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## Grants Management Request Questionnaire

### BackGround Information

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***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.***

All grant applications must be approved by the Commissioners Court prior to the submittal of an application to a funding agency. The completed Grants Management Request Form located on the Budget Sharepoint site and any required resolutions or forms must be attached to the agenda item for consideration or approval of the program and/or funding request to the Commissioners Court. The request for approval to apply for grant funding must identify the purpose or need of the funding, current metrics, and data points to be collected by the department to show performance measures and/or improved services provided. All sections and questions on the Grants Management Request Form must be completed.

Programs or projects that are currently funded by a granting source must receive approval of the Commissioners Court to re-apply for the grant funding opportunity. Requests to re-apply must identify known decreasing funding policies by the granting agency and a sustainability plan for the grant funded program or personnel moving forward. This includes requests for full or partial funding. Should dollars be needed to fund a position and/or assets (or maintenance of) from the general fund or road and bridge fund due to grant expiration, non-renewal or a change in the percentage of funding received or percentage of allocation, the process would be as follows:

1. Notification of grant expiration will be sent out via the Auditor's Office 90 days prior to the expiration date
2. The department is responsible for placing an item on the agenda to request funding no later than July 1st of each year for the following year's budget. Agenda item placement MUST include the completed "Grant Questionnaire" form located in SharePoint
3. Should funding be approved by the Commissioners Court, funds will be added as applicable to the budget prior to adoption for the next fiscal year

This process applies to but is not limited to the following examples:

- Grant has covered 100% of costs in the past and will now cover 80%. The remaining 20% must be requested from the Court
- The grant has expired, renewal is no longer an option, and the department would like to fund the position and/or program beyond the expiration date

- The grant covers the person but not the assets (or vice versa) to go with the position; a request for funding of the assets must be made
- The grant does not cover merit/COLA increases that may be awarded by the Court for the following year
- Any situation in which funds, or an increase in funds, are being requested from the general fund or road and bridge fund

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: \*

FEMA Hazard Mitigation Grant Program/Expo Center Emergency Ge

Department: \*

Office of Emergency Management

Requestor: \*

Bruce Clements x


Contact Email: \*

bruce.clements@wilco.org

Contact Phone Number: \*

512-591-4973

Start Date: \*

3/28/2025 

End Date: \*

3/28/2028 

Please select request category: \*

Asset

Personnel

Service

Specify your own value:

If other, please specify category

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

The project will provide 4 fixed emergency generators that will allow the Expo Center to provide emergency shelter and services to our citizens in the event of a prolonged power outage. This includes allowing the facility to be used for sheltering people, small and large animals; providing a staging area for response teams and assets; and providing a space for establishing a large Point of Distribution for emergency supplies or Point of Dispensing (PODs) for medical supplies. The project will consist of final design, bidding and project award, construction, startup, and closeout phases. It is anticipated that the final design will be completed within 6 months of award. The bidding and award phases will take 3 months with construction, startup and closeout being completed with 15 months. The total project will be completed within 24 months (based on extended lead times for generators) of the award of the design contract. The generator power will not only allow

the facility to be used as a response and recovery hub for the county but will also allow the Expo Center to sustain operations for scheduled events (Fair and Rodeo, etc.) during power loss, making it a safer and more resilient venue.

Select the type of grant your department is applying for:

- Federal
- State
- Local
- Federal Pass-thru
- Private Foundation

What is the amount of the grant?

\$1,500,000

Please provide a breakdown of the total cost above.

Location	KW	Generator Cost	Total Cost (incl. Maintenance Share)
Main Building	850	746,096\$	747,046\$
RV Park	350	307,216\$	308,166\$
West Arena	250	219,440\$	220,390\$
Tarmac	250	219,440\$	220,390\$
<b>Total</b>	<b>1,700</b>	<b>\$1,492,200</b>	<b>\$1,500,000</b>

Is there a match requirement?

- Yes
- No

Does the grant cover the cost of the request 100%?

- Yes
- No

### Asset Request Questions Only

### Personnel Request Questions Only

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

### Other Request Questions Only

List other similar items in the County and/or region and if they are available for use?

There are no other facilities in the county able to provide the space and functionality as a hub for emergency response and disaster recovery operations. There are also no portable generators available to power te facility.

How is this item request different from any similar assets currently in the County and/or region?

These are fixed generators capable of powering the entire Expo Center complex.

What types of events/purpose would this item be used for that cannot be accomplished with a current County asset?

The generators will provide a large multi-functional emergency response and disaster recovery venue. No other facility exists in the county with the scalability and capacity to support County-wide emergency operations.

Identify the number of personnel required to operate this item and/or be available for the function where it is to be used?

Depends upon the needs of the emergency or disaster and facility u

Please explain how this item will create the need for more or less personnel (or mark n/a for no change)?

N/A There will be no additional staffing needed. A variety of local, state, and federal emergency response assets could be staged and managed at the facility.

Where will the item be stored?

No, they will be fixed locations.

What is the useful life of the item?

20 to 40 years, depending upon the hours used annually.

Will a replacement be requested from general funds when useful life has been exhausted? (OR)

Yes

No

OR = category Other Request

Does this item require insurance coverage?

Yes

No

Will this item require any form of licensing?

Yes

No

Will this item require on-going maintenance? Please describe the maintenance required along with an estimate for these costs?

There will be annual preventive maintenance and monthly tests of the generators.

How will this item be funded when the grant ends?

The upkeep and maintenance will be part of the Expo Center's facility budget.

## Budgetary Impact

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

\$375,000 initial cost to the county  
\$1,125,000 costs covered by FEMA  
\$7,000 per year for annual maintenance

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

N/A

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

Annual preventive maintenace and testing; \$7,000 annually

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

Adds periodic maintenance and testing to the Expo Center facilities staff.

Also provide reliable power for ongoing daily operations and special events.

Please identify any known decrease in funding at this time.

N/A

## Performance Measures

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Is this a new program to your department/office?

- Yes  
 No

Please provide data points to be collected to show program success

FEMA Hazard Mitigaiton Grant Program participation success is measured by the selection and funding of the submitted application, and the completion and close-out of the generator installation.

Save

Cancel

When finished, please print and upload the form to the Agenda.

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