox"/> R <input type="checkbox"/> S <input type="checkbox"/> T <input type="checkbox"/> U <input type="checkbox"/> V <input type="checkbox"/> Other documents:
<input type="checkbox"/> Progress Report #2 (Apr. 1-Sept. 30)	<input type="checkbox"/> We have reviewed our emergency management plan & annexes for currency and NIMS compliance. <input type="checkbox"/> Our emergency management plan & all annexes are current and NIMS compliant <input type="checkbox"/> We updated by revision or change these planning documents: <input type="checkbox"/> Basic Plan Annexes: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I <input type="checkbox"/> J <input type="checkbox"/> K <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> O <input type="checkbox"/> P <input type="checkbox"/> Q <input type="checkbox"/> R <input type="checkbox"/> S <input type="checkbox"/> T <input type="checkbox"/> U <input type="checkbox"/> V <input type="checkbox"/> Other documents:

TASK 5—EXERCISE PARTICIPATION & SCHEDULE			
<input checked="" type="checkbox"/> Work Plan	<input checked="" type="checkbox"/> Our required three-year exercise schedule is listed below. <input type="checkbox"/> Our required exercise schedule includes make up exercises from FY 2007. <input checked="" type="checkbox"/> We will conduct & report participation in a tabletop exercise and a functional or full-scale exercise this fiscal year or obtain exercise credit for actual events for these exercises.		
	NOTE: A Full-Scale exercise must be conducted every three (3) years.		
REQUIRED EXERCISE SCHEDULE			
Period	Exercise Type	Exercise Scenario*	Quarter of Year
Fiscal Year 2008 (Oct. 2007-Sept. 2008)	<input type="checkbox"/> Tabletop	<input type="checkbox"/> NH <input checked="" type="checkbox"/> TH <input type="checkbox"/> NS <input type="checkbox"/> TR <input type="checkbox"/> HM	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
	<input checked="" type="checkbox"/> Functional	<input type="checkbox"/> NH <input type="checkbox"/> TH <input type="checkbox"/> NS <input checked="" type="checkbox"/> TR <input type="checkbox"/> HM	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
	<input checked="" type="checkbox"/> Full-Scale	<input type="checkbox"/> NH <input checked="" type="checkbox"/> TH <input type="checkbox"/> NS <input checked="" type="checkbox"/> TR <input type="checkbox"/> HM	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4
Fiscal Year 2009 (Oct. 2008-Sept. 2009)	<input checked="" type="checkbox"/> Tabletop	<input type="checkbox"/> NH <input type="checkbox"/> TH <input type="checkbox"/> NS <input checked="" type="checkbox"/> TR <input type="checkbox"/> HM	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4
	<input checked="" type="checkbox"/> Functional	<input type="checkbox"/> NH <input type="checkbox"/> TH <input type="checkbox"/> NS <input type="checkbox"/> TR <input checked="" type="checkbox"/> HM	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
	<input checked="" type="checkbox"/> Full-Scale	<input type="checkbox"/> NH <input type="checkbox"/> TH <input type="checkbox"/> NS <input checked="" type="checkbox"/> TR <input type="checkbox"/> HM	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Fiscal Year 2010 (Oct. 2009-Sept. 2010)	<input checked="" type="checkbox"/> Tabletop	<input type="checkbox"/> NH <input checked="" type="checkbox"/> TH <input type="checkbox"/> NS <input type="checkbox"/> TR <input type="checkbox"/> HM	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
	<input checked="" type="checkbox"/> Functional	<input type="checkbox"/> NH <input type="checkbox"/> TH <input checked="" type="checkbox"/> NS <input type="checkbox"/> TR <input type="checkbox"/> HM	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4
	<input type="checkbox"/> Full-Scale	<input type="checkbox"/> NH <input type="checkbox"/> TH <input type="checkbox"/> NS <input type="checkbox"/> TR <input type="checkbox"/> HM	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Our last Full-Scale exercise was conducted on (date):		Scenario*:	
*Scenarios: NH=Natural Hazard, TH=Technological Hazard, NS=National Security, TR=Terrorism, HM=Public Health or Medical			
<input type="checkbox"/> Progress Report #1 (Oct. 1-Mar. 31)	We conducted the following exercises and provided documentation to GDEM:		
	Exercise	Date	# of Participants
	<input type="checkbox"/> Tabletop		
	<input type="checkbox"/> Functional		
	<input type="checkbox"/> Full-Scale		
<input type="checkbox"/> Tabletop			
<input type="checkbox"/> Functional			
<input type="checkbox"/> Full-Scale			
<input type="checkbox"/> We requested functional or full-scale exercise credit for an actual event on and our request <input type="checkbox"/> is pending <input type="checkbox"/> was approved and documentation of approval is attached.			
<input type="checkbox"/> Progress Report #2 (Apr. 1-Sept. 30)	We conducted the following exercises and provided documentation to GDEM:		
	Exercise	Date	# of Participants
	<input type="checkbox"/> Tabletop		
	<input type="checkbox"/> Functional		
	<input type="checkbox"/> Full-Scale		
<input type="checkbox"/> Tabletop			
<input type="checkbox"/> Functional			
<input type="checkbox"/> Full-Scale			
<input type="checkbox"/> We requested functional or full-scale exercise credit for an actual event on and our request <input type="checkbox"/> is pending <input type="checkbox"/> was approved and documentation of approval is attached.			

TASK 6—TRAINING FOR EMERGENCY MANAGEMENT PERSONNEL

	<input type="checkbox"/> EMPG-funded emergency management personnel will participate in the following training during FY 2008:																	
	<table border="1"> <thead> <tr> <th>Position/Name</th> <th>Course Name or Number</th> </tr> </thead> <tbody> <tr> <td>Coordinator/Donald Berger</td> <td>G-235 Emergency Planning</td> </tr> <tr> <td>Coordinator/Donald Berger</td> <td>G-358 Evacuation & Re-Entry Planning</td> </tr> <tr> <td>Coordinator/Donald Berger</td> <td>G-276 Resource Management</td> </tr> <tr> <td>Asst. Coord./Daniel Medrano</td> <td>G-358 Evacuation & Re-Entry Planning</td> </tr> <tr> <td>Asst. Coord./Daniel Medrano</td> <td>G-276 Resource Management</td> </tr> <tr> <td>Grants Admin/Steven Cordova</td> <td>G-235 Emergency Planning</td> </tr> <tr> <td>Grants Admin/Steven Cordova</td> <td>G-276 Resource Management</td> </tr> <tr> <td>Secretary/Luz Elda Sanchez</td> <td>G-386 Mass Fatalities</td> </tr> </tbody> </table>	Position/Name	Course Name or Number	Coordinator/Donald Berger	G-235 Emergency Planning	Coordinator/Donald Berger	G-358 Evacuation & Re-Entry Planning	Coordinator/Donald Berger	G-276 Resource Management	Asst. Coord./Daniel Medrano	G-358 Evacuation & Re-Entry Planning	Asst. Coord./Daniel Medrano	G-276 Resource Management	Grants Admin/Steven Cordova	G-235 Emergency Planning	Grants Admin/Steven Cordova	G-276 Resource Management	Secretary/Luz Elda Sanchez
Position/Name	Course Name or Number																	
Coordinator/Donald Berger	G-235 Emergency Planning																	
Coordinator/Donald Berger	G-358 Evacuation & Re-Entry Planning																	
Coordinator/Donald Berger	G-276 Resource Management																	
Asst. Coord./Daniel Medrano	G-358 Evacuation & Re-Entry Planning																	
Asst. Coord./Daniel Medrano	G-276 Resource Management																	
Grants Admin/Steven Cordova	G-235 Emergency Planning																	
Grants Admin/Steven Cordova	G-276 Resource Management																	
Secretary/Luz Elda Sanchez	G-386 Mass Fatalities																	
<input checked="" type="checkbox"/> Work Plan																		
	<input type="checkbox"/> Emergency management personnel completed the following training and documentation is attached:																	
	<table border="1"> <thead> <tr> <th>Position/Name</th> <th>Course Name or Number</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td colspan="3"> </td> </tr> </tbody> </table>	Position/Name	Course Name or Number	Date														
Position/Name	Course Name or Number	Date																
<input type="checkbox"/> Progress Report #1 (Oct. 1-Mar. 31)																		
	<input type="checkbox"/> Emergency management personnel completed the following training and documentation is attached:																	
	<table border="1"> <thead> <tr> <th>Position/Name</th> <th>Course Name or Number</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td colspan="3"> </td> </tr> </tbody> </table>	Position/Name	Course Name or Number	Date														
Position/Name	Course Name or Number	Date																
<input type="checkbox"/> Progress Report #2 (Apr. 1-Sept. 30)																		

TASK 7—EMERGENCY MANAGEMENT TRAINING FOR OTHER PERSONNEL						
<input checked="" type="checkbox"/> Work Plan	<input checked="" type="checkbox"/> We will conduct or arrange emergency management related training for elected officials, other local officials, & support agencies.					
<input type="checkbox"/> Progress Report #1 (Oct. 1-Mar. 31)	The following formal training courses were taught or contracted:					
	<table border="1"> <thead> <tr> <th>Date</th> <th>Course Taught</th> <th># of Individuals Trained</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Date	Course Taught	# of Individuals Trained		
Date	Course Taught	# of Individuals Trained				
<input type="checkbox"/> Progress Report #2 (Apr. 1-Sept. 30)	The following formal training courses were taught or contracted:					
	<table border="1"> <thead> <tr> <th>Date</th> <th>Course Taught</th> <th># of Individuals Trained</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Date	Course Taught	# of Individuals Trained		
Date	Course Taught	# of Individuals Trained				
TASK 8—EMERGENCY MANAGEMENT ORGANIZATIONAL DEVELOPMENT						
<input checked="" type="checkbox"/> Work Plan	<input checked="" type="checkbox"/> We will participate in the following emergency management organizational development activities: Working Groups: El Paso County LEPC, Joint Terrorism Task Force, Metropolitan Medical Response System, SNS Planning Committee, Bio-Watch Advisory Committee, Traffic Advisory Committee, Extreme Weather Task Force, Reserve Medical Corps, Urban Area Security Initiative Working Group. Conferences & Meetings: 2008 Texas Homeland Security Conference, State Hurricane Conference, 2008 Holzone Conference					
<input type="checkbox"/> Progress Report #1 (Oct. 1-Mar. 31)	<input type="checkbox"/> We completed the following staff development activities:					
<input type="checkbox"/> Progress Report #2 (Apr. 1-Sept. 30)	<input type="checkbox"/> We completed the following staff development activities:					

Mail completed forms and application materials to:

EMPG Program Administrator
 Preparedness Section
 Governor's Division of Emergency Management
 Texas Department of Public Safety
 PO Box 4087
 Austin, TX 78773-02231

APPLICANT NAME: El Paso City/County Emergency Management

REMARKS

(Use an Additional Sheet if Necessary)

**FISCAL YEAR 2008
APPLICATION FOR FEDERAL ASSISTANCE**
(Instructions on Reverse)

1. NAME OF PROGRAM/ ASSISTANCE: EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)	2. CFDA NUMBER: 97.042	3. APPLICANT STATUS: New Applicant <input type="checkbox"/> Renewal <input checked="" type="checkbox"/>				
4. FEDERAL FISCAL YEAR: 2008	5. START DATE: OCTOBER 1, 2007	6. END DATE: SEPTEMBER 30, 2008				
7. APPLICANT INFORMATION						
a. Legal Name of Applicant Organization (as it appears on the EMPG Application/DEM-17): El Paso City/County Emergency Management		b. Name & Telephone Number of Emergency Management Coordinator: Donald Berger 915-771-1010				
c. Mailing Address: 8600 Montana El Paso, Texas 79925 Employer Identification Number/Tax ID# _____		d. Physical Address (if different from Mailing Address):				
8. EMPG PERSONNEL SUMMARY (include only those staff that will be paid with EMPG funds):						
a. Number of EMPG Staff & Percentage of Time Worked in Emergency Management Duties:						
	# Staff	Percent	# Staff	Percent	# Staff	Percent
1) Full Time:	3	100	1	50		
2) Part Time						
b. Total Number of EMPG-Funded Personnel						
9. ESTIMATED EXPENSES:						
a. Salary & Benefits (from line 19, form DEM-66)					\$351,832.00	
b. Travel Expenses (from line 20 form DEM-66)					\$25,000.00	
c. Other Expenses (from section 11 on reverse)					\$108,500.00	
d. Total Expenses (A + B + C)					\$485,332.00	
e. Federal Share (D x .50)					\$242,666.00	
10. CERTIFICATION: I certify that to the best of my knowledge and belief this application and its attachments are true and correct.						
a. Typed Name of Authorized Official:			Joyce A. Wilson			
b. Title of Authorized Official:			City Manager City of El Paso			
c. Original Signature of Authorized Official:						
d. Date Signed:						

DEM-67
11/07

Page 1 of 2

APPROVED AS TO FORM:

Ernesto Rodriguez
Assistant City Attorney

**FISCAL YEAR 2008
EMPG STAFFING PATTERN**

1. APPLICANT NAME (as it appears on EMPG Application): El Paso City/County Emergency Management			2. COUNTY: El Paso				
3. FULL-TIME EMPLOYEES (including those who work all or only a portion of their time in emergency management duties)		4. Gross Annual Salary	5. Gross Annual Benefits	6. Gross Salary & Benefits (4+5)	7. % Work in EM Duties	8. Salary & Benefits for EM (6x7)	9. Est. EM Travel Costs
Name: Donald Berger		\$101,279	\$29,277	\$130,556	100	\$130,556	\$8,500
Position: Coordinator							
Name: Daniel Medrano		\$74,882	\$24,603	\$99,485	100	\$99,485	\$7,500
Position: Assistant Coordinator							
Name: Steven Cordova		\$79,523	\$25,855	\$105,378	100	\$105,378	\$7,500
Position: Grants Admin/Planner							
Name: Luz Elda Sanchez		\$29,265	\$3,562	\$32,827	50	\$16,413	\$1,500
Position:							
Name:							
Position:							
Name:							
Position:							
A. SUBTOTAL						\$351,832	\$25,000
10. PART-TIME EMPLOYEES	11. % of Full Time	12. Gross Annual Salary	13. Gross Annual Benefits	14. Gross Salary & Benefits (12+13)	15. % Work in EM Duties	16. Salary & Benefits For EM (14x15)	17. Est. EM Travel Costs
Name:							
Position:							
Name:							
Position:							
Name:							
Position:							
Name:							
Position:							
Name:							
Position:							
Name:							
Position:							
B. SUBTOTAL						\$351,832	\$25,000
TOTAL Add Subtotals in A & B above							

EMPG STAFF JOB DESCRIPTION

Jurisdiction Name	El Paso City/County Emergency Management
Staff Members Name(s)	Donald Berger
Position Title	Coordinator
Description Prepared By	City of El Paso
Date Prepared	03/03
JOB DESCRIPTION	
(If you have an existing job description which provides the information requested below, fill out the header data above and attach the existing description to this form)	
<p>A. Provide a general description of the duties performed by this staff member.</p> <p>As Emergency Management Coordinator, maintains the Emergency Operations Center in a state of full-time readiness; prepares maintenance requests for the EOC equipment such as generators and the communication system; participate in developing, organizing and executing joint City, County, State and Federal natural, accidental and terrorism disaster contingency plans, and response operations. Involves: Advising elected officials on emergency management responsibilities and capabilities. Act as liaison to local, regional and national agencies to coordinate joint and reciprocal inter-jurisdictional rescue and recovery activities. Serve on committees to formulate, review and recommend strategies and tactics in accordance with State or Federal policies and military technology. Act as El Paso Metropolitan Medical Response System project officer and Federal Bureau of Investigation (FBI) Joint Terrorism Task Force fire department representative. Direct activities of staff during simulated or actual emergencies. Negotiate with property owners, civic and business leaders, and professional groups to provide emergency facilities and support services to meet survival needs. Originate and conduct emergency management training for functionally interested agencies and the public through formal classes and the news media. Acquire and distribute emergency response operations reference material.</p> <p>Prepares and submits departmental budget; inspects and maintains accountability for specialized emergency equipment and materials; maintains accountability of military equipment on loan to emergency response agencies; prepares and submits applications for federal assistance; inspects and maintains accountability for federally certified fallout shelters.</p> <p>Prepares and presents emergency management training to emergency response agencies and the general public through formal classes and/or the news media; acquires and distributes reference materials regarding emergency personnel; prepares reports and maintains records.</p>	
<p>B. If this staff member performs both emergency management duties and other duties, identify the specific emergency management duties performed.</p>	

EMPG STAFF JOB DESCRIPTION

Jurisdiction Name	El Paso City/County Emergency Management
Staff Members Name(s)	Daniel Medrano
Position Title	Assistant Coordinator
Description Prepared By	City of El Paso
Date Prepared	01/00
JOB DESCRIPTION	
(If you have an existing job description which provides the information requested below, fill out the header data above and attach the existing description to this form)	
<p>A. Provide a general description of the duties performed by this staff member.</p> <p>Serve as division representative in meetings and on committees; supervise, coordinate, prepare and present emergency management training to emergency response agencies and the general public; complete state and local reports and distribute to appropriate personnel; coordinate updating and maintaining the El Paso City/County Emergency Operations Plan and annexes; develop and maintain a notification system to contact appropriate Emergency Operations Center (EOC) staff members; coordinate opening and activating the El Paso City/County EOC during major emergencies, disasters, and exercises; coordinate traveling to and inspecting potential disaster sites and structure; Coordinate damage assesment during and after potential disasters; supervise the filing of exercies and EOC activation reports.</p>	
<p>B. If this staff member performs both emergency management duties and other duties, identify the specific emergency management duties performed.</p>	

EMPG STAFF JOB DESCRIPTION

Jurisdiction Name	El Paso City/County Emergency Management
Staff Members Name(s)	Steven Cordova
Position Title	Grants Coordinator
Description Prepared By	City of El Paso
Date Prepared	2006
JOB DESCRIPTION	
(If you have an existing job description which provides the information requested below, fill out the header data above and attach the existing description to this form)	
<p>A. Provide a general description of the duties performed by this staff member.</p> <p>To perform duties in the Office of Emergency Management in coordinating all the components of the Metropolitan Medical Response System contract with the Department of Homeland Security/FEMA and to monitor and coordinate all grants being administered in the El Paso Office of Emergency Management (DOJ, DHS, WMD, MMRS, TEEX, etc.) Assists the Emergency Management Coordinator in filling emergency support function responsibilities during major emergencies or disasters. Maintains current records of El Paso MMRS and other DHS grants related meetings, training, equipment and pharmaceutical inventory; budget documents and the MMRS plans. Provide public policy input and analysis, draft comprehensive plans, strategic plans, investment plans, enhancement plans, and conduct program evaluation functions. Provide support to administer emergency management emergency support functions during major emergencies and disasters.</p>	
<p>B. If this staff member performs both emergency management duties and other duties, identify the specific emergency management duties performed.</p>	

EMPG STAFF JOB DESCRIPTION

Jurisdiction Name	El Paso City/County Emergency Management
Staff Members Name(s)	Luz Elda Sanchez
Position Title	Secretary 1
Description Prepared By	City of El Paso
Date Prepared	09/06
JOB DESCRIPTION	
(If you have an existing job description which provides the information requested below, fill out the header data above and attach the existing description to this form)	
<p>A. Provide a general description of the duties performed by this staff member.</p> <p>Perform a variety of staff support duties to assist unit or function head with office administration details in accordance with clearly defined and established procedures. Involves: Schedule appointments, and prepare travel itineraries and reservations for department staff. Arrange time and place for meetings. Electronically or stenographically record, transcribe and finalize dictation or meeting minutes. Prepare, post and distribute meeting related materials.</p> <p>Prepare and edit documents and correspondence for review. Involves: Receive, review and sort mail, and ensure proper distribution of communications, flag urgent information, maintain confidentiality and communicate priorities to appropriate person. Use personal computer to prepare correspondence for unit or function head signature, memoranda, dispositions, City Council agenda items and other routine correspondence. Compose and mail responses to routine public inquiries and complaints. Maintain department filing system, logs and reports as prescribed, including employee time, attendance and payroll records by compiling and entering information.</p> <p>Greet and assist customers, citizens and others in a professional manner. Involves: Accept payments, permits or applications. Answer telephone, take and relay messages or forward calls to appropriate individual. Follow up on inquiries and complaints in a timely manner. Provide human resource and accounting support services for department such as assisting in maintenance of employee reports and payroll documentation, distributing personnel action forms to staff, monitoring supplies budget and inventory, requisitioning supplies, and posting vouchers for payment, reviewing requisitions and invoices before forwarding to accounting section for payment.</p> <p>May supervise assigned staff, usually consisting of one or two clerical employees. Involves: Schedule, assign, instruct, guide and check work. Appraise employee performance and review evaluations by subordinates. Provide for training and development; enforce personnel rules and regulations, and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.</p>	
<p>B. If this staff member performs both emergency management duties and other duties, identify the specific emergency management duties performed.</p>	

U.S. Department of Homeland Security
SUMMARY SHEET FOR ASSURANCES AND CERTIFICATIONS

O.M.B. No. 3067-0206
Expires February 28, 2007

FOR
FY 2008

CA FOR (Name of Applicant) El Paso City/County Emergency Management

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

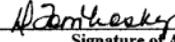
An applicant must check each item that they are certifying to:

- Part I FEMA Form 20-16A, Assurances-Nonconstruction Programs
- Part II FEMA Form 20-16B, Assurances-Construction Programs
- Part III FEMA Form 20-16C, Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Part IV SF LLL, Disclosure of Lobbying Activities (If applicable)

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the identified attached assurances and certifications.

Debra Tombosky
Typed Name of Authorized Representative

Grants Accounting Manager
Title


Signature of Authorized Representative

November 21, 2007
Date Signed

NOTE: By signing the certification regarding debarment, suspension, and other responsibility matters for primary covered transaction, the applicant agrees that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by FEMA entering into this transaction.

The applicant further agrees by submitting this application that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the FEMA Regional Office entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (Refer to 44 CFR Part 17.)

Paperwork Burden Disclosure Notice

"Public reporting burden for this form is estimated to average 1.7 hours per response. Burden means the time, effort and financial resources expended by persons to generate, maintain, retain, disclose, or to provide information to us. You may send comments regarding the burden estimate or any aspect of the form, including suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (3067-0206). You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Please do not send your completed form to the above address.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance		2. Status of Federal Action: <input checked="" type="checkbox"/> a. bid/offer/application b. initial award c. post-award		3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:			5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:		
Congressional District, if known:			Congressional District, if known:		
6. Federal Department/Agency:			7. Federal Program Name/Description: El Paso Emergency Management EMPG CFDA Number, if applicable: <u>97.042</u>		
8. Federal Action Number, if known:			9. Award Amount, if known: \$		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): N/A			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): N/A		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: <u>Debra Tombosky</u> Print Name: <u>Debra Tombosky</u> Title: <u>Grants Accounting Manager</u> Telephone No.: <u>(915)541-4853</u> Date: <u>11/21/07</u>		
Federal Use Only:			Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)		

U.S. DEPARTMENT OF HOMELAND SECURITY
ASSURANCES-NON-CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, 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.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Section 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration) 5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290-dd-3 and 290-ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Sections 276a to 276a-7), the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Sections 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. Section 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. Section 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. Section 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Section 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

19. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.

U.S. DEPARTMENT OF HOMELAND SECURITY
ASSURANCES-CONSTRUCTION PROGRAMS

NOTE: Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. 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.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Sections 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Sections 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to non-discrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to non-discrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other non-discrimination provision in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other non-discrimination statute(s) which may apply to the application.
11. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchase.
12. Will comply with provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Sections 276a to 276a-7), the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Section 874), the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333) regarding labor standards for federally assisted construction subagreements.

14. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. Section 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. Section 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. Section 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).

18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.

19. Will comply with all applicable requirements of all other Federal laws, Executive Orders, regulations and policies governing this program.

20. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.

21. It will obtain approval by the appropriate Federal agency of the final working drawings and specifications before the project is advertised or placed on the market for bidding; that it will construct the project, or cause it to be constructed, to final completion in accordance with the application and approved plans and specifications; that it will submit to the appropriate Federal agency for prior approval changes that alter the cost of the project, use of space, or functional layout, that it will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the construction grant program(s) have been met.

22. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State, and local agencies for the maintenance and operation of such facilities.

23. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped," Number A117. - 1961, as modified (41 CFR 101-17.703). The applicant will be responsible for conducting inspections to ensure compliance with these specifications by the contractor.

24. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer of such property, any transfer, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

25. In making subgrants with nonprofit institutions under this Comprehensive Cooperative Agreement, it agrees that such grants will be subject to OMB Circular A-122, "Cost Principles for Non-profit Organizations" included in Vol. 49, Federal Register, pages 18260 through 18277 (April 27, 1984).

U.S. DEPARTMENT OF HOMELAND SECURITY
**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying; and 28 CFR Part 17, "Government-wide Debarment and suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

A. As required by section 1352, Title 31 of the U.S. Code, and implemented at 44 CFR Part 18, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 44 CFR Part 18, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or an employee of Congress, or employee of a member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontract(s) and that all subrecipients shall certify and disclose accordingly.

Standard Form LLL, "Disclosure of Lobbying Activities" attached.
(This form must be attached to certification if nonappropriated funds are to be used to influence activities.)

**2. DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS
(DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or shall shall attached an explanation to this application.

**3. DRUG-FREE WORKPLACE
(GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17, Subpart F, for grantees, as defined at 44 CFR Part 17, Sections 17.615 and 17.620:

A. The applicant certifies that it will continue to 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) Establishing an on-going drug free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant to 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:

(1) Abide by the terms of the statement; and

(2) Notify the employee 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.

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the applicable FEMA awarding office, i.e., regional office or FEMA office.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) 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

(2) 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.

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

8. the grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, City, County, State, Zip code)

Check if there are workplaces on file that are not identified here.

Section 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for FEMA funding. States and State agencies may elect to use a Statewide certification.

TRAVEL POLICY CERTIFICATION

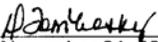
Jurisdiction Name:	El Paso City/County Emergency Management
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Check one of the two blocks below

This jurisdiction has no qualifying travel regulations and EMPG participants requesting reimbursement for travel expenditures will do so in accordance with State of Texas travel regulations and rates. *The State Travel Allowance Guide* and the *State of Texas Mileage Guide* are available on the Comptroller of Public Accounts web site: www.cpa.state.tx.us.

OR

This jurisdiction has its own qualifying travel policy, a copy of which is attached. EMPG participants requesting reimbursement for travel expenditures will do so in accordance with that policy.

Name of Grant Financial Officer (Printed or Typed)	Debra Tombosky
Original Signature of Grant Financial Officer	
Date Signed	November 21, 2007