

# FISCAL YEAR 2020 EMERGENCY MANAGEMENT PERFORMANCE GRANT APPLICATION

<b>1. APPLICANT NAME</b> (Jurisdiction): Williamson County Office of Emergency Management	
<b>2. COUNTY:</b> Williamson	<b>3. DISASTER DISTRICT:</b> 12
<b>4. EMPG STATUS:</b> <input checked="" type="checkbox"/> Current EMPG Program participant <input type="checkbox"/> New EMPG Program applicant	
<b>5. PROGRAM PARTICIPANTS:</b> (List all jurisdictions that are participants in your emergency management program. Identify any jurisdictions that have <b>joined or withdrawn</b> from your program in the last year.) Cities of Coupland, Florence, Granger, Hutto, Liberty Hill, Thrall, and Weir.	
<b>6. CHECKLIST OF APPLICATION ATTACHMENTS:</b> (See the FY 2020 <i>Emergency Management Performance Grant (EMPG)</i> Guide 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 <b>current</b> job description is required for each staff member listed in the FY 2020 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 checked="" type="checkbox"/> FEMA Form SF LLL, Disclosure of Lobbying Activities - Signed by the Authorized Official <b>required only if the applicant performs lobbying to influence federal actions</b> <input checked="" type="checkbox"/> Direct Deposit Authorization (form 74-146) <b>or</b> 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	
<b>7. CERTIFICATION:</b> 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	Date
Emergency Management Coordinator	Date
Bill Gravell, Jr.	Michael Shoe
Printed Name	Printed Name:

TDEM-17  
10/19

Email address: TDEM.EMPG@tdem.texas.gov

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Physical Address: Texas Division of Emergency Management  
1033 La Posada Blvd. Suite 300  
Austin, Texas 78752

Completed forms and application materials can be sent by email or mail to:

**FISCAL YEAR 2020  
DESIGNATION OF EMPG GRANT OFFICIALS**

**APPLICANT NAME (JURISDICTION):** Williamson County

<b>EMERGENCY MANAGEMENT COORDINATOR*</b>	
<b>NAME</b>	<input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Ms. Michael Shoe *If newly appointed, attach form TDEM-147
Official Mailing Address <b>Please include ZIP + 4</b>	Williamson County OEM 911 Tracy Chambers Lane Georgetown, TX 78626-6386
Daytime Phone Number	( 512 ) 864-8267      Alternate Number (      )
Fax Number	( 512 ) 864-8227
E-mail Address	michael.shoe@wilco.org

<b>POINT OF CONTACT (RESPONSIBLE FOR APPLICATION)</b>	
<b>NAME</b>	<input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Ms. Kyle McKnight
Title	Emergency Management Specialist
Official Mailing Address <b>Please include ZIP + 4</b>	Williamson County OEM 911 Tracy Chambers Lane Georgetown, TX 78626-6386
Daytime Phone Number	( 512 ) 864-8266      Alternate Number (      )
Fax Number	( 512 ) 864-8227
E-mail Address	kmcknight@wilco.org

<b>GRANT FINANCIAL OFFICER (CANNOT BE THE SAME AS EMC)</b>	
<b>NAME</b>	<input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Ms. Jerri Jones
Title	County Auditor
Official Mailing Address <b>Please include ZIP + 4</b>	Williamson County Historic Courthouse County Auditor 710 S. Main Street Suite 101 Georgetown, TX 78626-5703
Daytime Phone Number	( 512 ) 943-1545
Fax Number	( 512 ) 943-1662
E-mail Address	jjones@wilco.org

<b>AUTHORIZED OFFICIAL (MAYOR, COUNTY JUDGE, CITY MANAGER)</b>	
<b>NAME</b>	<input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Ms. Bill Gravell, Jr.
Title	County Judge
Official Mailing Address <b>Please include ZIP + 4</b>	Williamson County Historic Courthouse County Judge 710 S. Main Street Suite 101 Georgetown, TX 78626-5703
Daytime Phone Number	( 512 ) 943-1550
Fax Number	( 512 ) 943-1662
E-mail Address	bgravell@wilco.org

**FISCAL YEAR 2020  
EMPG STATEMENT OF WORK & CUMULATIVE PROGRESS REPORT**

Applicant Name (Jurisdiction): Williamson County

Jurisdiction DUN/SAM # 076930049 Congressional District # 31

SAM Status Active Jurisdiction Population 566,719

TDEM - 147 Submitted ☒

2018 census data available at:  
Please use the US Census Bureau website

KEY DOCUMENT SUBMISSIONS AND APPROVALS				
Document	Submitter	Date	TDEM Reviewer	Date
Statement of Work	Michael Shoe			
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, and four Quarterly Financial Reports
<input type="checkbox"/> Progress Report #1	<input type="checkbox"/> Progress Report #1 is being submitted to TDEM <input type="checkbox"/> First Financial Report has been submitted to TDEM
<input type="checkbox"/> Progress Report #2	<input type="checkbox"/> Progress Report #2 is being submitted to the TDEM <input type="checkbox"/> Second & Third Quarter Financial Reports have been submitted to TDEM <input type="checkbox"/> Fourth Quarter Financial Report has been submitted to TDEM

TASK 2—LEGAL AUTHORITIES FOR EMERGENCY MANAGEMENT PROGRAM	
<input checked="" type="checkbox"/> Work Plan	<input type="checkbox"/> Jurisdiction will maintain current legal documents establishing emergency management program <input checked="" type="checkbox"/> Legal documents are current & on file with TDEM; no additional action is required. <input type="checkbox"/> Jurisdiction will prepare & submit to TDEM Preparedness Section: <ul style="list-style-type: none"> <li><input type="checkbox"/> Commissioner's Court Order #</li> <li><input type="checkbox"/> City Ordinance(s) for:</li> <li><input type="checkbox"/> Updated Joint Resolution dated:</li> <li><input type="checkbox"/> NIMS Adoption dated:</li> </ul>
<input type="checkbox"/> Progress Report #1 October 1 – March 31	<input type="checkbox"/> Legal documents are current & on file with TDEM, no additional action is required <input type="checkbox"/> Jurisdiction completed & submitted to TDEM Preparedness Section: <ul style="list-style-type: none"> <li><input type="checkbox"/> Commissioner's Court Order #</li> <li><input type="checkbox"/> City Ordinance(s) for:</li> <li><input type="checkbox"/> Updated Joint Resolution dated:</li> <li><input type="checkbox"/> NIMS Adoption dated:</li> </ul>
<input type="checkbox"/> Progress Report #2 April 1- September 30	<input type="checkbox"/> Legal documents are current & on file with TDEM, no additional action is required. <input type="checkbox"/> Jurisdiction completed & submitted to TDEM Preparedness Section: <ul style="list-style-type: none"> <li><input type="checkbox"/> Commissioner's Court Order #</li> <li><input type="checkbox"/> City Ordinance(s) for:</li> <li><input type="checkbox"/> Updated Joint Resolution dated:</li> <li><input type="checkbox"/> NIMS Adoption dated:</li> </ul>

TASK 3—PUBLIC EDUCATION/INFORMATION	
<input checked="" type="checkbox"/> Work Plan	<input checked="" type="checkbox"/> Jurisdiction will conduct hazard awareness activities for local citizens.  The Wilco Ready app will be used to push weekly preparedness tips as well as any incidents.
<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"/> Progress Report #2 April 1 – September 30	<input type="checkbox"/> Jurisdiction completed the following hazard awareness and/or public education/information activities:

TASK 4—EMERGENCY MANAGEMENT PLANNING DOCUMENTS	
<input checked="" type="checkbox"/> Work Plan	<input 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 type="checkbox"/> A <input type="checkbox"/> B <input checked="" type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input checked="" type="checkbox"/> G <input type="checkbox"/> H <input checked="" type="checkbox"/> I <input type="checkbox"/> J <input checked="" type="checkbox"/> K <input checked="" type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> O <input type="checkbox"/> P <input type="checkbox"/> Q <input checked="" type="checkbox"/> R <input type="checkbox"/> S <input type="checkbox"/> T <input type="checkbox"/> U <input type="checkbox"/> V <input type="checkbox"/> <input type="checkbox"/> Other documents:  <b>NOTE: All Plans and Annexes must be NIMS compliant.</b>
<input type="checkbox"/> Progress Report #1 October 1 – March 31	<input 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 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"/> <input type="checkbox"/> Other documents: <input type="checkbox"/> <b>No Task 4 progress necessary this reporting period.</b>
<input type="checkbox"/> Progress Report #2 April 1 – September 30	<input 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 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"/> <input type="checkbox"/> Other documents: <input type="checkbox"/> <b>No Task 4 progress necessary this reporting period.</b>

## TASK 5—IPPW NOTIFICATION AND EXERCISE PLAN

<input checked="" type="checkbox"/> Work Plan  <input checked="" type="checkbox"/> IPPW  Date Submitted:	<b>Integrated Preparedness Planning Workshop (IPPW)</b>  Conduct an annual Integrated Preparedness Planning Workshop (IPPW) (formerly known as the Training and Exercise Planning Workshop) with the whole community to develop a 3-year Integrated Preparedness Plan (IPP). See detail in the Amplifying Information section. Update the plan on an annual basis and submit no later than 90 days from conduct.  In a given year, conduct and evaluate as many or as few exercises, both discussion-based and operations-based, to address any three (3) designated Priority Areas:  It is recommended to conduct at least one (1) operations-based exercise annually to enhance community preparedness.  See the EMPG local guide for further exercise details.
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### REQUIRED EXERCISE SCHEDULE

Performance Period	Exercise Type	Exercise Date & Name (List All)	Quarter of Year
Fiscal Year 2020 (October 1, 2019 - September 30, 2020)	Full Scale	02/05/2020 - Firestarter 2020	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
	Operational Based	03/19/2020 - Blue Team Resources	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
	Operational Based	04/16/2020 - Red Team Resources	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4
	Exercise 4		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
	Exercise 5		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4

Our last Full-Scale exercise was conducted on 02/08/2018

<input type="checkbox"/> Progress Report #1 October 1 – March 31  <input type="checkbox"/> IPPW Date Submitted:	<b>Conducted the following exercises and provided documentation to TDEM:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 20%;">Exercise Type</th><th style="width: 40%;">Exercise Name and Date</th><th style="width: 40%;">EMPG Funded</th></tr> <tr> <td>Exercise 1</td><td></td><td>Exercise 1</td></tr> <tr> <td>Exercise 2</td><td></td><td>Exercise 2</td></tr> <tr> <td>Exercise 3</td><td></td><td>Exercise 3</td></tr> </table> <input type="checkbox"/> No exercise completed and did not request credit for a real world event <input type="checkbox"/> Exercise approved confirmation documentation attached	Exercise Type	Exercise Name and Date	EMPG Funded	Exercise 1		Exercise 1	Exercise 2		Exercise 2	Exercise 3		Exercise 3
Exercise Type	Exercise Name and Date	EMPG Funded											
Exercise 1		Exercise 1											
Exercise 2		Exercise 2											
Exercise 3		Exercise 3											
<input type="checkbox"/> Progress Report #2 April 1 – September 30  <input type="checkbox"/> IPPW Date Submitted:	<b>Conducted the following exercises and provided documentation to TDEM:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 20%;">Exercise Type</th><th style="width: 40%;">Exercise Name and Date</th><th style="width: 40%;">EMPG Funded</th></tr> <tr> <td>Exercise 1</td><td></td><td>Exercise 1</td></tr> <tr> <td>Exercise 2</td><td></td><td>Exercise 2</td></tr> <tr> <td>Exercise 3</td><td></td><td>Exercise 3</td></tr> </table> <input type="checkbox"/> No exercise completed and did not request credit for a real world event <input type="checkbox"/> Exercise approved confirmation documentation attached	Exercise Type	Exercise Name and Date	EMPG Funded	Exercise 1		Exercise 1	Exercise 2		Exercise 2	Exercise 3		Exercise 3
Exercise Type	Exercise Name and Date	EMPG Funded											
Exercise 1		Exercise 1											
Exercise 2		Exercise 2											
Exercise 3		Exercise 3											

TASK 6—TRAINING FOR EMERGENCY MANAGEMENT PERSONNEL		
<input checked="" type="checkbox"/> Work Plan	All EMPG funded emergency management personnel and the local elected official or their designee will participate in the following training during FY 20:	
	Position & Name	Course Name or Number
	EMC Michael Shoe - IS-26 - Guide to Points of Distribution	
	DEMC Shantelle Brannon - IS-559 - Local Damage Assessment	
	EM Specialist Aubury Holmes - IS-2200 - Basic EOC Functions	
		EM Specialist Kyle McKnight - IS-1027 - Fire Management Assistance Grants
<input type="checkbox"/> Progress Report #1  October 1 – March 31   <input type="checkbox"/> No progress necessary this reporting period.	Emergency management personnel completed the following training <i>and documentation is attached</i> :	
	Position & Name	Course Name or Number      Date Completed
<input type="checkbox"/> Progress Report #2  April 1 – September 30   <input type="checkbox"/> No progress necessary this reporting period.	Emergency management personnel completed the following training <i>and documentation is attached</i> :	
	Position & Name	Course Name or Number      Date Completed

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  <input type="checkbox"/> No progress necessary this reporting period	The following formal training courses were taught or contracted:			
	Date	Course Title	Description of Attendees	# Trained
<input type="checkbox"/> Progress Report #2 April 1 – September 30  <input type="checkbox"/> No progress necessary this reporting period	The following formal training courses were taught or contracted:			
	Date	Course Title	Description of Attendees	# Trained

TASK 8—EMERGENCY MANAGEMENT ORGANIZATIONAL DEVELOPMENT	
<input checked="" type="checkbox"/> Work Plan	Jurisdiction will demonstrate the ability to process and submit a STAR request AND access the National Weather Service information:  Conferences: TDEM EM Conference, EMAT Conference, IAEM Conference Meetings: Williamson County HSEPC Meetings, LEPC Meetings, EMC Meetings Work Groups/Committees: CAPCOG HSTF
<input type="checkbox"/> Progress Report #1 October 1- March 31  <input type="checkbox"/> No progress necessary this reporting period	Jurisdiction can demonstrate TASK 8 requirements by:
<input type="checkbox"/> Progress Report #2 April 1 – September 30  <input type="checkbox"/> No progress necessary this reporting period	Jurisdiction can demonstrate TASK 8 requirements by :

**REMARKS**  
(Use an Additional Sheet if Necessary)

**JURISDICTION NAME:** Williamson County

Task 3 - Work Plan (Continued)

-Wilco Ready Banners will be displayed in county tax buildings.



**FISCAL YEAR 2020  
EMPG STAFFING PATTERN**

<b>1. APPLICANT NAME</b> (as is appears on EMPG application) Williamson County Office of Emergency Management				<b>2. COUNTY</b> Williamson		
<b>3. FULL-TIME EMPLOYEES</b> (including those who work all or only a portion of their time in emergency management duties)	<b>4. Gross Annual Salary</b>	<b>5. Gross Annual Benefits</b>	<b>6. Gross Salary &amp; Benefits (4+5)</b>	<b>7. % Work In EM Duties</b>	<b>8. Salary &amp; Benefits for EM (6x7)</b>	<b>9. Est EM Travel Costs</b>
<b>Name:</b> Michael Shoe						
<b>Position:</b> Emergency Management Coordinator	95,123.86	31,598.76	126,722.62	100%	126,722.62	
<b>Name:</b> Shantelle Brannon						
<b>Position:</b> Deputy Emergency Management Coordinator	78,454.48	27,910.13	106,364.61	100%	106,364.61	
<b>Name:</b> Aubury Holmes						
<b>Position:</b> Emergency Management Specialist	72,148.18	26,522.13	98,670.31	100%	98,670.31	
<b>Name:</b> Kyle McKnight						
<b>Position:</b> Emergency Management Specialist	70,266.30	26,100.19	96,366.49	100%	96,366.49	
<b>Name:</b>						
<b>Position:</b>			0.00		0.00	
<b>Name:</b>						
<b>Position:</b>			0.00		0.00	
<b>Name:</b>						
<b>Position:</b>			0.00		0.00	
<b>A. SUBTOTAL:</b>					428,124.03	0.00

<b>10. PART-TIME EMPLOYEES</b>	<b>11. % of Full Time</b>	<b>12. Gross Annual Salary</b>	<b>13. Gross Annual Benefits</b>	<b>14. Gross Salary &amp; Benefits (12+13)</b>	<b>15. % Work In EM Duties</b>	<b>16. Salary &amp; Benefits for EM (14x15)</b>	<b>17. Est EM Travel Costs</b>
<b>Name:</b>							
<b>Position:</b>				0.00		0.00	
<b>Name:</b>							
<b>Position:</b>				0.00		0.00	
<b>Name:</b>							
<b>Position:</b>				0.00		0.00	
<b>Name:</b>							
<b>Position:</b>				0.00		0.00	
<b>Name:</b>							
<b>Position:</b>				0.00		0.00	
<b>Name:</b>							
<b>Position:</b>				0.00		0.00	
<b>Name:</b>							
<b>Position:</b>				0.00		0.00	
<b>B. SUBTOTAL:</b>						0.00	0.00
<b>TOTAL:</b>						<b>18.</b> 428,124.03	<b>19.</b> 0.00

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

**FISCAL YEAR 2020**  
**APPLICATION FOR FEDERAL ASSISTANCE**  
 (Instructions on Reverse)

<b>NAME OF PROGRAM/ ASSISTANCE:</b> EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)	<b>1. CFDA NUMBER:</b> <p style="text-align: center;">97.042</p>	<b>2. APPLICANT STATUS:</b> New Applicant <input type="checkbox"/> Renewal <input checked="" type="checkbox"/>				
<b>3. FEDERAL FISCAL YEAR:</b> FY 2020	<b>4. START DATE:</b> OCTOBER 1, 2019	<b>5. END DATE:</b> SEPTEMBER 30, 2020				
<b>APPLICANT INFORMATION</b>						
<b>a. Legal Name of Applicant Organization (as it appears on the EMPG Application (TDEM-17):</b> Williamson County Office of Emergency Management		<b>b. Name &amp; Telephone Number(s) of Emergency Management Coordinator:</b> Michael Shoe, (512) 864-8267				
<b>c. Mailing Address:</b> 911 Tracy Chambers Lane Georgetown, TX 78626  Employer Identification Number/Tax ID# 746000978		<b>d. Physical Address (if different from Mailing Address):</b>				
<b>EMPG PERSONNEL SUMMARY (include only those staff that will be paid with EMPG funds)</b>						
<b>e. Number of EMPG Staff &amp; Percentage of Time Worked in Emergency Management Duties</b>						
	<b># Staff</b>	<b>Percent</b>	<b># Staff</b>	<b>Percent</b>	<b># Staff</b>	<b>Percent</b>
1) Full Time:	4	100				
2) Part Time						
Total Number of EMPG-Funded Personnel:						
<b>ESTIMATED EXPENSES</b>						
f. Salary & Benefits (from line 18, form TDEM-66)					\$428,124.03	
g. Travel Expenses (from line 19 form TDEM-66)					\$ 0.00	
h. Other Expenses (from section on reverse)					\$ 32,398.00	
i. Total Expenses (F + G + H)					\$ 467,309.03	
j. Federal Share (I x .50)					\$ 233,654.52	
<b>Note:</b> If you cannot meet the cash match requirement, check the box below and attach a match proposal as specified in Section 2 of the <i>Local Emergency Management Performance Grant Guide</i> . TDEM must review and approve any exceptions made to the cash match requirement at the time of application. <input type="checkbox"/> Cash Match Exception Requested						
<b>CERTIFICATION:</b> 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:			Bill Gravell, Jr.			
l. Title of Authorized Official:			Williamson County Judge			
m. Original Signature of Authorized Official:						
n. Date Signed:						

## INSTRUCTIONS

1. Except as indicated below, entries are self-explanatory.
2. Item A: Enter the legal name of your jurisdiction. Your entry should match the Applicant Name used on the EMPG Program Application (TDEM-17).
3. Item E: Indicate both the number of full-time and part-time employees who work specific percentages of time in emergency management duties. Example 1: 1- staff @ 100 percent, 2- staff @ 50 percent. Example 2: indicate the number of part-time employees. Include only staff members whose salary and benefits are supported by EMPG funding. The data in this section should agree with the information included on the EMPG Staffing Pattern (TDEM-66). Item K, L, & M: This form must be signed by the Authorized Official indicated on the TDEM 17B. Authorized Officials are County Judges, Mayors, and City Managers- NOT Emergency Management Coordinators.

### OTHER ALLOWABLE EXPENSES:

Describe the other allowable expenses of your emergency management program that you are requesting be supported by EMPG funding and provide an estimate of the amount of those expenses. These costs must comply with 2 CFR, Part 225, Cost Principles for State, Local, and Indian Tribe Governments. Salaries and expenses for elected officials are not allowable under the EMPG grant. Continue on a separate sheet if necessary. Transfer the Total calculated below to line 9c on the front of this form. To determine if an expense is allowable under the EMPG program, refer to the Authorized Equipment List (AEL) at <https://www.fema.gov/authorized-equipment-list#>

Please reference the appropriate Authorized Equipment List (AEL) for expenses listed below:

AEL Code	Specific Description of Expense (Descriptions must be specific – do not use broad or general categories, such as operating or administrative expenses)	Estimated Amount
04AP-09-ALRT	Quickseries Publishing	\$ 6,023.00
06CC-04-SADS	Satellite Service	\$ 8,000.00
04AP-06-PMOD	PEAC	\$ 18,375.00
<b>Total</b>		<b>\$ 32,398.00</b>

## FY 2020 EMPG STAFF JOB DESCRIPTION

<b>Jurisdiction Name</b>	Williamson County
<b>Staff Member Name</b>	Michael Shoe
<b>Position Title</b>	Emergency Management Coordinator
<b>Description Prepared By</b>	Kyle McKnight
<b>Date Prepared</b>	01/06/2020

### JOB DESCRIPTION

☒ Current Job Description Attached

☐ See Below

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

See attached

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: Director**

**FLSA: Exempt**

**Pay Grade: 36**

**Effective Date: 10/17**

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**JOB SUMMARY:**

Develops, coordinates, implements, manages and monitors the Williamson County Emergency Operations Plan and Local Emergency Planning Committee to meet local, state and federal requirements. Works with other departments and agencies to prepare for emergencies. Advises Commissioners Court, Elected Officials, Appointed Officials and department heads on status of response and recovery operations. Represents Williamson County on local, regional and state emergency management issues. Coordinates response and recovery activities during disasters.

**DISTINGUISHING CHARACTERISTICS:**

This is the second in a series of two emergency management coordinator-related job classifications within the Emergency Services/Emergency Management job family. This classification supervises the emergency management program. This classification is distinguished by the incumbent's focus on the emergency management program being coordinated, rather than having responsibility for the entire work unit. This classification requires a flexible work schedule to meet the needs of the department. This classification requires a flexible work schedule during a state of emergency.

**DUTIES AND RESPONSIBILITIES:**

- Coordinates development and implementation of departmental and countywide emergency option plans. Coordinates initial and ongoing assessments of risks and services necessary to assure that any interruption of county services is minimized.
- Coordinates development of internal emergency operating procedures and action plans. Manages the test plan elements and disaster exercises.
- Facilitates involvement of regional and county agencies in coordinating and planning committees for disaster preparedness, response and recovery.
- Develops and monitors department annual budget, including grants.
- Responds to Emergency Operations Center when notified of emergency conditions. Directs the response and recovery efforts of Travis County during disasters. Advises Commissioners Court, Elected Officials, Appointed Officials and department heads on status of response and recovery operations.
- 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.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:**

**Education and Experience:**

Bachelor's degree in Emergency Management, Public Administration, Business Management, Criminal Justice or a directly related field AND five (5) years of directly related, increasingly responsible managerial experience in the public safety field that may include emergency management, fire service, law enforcement, or emergency medical services, industrial safety, business or government continuity planning or a related field, including three (3) years of mid- to senior level supervisory or management experience; OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

**Licenses, Registrations, Certifications, or Special Requirements:**

Valid Texas Driver's License, NIMS Training for Command/General Staff, FEMA PDS

**Preferred:**

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

**Williamson County Job Description**  
**Dept: Emergency Management**

**Job Title: Director**

**FLSA: Exempt**

**Pay Grade: 36**

**Effective Date: 10/17**

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**MINIMUM QUALIFICATIONS: (Cont.)**

**Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Public administration and governmental agencies.
- Legislative process.
- National Incident Management System.
- Principles of emergency management administration.
- Policies, practices, procedures and terminology.
- Federal, State, Local and County applicable laws, rules, regulations and guidelines.
- State and Federal regulatory or administrative requirements and practices.
- Standard business management theory, principles, practices and techniques.
- Management and supervisory principles, practices and techniques.
- Budgetary and fiscal process.
- Online computer searching.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Researching and analyzing emergency management related issues.
- Supervising others, including team building.
- Meeting emergencies.
- Research, analysis, compiling, preparing and presenting technical data/information and reports.
- Explaining complicated technical problems in simple non-technical language.
- Facilitating cooperative group decision making among diverse organizations and individuals.
- Planning and organizing work assignments.
- Problem solving and decision-making.
- Public speaking and content delivery.
- Conflict resolution and community relations.
- Both verbal and written communication.

**Ability to:**

- Supervise work of staff members.
- Communicate effectively.
- Function calmly, effectively, and decisively in emergency situations.
- Plan, assign, supervise and review the work of subordinates.
- Reason and make judgments and decisions.
- Manage time well and perform multiple tasks, and organize diverse activities.
- Perform in a stressful environment, while maintaining a professional manner.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Utilize online resources.
- Prioritize needs, develop and implement plans of action.
- Work as a team member within a diverse organization.
- Research, compile, analyze, interpret and prepare a variety of memorandums or reports.
- Establish and maintain effective working relationships with County employees and officials, representatives of outside agencies, news media and the general public.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

Physical requirements include lifting/carrying up to 20-50 pounds occasionally, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer, monitor, keyboard, printer, fax machine, copier, adding machine, and basic office equipment. Subject to standing, walking, sitting, repetitive motion, lifting, carrying, crouching/crawling, vision to monitor, pushing, and stooping/kneeling to perform the essential functions. Subject to stressful environment and client and customer contact for extended periods of time. Subject to All-Hazards Environments to include but not limited to; contact with communicable diseases, bodily fluids, radiation, hazardous materials, fire, or other objects/elements capable of causing injury, illness, or death.

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**Williamson County Job Description**  
**Dept: Emergency Management**

**Job Title: Director**

**FLSA: Exempt**

**Pay Grade: 36**

**Effective Date: 10/17**

**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

Sr. Director Emergency Services  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

Sr. Director Emergency Services  
Job Title of Supervisor

\_\_\_\_\_  
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.

## FY 2020 EMPG STAFF JOB DESCRIPTION

<b>Jurisdiction Name</b>	Williamson County
<b>Staff Member Name</b>	Shantelle Brannon
<b>Position Title</b>	Deputy Emergency Management Coordinator
<b>Description Prepared By</b>	Kyle McKnight
<b>Date Prepared</b>	01/06/2020

### JOB DESCRIPTION

☒ Current Job Description Attached

☐ See Below

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

See attached

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:** Deputy Director

**FLSA:** Exempt

**Pay Grade:** 34

**Effective Date:** 10.16

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#### **JOB SUMMARY:**

- Performs general administration and technical work in the planning, coordination, development, facilitation, training, education and operations that meet the goals, objectives and strategies of the Williamson County emergency management program.
- Coordinates tactical and functional response and recovery plans in accordance with local, state and federal regulations.
- Facilitates the effective and efficient operation of the emergency management program.

#### **ESSENTIAL DUTIES:**

- Assists in development, maintenance, and exercising of the Williamson County Emergency Operations Plans (EOP) and Continuity of Operations Plans (COOP).
- Identifies and acquires the necessary tools, equipment, software, or maintenance of the facility, emergency operations center, and/or response vehicles to ensure the highest level of readiness.
- Assists annually in the publication of an approved Threat Hazard Identification Risk Assessments (THIRA) for natural, technological and man-made hazards.
- Maintains compliance with state and federal grant asset inventory requirements to include the annual inventory certification process.
- Maintains a comprehensive resource inventory of response assets to include those county-owned or available through mutual aid or other contract.
- Consults with staff of local governments, schools, hospitals, and other institutions in order to develop information sharing that will inform needs and capabilities in the event of a natural disaster or other emergency.
- Assists in the creation and maintenance of pre-disaster operational response plans and service contracts relating to debris management, mass fatality response, etc.
- Assists in the development of all-hazards mapping and other related geospatial tools to aid or enhance emergency operations and/or evacuations response planning.
- Consults with staff of local governments, schools, hospitals, and other institutions in order to develop operational capabilities in the event of a natural disaster or other emergency.
- Facilitates comprehensive training programs for the incident management team, command group and other emergency operations center staff and assist with enhanced emergency operations center tasks.
- Maintains composure and handles extremely stressful crisis situations in a calm, reassuring and efficient manner.
- Assists in the development and execution of required disaster/emergency exercise program for Williamson County and the CAPCOG region.
- Assists in the development and execution of public outreach programs for the residents of Williamson County with the primary emphasis on those residing in areas covered by the department's emergency management plan as prescribed by the state.
- Fulfills the duties of the EMC in his/her absence.
- Represents the County at various meetings with other agencies.
- Establishes and maintains effective working relationships with County employees, public officials, and representatives of outside agencies.
- Functions under the delegated authority of the County Judge, as defined in Chapter 418 or the Texas Government Code, and direction of the EMC.
- Readily complies with departmental and countywide policies and procedures.
- Responds to the EOC or incident scene when required to facilitate incident operations.

## **Williamson County Job Description**

### **Dept: Emergency Management**

**Job Title:** Deputy Director

**FLSA:** Exempt

**Pay Grade:** 34

**Effective Date:** 10.16

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- Deploys and operates all systems on the 38' Command Bus to include all post deployment clean-up.
- Attends and completes all required education courses as assigned by the EMC or required by State and Federal Agencies.
- Performs other duties as required.

#### **PHYSICAL DEMANDS:**

- Physical requirements include lifting/carrying up to 60 pounds occasionally.
- Must be able to bend, stoop, crawl, and climb.
- Must be able to stand for extended periods of time.
- Must be able to work extended hours (16+) during emergencies.
- May work in inclement weather, including extreme heat and cold.
- Must be able to deal with constant contact with the public under duress, read and compose complex documents in a rapid manner.
- Ability to work with and under the direction of other agencies during regional emergency response incidents.

#### **ENVIRONMENTAL FACTORS:**

- May work in all weather conditions, including extreme heat and cold, rain, snow, etc.
- Must be able to safely operate emergency vehicles in all road and traffic conditions.
- 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:**

- Education and experience equivalent to: Bachelor's degree in Emergency Management, Public Safety, or related field; and four (5) years increasingly responsible experience in Emergency Management, strategic planning, research, project management, and program development.
- Complete the Criminal Justice Information Systems (CJIS) Training for less than full-access within 60 days from the employment.
- Proficiency in MS Office software programs to facilitate the creation of plans, reports, spreadsheets, and presentations.
- Proficiency in technical writing knowledge, skills, and abilities needed to develop plans, reports, presentations, and other EM related documents.
- The successful completion of FEMA's Advanced Professional Series (FEMA APS) within 9 months from employment start date.
- Must demonstrate excellent oral and written communication skills.
- Must have the ability to speak to large public meeting, present EM related information to Local, State, and regional EM practitioners.
- Must be able to function calmly, effectively and decisively in emergency situations.
- Must have knowledge of budgetary and business planning processes.
- Working Knowledge of State and Federal regulatory or administrative requirements and practices.

## Williamson County Job Description

### Dept: Emergency Management

**Job Title:** Deputy Director

**FLSA:** Exempt

**Pay Grade:** 34

**Effective Date:** 10.16

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- Successful completion of FEMA courses 100, 200, 300, 400, 700, 800 prior to start date. Must submit completion certificates prior to first date of employment.
- Must possess a valid Texas driver's license within 30 days of hire.
- Ability to respond to emergencies at night or on weekends. Issued County vehicles are required to remain in the County limits.
- Must maintain a satisfactory Motor Vehicle Record.

#### **EMPLOYMENT TESTING:**

- Employment is contingent upon passing post-offer, pre-employment, and periodic drug testing and comprehensive criminal background investigations including finger printing.

#### **PREFERRED REQUIREMENTS:**

- Certified Emergency Manager – IAEM or state equivalent
- Emergency Services Field Command Level Experience
- Master Exercise Practitioner – FEMA
- ICS Instructor – FEMA
- Software Program Experience: WebEOC, CAMEO-Aloha-Marplot, PEAC Software, Mapping Software, Emergency Notification Software

#### **IRREGULAR HOURS:**

- Essential Personnel for Emergency Situations, On-call Rotation, Command Vehicle Deployment, or general incident scene support.
- As requested or required by the EMC.

#### **ORGANIZATION RELATIONSHIPS:**

- Reports directly to - 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: Deputy Director

FLSA: Exempt

Pay Grade: 34

Effective Date: 10.16

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### **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

**Emergency Management**  
**Coordinator**

Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

**Sr. Director of Emergency**  
**Services**

Job Title of Division Director

\_\_\_\_\_  
Signature of Division Director

\_\_\_\_\_  
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.

## FY 2020 EMPG STAFF JOB DESCRIPTION

<b>Jurisdiction Name</b>	Williamson County
<b>Staff Member Name</b>	Aubury Holmes
<b>Position Title</b>	Emergency Management Specialist
<b>Description Prepared By</b>	Kyle McKnight
<b>Date Prepared</b>	01/06/2020

### JOB DESCRIPTION

☒ Current Job Description Attached

☐ See Below

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

See attached

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: EM Specialist

FLSA: Exempt

Pay Grade: B.30

Effective Date: 10/17

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### **JOB SUMMARY:**

Under the direction of the Deputy Director, performs both operational and non-operational duties in support of the County's comprehensive emergency management program addressing all-hazards.

### **ESSENTIAL DUTIES:**

#### Preparedness / Planning

- Assists in the development and maintenance of the County's emergency operation plans
- Serves as the Information Coordinator for the Williamson County LEPC
- Maintains Tier II Data with annual validation
- Develops site specific all-hazards response plans
- Assists with assigned grants or grant programs
- Assists with the County's training and exercise program, including all AAR/IP processes.
- Assists with the County's public outreach and education program
- Participates in assigned local or regional planning groups/committees/taskforce

#### Response / Operations

- Responds to all-hazards situations to perform support activities in the EOC or on-scene
- Deploys assets and equipment necessary to support on-scene operations
- Maintains operational readiness of the EOC and response assets.
- Develops disaster maps and situational reports during and post-incident, as needed
- Coordinates amateur radio operations during exercises and incidents

#### Recovery

- Assists in County-wide damage assessments, data collection, and reporting
- Assists with disaster recovery process for the County project

#### Mitigation

- Performs site specific THIRA to document capabilities, identify gaps, and propose mitigation strategies
- Assists with hazard mitigation plan development and implementation

### **PHYSICAL DEMANDS:**

- Must be physically able to operate a variety of office and response equipment
- Must be able to operate vehicles in all types of weather and emergency response conditions
- Must be able to exert up to 50 lbs. of force occasionally and/or up to 25 lbs. of force frequently
- Tasks may require lifting, reaching, walking on uneven and challenging terrain, bending, squatting, stooping, climbing, crawling, or standing for prolonged periods of time.

## **Williamson County Job Description**

**Dept: Emergency Management**

**Job Title: EM Specialist**

**FLSA: Exempt**

**Pay Grade: B.30**

**Effective Date: 10/17**

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### **ENVIRONMENTAL FACTORS:**

- Work consists of a combination of indoor and outdoor tasks.
- Will be required to travel in poor weather conditions, walking in poorly lit or uneven terrain, exposure to hazardous weather, and operations in or near all-hazards incidents.
- Williamson County has adopted a Nicotine-Free Workplace policy. This policy prohibits smoking or use of any nicotine product on Williamson County premises. Williamson County and Cities Health District offers free nicotine cessation programs to employees and spouses.

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree from an accredited four-year college or university in any field and a minimum of (2) two years of experience in emergency management and/or emergency operations. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation, totaling six (6) years, may be substituted for the required education and experience.

### **EMPLOYMENT REQUIREMENTS:**

- Employment is subject to a comprehensive pre-employment background investigation and is conditional pending results.
- Must possess, or have the ability to obtain and maintain, a valid Class B TX DL within 6 months of hire date.
- Successful completion of ICS 100 - 400, IS-700 NIMS and IS-800.B NFR are required within 6 months.
- Successful completion of the FEMA Emergency Management Institute Professional Development Series (PDS) within 12 months of hire.
- Complete the initial Criminal Justice Information System (CJIS) "Less than full access" training and documentation, and renewals per CJIS guidelines.

### **EMPLOYMENT TESTING:**

- Employment is contingent on passing pre-employment and periodic drug testing, in addition to a criminal background investigation.

### **PREFERRED REQUIREMENTS:**

- Certification in Emergency Management
- Master Exercise Practitioner
- Field Command Level Experience
- ICS Instructor
- Experience with MS Office Suite, WebEOC, Boldplanning, CodeRed, E-grants, PEAC, CAMEO-Aloha-Marplot, mapping software, weather radar interpretation
- Licensed amateur radio operator
- Typing speed of 45 wpm

## Williamson County Job Description

Dept: Emergency Management

Job Title: EM Specialist

FLSA: Exempt

Pay Grade: B.30

Effective Date: 10/17

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### **IRREGULAR HOURS:**

- Work outside normal business hours (M-F 8 am to 5 pm) is common and required of the position.
- Essential Personnel for Emergency Situations, and/or as assigned to planned and unplanned events.
- Work may occur on nights, holidays, or weekends, in response to planned and unplanned events.
- Position is required to perform on-call duties as assigned.

### **ORGANIZATION RELATIONSHIPS:**

- Reports to the Deputy Director

### **FAIR LABOR STANDARDS ACT (FLSA) STATUS:**

- Exempt (salaried)

### **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.



## FY 2020 EMPG STAFF JOB DESCRIPTION

<b>Jurisdiction Name</b>	Williamson County
<b>Staff Member Name</b>	Kyle McKnight
<b>Position Title</b>	Emergency Management Specialist
<b>Description Prepared By</b>	Kyle McKnight
<b>Date Prepared</b>	01/06/2020

### JOB DESCRIPTION

☒ Current Job Description Attached

☐ See Below

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

See attached

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: EM Specialist

FLSA: Exempt

Pay Grade: B.30

Effective Date: 10/17

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### **JOB SUMMARY:**

Under the direction of the Deputy Director, performs both operational and non-operational duties in support of the County's comprehensive emergency management program addressing all-hazards.

### **ESSENTIAL DUTIES:**

#### Preparedness / Planning

- Assists in the development and maintenance of the County's emergency operation plans
- Serves as the Information Coordinator for the Williamson County LEPC
- Maintains Tier II Data with annual validation
- Develops site specific all-hazards response plans
- Assists with assigned grants or grant programs
- Assists with the County's training and exercise program, including all AAR/IP processes.
- Assists with the County's public outreach and education program
- Participates in assigned local or regional planning groups/committees/taskforce

#### Response / Operations

- Responds to all-hazards situations to perform support activities in the EOC or on-scene
- Deploys assets and equipment necessary to support on-scene operations
- Maintains operational readiness of the EOC and response assets.
- Develops disaster maps and situational reports during and post-incident, as needed
- Coordinates amateur radio operations during exercises and incidents

#### Recovery

- Assists in County-wide damage assessments, data collection, and reporting
- Assists with disaster recovery process for the County project

#### Mitigation

- Performs site specific THIRA to document capabilities, identify gaps, and propose mitigation strategies
- Assists with hazard mitigation plan development and implementation

### **PHYSICAL DEMANDS:**

- Must be physically able to operate a variety of office and response equipment
- Must be able to operate vehicles in all types of weather and emergency response conditions
- Must be able to exert up to 50 lbs. of force occasionally and/or up to 25 lbs. of force frequently
- Tasks may require lifting, reaching, walking on uneven and challenging terrain, bending, squatting, stooping, climbing, crawling, or standing for prolonged periods of time.

## Williamson County Job Description

Dept: Emergency Management

Job Title: EM Specialist

FLSA: Exempt

Pay Grade: B.30

Effective Date: 10/17

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### **ENVIRONMENTAL FACTORS:**

- Work consists of a combination of indoor and outdoor tasks.
- Will be required to travel in poor weather conditions, walking in poorly lit or uneven terrain, exposure to hazardous weather, and operations in or near all-hazards incidents.
- Williamson County has adopted a Nicotine-Free Workplace policy. This policy prohibits smoking or use of any nicotine product on Williamson County premises. Williamson County and Cities Health District offers free nicotine cessation programs to employees and spouses.

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree from an accredited four-year college or university in any field and a minimum of (2) two years of experience in emergency management and/or emergency operations. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation, totaling six (6) years, may be substituted for the required education and experience.

### **EMPLOYMENT REQUIREMENTS:**

- Employment is subject to a comprehensive pre-employment background investigation and is conditional pending results.
- Must possess, or have the ability to obtain and maintain, a valid Class B TX DL within 6 months of hire date.
- Successful completion of ICS 100 - 400, IS-700 NIMS and IS-800.B NFR are required within 6 months.
- Successful completion of the FEMA Emergency Management Institute Professional Development Series (PDS) within 12 months of hire.
- Complete the initial Criminal Justice Information System (CJIS) "Less than full access" training and documentation, and renewals per CJIS guidelines.

### **EMPLOYMENT TESTING:**

- Employment is contingent on passing pre-employment and periodic drug testing, in addition to a criminal background investigation.

### **PREFERRED REQUIREMENTS:**

- Certification in Emergency Management
- Master Exercise Practitioner
- Field Command Level Experience
- ICS Instructor
- Experience with MS Office Suite, WebEOC, Boldplanning, CodeRed, E-grants, PEAC, CAMEO-Aloha-Marplot, mapping software, weather radar interpretation
- Licensed amateur radio operator
- Typing speed of 45 wpm

## Williamson County Job Description

Dept: Emergency Management

Job Title: EM Specialist

FLSA: Exempt

Pay Grade: B.30

Effective Date: 10/17

---

### **IRREGULAR HOURS:**

- Work outside normal business hours (M-F 8 am to 5 pm) is common and required of the position.
- Essential Personnel for Emergency Situations, and/or as assigned to planned and unplanned events.
- Work may occur on nights, holidays, or weekends, in response to planned and unplanned events.
- Position is required to perform on-call duties as assigned.

### **ORGANIZATION RELATIONSHIPS:**

- Reports to the Deputy Director

### **FAIR LABOR STANDARDS ACT (FLSA) STATUS:**

- Exempt (salaried)

### **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.

FEDERAL EMERGENCY MANAGEMENT AGENCY  
SUMMARY SHEET FOR ASSURANCES AND CERTIFICATIONS

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

FOR  
FY 2020

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.

Bill Gravell, Jr.

Typed Name of Authorized Representative

County Judge

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.

FEDERAL EMERGENCY MANAGEMENT AGENCY  
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.

FEDERAL EMERGENCY MANAGEMENT AGENCY  
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).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Sections 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. 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 non-discrimination 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 non-discrimination 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 non-discrimination in the sale, rental or financing of housing; (i) any other non-discrimination provision in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other non-discrimination statute(s) which may apply to the application.
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).

**FEDERAL EMERGENCY MANAGEMENT AGENCY**  
**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)

**911 Tracy Chambers Lane**  
**Georgetown, Williamson County, 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.

**Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352**  
**(See reverse for public burden disclosure)**

0348-0046

<b>1. Type of Federal Action:</b> <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		<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. Initial award <input type="checkbox"/> c. post-award		<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____ , if known :			<b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b>  Congressional District, if known : _____		
<b>6. Federal Department/Agency:</b>  Congressional District, if known : _____			<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable : _____		
<b>8. Federal Action Number, if known :</b> _____			<b>9. Award Amount, if known :</b> \$ _____		
<b>10. a. Name and Address of Lobbying Registrant</b> <i>(if individual, last name, first name, MI):</i>			<b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>		
<b>11.</b> 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.			<b>Signature:</b> _____  <b>Print Name:</b> _____  <b>Title:</b> _____  <b>Telephone No.:</b> _____ <b>Date:</b> _____		
<b>Federal Use Only:</b>			Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)		

## Direct Deposit Authorization

This form may be used by vendors, individual recipients or state employees to receive payments from the state of Texas by direct deposit or to change/cancel existing direct deposit information.

### Transaction Type

SECTION 1	<input checked="" type="checkbox"/> New setup (Sections 2, 3, 5 and 6)	<input type="checkbox"/> Change account type (Sections 2, 3, 4, 5 and 6)
	<input type="checkbox"/> Change financial institution (Sections 2, 3, 4, 5 and 6)	<input type="checkbox"/> Cancellation (Sections 2 and 6 - Sections 7 and 8 for state agency use)
	<input type="checkbox"/> Change account number (Sections 2, 3, 4, 5 and 6)	

### Payee Identification

SECTION 2	Payee type <input type="checkbox"/> State employee <input checked="" type="checkbox"/> Vendor or other recipient	<input checked="" type="checkbox"/> Texas Identification Number (TIN) <input type="checkbox"/> Employer Identification Number (EIN) <input type="checkbox"/> Social Security Number (SSN)*	<input type="checkbox"/> Individual Taxpayer Identification Number (ITIN)	Mail code (If not known, leave blank.)
	Payee name <b>Williamson County</b>	Phone number ext.		
	Mailing address <b>710 Main Street Suite 105</b>	City <b>Georgetown</b>	State <b>TX</b>	ZIP code <b>78626</b>

### New Account Information (Setups and Changes) (Completion by financial institution is recommended.)

SECTION 3	Financial institution name <b>Wells Fargo Bank</b>	City <b>626-572-1577</b>	State <b>CA</b>
	Routing transit number (9 digits) <b>1 2 1 0 - 0 0 2 4 - 8</b>	Customer account number (maximum 17 characters) <b>4 9 4 3 9 5 1 6 0 8</b>	Type of account <input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings
	Financial representative name (optional)	Title (optional)	
	Financial representative signature (optional)	Phone number (optional) ext.	Date (optional)

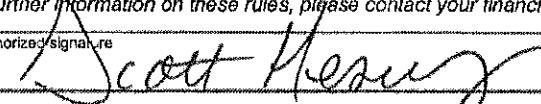
### Existing Account Information (Changes Only)

SEC 4	Routing transit number (9 digits)	Customer account number (maximum 17 characters)	Type of account <input type="checkbox"/> Checking <input type="checkbox"/> Savings
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### International Payments Verification (required)

SEC 5	Will these payments be forwarded to a financial institution outside the United States?..... If "YES," also complete the ACH (Direct Deposit) Payment Destination Confirmation (Form 74-227).	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
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### Authorization for Setup, Changes or Cancellation (required)

SECTION 6	I authorize the Texas Comptroller of Public Accounts to deposit my payments from the state of Texas to my financial institution electronically. I understand that the Texas Comptroller of Public Accounts will reverse any payments made to my account in error. I further understand that the Texas Comptroller of Public Accounts will comply at all times with the National Automated Clearing House Association's rules. (For further information on these rules, please contact your financial institution.)		
	Authorized signature 	Printed name <b>Scott Heselmeyer</b>	Date <b>12/19/19</b>

### Cancellation by Agency (for state agency use)

SEC 7	Reason	Date
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### Authorized Signature (for state agency use)

SECTION 8	Signature 	Date
	Phone number ext.	Agency number
	Agency name	
	Comments	

Please return your completed form to:

## 2020 TRAVEL POLICY CERTIFICATION

<b>Jurisdiction Name:</b>	Williamson County
---------------------------	-------------------

***Check one of the two blocks below***

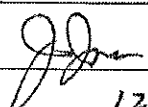
☐

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**

☒

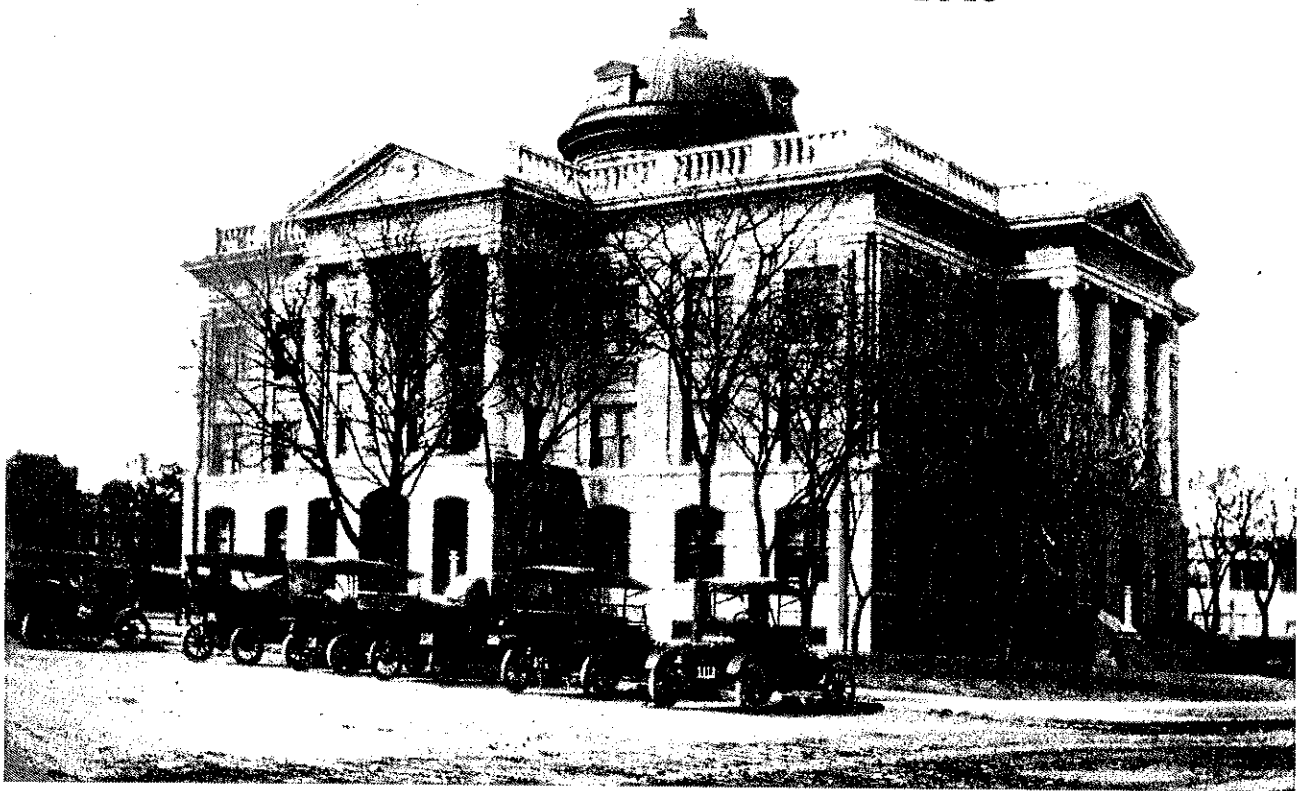
This jurisdiction has its own qualifying travel policy, a copy of which is attached. EMPG participants requesting reimbursement for travel expenditures will do so in accordance with that policy.

<b>Name of Grant Financial Officer</b> (Printed or Typed)	Jerri Jones
<b>Original Signature of Grant Financial Officer</b>	
<b>Date Signed</b>	12-18-19



WILLIAMSON  
COUNTY

1848



# *Employee Policy Manual*

Last updated October 31, 2017

# Expenditure Guidelines

Type	Policy
<b>Continuing Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• If the County requires an employee to attend a training/certification program directly related to their job description, the County may pay for the full or partial cost of the program including any training materials, exam or licensing fees</li> <li>• If the County pays for any portion of the class/training program and other fees, the employee must complete the requirements of the program including passing any exams required or the employee may be required to reimburse the County</li> <li>• Recertification of any required job related certifications may be paid for by the County and are limited to two times for each renewal period</li> <li>• The employee will be responsible for paying any further recertification costs if unsuccessful on the first two attempts and the employee will not be reimbursed</li> <li>• Employees must have written approval from the Department Head/Elected Official for all second attempts for recertification</li> <li>• The funds for these items must be available in the departments training budget</li> </ul>
<b>Tuition Reimbursement</b>	<ul style="list-style-type: none"> <li>• The County may pay for tuition, related to obtaining a degree directly relevant to County business, as defined by the office or department involved, and pre-approved by the County Auditor for full time employees</li> <li>• The training class/work must provide the skills and/or knowledge that is directly related to the job description</li> <li>• A copy of the job description and the course/certification description must be submitted with the approval request</li> <li>• The funds for these items must be available in the appropriate department's training budget</li> <li>• If approved, the County will reimburse only the actual number of credits per each course up to a total of 6 credit hours per fiscal year</li> <li>• After completing the course(s)/testing and achieving a passing grade, employees may apply for reimbursement of 100% tuition or testing fees not to exceed that which would be payable at a state supported college or university</li> </ul>
<b>Off-Site Staff Development</b>	<ul style="list-style-type: none"> <li>• Off-site staff development is a period away from normal activities for study and instruction under a professional trainer or a subject matter expert</li> <li>• Off-site staff development is limited to once per fiscal year, per department/division</li> <li>• The total cost for off-site staff development should not exceed the normal and/or customary cost for individual employee training expenses and meal reimbursements should not exceed the daily per-diem rate (per employee)</li> <li>• A list of attendees must be submitted for documentation as required by IRS Publication #463 (a sign up sheet is required)</li> </ul>
<b>Seminars &amp; Conferences</b>	<ul style="list-style-type: none"> <li>• All training should be obtained at the closest possible location</li> <li>• If an employee is registered to attend a training opportunity and is subsequently not able to attend, a County substitute should attend in their place or request a refund</li> <li>• Only job related training will be processed for payment</li> <li>• An employee can request payment directly to the seminar/conference by submitting a check request form to the Accounts Payable department with proper backup documentation, may take up to 20 days for processing</li> <li>• Employees will not be reimbursed for registration fees until after the conference/training has taken place</li> <li>• A receipt is required for all fees related to the conference/training</li> </ul>



# Expenditure Guidelines

Type	Policy
<b>Airfare</b>	<ul style="list-style-type: none"> <li>• Employees are responsible for excess cost and additional travel expenses resulting from taking an indirect route or a delayed return trip for personal preference or convenience (supporting documentation showing the fee comparison is required)</li> <li>• Airfare will be paid directly to the travel agency or airline</li> <li>• Airfare purchased on a personal credit card will be reimbursed after the trip has been completed</li> <li>• Air travel delays which require an overnight stay may be reimbursed with documentation supporting the delay if the airline has refused to provide complimentary lodging</li> <li>• The County will not issue reimbursements for tickets purchased with frequent flyer miles</li> <li>• A maximum of 2 bags will be reimbursed, excessive bag fee charges are not refundable</li> </ul>
<b>Car Rental</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Cars rented should be economy or mid-sized (luxury vehicle rentals will not be reimbursed)</li> <li>• Renting cars for travel within the County is prohibited unless otherwise approved by the Auditors Office</li> <li>• An employee may rent a car to travel to the business destination outside the County, only if the total cost of the rental is less than the mileage reimbursement cost, documentation showing the cost comparison between the rental cost and mileage may be required</li> <li>• Many car rental companies charge extra if the car is returned with out a full tank, these charges must be avoided</li> <li>• The rental agreement and the charge card receipt (if applicable) must be turned in with the expense request</li> <li>• Insurance purchased when renting a vehicle may also be reimbursed</li> <li>• Additional modes of ground travel will not be reimbursed</li> <li>• A motor vehicle rental tax exemption certificate should be completed and turned in at the time of the rental for all vehicle rentals inside Texas (form located on the Auditor's Portal)</li> </ul>
<b>Personal Car Usage</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• For changes in work site, mileage is only reimbursed between County offices, it is not reimbursed when initially reporting to a alternate work location</li> <li>• Mileage will be reimbursed based on the most common route, including toll roads (if a detour, note the detour and the additional mileage due to the detour)</li> <li>• Reimbursement for mileage will not exceed the cost of round trip coach airfare, a cost comparison between mileage and airfare may be required</li> <li>• Reimbursement for mileage is prohibited between place of residence and usual place of work</li> <li>• Mileage should be calculated from an employees regular place of work or residence, whichever is the shorter distance when traveling to a meeting, conference, or seminar</li> <li>• When more than one employee travels in the same vehicle, only the driver may claim mileage reimbursement</li> <li>• To be reimbursed for the use of a personal vehicle, travelers must provide the following information on their expense report, per IRS guidelines: date, location traveled to and from, purpose of travel and number of miles traveled</li> <li>• 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</li> <li>• Airport parking fees are limited to \$15 per day (ABIA economy lots B-G are least expensive)</li> <li>• It is the responsibility of the employee to keep track of mileage</li> <li>• Employees assigned to a County vehicle are not eligible for mileage reimbursement</li> <li>• Operating and maintenance expenses, as well as other personal expenses (such as parking tickets, traffic violations, car repairs and collision damage) are not reimbursable</li> </ul>
<b>Lodging</b>	<ul style="list-style-type: none"> <li>• Lodging expenses are reimbursed only if travel is beyond a 45 mile radius from the Williamson County Courthouse, 710 Main Street, Georgetown, Texas 78626</li> <li>• Government rate or least expensive rate should be requested at all times</li> <li>• Hotel accommodations require an itemized hotel folio as a receipt</li> <li>• When lodging is shared by two or more employees, the names of the authorized travelers should be noted on the receipt</li> <li>• Personal telephone charges, whether local or long distance, are not reimbursable</li> <li>• Single room rate charge plus any applicable tax is reimbursable, no exceptions</li> </ul>

# Expenditure Guidelines

## Type

## Policy

### Meals

- 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
- Meals are reimbursable only for County business trips that are outside the County with the exception of; 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 \$50.00 per day
  - \$20.00 for meals when traveling outside the County for day trips
  - \$20.00 for meals on day of return for overnight travel (unless returning after 8pm)
  - \$50.00 for meals when traveling outside the County with an overnight stay or work hours extend beyond 8:00pm (documentation may be required)
  - If an overnight stay is required, out of County, but the stay does not exceed a 45-mile radius from the Historic Courthouse, an employee may claim an amount up to the \$50.00 overnight allowance for meals, lodging will not be reimbursed
  - \$50.00 for meals when traveling outside the County for day trips and the work hours extend beyond 8:00pm (documentation may be required)
- Meals during day trips cannot be charged to the PCard except in certain cases, approved in advance by the Auditor
- All meals not associated with an overnight stay are taxable
- Meal receipts are not required for per-diem, unless requested by the supervisor or department head
- Alcoholic beverages are not reimbursed
- Tips should be reasonable and should be included in the \$20.00 or \$50.00 meal allowance
- If employment duties require traveling to alternate work locations within the County, meals are not reimbursable
- Meals purchased for entertainment/business purposes are not allowed
- Meal reimbursements are paid for County employees only

### General Travel Information

- An advance will not be issued for travel expenditures
- All travel expenses must be supported with an itemized receipt
- Purchases for airfare, hotels, car rentals, and expense reimbursements, all require back-up documentation indicating the business purpose of the expense. Acceptable documentation must contain the dates, location and purpose of the trip, which could include the following: training/meeting agenda, certificate of completion, conference registration, etc.
- Reimbursement for transportation costs will be at the most reasonable means of transport. The County will not reimburse airfare prices if they are higher than the cost of mileage reimbursement
- Additional expenses associated with the 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). Documentation is required to justify the expense
- The use of travel websites such as Expedia, Priceline, Travelocity, etc., are prohibited as these expenses and taxes are not itemized, and generally do not have cancellation policies. Rental cars may be an exception if an itemized receipt is available. Accent Travel is available for booking airfare, and there is an account setup for the County
- Cancellation fees or unused travel expenses, are not reimbursable unless due to a business related expense, or a personal emergency as approved by the County Auditor. Documentation for the change must be submitted for consideration. These include fees related to changing or canceling a flight, cancellation fees related to lodging, or unused travel arrangements