

**CITY OF EL PASO, TEXAS  
AGENDA ITEM  
DEPARTMENT HEAD'S SUMMARY FORM**

**DEPARTMENT:** Police

**AGENDA DATE:** February 1, 2022

**PUBLIC HEARING DATE:**

**CONTACT PERSON NAME AND PHONE NUMBER:** Chief Gregory Allen (915)212- 4302  
Terry Manson, (915)212-0284

**DISTRICT(S) AFFECTED:** All

**STRATEGIC GOAL:** NO. 2: Set the Standard for a Safe and Secure City

**SUBGOAL:** 2.1 Maintain standing as one of the nation's top safest cities

**SUBJECT:**

That the El Paso City Council authorizes the submission of grant application to the Office of the Governor of the State of Texas, Criminal Justice Department, grant application number 4448701, for the City of El Paso Police Department project identified as "Justice Assistance Grant FY23" to provide financial assistance to the City of El Paso. Requesting \$248,479.87, no cash match required. Grant period will be from October 1, 2022 – September 30, 2023.

**BACKGROUND / DISCUSSION:**

The Criminal Justice Grant Program will be utilized to convert Microfiche file to digital format and purchase 18 foot Mobile Response Trailer.

**PRIOR COUNCIL ACTION:**

The FY2021 JAG grant application was approved by city council February 2, 2021. FY2020 JAG grant application was approved by city council on February 18, 2020. FY2019 JAG grant application was approved by city council on February 20, 2018.

**AMOUNT AND SOURCE OF FUNDING:**

N/A

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\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:** 

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## RESOLUTION

**WHEREAS**, the City of El Paso (the “City”) is eligible to apply for grants through the Criminal Justice Division of the Office of the Governor of the State of Texas (“CJD”); and

**WHEREAS**, the El Paso City Council seeks to receive grant funding through the CJD grant/application number 4448701 for the El Paso Police Department project identified as “Justice Assistance Grant FY2023”; and

**WHEREAS**, the El Paso City Council designates the City Manager or his designee as the City’s authorized official.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:**

1. **THAT**, the El Paso City Council authorizes the grant application submission to the Office of the Governor of the State of Texas, Criminal Justice Division, grant application number 4448701, for the City of El Paso Police Department project identified as “Justice Assistance Grant Program, FY 2023” to provide financial assistance to the City of El Paso.
2. **THAT**, the City of El Paso shall provide all applicable matching funds for said grant if applicable;
3. **THAT**, the City Manager or designee is authorized to apply for, accept, reject, alter and/or terminate said grant; and
4. **THAT**, the City Council agrees that in the event of loss or misuse of said grant funds, the City of El Paso will return all funds for said grant to the State of Texas Office of the Governor, Criminal Justice Division.
5. **BE IT FURTHER RESOLVED THAT**, the City Manager or designee is authorized to sign any related paperwork, including but not limited to, the actual grant contract, the authorization of budget transfers, and/or revisions to the operation plan, as well as any grant amendments, corrections or extensions of the grant agreement which increase, decrease or de-obligate program funds, provided that no additional City funds are required.

APPROVED this \_\_\_ day of \_\_\_\_\_ 2022


**CITY OF EL PASO**

\_\_\_\_\_  
Oscar Leeser  
Mayor


ATTEST:

\_\_\_\_\_  
Laura D. Prine  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Carlos L. Armendariz  
Assistant City Attorney

APPROVED AS TO CONTENT:

  
for Gregory K. Allen  
Chief of Police

[Print This Page](#)

**Agency Name:** El Paso, City of  
**Grant/App:** 4448701 **Start Date:** 10/1/2022 **End Date:** 9/30/2023

**Project Title:** Justice Assistance Grant  
**Status:** Application Pending Submission

### Eligibility Information

**Your organization's Texas Payee/Taxpayer ID Number:**  
17460007499009

### Application Eligibility Certify:

Created on:1/12/2022 2:20:05 PM By:Jessica Vargas

### Profile Information

**Applicant Agency Name:** El Paso, City of  
**Project Title:** Justice Assistance Grant  
**Division or Unit to Administer the Project:** El Paso Police Department  
**Address Line 1:** 300 N. Campbell  
**Address Line 2:**  
**City/State/Zip:** El Paso Texas 79901-1402  
**Start Date:** 10/1/2022  
**End Date:** 9/30/2023

**Regional Council of Governments(COG) within the Project's Impact Area:** Rio Grande Council of Governments

**Headquarter County:** El Paso

**Counties within Project's Impact Area:** El Paso

### Grant Officials:

#### Authorized Official

**Name:** Elda Hefner  
**Email:** rodriguez-hefnere@elpasotexas.gov  
**Address 1:** 300 N. Campbell  
**Address 1:**  
**City:** El Paso, Texas 79901  
**Phone:** 915-212-1795 Other Phone: 915-212-1162  
**Fax:**  
**Title:** Ms.  
**Salutation:** Ms.  
**Position:** Grants Administrator

#### Financial Official

**Name:** Margarita Munoz  
**Email:** munozmm@elpasotexas.gov  
**Address 1:** 300 N. Campbell st  
**Address 1:**  
**City:** City of El Paso, Texas 79901  
**Phone:** 915-212-1174 Other Phone:  
**Fax:**  
**Title:** Ms.  
**Salutation:** Ms.  
**Position:** Comptroller

#### Project Director

**Name:** Vennis Manson  
**Email:** C812@elpasotexas.gov  
**Address 1:** 911 N. Raynor St.  
**Address 1:**

**City:** El Paso, Texas 79903

**Phone:** 915-212-4199 Other Phone: 915-630-4634

**Fax:** 915-212-0284

**Title:** Mr.

**Salutation:** Mr.

**Position:** Records Division Manager

### **Grant Writer**

**Name:** Jessica Vargas

**Email:** C1692@elpasotexas.gov

**Address 1:** 911 N. Raynor

**Address 1:**

**City:** El Paso, Texas 79903

**Phone:** 915-212-4277 Other Phone:

**Fax:**

**Title:** Ms.

**Salutation:** Ms.

**Position:** Senior Grant Planner

### **Grant Vendor Information**

**Organization Type:** Unit of Local Government (City, Town, or Village)

**Organization Option:** applying to provide services to all others

**Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):** 17460007499009

**Data Universal Numbering System (DUNS):** 058873019

### **Narrative Information**

#### **Introduction**

The purpose of this funding is to support projects that promote public safety, reduce crime, and improve the criminal justice system.

The funding announcement, located on the [eGrants Calendar](#) page, describes the organization types, activities, and costs that are eligible under the announcement. The PSO's [eGrants User Guide to Creating an Application](#) guides applicants through the process of creating and submitting an application in eGrants. Information and guidance related to the management and use of grant funds can be found in the PSO's Guide to Grants, located on the [PSO Resource for Applicants and Grantees webpage](#).

#### **Certifications**

In addition to the requirements found in existing statute, regulation, and the funding announcement, this program requires applicant organizations to certify compliance with the following:

#### **Constitutional Compliance**

Applicant assures that it will not engage in any activity that violates Constitutional law including profiling based upon race.

#### **Information Systems**

Applicant assures that any new criminal justice information systems will comply with data sharing standards for the Global Justice XML Data Model and the National Information Exchange Model.

#### **Bulletproof Vests**

Applicant assures that if it plans to purchase body armor with grant funds, that it has adopted a mandatory wear policy and that all vests purchased have been tested and found to comply with the latest applicable National Institute of Justice (NIJ) ballistic or stab standards. Additionally, vests purchased must be American-made.

#### **Cybersecurity Training Requirement**

Local units of governments must comply with the Cybersecurity Training requirements described in Section 772.012 and Section 2054.5191 of the Texas Government Code. Local governments determined to not be in compliance with the cybersecurity requirements required by Section 2054.5191 of the Texas Government Code are ineligible for OOG grant funds until the second anniversary of the date the local government is determined ineligible. Government entities must annually certify their compliance with the training requirements using the Cybersecurity Training Certification for State and Local Governments. A copy of the Training Certification must

be uploaded to your eGrants application. For more information or to access available training programs, visit the Texas Department of Information Resources Statewide Cybersecurity Awareness Training page.

### **Criminal History Reporting**

Entities receiving funds from PSO must be located in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the Texas Department of Public Safety (DPS) as directed in the *Texas Code of Criminal Procedure, Chapter 66*. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system.

Counties applying for grant awards from the Office of the Governor must commit that the county will report at least 90% of convictions within five business days to the Criminal Justice Information System at the Department of Public Safety.

### **Uniform Crime Reporting (UCR)**

Eligible applicants operating a law enforcement agency must be current on reporting complete UCR data and the Texas specific reporting mandated by 411.042 TGC, to the Texas Department of Public Safety (DPS) for inclusion in the annual Crime in Texas (CIT) publication. To be considered eligible for funding, applicants must have submitted a full twelve months of accurate data to DPS for the most recent calendar year by the deadline(s) established by DPS. Due to the importance of timely reporting, applicants are required to submit complete and accurate UCR data, as well as the Texas-mandated reporting, on a no less than monthly basis and respond promptly to requests from DPS related to the data submitted.

### **DNA Testing of Evidentiary Materials**

When funds are used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System (CODIS) by a government DNA lab with access to CODIS.

### **Interoperable Communications**

Funds to support emergency communications activities must ensure compliance with the FY 2018 SAFECOM Guidance on Emergency Communications Grants; adherence to the technical standards set forth in the FCC Waiver Order, or any succeeding FCC orders, rules, or regulations pertaining to broadband operations in the 700 MHz public safety band; and are fully coordinated with the full-time [Statewide Interoperability Coordinator \(SWIC\)](#) for Texas.

### **Twelve-Step Programs**

Grant funds may not be used to support or directly fund programs such as the Twelve Step Program which courts have ruled are inherently religious. PSO grant funds cannot be used to support these programs, conduct meetings, or purchase related materials.

### **Program Income**

Applicant agrees to comply with all federal and state rules and regulations for program income and agrees to report all program income that is generated as a result of the project's activities. Applicant agrees to report program income through a formal grant adjustment and to secure PSO approval prior to use of the program income. Applicant agrees to use program income for allowable costs and agrees to expend program income immediately after PSO's approval of a grant adjustment and prior to requesting reimbursement of funds.

Deduction Method - Program income shall be deducted from total allowable costs to determine the net allowable costs. Program income shall be used for current costs unless PSO authorizes otherwise. Program income which the grantee did not anticipate at the time of the award shall be used to reduce the PSO award and grantee match rather than to increase the funds committed to the project.

Asset Seizures and Forfeitures - Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (e.g., law enforcement entity).

### **National Instant Background Check System (NICS)**

Entities receiving funds under this solicitation that are to generate or upgrade court dispositions or other records that are relevant to National Instant Background Check System (NICS) determinations must have a system in place to ensure that all such NICS-relevant dispositions or records that are generated or upgraded are made available in timely fashion to state repositories/databases that are accessed by NICS.

**Body-Worn Cameras (BWCs)**

Applicant assures that if it plans to purchase body-worn cameras with grant funds, that it has adopted adequate policies and procedures related to BWC equipment usage, data storage and access, privacy considerations and training. The certification form related to BWC policies and procedures can be found [here](#).

**Compliance with State and Federal Laws, Programs and Procedures**

Local units of government, including cities, counties and other general purpose political subdivisions, as appropriate, and institutions of higher education that operate a law enforcement agency, must comply with all aspects of the programs and procedures utilized by the U.S. Department of Homeland Security ("DHS") to: (1) notify DHS of all information requested by DHS related to illegal aliens in Agency's custody; and (2) detain such illegal aliens in accordance with requests by DHS. Additionally, counties and municipalities may NOT have in effect, purport to have in effect, or make themselves subject to or bound by, any law, rule, policy, or practice (written or unwritten) that would: (1) require or authorize the public disclosure of federal law enforcement information in order to conceal, harbor, or shield from detection fugitives from justice or aliens illegally in the United States; or (2) impede federal officers from exercising authority under 8 U.S.C. § 1226(a), § 1226(c), § 1231(a), § 1357(a), § 1366(1), or § 1366(3). Lastly, eligible applicants must comply with all provisions, policies, and penalties found in Chapter 752, Subchapter C of the Texas Government Code.

Each local unit of government, and institution of higher education that operates a law enforcement agency, must download, complete and then upload into eGrants the [CEO/Law Enforcement Certifications and Assurances Form](#) certifying compliance with federal and state immigration enforcement requirements. This Form is required for each application submitted to OOG and is active until August 31, 2023 or the end of the grant period, whichever is later.

**Civil Rights Liaison**

A civil rights liaison who will serve as the grantee's civil rights point of contact and who will be responsible for ensuring that the grantee meets all applicable civil rights requirements must be designated. The designee will act as the grantee's liaison in civil rights matters with PSO and with the federal Office of Justice Programs.

Enter the Name of the Civil Rights Liaison:

Claudia Lujan

Enter the Address for the Civil Rights Liaison:

300 N. Campbell El Paso, TX 79901

Enter the Phone Number for the Civil Rights Liaison [(999) 999-9999 x9999]:

915-212-1241

**Overall Certification**

Each applicant agency must certify to the specific requirements detailed above as well as to comply with all requirements within the PSO Funding Announcement, the *Guide to Grants*, the *Grantee Conditions and Responsibilities*, any authorizing or applicable state and federal statutes and regulations to be eligible for this program.

**X I certify to all of the application content & requirements.**

**Project Abstract :**

The El Paso Police Department (EPPD) is the largest law enforcement entity in the County of El Paso and serves an estimated 680,000 residents and its visitors. The EPPD is comprised of a Headquarters and six (6) Regional Command Centers. The mission of EPPD is to provide exceptional police services. In order to provide exceptional service EPPD must be ready in all aspects relating to EPPD activities. The Records Division provides one of these activities. In preparation of new technology, the EPPD Records Division needs to scan and convert existing microfiche files to electronic format for storage in modern automated data systems. Another resource needed by the department is Mobile Field Force Team equipment during incidents of civil unrest. The responsibilities of Mobile Field Force Team (MFF) requires the team to have a Mobile Response Trailer in operational readiness status, at all times. The funding provided will allow EPPD to be able to maintain exceptional service.

**Problem Statement :**

The EPPD Records Division currently holds case and incident files created in certain prior years in microfiche card medium. These files are retrieved from storage medium and provided to internal and or external investigators, including local prosecutors, courts, and public requestors. Retrievals contribute to governmental actions such as Public Information requests, follow up investigations, background investigations, expunctions and court sealings, subpoenas and other requests. Specialized equipment, along with some manual procedures are used in the storage, retrieval, reproduction, and re-filing of the case information. This project serves to digitize the stored microfiche documents and recreate them in electronic format for handling with modern automated computer data

systems. Digitized files require less physical storage space, allow more efficient searching and retrieval, and promote fewer human errors in handling, reproducing the files. Recent MFF deployments determined that the current Mobile Response Trailer (MRT) is insufficient to store all MFF equipment and other necessities in operational readiness mode in an organized manner. Therefore, an 18-foot MRT (with side door) is needed to replace the current MRT. An 18-foot MRT will allow for MFF equipment to be stored in an organized manner and will also allow for MFF equipment to be transported to strategic staging areas involving incidents of civil unrest. The benefit of an 18-foot MRT will allow for a better-controlled distribution of equipment to MFF teams and the return and inventory of MFF equipment at the conclusion of civil unrest incidents.

### **Supporting Data :**

Currently an estimated 539,265 files consisting of 3.7 million images are stored on microfiche cards. This project will begin to convert 25% of the microfiche images in the old case file data set, and increase the number of conversions in increments until the funding limit is reached. Civil unrest are dynamic, chaotic, and extremely dangerous to involved protestors, uninvolved members of the community, personal and public property, and to the first responders who are tasked with keeping and maintaining public order. Therefore successful MFF deployments to address incidents of civil unrest is of the utmost importance. Locally, the City of El Paso experienced several incidents where MFF operational plans were developed in anticipation of civil unrest. Incident dates consists of the following: • President Trump Rally (February 11, 2019) • President Trump Visit After August 3rd Walmart Shooting (August 7, 2019) • Protests following death of George Floyd (May 31, June 3rd, June 10th June 11th, June 12th, and June 13th, 2020) • Juneteenth, "A Peaceful Protest in Solidarity for Breonna Taylor" (June 19, 2020) As a result of these MFF deployments, Mission Valley Regional Command MFF supervisors and team members encountered challenges as the current 12 foot MRT became cluttered when fully stocked with MFF equipment and other necessities.

### **Project Approach & Activities:**

The Microfiche cards containing old case files will be inventoried, then transported to the conversion site operated by the vendor. All images on each fiche card will be scanned into digital format and stored on a designated hard drive. The images will then be uploaded into the Application Extender storage application on a City Server. The approach and activities of this project is to replace the Mobile Response Trailer consisting of 12x6 feet with a new MRT consisting of 18 feet with side doors. Once acquired, the MRT will be outfitted to ensure that MFF equipment is stored in a highly organized manner. The newly acquired MRT will be used to deploy MFF equipment and other necessities to MFF teams to incidents or potential incidents of civil unrest within the City of El Paso.

### **Capacity & Capabilities:**

The Records Division will contract the conversion of fiche/film images with a local company specializing in film to digital conversions, and verify accuracy with each tray of microfiche cards. In previous years the department has used this method to successfully convert other microfiche files to digital format. The newly acquired MRT will transport MFF equipment to staging areas during incidents involving civil unrest. The additional space that an 18 foot MRT provides, in comparison to the current 12 foot MRT, will ensure that all equipment is well organized. Ensuring that all equipment is issued in efficiently manner.

### **Performance Management :**

Representative files from each tray of microfiche will be scanned, printed and stored using Records Division equipment prior to release of the tray to the vendor. These files will serve as the validation files upon return of the converted images from the vendor. A representative randomly selected sample will be examined from each returned fiche tray and compared to the corresponding scanned electronic image files stored in the Automated digital application. Image quality and document presence must be 100%. The MRT will be locked and sealed to ensure that the MRT is kept in operational readiness mode, after inspection by the El Paso Police Department's Metro Unit (Metro Unit), the department's primary MFF unit. Only Metro Unit officers will be allowed to break the seal for inventory of MFF equipment to ensure that the MRT is maintained in operational readiness status. The designated custodians of the MRT will accompany Metro Unit officers while they conduct inspections and inventory of MFF equipment.

### **Target Group :**

Converted digital case files will become the new source of information supplied in the future to our requesting customers: internal and external law enforcement officers/investigators, public information customers, court, and prosecution customers. Acquisition of the MRT will provide services to all members of the EPPD as MRT will be utilized to transport MFF equipment and other necessities to EPPD officers assigned MFF duties involving civil



unrest incidents and/or in preparation for potential incidents of civil unrest.

### Evidence-Based Practices:

Film to digital conversion was accomplished in prior years with other data sets of files maintained by EPPD Records Division. The digitized files provided automated indexing and retrieval which allowed faster access to requested information. The acquisition of an 18 foot MRT as described above is promising as recent deployments of EPPD's current 12 foot MRT is cluttered and does not provide sufficient space for equipment. It is promising that a larger 18-foot MRT will provide sufficient space for the storing, transporting, and issuance of MRT equipment to MFF teams.

### Project Activities Information

#### Introduction

This section contains questions about your project. It is very important for applicants to review their funding announcement for guidance on how to fill out this section. Unless otherwise specified, answers should be about the EXPECTED activities to occur during the project period.

#### Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Law Enforcement	100.00	Convert microfiche files to electronic format and purchase of Mobile Response Trailer

### CJD Purpose Areas

PERCENT DEDICATED	PURPOSE AREA	PURPOSE AREA DESCRIPTION
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### Measures Information

#### Objective Output Measures

OUTPUT MEASURE	TARGET LEVEL
Equipment or technology: Individuals/operators equipped	40
General Law Enforcement or Public Safety: Arrests resulting from grant.	1
Targeted Investigation: Criminal cases resulting in arrest.	1
Targeted Investigation: Grant-funded investigations carried out by the unit/division	0
Training or professional development: Individuals provided	0
Training or professional development: Individuals received	18
Training, professional development, or technical assistance: Hours provided	0
Training, professional development, or technical assistance: Hours received	480

## Objective Outcome Measures

OUTCOME MEASURE	TARGET LEVEL
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## Custom Output Measures

CUSTOM OUTPUT MEASURE	TARGET LEVEL
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## Custom Outcome Measures

CUSTOM OUTCOME MEASURE	TARGET LEVEL
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**Resolution from Governing Body**

Applications from nonprofit corporations, local units of governments, and other political subdivisions must include a [resolution](#) that contains the following:

1. Authorization by your governing body for the submission of the application to the Public Safety Office (PSO) that clearly identifies the name of the project for which funding is requested;
2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update the PSO should the official change during the grant period.); and
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to PSO.

Upon approval from your agency's governing body, upload the [approved](#) resolution to eGrants by clicking on the **Upload Files** sub-tab located in the **Summary** tab.

**Contract Compliance**

Will PSO grant funds be used to support any contracts for professional services?

Select the appropriate response:

Yes

No

For applicant agencies that selected **Yes** above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

Enter a description for monitoring contract compliance:

### Lobbying

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds 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 employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

Select the appropriate response:

- Yes  
 No  
 N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds 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 employee of Congress in connection with this federal contract, loan, or cooperative agreement?

Select the appropriate response:

- Yes  
 No  
 N/A

### Fiscal Year

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

Enter the Begin Date [mm/dd/yyyy]:

9/1/2022

Enter the End Date [mm/dd/yyyy]:

8/31/2023

### Sources of Financial Support

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the following sources:

Enter the amount (in Whole Dollars \$) of Federal Grant Funds expended:

117426663

Enter the amount (in Whole Dollars \$) of State Grant Funds expended:

3787766

### Single Audit

Applicants who expend less than \$750,000 in federal grant funding or less than \$750,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a PSO grant. However, PSO may require a limited scope audit as defined in 2 CFR Part 200, Subpart F - Audit Requirements.

Has the applicant agency expended federal grant funding of \$750,000 or more, or state grant funding of \$750,000 or more during the most recently completed fiscal year?

Select the appropriate response:

- Yes  
 No

Applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit, performed by an independent auditor in accordance with the State of Texas Single Audit Circular; or CFR Part 200, Subpart F - Audit Requirements.

Enter the date of your last annual single audit:

8/30/2020

## Equal Employment Opportunity Plan

### Compliance

The EEOP certification information must be submitted to the Office of Civil Rights, Office of Justice Programs through their on-line [EEOP Reporting Tool](#). For more information and guidance on how to complete and submit the federal EEOP certification information, please visit the US Department of Justice, Office of Justice Programs website at <https://ojp.gov/about/ocr/eeop.htm>.

### Type I Entity

Defined as an applicant that meets one or more of the following criteria:

- has less than 50 employees;
- is a non-profit organization;
- is a medical institution;
- is an Indian tribe;
- is an educational institution, or
- is receiving a single award of less than \$25,000.

### Requirements

- The applicant agency is exempt from the requirement to prepare an EEOP because it is a Type I Entity as defined above, pursuant to 28 CFR 42, subpart E;
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services; and
- the applicant must submit EEOP Certification information the Office for Civil Rights (OCR) to claim the exemption from developing an EEOP.

### Type II Entity

Defined as an applicant that meets the following criteria:

- has 50 or more employees, and
- is receiving a single award of \$25,000 or more, but less than \$500,000.

### Requirements

- The applicant agency is required to formulate an EEOP in accordance with 28 CFR 42.301, subpart E;
- the EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP is available for review by the public and employees or for review or audit by officials of OOG, OOG's designee, or the Office of Civil Rights, Office of Justice Programs, U.S. Department of Justice, as required by relevant laws and regulations;
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services;
- the applicant must submit EEOP information to the Office for Civil Rights (OCR) to claim the exemption from submitting an EEOP to OCR; and
- the EEOP is required to be on file with the applicant agency.

Enter the name of the person responsible for the EEOP and the address of the office where the EEOP is filed:  
Araceli Guerra 300 N. Campbell El Paso, TX 79901 915-212-1401

### Type III Entity

Defined as an applicant that is NOT a Type I or Type II Entity.

### Requirements

- The EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP has been submitted to the Office of Civil Rights (OCR), Office of Justice Programs, U.S. Department of Justice and has been approved by the OCR, or it will be submitted to the OCR for approval upon award of the grant, as required by relevant laws and regulations; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services; and
- the applicant must submit EEOP information to the Office for Civil Rights (OCR).

### Certification

Based on the definitions and requirements above, the applicant agency certifies to the following entity type:

- Type I Entity  
 Type II Entity  
 Type III Entity

### Debarment

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):

- 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 participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing 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; or
- 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 the above bullet; and 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.

Select the appropriate response:

- I Certify  
 Unable to Certify

If you selected **Unable to Certify** above, please provide an explanation as to why the applicant agency cannot certify the statements.

### FFATA Certification

#### Certification of Recipient Highly Compensated Officers

The Federal Funding Accountability and Transparency Act (FFATA) requires Prime Recipients (CJD) to report the names and total compensation of each of the five most highly compensated officers (a.k.a. positions) of each sub recipient organization for the most recently completed fiscal year preceding the year in which the grant is awarded if the subrecipient answers **YES** to the **FIRST** statement but **NO** to the **SECOND** statement listed below.

In the sub recipient's preceding completed fiscal year, did the sub recipient receive: (1) 80 percent or more of its annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; AND (2) \$25,000,000 or more in annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements?

Select the appropriate response:

- Yes  
 No

Does the public have access to information about the compensation of the senior executives through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or Section 6104 of the Internal Revenue Code of 1986?

Select the appropriate response:

- Yes  
 No

If you answered **YES** to the **FIRST** statement and **NO** to the **SECOND** statement, please provide the name and total compensation amount of each of the five most highly compensated officers (a.k.a. positions) within your agency for the current calendar year. If you answered NO to the first statement you are NOT required to provide the name and compensation amounts. NOTE: "Total compensation" means the complete pay package of each of the sub recipient's compensated officers, including all forms of money, benefits, services, and in-kind payments (see SEC Regulations: 17 CCR 229.402).

Position 1 - Name:

Position 1 - Total Compensation (\$):

0

Position 2 - Name:

Position 2 - Total Compensation (\$):

0

Position 3 - Name:

Position 3 - Total Compensation (\$):

0

Position 4 - Name:

Position 4 - Total Compensation (\$):

0

Position 5 - Name:

Position 5 - Total Compensation (\$):

0

## **Fiscal Capability Information**

### **Section 1: Organizational Information**

\*\*\* FOR PROFIT CORPORATIONS ONLY \*\*\*

Enter the following values in order to submit the application

Enter the Year in which the Corporation was Founded: 0

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status: 01/01/1900

Enter the Employer Identification Number Assigned by the IRS: 0

Enter the Charter Number assigned by the Texas Secretary of State: 0

Enter the Year in which the Corporation was Founded:

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status:

Enter the Employer Identification Number Assigned by the IRS:

Enter the Charter Number assigned by the Texas Secretary of State:

### **Section 2: Accounting System**

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization (general ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis, or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts)?

Select the appropriate response:

Yes

No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost categories?

Select the appropriate response:

Yes

No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and his or her supervisor?

Select the appropriate response:

Yes

No

If you answered 'No' to any question above in the Accounting System section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

### **Section 3: Financial Capability**

Grant agencies should prepare annual financial statements. At a minimum, current internal balance sheet and income statements are required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grant agency during a fiscal year.

Has the grant agency undergone an independent audit?

Select the appropriate response:

- Yes
- No

Does the organization prepare financial statements at least annually?

Select the appropriate response:

- Yes
- No

According to the organization's most recent Audit or Balance Sheet, are the current total assets greater than the liabilities?

Select the appropriate response:

- Yes
- No

If you selected 'No' to any question above under the Financial Capability section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

#### **Section 4: Budgetary Controls**

Grant agencies should establish a system to track expenditures against budget and / or funded amounts. Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include drawing down grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?

- Yes
- No

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?

- Yes
- No

If you selected 'No' to any question above under the Budgetary Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

#### **Section 5: Internal Controls**

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits.

Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?

Select the appropriate response:

- Yes
- No

Is there separation of responsibility in the receipt, payment, and recording of costs?

Select the appropriate response:

- Yes
- No

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

**Budget Details Information**

**Budget Information by Budget Line Item:**

CATEGORY	SUB CATEGORY	DESCRIPTION	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Contractual and Professional Services	Data Processing, Web Site, and/or Programming Services	Conversion of microfiche files to digital format	\$237,479.87	\$0.00	\$0.00	\$0.00	\$237,479.87	0
Equipment	Storage	18 Foot Mobile Response Trailer	\$11,000.00	\$0.00	\$0.00	\$0.00	\$11,000.00	1

**Source of Match Information**

**Detail Source of Match/GPI:**

DESCRIPTION	MATCH TYPE	AMOUNT
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**Summary Source of Match/GPI:**

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**Budget Summary Information**

**Budget Summary Information by Budget Category:**

CATEGORY	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Contractual and Professional Services	\$237,479.87	\$0.00	\$0.00	\$0.00	\$237,479.87
Equipment	\$11,000.00	\$0.00	\$0.00	\$0.00	\$11,000.00

**Budget Grand Total Information:**

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$248,479.87	\$0.00	\$0.00	\$0.00	\$248,479.87



**Condition Of Fundings Information**

<b>Condition of Funding / Project Requirement</b>	<b>Date Created</b>	<b>Date Met</b>	<b>Hold Funds</b>	<b>Hold Line Item Funds</b>
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