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Grants Management Request Questionnaire

BackGround Information

Please note: The county's acceptance of a grant will generally form a contract and; therefore, the application for a grant must be considered and approved by the Commissioners Court prior to making such application.

DIRECTIONS

Please complete the answers to the best of your ability. If a question does not relate to your request, please mark it N/A (Not Applicable). If your answer requires further research, please mark it as N/R (Needing Research) and give an estimated date such information will be obtained. When finished, please print and upload the form to the Agenda.

Grant Title/Project Name:

Heart of Texas Auto Theft Task Force

Department:

Sheriff's Office

Requestor:

☐ Dana Foster

Contact Email:

dfoster@wilco.org

Contact Phone Number:

512-943-1168

Start Date:

9/1/2023

End Date:

8/31/2024

Please select request category:
Personnel

Describe the purpose of the grant in detail to include all requirements.

Select the type of grant your department is applying for:
State

What is the amount of the grant?
\$134,500.00

Please provide a breakdown of the total cost above.
\$112,000 will be provided by the State to fund a new detective position (salary, fringe, and various equipment). The county's portion will be \$22,500 for the required 20% match. An additional \$22,500 will be needed for supplies and equipment not provided by the grant. All costs are approximate. If the application is approved by the State, a budget will be finalized and submitted to the court for approval to participate in the task force.

Is there a match requirement?
Yes

If yes, how much is the match amount?
22,500

What is the source of the match?
Cash

Does the grant cover the cost of the request 100%?
No

If not, how much is left unpaid?
22,500

What is the plan to obtain grants/funds for the remaining amount?
This is in progress. If the grant application is approved by the State, a plan will be submitted with the final budget for approval from the court.

Personnel Request Questions Only

New Personnel position is:
Full Time

Where will this position office?
Sheriff's Office Fleet Office

Who will this position report to?
Sgt. of the General Crimes Unit, CID

What tasks will this position perform? Include the five primary functions and the percentage of time spent to be spent on each function.
Investigate motor vehicle theft, burglary of vehicles and title fraud (80%)

Business inspections related to salvage yards and mechanic shops (2%)

Identifying and investigating automotive organized crime (10%)

Conducting operations which target offenders (3%)

Scheduling and conducting 68-A Inspections, collection of the fees and request forms (5%)

Will this position take over tasks from current County employee?

Yes

If yes, please explain the impact to current employee.

The General Crimes Unit investigates auto theft, criminal mischiefs, thefts, trespassing and burglary of businesses, residences, and automobiles. The grant-funded position will supplement the current investigation load, focusing on crimes involving vehicles.

How will this position be funded when the grant ends?

If the grant funding ends for the position, it will not be requested in the normal budget and the position will be dissolved.

Does this position or a similar position currently exist within the department?

Yes

If "yes" how many of these similar positions exist

6

Describe any alternatives considered to achieve desired outcome in lieu of a position (i.e. equipment, software, technology or change in business practice).

N/A

Describe how workload will be accomplished/re-allocated should grant not be approved.

The duties would revert to duties assigned to the General Crimes Unit.

Please attach or provide any metrics, data, etc. to substantiate this request to include an org chart for your department with request included

Budgetary Impact

What is the overall budgetary impact? (i.e. revenue generation, expense reduction, etc.)

The approximate expenses for the grant are \$45,000. No county revenue will be generated.

Please identify any additional equipment needed/required (now or in the future) should the grant/asset is awarded.

The needed supplies and equipment not provided through the grant will total approximately \$22,000 (included in the total \$45,000 listed above).

What is the cost and frequency to maintain/update the additional equipment?

Approximately \$13,000 annual for expendable supplies.

What is the impact of this grant application on other internal/county departments?

Required reporting and tracking of finances traditionally required for grants.

