


(UGMS); and Title 1, Part 1, Chapter 3 of the Texas Administrative Code, that govern the application, acceptance and use of State funds for this project. In instances where multiple requirements apply to a grantee, the more restrictive requirement applies. Specifically, the applicable requirements of Form A-5 must be certified by signature. The name and title of the Authorized Representative must be entered in the space provided and the form should be signed and dated by the Authorized Representative; see above for a definition of Authorized Representative.

- 6) Statement of Work (SOW) (Form A-6). This form is self explanatory and must be completed to explain how you intend to implement the project objectives.
- 7) Direct Deposit Authorization Form (Form 74-176). This form is available on the Texas State Comptroller's website. The following link will locate the required direct deposit form. <http://www.window.state.tx.us/taxinfo/taxforms/74-176.pdf> . The Grant Financial Officer must sign this form.
- 8) A copy of your local overtime policy. For our records.
- 9) Copy of your pay schedule for grant period.

 10) **A copy of your certified resolution that states that your city or county is approving the application and acceptance of any LBSP grant funds that the Texas Department of Public Safety, Texas Rangers Division issues for the period of performance of January 1, 2013 through August 31, 2013.**

- d. Submit the complete LBSP-13 Application package ***directly to the Texas Ranger Division, Operations Section not later than December 31, 2012.*** Retain a copy of your submission for use in submitting required Activity and Financial Reports. Mail your LBSP-13 Application to:

Operation Border Star 2013  
Texas Ranger Division  
Texas Department of Public Safety  
CO: ***Brandy Prinz, Grant Coordinator***  
PO Box 4087  
Austin, TX 78773-0602

If you prefer to overnight the application you can send that to:

6100 Guadalupe St Bldg. E, 1<sup>st</sup> Floor  
Austin, TX 78773-0602

If you prefer to scan and email the application send it to:

brandy.prinz@dps.texas.gov

## 2. TEXAS RANGER DIVISION

- a. After screening LBSP-13 applications, the Texas Department of Public Safety will notify applicants, typically by e-mail, of any problems with their application and request they resolve them.