



GOVERNOR GREG ABBOTT

August 7, 2015

Dear Local Border Security Partners,

Administration of the Local Border Security Program Grant (LBSP) for FYs 2016 and 2017 will be handled by Office of the Governor's Homeland Security Grants Division (HSGD) pursuant to the General Appropriations Act, Article I, Rider 27 under the Trusted Programs within the Office of the Governor. Any existing LBSP grants your jurisdiction may have for FYs 2013, 2014, or 2015 will continue to be managed through the Texas Department of Public Safety's Texas Homeland Security State Administrative Agency (THSSAA).

We wanted to make you aware of this change as the application, award, and grant management processes for grants awarded by HSGD will be handled through the eGrants system which is an online grant management tool used by the Governor's Office. If your jurisdiction receives grant funding through the Criminal Justice Division of the Governor's Office you may already be familiar with eGrants. If not, feedback from established eGrants users is that the system is fairly intuitive and easy to navigate.

HSGD intends to release a Request for Applications (RFA) and will begin accepting application submissions in eGrants for the FY 2016 Local Border Security Program no later than 9/1/15. The close date for application submission is tentatively set for 9/25/15 and will be finalized upon release of the RFA. Below are some things you need to be aware of before beginning your application:

- Each applicant must have three designated grant officials within eGrants including an Authorized Official, Financial Officer, and Project Director (see attached addendum).
- The grant officials must register for an eGrants User Account if not already a registered user.
- To register for an account go to the eGrants Home page at <https://egrants.gov.texas.gov/> and click the "Register Here" link.
- Applicants will be required to build a detailed grant budget by selecting from a list of available line items and indicating a budgeted amount for each line item. Throughout the life of the grant, expenses will be reported against the budgeted line items. Once grants are awarded, subrecipients will have the opportunity to request budget changes using eGrants' grant adjustment feature when necessary.
- Once your application is submitted and certified by the Authorized Official, HSGD will review your applications in eGrants. During the review phase, HSGD may identify issues, errors, or other information that is required prior to grant award. In these cases, the eGrants application may be "Released" back to the applicant who must then respond with the required information and "Return" the application to HSGD through eGrants.

Our goal is to offer subrecipients a fully functional grant management tool that promotes fiscal responsibility, accountability and transparency from the application stage, throughout the grant lifecycle, and until the grant is closed out.

If you have any questions as we move through the application process this year you may email Arturo Mendez at [arturo.mendez@gov.texas.gov](mailto:arturo.mendez@gov.texas.gov) or me at [aimee.snoddy@gov.texas.gov](mailto:aimee.snoddy@gov.texas.gov).

We look forward to working with you during the upcoming grant year!

Sincerely,

A handwritten signature in blue ink that reads "Aimee Snoddy".

Aimee Snoddy  
Director  
Homeland Security Grants Division

## Addendum on Grant Officials

### Who are grant officials and what are they required to do?

- ♦ All grants are required to have three different grant officials.
- ♦ HSGD conducts its business primarily through eGrants (<https://egrants.governor.state.tx.us>). It is critical that all three officials have and maintain a current email address.

Additional information on the officials and their duties:

Authorized Official (AO)	♦ Appointed/authorized by the governing body of the organization.
	♦ Authorized to apply for, accept, reject, alter, or terminate the grant.
	♦ Authorized individuals are generally the county judge, mayor, city manager, chairman of a non-profit board, head of a state agency, etc.
	♦ Responsible for certifying changes made to applications or grants.
Project Director (PD)	♦ Responsible for the day-to-day operations of the project.
	♦ Must be an employee of the grantee agency.
	♦ Responsible for required programmatic reporting.
Financial Officer (FO)	♦ Required to be the chief financial officer (or designee) for the grantee agency.
	♦ Responsible for maintaining financial records to account for all grant funds.
	♦ Responsible for requesting funds and the completion of required financial reporting at least quarterly (unless otherwise instructed by CJD) in eGrants.

These officials may perform the following actions in eGrants:

Authority in eGrants	Authorized Official	Financial Officer	Project Director	Grant Writer
♦ Create, modify, and submit an initial application.	x	x	x	x
♦ Certify an official application.	x			
♦ Create and submit responses to application Preliminary Review Reports (PRR).	x	x	x	
♦ Certify a PRR.	x			
♦ Create and submit budget and programmatic adjustments.	x	x	x	
♦ Certify budget and programmatic adjustments.	x			
♦ Create and submit financial reports/payment requests.	x	x		
♦ Designate a new individual to serve as the Financial Officer (FO), Project Director (PD) or grant writer (after the new individual has registered in eGrants).	x			
♦ Designate a new or interim AO if the position becomes vacant (after the new AO has registered in eGrants).		x		