

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

DEPARTMENT:

AGENDA DATE:

PUBLIC HEARING DATE:

CONTACT PERSON NAME:

PHONE NUMBER:

DISTRICT(S) AFFECTED:

STRATEGIC GOAL:

SUBGOAL:

SUBJECT:

BACKGROUND / DISCUSSION:

COMMUNITY AND STAKEHOLDER OUTREACH:

PRIOR COUNCIL ACTION:

AMOUNT AND SOURCE OF FUNDING:

REPORTING OF CONTRIBUTION OR DONATION TO CITY COUNCIL:

NAME	AMOUNT (\$)

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD: _____

(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

RESOLUTION

WHEREAS, the City of El Paso (the “City”) is eligible to apply for grant through the FY24 Texas Department of Emergency Management Hazard Mitigation Post Fire (HMGP) grant program entitled El Paso County Multi-Jurisdictional Hazard Mitigation Action Plan Updates.

WHEREAS, the City of El Paso Fire Department plans to use this funding to review and update the City of El Paso Office of Emergency Management Hazard Mitigation Plans.

WHEREAS, the project entitled, El Paso County Multi-Jurisdictional Hazard Mitigation Action Plan Updates involves the hiring of a consultant to review, update, and submit current mitigation plans to FEMA for approval and adoption.

WHEREAS, the current El Paso County Hazard Mitigation Plans are due to expire on August 15, 2026. The plans include the Cities of El Paso, Horizon City, San Elizario and Socorro, the Towns of Anthony and Clint and the Village of Vinton.

WHEREAS, the Grant requires matching funds of at least 25%, \$30,000, by the City; and

WHEREAS, the City Council finds that the Hazard Mitigation Grant Program will aid the development and implementation of the El Paso County Hazard Mitigation Plans which serve as a vital foundation for saving lives and protecting the property from natural and man-made hazards.

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

1. That the City Manager or designee is authorized to sign the funding match commitment letter for the FY24 Texas Department of Emergency Management Hazard Mitigation Post Fire grant (HMGP) for the project titled “El Paso County Multi-Jurisdictional Hazard Mitigation Action Plan Updates” through the State Hazard Mitigation Officer including all related paperwork, including but not limited to, authorization of budget transfers, and/or revisions to the operation plan, and to accept, reject, amend, correct, and/or terminate the grant in the amount of \$120,000, for the project that supports the El Paso Office of Emergency Management; and
2. That the City of El Paso will provide all applicable matching funds for said grant if applicable; and
3. That in the event of loss or misuse of the grant funds, the City of El Paso assures the it will return the funds to the Texas Department of Emergency Management in full.

APPROVED THIS _____ **DAY OF** _____, 2025.
(Signatures on the following page)


CITY OF ELPASO:

Renard U. Johnson
Mayor

ATTEST:

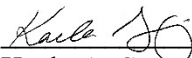
Laura D. Prine
City Clerk

APPROVED AS TO CONTENT:



Jonathan P. Killings, Fire Chief
El Paso Fire Department

APPROVED AS TO FORM:



Karla A. Saenz
Assistant City Attorney



City Manager's Office

February 25, 2025

MAYOR

Renard U. Johnson

CITY COUNCIL

District 1

Alejandra Chávez

District 2

Dr. Josh Acevedo

District 3

Deanna M. Rocha

District 4

Cynthia Boyar Trejo

District 5

Ivan Niño

District 6

Art Fierro

District 7

Lily Limón

District 8

Chris Canales

CITY MANAGER

Dionne Mack

Texas Department of Emergency Management

Region 7

10737 Gateway Blvd. West, Suite 110

El Paso, Texas 79935

RE: FY24 Post Fire El Paso County Multi-Jurisdictional Hazard Mitigation Action Plan Update #5487 - Funding Match Commitment Letter

Dear State Hazard Mitigation Officer:

As part of the Hazard Mitigation Grant Program process, a local funding match of at least 25% is required. This letter serves as City of El Paso Office of Emergency Management’s commitment to meet the local match fund requirements for the El Paso County Multi-Jurisdictional Hazard Mitigation Action Plan Update grant application.

Requested Federal Share (75%):	\$90,000.00
Requested Local Match Commitment (25%):	\$30,000.00
Total Grant Application Amount:	\$120,000.00

We are aware that none of the cash or in-kind contributions can be paid from a federally funded source (including salaries) or are currently being utilized as a cost match toward another federal grant. We look forward to completing the El Paso County Multi-Jurisdictional Hazard Mitigation Action Plan Update Project.

If additional funds are requested, an additional local match fund commitment letter is required to be submitted.

Sincerely,

Dionne Mack
City Manager
City of El Paso



Declined Denied Awarded

PSGrant# _____

GRANT INFORMATION FORM (GIF)**Complete either side A or if awarded, complete side B in this same form**


This form is to be used to provide information to the Grants Administration Division (GAD) for grant applications, grant awards, and/or grant contract amendments. After completing either side, please forward to the GAD Office at Grants-1@elpasotexas.gov. Once a grant has been awarded and a contract/agreement needs to be processed, please complete SIDE B and forward to GAD, we will submit for Legal Review and further processing. Please use the same GIF to complete Part A & Part B so it is all kept on the same sheet.


Department El Paso Fire Department - OEM**DUNS-058873019/UEI-KLZGKXNFVTL4**


A. GRANT APPLICATION	B. CONTRACT/AGREEMENT/AMENDMENTS
A1. Department Programmatic Contact Person Name: Kevin D. Dieter Title: Deputy Chief Phone No.: (915) 838-3271 Email: DieterKD@elpasotexas.gov	B1. Department Financial Grant Contact Person Name: Title: Phone No.: Email:
A2. Grant Data Funding Agency: FEMA/ Texas Department of Emergency Management Grant Name: FY24 Hazard Mitigation Grant Program POST FIRE CFDA/ALN: 97.039 N/A <input type="checkbox"/> Application Due Date: November 1, 2024 at 5pm Requires Signature or Review from: Mayor <input type="checkbox"/> City Manager <input checked="" type="checkbox"/> Legal Review <input type="checkbox"/>	B2. Grant Data Funding Agency: Grant Name: Program Name: Agency Contract No.: Grant Type: <input type="text" value="Please Select"/> Pass through Agency: Grant Start & End Date: <input type="text" value="Month"/> <input type="text" value="Day"/> <input type="text" value="Year"/> - <input type="text" value="Month"/> <input type="text" value="Day"/> <input type="text" value="Year"/> New, Continuation, or Amendment: <input type="text" value="Please Select"/>
A3. Financial Data Amount of Grant Funding Request: \$ 90,000.00 Amount of Matching Funds Requested: \$ 30,000.00 Amount of In-Kind Funds and/or Additional City Contributions: \$ 0 Total Amount Requested: \$ 120,000.00	B3. Financial Data Post-Award Amount: \$ _____ (As indicated in the grant contract/ agreement) Actual Amount of Cash Match: \$ _____ Actual Amount of In-Kind: \$ _____ Total Award for Project/Program: \$ 0.00
A4. Grant Classification <input checked="" type="checkbox"/> Competitive (award based on competition) <input type="checkbox"/> Entitlement (a set of funds determined under a formula) <input type="checkbox"/> Continuation (ongoing funding)	B4. <input type="checkbox"/> CM Signature required <input type="checkbox"/> Mayor Signature required <input type="checkbox"/> City Council approval required
A5. City Match Certification Has City Match been certified by the Department Director? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Does this grant allow for operating/administrative costs? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> % <input type="checkbox"/> Amount \$ _____ How is the match amount determined? <input type="checkbox"/> Fixed Amount: \$ _____ <input checked="" type="checkbox"/> Percentage of Project Cost: 25 % <input type="checkbox"/> Other (Please explain): _____ For this fiscal year, how much of the local cash amount is already in the department's budget: \$ 0.00 <i>Lgw</i> Not budgeted: \$ 30,000.00 Proposed source of match: Will request grant match in FY26 budget.	B5. Grant Accounting String: _____ City Match Accounting String: _____ Comments: Cost Match amounts determined using FEMA Cost Share Formula (75%/25%).

Brief Description of Grant:
 The El Paso Fire Department is requesting \$120,000.00 through the FY24 Hazard Mitigation Grant Program POST FIRE; funding will be used to review and update City of El Paso Office of Emergency Management Hazard Mitigation Plans.

REQUIRED SIGNATURES

1. 
 Department Director Signature Date
 Jonathan P. Killings 10/29/2024
 Printed Name of Department Director

2. 
 Grants Administration Division Date
 Elda R. Hefner 11/01/2024

3. 
 Legal Review Date
 E. Hefner 11/1/2024

1. _____
 Department Director Signature Date
 Printed Name of Department Director

2. _____
 Grants Administration Division Date

3. _____
 Legal Review Date

Application - El Paso County Hazard Mitigation Plan Update



Routing in Progress: Application and Plan Review; RFI (Step 2 of 22)

Deliverables

- Verified the project type matches the Scope of Work and Benefit Cost Analysis, if applicable.
- Verified the SF 424 - Application for Federal Assistance Form is attached, properly completed, signed by an appropriate authorized representative and applicant name matches the GMS applicant name.
- Completed and attached the Application Review Tool that assessed and identified applicant, project, and documentation deficiencies of the application.
- Verified the Phased Project response is correct. (application costs section).
- Reviewed the Cost Effectiveness description, as applicable and confirmed a method was selected and the required elements were completed or uploaded.
- Verified BCA includes an upload of Excel file, report, and supporting documentation.
- Reviewed EHP Guidance by Project Type and confirmed all required items have been provided.
- Confirmed Jurisdiction has a FEMA approved Mitigation Plan and that the plan expiration date and the page listing are correctly entered. and corrected, if needed.
- Verified scope of work, budget, and timeline are clear and contain elements necessary to write a plan, if a Plan project.
- Created a note listing all deficiencies and include RFI.
- Sent RFI to jurisdiction. if needed.

[View All Completed Deliverables](#)

Grant

5487 FY2024 Post Fire
 Hazard Mitigation Grant Program
 Declared: February 27, 2024
 CFDA Number: 97.039

Applicant

El Paso
 El Paso County (7 - West Texas Region)
 UEI: KLZGKXNFVTL4
 FIPS: 141-24000-00
 State #: 90615
 FEIN #: 74-6000749
 Vendor # (Applicant): 17460007499
 DUNS #: 058873019 Type: City
 Physical/Mailing: 300 N Campbell
 El Paso, TX, 79901-1402

Application Summary

This form outlines all project details, including Scope of Work, all costs, and location worksheets.

Title:	El Paso County Hazard Mitigation Plan Update
Total Project Cost:	\$120,000.00
Eligible Amount:	\$120,000.00
Funding Sources:	Federal - \$90,000.00 State - \$0.00 Local - \$30,000.00
Subrecipient Management Cost:	\$0.00
FEMA Obligation Data:	Federal Number - < no value > Date of Obligation Letter - < no value > CATEX Comments - < no value > Project POP Date - < no value >
Is Phased Project?	No

Workflow Summary

Current Step: 2) Application and Plan Review; RFI

Extended Description: A) Verify that the project type matches the Scope of Work and Benefit Cost Analysis, if applicable.

B) Verify the SF 424 - Application for Federal Assistance Form is attached, properly completed, signed by an appropriate authorized representative and applicant name matches the GMS applicant name.

C) Complete and attach the Application Review Tool to assess and identify applicant, project, and documentation deficiencies of the application.

D) Verify the Phased Project response is correct.
(application costs section)

E) Review the Cost Effectiveness description, as applicable and confirm a method was selected and the required elements were completed or uploaded.

F) Verify BCA includes an upload of Excel file, report, and supporting documentation.

G) Review EHP Guidance by Project Type and confirm all required items have been provided.

H) Confirm Jurisdiction has a FEMA approved Mitigation Plan and that the plan expiration date and the page listing are correctly entered and correct, if needed.

I) Verify scope of work, budget, and timeline are clear and contain elements necessary to write a plan, if a Plan project.

J) Create a note listing all deficiencies and include RFI.

K) Send RFI to jurisdiction, if needed.

Recipients:	Mitigation Coordinator (State)
Last Advanced:	Nov 1, 2024 at 2:45 PM by Elda Hefner
Last Modified:	Nov 21, 2024 at 10:36 AM by Anne Lehnick
Submission:	Nov 1, 2024 at 2:45 PM by Elda Hefner

Application - El Paso County Hazard Mitigation Plan Update



Routing in Progress: Application and Plan Review; RFI (Step 2 of 22)

Item Documents

15 results

<input type="checkbox"/>	Name	Type	Ext	Created Date	Created By	Is Linked
<input type="checkbox"/>	C 3. Budget	Budget Narrative	docx	Nov 1, 2024	Ismael Trinidad	
<input type="checkbox"/>	Budget Method	Budgeting Method	docx	Nov 1, 2024	Ismael Trinidad	
<input type="checkbox"/>	C 1.1. Introductory Statement	Scope of Work	docx	Nov 1, 2024	Ismael Trinidad	
<input type="checkbox"/>	C 1.2. Activities Description (2)	Scope of Work	docx	Nov 1, 2024	Ismael Trinidad	
<input type="checkbox"/>	C 1.3. Personnel	Scope of Work	docx	Nov 1, 2024	Ismael Trinidad	
<input type="checkbox"/>	C 1.4. Task Management (2)	Scope of Work	docx	Nov 1, 2024	Ismael Trinidad	
<input type="checkbox"/>	C 1.5. Ranking Factors	Scope of Work	docx	Nov 1, 2024	Ismael Trinidad	
<input type="checkbox"/>	C 2. Schedule	Scope of Work	docx	Nov 1, 2024	Ismael Trinidad	
<input type="checkbox"/>	C 3.1 Budget Documentation	Scope of Work	docx	Nov 1, 2024	Ismael Trinidad	
<input type="checkbox"/>	Cost-Effectiveness Documentation - Exempt	Scope of Work	docx	Nov 1, 2024	Ismael Trinidad	
<input type="checkbox"/>	SF424 Application for Federal Assistance Form - Post Fire-signed	Application for Federal Assistance	pdf	Nov 1, 2024	Ismael Trinidad	
<input type="checkbox"/>	Terms and Conditions February 2024 - Post Fire	Grant Terms and Conditions	pdf	Nov 1, 2024	Ismael Trinidad	
<input type="checkbox"/>	ApplicationCertificationA402FF - Post Fire	Application Certification	pdf	Nov 1, 2024	Ismael Trinidad	
<input type="checkbox"/>	Environmental_and_Historical_Preservation_Checklist	FEMA EHP Screening Document	pdf	Nov 1, 2024	Ismael Trinidad	
<input type="checkbox"/>	El Paso 5487 ART	TDEM Application Checklist	xlsx	Dec 20, 2024	Leticia Augsbe...	