

June 7, 2004

Mr. Brian Hilton
P.O. Box 9960
College Station, TX 77842

Dear Mr. Hilton:

You are receiving the enclosed *Notice of Subrecipient Award* for the 2004 State Homeland Security Law Enforcement Terrorism Prevention Program (LETTP) and Texas 2004 State Homeland Security LETTP Grant Instructions because you are registered as the Jurisdiction Point of Contact for the City of College Station on the Texas Domestic Preparedness Assessment website. If you are no longer serving in that capacity please immediately give this packet to the correct individual. Your senior elected official has been informed in the grant announcement letter that this packet would be sent to you.

The enclosed documents contain the necessary documentation and instructions for you to utilize your 2004 State Homeland Security LETPP sub-grant to improve your jurisdiction's ability to respond to potential terrorist use of a Weapon of Mass Destruction.

The *Notice of Subrecipient Award* should be signed by the County Judge, City Mayor, City Manager, Mayor Pro-TEM, Executive Director for the Council of Government, or Chief Financial Officer for the jurisdiction. Subgrants to agencies should be signed by the agency director. Other signatures will require an accompanying statement from the senior elected official authorizing the individual to sign for the jurisdiction. The Deadline to return the signed *Notice of Subrecipient Award* is August 16, 2004, either by fax or postmarked with the due date. Jurisdictions that cannot meet the deadline should immediately contact the Texas Engineering Extension Service to request an extension. A maximum 30 day extension may be granted to allow for schedules of City Councils and Commissioners' Courts. The offer of award will be withdrawn if the signed *Notice of Subrecipient Award* is not returned by the due date or extended date.

Address:

Director of Domestic Preparedness
John B. Connally Building
301 Tarrow-TEEX, Suite 138
College Station, TX 77840-7896
Fax: (979) 458-6927

Email: support@texasdpa.com

If you have any questions, or require further information regarding this award, please do not hesitate to contact Charles Todd, TEEX Director of Domestic Preparedness, at (979) 458-6815.

Sincerely,

R. Charles Todd

Charles Todd
Director of Domestic Preparedness
Texas Engineering Extension Service

TEXAS ENGINEERING EXTENSION SERVICE STATE HOMELAND SECURITY GRANT PROGRAM		NOTICE OF SUBRECIPIENT AWARD FOR City of College Station	
1. RECIPIENT NAME AND ADDRESS Mr. Brian Hilton P.O. Box 9960 College Station, TX 77842		4. AWARD NUMBER: 2004 LETPP - 15976 5. PROJECT PERIOD: FROM DEC 1, 2003 – NOV. 30, 2005 BUDGET PERIOD: FROM DEC 1, 2003 – NOV. 30, 2005	
IA. GRANTEE IRS/VENDOR NO. 17460005345		6. AWARD DATE June 7, 2004	7. ACTION Initial Award
3. GRANT TITLE 2004 STATE HOMELAND SECURITY LETPP		8. CFDA NUMBER: 97.004	
3A. Grant award number to TEEEX: 2004-GE-T4-0015		9. AMOUNT AWARDED AS A BASE GRANT: \$49,728.00	
10a. Amount of block 10 for Planning: \$0.00		10b. Amount of block 10 for Equipment: \$0.00	10c. Amount of block 10 for Exercises: \$0.00
10d. Amount of block 10 for Training: \$0.00			
The amounts in the blocks 10a, 10 b, 10c, and 10d represent the amounts the Council of Government has placed in each area for the regional award. When no amounts are indicated the Council of Governments has not set a specific amount for the individual categories.			
12. SPECIAL CONDITIONS THE ABOVE GRANT IS SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH IN THE <i>NOTICE OF SUBRECIPIENT AWARD</i> AND IN THE TEXAS 2004 LETPP GRANT INSTRUCTIONS			
13. STATUTORY AUTHORITY FOR GRANT THIS PROJECT IS SUPPORTED UNDER PUBLIC LAW 108-90, THE DEPARTMENT OF HOMELAND SECURITY APPROPRIATIONS ACT, 2004.			
14. METHOD OF PAYMENT REIMBURSEMENT: SEE DETAILS IN TEXAS 2004 STATE HOMELAND SECURITY LETPP GRANT INSTRUCTIONS			
AGENCY APPROVAL		SUBRECIPIENT ACCEPTANCE	
15. SIGNATURE OF APPROVING TEEEX OFFICIAL  Arturo Alonzo Deputy Director/CFO Texas Engineering Extension Service		16. TYPED NAME AND TITLE OF AUTHORIZED SUBRECIPIENT OFFICIAL Ron Silvia Mayor, City of College Station	
AGENCY USE ONLY		17. SIGNATURE OF AUTHORIZED SUBRECIPIENT OFFICIAL	17A. DATE

**TEXAS ENGINEERING EXTENSION
SERVICE****STATE HOMELAND SECURITY
GRANT PROGRAM****NOTICE OF
SUBRECIPIENT AWARD**
City of College Station

AWARD NUMBER 2004 LETPP - 15976 AWARD DATE June 7, 2004

SPECIAL CONDITIONS

- 1) The *Notice of Subrecipient Award* is only an offer until the subrecipient returns the signed copy of the Notification of Subrecipient Award in accordance with the date provided in the transmittal letter.
- 2) The subrecipient agrees to use funds in accordance with the instructions in the Texas 2004 LETPP Grant Instructions.
- 3) The subrecipient agrees to comply with the applicable financial and administrative requirements set forth in the current edition of Office of Justice Programs (OJP) Financial Guide.
- 4) The subrecipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, as further described in the current edition of the OJP Financial Guide, Chapter 19.
- 5) Subrecipient agrees to make no request for reimbursement prior to return of this agreement approved by the subrecipient and signed by the authorized subrecipient representative.
- 6) Subrecipient agrees to make no request for reimbursement for goods or services procured by subrecipient prior to the performance period start date of this agreement.
- 7) Subrecipient agrees to comply with the instructions in the Texas 2004 LETPP Grant Instructions regarding base grant awards if an amount is indicated in block 9.
- 8) Subrecipient agrees to comply with the instructions in the Texas 2004 LETPP Grant Instructions regarding regional awards if an amount is indicated in block 10.
- 9) Subrecipient agrees to comply with any special conditions and projects listed in this *Notice of Subrecipient Award* for regional projects.
- 10) The subrecipient affirms that federal funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose. Subrecipient may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

**TEXAS ENGINEERING EXTENSION
SERVICE**

**STATE HOMELAND SECURITY
GRANT PROGRAM**

**NOTICE OF
SUBRECIPIENT AWARD
For
City of College Station**

AWARD NUMBER 2004 LETPP - 15976 AWARD DATE June 7, 2004-

SPECIAL CONDITIONS FOR REGIONAL PORTION OF AWARD

Projects and Conditions for the Regional Portion of the Award. NONE

End of Notice of Subrecipient Award

ATTEST:

Connie Hooks, City Secretary

APPROVED:

Thomas E. Brymer, City Manager

Charles Cryan, Director of Fiscal Services

Carla A. Robinson

City Attorney