

STATE OF TEXAS §

COUNTY OF HIDALGO §

**INTERLOCAL COOPERATION AGREEMENT  
BETWEEN TEXAS DEPARTMENT OF PUBLIC SAFETY AND  
THE COUNTY OF HIDALGO, TEXAS**

This Agreement is made and entered into this Seventeenth day of June, 2014, by and between the County of Hidalgo, a political subdivision of the State of Texas (hereinafter referred to as "County") and the DEPARTMENT OF PUBLIC SAFETY of the State of Texas, a state agency, (hereinafter referred to as "TxDPS") pursuant to the provisions of the Texas Interlocal Cooperation Act, as follows:

**WITNESSETH:**

**WHEREAS**, County was awarded a grant hereinafter referred to as "Operation Stonegarden" or the "Grant" in the amount of \$800,817.00 from the U.S. Department of Homeland Security ("DHS") with CFDA# 97.067 through the State of Texas Governor's Division of Emergency Management ("GDEM") and the Texas Department of Public Safety ("TxDPS"), of which certain funds are intended to be subcontracted to various local police departments including TxDPS's police department;

**WHEREAS**, the purpose of the Grant is to assist counties along the United States borders to enhance law enforcement preparedness and operational readiness among regional law enforcement agencies in a joint mission to secure the borders;

**WHEREAS**, the Grant allows local law enforcement agencies that have completed the 2013 Eligibility Certification Form, attached hereto as **Exhibit "C"**, to use funds for certain law enforcement operating expenses while participating in border security operations approved by DHS;

**WHEREAS**, the Grant requires County, as the grant recipient, to comply with certain terms and conditions more particularly described in **Exhibit "A"** attached hereto and entitled, "Texas Department of Public Safety 2011 Sub-Recipient Agreement for Hidalgo County," dated April 25, 2012, and further requires any sub-recipient accepting funding from the Grant through a subcontract or agreement to also comply with certain provisions of the terms and conditions stated in the attached **Exhibit "A"**;

**WHEREAS**, TxDPS desires to carry out DHS eligible activities as described in the **Statement of Work** attached hereto as **Exhibit "D"**;

**WHEREAS**, the County proposes to contract with TxDPS in order that the eligible activities described in **Exhibit "D"** can be carried out for the benefit of the residents of County and TxDPS.

**NOW THEREFORE**, County and TxDPS in consideration of the mutual covenants expressed hereinafter, agree as follows:

## **SECTION I RULES AND REGULATIONS**

The TxDPS agrees to cooperate with the County in respect to the implementation of the Grant within its jurisdiction and as supported under Public Law 110-161, Department of Homeland Security Appropriation Act of 2008.

## **SECTION II DEBARMENT/SUSPENSION CERTIFICATION**

TxDPS certifies that TxDPS and its contractors/vendors associated with this Agreement are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any federal department or agency and do not appear in the Excluded Parties List System found at <http://sam.gov> (as per State Administrative Agency Bulletin No. 12-003 attached as **Exhibit "F"** or its successor).

## **SECTION III TERMS AND CONDITIONS AND STATEMENT OF WORK**

TxDPS represents that it has read and understood the Sub-Recipient Agreement between the County and the TxDPS attached hereto as **Exhibit "A"** and as a condition of participating in the Grant, TxDPS agrees to comply with all terms and conditions required of entities accepting funds through an agreement and TxDPS further agrees to perform services as outlined in the Statement of Work (**Exhibit "D"**) for and in consideration of reimbursement from County in an amount not to exceed \$97,981.33 as delineated in the **TxDPS Grant Budget (See attached Exhibit "E") and cost Reimbursement Request Form (See attached Exhibit "F")**. The performance period will begin on June 1, 2014 and end on July 18, 2014.

TxDPS agrees to attain scheduling approval from Customs and Border Protection/Border Patrol prior to performing any work, and shall provide County with approved schedule. TxDPS further represents and understands that TxDPS shall not receive any Grant funds and/or reimbursements for any work not previously approved or that is outside the approved schedule.

TxDPS agrees to notify County in writing and obtain from County written approval, prior to any proposed changes, delays or departures from the Statement of Work (**See Exhibit "D"**) and the TxDPS Grant Budget (**See Exhibit "E"**).

County shall not be liable for costs incurred or performances rendered by TxDPS before commencement of this Agreement or after termination of this Agreement and shall not be responsible for reimbursements pertaining to costs incurred or performances rendered that are not in compliance with the Statement of Work (**See Exhibit "D"**) and the TxDPS Grant Budget (**See Exhibit "E"**).

TxDPS agrees to provide County with copies of all current and applicable payment and overtime policies, workers compensation policies, retirement rates, unemployment rates, and any other reimbursable benefit and rates of payment as required for reimbursement under the TxDPS Grant Budget (**See Exhibit "E"**).

TxDPS shall tag and inventory all equipment and assets purchased with Grant funds by tagging and placing identification labels identifying the Grant name and year in accordance with State Administrative Agency Bulletin No. 12-004 or its successor (**See Exhibit "F"**). TxDPS shall conduct physical inventory on a monthly basis and provide County with a complete and accurate listing of equipment/assets including tag numbers, id numbers and serial numbers with photographs depicting same.

TxDPS shall take ownership and complete control of equipment/assets purchased with Grant funds after grantee has completed all required work relating to the Grant or once the period of performance for the Grant ends, whichever comes first.

#### **SECTION IV RECORDS AND REPORTS**

TxDPS agrees to establish and maintain all necessary records and reports that may be necessary for reimbursement from County of Grant funds, including but not limited to the Cost Reimbursement Form (**See Exhibit "F"**), Activity Log (**See Exhibit "H"**), and the Annual Inventory Control Requirement Form (**See Exhibit "F"**) which must be submitted to County by June 1, 2014. TxDPS shall provide County with a weekly report (**See Exhibit "G"**). TxDPS shall further provide County with a monthly Property Acquisition Form to include photographs of each equipment/asset and updates on equipment/assets secured with Grant funds. (**See Exhibit "I"**). The Inventory Log shall meet federal requirements by identifying assets with an appropriate tag number, identification or serial number affixed to the corresponding equipment/asset, and photographs showing same. (**See Exhibit "F"** including State Administrative Agency Bulletin No. 12-004 or its successor attached thereto.)

TxDPS understands that it is solely the TxDPS's responsibility to keep all records and reports pertaining to Grant activity within their municipality in a manner acceptable to County. Failure to maintain records and reports may result in delay or forfeiture of the TxDPS's designated Grant funds.

#### **SECTION V MONITORING VISITS**

TxDPS shall allow County to conduct on-site monitoring visits to assure compliance with applicable federal requirements, terms and conditions, and adequacy of timeliness of performance by TxDPS and those performance goals are being achieved, if applicable. TxDPS shall give Homeland Security, GDEM, TxDPS, the Comptroller General of the United States, County, County Auditor, and any of their duly authorized representative, unobstructed and full access to and the right to examine all books, accounts, records, reports, files, and other papers, things or property belonging to or in use by TxDPS pertaining to this Agreement.

## **SECTION VI PAYMENT REQUESTS**

TxDPS agrees to submit to the County Auditor's Office, a properly completed SSA/Division of Emergency Management Cost Reimbursement Request (**See Exhibit "F"**) and all supporting documentation, including but not limited to General Ledger Reports, Payroll Distribution Reports, Time Sheets, Activity Logs (**See Exhibit "H"**), Property Acquisition Form (**See Exhibit "I"**), Copies of Invoices, and other related information whether or not requested by County on a monthly basis no later than the 15<sup>th</sup> of each month for the previous month. Each Cost Reimbursement Request shall be completed pursuant to the instructions and State Administration Agency Bulletin Nos. 11-005 and 12-005 (or their successors) included in the attached **Exhibit "F"**.

TxDPS and County agree that all unused Grant funds at the end or termination of this Agreement will be reallocated or reprogrammed by County.

## **SECTION VII AUDIT REQUIREMENTS**

TxDPS agrees to comply with the applicable requirements and standards as set forth in OMB Circular A-133, Audits of States, Local Governments and Non-Profit organizations.

If TxDPS expends Five Hundred Thousand Dollars, (\$500, 000.00) or more in federal grant funds in the fiscal year, TxDPS must, within nine (9) months from the end of the fiscal year, supply County with an audit of revenues and expenditures conducted by a certified public accountant. If the TxDPS expends less than \$500,000.00 in federal grant funds in a calendar year, then it is exempt from the OMB Circular A-133 audit requirements for that year; however, records must be available for review or audit by appropriate officials of the federal agency, the General Accounting Office and County. If a TxDPS is exempt, TxDPS will provide to County a copy of TxDPS's Financial Statements for the most recent fiscal year ended. TxDPS must complete and provide to County a completed Property Acquisition Form **Exhibit "I"** to be submitted monthly. If applicable, TxDPS agrees to cooperate with the County relating to any inquires regarding audits and TxDPS acknowledges that a Financial Audit shall be provided to County at the expense of the TxDPS. Audit information shall be available to County staff, and any and all applicable federal agencies.

TxDPS shall further provide County with a final report and all documentation required no later than 60 days prior to the completion of the project.

## **SECTION VIII SUSPENSION AND TERMINATION**

TxDPS understands that this Agreement may be suspended or terminated if TxDPS materially fails to comply with the provisions of the Agreement or the provisions so listed in attached **Exhibits "A"** through **"I"**.

If TxDPS fails to fulfill in a timely and proper manner its obligations under this Agreement, or TxDPS violates any of the agreements or stipulations of this Agreement, then the County shall provide TxDPS written notification of such non-performance. Such non-performance may be the basis for immediate termination of the Agreement. **Should any breach by the TxDPS of this Agreement relate to a violation of federal law or regulation that results in GDEM, TxDPS or Homeland Security demanding reimbursement from the County or the TxDPS or its successor, the County will terminate Agreement and seek reimbursement of all funds from TxDPS.** TxDPS shall not be relieved of the liability to the County for damages sustained by the County by virtue of any breach of this Agreement by TxDPS and County may withhold any payments to TxDPS for violations of state, local or federal regulations. Should the county become aware of any activity by TxDPS, which would jeopardize the County's position with Homeland Security, GDEM, TxDPS or any other state or federal agency, or which would cause a payback of federal funds, than the County may take appropriate action including injunctive relief against TxDPS to prevent the transaction as aforesaid. The failure of the County to exercise any right shall in no way constitute a waiver by the County to otherwise demand payment or seek any other relief in law or in equity to which it may be justly entitled.

It is expressly agreed that this Agreement may not be amended except in writing upon the joint action of the governing bodies of both the County and TxDPS.

## **SECTION IX ASSETS**

TxDPS shall not purchase any asset unless so permitted by the County and such procurement shall be done in the form and manner so required by the County.

The requirements for real and personal property acquired with federal awards are contained in the Common rule of the Office of Management and Budget (OMB) Circular A-102, "Grants and Cooperative Agreements with State and Local Governments." The Common Rule of OMB Circular A-102 has been adopted by reference in the Uniform Grant Management Standards (UGMS). Recipients and sub-recipients of federal pass-through and other funds from state agencies are subject to the requirements of UGMS.

UGMS requires grant recipients and Sup-recipients to maintain property records, perform a physical inventory at least once every two years, reconcile results of the physical inventory to property records, safeguard the property, maintain the property, and use proper sales procedures to ensure the highest possible return.

To comply with the federal and state requirements regarding property records, TxDPS is required to keep a Property Acquisition Form to include a list of equipment and assets acquired with grant funds. This list should include a description of the property, a serial number or other identification number, the source of property, name of title holder, the acquisition date, cost of the property, percentage of federal or state participation in the cost of the property, the location,

use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property (See Exhibit "I").

The disposition of any asset improved or acquired in part or in whole with Grant funds by the TxDPS during the Grant period or after expiration of the Grant period, must have prior written approval of the County and County shall be reimbursed for the asset, if sold, in the full amount of the fair market value of the disposed asset. Upon such reimbursement to the County, the TxDPS shall become the owner of such asset purchased or acquired through the Grant funds and shall be responsible for the care, maintenance and repair of same. This reimbursement process shall also be applicable and in full force and effect for any asset which is no longer used for its intended Grant purpose by the TxDPS at any time during the Grant period or after expiration of the Grant period. The Parties are further required to comply with 44 CFR 13.32(e) regarding the disposition of assets acquired with Grant funds.

#### **SECTION X LIABILITY FOR DISALLOWED COSTS**

The TxDPS understands and agrees that it shall be liable to County for any costs disallowed pursuant to financial and compliance audit(s) of TxDPS agreement funds. The TxDPS further understands and agrees that reimbursement to County of such disallowed costs shall be paid by the TxDPS from funds that were not provided or otherwise made available to TxDPS pursuant to this Agreement or any other federal contract.

#### **SECTION XI INDEMNITY CLAUSE AND INSURANCE REQUIREMENT**

TxDPS agrees to hold harmless the County its elected officials, officers, employees, consultants, or agents and to indemnify County's elected officials, employees, consultants or agents and to defend County against any and all claims brought against County by elected officials, officers, employees, or agents of TxDPS or brought by any third person arising in any manner directly or indirectly from TxDPS programs, activities or events conducted pursuant to this Agreement.

TxDPS shall acquire, maintain and furnish to County a Certificate of Insurance as proof that it has secured and paid for policies of public liability and automobile insurance to cover all operations and services under this Agreement with limits of not less than \$300,000.00 per occurrence, \$1,000,000.00 aggregate, covering all risks incident to or in connection with the execution, performance, attempted performance or non-performance of this Agreement. This requirement shall be to meet TxDPS's duty of indemnification under this paragraph.

#### **SECTION XII PROCUREMENT**

TxDPS agrees to conform to its own applicable purchasing laws, regulations, employment policies and procedures with respect to any purchases or employment in relation to the Grant and/or this Agreement.

### **SECTION XIII CONFLICT OF INTEREST**

TxDPS covenants that none of its elected officials, officers, employees, consultants, or agents who exercise influence on the decision-making process presently has or will have any interest, direct or indirect, with any person, corporation, company or association that is hired to carry out any of the activities funded by the Grant. TxDPS agrees that all elected officials, officers, employees, consultants or agents shall comply fully with the requirements of Texas Local Government Code Chapter 171.

TxDPS agrees that no person who is an elected official, officer, employee, consultant, or agent of the TxDPS's organization or the County's organization shall gain any interest in any corporation, company, or association that is hired to carry out any of the activities so listed in the attached Exhibit "A" during the Grant period or for a period of one (1) year thereafter.

TxDPS is responsible for repayment of funds associated with any conflict of interest that may occur either knowingly or unknowingly.

### **SECTION XIV MISCELLANEOUS PROVISIONS**

**Conflict with Applicable Law.** Nothing in this Agreement shall be construed so as to require the commission of any act contrary to law, and whenever there is any conflict between any provision of this Agreement and any present or future law, ordinance or administrative, executive or judicial regulation, order or decree, or amendment thereof, contrary to which the parties have no legal right to contract, the latter shall prevail, but in such event the affected provision or provisions of this Agreement shall be modified only to the extent necessary to bring them within the legal requirements and only during the time such conflicts exists.

**No Waiver.** No waiver by County of any breach of any provision of this Agreement shall be deemed to be a waiver of any preceding or succeeding breach of the same or any other provision hereof.

**Entire Agreement.** This Agreement contains the entire contract between the parties hereto, and each party acknowledges that neither has made (either directly or through any agent or representative) any representations or agreements in connection with this Agreement not specifically set forth herein. This Agreement may be modified or amended only by agreement in writing executed by County and TxDPS, and not otherwise.

**Texas Law to Apply.** This Agreement shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Hidalgo County, Texas. The parties hereby consent to personal jurisdiction in Hidalgo County, Texas.

**Notice.** Except as may be otherwise specifically provided in this Agreement, all notices, demands, requests or communications required or permitted hereunder shall be in writing and shall either be (i) personally delivered against a written receipt, or (ii) sent by electronic mail, or (iii) sent by registered or certified mail, return receipt requested, postage prepaid and addressed to the parties at the addresses set forth below, or (iv) sent by facsimile to the parties at the addresses set forth below, as may have been theretofore specified by written notice delivered in accordance herewith:

If to County: County of Hidalgo  
302 W. University Dr.  
Edinburg, TX 78539

If to TxDPS: Director  
Texas Department of Public Safety  
P.O. Box 4087  
Austin, TX 78773

Each notice, demand, request or communication which shall be delivered or mailed in the manner described above shall be deemed sufficiently given for all purposes at such time as it is personally delivered to the addressee or, if mailed, at such time as it is deposited in the United States mail.

**Additional Documents.** The parties hereto covenant and agree that they will execute such other and further instruments and documents as are or may become necessary or convenient to effectuate and carry out the terms of this Agreement.

**Successors.** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors, and assigns where permitted by this Agreement.

**Assignment.** This Agreement shall not be assignable by TxDPS. County may assign this Agreement without the consent of TxDPS.

**Headings.** The headings and captions contained in this Agreement are solely for convenient reference and shall not be deemed to affect the meaning or interpretation of any provision or paragraph hereof.

**Gender and Number.** All pronouns used in this Agreement shall include the other gender, whether used in the masculine, feminine or neuter gender, and the singular shall include the plural whenever and as often as may be appropriate.

**Authority to Execute.** The execution and performance of this Agreement by County and TxDPS have been duly authorized by all necessary laws, resolutions or corporate action, and this Agreement constitutes the valid and enforceable obligations of County and TxDPS in accordance with its terms.

**WITNESS THE HANDS OF THE PARTIES** effective as of the day and year first written above.

**TEXAS DEPARTMENT OF PUBLIC SAFETY**

\_\_\_\_\_  
Steven C. McCraw, Director

**THE COUNTY OF HIDALGO**

\_\_\_\_\_  
Ramon Garcia, County Judge

**ATTEST**

\_\_\_\_\_  
Arturo Guajardo, Jr., County Clerk

**APPROVED AS TO FORM:**

Office of Hidalgo County Criminal District Attorney,  
Rene Guerra

By: \_\_\_\_\_  
Michael L. Garza,  
Assistant District Attorney

## **TABLE OF EXHIBITS**

|             |   |
|-------------|---|
| Exhibit "A" | Grant Term and Conditions                         |
| Exhibit "C" | Eligibility Certification Form                    |
| Exhibit "D" | Statement of Work                                 |
| Exhibit "E" | City Grant Budget                                 |
| Exhibit "F" | Cost Reimbursement Request Form and SAA Bulletins |
| Exhibit "G" | Weekly Report                                     |
| Exhibit "H" | Activity Log                                      |
| Exhibit "I" | Property Acquisition Form                         |

# **EXHIBIT “A”**

**GOVERNOR’S DIVISION OF EMERGENCY MANAGEMENT  
(TEXAS DEPARTMENT OF PUBLIC SAFETY)  
2011 SUB-RECIPIENT AGREEMENT TO THE COUNTY OF  
HIDALGO, TEXAS**



Texas Department of Public Safety

2011 Sub-Recipient Agreement for Hidalgo County

Date of Award: April 25, 2012

1. Sub-Recipient Name and Address: Judge Ramon Garcia, Hidalgo County, 1615 S. Closner STE J, Edinburg, TX 78539. 2. Prepared by: Gabbart, Steven. 3. Award Number: 11-SR 48215-01. 4. Federal Grant Information: Title: Homeland Security Grant Program, Award Number: EMW-2011-SS-0019, Date Awarded: September 1, 2011, Agency: FEMA Grant Programs Directorate.

5. Award Amount and Grant Breakdowns: OPSG Award Amount (Federal) CFDA: 97.067 \$800,817.00. Grant Period: FROM: Sep 1, 2011 TO: Aug 31, 2013. (The SAA Must receive all invoices by the end of grant period).

6. Statutory Authority for Grant: This project is supported under the Department of Homeland Security Appropriations Act of 2010 (Public Law 111-83).

7. Method of Payment: Primary method is reimbursement.

8. Debarment/Suspension Certification: The Sub-Recipient certifies that the sub-recipient and its contractors/vendors are not debarred, suspended, proposed for debarment, en\_US declared ineligible or voluntarily excluded by any federal department or agency and do not appear in the Excluded Parties List System at http://www.epls.gov.2.8.9029.0

9. Agency Approval: Approving TxDPS Official: Machel Pharr, Deputy Assistant Director, State Administrative Agency, Texas Department of Public Safety. Signature of TxDPS Official: [Handwritten Signature]

10. Sub-Recipient Acceptance: I have read and understand the attached Terms and Conditions. Type name and title of Authorized Sub-Recipient official: Ramon Garcia, County Judge. Signature of Sub-Recipient Official: [Handwritten Signature]

11. Enter Employer Identification Number (EIN) / Federal Tax Identification Number: 74-6000717 DUNS #10-311-0834. 12. Date Signed: 5/8/12

13. DUE DATE: June 9, 2012. Signed award and Direct Deposit Form (if applicable) must be returned to TxDPS on or before the above due date.

# 2011 TERMS AND CONDITIONS

## Instructions:

### The Sub-recipient must:

1. Fill in the information and sign the Sub-Recipient Award,
2. Certify they have read and understand the Terms and Conditions by initialing the bottom of each page.
3. Fill in the information located on Page 4.
4. Certify to the statements provided in Exhibits A, B, C and D located at the back of this document by filling in contact information and signing all exhibits.
5. Return all documents to the DPS/THSSAA on or before the date provided in the transmittal letter and/or in the agreement.

## Parties to Sub-recipient Agreement

This Sub-recipient Agreement (includes the Sub-recipient Award and the Terms and Conditions) is made and entered into by and between the Department of Public Safety / Texas Homeland Security State Administrative Agency, an agency of the State of Texas, hereinafter referred to as "DPS/THSSAA," and the funds recipient, hereinafter referred to as the "Sub-recipient." Furthermore, DPS/THSSAA and the Sub-recipient are collectively hereinafter referred to as the "Parties." The Sub-recipient Agreement is only an offer until the Sub-recipient returns the signed copy of the 2011 Sub-recipient Agreement on or before the date provided in the transmittal letter and/or in the Sub-recipient Agreement Award.

Sub-recipient may not assign or transfer any interest in this Sub-recipient Agreement without the express, prior written consent of the DPS/THSSAA.

## Overview and Performance Standards

All allocations and use of funds under this grant must be in accordance with the FY 2011 Grant Program Guidance for the Federal Grant Title specified on the Sub-recipient Agreement Award. All award Sub-recipients are required to have read, understood and accepted the FY 2011 Grant Program Guidance as binding.

Standard of Performance. The Sub-recipient shall perform all activities and projects entered into the DPS/THSSAA web-based grants management system which were approved by the THSSAA. The Sub-recipient shall perform all activities in accordance with all terms, provisions and requirements set forth in this Sub-recipient agreement, Terms and Conditions and the following Exhibits located at the end of this document:

1. Assurance – Non-Construction Programs, hereinafter referred to as "Exhibit A"
2. Assurance – Construction Programs, hereinafter referred to as "Exhibit B"
3. Certification, hereinafter referred to as "Exhibit C"
4. Assurance – From UGMS §\_\_14 hereinafter referred to as "Exhibit D"

Failure to Perform. In the event the Sub-recipient fails to implement the project(s) entered into the DPS/THSSAA web-based grants management system, or comply with any of this Sub-recipient agreement's provisions, in addition to the remedies specified in this Sub-recipient agreement, the Sub-recipient is liable to DPS/THSSAA for an amount not to exceed the award amount of this Sub-recipient agreement and may be barred from applying for or receiving additional DHS/FEMA grant program funds or any other federal program funds administered by DPS/THSSAA until repayment to DPS/THSSAA is made and any other compliance or audit finding is satisfactorily resolved. Failure to timely implement projects may reduce future funding in additional DHS/FEMA grant programs administered by the DPS/THSSAA.

## DPS/THSSAA Obligations

Measure of Liability. DPS/THSSAA shall not be liable to the Sub-recipient for any costs incurred by the Sub-recipient that are not allowable costs.

Sub-recipient Agreement Funds Defined and Limit of Liability. The term "Sub-recipient agreement funds" as used in this Sub-recipient agreement means funds provided by DPS/THSSAA under the DHS/FEMA grant programs. The term "Sub-recipient's funds" or match funds as used in this Sub-recipient agreement means funds provided by the Sub-recipient.

Notwithstanding any other provision of this Sub-recipient agreement, the total of all payments and other obligations incurred by DPS/THSSAA under this Sub-recipient agreement shall not exceed the Total Award Amount listed on the Sub-recipient Award.

Sub-recipient shall contribute the match funds listed on the Sub-recipient Award.

Excess Payments. The Sub-recipient shall refund to DPS/THSSAA any sum of Sub-recipient agreement funds that has been paid to the Sub-recipient by DPS/THSSAA or that DPS/THSSAA determines has resulted in overpayment to the Sub-recipient or that DPS/THSSAA determines has not been spent by the Sub-recipient in accordance with this Sub-recipient agreement. No refund payment(s) may be made from local, state or federal grant funds unless repayment with grant funds is specifically permitted by statute or regulation. The Sub-recipient shall make such refund to DPS/THSSAA within thirty (30) days after DPS/THSSAA requests such refund.

Initial WJ Date 5/8/12

## **Suspension**

In the event the Sub-recipient fails to comply with any of this Sub-recipient Agreement's terms, DPS/THSSAA may, upon written notification to the Sub-recipient, suspend this Sub-recipient agreement in whole or in part, withhold payments to the Sub-recipient and prohibit the Sub-recipient from incurring additional obligations of Sub-recipient agreement funds.

## **Termination**

**DPS/THSSAA's Right to Terminate.** DPS/THSSAA shall have the right to terminate this Sub-recipient agreement, in whole or in part, at any time before the end of the Performance Period, whenever DPS/THSSAA determines that the Sub-recipient has failed to comply with any of this Sub-recipient Agreement's terms. DPS/THSSAA shall notify the Sub-recipient in writing prior to the thirtieth (30th) day preceding the termination of such determination and include:

1. the reasons for such termination;
2. the effective date of such termination; and
3. in the case of partial termination, the portion of the Sub-recipient agreement to be terminated.

Appeal may be made to the Deputy Director of Homeland Security, Department of Public Safety.

## **Enforcement**

In taking an enforcement action, the awarding agency will provide the sub-recipient an opportunity for such hearing, appeal, or other administrative proceeding to which the sub-recipient is entitled under any statute or regulation applicable to the action involved.

## **Conflict of Interest**

No employee, officer or agent of the sub-recipient shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.

## **Monitoring**

Sub-recipients will be monitored periodically by federal, state or local entities, both programmatically and financially, to ensure that project goals, objectives, performance requirement, timelines, milestone completion, budget, and other related program criteria are being met.

DPS/THSSAA or its authorized representative reserves the right to perform periodic desk/office-based and/or on-site monitoring of the Sub-recipient's compliance with this Sub-recipient agreement's terms and conditions and of the adequacy and timeliness of the Sub-recipient's performance pursuant to this Sub-recipient agreement. After each monitoring visit, DPS/THSSAA shall provide the Sub-recipient with a written report of the monitor's findings. If the monitoring report notes deficiencies in the Sub-recipient's performance under this Sub-recipient agreement's terms, the monitoring report shall include requirements for the timely correction of such deficiencies by the Sub-recipient. Failure by the Sub-recipient to take action specified in the monitoring report may be cause for this Sub-recipient agreement's suspension or termination pursuant to the Suspension and/or Termination Section.

## **Audit**

**Audit of Federal and State Funds.** The Sub-recipient shall arrange for the performance of an annual financial and compliance audit of Sub-recipient agreement funds received and performances rendered under this Sub-recipient agreement as required by the Single Audit Act (OMB Circular A - 133; 44 C.F.R. 13.26). The Sub-recipient will also comply, as applicable, with Texas Government Code, Chapter 783, 1 TAC 5.141.et. seq. and the Uniform Grant Management Standards (UGMS), State Uniform Administrative Requirements for Grants and Cooperative Agreements.

**Right to Audit.** The Sub-recipient shall give the United States Department of Homeland Security (DHS), the Comptroller General of the United States, the Texas State Auditor, DPS/THSSAA, or any of their duly authorized representatives, access to and the right to conduct a financial or compliance audit of Sub-recipient agreement funds received and performances rendered under this Sub-recipient agreement. The Sub-recipient agrees to permit DPS/THSSAA or its authorized representative to audit the Sub-recipient's records. The sub-recipient shall provide any documents, materials or information necessary to facilitate such audit.

**Sub-recipient's Liability for Disallowed Costs.** The Sub-recipient understands and agrees that it shall be liable to DPS/THSSAA for any costs disallowed pursuant to financial and compliance audit(s) of Sub-recipient agreement funds. The Sub-recipient further understands and agrees that reimbursement to DPS/THSSAA of such disallowed costs shall be paid by the Sub-recipient from funds that were not provided or otherwise made available to the Sub-recipient pursuant to this Sub-recipient agreement or any other federal contract.

**Sub-recipient's Facilitation of Audit.** The Sub-recipient shall take such action to facilitate the performance of such audit(s) conducted pursuant to this Section as DPS/THSSAA may require of the Sub-recipient. The Sub-recipient shall ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through the Sub-recipient and the requirement to cooperate is included in any subcontract it awards.

## **Other Requirements**

A. During the performance period of this grant, Sub-recipient government jurisdictions must maintain an Emergency Management Plan at the Intermediate Level of planning preparedness or higher, as prescribed by the Texas Division of Emergency Management (TDEM). This may be accomplished by a jurisdiction maintaining its own emergency management plan or participating in an inter-jurisdictional emergency management program that meets the required standards. If TDEM identifies deficiencies in the Sub-recipient government jurisdiction's plan, Sub-recipient will correct deficiencies within 60 days of receiving notice of such deficiencies from TDEM.

Initial MB Date 5/8/12

B. Projects identified in the DPS/THSSAA web-based grant management system must identify and relate to the goals and objectives indicated by the applicable approved project investments for the period of performance of the grant. Sub-recipient will submit its project plans, narrative and budget to DPS/THSSAA and FEMA (if required) for approval prior to expending or requesting advances of any funds for this award. During the performance period of this grant, Sub-recipient agrees that it will participate in a legally-adopted county and/or regional mutual aid agreement.

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

D. Sub-recipients must submit Fiscal Year 2010 Indirect Cost Allocation Plan signed by Cognizant Agency. "Cognizant agency" means the Federal agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals developed under 2 CFR Part 225 on behalf of all Federal agencies. OMB publishes a listing of cognizant agencies. Plan should be forwarded to the DPS/THSSAA.

E. Regional Planning Commissions/Council of Governments (COGs) will follow guidelines listed in the DPS/THSSAA FY2011 COG Statement of Work.

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

**Closing the Grant**

A. The Sub-recipient must have expended all grant funds and submitted expenditure reimbursement requests and any invoices by the end of the performance period listed on the sub-recipient agreement.

B. DPS/THSSAA will close a sub-award after receiving Sub-recipient's final performance report indicating that all approved work has been completed and all funds have been disbursed, completing a review to confirm the accuracy of the reported information, and reconciling actual costs to award modifications and payments. If the close out review and reconciliation indicates that the Sub-recipient is owed additional funds, DPS/THSSAA will send the final payment automatically to the Sub-recipient. If the Sub-recipient did not use all the funds received, DPS/THSSAA will issue a Grant Adjustment Notice (GAN) to recover the unused funds. Sub-recipient will return the funds to the DPS/THSSAA within 30 days of receiving the GAN.

C. At the completion of the sub-recipient's performance period, DPS/THSSAA will de-obligate all uncommitted / unexpended funds.

**Restrictions, Disclaimers and Notices**

A. In cases where local funding is established by a COG or UASI governing board, the release of funds by DPS/THSSAA is contingent upon funding allocation approval by the governing board.

B. Notwithstanding any other agreement provisions, the parties hereto understand and agree that DPS/THSSAA's obligations under this agreement are contingent upon the receipt of adequate funds to meet DPS/THSSAA's liabilities hereunder, except as required by HSGP grant. DPS/THSSAA shall not be liable to the Sub-recipient for costs under this Agreement which exceed the amount specified in the Sub-recipient Award.

C. All notices or communication required or permitted to be given by either party hereunder shall be deemed sufficiently given if mailed by registered mail or certified mail, return receipt requested, or sent by overnight courier, such as Federal Express or Loan Star, to the other party at its respective address set forth below or to a Point of Contact listed for the sub-recipient in the DPS/THSSAA Grants Management System.

| DPS/THSSAA Contact Information   | Sub-Recipient Contact Information<br>(Please Fill-In Contact Information below)   |
|--|---|
| Deputy Assistant Director,<br>Texas Homeland Security State Admin. Agency<br>Texas Department of Public Safety<br>P.O. Box 4087<br>Austin, TX 78773-0220 | Name: Ramon Garcia<br>Title: County Judge<br>Agency: Hidalgo County<br>Address: 1615 S. Closner, Suite J<br>Edinburg, Texas 78539 |

**Uniform Administrative Requirements, Cost Principals and Audit Requirements**

Except as specifically modified by law or this Sub-recipient agreement's provisions, the Sub-recipient shall administer the award through compliance with the most recent version of all applicable Laws and Regulations. A non-exclusive list is provided below.

**A. Administrative Requirements**

- 44 C.F.R. Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments;
- 2 C.F.R. Part 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations (OMB Circular A-110).
- 44 CFR Part 10, Environmental Considerations

Initial RG Date 5/8/12

**B. Cost Principles**

1. 2 C.F.R. Part 225, Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87)
2. 2 C.F.R. Part 220, Cost Principles for Education Institutions (OMB Circular A-21)
3. 2 C.F.R. Part 230, Cost Principles for Non-Profit Organizations (OMB Circular A-122)
4. 48 CFR 31.2, Federal Acquisition Regulations (FAR), Contracts with Commercial Organizations

**C. Audit Requirements –OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations.**

**D. Grant Guidance**

The sub-recipient agrees that all allocations and use of funds under this grant will be in accordance with the applicable FY2011 Grant Program Guidance and application kit and supplemental resources, e.g., for Homeland Security Grant Program currently available at [http://www.fema.gov/bxt/government/grant/2011/fy11\\_hsgp\\_kit.txt](http://www.fema.gov/bxt/government/grant/2011/fy11_hsgp_kit.txt); for Regional Catastrophic Preparedness Grant Program, [http://www.fema.gov/bxt/government/grant/2011/fy11\\_rcpgp\\_kit.txt](http://www.fema.gov/bxt/government/grant/2011/fy11_rcpgp_kit.txt); for Emergency Operations Center Grant Program, [http://www.fema.gov/bxt/government/grant/2011/fy11\\_eoc\\_kit.txt](http://www.fema.gov/bxt/government/grant/2011/fy11_eoc_kit.txt); and Nonprofit Security Grant Program, [http://www.fema.gov/bxt/government/grant/2011/fy11\\_nsgp\\_kit.txt](http://www.fema.gov/bxt/government/grant/2011/fy11_nsgp_kit.txt).

**Lobbying Prohibited**

Sub-Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly in support of the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express prior written approval of FEMA.

**Environmental Review**

The Sub-recipient, as soon as possible upon receiving their grant award, must provide information to DPS/THSSAA to assist with the legally-required environmental planning and historic preservation (EHP) review and to ensure compliance with applicable EHP laws and Executive Orders (EO) currently using the FEMA EHP Screening Form OMB Number 1660-0115/FEMA Form 024-0-01 and submitting it, with all supporting documentation, to DPS/THSSAA for review. These EHP requirements include but are not limited to National Environmental Policy Act, National Historic Preservation Act, Endangered Species Act, EO 11988 – Floodplain Management, EO 11990 – Protection of Wetlands, and EO 12898 – Environmental Justice. The recipient must comply with all Federal, State, and local EHP requirements and obtain applicable permits and clearances. See FEMA Information Bulletin 329.

Recipient shall not undertake any written activity from the project that would result in ground disturbance, facility modification, or purchase and use of sonar equipment without the prior approval of FEMA. These include but are not limited to communications towers, physical security enhancements involving ground disturbance, new construction, and modifications to buildings that are 50 years old or older. Recipient must comply with all mitigation or treatment measures required for the project as the result of FEMA's EHP review. Any changes to an approved project description will require re-evaluation for compliance with EHP requirements before the project can proceed. If ground disturbing activities occur during project implementation, the recipient must ensure monitoring of ground disturbance and if any potential archeological resources are discovered, the recipient will immediately cease construction in that area and notify FEMA and the appropriate State Historical Preservation Office. Initiation of these activities prior to completion of FEMA's EHP review will result in a non-compliance finding and may not be eligible for grant funding.

**Retention and Accessibility of Records**

**Retention of Records.** The Sub-recipient shall maintain fiscal records and supporting documentation for all expenditures of Sub-recipient agreement funds pursuant to the applicable OMB Circular, 44 CFR Section 13.42, UGMS § 42, and this Sub-recipient agreement. The Sub-recipient shall retain these records and any supporting documentation for a minimum of three (3) years from the later of the completion of this project's public objective, submission of the final expenditure report, any litigation, dispute, or audit. Records shall be retained for 3 years after any real estate or equipment final disposition. The DHS or DPS/THSSAA may direct the sub-recipient to retain documents or to transfer certain records to DHS custody when DHS determines that the records possess long term retention value.

**Access to Records.** The Sub-recipient shall give the United States Department of Homeland Security (DHS), the Comptroller General of the United States, the Texas State Auditor, DPS/THSSAA, or any of their duly authorized representatives, access to and the right to examine all books, accounts, records, reports, files, other papers, things or property belonging to or in use by the Sub-recipient pertaining to this Sub-recipient agreement including records concerning the past use of DHS/FEMA funds. Such rights to access shall continue as long as the records are retained by the Sub-recipient. The Sub-recipient agrees to maintain such records in an accessible location and to provide citizens reasonable access to such records consistent with the Texas Public Information Act, Texas Government Code Chapter 552.

**Inclusion in Subcontracts.** The Sub-recipient shall include the substance of the Retention of Records and Access to Records sections in all subcontracts.

**After Action Reporting.** The Sub-recipient shall complete, deliver to the appropriate source, and retain copies of all after-action and certificates of completion for all training and exercises paid for by this grant.

**Legal Authority**

**Signatory Authority.** The Sub-recipient assures and guarantees that the Sub-recipient possesses the legal authority to enter into this Sub-recipient agreement, receive Sub-recipient agreement funds and to perform the services the Sub-recipient has obligated itself to perform pursuant to this Sub-recipient agreement.

**Authorized Representative.** The person or persons signing and executing this Sub-recipient agreement on the Sub-recipient's behalf do warrant and guarantee that he, she or they have been duly authorized by the Sub-recipient to execute this Sub-recipient agreement on the Sub-recipient's behalf and to validly and legally bind the Sub-recipient to all contractual terms, performances and provisions.

Initial RG Date 5/8/12

**Conflicts in Requirements.** If conflict exists between federal, state, or local requirements, the sub-recipient shall comply with the strictest requirement.

**Notice of Litigation and Claims**

The Sub-recipient shall give DPS/THSSAA immediate notice in writing of any action, including any proceeding before an administrative agency, filed against the Sub-recipient arising out of the performance under this Sub-recipient agreement.

Except as otherwise directed by DPS/THSSAA, the Sub-recipient shall furnish immediately to DPS/THSSAA copies of all documentation or pleadings received by the Sub-recipient with respect to such action or claim.

**Non-Waiver of Defaults**

ANY FAILURE OF DPS/THSSAA, AT ANY TIME, TO ENFORCE OR REQUIRE THE STRICT KEEPING AND PERFORMANCE OF ANY PROVISION OF THIS AGREEMENT WILL NOT CONSTITUTE A WAIVER OF SUCH PROVISION, AND WILL NOT AFFECT OR IMPAIR SAME OR THE RIGHT OF DPS/THSSAA AT ANY TIME TO AVAIL ITSELF OF SAME. A WAIVER DOES NOT BECOME EFFECTIVE UNLESS DPS/THSSAA EXPRESSLY AGREES TO SUCH WAIVER IN WRITING. ANY PAYMENT BY DPS/THSSAA SHALL NOT CONSTITUTE A WAIVER OR OTHERWISE IMPAIR OR PREJUDICE ANY RIGHT, POWER, PRIVILEGE, OR REMEDY AVAILABLE TO DPS/THSSAA TO ENFORCE ITS RIGHTS, AS SUCH RIGHTS, POWERS, PRIVILEGES, AND REMEDIES ARE SPECIFICALLY PRESERVED.

**Indemnity**

AS PERMITTED BY LAW, SUB-RECIPIENT SHALL INDEMNIFY, DEFEND AND HOLD DPS/THSSAA AND THE STATE OF TEXAS (INCLUDING ITS DIRECTORS, COMMISSIONERS, EMPLOYEES, AGENTS AND THEIR SUCCESSORS) ("INDEMNITEES") HARMLESS FROM AND AGAINST ANY OF THE FOLLOWING THAT ARISE OUT OF OR RESULT FROM SUB-RECIPIENT'S NEGLIGENCE (ANY AND ALL), FAULT, ACT, FAILURE TO ACT, OMISSION, BREACH OF THIS AGREEMENT OR VIOLATION OF ANY STATE OR FEDERAL LAW AND/OR REGULATION, AS WELL AS ANY VIOLATION OF ANY MATTER MADE THE BASIS OF A TREATY AND/OR CONVENTION AND/OR AGREEMENT BETWEEN THE UNITED STATES AND ANOTHER NATION: CLAIMS; LAWSUITS; DAMAGES; LIABILITIES; PENALTIES; TAXES; FINES; INTEREST; EXPENSES (INCLUDING, WITHOUT LIMITATION, ATTORNEYS' FEES, COURT COSTS, INVESTIGATION COSTS AND ALL DIRECT OR INDIRECT COSTS OR EXPENSES INCURRED IN DEFENDING AGAINST ANY CLAIM, LAWSUIT, OR OTHER PROCEEDING, INCLUDING THOSE EXPENSES INCURRED IN ANY NEGOTIATION, SETTLEMENT, OR ALTERNATIVE DISPUTE RESOLUTION); ANY AND ALL DAMAGES, HOWEVER CHARACTERIZED, SUCH AS DIRECT, GENERAL, INCIDENTAL, INDIRECT, CONSEQUENTIAL, PUNITIVE, OR SPECIAL DAMAGES OF ANY KIND (INCLUDING LOST REVENUES OR PROFITS, LOSS OF BUSINESS, LOSS OF USE, OR LOSS OF DATA) ARISING OUT OF OR IN CONNECTION WITH OR RELATED TO THIS AGREEMENT OR THE RIGHTS PROVIDED THEREIN.

IN ANY AND ALL CLAIMS AGAINST ANY OF THE INDEMNITEES BY ANY EMPLOYEE OF THE SUB-RECIPIENT OR ANY EMPLOYEE OF ITS SUBCONTRACTOR(S), THE INDEMNIFICATION OBLIGATION UNDER THIS AGREEMENT WILL NOT BE LIMITED IN ANY WAY BY THE AMOUNT OR TYPE OF DAMAGES, COMPENSATION, OR BENEFITS PAYABLE BY OR FOR THE SUB-RECIPIENT OR ANY OF ITS SUBCONTRACTOR(S) UNDER WORKER'S DISABILITY COMPENSATION ACTS, DISABILITY BENEFITS ACTS, OR OTHER EMPLOYEE BENEFITS ACTS.

SUB-RECIPIENT SHALL COORDINATE ITS DEFENSE AND ANY SETTLEMENT WITH THE ATTORNEY GENERAL FOR THE STATE OF TEXAS AS REQUESTED BY THE DPS/THSSAA. IN ANY SETTLEMENT, SUB-RECIPIENT MUST NOT MAKE ANY ADMISSION OF LIABILITY ON THE PART OF ANY OF THE INDEMNITEES.

THIS SECTION SHALL NOT BE CONSTRUED TO ELIMINATE OR REDUCE ANY OTHER INDEMNIFICATION, CONTRIBUTION OR RIGHT WHICH ANY OF THE INDEMNITEES HAVE BY LAW OR EQUITY.

THIS SECTION SHALL SURVIVE THE TERMINATION OR EXPIRATION OF THIS AGREEMENT.

**Changes and Amendments**

**Modification.** FEMA or the DPS/THSSAA may change the award document after an award has been made. Once notification has been made in writing, any subsequent request for funds indicates sub-recipient's acceptance of the changes to the award.

**Written Amendment.** Alterations, additions or deletions to this Sub-recipient agreement's terms, such as changes to period of performance and award amounts, will be made through Grant Adjustment Notices generated by the DPS/THSSAA web-based grants management system and executed by the Parties.

**Authority to Amend.** During the period of this Sub-recipient agreement's performance DPS/THSSAA and/or FEMA may issue policy directives that serve to establish, interpret or clarify this Sub-recipient agreement's performance requirements. Such policy directives shall be promulgated by DPS/THSSAA or FEMA in the form of Information Bulletins and Sub-recipient Manuals and shall have the effect of qualifying this Sub-recipient agreement's terms and shall be binding upon the Sub-recipient as if written in the Sub-recipient agreement.

**Effect of Changes in Federal and State Laws.** Any alterations, additions, or deletions to the Sub-recipient agreement's terms that are required by the changes in federal and state laws or regulations are automatically incorporated into this Sub-recipient agreement without written amendment to this Sub-recipient agreement and shall become effective on the date designated by such law or regulation. In the event FEMA or DPS/THSSAA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate sub-recipient acceptance of the changes to the award.

Initial RG Date 5/8/12

## Headings

Headings and captions of this Sub-recipient agreement's sections and paragraphs are only for convenience and reference. These headings and captions shall not affect or modify this Sub-recipient agreement's terms or be used to interpret or assist in the construction of this Sub-recipient agreement.

## Venue

For purposes of litigation pursuant to this Sub-recipient agreement, venue shall lie in Travis County, Texas, and be governed by Texas Law.

## Other General Conditions

**DUNS Number.** Sub-recipient confirms its Data Universal Numbering Systems Number (DUNS) is the number listed on the Sub-recipient agreement award. Data Universal Numbering System (DUNS) number means the nine digit number established and assigned by Dun and Bradstreet, Inc., at 866/705-5711 or <http://fedgov.dnb.com/webform>.

**Central Contractor Registration and Universal Identifier Requirements.** Sub-recipient maintains that it has registered on [www.ccr.gov](http://www.ccr.gov), and entered DPS/THSSAA-required information. See SAA Information Bulletin. Sub-recipient will keep current, and then review and update the CCR information at least annually, at the beginning of September of each year. Sub-recipient will keep information current in Central Contractor Registration database until the later of when it submits this grant's final financial report or receives final grant award payment. Sub-recipient agrees that it will not make any subaward agreement or contract related to this award without first obtaining the vendor/subawardee's mandatory DUNS number. See section .210 of OMB Circular A-133, Audits of States, Local Governments, and Non-profit Organizations.

**Reporting Total Compensation of Sub-recipient Executives.** 2 CFR 170.320; see FEMA Information Bulletin 350; SAA Information Bulletin.

1. Applicability and what to report: Sub-recipient must report whether Sub-recipient received \$25 million or more in Federal procurement contracts or financial assistance subject to the Transparency Act per 2 CFR 170.320. Sub-recipient must report whether 80% or more of Sub-recipient's annual gross revenues were from Federal procurement contracts or Federal financial assistance. If Sub-recipient answers "yes" to both questions, Sub-recipient must report, along with Sub-recipient's DUNS number, the names and total compensation (see 17 CFR 229.402(c)(2)) for each of the Sub-recipient's five most highly compensated executives for the preceding completed fiscal year.

2. Where and when to report. Sub-recipient must report executive total compensation at [www.ccr.gov](http://www.ccr.gov). By signing this agreement Sub-recipient is certifying that, if required, Sub-recipient's jurisdiction has already registered, entered the required information, and agrees to keep information in the Central Contractor Registration database current, and update the information at least annually at the beginning of September for each year until the later of when the jurisdiction submits its final financial report or receives final payment. Sub-recipient agrees that it will not make any subaward agreement or contract without first obtaining the subawardee's mandatory DUNS number.

**Contract Provisions.** All contracts executed under this award will contain the contract provisions listed under 44 CFR 13.37(b), Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

**No Contracts with Debarred or Suspended Parties.** Prior to contracting with any vendor or subawardee, the Sub-recipient will determine whether the vendor/subawardee is debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any federal department and agency and will confirm the vendor/subawardee does not appear in the Excluded Parties List System, currently at [www.epls.gov/search.do](http://www.epls.gov/search.do).

**Direct Deposit.** Since September 1, 2011, Sub-recipient has either forwarded or is currently forwarding to DPS an updated direct deposit form currently available at <http://www.window.state.tx.us/taxinfo/taxforms/74-176.pdf>. Sub-recipient may simultaneously sign up for the Advance Payment Notification email feature which provides state of Texas payees with a one-business-day advance notice that a direct deposit payment has been sent to their financial institution. After receiving an APN, payees may securely access their payment details online.

**Points of Contacts.** Within 30 days of any change, Sub-recipient will enter, confirm, and/or correct the chief elected official, program, and/or financial points of contact in the DPS/THSSAA grant management system.

**Publications.** All publications produced as a result of this funding, which are submitted for publication in any magazine, journal, or trade paper shall carry the following: "This material is based upon work supported by the U.S. Department of Homeland Security. The views and conclusions contained in this document are those of the authors and should not be interpreted as necessarily representing the official policies, either expressed or implied, of the U.S. Department of Homeland Security."

**Quarterly Performance Reports.** The sub-recipient will submit performance reports and progress reviews per DPS/THSSAA and/or FEMA's direction. Currently most reports are entered into the grants management system. For Homeland Security Grant Program, Emergency Operations Center Grant Program, Regional Catastrophic Preparedness Grant Program and Non-profit awards performance reports are currently due on each January 20, April 20, July 20 and October 20. The final report is to be filed the quarter after the end of Sub-recipients performance period. Failure to timely complete performance reports will result in the Sub-recipient being unable to request additional reimbursements/advances.

**Controlled Unclassified Information.** Some information and materials provided pursuant to or resulting from this Award may be export controlled, sensitive, for official use only or otherwise protected by law, executive order or regulation. The sub-recipient is responsible for compliance with all applicable laws and regulations.

Initial

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Date

5/8/12

**Security Requirements.** Sub-recipients of this award shall use their own security procedures and protections to protect Sensitive Information received or distributed under this Award. The sub-recipient shall also establish procedures to provide reasonable assurance that no Sensitive Information will be developed or generated under this award. Such security procedures should include procedures (e.g., security check forms, type of background check/investigations performed (if necessary) and requirements for successful adjudication of the type of background check/investigations performed) to determine the suitability of sub-recipients' personnel requiring recurring access to government facilities or access to Sensitive Information provided under this award. A copy of the security procedures and any proposed Non-Disclosure Agreement for the sub-recipients' personnel shall be submitted to the DPS/THSSAA within two (2) weeks after signing this agreement. The sub-recipient will be notified of any concerns that may be identified once the security procedures are forwarded and reviewed by DHS.

**Sensitive Information.** Work under this award may involve access to Sensitive Information from the Federal Government. Therefore, the sub-recipient shall not disclose, orally or in writing, any Sensitive Information to any person unless authorized in writing by the DHS Grants Officer. Further, the sub-recipient shall ensure that Sensitive Information is protected in such a manner that it is safeguarded from public disclosure in compliance with local, state or Federal laws and with sub-recipient's security procedures. For those sub-recipient personnel authorized access to Sensitive Information, the sub-recipient must ensure that these persons receive training concerning the protection and disclosure of Sensitive Information both during and after the period of performance.

**Public Dissemination of Sensitive Information.** The sub-recipient will notify the DPS/THSSAA of any workshops, conferences, seminars or other public venues at least 100 days before presenting any potentially sensitive information regarding this project. No Sensitive Information may be presented by the sub-recipients' personnel without DPS/THSSAA and DHS Grants Officer's review and prior written approval.

**Security Concerns/Violations.** The sub-recipient shall inform the THSSAA's Deputy Assistant Director in writing within two (2) days of the sub-recipient being made aware of any security concerns with individuals having access to government facilities or Sensitive Information. In the event that Sensitive Information is divulged in violation of sub-recipient's security procedures, the sub-recipient will immediately notify the DPS/THSSAA Deputy Assistant Director and take appropriate law enforcement and legal action.

**Site Visits.** The DHS and/or DPS/THSSAA, through authorized representatives, has the right, at all reasonable times to make site visits to review project accomplishments and management control systems and to provide such technical assistance as may be required. If any site visit is made by the DHS on the premises of the sub-recipient, or a contractor under this Award, the sub-recipient shall provide and shall require its contractors to provide all reasonable facilities and assistance for the safety and convenience of the Government representatives in the performance of their duties. All site visits and evaluations shall be performed in such a manner that will not unduly delay the work.

**Use of DHS, DPS, and DPS/THSSAA Seals and Non-Endorsement.** The sub-recipient shall obtain the respective agency's prior written approval before using either agencies' seal. Funding of this Award does not equate to endorsement of use of funding agencies' seals.

Initial RLG Date 5/8/12

**Prohibited Activities**

**1) Trafficking In Person and Commercial Sex Act Prohibition**

- a) Provisions applicable to a sub-recipient that is a private entity.
  - i) A sub-recipient and/or the sub-recipient's employees, may not:
    - (1) Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
    - (2) Procure a commercial sex act during the period of time that the award is in effect; or
    - (3) Use forced labor in the performance of the award or sub-award under this award.
  - ii) DPS/THSSAA or FEMA may unilaterally terminate this award, without penalty, if the sub-recipient that is a private entity:
    - (1) Is determined to have violated a prohibition in paragraph 1a of this award term; or
    - (2) Has an employee who is determined by an agency official authorized to terminate the award to have violated a prohibition of this award term through conduct that is either:
      - (a) Associated with performance under this award; or
      - (b) Imputed to the sub-recipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, "OMB Guidelines to Agencies on Government Debarment and Suspension (Non-procurement)," as implemented at 2 CFR Part 3000.
- b) Provisions applicable to a sub-recipient that is not a private entity.
  - i) THSSAA may unilaterally terminate this award, without penalty, if the sub-recipient:
    - (1) Is determined to have violated a prohibition in paragraph 1a of this award term; or
    - (2) Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a1 of this award term through conduct that is either:
      - (1) Associated with performance under this award; or
      - (2) Imputed to the sub-recipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, "OMB Guidelines to Agencies on Government Debarment and Suspension (Non-procurement)," as implemented at 2 CFR Part 3000.
  - ii) THSSAA's right to terminate unilaterally is described in 1b or 2 of this section:
    - (1) Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104 (g)), and
    - (2) Is in addition to all other remedies for noncompliance that are available to DPS/THSSAA under this award.
  - iii) Sub-recipient must include the requirements of 1a of this award term in any sub-award the sub-recipient makes to a private entity.
- c) Provisions applicable to any recipient:
  - i) A Sub-recipient must inform the DPS/THSSAA immediately of any information it received from any source alleging a violation of a prohibition in paragraph a1 of this award term.
  - ii) DPS/THSSAA's right to terminate unilaterally is described in 1b or 2 of this section:
    - (1) Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104 (g)), and
    - (2) Is in addition to all other remedies for noncompliance that are available to DPS/THSSAA under this award.
  - iii) Sub-recipient must include the requirements of 1a of this award term in any sub-award the sub-recipient makes to a private entity.
- d) Definitions. For purposes of this award term:
  - i) "Employee" means either:
    - (1) An individual employed by a sub-recipient who is engaged in the performance of the project or program under this award; or
    - (2) Another person engaged in the performance of the project or program under this award and not compensated by Sub-recipient including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
  - ii) "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt, bondage, or slavery.
  - iii) "Private entity" means:
    - (1) Any entity other than a State, local government, Indian Tribe, or foreign public entities, as those terms are defined in 2 CFR 175.25.
    - (2) Includes:
      - (a) A non-profit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian Tribe at 2 CFR 175.25(b).
      - (b) A for-profit organization
- iv) "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meaning given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

**2) Classified Security Condition**

- a) "Classified national security information" as defined in Executive Order (EO) 12958, as amended, means information that has been determined pursuant to EO 12958 or any predecessor order to require protection against unauthorized disclosure and is marked to indicate its classified status when in documentary form.
- b) No funding under this award shall be used to support a contract, sub-award, or other agreement for goods or services that will include access to classified national security information if the award recipient has not been approved for that access to such information
- c) Where an award recipient has been approved for and has access to classified national security information, no funding under this award shall be used to support a contract, sub-award, or other agreement for goods or services that will include access to classified national security information by the contractor, sub-awardee, or other entity without prior written approval from the DHS Office of Security, Industrial Security Branch Program (ISBP), or an appropriate official within the Federal department or agency with whom the classified effort will be performed.
- d) Such contracts, sub-awards, or other agreements shall be processed and administered in accordance with the DHS " Standard Operation Procedures, Classified Contracting by States and Local Entities," dated July 7, 2008: EO's 12829, 12959, 12968, as amended; the National Industrial Security Program Operating Manual (NISPOM); and /or other applicable implementing directives or instruction. All security requirement documents are currently located at: <http://www.dhs.gov/xopnbiz/grants/index.shtm>.
- e) Immediately upon determination by the award recipient that funding under this award will be used to support such a contract, sub-award, or other agreement, and prior to execution of any action to facilitate the acquisition of such a contract sub-award, or other agreement, the award recipient shall contact ISPB, or the appropriate Federal department or agency, for approval and processing instructions. DHS Office of Security ISPB contact information: Telephone: 202-447-5346, Email: D254AdministrativeSec@idhs.gov, Mail: Department of Homeland Security, Office of the Chief Security Officer, ATTN: ASD/Industrial Security Program Branch, Washington, DC. 20528

Initial RS Date 5/8/12

**Operation Stonegarden (OPSG) Specific Condition**

The OPSG Sub-recipient is prohibited from obligating or expending Operation Stonegarden (OPSG) funds provided through this award until each unique, specific, or modified county level or equivalent Operational Order/Frag Operation Order with embedded estimated operational budget has been reviewed and approved through an official email notice issued by FEMA removing this special programmatic condition. The Operations Order approval process/structure is as follows: Operations Orders are submitted to (1) THE APPROPRIATE Customs and Border Productions (CBP) Border Patrol (BP) Sector Headquarters (HQ) upon approval by the Sector HQ, forwarded through the Border Patrol Enforcement Transfer System (BPets) system to (2) the OPSG Coordinator, CBP/BP Washington, DC and upon approval forwarded to (3) Federal Emergency Management Agency (FEMA), Grant Program Directorate (GPD), Grant Development and Administrative Division (GD&A). Notification of release of programmatic hold will be sent by FEMA via email to the Texas Homeland Security State Administrative Agency (THSSAA) with a copy to OPSG Coordinator at CBP/BP HQ, Washington DC.

**Emergency Operations Center Grant Program (EOCGP) Specific Condition**

The Sub-recipient is prohibited from obligating, expending or drawing down EOCGP funds provided through this award until the required budget and budget narrative are reviewed and approved by FEMA and an official notice has been issued from FEMA removing this special condition.

**Regional Catastrophic Preparedness Grant Program (RCPGP) Specific Condition**

The Sub-recipient is prohibited from obligating or expending RCPGP funds provided through this award until the required budget and budget narrative are approved by FEMA and this condition is rescinded. In addition, the Sub-recipient is prohibited from obligating or expending RCPGP funds provided through this award until DHS/FEMA has provided signed approval of the project narrative and project plans to the Sub-recipient.

**State Requirements for Grants**

Sub-recipient shall also comply with all other federal, state, and local laws and regulations applicable to this Sub-recipient agreement's activities and performances rendered by the Sub-recipient including but not limited to the laws and the regulations promulgated in Texas Government Code Chapter 783, Uniform Grant and Contract Management Code: State Administrative Agency Information Bulletins, currently available at [http://www.txdps.state.tx.us/director\\_staff/saa/information\\_bulletins.htm](http://www.txdps.state.tx.us/director_staff/saa/information_bulletins.htm), Texas Uniform Grants Management Standards (UGMS) currently at [governor.state.tx.us/files/state-grants/?UGMS062004.doc](http://governor.state.tx.us/files/state-grants/?UGMS062004.doc); and the State Administrative Agency Sub-recipient Manual, currently available at [http://www.txdps.state.tx.us/director\\_staff/saa/documents/subrecipientManual.pdf](http://www.txdps.state.tx.us/director_staff/saa/documents/subrecipientManual.pdf). Sub-recipient(s) must, in addition to the assurances and certifications, comply and require each of its subcontractors employed in the completion of the project to comply with all applicable statutes, regulations, executive orders, OMB circulars, terms and conditions of the award, and the approved application.

The Sub-recipient will follow Texas General Appropriations Act, Art. IX, section 4.05 which requires conforming with:


- a) Texas General Appropriations Act, Art. IX, Parts 2 and 3 of the General Appropriations Act, except there is no requirement for increased salaries for local government employees;
- b) Texas Government Code section 556.004, 556.005, and 556.006 including not using any money or vehicle to support the candidacy of any person for office; not influencing positively or negatively the payment, loan, or gift to a person or political organization for a political purpose; and not using grant funds to influence the passage or defeat of a legislative including not assisting with the funding of a Lobbyist, or using grant funds to pay dues to an organization with a registered Lobbyist;
- c) Texas Government Code section 2113.012 and 2113.101 including not using grant funds to compensate any employee who uses alcoholic beverages on active duty plus Sub-recipient may not use grant funds to purchase an alcoholic beverage and may not pay or reimburse any travel expense for an alcoholic beverage;
- d) Texas General Appropriations Act, Art. IX, section 6.13 requiring Sub-recipients to make every effort to attain key performance target levels associated with this grant award, including performance milestones, milestone time frames, and related performance reporting requirements; and
- e) General Appropriations Act, Art. IX, section 7.01, 7.02, and 7.03 and Texas Government Code § 2102.0091, including grants funds may only be expended if the Sub-recipient timely completes and files its reports.

***Please fill in the appropriate information and sign.***

Print Name of Authorized Official Ramon Garcia

Title County Judge

Sub-recipient Organization Hidalgo County

Signature of Authorized Official  Date 5/8/12

Initial RG Date 5/8/12

## EXHIBIT A

### ASSURANCES - NON-CONSTRUCTION PROGRAMS See Standard Form 424B

As the duly authorized representative of the sub-recipient, I certify that the sub-recipient:

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 cost) to ensure proper planning, management and completion of the project described in this agreement.
2. Will give the Department of Homeland Security, the Department of Public Safety, 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 or organizational conflict of interest, or 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. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 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. §§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. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§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) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§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 agreement 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 Titles 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 interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§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. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub-agreements.
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. §§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. §§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. §§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. §§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 Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

Initial MS Date 5/8/12

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

**Please fill in the appropriate information and sign.**

Print Name of Authorized Official Ramon Garcia

Title County Judge

Sub-recipient Organization Hidalgo County

      5/8/12  
Signature of Authorized Official      Date

Initial       Date 5/8/12

## EXHIBIT B

### ASSURANCES - CONSTRUCTION PROGRAMS

As the duly authorized representative of the sub-recipient, I certify that the sub-recipient:

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 project described in this agreement.
2. Will give the Department of Homeland Security, the Department of Public Safety, the Comptroller General of the United States and, if appropriate, the State, 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 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 progressive 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. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 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. §§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 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. §§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. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§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) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290dd-3 and 290ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§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 agreement for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the agreement.
11. Will comply, or has already complied, with the requirements of Titles 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 and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§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. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327- 333) regarding labor standards for federally-assisted construction sub-agreements.
14. Will comply 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.
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. §§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. §§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. §§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 protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

Initial



Date

5/8/12

18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

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

**Please fill in the appropriate information and sign.**

Print Name of Authorized Official Ramon Garcia

Title County Judge

Sub-recipient Organization Hidalgo County

  
Signature of Authorized Official

5/8/12  
Date

Initial  Date 5/8/12

## Exhibit C

### Certifications

The undersigned, Ramon Garcia (print), as the authorized official of Hidalgo County certifies the following to the best of his/her knowledge and belief.

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 an agency, a Member of Congress, an officer or employee of Congress, or an employee or 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, of modification of any Federal contract, grant, loan, or cooperative agreement.

B. If any funds other 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 employee of Congress, or an employee or a Member of Congress in connection with this Federal contract, grant, loan, 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 prohibiting lobbying be included in the award documents for all sub-awards at all tiers (including subcontract, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

D. As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 C.F.R. Part 67, for prospective participants in primary covered transactions, as defined at 28 C.F.R. Part 67, Section 67.510. (Federal Certification). The Sub-recipient certifies that it and its principals and vendors:

1. Are not 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; Sub-recipients can access debarment information by going to [www.epls.gov](http://www.epls.gov) and the State Debarred Vendor List

[www.window.state.tx.us/procurement/prog/vendor\\_performance/debarred](http://www.window.state.tx.us/procurement/prog/vendor_performance/debarred).

2. Have not within a three-year period preceding this agreement 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;

3. 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 (D)(2) of this certification; and

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

5. Where the sub-recipient is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this agreement. (Federal Certification)

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

F. Sub-recipient must comply with 2 CFR Part 180 Subpart C as a condition of receiving grant funds, and sub-recipient must require such compliance in any sub-grants or contract at the next tier.

G. Drug-free Workplace Act, as amended, 41 U.S.C. §701 et seq. – Requires the recipient to publish a statement about its drug-free workplace program and give a copy of the statement to each employee (including consultants and temporary personnel) who will be involved in award-supported activities at any site where these activities will be carried out. Also, place(s) where work is being performed under the award (i.e., street address, city, state, and zip code) must be maintained on file. The recipient must notify the Grants Officer of any employee convicted of a violation of a criminal drug statute that occurs in the workplace. For additional information, see 44 CFR Part 17.

H. Sub-recipient agrees that it is not delinquent on any Federal debt.

I. Sub-recipient will comply with all applicable requirements of all other federal laws, executive orders, regulations, program and administrative requirements, policies and any other requirements governing this program.

Initial Rle Date 5/8/12

J. Sub-recipient understands that failure to comply with any of the above assurances may result in suspension, termination or reduction of grant funds.

**Please fill in the appropriate information and sign.**

Print Name of Authorized Official Ramon Garcia

Title County Judge

Sub-recipient Organization Hidalgo County

Ramon Garcia 5/8/12  
Signature of Authorized Official Date

Initial RG Date 5/8/12

## EXHIBIT D

### State of Texas Assurances

As the duly authorized representative of the sub-recipient, I certify that the sub-recipient

1. Will comply with Texas Government Code, Chapter 573, by ensuring that no officer, employee, or member of the applicant's governing body or of the applicant's contractor shall vote or confirm the employment of any person related within the second degree of affinity or the third degree of consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person who shall have been continuously employed for a period of two years, or such other period stipulated by local law, prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.
2. Must insure that all information collected, assembled, or maintained by the applicant relative to a project will be available to the public during normal business hours in compliance with Texas Government Code, Chapter 552, unless otherwise expressly prohibited by law.
3. Must comply with Texas Government Code, Chapter 551, which requires all regular, special, or called meetings of governmental bodies to be open to the public, except as otherwise provided by law or specifically permitted in the Texas Constitution.
4. Must comply with Section 231.006, Texas Family Code, which prohibits payments to a person who is in arrears on child support payments.
5. Will not contract with or issue a license, certificate, or permit to the owner, operator, or administrator of a facility if the subgrantee is a health, human services, public safety, or law enforcement agency and the license, permit, or certificate has been revoked by another health and human services agency or public safety or law enforcement agency.
6. Must comply with all rules adopted by the Texas Commission on Law Enforcement Officer Standards and Education pursuant to Chapter 1701, Texas Occupations Code or must provide the grantor agency with a certification from the Texas Commission on Law Enforcement Officer Standards and Education that the agency is in the process of achieving compliance with such rules if the subgrantee is a law enforcement agency regulated by Texas Occupations Code, Chapter 1701.
7. Will follow all assurances. When incorporated into a grant award or contract, standard assurances contained in the application package become terms or conditions for receipt of grant funds. Administering state agencies and local subrecipients shall maintain an appropriate contract administration system to insure that all terms, conditions, and specifications are met. (See UGMS Section \_\_.36 for additional guidance on contract provisions).
8. Must comply with the Texas Family Code, Section 261.101, which requires reporting of all suspected cases of child abuse to local law enforcement authorities and to the Texas Department of Child Protective and Regulatory Services. Subgrantees shall also ensure that all program personnel are properly trained and aware of this requirement.
9. 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. §§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. §794), which prohibits discrimination on the basis of handicaps and the Americans with Disabilities Act of 1990; (d) the Age Discrimination Act of 1974, as amended (42 U.S.C. §§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 the nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§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.
10. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally assisted construction subagreements.
11. Will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions 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 interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Political Activity Act (5 U.S.C. §§7321-29), which limit the political activity of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act and the Intergovernmental Personnel Act of 1970, as applicable.
14. Will insure that the facilities under its ownership, lease, or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA (EO 11738).

Initial RS Date 5/8/12

15. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234. Section 102(a) requires the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition proposed for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards.

16. 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. §§1451 et seq.); (f) conformity of federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §§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).

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

18. 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.).

19. 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.

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

21. Will comply with Public Law 103-277, also known as the Pro-Children Act of 1994 (Act), which prohibits smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

22. Will comply with all federal tax laws and are solely responsible for filing all required state and federal tax forms.

23. Will comply with all applicable requirements of all other federal and state laws, executive orders, regulations, and policies governing this program.

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


25. Must adopt and implement applicable provisions of the model HIV/AIDS work place guidelines of the Texas Department of Health as required by the Texas Health and Safety Code, Ann., Sec. 85.001, et seq.

**Please fill in the appropriate information and sign.**

Print Name of Authorized Official Ramon Garcia

Title County Judge

Sub-recipient Organization Hidalgo County

  
Signature of Authorized Official \_\_\_\_\_ Date 5/8/12

Initial RG Date 5/8/12

# **EXHIBIT “C”**

**Eligibility Certification Form**

**TEXAS DEPARTMENT OF PUBLIC SAFETY  
TEXAS HOMELAND SECURITY STATE ADMINISTRATIVE AGENCY (THSSAA)**

**2013 ELIGIBILITY CERTIFICATION FORM**

|  |  |  |  |
|--|--|--|--|
| <b>Certification:</b>  | PLEASE FILL IN THE APPROPRIATE INFORMATION AND CERTIFY BY SIGNING BELOW THAT THE INFORMATION SUBMITTED ON THIS ELIGIBILITY FORM IS COMPLETE AND ACCURATE TO THE BEST OF YOUR KNOWLEDGE.  |  |  |
| <b>Printed Name of Jurisdiction/ Organization:</b>   |  |  |  |
| <b>DUNS Number:</b>  |  |  |  |
| <b>Signature:</b>  |  | <b>Date:</b>   |  |
| <b>Printed Name of Authorized Official*:</b><br>(*See instructions for Definition of Authorized)     |  |  |  |
| <b>Title:</b><br>(Judge, Mayor, ED, City Manager, CFO)   |  |  |  |
| <b>I. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)</b>   |  |  |  |
| Please initial to certify to <u>one</u> of the NIMS statements below (initial only one box, A or B): |  |  |  |
| <b>A</b>   | <b>To Certify to I.A, Initial Here:</b>  | My jurisdiction/organization has adopted and implemented NIMS <u>and</u> is compliant with all NIMS objectives issued to date (FY2005-FY2009).<br><br><a href="https://www.fema.gov/nimscast/Logoff.do?a=55062&amp;m=ML2010">https://www.fema.gov/nimscast/Logoff.do?a=55062&amp;m=ML2010</a>  |  |
| <b>B</b>   | <b>To Certify to I.B, Initial Here:</b>  | My jurisdiction/organization has adopted and implemented NIMS, but is not fully compliant with all NIMS implementation objectives.<br><br><b>Required Attachment:</b> A letter explaining the a) the implementation objectives not yet met; b) the steps taken to achieve 100% NIMS compliance; and c) the date the jurisdiction expects to be in full compliance with all objectives and metrics. |  |
| <b>II. EMERGENCY MANAGEMENT PLANS (INTERMEDIATE LEVEL)</b>   |  |  |  |
| <b>To Certify to II., Initial Here:</b>  | <input type="checkbox"/> A. My jurisdiction has its own current emergency management plan that meets the state preparedness standards at the Intermediate Level on file with the Texas Division of Emergency Management (TDEM).              |  |  |
| <b>and check one of the three boxes at right</b>   | <input type="checkbox"/> B. My jurisdiction is a legally established member of an inter-jurisdictional emergency management program that has a plan that meets the state preparedness standards at the Intermediate Level on file with TDEM. |  |  |
| <b>and check one of the three boxes at right</b>   | <input type="checkbox"/> C. My jurisdiction/organization is not a city or county and is not required by Texas law to have an emergency management plan, e.g., COG or nonprofit organization.   |  |  |

**III.**

**OMB CIRCULAR A-133 SINGLE AUDIT**

My jurisdiction's/organization's fiscal year (FY) end for 2012 was (check one):

- August 31, 2012** (Reporting Package is due 30 days after completion or May 31, 2013, whichever is sooner)
- September 30, 2012** (Reporting Package is due 30 days after completion or June 30, 2013, whichever is sooner)
- December 31, 2012** (Reporting Package is due 30 days after completion or September 30, 2013, whichever is sooner)
- Other (please specify date here):** \_\_\_\_\_

Please initial to certify to one of the A-133 Audit statements below (Initial only one box, A or B).

|          |  |  |
|----------|--|--|
| <b>A</b> | <b>To Certify to III.A,<br/>Initial Here:</b><br>_____ | I certify my jurisdiction/organization <b>did not</b> expend over \$500,000 in Federal or State funding during <b>FY 2012</b> so no A-133 audit was necessary or obtained.   |
| <b>B</b> | <b>To Certify to III.B,<br/>Initial Here:</b><br>_____ | I certify my jurisdiction/organization <b>expended over \$500,000</b> in Federal or State funding in <b>FY 2012</b> and that the required reporting package has been/will be provided 1) to the Texas Department of Public Safety (TXDPS) and 2) to the Federal Clearinghouse. |

**IV.**

**TEXAS REGIONAL RESPONSE NETWORK (TRRN)**

|  |  |
|--|--|
| <b>To Certify to IV.,<br/>Initial Here:</b><br>_____ | My jurisdiction/organization is registered with the Texas Regional Response Network (TRRN) and (check one): <a href="https://www.trrn.state.tx.us/TRRN/Tier01/Security/SignIn.aspx">https://www.trrn.state.tx.us/TRRN/Tier01/Security/SignIn.aspx</a>  |
| <b>and check one of the two boxes at right</b>       | <input type="checkbox"/> A. My jurisdiction <b>has entered all deployable equipment with a cost of \$5,000 or more</b> purchased with Homeland Security Grant funds into the TRRN.<br><input type="checkbox"/> B. My jurisdiction <b>does not have any deployable equipment with a cost of \$5,000 or more</b> purchased with Homeland Security Grant funds. |

**V.**

**DUNS, CCR and FFATA**

|   |  |
|---|--|
| <b>To Certify to V.,<br/>Initial Here:</b><br>_____ | I certify my jurisdiction/organization has entered all required information, including FFATA/employee compensation, into the System for Award Management (SAM) and has an active registration status with no "Active Exclusion Records". ( <a href="https://www.sam.gov/portal/public/SAM/">https://www.sam.gov/portal/public/SAM/</a> ) |
|---|--|

**VI.**

**CRIMINAL HISTORY DISPOSITION REPORTING (If Applicable)**

This certification section applies to **County jurisdictions only for the State Homeland Security Grant Program (SHSP)**. For FY 2013, this section **DOES NOT APPLY** to cities within counties or to NSGP, OPSG, or UASI applicants. Please initial to certify to one of the criminal history disposition reporting statements below (initial only one box, A or B).

|          |   |   |
|----------|---|---|
| <b>A</b> | <b>To Certify to VI.A,<br/>Initial Here:</b><br>_____ | My County has documented a <b>90% average disposition completeness rate for adult arrests and a 90% average disposition completeness rate for juvenile arrests</b> under calendar years 2007-2011 as required by Chapter 60, Texas Code of Criminal Procedure.  |
| <b>B</b> | <b>To Certify to VI.B,<br/>Initial Here:</b><br>_____ | My County <b>DOES NOT</b> currently have a documented <b>90% average disposition completeness rate for adult arrests and a 90% average disposition completeness rate for juvenile arrests</b> under calendar years 2007-2011, but my County intends to attain the required averages <b>by August 1, 2013</b> . I understand that my County will not be Eligible for 2013 SHSP funds if the required averages are not achieved by the August 1, 2013 deadline. |

**TEXAS DEPARTMENT OF PUBLIC SAFETY  
TEXAS HOMELAND SECURITY STATE ADMINISTRATIVE AGENCY  
(THSSAA)**

**2013 ELIGIBILITY CERTIFICATION INSTRUCTIONS**

- **Form:** Completion of the *2013 Eligibility Certification Form* is required by all potential sub-recipients to be eligible for 2013 Homeland Security Grant funds.
- **Required Signature:** This form must be signed by the chief elected official, chief executive officer, and/or chief financial officer. A sub-recipient may choose to have multiple signatories.
- **Return Instructions:** The certification form, and NIMS explanation letter (if required), must be emailed to the THSSAA at [SAA@dps.texas.gov](mailto:SAA@dps.texas.gov) no later than **June 28, 2013**. Please submit the certification form and NIMS explanation letter (if required) together in one PDF document and in one email.
- **Subject Line/File Name:** Please use the following naming convention for the email subject line and document file name: "Jurisdiction/Organization Name-2013-Certification"  
(e.g. *Kerr County-2013-Certification*.)
- **Courtesy Copy:** A completed and signed copy also must be sent to your local COG if they require it. Contact the Homeland Security Grant program manager at your local COG for instructions.

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**I. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)**

Homeland Security Presidential Directive (HSPD)-5 requires Federal Departments and agencies to make adoption of NIMS by State, tribal, local governments and nongovernmental organizations (NGOs) a condition for Federal preparedness assistance through grants, contracts and other activities.

The NIMS Compliance Assistance Support Tool (NIMSCAST) is the web-based self-assessment instrument for Federal Departments and agencies as well as State, territorial, tribal, local governments to evaluate, report, and document their jurisdiction's progress and achievement of NIMS implementation activities.

Prior to allocation of any FY 2013 Federal preparedness awards, the Texas Homeland Security State Administrative Agency (THSSAA) must ensure compliance and/or alignment with the FY 2012 NIMS implementation plan. Accordingly, all sub-recipients must be 100% compliant with the FY 2012 NIMS Implementation Objectives and Metrics in NIMSCAST to be eligible to receive FY 2013 Homeland Security Grant funding or the THSSAA must document that the sub-recipient "has demonstrated sufficient progress in NIMS implementation."

2013 NOTE: The FEMA National Integration Center is currently working to integrate NIMSCAST into the Preparedness Capabilities Assessment System Tool (PrepCAST) portal. FEMA has indicated that "*the launch of NIMSCAST 5.0 will be delayed and that the National Integration Center cannot articulate a definitive timeframe for the next NIMSCAST launch.*" As a result, the THSSAA will rely on the eligibility certification from potential subrecipients until NIMSCAST 5.0 is available for THSSAA to complete validation checks of the 2012 NIMSCAST data.

**II. 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 Division of Emergency Management (TDEM). Plans must be maintained throughout the entire grant performance period and must be at least at the Intermediate Level. Emergency Management Coordinators (EMCs) may now submit and check the level of their jurisdiction's emergency plans online through TDEM's ePlan application. Emergency Management Coordinators may register for the new ePlan application by contacting Amanda Rick at [amanda.rick@dps.texas.gov](mailto:amanda.rick@dps.texas.gov) or (512) 424-2450. The THSSAA will verify plans compliance with TDEM.

### III. OMB CIRCULAR A-133 SINGLE AUDIT

Per 44 CFR 13.26, “grantees and subgrantees are responsible for obtaining audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507); 31 U.S.C. 503, 1111; Executive Order 8248; Executive Order 11541; and revised OMB Circular A-133.” Any sub-recipient expending \$500,000 or more in Federal funds (all federal sources combined) or State funds (all state sources combined) during the prior fiscal year must obtain an OMB Circular A-133 Single Audit and provide a copy of the required reporting package to TXDPS and the Federal Clearinghouse (<http://harvester.census.gov/sac/>). Audits and reporting packages should be submitted to TXDPS via email at [A133review@dps.texas.gov](mailto:A133review@dps.texas.gov), or via U.S. Mail at Texas Department of Public Safety, P O Box 4087, Austin, Texas 78773-0001, and Attn: TDEM/A-133. Questions about A-133 audit submission requirements may be directed to Robert Newsom at 512/437-4742 or to the above email address.

### IV. TEXAS REGIONAL RESPONSE NETWORK (TRRN)

The Texas Regional Response Network (TRRN) is a web-based application through the Texas Department of Public Safety (TXDPS), Texas Division of Emergency Management (TDEM). The function of the TRRN web application is to provide a central, web-based system to organize and coordinate resources in response to natural or man-made disasters.

- Any sub-recipient who has received Homeland Security Grant funding must be registered with TRRN.
- Any deployable equipment with a cost of \$5,000 or more, purchased with Homeland Security Grant funds, must be entered into the TRRN.

Technical questions or comments concerning the TRRN website and its operations can be directed to Dan Walker 512/424-2549 [dan.walker@dps.texas.gov](mailto:dan.walker@dps.texas.gov) or Jonathan King 512/424-7053 [jonathan.king@dps.texas.gov](mailto:jonathan.king@dps.texas.gov).

### V. DUN AND BRADSTREET DATA UNIVERSAL NUMBERING SYSTEM (DUNS), SYSTEM FOR AWARD MANAGEMENT (SAM), FEDERAL FUNDING ACCOUNTABILITY & TRANSPARENCY ACT (FFATA)

Every Sub-recipient must have a DUNS number and active registration in SAM prior to submitting an application for Federal funding. Sub-recipients may verify if they have a DUNS number and/or may obtain a DUNS number via <http://fedgov.dnb.com/webform/index.jsp> or by calling (866) 705-5711. To ensure your SAM registration will be active at the time of award, please review and update your registration if needed ([www.sam.gov](http://www.sam.gov)). Sub-recipients are required to keep their SAM registration current, accurate, and complete through-out the grant performance period (2 CFR 25).

For those few Sub-recipients who received (1) 80% or more of their annual gross revenues from Federal awards, and (2) at least \$25 million in annual gross revenues from Federal awards, and their executive compensation is not already available in the Securities and Exchange Commission or Internal Revenue Service public reporting systems, then the Sub-recipient must include names of their top five highest compensated executives and list their total compensation. See 2 CFR 170. Sub-recipients are required to provide all required SAM & FFATA Sub-award Reporting System (FSRS) information. For questions about the DUNS, SAM and/or FFATA reporting requirements, please contact your Chief Financial Officer.

### VI. CRIMINAL HISTORY DISPOSITION REPORTING

Pursuant to Texas Code of Criminal Procedure article 60.14, the THSSAA, before allocating money to a County from any federal grant program for the enhancement of criminal justice programs, shall certify that the County has taken, or will take, necessary action to provide its criminal history records to the Texas Department of Criminal Justice and the Department of Public Safety. Prior to allocating any money to a County, the THSSAA will review the County’s criminal history reporting performance for a 90% average disposition completeness rate for adult arrests and a 90% average disposition completeness rate for juvenile arrests under calendar years 2007-2011. If the County does not have a 90% average for each, the County will not be Eligible for 2013 Homeland Security Grant funds (some exceptions apply; e.g. OPSG and UASI). Information about reporting requirements and 5-year completeness percentages by County can be obtained by contacting Angie Kendall at [angie.kendall@dps.texas.gov](mailto:angie.kendall@dps.texas.gov) or 512/424-2471.

# **EXHIBIT “D”**

STATEMENT OF WORK

## STATEMENT OF WORK FOR PARTICIPATING LAW ENFORCEMENT AGENCIES

In an effort to reduce border related crimes and assist in securing the County of Hidalgo, Texas and the United States border with the Republic of Mexico, the Hidalgo County Sheriff's Office, Hidalgo County Constable Departments, and participating local law enforcement agencies will enforce local and state laws within each agency's jurisdiction and will not enforce federal immigration laws on behalf of Customs and Border Protection/Border Patrol.

# **EXHIBIT “E”**

## **Grant Budget**

**OPERATION STONEGARDEN 2011  
TEXAS DEPARTMENT OF PUBLIC SAFETY**

|                                       | <u>ORIGINAL<br/>BUDGET</u> |  | <u>2011<br/>Supplemental</u> | <u>TOTAL</u>     |
|---------------------------------------|----------------------------|--|------------------------------|------------------|
| Overtime                              | -                          |  | 94,448.00                    | 94,448.00        |
| Fringe Benefits                       | -                          |  | 3,533.33                     | 3,533.33         |
| Vehicle Maintenance                   |                            |  |                              |                  |
|                                       |                            |  |                              |                  |
| Equipment Maintenance                 | -                          |  | -                            | -                |
|                                       |                            |  |                              |                  |
| Equipment                             | -                          |  | -                            | -                |
|                                       |                            |  |                              |                  |
|                                       |                            |  |                              |                  |
|                                       |                            |  |                              |                  |
|                                       |                            |  |                              |                  |
| Fuel Cost                             | -                          |  | -                            | -                |
| Mileage                               | -                          |  | -                            | -                |
| Other                                 |                            |  |                              |                  |
|                                       |                            |  |                              |                  |
| Travel                                | -                          |  |                              | -                |
|                                       |                            |  |                              |                  |
| <b>TOTALS</b>                         | -                          |  | <b>97,981.33</b>             | <b>97,981.33</b> |
| <b>FRINGE BENEFITS<br/>BREAKDOWN:</b> |                            |  |                              |                  |
| FICA                                  | -                          |  | -                            | -                |
| Retirement                            | -                          |  | -                            | -                |
| Unemployment Comp.                    | -                          |  | -                            | -                |
| Workers' Comp.                        | -                          |  | -                            | -                |
| <b>TOTAL FRINGE BENEFITS</b>          | -                          |  | -                            | -                |

# **EXHIBIT “F”**

**Cost Reimbursement Request Form  
and SAA Bulletins**

**HIDALGO COUNTY**  
**Operation Stonegarden FY 13**  
**Agency Cost Reimbursement Request**  
**TAB A - Signature Page**

Applicant name:

|  |
|--|
|  |
|--|

Project Title:

|                                   |
|-----------------------------------|
| <b>2011 Operation Stonegarden</b> |
|-----------------------------------|

Type of Reimbursement

|  |
|--|
|  |
|--|

Date Submitted

|  |
|--|
|  |
|--|

Reimbursement Period Start date:

|  |
|--|
|  |
|--|

Reimbursement Period End date:

|  |
|--|
|  |
|--|

Grant Year

|             |
|-------------|
| <b>2011</b> |
|-------------|

**Point of Contact:**

Name

|  |
|--|
|  |
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Title

|  |
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Organization

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Email

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Telephone

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**Certification Authority:**

Name

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Title

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Organization

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Email

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***Certification Authority Signature***

\_\_\_\_\_

**By signing this document you are acknowledging that you are aware that you may be audited by HIDALGO COUNTY, TX DPS and or DHS/FEMA to verify that this request is valid. Failure to provide correct information could result in the disallowance and subsequent repayment of the entire amount requested.**

**HIDALGO COUNTY**  
**Operation Stonegarden FY 13**  
**(Name of Police Dept)**  
**Agency Cost Reimbursement Request**  
**TAB B - Detailed Report**

**I. Operational Overtime**

|                       | Job Title/Name  | Salary Hourly Rate at 100% | Hours of overtime | Overtime Rate | Total Overtime Charged | Total Fringe Benefit | \$ Requested   |
|-----------------------|-----------------|----------------------------|-------------------|---------------|------------------------|----------------------|----------------|
| 1                     | Deputy/ Joe Bob | \$19.05                    | 2                 | \$28.58       | \$57.16                | \$0.00               | \$57.16        |
| 2                     |                 | \$0.00                     | 0                 | \$0.00        | \$0.00                 | \$0.00               | \$0.00         |
| 3                     |                 | \$0.00                     | 0                 | \$0.00        | \$0.00                 | \$0.00               | \$0.00         |
| 4                     |                 | \$0.00                     | 0                 | \$0.00        | \$0.00                 | \$0.00               | \$0.00         |
| 5                     |                 | \$0.00                     | 0                 | \$0.00        | \$0.00                 | \$0.00               | \$0.00         |
| 6                     |                 | \$0.00                     | 0                 | \$0.00        | \$0.00                 | \$0.00               | \$0.00         |
| 7                     |                 | \$0.00                     | 0                 | \$0.00        | \$0.00                 | \$0.00               | \$0.00         |
| 8                     |                 | \$0.00                     | 0                 | \$0.00        | \$0.00                 | \$0.00               | \$0.00         |
| 9                     |                 | \$0.00                     | 0                 | \$0.00        | \$0.00                 | \$0.00               | \$0.00         |
| 10                    |                 | \$0.00                     | 0                 | \$0.00        | \$0.00                 | \$0.00               | \$0.00         |
| <b>TOTAL SALARIES</b> |                 |                            |                   |               |                        |                      | <b>\$57.16</b> |

**II. Travel and Per Diem**

|                     | Job Title/Name | Total Travel Cost and event |               |
|---------------------|----------------|-----------------------------|---------------|
| 1                   |                |                             | \$0.00        |
| 2                   |                |                             | \$0.00        |
| 3                   |                |                             | \$0.00        |
| 4                   |                |                             | \$0.00        |
| 5                   |                |                             | \$0.00        |
| 6                   |                |                             | \$0.00        |
| 7                   |                |                             | \$0.00        |
| 8                   |                |                             | \$0.00        |
| 9                   |                |                             | \$0.00        |
| 10                  |                |                             | \$0.00        |
| <b>TOTAL TRAVEL</b> |                |                             | <b>\$0.00</b> |

**III Vehicle/Equipment Rentals**

|  |  |               |
|--|--|---------------|
| 1                                      |  | \$0.00        |
| 2                                      |  | \$0.00        |
| 3                                      |  | \$0.00        |
| 4                                      |  | \$0.00        |
| 5                                      |  | \$0.00        |
| 6                                      |  | \$0.00        |
| 7                                      |  | \$0.00        |
| 8                                      |  | \$0.00        |
| 9                                      |  | \$0.00        |
| 10                                     |  | \$0.00        |
| <b>TOTAL VEHICLE/EQUIPMENT RENTALS</b> |  | <b>\$0.00</b> |

**IV Vehicle/Equipment Maintenance**

|  |  |               |
|--|--|---------------|
| 1  |  | \$0.00        |
| 2  |  | \$0.00        |
| 3  |  | \$0.00        |
| 4  |  | \$0.00        |
| 5  |  | \$0.00        |
| 6  |  | \$0.00        |
| 7  |  | \$0.00        |
| 8  |  | \$0.00        |
| 9  |  | \$0.00        |
| 10   |  | \$0.00        |
| <b>TOTAL VEHICLE/EQUIPMENT MAINTENANCE</b> |  | <b>\$0.00</b> |

**HIDALGO COUNTY**  
**Operation Stonegarden FY 13**  
**(Name of Police Dept)**  
**Agency Cost Reimbursement Request**  
**TAB B - Detailed Report**

**V Mileage**

*Vehicle number plus number of miles @ what rate*

|    |  |        |
|----|--|--------|
| 1  |  | \$0.00 |
| 2  |  | \$0.00 |
| 3  |  | \$0.00 |
| 4  |  | \$0.00 |
| 5  |  | \$0.00 |
| 6  |  | \$0.00 |
| 7  |  | \$0.00 |
| 8  |  | \$0.00 |
| 9  |  | \$0.00 |
| 10 |  | \$0.00 |

**TOTAL MILEAGE** **\$0.00**

**VI Fuel Cost**

*Vehicle Number, amount of fuel @ what rate*

|    |  |        |
|----|--|--------|
| 1  |  | \$0.00 |
| 2  |  | \$0.00 |
| 3  |  | \$0.00 |
| 4  |  | \$0.00 |
| 5  |  | \$0.00 |
| 6  |  | \$0.00 |
| 7  |  | \$0.00 |
| 8  |  | \$0.00 |
| 9  |  | \$0.00 |
| 10 |  | \$0.00 |

**TOTAL FUEL COST** **\$0.00**

**VII Equipment**

*Item Description*

|    |  |        |
|----|--|--------|
| 1  |  | \$0.00 |
| 2  |  | \$0.00 |
| 3  |  | \$0.00 |
| 4  |  | \$0.00 |
| 5  |  | \$0.00 |
| 6  |  | \$0.00 |
| 7  |  | \$0.00 |
| 8  |  | \$0.00 |
| 9  |  | \$0.00 |
| 10 |  | \$0.00 |

**TOTAL EQUIPMENT** **\$0.00**

|                                     |                |
|-------------------------------------|----------------|
| TOTAL Operational Overtime          | <u>\$57.16</u> |
| TOTAL Travel and Per Diem           | <u>\$0.00</u>  |
| TOTAL Vehicle/Equipment Rentals     | <u>\$0.00</u>  |
| TOTAL Vehicle/Equipment Maintenance | <u>\$0.00</u>  |
| TOTAL Mileage                       | <u>\$0.00</u>  |
| TOTAL Fuel Cost                     | <u>\$0.00</u>  |
| TOTAL Equipment                     | <u>\$0.00</u>  |

**REIMBURSEMENT REQUEST TOTAL** **\$57.16**



## **Cost Reimbursement Request Instructions**

- 1) The participating Police Department shall submit a Cost Reimbursement Request due on or before the 15<sup>th</sup> of each month for the previous month. Reimbursement Request received after the deadline will not be processed until the following month
  - I. **Operational Overtime** – Enter the title and name of the officer participating in the Operation Stonegarden project along with hourly rate, overtime rate and total amount of fringes attributed to the overtime amount. (Only FICA, Workman's Compensation, Retirement, and Unemployment Compensation will be reimbursable.)
    - (1) Submit copies of time sheets with all required signatures, copies of general ledger and/or payroll distributions reports & proof of payment (i.e. copies of checks) from the Police Department's or City's Financial Management System to support the amount of Operational Overtime being requested.
  - II. **Travel and Per Diem** – Enter the title and name of the officer along with a brief description of the purpose of the travel and the amount incurred.
    - (2) Submit copies of travel supporting documentation (i.e. purpose of travel, proof of attendance) with all appropriate and required signatures and proof of payment (i.e. copies of general ledger and copies of checks).
  - III. **Vehicle/Equipment Maintenance** – Enter a brief description of the type of expenditure incurred, invoice number and amount. (List each invoice separately.)
    - (3) Submit copies of all invoices and proof of payment (i.e. copies of general ledger and copies of checks).
  - IV. **Mileage** – Enter the vehicle identification number (as identified by local police department) along with the number of miles and rate of the total dollar amount per vehicle.
    - (4) Submit copies of mileage logs identifying mileage at beginning of trip and mileage at end of trip along with the total miles traveled supported by all appropriate and required signatures.
  - V. **Fuel Cost** – Enter the vehicle identification number (as identified by the local police department along with the number of gallons and rate per gallon and

the total amount per vehicle). Note: The same vehicle can be entered multiple times depending on the different rates used.

- (5) Submit copies of documentation supporting the amount of fuel consumption and rate with all appropriate and required signatures and/or copies of actual fuel costs along with proof of payment (i.e. copies of general ledger and copies of checks, if applicable).

**VI. Equipment** – Enter a brief description of the equipment purchased along with the invoice number and amount. (List all invoices separately).

- (6) Submit copies of all invoices and proof of payment (i.e. copies of general ledger and copies of checks). In addition, attach a printout indicating a debarment check was done prior to each purchase. (See [www.sam.gov](http://www.sam.gov)). Submit a photograph depicting equipment purchased, identification number/serial number, and proof of tagging. Tagging must be accomplished according to SAA Information Bulletin No. 12-004, which was issued on May 24, 2012, and is attached and incorporated herein for all purposes.
  - a. Total for all categories arriving to the total amount of the Cost Reimbursement Request.
  - b. Enter the Police Department's name.
  - c. Enter additional information pertaining to the Cost Reimbursement Request being submitted.
  - d. Point-of-Contact - Complete the Point-of-Contact and Certification Authority information

2) Reimbursement packages can be mailed or submitted in person to:

Hidalgo County Auditor's Office  
2808 S. Business Highway 281  
Edinburg, Texas 78539-6243

- 3) Electronic copies of supporting documentation will also be accepted; however, the Cost Reimbursement Request must be an original signed with blue ink.
- 4) If the Cost Reimbursement Request is not legible, contains incomplete information, or lacks required signatures and/or supporting documentation, it will be returned for correction before processing.
- 5) The Police Department/City must submit a corrected Cost Reimbursement Request and/or pending documentation no later than the following month's deadline.
- 6) For any budget category expenditure being submitted for reimbursement, a copy of the Police Department's/City's written policies on overtime, travel and per diem, mileage

and procurement procedures should be submitted with the first Cost Reimbursement request.

- 7) Hidalgo County reserves the right to request additional information and documentation on expenditures and procedures to verify whether a cost is allowable and to satisfy audit requirements.
- 8) The Police Department/City must have all purchases paid and submitted by January 30, 2015.

# TEXAS DEPARTMENT OF PUBLIC SAFETY

5805 N LAMAR BLVD • BOX 4087 • AUSTIN, TEXAS 78773-0001

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DAVID G. BAKER  
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## SAA Information Bulletin

No. 12-003

June 29, 2012

(REVISED) August 2, 2013

To: Texas Regional Councils  
Texas Association of Regional Councils  
All Texas State Homeland Security Grant Program Points of Contact  
Urban Areas Security Initiatives (UASI) Points of Contact

From: Mabelle Pharr  
Deputy Assistant Director

Subject: Federal Debarment and the Excluded Parties List System

Effective Date: August 2, 2013

### Purpose

In an effort to provide assurance to the Federal Government that the State of Texas and its sub-recipients comply with Federal Executive Order 12549, 44 CFR § 13.35 ("Subawards to debarred and suspended parties"), and the Texas Uniform Grant Management System (UGMS), the Texas Department of Public Safety/Texas Homeland Security-State Administrative Agency requires all Homeland Security Grant Program subrecipients (to include all programs administered by the TXDPS/THS-SAA) check the debarment status of all vendors before contracting with or making any purchases with funds from any federal grant.

The Excluded Parties Listing Systems (EPLS) is an electronic database of parties excluded from federal procurement and non-procurement programs and is located at <https://www.SAM.Gov>. The EPLS identifies those parties excluded throughout the U.S. Government (unless otherwise noted) from receiving Federal contracts or certain subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits.

The TXDPS/THS-SAA requires Subrecipients to develop a written policy and procedure in order to ensure that the EPLS system is utilized. A sample policy and procedure has been provided below. These provided samples are intended as a guide but can be modified and adopted:

### Policy

Prior to procuring or entering into contract(s) for any goods/services, the subrecipient must check the debarment status of the vendor using the EPLS system (<https://www.SAM.Gov>) and document that

verification has occurred. This policy applies to the procurement of all good(s) or service(s) regardless of unit price or quantity.

Furthermore, because vendors are being removed and new ones added on a daily basis, subrecipients will be required to verify the vendor before issuing a new purchase order, blanket purchase order, contract or single time purchase.

If verification has been performed prior to entering into multiple invoice or multiple billing period contracts, such as a yearly wireless phone subscription, then verification is not required prior to making each payment to the vendor. However, verification should be performed prior to extending, renegotiating a follow-on contract, or entering into a new contract.

Each Jurisdiction must have a written policy that includes the verification of vendors using the ELPS system prior to procuring or entering into contract(s) for any goods/services.

Each jurisdiction is required to include the EPLS verification with reimbursement or advance requests submitted after August 26, 2013 as part of the supporting documentation.

Example Policy:

The County/City Purchaser shall verify debarment status of all vendors prior to utilizing Homeland Security funds, using the EPLS system (<https://www.SAM.Gov>)

### **Procedures for Documentation**

Each subrecipient must be able to provide evidence that the debarment status of vendors has been verified before funds have been committed for a purchase or contract to the vendor. For purposes of HSGP reimbursements and advances a screen print of the SAM.Gov page indicating the vendor is not debarred provides that evidence.

Example Procedures:

Before Homeland Security funds may be spent, the County/City purchaser will:

1. Go to the EPLS Website (<https://www.SAM.Gov>).
2. The County/City Purchaser or their agent will search the EPLS system for the vendor.
3. If the vendor is found to be debarred, the vendor may not be used for procurements utilizing Homeland Security Grant Funds.
4. If the vendor is found not be debarred, print the screen page and retain with the procurement documentation.
5. A copy of the screen print indicating the vendor is not debarred, at the time of the procurement, must be included with the supporting documentation submitted to the Texas Homeland Security State Administrative Agency requesting reimbursement or advance.

### **SAA Monitoring**

During monitoring and reviews, subrecipients must be able to provide proof of a written policy requiring verification of debarment status. Records of vendors verified should be retained for audit purposes (maintain a copy of the screen print verification from the EPLS website) throughout the record retention period for the particular grant.

**\*Texas Uniform Grant Management System (UGMS) III. State Uniform Administrative Requirements For Grants and Cooperative Agreements Subpart C—Post-Award Requirements\_\_\_\_.35 Subawards to debarred and suspended parties.**

**“Grantees and subgrantees must not make any award or permit any award (subgrant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549, “Debarment and Suspension.” A current list of “Parties Excluded from Procurement and Nonprocurement Programs” may be obtained from the federal General Services Administration in electronic form via modem or on the internet at <http://www.EPLS.GOV> State agencies are prohibited by the state appropriations act from purchasing goods or services with appropriated funds “from companies which have been found, in a judicial or state agency administrative proceeding, to be guilty of unfair business practices.” The restriction on such purchases remains in effect for one year from the date of the determination of guilt.**

# TEXAS DEPARTMENT OF PUBLIC SAFETY

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## SAA Information Bulletin

12-004

May 24, 2012

Revised

April 8, 2014

To: Texas Regional Councils  
Texas Association of Regional Councils  
All Texas State Homeland Security Grant Program Points of Contact

From: Mabelle Pharr  
Deputy Assistant Director

Subject: Tagging and Inventory Requirements for Homeland Security Funded Equipment

Purpose: This information bulletin replaces GDEM-SAA Information Bulletin (IB) No. 2, dated August 10, 2006. This IB takes effect as of the revised date listed above. In an effort to clarify the 44 CFR 13.32 requirements that all Homeland Security Grant Program sub-recipients must follow with regards to the equipment tagging and inventory requirements, the following guidance is provided.

### Definitions

**Capital Asset** - personal property costing \$5,000.00 or greater per-unit and having an estimated useful life of greater than one year.

**Controlled Asset** - an asset that has a per-unit cost of less than \$5,000.00, however due to its high-risk nature, must be tracked regardless of per unit cost. The following is a list of Controlled Assets.

#### Controlled Asset Description

#### Authority

- |   |                     |
|---|---------------------|
| • Stereo Systems  | (UGMS, SPA)         |
| • Cameras including Still, Digital, and Video                 | (UGMS, SPA, THSSAA) |
| • Facsimile Machines  | (UGMS)              |
| • TVs, VCRs, DVRs, and DVD Players                            | (UGMS, SPA)         |
| • Cellular and Portable Telephones                            | (UGMS, THSSAA)      |
| • Desktop CPU – Apple and non Apple                           | (SPA, THSSAA)       |
| • Portable CPU – Apple and non Apple-including Tablet Devices | (SPA, THSSAA)       |
| • Printer – Portable and non portable                         | (SPA, THSSAA)       |
| • Data Projectors   | (THSSAA)            |
| • GPS Devices   | (THSSAA)            |
| • Communications Equipment                                    | (THSSAA)            |
| • Hand Held and Vehicle Mounted Radios                        | (THSSAA)            |

- Hand Held Imaging Units (THSSAA)
- Night Vision Optics, Spotting Scopes, and Binoculars (THSSAA)
- Trailers (THSSAA)
- Generators (THSSAA)
- CBRNE Detection Equipment (THSSAA)

UGMS = Uniform Grant Management Standards

SPA = State Property Accounting System

THSSAA = Texas Homeland Security State Administrative Agency

### Equipment Inventory Management

A control system must be in place to ensure adequate safeguards to prevent loss, damage, or theft of the asset. Any loss, damage, or theft shall be investigated (44 CFR 13.32). All sub-recipients must comply with the following Equipment Management guidance:

### Equipment Inventory Requirements

Asset records must be maintained and a physical inventory and reconciliation of Homeland Security grant funded assets must be accomplished at a minimum of once every two years as required by grant guidance. THSSAA requires sub recipients to track and record all required grant-funded Capital Assets and Controlled Assets in an inventory system. All assets acquired by the jurisdiction including capital and controlled (regardless of age) are to remain on the jurisdiction's inventory until final disposition has occurred.

Sub recipient inventory systems must contain the following information:

1. A description of the asset
2. A serial number or other identification number
3. The source of asset
4. Who holds title
5. The acquisition date
6. Cost of the asset
7. Percentage of federal participation in the cost of the asset
8. The location
9. Use
10. Condition of the asset
11. Any ultimate disposition data including the date of disposal and sale price of the asset
12. Control or inventory number

(Reference: A-133 Compliance Supplemental, 44 CFR 13.32, UGMS)

### Tagging Requirements

1. All Homeland Security Grant-funded Capital assets over \$5,000.00 in unit price and all controlled assets must be tagged.
2. Tagging is considered acceptable when it can be removed only through considerable effort or intentionally.
3. Asset tags must contain the following data:
  - a.. Jurisdiction's name

b.. Tag sequence number

Example: “Bear County –No. 00025”

Remember: When practical, the equipment should be marked “Purchased with Funds Provided by the U.S. Department of Homeland Security”.

4. The asset tag sequence number must be reflected as a column in the Jurisdiction’s master inventory listing and must correspond with the asset data.
5. The sub-recipient must consider the placement of the asset identification tag for ease of access during inventory and inspections. If an asset is constructed of material that does not allow for a tag to be applied (e.g. rubberized, fabric), the Sub-recipient should use other means of tagging such as a permanent marker or engraving. If an asset’s size does not allow for a tag to be applied (e.g. night vision optics), the Sub-recipient should place the tag on the storage container for that asset. Hand held radios can often be tagged under the battery. It is not necessary to deface an asset when applying a tag.
6. In the event that an asset is found to have its tag defaced or damaged to the point where number recognition is impossible, the jurisdiction should replace the identification tag assigned and affix a new one to the equipment. Lastly, update the master inventory list to reflect the new asset tag. A cross reference on the old record should also be made to provide an audit trail.
7. For disposition, please refer to 44 CFR 13.32 (e)

Annual Inventory Control Requirement

All sub recipients that have Homeland Security assets that have not been disposed of and carried on their inventory system, are required to complete an annual inventory control certification form. The form provides for certification that the jurisdiction has completed a full physical inventory and reconciliation of Homeland Security assets within the past two years. The form must be submitted and received at the THSSAA by **June 30<sup>th</sup>** each year. You must initial all four components and complete the fifth component to be fully compliant.

Jurisdictions who fail to submit the form by the due date are deemed non-compliant and subject to suspension as outlined in 44 CFR § 13.43(a) (1)-(4) and will result in holding of reimbursements until the certification form is received.

The inventory certification form is located at:  
[http://www.txdps.state.tx.us/director\\_staff/saa/information\\_bulletins.htm](http://www.txdps.state.tx.us/director_staff/saa/information_bulletins.htm)

Forms can be submitted either by fax to: 512-206-3137 or e-mail to: [saamonitoring@dps.texas.gov](mailto:saamonitoring@dps.texas.gov).

**TEXAS DEPARTMENT OF PUBLIC SAFETY  
TEXAS HOMELAND SECURITY STATE ADMINISTRATIVE AGENCY (THSSAA)**

**ANNUAL INVENTORY CONTROL REQUIREMENT**

|   |  |
|---|--|
| Name of Jurisdiction:   | Date:  |
| <i>INSTRUCTIONS: Please initial on the left to certify each of the following statements. All four sections must be certified to be fully compliant. Please return completed document by June 30 to THSSAA monitoring at:<br/>Fax-512-206-3137 or email <a href="mailto:SAAMonitoring@dps.texas.gov">SAAMonitoring@dps.texas.gov</a></i> |  |
| <b>I. Controlled and Capital Assets Acknowledgement</b>   |  |
| Initial here to certify:<br><input style="width: 100%; height: 20px;" type="text"/>   | My jurisdiction has listed all required homeland security grant funded assets on our local inventory in accordance with THSSAA information Bulletin No. 12-004.<br><a href="http://www.txdps.state.tx.us/director_staff/saa/documents/saa12-004.pdf">http://www.txdps.state.tx.us/director_staff/saa/documents/saa12-004.pdf</a>   |
| <b>II. Tagging of Grant Funded Assets</b>   |  |
| Initial here to certify:<br><input style="width: 100%; height: 20px;" type="text"/>   | My jurisdiction has tagged all Homeland Security grant funded assets in accordance with THSSAA Information Bulletin No. 12-004 including the name of the jurisdiction and a unique identifying number.   |
| <b>III. Equipment Inventory Requirements</b>  |  |
| Initial here to certify:<br><input style="width: 100%; height: 20px;" type="text"/>   | My jurisdiction maintains a physical inventory of Homeland Security grant funded assets and captures the following information for all equipment in accordance with THSSAA Information Bulletin 12-004. <ul style="list-style-type: none"> <li>A. Description of the asset</li> <li>B. Serial number or other identification number</li> <li>C. Source of the asset</li> <li>D. Who holds the title</li> <li>E. Acquisition date</li> <li>F. Cost of the asset</li> <li>G. Percentage of federal participation in the cost of the asset</li> <li>H. Location</li> <li>I. Use</li> <li>J. Condition of the Asset</li> <li>K. Any ultimate disposition data including the date of disposal and sale price</li> <li>L. Control or Inventory Number</li> </ul> <i>(Reference: A-133 Compliance supplemental, 44 CFR 13.32, UGMS)</i> |
| <b>IV. PHYSICAL INVENTORY RECONCILIATION</b>  |  |
| Initial here to certify:<br><input style="width: 100%; height: 20px;" type="text"/>   | My jurisdiction has completed a full physical inventory and reconciliation of assets within the last 24 months in accordance with regulations.<br>Our last physical inventory was conducted: <input style="width: 100px;" type="text"/>  |
| <b>V. AUTHORIZED SIGNATURE(S)</b>   |  |
| <b>Print Name of Jurisdiction/Organization</b>  |  |
| <b>Printed Name of Chief Elected Official, Chief Executive Officer, Or Chief Financial Officer</b>  |  |
| <b>Title (Judge, Mayor, ED, City Manager, CFO)</b>  |  |
| <b>Signature</b>  |  |
| <b>Date</b>   |  |

This form is located at: [http://www.txdps.state.tx.us/director\\_staff/saa/information\\_bulletins.htm](http://www.txdps.state.tx.us/director_staff/saa/information_bulletins.htm)

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STEVEN C. McCRAW  
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DAVID G. BAKER  
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## SAA Information Bulletin

No. 11-005

June 2, 2011

REVISED August 2, 2013

To: All Councils of Government  
All Texas State Homeland Security Grant Program Points of Contact  
All Urban Area Security Initiative (UASI) Points of Contact

From: Mabelle Pharr  
Deputy Assistant Director

Subject: Supporting Documentation for Grant Expenditure Reimbursement Request

Effective Date: August 2, 2013

This information bulletin provides guidance as to what is considered acceptable documentation in support of expenditures for which reimbursement is requested. This revision supersedes revised SAA Information Bulletin 11-005 issued July 31, 2012. This Information Bulletin encompasses necessary supporting documentation to be submitted by sub-recipients of Homeland Security grant funds seeking reimbursement from the Texas Homeland Security State Administrative Agency (THSSAA) for grant-related expenditures.

All expenditure requests must have THSSAA approval prior to purchase. Requests for reimbursement should be submitted to the THSSAA at the earliest possible opportunity. This will allow for the THSSAA to draw down funds in a timely manner. All minimum supporting documentation requirements must be met when submitting expenses to the THSSAA for reimbursement. Omitting the proper supporting documentation will result in delay and possible denial of the reimbursement request. See the attached matrix for a list of documentation requirements.

**Three Way Match:** Generally Accepted Accounting Principles require that expenditures be properly supported. When assembling documents for payment of goods and services, the three way match rule should be followed. The three-way match requires an invoice, a purchase order and either a packing slip or a receiving report.

**Three Way Match** refers to the comparison of the quantities, price per unit, terms, etc. appearing on the vendor's invoice to the information on the purchase order, and to the quantities actually received.

Chapter II, ATTACHMENT A, Section C paragraph 1.j.of the Uniform Grant Management Standards (UGMS) states: "Be adequately documented. Documentation required may include, but is not limited to, travel records, time sheets, invoices, contracts, mileage records, billing records, telephone bills and other documentation that verifies the expenditure amount and appropriateness to the grant."

To eliminate errors, the purchase order and packing slip (if provided by shipper) should be stamped as received, with the initials of the individual verifying the quantities received. If a receiving report is used, it should reference the Purchase Order number. The invoice should be matched to the packing slip and purchase order to ensure the quantities ordered were received and invoiced at the agreed upon price. The invoice should be notated to indicate it was paid, the date paid, and with a reference to a check number, Automated Clearing House (ACH) routing number, or other means of payment used.

**Purchase Orders:** The THSSAA recognizes there may be limitations in the procurement processes followed by some entities. If an entity does not issue purchase orders or purchase agreements, that entity should provide the THSSAA with a written certification from the elected official or individual who signed the grant award documents stating the entity does not have a written procurement policy and due to its size and staff limitations such a function would place a burden on the entity.

Once this certification is received at the THSSAA, the entity must have a person sign and date invoices and indicate the item(s) were received. This is in place of matching the item(s) from the packing slip to a purchase order and invoice. When the reimbursement request is submitted to the THSSAA, a comment should be made in the Notes section of SPARs that this entity does not issue purchase orders and certification is on file with the THSSAA.

If the entity later begins issuing purchase orders or purchase agreements, they should notify the THSSAA and provide a copy of the local policies and procedures.

When contracts are being used in lieu of a Purchase Order, ensure the procurement process is accomplished in accordance with the Uniform Grant Management Standards Part III Subpart C.\_\_\_\_.36; 44 CFR Ch 1 § 13.33 and § 13.36; and, any jurisdictional procurement policies.

Sub-grantees are also referred to THSSAA Information Bulletin No. 11 dated March 3, 2009 regarding Sole Source procurement requirements.

The three way match will work for purchases of most goods and services. However, contracts that include deliverables should be supported by certification the deliverable received complied with the contract specifications.

To ensure compliance with the Executive Order 12549 "Debarment and Suspension", any request for reimbursement or hardship advance must be supported by proof the vendor or contractor is not listed on the Excluded Parties List System (EPLS) prior to making the purchase or entering into a contract. To confirm the vendor is not on the list, the sub-recipient must print a copy of the search

results from the EPLS (<https://www.SAM.gov/>) and retain the results. The verification must be provided to the THSSAA as part of the supporting documentation when requesting reimbursement or an advance effective with any request submitted after August 23, 2013. This requirement is applicable to all procurements or contracts for goods or services related to Homeland Security Grants. See also SAA Information Bulletin 12-003.

**Grant Matching Requirements.** For grants that require proof of match, supporting documentation should contain sufficient detail to ensure Grant Coordinators can be assured the expenditure meets the match requirements. Grant guidance should be followed in determining allowability. If any questions arise, they should be directed to your Grant Coordinator.

**Travel:** Travel should be in accordance with the local travel policies of the employee's jurisdiction. If the jurisdiction does not have a written policy, then the Federal guidelines presented on the GSA website must be followed.<sup>1</sup>

In addition to the above, Travel expenditures require other special considerations and documentation.

Travel expenses must be supported by sufficient information to determine:

1. the travel was approved before commencement;
2. expenses incurred are allowable;
3. expenses above the generally allowed amounts were approved prior to commencing travel; and,
4. how the travel supports the grant.

For out-of-state travel, specific written approval is required from the Chief Elected Official/Chief Executive Officer or their properly designated representative. The information required of in-state travel is also required for out-of-state travel.

International travel requires specific written approval from the THSSAA and the Department of Homeland Security Program Directorate. Travel requests for international travel should be submitted in letter format with sufficient justification to ensure the necessity is clearly understood.

In all cases, any request for travel must be approved prior to commencement of the travel. Failure to obtain this approval may result in denial of the reimbursement.

**Payroll Reimbursement:** Reimbursement of payroll cost for backfill or overtime must be supported by timesheets and proof of payment to the employee. Copies of the payroll journal certified by the Payroll Officer or Chief Financial Officer may be submitted as proof of payment for payroll cost.

The attached table provides minimum supporting documentation requirements acceptable for submission to THSSAA for reimbursement.

In addition, jurisdictions receiving Operation Stonegarden funds are referred to SAA Information Bulletin 12-005 for additional information and guidance.

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<sup>1</sup> Go to the following link for general rules for Per Diem expenses:  
<http://www.gsa.gov/portal/ext/public/site/FTR/file/Chapter301p011.html/category/21868/#wp1089939>

If you have any questions regarding this guidance, please contact the THSSAA Grant Technician for your region.

| Category  | Acceptable Supporting Documentation and Other Key Documentation Reminders  |
|-----------|--|
| General   | <ul style="list-style-type: none"> <li>• Submissions for reimbursement should be limited to ten (10) line items or less per reimbursement request submission.</li> <li>• Do not mix projects on a submission.</li> <li>• Do not combine and resubmit denied submissions.</li> <li>• Do not submit multiple reimbursement requests for the same invoice, unless they are for -different projects.</li> <li>• Omitting the proper supporting documentation will result in denial of the reimbursement request.</li> <li>• <b>If the Sub-grantee enters into an agreement with others using Federal Grant Funds, the Sub-grantee must ensure the other parties understand they are bound by the same documentation rules as the Sub-grantee.</b></li> <li>• For all goods and services a receiving report or signature of the individual receiving the goods or services and date received must be reflected on the Purchase Order or invoice. For Procurement Card purchases Purchase Orders are not required to be submitted if Purchase Orders are not required by local rule for that type of purchase.</li> <li>• If an entity does not issue purchase orders or purchase agreements, that entity should provide the THSSAA with a written certification from the elected official or individual who signed the grant award documents stating the entity does not have a written procurement policy and due to its size and staff limitations such a function would place a burden on the entity. Not using purchase orders or purchase agreements does not relieve the entity from ensuring vendors used are not on the Excluded Parties List (EPLS).</li> <li>• <b>Evidence of verification the vendor used was not on the debarred list must be obtained by printing the Excluded Parties List (EPLS) search results from <a href="https://www.SAM.gov">https://www.SAM.gov</a> prior to making the purchase or issuing a contract. The results must be submitted as part of the supporting documentation when requesting reimbursement or an advance for goods or services. This requirement applies to all reimbursement or advance request submitted to the Texas Homeland Security State Administrative Agency (THSSAA).</b></li> <li>• Please submit your signed submission cover sheet and the supporting documentation by either scanning all documents into SPARS or by emailing the coversheet and supporting documentation to <a href="mailto:SAA_RR@txdps.state.tx.us">SAA_RR@txdps.state.tx.us</a> or fax to 512. 206-3137. (Please note there is an underscore between SAA and RR.)<br/>If you only submit the Signed Submission Coversheet by email or fax, indicate on the coversheet that the supporting documentation was uploaded in SPARS</li> <li>• If you do not have scanning capabilities, you may fax your Signed Submission Cover sheet with the supporting documentation to (512) 206-3137 to the attention of your Grant Technician.</li> <li>• * Options other than the cancelled check: You may submit a copy of the non-negotiable bank instrument in lieu of a cancelled check, but it must be accompanied by the detailed general ledger or equivalent report showing payment to the vendor.</li> </ul> |
| Salary    | <ul style="list-style-type: none"> <li>• Copy of the payroll journal for the period reimbursement is being requested, listing the individual's name, and rate of pay. The page should also be certified by the Payroll Officer. (Redact SSN)</li> <li>• For overtime, copies of timesheets and work schedules must be provided.</li> <li>• For new hires, a copy of the job description must be submitted with the first request for reimbursement that includes the new hire.</li> </ul>  |
| Travel    | <ul style="list-style-type: none"> <li>• As prescribed by UGMS and 44, CFR local travel rules apply if established. If not, the Federal guidelines shown on the GSA website apply.</li> <li>• Written travel authorization documenting approval by the local entity prior to commencement of the travel</li> <li>• Travel voucher with all supporting documents required by local travel rules (i.e., airline ticket, gasoline receipts, meal receipts, transportation receipts, lodging receipts, tips, and the written approval.)</li> <li>• Accounting ledger/budget report listing indicating payment.</li> <li>• Effective for travel commenced after July 20, 2012, lodging cost in excess of Federal Per-diem rates will not be reimbursed unless the local authority has approved the higher rate prior to commencement of travel.</li> <li>• All out-of-state travel must be pre-approved by the local elected official, or the elected officials' designee, prior to commencement. Foreign travel must be approved by SAA and DHS prior to commencement.</li> </ul>  |
| Supplies  | <ul style="list-style-type: none"> <li>• Three way match (invoice, purchase order, receiving report).The invoice should be stamped paid and reference to, either a check number, ach routing number, or the means of payment used, and date.</li> <li>• Copy of the cancelled check.*</li> <li>• If the three way match information is not available the following should be provided: <ul style="list-style-type: none"> <li>- Accounting ledger/budget report/cancelled check</li> <li>- Invoice marked paid and signed by the receiving individual and that all items were received.</li> <li>- A copy of the credit card statement reflecting the purchase and the cancelled check paying the balance. *</li> </ul> </li> <li>• If an order is made via the internet and payment is made by credit card, provide a copy of the internet receipt and the confirmation email.</li> </ul>   |
| Equipment | Must be preapproved by SAA prior to purchase.  |

|   |   |
|---|---|
|   | <ul style="list-style-type: none"> <li>The purchase order or contract used for procurement of equipment must provide a full description of the equipment item(s)</li> <li>Any Interoperable equipment such as radio/repeaters/based stations/consolettes/towers must include the approval of the State Wide Interoperable Communications Officer (SWIC)</li> <li>Ensure compliance with the Federal Environmental Planning and Historical Preservation (EHP) program before procurement.</li> <li>The EPH forms can be downloaded from the FEMA website at:<br/><a href="http://www.fema.gov.government/grant/bulletins/index/shtm">http://www.fema.gov.government/grant/bulletins/index/shtm</a></li> </ul>  |
| <b>Contract Services</b>  | <ul style="list-style-type: none"> <li>The first reimbursement request must contain a copy of the signed contract <u>and the verification of debarment.</u> <ul style="list-style-type: none"> <li>◆ <u>If subsequent contract amendments change the scope and/or the amount, the revised signed contract must be submitted for the first reimbursement request subsequent to the amended contract.</u></li> </ul> </li> <li>Copy of the cancelled check and the vendor invoice reflecting the contract number.*</li> <li>If deliverables are required by the contract, the reimbursement request must identify the deliverable and the vendor invoice must specifically reflect the deliverable being invoiced.</li> <li>Accounting ledger/budget report listing/cancelled check</li> <li>All payments for contractual services must reflect a date within the grant performance period. If the invoice reflects services outside the performance period, reimbursement will be denied.</li> </ul> |
| <b>Conferences/ Workshops/ Training</b>   | <ul style="list-style-type: none"> <li>Copy of the registration form and training certificate<br/>Name of the conference or workkshop</li> <li>Inclusive dates of the training/conference workshop</li> <li>Location of the event</li> <li>Name(s) of the attendee(s)</li> <li>For payments made by credit card, a credit card statement reflecting the charge and a copy of the cancelled check or EFT reflecting the payment of the credit card statement.*</li> <li>Backfill charges must have: <ul style="list-style-type: none"> <li>-the name of the individual used as a backfill</li> <li>-a breakdown of the amount and how it was derived</li> <li>-documentation supporting this information</li> </ul> </li> <li>If training reservation is made via the internet and payment is made by credit card, provide a copy of the internet receipt and the confirmation email. The purchase order should also be provided.</li> </ul>   |
| <b>Exercises</b>  | <ul style="list-style-type: none"> <li>Name, type of exercise and location</li> <li>Certificate from exercise, if offered. If a certificate is not offered, a copy of the order to participate in the exercise</li> <li>Accounting ledger/budget report with attendee's name</li> </ul>   |
| <b>Operating Expenses</b>   | <ul style="list-style-type: none"> <li>Postage, printing, communications, rental software, etc. Use the Cost Reimbursement Form (CRF) and supporting documentation identifying each charge for which reimbursement is being requested. For salaries, copies of the timesheets and proof of payment must be submitted. All other costs must be supported with the same documentation identified in the supplies and equipment areas above. Direct charges for phones, office supplies, equipment, etc., that are easily identified and relating to the operation of the COG must be supported by invoices, proof of receipt, and proof of payment. Indirect cost, where the costs are allocated based on approved indirect cost plan should be supported by a copy of the General Ledger.</li> </ul>   |
|   | <ul style="list-style-type: none"> <li>If requesting reimbursement for indirect cost, provide a copy of the approved Indirect Cost Plan. Only one copy of the plan is needed unless the basis of the costs changes. Afterwards, provide a copy of each year's approval letter with the rates.</li> </ul>  |
| <b>For jurisdictions receiving Operation Stonegarden Funds, please refer also to THSSAA Information Bulletin 12-005</b> |   |

# TEXAS DEPARTMENT OF PUBLIC SAFETY

5805 N LAMAR BLVD • BOX 4087 • AUSTIN, TEXAS 78773-0001

512/424-2000

[www.dps.texas.gov](http://www.dps.texas.gov)



STEVEN C. McCRAW  
DIRECTOR  
DAVID G. BAKER  
CHERYL MacBRIDE  
DEPUTY DIRECTORS



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## SAA Information Bulletin

No. 12-005

July 31, 2012

To: All Sub-recipients of Operation Stonegarden Grant Program Funds  
From: Mabelle Pharr, Deputy Assistant Director

Subject: Operation Stonegarden Grant Program

This information bulletin provides additional guidance in support of expenditures for which reimbursement is being requested under the Operation Stonegarden Grant Program. The content of this bulletin is effective July 31, 2012. This Information Bulletin supersedes TDEM-SAA Information Bulletin #15 issued January 11, 2010.

The Texas Homeland Security State Administrative Agency (THSSAA) is responsible for ensuring all expenditures, for which reimbursement is being requested, are reasonable, allowable and allocable. The THSSAA is guided by Office of Management and Budget (OMB) Circular A-87 in making this determination.

Chapter II, ATTACHMENT A, Section C paragraph 1.j of the Texas Uniform Grant Management Standards (UGMS) requires expenditures to be adequately documented. The reference states: "Documentation required may include, but is not limited to, travel records, time sheets, invoices, contracts, mileage records, billing records, telephone bills and other documentation that verifies the expenditure amount and appropriateness to the grant."

Operation Stonegarden Grant recipients are prohibited from obligating or expending Operation Stonegarden (OPSG) funds provided through this award until each unique, specific or modified county level or equivalent Operational Order/Frag Operations Order with embedded estimated operational budget has been reviewed and approved by the appropriate U.S. Customs and Border Patrol (USCBP) Sector Representative, U.S. Customs and Border Patrol (CBP) Sector Headquarters (HQ), and the Federal Emergency Management Agency (FEMA), Grant Programs Directorate (GPD), Grant Development and Administration Division (GD&A) Program Analyst.

In addition, Operation Stonegarden Grant Recipients must have submitted the expenditure request into SPARs and obtained THSSAA approval prior to purchase or incurring an expense.

Sub-grantees are reminded that Operation Orders do not carry forward to a new grant. Each Operations Order is specific to the award and award year of the grant.

The U. S. Department of Homeland Security states that Operation Stonegarden funds may be used:

- to activate reserve State, local and Tribal law enforcement personnel
- to pay current part time law enforcement personnel salary bringing them to full time status
- for travel, per-diem and lodging to support up to a six (6) month deployment of law enforcement personnel to critical Southwest Border locations to support operational activities
- for fuel and/or fuel mileage reimbursement cap for operational activities
- for backfill costs for personnel supporting operational activities are allowable
- to support a request to the Governor to activate, deploy or redeploy specialized National Guard Units/Packages and/or elements of State law enforcement to increase or augment Specialized/technical law enforcement elements operational activities
- to increase operational, material and technological readiness of State, local and Tribal law enforcement agencies.

However, prior to expending any OPSG funds, these categories must be included on an operations order that has been reviewed and approved by the appropriate USCBP Sector Representative, CBP Sector Headquarters (HQ), and the FEMA/GPD&A Program Analyst.

Sub-recipients are reminded that under FEMA grant guidance, no more than 50% of the amount of the award may be used for personnel costs (which includes, but is not limited to: overtime, backfill, and increasing capability by utilizing part-time and/or reserve law enforcement to support OPSG operational activities). This requirement may be waived at the discretion of the FEMA Administrator on a case by case basis, after receipt of a written request. The format for a waiver request can be found in Grant Programs Directorate Information Bulletin No. 321, dated July 09, 2009.

Payroll cost related to Operation Stonegarden funding is limited to operational overtime costs associated with law enforcement activities in support of border law enforcement agencies for increased border security enhancement; cost of bringing part-time employees up to full time; or, cost associated with backfill for personnel supporting operational activities. Overtime hours are determined based on the local jurisdictions written overtime policy. That policy must be applied consistently across all funding sources whether they are Federal, State or local. If the jurisdiction indicates they are using the Fair Labor Standards Act (FLSA) or Department of Labor rules for their overtime policy, those rules will be applied to the overtime hours reported in the reimbursement request. For overtime calculated under the FLSA, paid leave is not allowable in the calculation of overtime, including comp time. For sub-recipients that have an Interlocal Cooperative Agreement, a Memorandum of Understanding or any other form of contract with other jurisdictions, the overtime policies of the sub-recipient receiving the award from the THSSAA is the controlling factor in determining calculation of overtime. The jurisdictions entering into the interpositional agreement will be reimbursed based on the awarded sub-recipients overtime policy.

Request for reimbursement of payroll cost must be supported by timesheets, and proof of payment to the employee. **Request for reimbursement of overtime, backfill or cost of bringing part-time employees up to full time, shall only be for positions specifically identified in the operations order.** Copies of the payroll journal certified by the Payroll Officer or Chief Financial Officer must be included for each payroll reimbursement request submitted. Payroll reimbursements should be submitted monthly based on the ending date of the payroll period. For consistency, we have provided a form for use in submitting payroll reimbursement requests. Use of this form and

submission of the proper supporting documentation will facilitate timely reimbursement. Submission of multiple months on the same request will result in the denial of the request. The request will be returned and a separate reimbursement request must be submitted for each month included on the original request.

Unless otherwise authorized by FEMA/DHS, jurisdictions may not claim both mileage and fuel/vehicle maintenance at the same time. Mileage reimbursement is designed to include the costs for vehicle maintenance. If fuel is claimed, then vehicle maintenance may also be claimed. However, you cannot claim fuel and maintenance in addition to mileage. Note that on any operations order, (1) mileage must be listed as a budget item by itself, but not fuel and vehicle maintenance OR (2) fuel and vehicle maintenance can be listed as budget items, but not mileage. The AEL codes for these categories, when submitting expenditure requests are as follows:

- (21OS-01-MILE) Mileage reimbursement for select operational expenses
- (21OS-01-FLSG) Fuel reimbursement for select operational expenses
- (21OS-01-MRSG) Reimbursement for select operational expenses associated with maintenance of Stonegarden operational vehicles

**Mileage reimbursements should be submitted monthly on the appropriate form.** For consistency, we have attached a form to be used for mileage claims.

**Local governments receiving a grant from the THSSAA are responsible for ensuring all subcontractors are aware of and follow all grant requirements.**

For reimbursement of equipment, the equipment must be included in the budget narrative submitted to Customs and Border Patrol and Department of Homeland Security included on the approved Operations Order.

The THSSAA recognizes there may be limitations in the procurement processes used by some entities. If an entity does not issue purchase orders or purchase agreements, that entity should provide the THSSAA with a written certification from the elected official, or individual who signed the grant award documents, stating the entity does not have a written procurement policy and due to its size and staff limitations such a function would place a burden on the entity.

**Documentation submitted in support of the reimbursement request must be in accordance with THSSAA Information Bulletin 11-005 (Revised July 2012).**

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JOHN STEEN

## SAA Information Bulletin

No. 12-007

July 31, 2012

To: All Sub-recipients of Operation Stonegarden Grant Program Funds  
From: Mabelle Pharr, Deputy Assistant Director

Subject: Operation Stonegarden Grant Program

This information bulletin provides additional guidance in support of expenditures for which reimbursement is being requested under the Operation Stonegarden Grant Program. The content of this bulletin is effective July 31, 2012. This Information Bulletin supersedes TDEM-SAA Information Bulletin #15 issued January 11, 2010.

The Texas Homeland Security State Administrative Agency (THSSAA) is responsible for ensuring all expenditures, for which reimbursement is being requested, are reasonable, allowable and allocable. The THSSAA is guided by Office of Management and Budget (OMB) Circular A-87 in making this determination.

Chapter II, ATTACHMENT A, Section C paragraph 1.j of the Texas Uniform Grant Management Standards (UGMS) requires expenditures to be adequately documented. The reference states: "Documentation required may include, but is not limited to, travel records, time sheets, invoices, contracts, mileage records, billing records, telephone bills and other documentation that verifies the expenditure amount and appropriateness to the grant."

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- for fuel and/or fuel mileage reimbursement cap for operational activities
- for backfill costs for personnel supporting operational activities are allowable
- to support a request to the Governor to activate, deploy or redeploy specialized National Guard Units/Packages and/or elements of State law enforcement to increase or augment Specialized/technical law enforcement elements operational activities
- to increase operational, material and technological readiness of State, local and Tribal law enforcement agencies.

However, prior to expending any OPSG funds, these categories must be included on an operations order that has been reviewed and approved by the appropriate USCBP Sector Representative, CBP Sector Headquarters (HQ), and the FEMA/GPD&A Program Analyst.

Sub-recipients are reminded that under FEMA grant guidance, no more than 50% of the amount of the award may be used for personnel costs (which includes, but is not limited to: overtime, backfill, and increasing capability by utilizing part-time and/or reserve law enforcement to support OPSG operational activities). This requirement may be waived at the discretion of the FEMA Administrator on a case by case basis, after receipt of a written request. The format for a waiver request can be found in Grant Programs Directorate Information Bulletin No. 321, dated July 09, 2009.

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Request for reimbursement of payroll cost must be supported by timesheets, and proof of payment to the employee. **Request for reimbursement of overtime, backfill or cost of bringing part-time employees up to full time, shall only be for positions specifically identified in the operations order.** Copies of the payroll journal certified by the Payroll Officer or Chief Financial Officer must be included for each payroll reimbursement request submitted. Payroll reimbursements should be submitted monthly based on the ending date of the payroll period. For consistency, we have provided a form for use in submitting payroll reimbursement requests. Use of this form and

submission of the proper supporting documentation will facilitate timely reimbursement. Submission of multiple months on the same request will result in the denial of the request. The request will be returned and a separate reimbursement request must be submitted for each month included on the original request.

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**Documentation submitted in support of the reimbursement request must be in accordance with THSSAA Information Bulletin 11-005 (Revised July 2012).**

# **EXHIBIT “G”**

**Weekly Report**



# **EXHIBIT “H”**

## **Activity Log**

PLEASE TYPE IN YOUR CITY NAME  
2011 OPERATION STONEGARDEN  
GRANT #: EMW-2011-SS-0019

DAILY ACTIVITY REPORT

Date: \_\_\_\_\_ Overtime Rate: \_\_\_\_\_

Beginning tour of duty: \_\_\_\_\_ Ending tour of duty: \_\_\_\_\_

Starting Mileage: \_\_\_\_\_ Ending Mileage: \_\_\_\_\_ Total: \_\_\_\_\_

Shift: \_\_\_\_\_ Unit # \_\_\_\_\_

Calls for Service: \_\_\_\_\_

Vehicle Stops: \_\_\_\_\_

Citations Issued: \_\_\_\_\_

Misdemeanor Arrests: \_\_\_\_\_

Felony Arrests: \_\_\_\_\_

Stolen Vehicles: \_\_\_\_\_

Pursuits: \_\_\_\_\_

IA turned over to BP: \_\_\_\_\_

Narcotics Seizures: \_\_\_\_\_

Non-Drug Seizures: \_\_\_\_\_

IA Intel Reports: \_\_\_\_\_

Consent to Search : \_\_\_\_\_

Cases Investigated: \_\_\_\_\_

Case Data Entry: \_\_\_\_\_

Administrative Duties: \_\_\_\_\_

Officer (Print) \_\_\_\_\_ Title: \_\_\_\_\_ I.D. # \_\_\_\_\_

Officer (Sign) \_\_\_\_\_ Title: \_\_\_\_\_ I.D. # \_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_ I.D. # \_\_\_\_\_

PLEASE TYPE IN YOUR CITY NAME

OPSG 2013 Grant#: EMW-2011-SS-0019

(Patrol Deputy, Sgt., Lt., Investigator)

PLEASE PRINT LEGIBLY

| UNIT # | 10-41 | START MILEAGE | 10-42 | END MILEAGE | TOTAL MILEAGE |
|--------|-------|---------------|-------|-------------|---------------|
|        |       |               |       |             |               |

1.)

|               |  |
|---------------|--|
| <b>SECTOR</b> | :00 PM - :00 AM, Deputy engaged in enhanced patrol activities in a designated area           |
|               | which is a rural high crime area in support of the goals identified in Operation Stonegarden |
|               |  |
|               |  |

2.)

|                   |               |  |
|-------------------|---------------|--|
| <b>TIME AM/PM</b> | <b>SECTOR</b> |  |
|                   |               |  |
|                   |               |  |
|                   |               |  |

3.)

|                   |               |  |
|-------------------|---------------|--|
| <b>TIME AM/PM</b> | <b>SECTOR</b> |  |
|                   |               |  |
|                   |               |  |
|                   |               |  |

4.)

|                   |               |  |
|-------------------|---------------|--|
| <b>TIME AM/PM</b> | <b>SECTOR</b> |  |
|                   |               |  |
|                   |               |  |
|                   |               |  |

5.)

|                   |               |  |
|-------------------|---------------|--|
| <b>TIME AM/PM</b> | <b>SECTOR</b> |  |
|                   |               |  |
|                   |               |  |
|                   |               |  |

6.)

|                   |               |  |
|-------------------|---------------|--|
| <b>TIME AM/PM</b> | <b>SECTOR</b> |  |
|                   |               |  |
|                   |               |  |
|                   |               |  |

Police Officer: (Print) \_\_\_\_\_ I.D.#: \_\_\_\_\_ Date: \_\_\_\_\_

Police Officer: (Signature) \_\_\_\_\_ I.D.#: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ I.D.#: \_\_\_\_\_ Date: \_\_\_\_\_

# **EXHIBIT “I”**

**Property Acquisition Form**

**EXHIBIT "I"**

**CITY NAME**

**2013 STONEGARDEN GRANT - PROPERTY ACQUISITION FORM**

**GRANT #EMW-2011-SS-0019**

| Description | Tag ID# | Serial or ID# | Source of Property | Title Owner | Acquisition Date | Cost | % of Federal/ State Participation in Cost of Property | Location | Use & Condition of Property | Disposal Date | Price Sold |
|-------------|---------|---------------|--------------------|-------------|------------------|------|---|----------|-----------------------------|---------------|------------|
|             |         |               |                    |             |                  |      |   |          |                             |               |            |
|             |         |               |                    |             |                  |      |   |          |                             |               |            |
|             |         |               |                    |             |                  |      |   |          |                             |               |            |
|             |         |               |                    |             |                  |      |   |          |                             |               |            |
|             |         |               |                    |             |                  |      |   |          |                             |               |            |
|             |         |               |                    |             |                  |      |   |          |                             |               |            |
|             |         |               |                    |             |                  |      |   |          |                             |               |            |
|             |         |               |                    |             |                  |      |   |          |                             |               |            |
|             |         |               |                    |             |                  |      |   |          |                             |               |            |
|             |         |               |                    |             |                  |      |   |          |                             |               |            |
|             |         |               |                    |             |                  |      |   |          |                             |               |            |
|             |         |               |                    |             |                  |      |   |          |                             |               |            |
|             |         |               |                    |             |                  |      |   |          |                             |               |            |
|             |         |               |                    |             |                  |      |   |          |                             |               |            |
|             |         |               |                    |             |                  |      |   |          |                             |               |            |
|             |         |               |                    |             |                  |      |   |          |                             |               |            |
|             |         |               |                    |             |                  |      |   |          |                             |               |            |
|             |         |               |                    |             |                  |      |   |          |                             |               |            |
|             |         |               |                    |             |                  |      |   |          |                             |               |            |
|             |         |               |                    |             |                  |      |   |          |                             |               |            |

**To be submitted monthly with attached photos of all equipment showing ID tags.**