

TEXAS DEPARTMENT OF PUBLIC SAFETY

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November 17, 2015

The Honorable Dan Gattis
Williamson County Judge
303 Martin Luther king
Georgetown, TX 78626

Re: DR-1999-019 TX Williamson County Fuels Reduction/Defensible Space Project Award

Dear Judge Gattis,

The Williamson County application requesting funding for the Fuels Reduction/Defensible Space project under the CFDA 97.039 Hazard Mitigation Grant Program (HMGP) has been selected by the State of Texas and approved by the Federal Emergency Management Agency (FEMA).

Total Project Cost	\$480,000.00
Federal Share	\$360,000.00
Local Match	\$120,000.00
Period of Performance (POP)	September 14, 2017

Williamson County has qualified for this funding by meeting all of the HMGP programmatic requirements including a FEMA approved local mitigation plan, which will expire on July 14, 2016 written in accordance with the CFR 44 part 201.

This grant is authorized under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C, 5170c, for a major disaster declaration FEMA-1999-DR. Project implementation will be in accordance with FEMA Hazard Mitigation Assistance (HMA) Unified Guidance effective date June 2010, Title 44 of the Code of Federal Regulations effective October 2010, and the FEMA approved Texas HMGP Administrative Plan.

The project number is DR-1999-019 and must be referenced on all documents and correspondence. Failure to properly identify the project number may result in delayed processing of requests.

All activities associated with this project must comply with the following:

- 1) FEMA has performed an environmental review resulting in the findings and conditions identified in the Environmental Considerations enclosure and consisting of:
 - a. CATEX (Categorical Exclusion) or FONSI (Finding of No Significant Impact)
 - b. Record of Environmental Consideration (REC) with Environmental Review Project Conditions
- 2) Procurement activities must follow the most restrictive of Federal, State and Local procurement regulations:
 - a. Procurement by small purchase
 - b. Procurement by sealed bid
 - c. Procurement by competitive proposal
 - d. Procurement by non-competitive proposal, solely when the award of a contract is unfeasible under the other three methods

The State must be contacted for approval to use a noncompetitive procurement method. Failure to follow eligible procurement methods will result in ineligible costs. Other types of agreements for services must have State approval prior to use or execution. A copy of the local procurement policy must be provided to the State before initial reimbursement.

The cost plus a percentage of construction cost and percentage of construction cost methods of contracting **are ineligible**.

Evidence of non-debarment must be documented and submitted for review through <http://www.sam.gov/portal/public/SAM> and http://www.window.state.tx.us/procurement/prog/vendor_performance/debarred/.

- 3) The Period of Performance (POP) represents the period during which eligible reimbursable costs for this project can be incurred. If, due to extenuating circumstances, a project cannot be completed within the approved POP, an extension must be requested in writing and submitted to the State 90 days prior to the expiration of the currently approved POP.
- 4) Quarterly Progress Reports must be submitted to this office no later than October 15, January 15, April 15 and July 15 of each year until the project is completed. Two consecutively missed reports, or two consecutive reports indicating lack of measurable progress, may result in your project funding being forfeited.
- 5) Eligible cost reimbursement requests may be submitted as needed, but not less than once a quarter without project officer concurrence. The minimum request for reimbursement will be \$2,500, unless it is the final reimbursement request. All submitted invoices must be:
 - a. Identified by a unique number
 - b. Related to an identified Scope of Work (SOW) line item
 - c. Accompanied by proof of payment (ex: copies of the cancelled checks showing payments for the invoices)

- d. Signed by your Chief Financial Officer or designated authorized representative

Reimbursement amounts are based on the total request for eligible documented expenditures of the eligible federal share and local match.

- 6) Notification should be made when the project is complete and is ready for the close out process. The Certificate of Completion must be submitted listing all project expenditures. Any project with construction activities must submit a Scope of Work Verification Form no later than the final site visit. The chief elected official or his/her designated representative must sign these documents. The State normally retains 10% of each payment request pending project closeout, however for this project that requirement is waived. Retainage could be reinstated if procurement or documentation irregularities are discovered over the course of the project.
- 7) You are required to provide the State a copy of your current annual single audit if you expend over \$750,000 of federal funding during your fiscal year. All HMGP grants are subject to federal audit. Further information on single audit requirements may be obtained from the Standards Officer, Robert Newsom at robert.newsom@dps.texas.gov or (512) 437-4742.
- 8) Financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of four years from closure of the disaster funding by FEMA.

If you have any questions, please contact your project officer, Shirley Mayes at Shirley.mayes@dps.texas.gov or (713) 967-7010. Your project officer will contact you within three weeks to schedule a post-award meeting.

Sincerely,



W. Nim Kidd, CEM, TEM®
Chief

Texas Division of Emergency Management
Assistant Director
Texas Homeland Security
Texas Department of Public Safety

Enclosures: Finding of No Significant Impact (FONSI)
Record of Environmental Consideration (REC)
Debarred Verification Form
Certificate of Completion Form
Award Letter Receipt

cc: Jarred Thomas, Emergency Management Coordinator

WNK/sm