

FISCAL YEAR 2015 EMERGENCY MANAGEMENT PERFORMANCE GRANT APPLICATION

1. APPLICANT NAME (Jurisdiction): Williamson County	
2. COUNTY: Williamson County	3. DISASTER DISTRICT: 6B
4. EMPG STATUS: <input checked="" type="checkbox"/> Current EMPG Program participant <input type="checkbox"/> New EMPG Program applicant	
5. PROGRAM PARTICIPANTS: (List all jurisdictions that are participants in your emergency management program. Identify any jurisdictions that have joined or withdrawn from your program in the last year.) Williamson County & the Cities of Florence, Granger, Hutto, Jarrell, Leander, Liberty Hill, Thrall, Weir	
6. CHECKLIST OF APPLICATION ATTACHMENTS: (See the FY 2015 <i>Emergency Management Performance Grant (EMPG) Guide</i> for information on completing these forms.)	
<input checked="" type="checkbox"/> Designation of Grant Officials (TDEM-17B) <input checked="" type="checkbox"/> Statement of Work & Cumulative Progress Report (TDEM-17A) - This form shall be signed by the EMC <input checked="" type="checkbox"/> EMPG Staffing Pattern (TDEM-66) - The Authorized Official shall sign this form <input checked="" type="checkbox"/> Application for Federal Assistance (TDEM-67) - The Authorized Official shall sign this form <input checked="" type="checkbox"/> EMPG Staff Job Description (TDEM-68) - A current job description is required for each staff member listed in the FY 2014 EMPG Staffing Pattern (TDEM-66) <input checked="" type="checkbox"/> FEMA Form 20-16 Summary Sheet for Assurances & Certifications - Shall be signed by an Authorized Official Attached: <input checked="" type="checkbox"/> FEMA Form 20-16A, Assurances – Non-Construction Programs <input checked="" type="checkbox"/> FEMA Form 20-16C, Certifications Regarding Lobbying, Debarment, Suspension, & Other Responsibility Matters; and Drug-Free Workplace Requirements <input type="checkbox"/> FEMA Form SF LLL, Disclosure of Lobbying Activities - Signed by the Authorized Official required only if the applicant performs lobbying to influence federal actions <input checked="" type="checkbox"/> Direct Deposit Authorization (form 74-146) or Application for Payee ID Number (form AP-152) - The Grant Financial Officer shall sign this form <input checked="" type="checkbox"/> Travel Policy Certification (TDEM-69) - The Grant Financial Officer shall sign this form	
7. CERTIFICATION: This Application, together with the approved EMPG Statement of Work & Cumulative Progress Report (TDEM-17A), constitutes the annual work plan for the emergency management program whose participants are listed above. The undersigned agree to exert their best efforts to accomplish all activities listed in the Statement of Work & Cumulative Progress Report approved by the Texas Division of Emergency Management.	
Authorized Official (Original Signature)	Date
Emergency Management Coordinator (Original Signature)	Date
Printed Name	Printed Name:

01.21.15

Mail completed forms and application materials to:

Grant Coordinator
Office of Management and Budget
Texas Division of Emergency Management
Texas Department of Public Safety
5805 N Lamar Blvd.
Austin, TX 78752

or

Email Heather Baxter at
Heather.Baxter@dps.texas.gov

**FISCAL YEAR 2015
DESIGNATION OF EMPG GRANT OFFICIALS**

APPLICANT NAME (JURISDICTION):

EMERGENCY MANAGEMENT COORDINATOR*	
NAME	<input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Ms. Jarred R. Thomas *If newly appointed, attach form TDEM-147
Official Mailing Address Please include mail stop code	Williamson County Office of Emergency Management PO Box 2659 Georgetown, TX 78627-2659
Daytime Phone Number	(512) 864-8267
Fax Number	(512) 864-8227
E-mail Address	jthomas@wilco.org

POINT OF CONTACT (RESPONSIBLE FOR APPLICATION)	
NAME	<input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Ms. Cindy Hood
Title	Emergency Management Specialist
Official Mailing Address Please include mail stop code.	Williamson County Office of Emergency Management PO Box 2659 Georgetown, TX 78627-2659
Daytime Phone Number	(512) 864-8267
Fax Number	(512) 864-8227
E-mail Address	chood@wilco.org

GRANT FINANCIAL OFFICER (CANNOT BE THE SAME AS EMC)	
NAME	<input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Ms. David U. Flores
Title	County Auditor
Official Mailing Address Please include mail stop code.	Office of the County Auditor Williamson County Courthouse 710 S. Main Street, Ste 301 Georgetown, TX 78626
Daytime Phone Number	(512) 943-1500
Fax Number	(512) 943-1567
E-mail Address	dflores@wilco.org

AUTHORIZED OFFICIAL (MAYOR, COUNTY JUDGE, CITY MANAGER)	
NAME	<input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Ms. Dan A. Gattis
Title	County Judge
Official Mailing Address Please include mail stop code.	Office of the County Judge Williamson County Courthouse 710 S. Main Street, Ste 101 Georgetown, TX 78626
Daytime Phone Number	(512) 943-1550
Fax Number	(512) 943-1662
E-mail Address	ctyjudge@wilco.org

**FISCAL YEAR 2015
EMPG STATEMENT OF WORK & CUMULATIVE PROGRESS REPORT**

Applicant Name (Jurisdiction): Williamson County

Jurisdiction DUN/SAM # 076930049

Jurisdiction Congressional District # 31

KEY DOCUMENT SUBMISSIONS AND APPROVALS				
Document	Submitter	Date	TDEM Reviewer	Date
Statement of Work	Jarred Thomas	01.24.15		
Progress Report #1				
Progress Report #2				

TASK 1—WORK PLAN & SEMIANNUAL PROGRESS REPORT	
<input checked="" type="checkbox"/> Work Plan	Jurisdiction will submit an EMPG Application, two Progress Reports, four Quarterly FEMA Training matrices, and four Quarterly Financial Reports
<input type="checkbox"/> Progress Report #1	<input type="checkbox"/> Progress Report #1 is being submitted to TDEM OMB <input type="checkbox"/> First Financial Report has been submitted to TDEM OMB
<input type="checkbox"/> Progress Report #2	<input type="checkbox"/> Progress Report #2 is being submitted to the TDEM OMB <input type="checkbox"/> Second & Third Quarter Financial Reports have been submitted to TDEM OMB <input type="checkbox"/> Fourth Quarter Financial Report has been submitted to TDEM OMB

TASK 2—LEGAL AUTHORITIES FOR EMERGENCY MANAGEMENT PROGRAM	
<input checked="" type="checkbox"/> Work Plan	Jurisdiction will maintain current legal documents establishing emergency management program <input checked="" type="checkbox"/> TRRN registration completed and resources entered <input checked="" type="checkbox"/> Legal documents are current & on file with TDEM; no additional action is required <input type="checkbox"/> Jurisdiction will prepare or update & submit to TDEM: <input type="checkbox"/> Commissioner's Court Order # <input type="checkbox"/> City Ordinance(s) for: <input type="checkbox"/> Updated Joint Resolution dated: <input type="checkbox"/> NIMS Adoption dated:
<input type="checkbox"/> Progress Report #1 October 1 – March 31	<input type="checkbox"/> TRRN registration completed and resources entered <input type="checkbox"/> Legal documents are current & on file with TDEM, no additional action is required <input type="checkbox"/> Jurisdiction completed & submitted to TDEM: <input type="checkbox"/> Commissioner's Court Order # <input type="checkbox"/> City Ordinance(s) for: <input type="checkbox"/> Updated Joint Resolution dated: <input type="checkbox"/> NIMS Adoption dated:
<input type="checkbox"/> Progress Report #2 April 1- September 30	<input type="checkbox"/> TRRN registration completed and resources entered <input type="checkbox"/> Legal documents are current & on file with TDEM, no additional action is required <input type="checkbox"/> Jurisdiction completed & submitted to TDEM: <input type="checkbox"/> Commissioner's Court Order # <input type="checkbox"/> City Ordinance(s) for: <input type="checkbox"/> Updated Joint Resolution dated: <input type="checkbox"/> NIMS Adoption dated:

TASK 3—PUBLIC EDUCATION/INFORMATION	
<input checked="" type="checkbox"/> Work Plan	<input type="checkbox"/> Option 1: Jurisdiction will conduct 30 hours of hazard awareness activities for local citizens <input checked="" type="checkbox"/> Option 2: Jurisdiction will prepare & distribute public education/information materials to a <u>substantial portion</u> of the community. Please describe the materials to be distributed in the remarks section found on page 6. **Jurisdictions may present a combination of both options
<input type="checkbox"/> Progress Report #1 October 1 – March 31	<input type="checkbox"/> Jurisdiction completed the following hazard awareness and/or public education/information activities: <input type="checkbox"/> No Task 3 progress was made this report period.
<input type="checkbox"/> Progress Report #2 April 1 – September 30	<input type="checkbox"/> Jurisdiction completed the following hazard awareness and/or public education/information activities: <input type="checkbox"/> No Task 3 progress was made this report period.

TASK 4—EMERGENCY MANAGEMENT PLANNING DOCUMENTS	
<input checked="" type="checkbox"/> Work Plan	<input checked="" type="checkbox"/> Jurisdiction reviewed emergency management plan & annexes for currency and NIMS compliance <input type="checkbox"/> Emergency management plan and all annexes are current and NIMS compliant <input checked="" type="checkbox"/> Jurisdiction will develop, update, or change these planning documents: <input type="checkbox"/> Basic Plan Annexes: <input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> B <input checked="" type="checkbox"/> C <input checked="" type="checkbox"/> D <input checked="" type="checkbox"/> E <input checked="" type="checkbox"/> F <input checked="" type="checkbox"/> G <input checked="" type="checkbox"/> H <input checked="" type="checkbox"/> I <input checked="" type="checkbox"/> J <input checked="" type="checkbox"/> K <input checked="" type="checkbox"/> L <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> O <input type="checkbox"/> P <input checked="" type="checkbox"/> Q <input checked="" type="checkbox"/> R <input checked="" type="checkbox"/> S <input checked="" type="checkbox"/> T <input checked="" type="checkbox"/> U <input checked="" type="checkbox"/> V <input type="checkbox"/> Other documents: NOTE: Plans & annexes dated prior to September 30, 2010 must be revised or updated this year. All Plans and Annexes must be NIMS compliant.
<input type="checkbox"/> Progress Report #1 October 1 – March 31	<input type="checkbox"/> Jurisdiction reviewed our emergency management plan & annexes for currency and NIMS compliance <input type="checkbox"/> Emergency management plan and all annexes are current and NIMS compliant <input type="checkbox"/> Jurisdiction updated by revision or change the following planning documents: <input type="checkbox"/> Basic Plan Annexes: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I <input type="checkbox"/> J <input type="checkbox"/> K <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> O <input type="checkbox"/> P <input type="checkbox"/> Q <input type="checkbox"/> R <input type="checkbox"/> S <input type="checkbox"/> T <input type="checkbox"/> U <input type="checkbox"/> V <input type="checkbox"/> Other documents: <input type="checkbox"/> No Task 4 progress was made this report period.
<input type="checkbox"/> Progress Report #2 April 1 – September 30	<input type="checkbox"/> Jurisdiction reviewed our emergency management plan & annexes for currency and NIMS compliance <input type="checkbox"/> Emergency management plan and all annexes are current and NIMS compliant <input type="checkbox"/> Jurisdiction updated by revision or change the following planning documents: <input type="checkbox"/> Basic Plan Annexes: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I <input type="checkbox"/> J <input type="checkbox"/> K <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> O <input type="checkbox"/> P <input type="checkbox"/> Q <input type="checkbox"/> R <input type="checkbox"/> S <input type="checkbox"/> T <input type="checkbox"/> U <input type="checkbox"/> V <input type="checkbox"/> Other documents: <input type="checkbox"/> No Task 4 progress was made this report period.

TASK 5—TEP, NOTIFICATION AND INDIVIDUAL EXERCISE PARTICIPATION

<input type="checkbox"/> Work Plan <input type="checkbox"/> TEP Date Submitted:	<p>Training and Exercise Plan</p> <p>Each jurisdiction must develop and submit a multi-year Training and Exercise Plan (TEP), not less than three years, to Heather.Baxter@dps.texas.gov.</p> <p>Each jurisdiction must submit the Pre-Exercise Notification Form to the TDEM Exercise Unit not less than 45 days prior to a planned exercise event.</p> <p>Each jurisdiction must submit an After Action Report (AAR) and Improvement Plan (IP) for a minimum of two (2) discussion-based exercises and one (1) operations-based exercise. All AARs/IPs all exercise activities to the TDEM Exercise unit not more than 45 days after the conclusion of the exercise.</p> <p><u>One real world event is currently allowed per fiscal year.</u></p> <p>NOTE: A Full-Scale exercise must be conducted every three (3) years.</p> <p><i>**Each EMPG-funded person must complete and submit Individual Exercise Participation forms. All EMPG funded personnel must participate in at least three exercises per year.</i></p>
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REQUIRED EXERCISE SCHEDULE

Performance Period	Exercise Type	Exercise Name & Exercise Date	Quarter of Year
Fiscal Year 2015 (October 1, 2014 - September 30, 2015)	<input checked="" type="checkbox"/> Discussion Based	EOC Procedures Seminar	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4
	<input checked="" type="checkbox"/> Discussion Based	AMTRAC Passenger Train Accident T	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4
	<input type="checkbox"/> Operational Based		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
	<input type="checkbox"/> Real World Event		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
	<input checked="" type="checkbox"/> Full Scale	Regional All-hazards FS Exercise	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4

Our last Full-Scale exercise was conducted on (date): November 3, 5 and 7, 2014

<input type="checkbox"/> Progress Report #1 October 1 – March 31 <input type="checkbox"/> TEP Date Submitted:	Conducted the following exercises and provided documentation to TDEM:			
	Exercise Type	Exercise Name	Exercise Date	EMPG Funded Y/N
	<input type="checkbox"/> Discussion <input type="checkbox"/> Discussion <input type="checkbox"/> Operation <input type="checkbox"/> Real World Event <input type="checkbox"/> Full Scale			
	<input type="checkbox"/> Our jurisdiction completed NO exercise and did not request credit for a real world event <input type="checkbox"/> Exercise approved documentation attached			

<input type="checkbox"/> Progress Report #2 April 1 – September 30	Conducted the following exercises and provided documentation to TDEM:			
	Exercise Type	Exercise Name	Exercise Date	EMPG Funded Y/N
	<input type="checkbox"/> Discussion <input type="checkbox"/> Discussion <input type="checkbox"/> Operation <input type="checkbox"/> Real World Event <input type="checkbox"/> Full Scale			
	<input type="checkbox"/> Jurisdiction completed NO exercise and did not request credit for a real world event <input type="checkbox"/> Exercise approved documentation attached			

TASK 6—TRAINING FOR EMERGENCY MANAGEMENT PERSONNEL

<input checked="" type="checkbox"/> Work Plan	ALL EMPG-funded emergency management personnel will participate in the following training during FY 2015:		
	Position & Name	Course Name or Number	
<input type="checkbox"/> Progress Report #1 October 1 – March 31	Jarred Thomas, EMC, MEF Workshop Jarred Thomas, EMC, Ammonium Nitrate Awareness & Best Practices Jarred Thomas, EMC, E-454 Leadership IV: Emergency Management, Leadership in the Community and Profession Michael Turek, Assistant EMC, Ammonium Nitrate Awareness & Best Practices Michael Turek, Assistant EMC, IS-00546.a COOP Awareness Michael Turek, Assistant EMC, IS-00547.a Introduction to COOP Michael Turek, Assistant EMC, IS-00247.a IPAWS Cynthia Hood, Emergency Management Specialist, ICS Forms Review Cynthia Hood, Emergency Management Specialist, Exercise Design Cynthia Hood, Emergency Management Specialist, IS-230.d Fundamentals of Emergency Management Cynthia Hood, Emergency Management Specialist, Public Information and Warning Cynthia Hood, Emergency Management Specialist, Science of Disasters Cynthia Hood, Emergency Management Specialist, Planning Cynthia Hood, Emergency Management Specialist, COOP Awareness		
<input type="checkbox"/> Progress Report #2 April 1 – September 30	Emergency management personnel completed the following training <i>and documentation is attached</i> :		
	Position & Name	Course Name or Number	Date Completed
<input type="checkbox"/> No training took place this report period.	(Empty table area for Progress Report #1)		
<input type="checkbox"/> No training took place this progress report period.	Emergency management personnel completed the following training <i>and documentation is attached</i> :		
<input type="checkbox"/> No training took place this progress report period.	Position & Name	Course Name or Number	Date Completed
<input type="checkbox"/> No training took place this progress report period.	(Empty table area for Progress Report #2)		

TASK 7—EMERGENCY MANAGEMENT TRAINING FOR OTHER PERSONNEL

<input checked="" type="checkbox"/> Work Plan	Jurisdiction will conduct or arrange emergency management related training for elected officials, other local officials, & support agencies.			
<input type="checkbox"/> Progress Report #1 October 1 – March 31	The following formal training courses were taught or contracted:			
	Date	Course Title	Class Description	# Trained
<input type="checkbox"/> No training took place this progress report period.				
<input type="checkbox"/> Progress Report #2 April 1 – September 30	The following formal training courses were taught or contracted:			
	Date	Course Title	Class Description	# Trained
<input type="checkbox"/> No training took place this progress report period.				

TASK 8—EMERGENCY MANAGEMENT ORGANIZATIONAL DEVELOPMENT

<input checked="" type="checkbox"/> Work Plan	Jurisdiction will participate in the following emergency management organizational development activities: Conferences: TDEM Emergency Management Conference Meetings: Williamson County HSEPC Meetings; CASH-P Meetings Work Groups: CAPCOG HSTF, Regional Exercise, Preparedness, Technology, & RESET committees
<input type="checkbox"/> Progress Report #1 October 1 – March 31	Jurisdiction completed the following staff development activities:
<input type="checkbox"/> Progress Report #2 April 1 – September 30	Jurisdiction completed the following staff development activities:

REMARKS

(Use an Additional Sheet if Necessary)

JURISDICTION NAME: Williamson County

We will distribute emergency preparedness, response, and recovery information throughout the County via the County and OEM website and social media postings, County Newsletter, and participation in local jurisdiction and/or community events.

FISCAL YEAR 2015
APPLICATION FOR FEDERAL ASSISTANCE
(Instructions on Reverse)

NAME OF PROGRAM/ ASSISTANCE: EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)	1. CFDA NUMBER: <p style="text-align: center;">97.042</p>	2. APPLICANT STATUS: New Applicant <input type="checkbox"/> Renewal <input checked="" type="checkbox"/>
3. FEDERAL FISCAL YEAR: FY 2015	4. START DATE: OCTOBER 1, 2014	5. END DATE: SEPTEMBER 30, 2015

APPLICANT INFORMATION

a. Legal Name of Applicant Organization (as it appears on the EMPG Application (TDEM-17): Williamson County	b. Name & Telephone Number of Emergency Management Coordinator: Jarred Thomas (512) 864-8269
c. Mailing Address: PO Box 2659 Georgetown, TX 78627-2659 Employer Identification Number/Tax ID# <small>746000978</small>	d. Physical Address (if different from Mailing Address): 911 Tracy Chambers Lane Georgetown, TX 78626

EMPG PERSONNEL SUMMARY (include only those staff that will be paid with EMPG funds)

e. Number of EMPG Staff & Percentage of Time Worked in Emergency Management Duties						
	# Staff	Percent	# Staff	Percent	# Staff	Percent
1) Full Time:	3	100				
2) Part Time						

Total Number of EMPG-Funded Personnel:

ESTIMATED EXPENSES

f. Salary & Benefits (from line 18, form TDEM-66)	\$300,346.71
g. Travel Expenses (from line 19 form TDEM-66)	0.00
h. Other Expenses (from section 11 on reverse)	0.00
i. Total Expenses (F + G + H)	\$300,346.71
j. Federal Share (I x .50)	\$150,173.36

Note: If you cannot meet the cash match requirement, check the box below and attach a match proposal as specified in Section 2 of the *Local Emergency Management Performance Grant Guide*. TDEM must review and approve any exceptions made to the cash match requirement at the time of application. Cash Match Exception Requested

CERTIFICATION: I certify that to the best of my knowledge and belief this application and its attachments are true and correct.

k. Typed Name of Authorized Official:	Dan Gattis
l. Title of Authorized Official:	County Judge
m. Original Signature of Authorized Official:	
n. Date Signed:	

EMPG STAFF JOB DESCRIPTION

Jurisdiction Name	Williamson County
Staff Member Name	Jarred Thomas
Position Title	Emergency Management Coordinator
Description Prepared By	John Sneed
Date Prepared	09/2008

JOB DESCRIPTION

Current Job Description Attached

See Below

A. Provide a general description of the duties performed by this staff member.

B. If this staff member performs both emergency management duties and other duties, identify the specific emergency management duties performed.

Job Description –Emergency Management Coordinator

Department: Office of Emergency Management
Position: Emergency Management Coordinator
Reports to: Emergency Services Director

Job Summary: Under the direction of the Director of Emergency Services, coordinates, facilitates, and assist in the planning, organization, control and implementation of the emergency management and emergency operations center for Williamson County. Develops measurement tools and data collection methods in order to assess and identify hazards and develop appropriate mitigation plans and strategies. Focus on methods of continuously improving emergency management response to and coordination of county, regional, or state significance. Oversees emergency management grant processes including application, asset acquisition, and tracking.

This position is considered an “exempt” / “professional” position and does not incur overtime. The work schedule is based on a 40-hour work week - . Evening and weekend hours are required as needed. This position will require being on call for emergencies of local, regional, or state significance. Hours are dependent on county needs.

Essential Duties: See page 3

Physical Demands: Ability to assess emergency scenes, lift 50 pounds without assistance, operate all county emergency vehicles and equipment. Must be able to handle extreme stress in crisis situations. Must be able to stand for extended periods of time. Must be able to deal with constant contact with the public

Environmental Factors: May work in inclement weather, including extreme heat and cold. May be required to work, nights, weekend, and holidays. Must be able to operate emergency vehicles in heavy traffic.

Qualifications: Preferred Bachelor of Science in Emergency Management, Public Administration, Business, or other related field of study. Must have a valid Texas drivers license. Must have completed the FEMA Professional Development Series and have KSA of the Texas Emergency Management System. Minimum of 8 years of progressive experience in emergency management, business continuity, or public safety. Minimum of 5 years of managerial experience. Excellent written and verbal skills. Ability to work and maintain composure in a hostile environment. Computer skills with Microsoft, WebEOC, NIMSCAST, and TRRN are preferred.

Job Description –Emergency Management Coordinator

Desired Attributes and Competencies:

- 1. Judgment/Decision Making:** Demonstrates consistent logic, rationality, and objectivity in decision making. Achieves balance between quick decisiveness and slower, more thorough approaches, i.e., is neither indecisive nor reactionary.
- 2. Communication – Oral:** Communicates effectively one to one, in small groups, and in public speaking contexts. Demonstrates fluency, “quickness on one’s feet,” organization of thought processes, and command of the language. Easily articulates vision and standards. Keeps others informed.
- 3. Organization/Planning:** Plans, organizes, schedules, and budgets in an efficient, productive manner. Focuses on key priorities. Effectively manages multiple projects. Anticipates reasonable contingencies. Pays appropriate attention to detail. Manages personal time well.
- 4. Business Literacy:** Understands and absorbs new information. Stays current with developments in our field; expects others to stay current. Frequently shares new knowledge with others. Integrates new information to enhance existing models or create new ones. Helps others translate new information into practical application in our area.
- 5. Customer Focus:** Regularly monitors customer satisfaction. Meets internal and external customer needs in ways that provide satisfaction and excellent results for the customer. Establishes “partner” relationships with customers. Regarded as visible and accessible by customers.
- 6. Integrity:** Does not cut corners, ethically. Remains consistent in terms of what one says and does and in terms of behavior toward others. Earns trust of coworkers. Maintains confidences. Does what is right, not what is politically expedient. Intellectually honest.
- 7. Initiative:** Seeks out and seizes opportunities, goes beyond the “call of duty,” finds ways to surmount barriers. Resourceful action-oriented “doer,” achieving results despite lack of resources.
- 8. Collaboration/Teamwork:** Cooperates with all emergency service departments at all levels. Willingly reaches out to groups, and other customers to proactively share information, knowledge, expertise, and time with others to achieve common goals. Enthusiastically supports the common mission, values and goals of the Williamson County System. Shares credit.
- 9. Creativity and Planning:** Focus on System needs forward thinking and able to plan for future needs of the system.

Job Description –Emergency Management Coordinator

Essential Requirements:

- Maintain current Texas driver's license with class B exemption.
- Maintain acceptable driving record allowing vehicle operation according to current Williamson County insurance requirements
- Perform well under extreme stress and circumstances
- Coordinate efforts with and foster positive relationships with all emergency service groups in the county and region as well as work with the local industries.
- Work designated schedule as well as other hours as required to meet customer needs
- Maintain and apply mastery knowledge of Emergency Management including Preparedness, Response, Recovery, and Mitigation.
- Attend all drills, training and meetings as required.
- Serve as the NIMSCAST point of contact for Williamson County.
- Assist in development of education schedule to meet the needs of the county and all the jurisdictions and agencies within.
- Assist in the development of instructors for all emergency service groups for an all hazards response.
- Serve as an educational resource for the all county emergency service groups.
- Keep current with trends in industry, research, and new technologies for all hazards response.
- Update the standard operating procedures and emergency plans in coordination with other jurisdictions and agencies.
- Serve as liaison with regional response groups.
- Work with regional response teams to evaluate and improve First Responder and Staff proficiency
- Assist in the coordination and maintenance of all education/training equipment
- Develops methods for System data collection and analysis
- Identifies areas requiring improvement using standard QI techniques
- Shares QI data, analyses and process improvement strategies with all staff
- Assists with professional development of staff and officers
- Responsible for long range budget and system planning
- Performs all other assigned tasks at the Director of Emergency Services.
- Represents Williamson County on the Homeland Security Task Force and serves as the Williamson County LEPC Chairperson.

Application:

EMPG STAFF JOB DESCRIPTION

Jurisdiction Name	Williamson County
Staff Member Name	Michael Turek
Position Title	Deputy Emergency Management Coordinator
Description Prepared By	Jarred Thomas
Date Prepared	10/2013

JOB DESCRIPTION

Current Job Description Attached

See Below

A. Provide a general description of the duties performed by this staff member.

B. If this staff member performs both emergency management duties and other duties, identify the specific emergency management duties performed.

Williamson County Job Description

Dept: Emergency Management

Job Title: Emergency Management
Coordinator – Deputy/Assistant

FLSA: Exempt

Pay Grade: B.34

Effective Date: 10.2013

JOB SUMMARY:

- Serves as Assistant Emergency Management Coordinator for Williamson County.
- Responsible for facilitating the efficient operation of the emergency management program.

ESSENTIAL DUTIES:

- Maintains Williamson County emergency management operations plan.
- Manages inventory of homeland security grant equipment.
- Assists in annual budget preparation.
- Prepares administrative reports and maintains records.
- Oversees grants and grant reporting requirements.
- Researches and makes recommendations for future grant opportunities.
- Serves as a liaison and works with other agencies in developing operational plans for emergencies.
- Attends various meetings with local, state, and federal agencies.
- Responds to Emergency Operations Center when notified of emergency conditions.
- Attends training programs, including required and optional courses.
- Provides emergency management training to departments and other agencies.
- Represents the County at various meetings with other agencies.
- Able to establish and maintain effective working relationships with County employees, public officials, and representatives of outside agencies.
- Readily complies with departmental and countywide policies and procedures.
- Performs related special projects as assigned.
- The physical demands and environmental factors listed below, as well as regular attendance, are also essential functions for this position.

PHYSICAL DEMANDS:

- Physical requirements include lifting/carrying up to 20-50 pounds occasionally.
- May have long periods of standing during crisis.
- Able to deal with constant contact with the public under duress, read and compose complex documents in a rapid manner.

ENVIRONMENTAL FACTORS:

- May work in inclement weather, including extreme heat and cold.
- Able to safely operate emergency vehicles in all road conditions and traffic.
- Williamson County has adopted a Tobacco-Free Workplace policy. This policy prohibits smoking or use of any tobacco product on Williamson County premises. Williamson County and Cities Health District offers a smoking cessation program, free to all employees and spouses.

MINIMUM QUALIFICATIONS:

- Combination of education and experience equivalent to: Bachelor's degree in Emergency Management, Communications, or related field
- Four (4) years increasingly responsible experience in Emergency Management, strategic planning, research, project management, and program development.
- Command level training and strong working knowledge of National Incident Management system (NIMS).

Williamson County Job Description

Dept: Emergency Management

Job Title: Emergency Management
Coordinator – Deputy/Assistant

FLSA: Exempt

Pay Grade: B.34

Effective Date: 10.2013

- Able to successfully complete FEMA's Professional Development Series (FEMA PDS) within six (6) months.
- Excellent oral and written communication skills.
- Ability to speak to large public meeting, present EMS related information to Local, State, and regional EMS providers.
- Able to function calmly, and effectively and decisively in emergency situations.
- Knowledge of budgetary and business planning processes.
- Working Knowledge of State and Federal regulatory or administrative requirements and practices.
- Must possess a valid Texas driver's license within 30 days of hire.
- Must maintain a satisfactory Motor Vehicle Record.

EMPLOYMENT TESTING:

- Employment is contingent on passing post-offer, pre-employment, and periodic drug testing and criminal background investigations.

PREFERRED REQUIREMENTS:

- Certified Emergency Manager – IAEM
- Texas Emergency Manager – EMAT
- Master Exercise Practitioner – FEMA
- ICS Instructor – FEMA
- Experience with WebEOC
- TRRN
- SPARS
- CAMEO-Aloha-Marplot

IRREGULAR HOURS:

- Essential Personnel for Emergency Situations; at the discretion of the Department Director.

ORGANIZATION RELATIONSHIPS:

- Reports directly to the Emergency Management Coordinator.
- Direct Reports- N/A
- Number of Direct Reports- 0

FAIR LABOR STANDARDS ACT (FLSA) STATUS:

- Exempt (Salary)

Williamson County Job Description

Dept: Emergency Management

Job Title: Emergency Management
Coordinator – Deputy/Assistant

FLSA: Exempt

Pay Grade: B.34

Effective Date: 10.2013

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

Signature of Employee

Date

(Update)
Job Title of Supervisor

Signature of Supervisor

Date

(If appropriate, if not Delete)
Job Title of Division Director

Signature of Division Director

Date

(Update)
Job Title of Department Head

Signature of Department Head

Date

COMMENTS:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

EMPG STAFF JOB DESCRIPTION

Jurisdiction Name	Williamson County
Staff Member Name	Cynthia Hood
Position Title	Emergency Management Specialist
Description Prepared By	John Sneed
Date Prepared	09/28/2009

JOB DESCRIPTION

Current Job Description Attached

See Below

A. Provide a general description of the duties performed by this staff member.

B. If this staff member performs both emergency management duties and other duties, identify the specific emergency management duties performed.

Job Description –Emergency Management Specialist

Department: Office of Emergency Management
Position: Emergency Management Specialist
Reports to: Emergency Management Coordinator

Job Summary: Under the direction of the Emergency Management Coordinator, assist in the development, implementation, coordination, and maintenance of emergency preparedness, response, recovery, and mitigation plans, exercises, procedures, and programs. Additional duties include assistance with the Williamson County LEPC, Emergency Planning Group, Incident Management Team, grant management, and Emergency Operations Center duties.

This position is considered an “exempt” / “professional” position and does not incur overtime. The work schedule is based on a 40-hour work week - . Evening and weekend hours are required as needed. This position will require being on call for emergencies of local, regional, or state significance. Hours are dependent on county needs.

Essential Duties: See page 3

Physical Demands: Ability to assess emergency scenes, lift 50 pounds without assistance, operate all county emergency vehicles and equipment. Must be able to handle extreme stress in crisis situations. Must be able to stand for extended periods of time. Must be able to deal with constant contact with the public

Environmental Factors: May work in inclement weather, including extreme heat and cold. May be required to work, nights, weekend, and holidays. Must be able to operate emergency vehicles in heavy traffic.

Qualifications: Preferred Bachelor of Science in Emergency Management, Public Administration, Business, or other related field of study. Must have a valid Texas drivers license. Preferred 3 years of progressive experience in emergency management, business continuity, or public safety planning. Excellent written and verbal skills. Ability to work and maintain composure in a hostile environment. Computer skills with Microsoft, WebEOC, NIMSCAST, and TRRN are preferred.

Job Description –Emergency Management Specialist

Desired Attributes and Competencies:

1. **Judgment/Decision Making:** Demonstrates consistent logic, rationality, and objectivity in decision making. Achieves balance between quick decisiveness and slower, more thorough approaches, i.e., is neither indecisive nor reactionary.
2. **Communication – Oral:** Communicates effectively one on one, in small groups, and in public speaking contexts. Demonstrates fluency, “quickness on one’s feet,” organization of thought processes, and command of the language. Easily articulates vision and standards. Keeps others informed.
3. **Organization/Planning:** Plans, organizes, schedules, and budgets in an efficient, productive manner. Focuses on key priorities. Effectively manages multiple projects. Anticipates reasonable contingencies. Pays appropriate attention to detail. Manages personal time well.
4. **Business Literacy:** Understands and absorbs new information. Stays current with developments in our field; expects others to stay current. Frequently shares new knowledge with others. Integrates new information to enhance existing models or create new ones. Helps others translate new information into practical application in our area.
5. **Customer Focus:** Regularly monitors customer satisfaction. Meets internal and external customer needs in a manner that provides satisfaction and excellent results for the customer. Establishes “partner” relationships with customers. Regarded as visible and accessible by customers.
6. **Integrity:** Remains consistent in terms of what one says and does, and in terms of behavior toward others. Earns trust of coworkers. Maintains confidences. Does what is right, not what is politically expedient. Intellectually honest.
7. **Initiative:** Seeks out and seizes opportunities, goes beyond the “call of duty,” finds ways to surmount barriers. Resourceful action-oriented “doer,” achieving results despite lack of resources.
8. **Collaboration/Teamwork:** Cooperates with all emergency service departments at all levels. Willingly reaches out to groups, and other customers to proactively share information, knowledge, expertise, and time with others to achieve common goals. Enthusiastically supports the common mission, values and goals of the Williamson County System. Shares credit.
9. **Creativity and Planning:** Focus on System needs forward thinking and able to plan for future needs of the system.

Job Description –Emergency Management Specialist

Essential Requirements:

- Maintain current Texas driver's license with class B exemption.
- Maintain acceptable driving record allowing vehicle operation according to current Williamson County insurance requirements
- Perform well under extreme stress and circumstances
- Coordinate efforts with and foster positive relationships with all emergency service groups in the county and region as well as work with the local industries.
- Work designated schedule as well as other hours as required to meet customer needs
- Maintain and apply mastery knowledge of Emergency Management including Preparedness, Response, Recovery, and Mitigation.
- Attend all drills, training and meetings as required.
- Assist with NIMCAST compliance metrics.
- Assist in development of education schedule to meet the needs of the county and all the jurisdictions and agencies within.
- Serve as an educational resource for the all county emergency service groups.
- Keep current with trends in industry, research, and new technologies for all hazards response.
- Update the standard operating procedures and emergency plans in coordination with other jurisdictions and agencies.
- Serve as liaison with regional response groups.
- Work with regional response teams to evaluate and improve First Responder and Staff proficiency
- Assist in the coordination and maintenance of all education/training and response equipment
- Identifies areas requiring improvement using standard QI techniques
- Shares QI data, analyses and process improvement strategies with all staff
- Assists with professional development of staff and officers
- Performs all other assigned tasks at the Emergency Management Coordinator.

Application:

**FISCAL YEAR 2015
EMPG STAFFING PATTERN**

1. APPLICANT NAME (as is appears on EMPG application)				2. COUNTY		
Williamson County				Williamson		
3. FULL-TIME EMPLOYEES <i>(including those who work all or only a portion of their time in emergency management duties)</i>	4. Gross Annual Salary	5. Gross Annual Benefits	6. Gross Salary & Benefits (4+5)	7. % Work in EM Duties	8. Salary & Benefits for EM (6x7)	9. Est EM Travel Costs
Name: Jarred Thomas						
Position: Emergency Management Coordinator	92,863.37	28,451.87	121,315.24	100%	121,315.24	0.00
Name: Michael Turek						
Position: Deputy Emergency Management Coordinator	74,870.90	24,772.07	99,642.97	100%	99,642.97	0.00
Name: Cynthia Hood						
Position: Emergency Management Specialist	58,055.50	21,333.00	79,388.50	100%	79,388.50	0.00
Name:						
Position:			0.00		0.00	
Name:						
Position:			0.00		0.00	
Name:						
Position:			0.00		0.00	
Name:						
Position:			0.00		0.00	
A. SUBTOTAL:					300,346.71	0.00

10. PART-TIME EMPLOYEES	11. % of Full Time	12. Gross Annual Salary	13. Gross Annual Benefits	14. Gross Salary & Benefits (12+13)	15. % Work in EM Duties	16. Salary & Benefits for EM (14x15)	17. Est EM Travel Costs
Name:							
Position:				0.00		0.00	
Name:							
Position:				0.00		0.00	
Name:							
Position:				0.00		0.00	
Name:							
Position:				0.00		0.00	
Name:							
Position:				0.00		0.00	
Name:							
Position:				0.00		0.00	
B. SUBTOTAL:						0.00	0.00
TOTAL:						18. 300,346.71	19. 0.00

CERTIFICATION: <i>I certify that no individual listed above holds an elected office.</i>
Signature of Authorized Official:
Printed name of Authorized Official:
Date Signed:

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

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

FOR
FY 2015

CA FOR (Name of Applicant)
Williamson County

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

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

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

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

Dan A. Gattis

County Judge, Williamson County, Texas

Typed Name of Authorized Representative

Title

Signature of Authorized Representative

Date Signed

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

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

Paperwork Burden Disclosure Notice

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Sections 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
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11. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchase.
12. Will comply with provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. LOBBYING

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A. The applicant certifies that it will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about:

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

(c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

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

(2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

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

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

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

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

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

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

Williamson County Office of Emergency Management

911 Tracy Chambers Lane

Georgetown, TX 78626

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

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

DISCLOSURE OF LOBBYING ACTIVITIES

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

Approved by OMB

0348-0046

(See reverse for public burden disclosure)

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

TRAVEL POLICY CERTIFICATION


Jurisdiction Name:	Williamson County
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Check one of the two blocks below

This jurisdiction has no qualifying travel regulations. EMPG participants requesting reimbursement for travel expenditures will do so in accordance with State of Texas travel regulations and reimbursement rates as published by the Texas Comptroller of Public Accounts. State travel regulations are available at <https://fmx.cpa.state.tx.us/fmx/travel/texttravel/index.php>

OR

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

Name of Grant Financial Officer (Printed or Typed)	David Flores
Original Signature of Grant Financial Officer	
Date Signed	01/20/2015

Williamson County Employee Policy Manual

Travel While on County Business

- You are responsible for all excess cost and additional travel expenses resulting from taking an indirect route or a delayed return trip for personal preference or convenience
- Airfare may be charged to the County's air travel account that has been established with Accent Travel
- Airfare reimbursement will be paid directly to the travel agency, airlines, or your County travel card. (i.e.: JP Morgan)
- If you pay for your own airfare tickets, you will be reimbursed when you return from your business trip.
- Air travel expenses must be supported with the receipt from your airline ticket or an itinerary. If tickets are purchased through a web site and do not issue paper tickets, submit a copy of the web page showing the travel price
- Cancellation penalties may be levied by airlines when a ticket cannot be used. The County could reimburse you for this cost if the change in travel plan was due to a business-related change or a personal emergency. Documentation for the change must be submitted to the County Judge for consideration of payment and is subject to review by the County Auditor per Local Government Code 113.064
- Should an airline delay necessitate an overnight stay, you must first attempt to secure complimentary lodging from the airline. If unsuccessful, obtain lodging at the most reasonable available rates and the County will reimburse this expense. Documentation for the delay must be submitted and approved.
- The County will not reimburse you for tickets purchased with frequent flyer miles
- You will not be paid in advance for a travel expenditure. If you pay for an expense in advance, reimbursement will not be made until after the trip is taken
- Reimbursement for transportation costs will be at the most reasonable means of transport

Example: *airline costs will only be reimbursed at coach rate*

- The County will not reimburse airfare prices if they are higher than the cost of mileage reimbursement. County employees may use Accent Travel to charge airfare purchases to the County's air travel account.
- Additional expenses associated with extended travel (such as a Saturday night stay) may be reimbursed when the cost of airfare would be less than the cost of additional expenses (lodging, meals) if the trip had not been extended. Documentation will be required to justify the expense
- All expense reimbursement requests must include the following:
 - o Date
 - o Destination
 - o Purpose
 - o Name of traveler(s)
 - o Conference/seminar agenda or correspondence that verifies the business purpose of the expense
- Each expense reimbursement must have your signature and the department head approval. The person approving an expense reimbursement should verify the correct budget line item is being charged.
- A secondary authorization signature on a reimbursement is required if you are not an elected official
- All expense reimbursements must be received in the Auditor's office no more than 60 days after the incurrence of the expense. Any items over the 60 days will be denied reimbursement; however, the County Judge has the authority to approve requests over 60 days old
- The County will not reimburse travel expenses incurred by a spouse or other individual accompanying you on business
- All expenses except mileage and meals must have a paid receipt. If a receipt cannot be obtained, a written statement of your expenses may be substituted

- "Traveling expenses" incurred "while away from home" which are deductible under Section 162 (a) (2) of the Internal Revenue Code include the cost of meals only if the trip requires sleep or rest. All meals not associated with an overnight stay are taxable to you
- All credit card bills paid through Accounts Payable (i.e. JP Morgan) must have detailed receipts attached, excluding meal receipts. Meals for day travel should NOT be charged on a County credit card. County credit card statements must be approved by someone other than the card holder, unless the card holder is an elected official
- Sales tax on goods purchased will not be reimbursed. Sales tax for meals, airline tickets, and hotel stays are the only taxes that will be reimbursed. The *sales tax exemption form* is available in the Performance Center
- If you lose a required receipt, seek a duplicate. When an acceptable duplicate is unobtainable, you should submit a signed affidavit itemizing the expenditure with the expense report
- The County will not pay for any late charges incurred on County credit cards. It is the card holder's obligation to make sure the bill is submitted in a timely manner
- The County will hold you responsible for finance charges and/or late payments due on invoices or credit card payments that are turned in to Accounts Payable late or because the department budget did not have enough funds to process the payment in a timely manner
- You are responsible for repayment of inappropriately reimbursed expenses whenever an audit or subsequent review of the travel expense reimbursement documentation finds you were reimbursed contrary to these guidelines
- Any personal expense should be reimbursed to the County. Please attach your check, made payable to Williamson County, for these charges with your expense reimbursement
- Expenses incurred due to you or an elected official serving on a board or committee of an association related to your County employment will only be reimbursed to the extent that the association does not reimburse you. You need to provide documentation of your request for reimbursement from the association and the association's denial of the request

Seminars/Conferences

- All training should be obtained at the closest possible location. Out of state training is discouraged when local training is available.
- If you are registered to attend a training opportunity and are subsequently not able to attend, a County substitute should attend in your place or a refund requested.
- Only job related training that is registered in the name of Williamson County will be processed for payment.
- A copy of a check in lieu of a paid receipt may be used as the receipt for registration fee reimbursement.
- The check must be made payable to the seminar/conference and a copy of the check is required. In addition, a brochure or similar document of the conference indicating the amount of registration fee and the conference agenda must accompany the copy of the check, supporting the reimbursement claim.
- You can request payment directly to the seminar/conference by submitting a check requisition form to the Accounts Payable Department with proper backup documentation. Please note that a check request will take 13-20 days to process once it is received by the Accounts Payable Department.
- You will not be reimbursed for registration fees until after the conference or training date.

Meals

- Reimbursement for meal costs in travel of less than one day is provided solely to offset actual expenses where restaurant meal costs are incurred
- Each employee is on their honor to request reimbursement for actual expenses incurred
- The reimbursement for meal costs in travel of less than one day will be reimbursed on the employee's paycheck and will be processed as taxable income. This taxable income will also be reflected on your annual W-2.
- Meals are reimbursable only for County business trips that are outside the County. Exceptions may be made for Commissioners' Court meetings that extend beyond 1:00 p.m. and off-site staff development opportunities that are held within the County

- Meal reimbursements are limited to a maximum of \$40.00 per day. You may claim up to \$20.00 for meals when traveling outside the County for day trips. You may claim up to \$40.00 for meals when traveling outside the County and an overnight stay is necessary, or when your work hours extend at least three hours beyond your normal scheduled workday. You will be required to provide documentation of extended work hours
- If an overnight stay is required, but the stay does not exceed a 50-mile radius outside the County, you may claim an amount up to the \$40.00 overnight allowance for your meals, but lodging will not be reimbursed
- Meal receipts are not required unless requested by your supervisor or department head, or the meal is charged on a County credit card. Meal receipts that are turned in to Accounts Payable will be reimbursed for the actual meal costs
- Alcoholic beverages are not reimbursed
- You should only request reimbursement for your own expenses. If you request reimbursement for a day travel meal for another employee, the full reimbursement amount requested will be shown as taxable income to you on your W-2.
- Tips should be reasonable and should be included in the \$20.00 or \$40.00 meal allowance
- If your duties take you to alternate work locations within the County, you are not reimbursed a lunch meal. It is the employee's own responsibility to make provisions for lunches.
- Meals purchased for entertainment/business purposes are not allowed
- Meal reimbursements are paid for County employees only

Lodging

- Lodging expenses are reimbursed only if you are traveling beyond a 50-mile radius of Williamson County. (This means 50 miles beyond the County line. Lodging in Austin will not be reimbursed.)
- Hotel accommodations require an original itemized hotel folio as a receipt. The lodging receipt should include the name of the motel/hotel, number of occupants, and the goods or services for each individual charge such as room rental, food, tax, etc. Credit card receipts by themselves are not acceptable
- You will only be reimbursed for a single room rate charge plus any applicable tax. If a single room is not available, you must provide documentation to justify the expense. You may also be required to provide additional documentation if the room rate appears to be excessive
- When lodging is shared by two or more employees, the names of the authorized travelers should be noted on the receipt
- Review your room invoice carefully upon checking out
- Personal telephone charges, whether local or long distance, are not reimbursed. If you incur telephone charges that are County-related, please identify them on your hotel receipt
- Government rates, when available should be requested at all times

Car Rental

- Travelers may rent a car at their destination when:
 - It is less expensive than other transportation modes such as taxis, airport shuttles or public transportation.
 - Cars rented should be economy or mid-size. Luxury vehicle rentals will not be reimbursed
- Renting cars for travel within the County is prohibited except during an election cycle (early voting and Election Day) when the Elections Department needs up to 12 extra automobiles for troubleshooters and runners that provide time-critical technical and procedural support to early voting and Election Day polling locations. You may rent a car to travel to your business destination outside the County, only if the total cost of the rental is less than the mileage reimbursement cost. Check with Accounts Payable for current rates. Documentation showing the cost comparison between the rental cost and mileage may be required
- Many car rental companies charge an exorbitant cost for gasoline if the car is not returned with a full tank. You should avoid such unnecessary charges by returning the car with a full tank
- The rental agreement and the charge card receipt (if applicable) must be turned in with the expense request.
- Insurance purchased when renting a vehicle may also be reimbursed

Personal Car Usage

- Any County official or employee who is authorized to use their personal vehicle to travel on official County business may be entitled to receive a reimbursement equal to the standard mileage rate allowed by the IRS. Check with the Accounts Payable department for current rates
- Mileage will be reimbursed based on the most common route, including toll roads
- Reimbursement for mileage will not exceed the cost of round trip, coach airfare. You may be required to provide a cost comparison between mileage and airfare
- Reimbursement for mileage is prohibited between place of residence and usual place of work
- Mileage should be calculated from your regular place of work or residence, whichever is the shorter distance when traveling to a meeting, conference, or seminar
- When more than one employee travels in the same vehicle, only one person may claim mileage reimbursement.
- To be reimbursed for the use of a personal vehicle, travelers must provide the following information on their expense report, per IRS guidelines:
 - The purpose of the trip
 - Date
 - Location traveled to and from
 - Number of miles traveled
- Tolls and parking fees, if reasonable, are reimbursable. Receipts are required for reimbursement. If a receipt is not obtainable, then written documentation of the expense must be submitted for reimbursement
- Toll Tags will be purchased for County vehicles as approved by the County Judge. Some examples of this are for the haul trucks in the Department of Infrastructure and transportation vehicles in Juvenile Services. Contact the County Auditor's Office to assist in setting up these accounts and getting approval from the County Judge. County vehicles with toll tags, and those that are exempt, may access the toll roads for County business only and not for personal commuting
- It is your responsibility to keep track of your own mileage
- The officials and employees who are listed in the section entitled "County Vehicles" are to be provided with a County vehicle in lieu of mileage
- Operating and maintenance expenses, as well as other personal expenses (such as parking tickets, traffic violations, car repairs and collision damage) are not reimbursable
- Officials using personal vehicles on County business will be subject to a Vehicle use Policy adopted by the Commissioners' Court

Other Expenses

- Taxi fare, bus tickets, conference registrations, parking, etc. must have an original receipt. If a receipt is unobtainable or is lost, a written statement must be submitted for the expense
- Expenses other than meals or mileage require a receipt for reimbursement
- A department may purchase small appliances (i.e.; microwaves, refrigerators) for the convenience of their employees
- Only paid receipts will be reimbursed