



DIVISION OF EMERGENCY MANAGEMENT
Office of the Governor

RICK PERRY
Governor

Mailing Address:
PO Box 4087
Austin, Texas 78773-0220

Contact Numbers:
512-424-2138 Duty Hours
512-424-2277 Non-Duty Hours
512-424-2444 Fax

Physical Address:
5805 N. Lamar Blvd.
Austin, Texas 78752

STEVEN McCRAW
Director
Office of Homeland Security

JACK COLLEY
Chief

October 12, 2005

The Honorable Ron Silvia
Mayor, City of College Station
P.O. Box 9960
College Station, TX 77842-0960

Dear Mayor Silvia:

The enclosed *Notice of Sub-recipient Award* for the 2005 Homeland Security Grant Program is being sent to you as the chief elected official for City of College Station. The intent of the sub-grant is to aid in improvement of your jurisdiction's ability to enhance capacity of local jurisdictions to prevent, respond to and recover from acts of terrorism and natural disasters. Our Texas Domestic Preparedness Assessment website indicates that Mr. Brian Hilton is the Point of Contact (POC) for your jurisdiction. The POC has been informed that you will be receiving this packet, so it is advisable to communicate with this individual. If the POC is no longer serving, please provide this letter and its attachments to the individual who is now performing these duties.

The *Notice of Sub-recipient Award* must be signed by an individual authorized by the governing board of the jurisdiction or organization to accept grants and returned to GDEM in order to activate the grant. At the city and county level, individuals authorized to accept grants may include county judges, mayors, city managers, or chief financial officers. Other signatures will require an accompanying statement from the senior elected official authorizing the individual to sign for the jurisdiction. For agencies and organizations, authorized individuals typically include the Executive Director or Director.

In addition, a *Direct Deposit Authorization* form has been included and is available at the Texas State Comptroller's website: <http://www.window.state.tx.us/taxinfo/taxforms/74-158.pdf>. This form must also be filled out and submitted with the signed sub-recipient agreement to GDEM. A copy of the signed *Notice of Sub-recipient Award* and *Direct Deposit Authorization* should be made and retained in the applicable grant files.

The deadline to return the signed *Notice of Sub-recipient Award* and the *Direct Deposit Authorization* is December 9, 2005. The signed notice must be mailed or postmarked by the due date. The offer of award will be withdrawn if the signed *Notice of Sub-recipient Award* is not returned by the due date.

Please mail the signed Notice of Sub-Recipient Award to:

Governor's Division of Emergency Management
Attention: SAA Section
PO Box 4087
Austin, Texas 78773-0270

GOVERNOR'S DIVISION OF EMERGENCY MANAGEMENT (GDEM) HOMELAND SECURITY GRANT PROGRAM (HSGP)		NOTICE OF SUB-RECIPIENT AWARD FOR City of College Station	
1. SUB-RECIPIENT NAME AND ADDRESS: City of College Station P.O. Box 9960 College Station, TX 77842-0960		4. SUB-AWARD NUMBER: 2005 HSGP – 15976	
2. FEDERAL GRANT TITLE: HOMELAND SECURITY GRANT PROGRAM		5. PERFORMANCE PERIOD: FROM OCT 1, 2004 – DEC 30, 2006 BUDGET PERIOD: FROM OCT 1, 2004 – DEC 30, 2006	
3A. FEDERAL GRANT AWARD NUMBER: 2005-GE-T5-4025		6. DATE OF FEDERAL AWARD TO GDEM: AUGUST 27, 2005	
3B. FEDERAL GRANTING AGENCY: OFFICE FOR DOMESTIC PREPAREDNESS (ODP) DEPARTMENT OF HOMELAND SECURITY (DHS)		7. AMOUNT OF SUBAWARD: \$356,645.00	
9. SPECIAL CONDITIONS This Subaward is subject to the ODP FY 2005 Homeland Security Grant Program Guidelines and Application Kit. The Guidelines and Kit can be accessed at http://www.ojp.gov/fundopps.htm . The ODP periodically publishes Information Bulletins to release, update, amend or clarify grants and programs which it administers. ODP's Information Bulletins can be accessed at http://www.ojp.usdoj.gov/odp/docs/bulletins.htm and are incorporated by reference into this Subaward. This Subaward is also subject to the current Texas Homeland Security Grant Program (HSGP) Grant Instructions, the Federal Grant Award and to the grant guidance imposed upon GDEM by DHS. The current Texas HSGP Grant Instructions can be accessed at http://www.texasdpa.info . The Texas Grant Instructions are intended to complement rather than replace the Federal Program Guidelines published by the ODP and are incorporated by reference into this Sub-award together with the attached Special Conditions.		8. SUBAWARD DATE OCTOBER 11, 2005	
10. STATUTORY AUTHORITY FOR GRANT This project is supported under Public Law 108-334, the Department of Homeland Security Appropriations Act of 2005.		10. ACTION INITIAL AWARD	
11. A-133 REPORTING REQUIREMENT: All sub-recipients must submit an audit report to the Federal Audit Clearinghouse if they expended more than \$500,000 in federal funds in one fiscal year. The Federal Audit Clearinghouse submission requirements can be found at http://harvester.census.gov/sac/ . A report must be submitted to GDEM - SAA each year this grant is active. Sub-recipient shall comply with the audit requirements set forth in OMB Circular A-133.			
12. METHOD OF PAYMENT Primary method is reimbursement. See the 2005 Texas Homeland Security Grant Program Guidelines for further instructions on obtaining reimbursement. (2005 Guide will be sent under separate letter)			
13. DEBARMENT / SUSPENSION CERTIFICATION: By signing in block 19 below, the sub-recipient official certifies the jurisdiction is not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any federal department or agency at http://www.epls.gov .			
14. NON-SUPPLANTING CERTIFICATION: By signing in block 19 below, the sub-recipient official certifies federal funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose. Sub-recipient 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.			
AGENCY APPROVAL		SUB-RECIPIENT ACCEPTANCE	
15. APPROVING GDEM OFFICIAL Jack Colley, Chief Division of Emergency Management Office of the Governor		17. TYPED NAME AND TITLE OF AUTHORIZED SUB-RECIPIENT OFFICIAL	
16. SIGNATURE OF APPROVING GDEM OFFICIAL 		18. SIGNATURE OF AUTHORIZED SUB-RECIPIENT OFFICIAL	
		19. DATE	
20. AWARD BREAKDOWN CFDA 97.008 UASI 2005 \$ 0.00 CFDA 97.073 SHSP 2005 \$160,226.00 CFDA 97.074 LETPP 2005 \$196,419.00 CFDA 97.071 MMRS 2005 \$ 0.00 CFDA 97.053 CCP 2005 \$ 0.00			

**GOVERNOR'S DIVISION OF EMERGENCY
MANAGEMENT (GDEM)
HOMELAND SECURITY GRANT PROGRAM**

**NOTICE OF
SUB-RECIPIENT AWARD
FOR
City of College Station**

AWARD NUMBER 2005 HSGP -15976 AWARD DATE: OCTOBER 11, 2005

SPECIAL CONDITIONS

- 1) **Purpose:** Sub-grant funds will be used to provide law enforcement and emergency response communities with enhanced capabilities for preparing and responding to the potential threats of manmade and natural disasters.
- 2) **Overview:** Funds provided shall be used to provide law enforcement and emergency response communities with enhanced capabilities for detecting, deterring, disrupting, and preventing acts of terrorism as described in the Federal Program Guidelines, specifically: planning, equipment, training and exercise needs. All costs under these categories must be eligible under OMB Circular No. A-87 Attachment A, located at <http://www.whitehouse.gov/omb/circulars/index.html>.
- 3) The *Notice of Sub-recipient Award* is only an offer until the sub-recipient returns the signed copy of the Notification of Sub-recipient Award in accordance with the date provided in the transmittal letter.
- 4) Sub-recipient agrees to comply with the applicable financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide located at <http://www.ojp.usdoj.gov/oc/>.
- 5) Sub-recipient 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.
- 6) Sub-recipient agrees to make no request for reimbursement prior to return of this agreement and signed by the authorized sub-recipient representative.
- 7) Sub-recipient agrees to make no request for reimbursement for goods or services procured by sub-recipient prior to the performance period start date of this agreement.
- 8) Sub-recipient agrees to comply with the U.S. Department of Homeland Security Fiscal Year 2005 Homeland Security Grant Program Guidelines and Application Kit and the Notice of Award from ODP to GDEM.
- 9) Sub-recipient agrees to monitor the activities of program participants as necessary to ensure that federal awards are used for authorized purposes in compliance with laws, regulations, and the provisions of contracts or grant agreements and that performance goals are achieved.
- 10) Notwithstanding any other agreement provisions, the parties hereto understand and agree that GDEM's obligations under this agreement are contingent upon the receipt of adequate funds to meet GDEM's liabilities hereunder. GDEM shall not be liable to the Sub-recipient for costs under this Agreement which exceed the amount specified in the Notice of Sub-recipient Award.
- 11) Projects identified in the Domestic Preparedness Assessment website (www.texasdpa.com) must identify and relate to the goals and objectives indicated by the applicable Texas Homeland Security Strategic Plan for the grant period of performance.
- 12) Sub-recipient agrees to comply with all reporting requirements and shall provide such information as required to GDEM for reporting as noted in the 2005 Federal Grant Guidelines.
- 13) Sub-recipient must prepare and submit quarterly performance reports to GDEM for the duration of the grant performance period or until all grant activities are completed and the grant is formally closed. Sub-recipient may also be required to submit additional information and data requested by GDEM.

- 14) GDEM may perform periodic reviews of sub-recipient performance of eligible activities and approved projects. These reviews may include, without limitation: performance of on-site audit and compliance monitoring - including inspection of all grant-related records and items, comparing actual sub-recipient activities to those approved in the sub-award application and subsequent modifications if any, ensuring that advances have been disbursed in accordance with applicable guidelines, confirming compliance with grant assurances, information provided on performance reports and payment requests, needs and threat assessments and strategies.
- 15) GDEM may suspend or terminate sub-award funding, in whole or in part, or other measures may be imposed for any of the following reasons: failing to comply with the requirements or statutory objectives of federal law, failing to make satisfactory progress toward the goals or objectives set forth in the sub-award application, failing to follow grant agreement requirements or special conditions, failing to submit required reports, filing a false certification in the application or other report or document.
- 16) GDEM will close a sub-award after receiving sub-recipient's final performance report indicating that all approved work has been completed and all funds have been disbursed, completing a review to confirm the accuracy of the reported information, and reconciling actual costs to awards modifications and payments. If the close out review and reconciliation indicates that the sub-recipient is owed additional funds, GDEM will send the final payment automatically to the sub-recipient. If the sub-recipient did not use all the funds received, GDEM will issue an invoice to recover the unused funds.
- 17) Sub-recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of ODP.
- 18) The sub-recipient agrees that all allocations and use of funds under this grant will be in accordance with the Fiscal Year 2005 Homeland Security Grant Program Guidelines and Application Kit and must support the goals and objectives included in the State Homeland Security Strategy and the Urban Area Homeland Security Strategies.
- 19) When implementing the Office of State and Local Government Coordination and Preparedness (SLGCP) funded activities, the sub-recipient must comply with all federal civil rights laws, to include Title VI of the Civil Rights Act, as amended. The sub-recipient is required to take reasonable steps to ensure persons of limited English proficiency have meaningful access to language assistance services regarding the development of proposals and budgets and conducting SLGCP funded activities.
- 20) The sub-recipient agrees that all publications created with funding under this grant shall prominently contain the following statement: 'This Document was prepared under a grant from the SLGCP, United States Department of Homeland Security. Point of view or opinions expressed in the document are those of the authors and do not necessarily represent the official position or policies of SLGCP or the U.S. Department of Homeland Security.'
- 21) The sub-recipient agrees that any equipment purchased with grant funding shall be prominently marked as follows: 'Purchased with funds provided by the U.S. Department of Homeland Security.' Exceptions to this requirement are limited to items where placing of the marking is not possible due to the nature of the equipment.
- 22) The sub-recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.
- 23) Approval of this award does not indicate approval of any consultant rate in excess of \$450 per day. A detailed justification must be submitted to and approved by GDEM prior to obligation or expenditure of such funds.
- 24) Sub-recipient acknowledges that SLGCP reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for Federal government purposes: (1) the copyright in any work developed under an award or sub-award; and (2) any rights of copyright to which a recipient or sub-recipient purchases ownership with Federal support. The Recipient agrees to consult with SLGCP regarding the allocation of any patent rights that arise from, or are purchased with, this funding.
- 25) Sub-recipient shall provide the assurances required by ODP. Failure to comply may result in the withholding of funds, termination of the award or other sanctions.

- 26) Sub-recipient must register as a user of the Texas Regional Response Network (TRRN) and identify all major resources such as vehicles and trailers, equipment costing \$5,000 or more and specialized teams/response units equipped and/or trained using grant funds (i.e. hazardous material, decontamination, search and rescue, etc.). This registration is to ensure jurisdictions or organizations are prepared to make grant funded resources available to other jurisdictions through mutual aid.
- 27) Sub-recipients must implement the National Incident Management System (NIMS) at the local level. The requirement to train personnel on the IS-700 course, National Incident Management System (NIMS), An Introduction, has been extended into FY 06. Grant recipients should still complete the following other four aspects of this task no later than October 1, 2005: (1) *Formally recognize the NIMS and adopt the NIMS principles and policies*, (2) *Establish a NIMS baseline by determining which NIMS requirements are met*, (3) *Establish a timeframe and* (4) *Develop a strategy for full NIMS implementation and institutionalize the use of the Incident Command System (ICS)*.
- 28) Sub-recipients must maintain an updated inventory of equipment purchased through this grant program.
- 29) Sub-recipient may request an advance for expenditures incurred under this program. Requests must be made in writing from the chief elected official and submitted to GDEM. Letters for advance payments must be certified by the financial officer of the sub-recipient organization. GDEM will make the determination whether an advance will be made. Conditions for use and reporting of the advance payments will be available with the forms. If a sub-recipient is approved for an advance, the funds must be deposited in a separate interest bearing account and are subject to the rules outlined in the Uniform Rule 28 CFR Part 66, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, at http://www.access.gpo.gov/nara/cfr/waisidx_04/28cfrv2_04.html and the Uniform Rule 28 CFR Part 70, Uniform Administrative Requirements for Grants and Agreements (including sub-awards) with Institutions of Higher Education, Hospitals, and other Nonprofit Organizations, at http://www.access.gpo.gov/nara/cfr/waisidx_03/28cfr70_03.html . Any interest earned in excess of \$100 must, on a quarterly basis, be remitted to:

United States Department of Health and Human Services
Division of Payment Management Services
P.O. Box 6021
Rockville, MD 20852

Sub-recipients must report any interest remitted to GDEM.

- 30) Notice. All notices or communication required or permitted to be given by either party hereunder shall be deemed sufficiently given if mailed by registered mail or certified mail, return receipt requested, or sent by overnight courier, such as Federal Express, to the other party at its respective address set forth below or to such other address as one party shall give notice of to the other from time to time hereunder. Mailed notices shall be deemed to be received on the third business day following the date of mailing. Notices sent by overnight courier shall be deemed received the following business day.

TO : Sub-recipient address

TO: Jack Colley, Chief
Division of Emergency Management
Office of the Governor
PO Box 4087
Austin, TX 78773-0220

For Comptroller's use only		

DIRECT DEPOSIT AUTHORIZATION

INSTRUCTIONS

- Use only BLUE or BLACK ink.
- Alterations must be initialed.
- Section 7 must be completed by the paying state agency.
- Check all appropriate box(es).

For further instructions, see the back of this form.

TRANSACTION TYPE

SECTION 1	<input type="checkbox"/> New setup (Sections 2, 3 & 4)	<input type="checkbox"/> Change financial institution (Sections 2, 3 & 4)
	<input type="checkbox"/> Cancellation (Sections 2 & 3)	<input type="checkbox"/> Change account number (Sections 2, 3 & 4)
	<input type="checkbox"/> Interagency transfer (Sections 2 & 3)	<input type="checkbox"/> Change account type (Sections 2, 3 & 4)
	<input type="checkbox"/> Exemption (Sections 2 & 5)	

PAYEE IDENTIFICATION

SECTION 2	1. Social Security number or Federal Employer's Identification (FEI) <input type="checkbox"/>		2. Mail code (If not known, will be completed by Paying State Agency) <input type="checkbox"/>	
	3. Name		4. Business phone number ()	
	5. Street address	6. City	7. State	8. ZIP code

AUTHORIZATION FOR SETUP, CHANGES OR CANCELLATION

SECTION 3	9. Pursuant to Section 403.016, Texas Government Code, I authorize the Comptroller of Public Accounts to deposit by electronic transfer payments owed to me by the State of Texas and, if necessary, debit entries and adjustments for any amounts deposited electronically in error. The Comptroller shall deposit the payments in the financial institution and account designated below. I recognize that if I fail to provide complete and accurate information on this authorization form, the processing of the form may be delayed or that my payments may be erroneously transferred electronically.		
	I consent to and agree to comply with the National Automated Clearing House Association Rules and Regulations and the Comptroller's rules about electronic transfers as they exist on the date of my signature on this form or as subsequently adopted, amended or repealed.		
	10. Authorized signature	11. Printed name	12. Date

FINANCIAL INSTITUTION (Completion by financial institution is recommended.)

SECTION 4	13. Name	14. City	15. State
	16. Routing transit number <input type="checkbox"/>	17. Customer account number (Dashes required <input type="checkbox"/> YES)	18. Type of account <input type="checkbox"/> Checking <input type="checkbox"/> Savings
	19. Representative name (Please print)		20. Title
	21. Representative signature (Optional)	22. Phone number ()	23. Date

EXEMPTION:

SECTION 5	I claim exemption and request payment by state warrant (check) because:		
	24. <input type="checkbox"/> I hold a position that is classified below group 8 in the position classification salary schedule.		
	25. <input type="checkbox"/> I am unable to establish a qualifying account at a financial institution.		
	26. <input type="checkbox"/> I certify that payment by direct deposit would be impractical and/or more costly to me than payment by warrant.		
	27. Authorized signature	28. Printed name	29. Date

CANCELLATION BY AGENCY

SEC. 6	30. Reason	31. Date
--------	------------	----------

PAYING STATE AGENCY

SECTION 7	32. Signature	33. Printed name
	34. Agency name	35. Agency number <input type="checkbox"/>
	36. Comments	37. Phone number ()
		38. Date

WHITE - Comptroller

YELLOW - Agency

PINK - Payee

INSTRUCTIONS FOR DIRECT DEPOSIT AUTHORIZATION

Under Ch. 559, Government Code, you are entitled to review, request, and correct information we have on file about you, with limited exceptions in accordance with Ch. 552, Government Code.

SECTION 1: Check the appropriate box(es)

- **NEW SETUP** - If payee is not currently on direct deposit with the state.
 - a. Complete Sections 2, 3 & 4.
 - b. Section 4 is recommended to be completed by financial institution.
- **CANCELLATION** - If payee wishes to stop direct deposit with the state.
 - a. Payee completes Sections 2 & 3.
- **INTERAGENCY TRANSFER** - For state employees **only** who transfer from one state agency to another.
 - a. Employee completes Sections 2 & 3.
 - b. Employee should submit form to the **new** paying state agency for completion of Section 7.
- **EXEMPTION** - If payee claims an exemption granted by Tex. Govt. Code Ann. §403.016.
 - a. Payee completes Sections 2 & 5.
- **CHANGE FINANCIAL INSTITUTION**
 - a. Payee completes Sections 2 & 3.
 - b. Section 4 is recommended to be completed by financial institution.
- **CHANGE ACCOUNT NUMBER**
 - a. Payee completes Sections 2 & 3.
 - b. Section 4 is recommended to be completed by financial institution.
- **CHANGE ACCOUNT TYPE**
 - a. Payee completes Sections 2 & 3.
 - b. Section 4 is recommended to be completed by financial institution.

SECTION 2: PAYEE IDENTIFICATION

- Item 1** Leave the shaded boxes blank if you do not have your 11-digit Comptroller Payee Identification number. The paying state agency will provide the information to be entered in the shaded boxes. Enter your 9-digit Social Security number or your Federal Employer's Identification (FEI) number.
- Item 2** If your 3-digit mail code is not known, it will be assigned by the paying state agency.

SECTION 3: AUTHORIZATION FOR SETUP, CHANGES OR CANCELLATION

Items 10, 11 & 12 The individual authorizing must sign, print their name and date the form.

NOTE: No alterations to this section will be allowed.

SECTION 4: FINANCIAL INSTITUTION

Section 4 is recommended to be completed by financial institution.

NOTE: Alterations to routing and/or account number must be initialed by the financial institution representative or the payee.

SECTION 5: EXEMPTION

- a. If you qualify for an exemption, check the appropriate box.
- b. Complete items 27, 28 and 29.

NOTE: Exemption forms are maintained by the paying state agency.

SECTION 6: CANCELLATION BY AGENCY

Sections 6 & 7 must be completed by the paying state agency.

SECTION 7: PAYING STATE AGENCY

Section 7 must be completed by the paying state agency before the form can be processed.

Submit the completed form to your paying state agency.