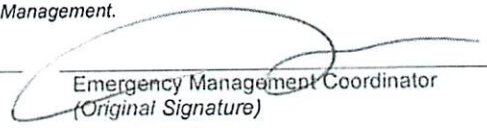


FISCAL YEAR 2017 EMERGENCY MANAGEMENT PERFORMANCE GRANT APPLICATION

1. APPLICANT NAME (Jurisdiction): Williamson County	
2. COUNTY: Williamson	3. DISASTER DISTRICT: 6B
4. EMPG STATUS: ☒ Current EMPG Program participant ☐ New EMPG Program applicant	
5. PROGRAM PARTICIPANTS: (List all jurisdictions that are participants in your emergency management program. Identify any jurisdictions that have joined or withdrawn from your program in the last year.) Williamson County and the Cities of Florence, Granger, Hutto, Jarrell, Leander, Liberty Hill, Thrall, & Weir	
6. CHECKLIST OF APPLICATION ATTACHMENTS: (See the FY 2017 <i>Emergency Management Performance Grant (EMPG) Guide</i> for information on completing these forms.)	
☒ Designation of Grant Officials (TDEM-17B) ☒ Statement of Work & Cumulative Progress Report (TDEM-17A) - This form shall be signed by the EMC ☒ EMPG Staffing Pattern (TDEM-66) - The Authorized Official shall sign this form ☒ Application for Federal Assistance (TDEM-67) - The Authorized Official shall sign this form ☒ EMPG Staff Job Description (TDEM-68) - A current job description is required for each staff member listed in the FY 2017 EMPG Staffing Pattern (TDEM-66) ☒ FEMA Form 20-16 Summary Sheet for Assurances & Certifications - Shall be signed by an Authorized Official Attached: ☒ FEMA Form 20-16A, Assurances – Non-Construction Programs ☒ FEMA Form 20-16C, Certifications Regarding Lobbying, Debarment, Suspension, & Other Responsibility Matters; and Drug-Free Workplace Requirements ☐ FEMA Form SF LLL, Disclosure of Lobbying Activities - Signed by the Authorized Official required only if the applicant performs lobbying to influence federal actions ☒ Direct Deposit Authorization (form 74-146) or Application for Payee ID Number (form AP-152) - The Grant Financial Officer shall sign this form - one should be submitted each year to include a mail code. ☒ Travel Policy Certification (TDEM-69) - The Grant Financial Officer shall sign this form	
7. CERTIFICATION: This Application, together with the approved EMPG Statement of Work & Cumulative Progress Report (TDEM-17A), constitutes the annual work plan for the emergency management program whose participants are listed above. The undersigned agree to exert their best efforts to accomplish all activities listed in the Statement of Work & Cumulative Progress Report approved by the Texas Division of Emergency Management.	
 Authorized Official (Original Signature) Dan A. Gattis Printed Name	1-18-17  Emergency Management Coordinator (Original Signature) Jarred Thomas Printed Name:

TDEM-17

Page 1 of 1

10/16

Mail completed forms and application materials to:

Finance and Grant Management Unit
 Texas Division of Emergency Management
 Texas Department of Public Safety
 Attn: Heather Baxter
 5805 N Lamar Blvd.
 Austin, TX 78752

or

Email: TDEM.EMPG@dps.texas.gov

**FISCAL YEAR 2017
EMPG STATEMENT OF WORK & CUMULATIVE PROGRESS REPORT**

Applicant Name (Jurisdiction): Williamson County

Jurisdiction DUN/SAM # 076930049 **Congressional District #** 31

SAM Status Active **Population** 508,514

2017 census data available at: <http://quickfacts.census.gov/qfd/states/48000.html>

KEY DOCUMENT SUBMISSIONS AND APPROVALS				
Document	Submitter	Date	TDEM Reviewer	Date
Statement of Work	Jarred Thomas	1-30-2017		
Progress Report #1				
Progress Report #2				

TASK 1—WORK PLAN & SEMIANNUAL PROGRESS REPORT	
☒ Work Plan	Jurisdiction will submit an EMPG Application, two Progress Reports, four Quarterly FEMA Training matrices, and four Quarterly Financial Reports
☐ Progress Report #1	☐ Progress Report #1 is being submitted to TDEM FGM ☐ First Financial Report has been submitted to TDEM FGM
☐ Progress Report #2	☐ Progress Report #2 is being submitted to the TDEM FGM ☐ Second & Third Quarter Financial Reports have been submitted to TDEM FGM ☐ Fourth Quarter Financial Report has been submitted to TDEM FGM

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

TASK 3—PUBLIC EDUCATION/INFORMATION	
☒ Work Plan	☐ Option 1: Jurisdiction will conduct 30 hours of hazard awareness activities for local citizens ☒ Option 2: Jurisdiction will prepare & distribute public education/information materials to a <u>substantial portion (50% or more of your population)</u> of the community. Please describe the materials to be distributed in the remarks section found on page 6. *****Jurisdictions may do both options.
☐ Progress Report #1 October 1 – March 31 ____ # of citizens informed	☐ Jurisdiction completed the following hazard awareness and/or public education/information activities: ☐ No Task 3 progress was made this report period.
☐ Progress Report #2 April 1 – September 30 ____ # of citizens informed	☐ Jurisdiction completed the following hazard awareness and/or public education/information activities: ☐ No Task 3 progress was made this report period.

TASK 4—EMERGENCY MANAGEMENT PLANNING DOCUMENTS	
☒ Work Plan	☒ Jurisdiction reviewed emergency management plan & annexes for currency and NIMS compliance ☐ Emergency management plan and all annexes are current and NIMS compliant ☐ Jurisdiction will develop, update, or change these planning documents: ☐ Basic Plan Annexes: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐ H ☐ I ☐ J ☐ K ☐ L ☐ M ☐ N ☐ O ☐ P ☐ Q ☐ R ☐ S ☐ T ☐ U ☐ V ☐ Other documents: NOTE: Plans & annexes dated prior to September 30, 2012 must be revised or updated this year. All Plans and Annexes must be NIMS compliant.
☐ Progress Report #1 October 1 – March 31	☐ Jurisdiction reviewed our emergency management plan & annexes for currency and NIMS compliance ☐ Emergency management plan and all annexes are current and NIMS compliant ☐ Jurisdiction updated by revision or change the following planning documents: ☐ Basic Plan Annexes: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐ H ☐ I ☐ J ☐ K ☐ L ☐ M ☐ N ☐ O ☐ P ☐ Q ☐ R ☐ S ☐ T ☐ U ☐ V ☐ Other documents: ☐ No Task 4 progress was made this report period.
☐ Progress Report #2 April 1 – September 30	☐ Jurisdiction reviewed our emergency management plan & annexes for currency and NIMS compliance ☐ Emergency management plan and all annexes are current and NIMS compliant ☐ Jurisdiction updated by revision or change the following planning documents: ☐ Basic Plan Annexes: ☐ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐ H ☐ I ☐ J ☐ K ☐ L ☐ M ☐ N ☐ O ☐ P ☐ Q ☐ R ☐ S ☐ T ☐ U ☐ V ☐ Other documents: ☐ No Task 4 progress was made this report period.

TASK 5—TEP, NOTIFICATION AND INDIVIDUAL EXERCISE PARTICIPATION

☒ Work Plan ☐ TEP Date Submitted:	Training and Exercise Plan Each jurisdiction must develop and submit a multi-year Training and Exercise Plan (TEP), not less than three years, to TDEM.EMPG@dps.texas.gov by January 31, 2017. Each jurisdiction must submit the Pre-Exercise Notification Form to the TDEM Exercise Unit not less than 45 days prior to a planned exercise event. Each jurisdiction must submit an After Action Report (AAR) and Improvement Plan (IP) for a minimum of two (2) discussion-based exercises and one (1) operations-based exercise. All AARs/IPs all exercise activities to the TDEM Exercise unit not more than 45 days after the conclusion of the exercise. One real world event is currently allowed per fiscal year. NOTE: A Full-Scale exercise must be conducted every three (3) years. **Each EMPG-funded person must complete and submit Individual Exercise Participation forms. All EMPG funded personnel must participate in at least three exercises per year. http://www.txdps.state.tx.us/dem/CouncilsCommittees/EMPG/exerciseParticipForm.pdf
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REQUIRED EXERCISE SCHEDULE

Performance Period	Exercise Type	Exercise Date & Name (List All)	Quarter of Year
Fiscal Year 2017 (October 1, 2016 - September 30, 2017)	Discussion Based	KPL (Koch Pipeline) TTX EOC Activation Workshop EOC Activation Drill	☒ 1 ☐ 2 ☐ 3 ☐ 4
	Discussion Based		☐ 1 ☐ 2 ☒ 3 ☐ 4
	Operational Based		☐ 1 ☐ 2 ☐ 3 ☒ 4
	Exercise 4		☐ 1 ☐ 2 ☐ 3 ☐ 4
	Exercise 5		☐ 1 ☐ 2 ☐ 3 ☐ 4

Our last Full-Scale exercise was conducted on (date):

☐ Progress Report #1 October 1 – March 31 ☐ TEP Date Submitted:	Conducted the following exercises and provided documentation to TDEM:		
	Exercise Type	Exercise Date and Name	EMPG Funded
	Exercise 1		Exercise 1
	Exercise 2		Exercise 2
	Exercise 3		Exercise 3

☐ Our jurisdiction completed NO exercise and did not request credit for a real world event
☐ Exercise approved documentation attached

☐ Progress Report #2 April 1 – September 30 ☐ TEP Date Submitted:	Conducted the following exercises and provided documentation to TDEM:		
	Exercise Type	Exercise Date and Name	EMPG Funded
	Exercise 1		Exercise 1
	Exercise 2		Exercise 2
	Exercise 3		Exercise 3

☐ Jurisdiction completed NO exercise and did not request credit for a real world event
☐ Exercise approved documentation attached

TASK 6—TRAINING FOR EMERGENCY MANAGEMENT PERSONNEL		
☒ Work Plan	All EMPG funded emergency management personnel will participate in the following training during FY 2017:	
	Position & Name	Course Name or Number
	EMC Jarred Thomas	PER-230 Incident Response to Terrorist Bombings
	DEMC Gregory Williams	IS 111.a Livestock in Disasters IS 130 Exercise and Improvement Planning
	EM Specialist Cynthia Hood	IS 775 EOC Management and Operations IS 393.a Introduction to Hazard Mitigation
☐ Progress Report #1 October 1 – March 31 ☐ No training took place this report period.	Emergency management personnel completed the following training <i>and documentation is attached</i> :	
	Position & Name	Course Name or Number Date Completed
☐ Progress Report #2 April 1 – September 30 ☐ No training took place this progress report 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				
☒ Work Plan		Jurisdiction will conduct or arrange emergency management related training for elected officials, other local officials, & support agencies.		
☐ Progress Report #1		The following formal training courses were taught or contracted:		
October 1 – March 31		Date	Course Title	# Trained
☐ No training took place this progress report period.				
☐ Progress Report #2		The following formal training courses were taught or contracted:		
April 1 – September 30		Date	Course Title	# Trained
☐ No training took place this progress report period.				

TASK 8—EMERGENCY MANAGEMENT ORGANIZATIONAL DEVELOPMENT	
☒ Work Plan	Jurisdiction will participate in the following emergency management organizational development activities: Conferences: TDEM EM Conference, EMAT Conference, IAEM Conference Meetings: Williamson County HSEPC Meetings, LEPC Meetings, EMC Meetings. Work Groups/Committees: CAPCOG HSTF and its committees: Preparedness and Technology.
☐ Progress Report #1 1 October - March 31	Jurisdiction completed the following staff development activities:
☐ No progress this reporting period	
☐ Progress Report #2 April 1 - September 30	Jurisdiction completed the following staff development activities:
☐ No progress this reporting period	

REMARKS
(Use an Additional Sheet if Necessary)

JURISDICTION NAME: Williamson County

We will distribute emergency preparedness, response, and recovery information throughout the County via the County Newsletter, County Website and social media. We will make available the Ready EOC application which will assist citizens to develop their family emergency plans, provide public information and warning, and give citizens disaster reporting capability.

**FISCAL YEAR 2017
DESIGNATION OF EMPG GRANT OFFICIALS**

APPLICANT NAME (JURISDICTION): Williamson County

EMERGENCY MANAGEMENT COORDINATOR*	
NAME	☒ Mr. ☐ Ms. Jarred R. Thomas *If newly appointed, attach form TDEM-147
Official Mailing Address Please include mail stop code	Williamson County Office of Emergency Management PO Box 2659 Georgetown, TX 78627-2659
Daytime Phone Number	(512) 864-8269 Alternate Number ()
Fax Number	(512) 864-8227
E-mail Address	jthomas@wilco.org

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

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

AUTHORIZED OFFICIAL (MAYOR, COUNTY JUDGE, CITY MANAGER)	
NAME	☒ Mr. ☐ Ms. Dan Gattis
Title	County Judge
Official Mailing Address Please include mail stop code.	Office of the County Judge Williamson County Courthouse 710 S. Main Street, Ste. 101 Georgetown, TX 78626
Daytime Phone Number	(512) 943-1500
Fax Number	(512) 943-1662
E-mail Address	ctyjjudge@wilco.org

DEM-66 FY2017 Projections Worksheet

Name	Projected Gross Salary	Cell Phone Stipend	Medicare	SS	TCDRS Oct 2016 - Dec 2016	TCDRS Jan 2017 - Sep 2017	ER Insurance Contribution	Worker's Comp	Total Projected Gross Benefits	Projected Totals
Jarred Thomas	101,421.58	960.00	1,470.61	6,288.14	2,998.58	10,430.40	8,520.00	133.96	30,801.69	132,223.27
Gregory Williams	84,669.26	960.00	1,227.70	5,249.49	2,503.29	8,707.56	8,520.00	133.96	27,302.01	111,971.27
Cynthia Hood	63,918.14	960.00	926.81	3,962.92	1,889.77	6,573.47	8,520.00	133.97	22,966.95	86,885.09
Totals	250,008.98	2,880.00	3,625.13	15,500.56	7,391.64	25,711.43	25,560.00	401.89	81,070.65	331,079.63

Notes:	
Projected gross salary includes 1x longevity pmt	
TCDRS Oct 2016 - Dec 2016	12.81%
TCDRS Jan 2017 - Sep 2017	13.37%
Cell stipend	\$80/month
ER Insurance	\$710/month/position
Worker's comp figures	\$401.89/department
Medicare	1.45%
Social security	6.20%

**FISCAL YEAR 2017
EMPG STAFFING PATTERN**

1. APPLICANT NAME (as is appears on EMPG application)				2. COUNTY		
Williamson County				Williamson		
3. FULL-TIME EMPLOYEES (including those who work all or only a portion of their time in emergency management duties)	4. Gross Annual Salary	5. Gross Annual Benefits	6. Gross Salary & Benefits (4+5)	7. % Work in EM Duties	8. Salary & Benefits for EM (6x7)	9. Est EM Travel Costs
Name: Jarred Thomas						
Position: Director, Emergency Management	101,421.58	30,801.69	132,223.27	100%	132,223.27	0.00
Name: Gregory Williams						
Position: Assistant Director Emergency Management	84,669.26	27,302.01	111,971.27	100%	111,971.27	0.00
Name: Cynthia Hood						
Position: Specialist, Emergency Management	63,918.14	22,966.95	86,885.09	100%	86,885.09	0.00
Name:			0.00		0.00	0.00
Position:			0.00		0.00	0.00
Name:			0.00		0.00	0.00
Position:			0.00		0.00	0.00
Name:			0.00		0.00	0.00
Position:			0.00		0.00	0.00
A. SUBTOTAL:					331,079.63	0.00

10. PART-TIME EMPLOYEES	11. % of Full Time	12. Gross Annual Salary	13. Gross Annual Benefits	14. Gross Salary & Benefits (12+13)	15. % Work in EM Duties	16. Salary & Benefits for EM (14x15)	17. Est EM Travel Costs
Name:				0.00		0.00	
Position:				0.00		0.00	
Name:				0.00		0.00	
Position:				0.00		0.00	
Name:				0.00		0.00	
Position:				0.00		0.00	
Name:				0.00		0.00	
Position:				0.00		0.00	
Name:				0.00		0.00	
Position:				0.00		0.00	
Name:				0.00		0.00	
Position:				0.00		0.00	
B. SUBTOTAL:						0.00	0.00
TOTAL:						331,079.63	0.00

CERTIFICATION: I certify that no individual listed above holds an elected office.	
Signature of Authorized Official:	
Printed name of Authorized Official: Dan Gattis	
Date Signed:	

FISCAL YEAR 2017
APPLICATION FOR FEDERAL ASSISTANCE
 (Instructions on Reverse)

NAME OF PROGRAM/ ASSISTANCE: EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)	1. CFDA NUMBER: 97.042	2. APPLICANT STATUS: New Applicant ☐ Renewal ☐
3. FEDERAL FISCAL YEAR: FY 2017	4. START DATE: OCTOBER 1, 2016	5. END DATE: SEPTEMBER 30, 2017

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

EMPG PERSONNEL SUMMARY (include only those staff that will be paid with EMPG funds)						
e. Number of EMPG Staff & Percentage of Time Worked in Emergency Management Duties						
	# Staff	Percent	# Staff	Percent	# Staff	Percent
1) Full Time:	3	100				
2) Part Time						
Total Number of EMPG-Funded Personnel:						

ESTIMATED EXPENSES	
f. Salary & Benefits (from line 18, form TDEM-66)	\$331,079.63
g. Travel Expenses (from line 19 form TDEM-66)	\$ 0.00
h. Other Expenses (from section 11 on reverse)	48000
i. Total Expenses (F + G + H)	\$ 379,079.63
j. Federal Share (I x .50)	\$ 189,539.82

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

CERTIFICATION: I certify that to the best of my knowledge and belief this application and its attachments are true and correct.	
k. Typed Name of Authorized Official:	Dan A. Gattis
l. Title of Authorized Official:	County Judge
m. Original Signature of Authorized Official:	
n. Date Signed:	

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 the number of full-time employees who work specific percentages of time in emergency management duties. Example: 1 staff @ 100 percent, 2 staff @ 50 percent. Also indicate the number of part-time employees. Include only staff members whose salary and benefits will be supported by EMPG funding. The data in this section should agree with the information included on the EMPG Staffing Pattern (TDEM-66).
4. Item K, L, & M: This form must be signed by the Authorized Official from TDEM 17B. Authorized Officials are County Judges, Mayors, and many City Managers – **not** Emergency Management Coordinators.

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* (OMB Circular A-87). Salaries and expenses for elected officials are not allowed. 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#>

[illegible]

EMPG STAFF JOB DESCRIPTION

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

JOB DESCRIPTION

☒ Current Job Description Attached

☐ See Below

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

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

Job Description –Emergency Management Specialist

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

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

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

Essential Duties: See page 3

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

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

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

Job Description –Emergency Management Specialist

Desired Attributes and Competencies:

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

Job Description –Emergency Management Specialist

Essential Requirements:

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

Application:

EMPG STAFF JOB DESCRIPTION

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

JOB DESCRIPTION

☒ Current Job Description Attached

☐ See Below

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

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

Job Description –Emergency Management Coordinator

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

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

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

Essential Duties: See page 3

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

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

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

Job Description –Emergency Management Coordinator

Desired Attributes and Competencies:

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

Job Description –Emergency Management Coordinator

Essential Requirements:

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

Application:

EMPG STAFF JOB DESCRIPTION

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

JOB DESCRIPTION

☒ Current Job Description Attached

☐ See Below

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

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

Williamson County Job Description

Dept: Emergency Management

Job Title: Emergency Management
Coordinator – Deputy/Assistant

FLSA: Exempt

Pay Grade: B.34

Effective Date: 10.2013

JOB SUMMARY:

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

ESSENTIAL DUTIES:

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

PHYSICAL DEMANDS:

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

ENVIRONMENTAL FACTORS:

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

MINIMUM QUALIFICATIONS:

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

Williamson County Job Description

Dept: Emergency Management

Job Title: Emergency Management
Coordinator – Deputy/Assistant

FLSA: Exempt

Pay Grade: B.34

Effective Date: 10.2013

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

EMPLOYMENT TESTING:

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

PREFERRED REQUIREMENTS:

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

IRREGULAR HOURS:

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

ORGANIZATION RELATIONSHIPS:

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

FAIR LABOR STANDARDS ACT (FLSA) STATUS:

- Exempt (Salary)

Williamson County Job Description

Dept: Emergency Management

Job Title: Emergency Management
Coordinator – Deputy/Assistant

FLSA: Exempt

Pay Grade: B.34

Effective Date: 10.2013

SIGNATURES—REVIEW AND COMMENT:

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

Signature of Employee

Date

(Update)
Job Title of Supervisor

Signature of Supervisor

Date

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

Signature of Division Director

Date

(Update)
Job Title of Department Head

Signature of Department Head

Date

COMMENTS:

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

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	☒ New setup (Sections 2, 3, 4 and 5 - Section 6 is optional)	☐ Change account type (Sections 2, 3, 4 and 5 - Section 6 is optional)
	☐ Change financial institution (Sections 2, 3, 4 and 5 - Section 6 is optional)	☐ Cancellation (Sections 2 and 5 - Sections 7 and 8 for state agency use)
	☐ Change account number (Sections 2, 3, 4 and 5 - Section 6 is optional)	

Payee Identification

SECTION 2	Payee type		☐ Texas Identification Number (TIN) ☒ Employer Identification Number (EIN) ☐ Social Security Number (SSN)*		Mail code (If not known, leave blank.)
	☐ State employee ☒ Vendor or other recipient		7 4 6 0 0 0 9 7 8		0 0 0
	Payee name		Phone number		
	Williamson County		512-943-1500 ext.		
	Mailing address		City	State	ZIP code
	710 S. Main St, Ste. 301		Georgetown	TX	78626

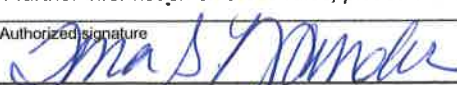
Financial Institution (Completion by financial institution is recommended.)

SECTION 3	Financial institution name		City	State
	Wells Fargo Bank		Austin	TX
	Routing transit number (9 digits)		Customer account number (maximum 17 characters)	
	1 2 1 0 - 0 0 2 4 - 8		4 9 4 3 9 5 1 6 0 8	
	Financial representative name (optional)		Type of account	
	RONNIE LIVAS		☒ Checking ☐ Savings	
	Financial representative signature (optional)		Title (optional)	
			Phone number (optional)	Date (optional)
			626-572-1577 ext.	

International Payments Verification (required)

SECTION 4	Will these payments be forwarded to a financial institution outside the United States? ☐ YES ☒ NO
	If "YES," also complete the ACH (Direct Deposit) Payment Destination Confirmation (Form 74-227).

Authorization for Setup, Changes or Cancellation (required)

SECTION 5	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.)	
	sign here Authorized signature 	Printed name TINA ZANDER CHIEF DEPUTY TREASURER Date 12/19/16

Cancellation by Agency (for state agency use)

SECTION 6	Reason	Date

Authorized Signature (for state agency use)

SECTION 7	sign here	Signature	Date
	Phone number	Agency number	
	ext.		
	Agency name		
	Comments		

Please return your completed form to:

FEDERAL EMERGENCY MANAGEMENT AGENCY SUMMARY SHEET FOR ASSURANCES AND CERTIFICATIONS		O.M.B. No. 3067-0206 <i>Expires February 28, 2007</i>
FOR FY 2017	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. <u>D. Gattis</u> Typed Name of Authorized Representative <u>Williamson County Judge</u> 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).
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11. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchase.
12. Will comply with provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

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

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

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

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

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

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

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

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

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

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

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

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

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

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)

Williamson County Emergency Services Operations Center

911 Tracy Chambers Lane

Georgetown, TX 78665

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.