

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

DEPARTMENT: El Paso Fire Department

AGENDA DATE: September 3 , 2019

CONTACT PERSON NAME AND PHONE NUMBER: Chief Mario D'Agostino, 915-212-5610

DISTRICT(S) AFFECTED: All

STRATEGIC GOAL: Goal 2: Set the Standard for a Safe and Secure City

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.

Authorize the City Manager or designee to submit the FY2020 State Homeland Security Program grant application for the project entitled, "El Paso-Urban Area Planner" through the Texas Office of the Governor and all related paperwork, including but not limited to, authorization of budget transfers, and/or revisions to the operation plan, and to reject, amend, correct, extend and/or terminate the grant, in the amount of \$50,080.00, for the period from September 1, 2019 through August 31, 2020, for City of El Paso Fire Department staff to hire a Public Safety Planner to assist in coordination of disaster response or crisis management activities, provide disaster preparedness training, prepare emergency plans and procedures for natural, wartime or technological disasters or hostage situations.

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?

The SHSP assists local efforts to prevent terrorism and other catastrophic events and prepare for the threats and hazards that pose a risk to security in the El Paso community and Rio Grande Council of Governments area.

PRIOR COUNCIL ACTION:

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

City Council approved the FY2019 application on March 6, 2018.

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?

N/A

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

DEPARTMENT HEAD:



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

RESOLUTION

WHEREAS, the City of El Paso (the "City") is eligible to apply for grants through the FY2020 State Homeland Security Program (SHSP) grant program entitled "El Paso-Urban Area Planner"; and

WHEREAS, the City of El Paso Fire Department will maintain a Public Safety Planner position to assist in the coordination of disaster response or crisis management activities, provide disaster preparedness, training, prepare emergency plans and procedures for natural, wartime, or technological disasters or hostage situations; and

WHEREAS, the position will increase local and regional community preparedness, and will enhance regional emergency planning activities; and

WHEREAS, the City Council finds that SHSP will assist local efforts to prevent terrorism and other catastrophic events and prepare for the threats and hazards that pose the greatest risk to the security of the community and the Rio Grande Council of Governments region.

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

1. That the City Manager or designee is authorized to submit the FY2020 State Homeland Security Program grant application for the project titled "El Paso-Urban Area Planner" through the Texas Office of the Governor including all related paperwork, including but not limited to, authorization of budget transfers, and/or revisions to the operation plan, and to reject, amend, correct, and/or terminate the grant, in the amount of \$50,080.00, for the period from September 1, 2019 through August 31, 2020, for a sustainment project for a Public Safety Planner position.
2. That in the event of loss or misuse of the grant funds, the City of El Paso assures that it will return the funds to the Office of the Governor in full.

APPROVED THIS ____ DAY OF _____, 2019.

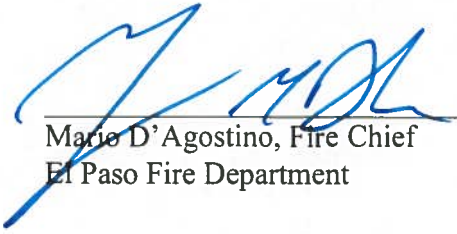
CITY OF EL PASO, TEXAS

Dee Margo
Mayor

ATTEST:

Laura D. Prine
City Clerk

APPROVED AS TO CONTENT:



Mario D'Agostino, Fire Chief
El Paso Fire Department

APPROVED AS TO FORM:



Ana Schumacher
Assistant City Attorney

Denied ☐Awarded ☐

PSGrant# _____

GRANT INFORMATION FORM (GIF)**Complete either side A or if awarded, complete side B in this same form**

This form is to be used to provide information to the Grants Administration Division (GAD) of submitted grant applications, grants that have been awarded, and/or grant contract amendments. After completing either side, please forward to the GAD Office at Grants-1@elpasotexas.gov. Once a grant has been awarded and a contract/agreement needs to be processed, please complete SIDE B and forward to GAD, we will submit for Legal Review and further processing.

Department El Paso Fire Department

A. GRANT APPLICATION	B. CONTRACT/AGREEMENT/AMENDMENTS
A1. Department Programmatic Contact Person Name: Ricardo Gonzalez Title: Grants Coordinator Phone No.: 915-838-3263 Email: GonzalezRZ@elpasotexas.gov	B1. Department Financial Grant Contact Person Name: _____ Title: _____ Phone No.: _____ Email: _____
A2. Grant Data Funding Agency: Department of Homeland Security (SHSP) Grant Title: Urban Area Planner CFDA No. 97.067 <input type="checkbox"/> N/A Application Due Date: February 28, 2019 Requires Signature or Review from: Mayor <input type="checkbox"/> City Manager <input type="checkbox"/> Legal Review <input checked="" type="checkbox"/>	B2. Grant Data Funding Agency: _____ Name of Grant: _____ Project Name: _____ Agency Contract No.: _____ Date of Award: Month _____ Day _____ Year _____ New, Continuation, or Amendment: <input type="text" value="Please Select"/>
A3. Financial Data (Skip if not applicable) Amount of Funding Request: \$ 50,080.00 Amount of Matching Funds Requested: \$ _____ Amount of In-Kind Funds Requested: \$ _____ Total Amount Requested: \$ 50,080.00	B3. Financial Data Post-Award Amount (As indicated in the grant contract/agreement) \$ _____ Actual Amount of Cash Match \$ _____ Actual Amount of In-Kind \$ _____ Total Amount Awarded \$ 0.00
A4. Grant Classification <input checked="" type="checkbox"/> Competitive (award based on competition) <input type="checkbox"/> Entitlement (a set of funds determined under a formula) <input type="checkbox"/> Continuation (ongoing funding)	B4. Legal Review & Other Signatures <input type="checkbox"/> Signature required from CM <input type="checkbox"/> Signature required from Mayor <input type="checkbox"/> City Council approval required
A5. Cash Match Certification Cash match has been certified by the Department Director? Yes <input type="checkbox"/> No <input type="checkbox"/> Account Number(s) for matching funds: _____ Does this grant allow for operating/administrative costs? Yes <input type="checkbox"/> No <input type="checkbox"/> % <input type="checkbox"/> Amount \$ _____ How is the match amount determined? <input type="checkbox"/> Fixed Amount: \$ _____ <input type="checkbox"/> Percentage of Project Cost: _____ % <input type="checkbox"/> Other (Please explain): _____ For this fiscal year, how much of the local cash amount is: Already in the department's budget: \$ 50,080.00 Not budgeted: \$ _____ Proposed source of match: _____	B5. Accounting String: 322-22010-1000-P2204-560000 If there's a change in Column A that occurred <u>after</u> the application process, please use this box to specify changes:

Brief Description of Grant:

Public Safety Planner: This is a sustainment project for a Public Safety Planner position to assist in coordination of disaster response or crisis management activities, provide disaster preparedness training, prepare emergency plans and procedures for natural (e.g., hurricanes, floods, earthquakes), wartime, or technological (e.g., nuclear power plant emergencies, hazardous materials spills) disasters or hostage situations.

REQUIRED SIGNATURES

(Legal review necessary only if council action is required, if granting agency requires signature from top authority or contracts)

1. [Signature] 2/25/19
Department Director Signature Date
Mario D'Agostino
Printed Name of Department Director
2. [Signature] 02/25/19
Grants Administration Division Date

1. _____
Department Director Signature Date
Mario D'Agostino
Printed Name of Department Director
2. _____
Grants Administration Division Date
3. _____
Legal Review Date

[Print This Page](#)

Agency Name: El Paso, City of
Grant/App: 3221403 **Start Date:** 9/1/2019 **End Date:** 8/31/2020

Project Title: El Paso-Urban Area Planner
Status: Application Pending Submission

Eligibility Information

Your organization's Texas Payee/Taxpayer ID Number:
17460007499049

Application Eligibility Certify:

Created on: 2/20/2019 11:09:58 AM By: Ricardo Gonzalez

Profile Information

Applicant Agency Name: El Paso, City of
Project Title: El Paso-Urban Area Planner
Division or Unit to Administer the Project: Office of Emergency Management
Address Line 1: 6055 Threadgill Ave.
Address Line 2:
City/State/Zip: El Paso Texas 79924-6327
Start Date: 9/1/2019
End Date: 8/31/2020

Regional Council of Governments(COG) within the Project's Impact Area: Rio Grande Council of Governments
Headquarter County: El Paso
Counties within Project's Impact Area: El Paso

Grant Officials:**Authorized Official**

Name: Pat Degman
Email: degmanpa@elpasotexas.gov
Address 1: 300 N Campbell
Address 1:
City: El Paso, Texas 79901
Phone: 915-212-1170 **Other Phone:**
Fax:
Title: Ms.
Salutation: Ms.
Position: Comptroller

Project Director

Name: Ricardo Gonzalez
Email: gonzalezrz@elpasotexas.gov
Address 1: 6055 Threadgill Ave.
Address 1:
City: El Paso, Texas 79924
Phone: 915-838-3263 **Other Phone:** 915-820-7021
Fax: 915-838-3261
Title: Mr.
Salutation: Mr.
Position: Grants Coordinator

Financial Official

Name: Elda Hefner
Email: rodriguez-hefnere@elpasotexas.gov
Address 1: 300 N. Campbell
Address 1:
City: El Paso, Texas 79901
Phone: 915-212-1795 **Other Phone:** 915-212-1162
Fax:
Title: Ms.
Salutation: Ms.
Position: Grants Administrator

Grant Writer

Name: Ricardo Gonzalez
Email: gonzalezrz@elpasotexas.gov
Address 1: 6055 Threadgill Ave.

Address 1:

City: El Paso, Texas 79924

Phone: 915-838-3263 Other Phone: 915-820-7021

Fax: 915-838-3261

Title: Mr.

Salutation: Mr.

Position: Grants Coordinator

Grant Vendor Information**Organization Type:** Unit of Local Government (City, Town, or Village)**Organization Option:** applying to provide homeland security services**Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):** 17460007499049**Data Universal Numbering System (DUNS):** 058873019**Narrative Information****Overview**

The purpose of the Homeland Security Grant Program (HSGP) is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community. HSGP supports core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery based on allowable costs.

Primary Mission and Purpose

State Homeland Security Program (SHSP): Supports state, Tribal and local preparedness activities that address high-priority preparedness gaps across all core capabilities where a nexus to terrorism exists. All investments must be consistent with capability targets set during the Threat and Hazard Identification and Risk Assessment (THIRA) process, and gaps identified in the State Preparedness Report (SPR).

Many activities which support the achievement of target capabilities related to terrorism preparedness may simultaneously support enhanced preparedness for other hazards unrelated to acts of terrorism. However, all SHSP projects must assist grantees in achieving target capabilities related to preventing, preparing for, protecting against, or responding to acts of terrorism.

Eligibility Requirements

Criminal History Reporting Entities receiving funds from HSGD must be located in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the Texas Department of Public Safety (DPS) as directed in the *Texas Code of Criminal Procedure, Chapter 60*. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system.

Uniform Crime Reporting (UCR) Eligible applicants operating a law enforcement agency must be current on reporting Part I violent crime data to the Texas Department of Public Safety (DPS) for inclusion in the annual Uniform Crime Report (UCR). To be considered eligible for funding, applicants must have submitted a full twelve months of accurate data to DPS for the most recent calendar year.

Note: The Texas Department of Public Safety (DPS) has established a goal set by the Texas Legislature for all local law enforcement agencies to implement and report crime statistics data by using the requirements of the National Incident-Based Reporting System (NIBRS) no later than September 1, 2019. Additionally, the Federal Bureau of Investigations (FBI) will collect required crime statistics solely through the NIBRS starting January 1, 2021. Due to these upcoming state and federal deadlines, grantees are advised that eligibility for future grant funding may be tied to compliance with NIBRS. Financial grant assistance for transitioning to NIBRS may be available for your jurisdiction from the Criminal Justice Division (CJD).

Program Requirements

National Incident Management System (NIMS) Implementation

Grantees are required to implement NIMS. The NIMS uses a systematic approach to integrate the best existing processes and methods into a unified national framework for incident management across all homeland security activities including prevention, protection, response, mitigation, and recovery. Grantees must use standardized resource management concepts for resource typing, credentialing, and an inventory to facilitate the effective identification, dispatch, deployment, tracking and recovery of resources.

Emergency Management Plans (Intermediate Level)

Cities and counties must have a current emergency management plan or be a legally established member of an inter-jurisdictional emergency management program with a plan on file with the Texas Department of Public Safety, Texas Division of Emergency Management (TDEM). Plans must be maintained throughout the entire grant performance period and must be at least at the Intermediate Level. If you have questions concerning your Emergency Management Plan (preparedness) level, contact your Emergency Management Coordinator (EMC) or your regional Council of Governments (COG). For questions concerning plan deficiencies, contact TDEM at tdem.plans@dps.texas.gov.

Program Income

Applicant agrees to comply with all federal and state rules and regulations for program income and agrees to report all program income that is generated as a result of the project's activities. Applicant agrees to report program income through a formal grant adjustment and to secure HSGD approval prior to use of the program income. Applicant agrees to use program income for allowable costs and agrees to expend program income immediately after HSGD's approval of a grant adjustment and prior to requesting reimbursement of funds.

Deduction Method - Program income shall be deducted from total allowable costs to determine the net allowable costs. Program income shall be used for current costs unless HSGD authorizes otherwise. Program income which the grantee did not anticipate at the time of the award shall be used to reduce the HSGD award and grantee match rather than to increase the funds committed to the project.

Asset Seizures and Forfeitures - Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (e.g., law enforcement entity).

Building and Sustaining Core Capabilities

1. All capabilities being built or sustained must have a clear link to one or more Core Capabilities in the National Preparedness Goal.
2. Many capabilities which support terrorism preparedness simultaneously support preparedness for other hazards. Grantees must demonstrate this dual-use quality for any activities implemented under this program that are not explicitly focused on terrorism preparedness. Activities implemented under SHSP must support terrorism preparedness by building or sustaining capabilities that relate to the prevention of, protection from, mitigation of, response to, and recovery from terrorism.
3. Funding should be used to sustain core capabilities. New capabilities should not be built at the expense of maintaining current and critically needed core capabilities. New capabilities must be aligned with capability targets and gaps identified through the THIRA/SPR process.

Mission Areas

The National Preparedness Goal organizes the core capabilities into the five mission areas:

- **Prevention.** Prevent, avoid or stop an imminent, threatened or actual act of terrorism.
- **Protection.** Protect our citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations, and way of life to thrive.
- **Mitigation.** Reduce the loss of life and property by lessening the impact of future disasters.
- **Response.** Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.
- **Recovery.** Recover through a focus on the timely restoration, strengthening and revitalization of infrastructure, housing and a sustainable economy, as well as the health, social, cultural, historic and environmental fabric of communities affected by a catastrophic incident.

Overall Certification

Each applicant agency must certify to the specific requirements detailed above as well as all requirements within the HSGD Funding Announcement, the eGrants application, the OOG's Guide to Grants, and the OOG's Grantee Conditions and Responsibilities to be eligible for this program.

_ I certify to all of the application content and requirements.

Project Summary :

Briefly summarize the project, including proposed activities and intended impact.

The project summary will fund a full-time position - Public Safety Planner to assist in coordination of disaster response or crisis management activities, provide disaster preparedness training, and prepare draft emergency plans and procedures for natural (e.g., hurricanes, floods, earthquakes), wartime, or technological (e.g., nuclear power plant emergencies, hazardous materials spills) disasters or hostage situations. Involves: Research and maintenance of emergency management plans for the El Paso County and its seven jurisdictions such as disaster recovery, communications, mass notification and warning, and resource management. Additional plans include Continuity of Operations Plans and Continuity of Government Plans for the seven incorporated jurisdictions and County of El Paso. Regional training and exercise coordination and development for EOC staff and emergency management partners, and Incident Management Team personnel. Development of after action reviews/reports and tracking of corrective actions. Maintenance and development of mutual aid agreements in the El Paso region to enhance regional response and coordination. Regional threat and critical infrastructure threat assessments.

Coordinate and train volunteers and community groups in emergency preparedness and resiliency activities.

Problem Statement :

Provide a detailed account of the issues, threats or hazards that your project will target. For federal Homeland Security Grants, include specific references to the regional or state *Threat and Hazard Identification and Risk Assessment (THIRA)*, as applicable.

This project will target the following threats or hazards identified in the regional THIRA include natural (Pg 1), technological (Pg 1) and manmade threats (pg 2-3), and hazards and risks such as flooding (pg 1), wildfires (pg 2), hazardous materials incidents (Pg 1), chemical attacks (Pg 2), radiological incidents (pg 2), and active shooter events (pg 6). Beyond the THIRA, additional threats unique to the US/Mexican border include human trafficking, mass migration, pandemics and the continued cartel violence due to the drug trade.

Existing Capability Levels :

Describe the existing capability levels, including resources that are currently in place to support this project prior to the use of grant funds.

Currently the El Paso City/County Office of Emergency Management is staffed with two (2) planners. One planner is paid through 2018 SHSP Grant 3221402. The one planner is in the general fund. This grant is for the continuation of the current planner under 2018 SHSP Grant 3221402. This planner and is responsible for local and regional emergency response, mitigation and recovery plans, continuity of operations/continuity of government plans, and local and regional exercises/training. Previously under UASI, El Paso OEM operated with three planners this grant would allow El Paso to be back to this staffing.

Capability Gaps:

Describe the capability gaps which will be addressed by the project. For federal Homeland Security Grants, include specific references to the regional or statewide State Preparedness Report (SPR).

Due to budget constraints, the adequate amount of personnel needed to perform the following capabilities not available or realistic. Based on the RGCOC's 2018 SPR, this project will address following capability gap is listed below which is referenced on the listed core capabilities with additional supporting planning, organization, equipment, training and exercise (POETE) components referenced therein: Additional personnel (total of 14 new planners; two per jurisdiction) to develop and implement plans. The additional planners would be responsible for maintaining the plans and assisting those jurisdictions to include municipalities and regional stakeholders that don't have established plans. Page 4. (Planning Core Capability) -Organization - Capability Gap POETE Page 7. Public Information and Warning - Organization - Capability Gap (POETE) Page 15. Intelligence and Information Sharing - Planning-- Capability Gap (POETE) Page 18. Interdiction and Disruption - Planning - Capability Gap (POETE) Page 21. Screening, Search, and Detection - Planning - Capability Gap (POETE) Page 10 Operational Coordination Core Capability - Organization -Capability Gap (POETE) Page 28 Physical Protective Measures - Planning -Capability Gap (POETE) Page 33 Supply Chain Integrity and Security - Planning -Capability Gap (POETE) Pg 35. Community Resilience - Planning - Capability Gap (POETE) Pg 37 Long-term Vulnerability Reduction - Planning - Capability Gap (POETE) Pg39 Risk and Disaster Resilience Assessment - Planning -Capability Gap (POETE) . Pg 50 Fatality Management Services - Planning - Capability Gap (POETE) Pg 55. Infrastructure Systems - planning - Capability Gap (POETE) Pg 63. Mass Search and Rescue Operations - Planning -Capability Gap (POETE) Pg 60. Mass Care Services - planning- Capability Gap (POETE) Pg 66. On-scene Security, Protection, and Law Enforcement - Planning - Capability Gap (POETE) Pg 69. Operational Communications - Planning -Capability Gap (POETE) Pg 88. Natural and Cultural Resources - Planning - Capability Gap (POETE) Pg 85. Housing - Planning -Capability Gap (POETE) Pg 73. Public Health, Healthcare, and Emergency Medical Services - Planning - Capability Gap (POETE) Pg 76. Situational Assessment - Planning -Capability Gap (POETE) Pg 79. Economic Recovery - Planning -Capability Gap (POETE) Pg 82Health and Social Services - Planning -Capability Gap (POETE)

Impact Statement :

Describe the project goals/objectives and how this project will maintain capabilities or reduce capability gaps. The goals and objectives of this project will address 26 of the 32 Core Capability gaps identified and supported throughout the RGCOC 2018 SPR. With the added personnel, the Office of Emergency Management will be able to increase local and regional community preparedness, enhance local and regional emergency response, mitigation and recovery plans, and continuity of operations/government plans for the county of El Paso and its seven jurisdictions, and create additional local and regional training and exercises.

Homeland Security Priority Actions:

Identify the Texas Homeland Security Priority Action most closely aligned with this project. Each Priority Action is linked with an *Objective from the Texas Homeland Security Strategic Plan (HSSP)*. List the Priority Action by number and text (e.g. 1.2.3 *Expand and enhance the network of human sources that can provide detailed and relevant information on known or suspected terrorist and criminal enterprises.*)

3.1.3 Provide technical assistance and training to local jurisdictions to encourage the development of hazard mitigation plans based on vulnerability assessments.

Target Group :

Identify the target group and population expected to benefit from this project.

The target group and population expected to benefit from this project includes the County of El Paso, its seven incorporated cities and unincorporated areas for a population of over 835,000. Due to mutual aid agreements and regional response capabilities (Hazardous Materials, USAR, etc.) that the project supports, additional benefits would include the cities and counties that make up Texas Disaster District 8, Dona Ana County in southern New Mexico, and Ciudad Juarez (sister city agreements) making up a regional benefit of over 2.5 million people.

Long-Term Approach:

Describe how the applicant agency will maintain the capabilities supported by this project without additional federal or state funds. If sustainment is dependent upon federal or state grants, describe the ongoing need for future grants, as applicable. Due to budget constraints, loss of UASI and limited EMPG funding, the Office of Emergency Management will continue to seek federal grants to keep the planner position beyond the project period.

Project Activities Information**HSGP Instructions for Project Activity Selection**

Homeland Security Grant Program (HSGP) applicants should only select one project activity. The eGrants system will allow multiple selections, but each HSGP subrecipient project must fit into one and only one of the Investment Categories that are listed as project activities under the "Activity List".

Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Public Safety Planner	100.00	Public Safety Planner - This is a continuation of a full-time position to assist in coordination of disaster response or crisis management activities, provide disaster preparedness training, and prepare draft emergency plans and procedures for natural (e.g., hurricanes, floods, earthquakes), wartime, or technological (e.g., nuclear power plant emergencies, hazardous materials spills) disasters or hostage situations. Involves: Research and maintain emergency management plans for the El Paso City/County region such as disaster recovery, communications, Emergency Operations Center (EOC) Activation Guide, Continuity of Government, Continuity of Operations for city and county departments and resource management. Coordinate and train volunteers in emergency preparedness activities. This is a continuation of a full time position that we will keep for a one-year performance period.

Measures Information**Objective Output Measures**

OUTPUT MEASURE	TARGET LEVEL
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Objective Outcome Measures

OUTCOME MEASURE	TARGET LEVEL
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Custom Output Measures

CUSTOM OUTPUT MEASURE	TARGET LEVEL
Number of community preparedness (CCP, CERT or other similar agency sponsored programs) events held.	10
Number of exercises conducted.	8
Number of individuals participating in exercises.	1000
Number of plans developed or updated.	17
Number of plans reviewed.	68

Custom Outcome Measures

CUSTOM OUTCOME MEASURE	TARGET LEVEL
Number of people trained.	450
Number of people participating in community preparedness events.	320
Number of stakeholders participating in planning/coordination meetings.	2000

Resolution from Governing Body

Applications from nonprofit corporations, local units of governments, and other political subdivisions must include a resolution that contains the following:

1. Authorization by your governing body for the submission of the application to OOG/HSGD that clearly identifies the name of the project for which funding is requested;
2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update HSGD should the official change during the grant period.); and
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to HSGD.

Upon approval from your agency's governing body, upload the approved resolution to eGrants by going to the Upload.Files tab and following the instructions on Uploading eGrants Files.

Contract Compliance

Will HSGD grant funds be used to support any contractual or professional services?

Select the Appropriate Response:

☐ Yes
☒ No

For applicant agencies that selected Yes above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

Enter a description for monitoring contract compliance:

Lobbying

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds 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 employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

Select the Appropriate Response:

☐ Yes
☒ No
☐ N/A

For applicant agencies that selected either No or N/A above, have any non-federal funds 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 employee of Congress in connection with this federal contract, loan, or cooperative agreement?

☐ Yes
☒ No
☐ N/A

Fiscal Year

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

Enter the Begin Date [mm/dd/yyyy]:

9/1/2019

Enter the End Date [mm/dd/yyyy]:

8/31/2020

Sources of Financial Support

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the following sources:

Enter the amount (\$) of Federal Grant Funds:

60273379

Enter the amount (\$) of State Grant Funds:

7546566

Single Audit

Applicants who expend less than \$750,000 in federal grant funding or less than \$750,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a HSGD grant. However, HSGD may require a limited scope audit as defined in 2 CFR Part 200, Subpart F - Audit Requirements.

Has the applicant agency expended federal grant funding of \$750,000 or more, or state grant funding of \$750,000 or more during the most recently completed fiscal year?

☒ Yes☐ No

Applicant agencies that selected Yes above, provide the date of your organization's last annual single audit, performed by an independent auditor in accordance with the State of Texas Single Audit Circular; or CFR Part 200, Subpart F - Audit Requirements.

Enter the date of your last annual single audit:

8/31/2017

Debarment

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):

- 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 participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing 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; or
- 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 the above bullet; and 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.

Select the appropriate response:

☒ I Certify☐ Unable to Certify

Enter the debarment justification:

FFATA Certification

Certification of Recipient Highly Compensated Officers – The Federal Funding Accountability and Transparency Act (FFATA) requires Prime Recipients (HSGD) to report the names and total compensation of each of the five most highly compensated officers (a.k.a. positions) of each sub recipient organization for the most recently completed fiscal year preceding the year in which the grant is awarded if the subrecipient answers YES to the FIRST statement but NO to the SECOND statement listed below.

In the sub recipient's preceding completed fiscal year, did the sub recipient receive: (1) 80 percent or more of its annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; AND (2) \$25,000,000 or more in annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements?

☐ Yes☒ No

Does the public have access to information about the compensation of the senior executives through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or Section 6104 of the Internal Revenue Code of 1986?

☐ Yes☒ No

If you answered YES to the FIRST statement and NO to the SECOND statement, please provide the name and total compensation amount of each of the five most highly compensated officers (a.k.a. positions) within your agency for the current calendar year. If you answered NO to the first statement you are NOT required to provide the name and compensation amounts. NOTE: "Total compensation" means the complete pay package of each of the sub recipient's compensated officers, including all forms of money, benefits, services, and in-kind payments (see SEC Regulations: 17 CCR 229.402).

Position 1 - Name:

Position 1 - Total Compensation (\$):

0

Position 2 - Name:
Position 2 - Total Compensation (\$):
0
Position 3 - Name:
Position 3 - Total Compensation (\$):
0
Position 4 - Name:
Position 4 - Total Compensation (\$):
0
Position 5 - Name:
Position 5 - Total Compensation (\$):
0

Homeland Security Information

FUND SOURCE INFORMATION AND REQUIREMENTS

DHS Project Type: Develop/enhance homeland security/emergency management organization and structure

Capabilities

Core Capability: Planning

Identify if this investment focuses on building new capabilities or sustaining existing capabilities. : Existing Capabilities (Sustain)

Are the assets or activities Deployable or Shareable: Shareable

☐ Check if this Investment requires new construction or renovation, retrofitting, or modification of existing structures

☐ Check if these funds will support a project that was previously funded with HSGP funding

Project Management Step Involved:

Check the step that most closely resembles the phase of the project activities to be completed during the grant period.

Step: Initiate

Description: The authorization to begin work or resume work on any particular activity.

Process: Involves preparing for, assembling resources and getting work started. May apply to any level, e.g. program, project, phase, activity, task.

Milestones

Milestone: Execute the 2018 Sub-recipient award and continue with EM planner; Completion Date: 09-01-2019
Milestone: Develop and maintain EM emergency plans for El Paso Region ; Completion Date: 12-31-2019
Milestone: Provide disaster and terrorism preparedness training to El Paso region; Completion Date: 05-01-2020
Milestone: Plans updated and coordination meetings/actions completed; Completion Date: 08-31-2020

NIMS Resources

☐ Check if this project supports a NIMS typed resource

Enter the name of the typed resources from the Resource Type Library Tool:

Enter the ID of the typed resources from the Resource Type Library Tool:

Fiscal Capability Information

Section 1: Organizational Information

THIS SECTION APPLIES TO NONPROFIT CORPORATIONS ONLY

Enter the Year in which the Corporation was Founded:

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status:

Enter the Employer Identification Number Assigned by the IRS:

Enter the Charter Number assigned by the Texas Secretary of State:

Section 2: Accounting System**THIS SECTION APPLIES TO NONPROFIT CORPORATIONS ONLY**

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization (general ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis, or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts).

Select the appropriate response:

- ☐ Yes
☐ No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost categories?

Select the appropriate response:

- ☐ Yes
☐ No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and his or her supervisor?

Select the appropriate response:

- ☐ Yes
☐ No

If you answered 'No' to any question above in the Accounting System section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

Section 3: Financial Capability**THIS SECTION APPLIES TO NONPROFIT CORPORATIONS ONLY**

Grant agencies should prepare annual financial statements. At a minimum, current internal balance sheet and income statements are required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grant agency during a fiscal year.

Has the grant agency undergone an independent audit?

Select the appropriate response:

- ☐ Yes
☐ No

Does the organization prepare financial statements at least annually?

Select the appropriate response:

- ☐ Yes
☐ No

According to the organization's most recent Audit or Balance Sheet, are the current total assets greater than the liabilities?

Select the appropriate response:

- ☐ Yes
☐ No

If you selected 'No' to any question above under the Financial Capability section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

Section 4: Budgetary Controls**THIS SECTION APPLIES TO NONPROFIT CORPORATIONS ONLY**

Grant agencies should establish a system to track expenditures against budget and / or funded amounts.

Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include drawing down grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?

- ☐ Yes
☐ No

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?

- ☐ Yes
☐ No

If you selected 'No' to any question above under the Budgetary Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

Section 5: Internal Controls**THIS SECTION APPLIES TO NONPROFIT CORPORATIONS ONLY**

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits.

Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?

Select the appropriate response:

- ☐ Yes
☐ No

Is there separation of responsibility in the receipt, payment, and recording of costs?

Select the appropriate response:

- ☐ Yes
☐ No

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what action will be taken to ensure accountability.
 Enter your explanation:

Budget Details Information

Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Personnel	Planner (Planning)	Public Safety Planner - This is a continuation of a full-time position to assist in coordination of disaster response or crisis management activities, provide disaster preparedness training, and prepare draft emergency plans and procedures for natural (e.g., hurricanes, floods, earthquakes), wartime, or technological (e.g., nuclear power plant emergencies, hazardous materials spills) disasters or hostage situations. Involves: Research and maintain emergency management plans for the El Paso City/County region such as disaster recovery, communications, Emergency	\$50,080.00	\$0.00	\$0.00	\$0.00	\$50,080.00	100

		Operations Center (EOC) Activation Guide, Continuity of Government, Continuity of Operations for city and county departments and resource management. Coordinate and train volunteers in emergency preparedness activities. This is a continuation of a full time position that we will keep for a one-year performance period.						
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Source of Match Information**Detail Source of Match/GPI:**

DESCRIPTION	MATCH TYPE	AMOUNT
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Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Budget Summary Information**Budget Summary Information by Budget Category:**

CATEGORY	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Personnel	\$50,080.00	\$0.00	\$0.00	\$0.00	\$50,080.00

Budget Grand Total Information:

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$50,080.00	\$0.00	\$0.00	\$0.00	\$50,080.00

Condition Of Fundings Information

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Funds	Hold Line Item Funds
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You are logged in as User Name: Gonzalezrz