

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

**DEPARTMENT:** Fire Department

**AGENDA DATE:** January 30, 2024

**PUBLIC HEARING DATE:** n/a

**CONTACT PERSON NAME AND PHONE NUMBER:** Jonathan P. Killings, Fire Chief, (915) 212-5665

**DISTRICT(S) AFFECTED:** All Districts

**STRATEGIC GOAL:** Goal 2: Set the standard for a Safe and Secure City

**SUBGOAL:** 2.3 Increase public safety operational efficiency

**SUBJECT:**

That the City Manager or designee is authorized to submit the State Homeland Security grant application number 3221408 for the project titled "El Paso-Urban Planner" through the Texas Office of the Governor including all related paperwork, included but not limited to, authorization of budget transfers, and/or revision to the operation plan, and to accept, reject, amend, correct, and/or terminate the grant in the amount of \$93,749.10 for the period from September 1, 2024 through August 31, 2025 for a Lead Planner; and That the City of El Paso shall provide all applicable matching funds for said grant if applicable; and 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 Office of the Governor in full.

**BACKGROUND / DISCUSSION:**

This grant will maintain a full-time Lead Planner position to assist with the coordination of disaster response or crisis management activities, provide disaster preparedness training, prepare emergency plans and procedures for natural wartime, or technological disasters or hostage situations; and the position will increase local and regional community preparedness, and will enhance regional emergency planning activities

**PRIOR COUNCIL ACTION:**

City Council approved the FY 2023 application on January 1, 2023 authorizing the City Manager or designee to submit the FY 2023 El Paso Urban Area Planner grant application through the Texas Office of the Governor. The grant was awarded to the City of El Paso in the amount of \$42,484.80.

**AMOUNT AND SOURCE OF FUNDING:**

N/A

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\*\*\*\*\*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 State Homeland Security Program (SHSP) grant program entitled “El Paso-Urban Planner”: and

**WHEREAS,** the City of El Paso Fire Department will maintain a Lead Planner Position to assist in the coordination of disaster response or crisis management activities, provide disaster preparedness training, prepare emergency plans and procedures for natural wartime, or technological disasters or hostage situations; and

**WHEREAS,** the position will increase local and regional community preparedness, and will enhance regional emergency planning activities; and

**WHEREAS,** the Grant requires no matching funds by the City; and

**WHEREAS,** the City Council finds that SHSP will assist local efforts to prevent terrorism and other catastrophic events and prepare for the threats and hazards that pose the greatest risk to the security of the community and the Rio Grande Council of Governments Region.

**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 submit the State Homeland Security grant application number 3221408 for the project titled “El Paso-Urban Planner” through the Texas Office of the Governor including all related paperwork, included but not limited to, authorization of budget transfers, and/or revision to the operation plan, and to accept, reject, amend, correct, and/or terminate the grant in the amount of \$93,749.10 for the period from September 1, 2024 through August 31, 2025 for a Lead Planner; and
2. That the City of El Paso shall 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 that it will return the funds to the Office of the Governor in full.

**APPROVED THIS**\_\_\_\_ **DAY OF** \_\_\_\_\_, 2024.

*(Signatures on the following page)*

**CITY OF ELPASO:**

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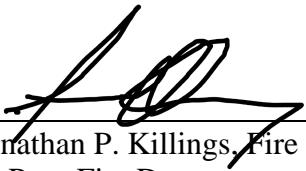
Oscar Leeser  
Mayor

**ATTEST:**

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Laura D. Prine  
City Clerk

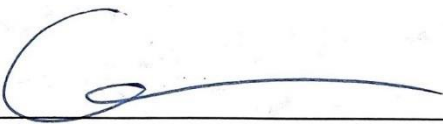
**APPROVED AS TO CONTENT:**



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Jonathan P. Killings, Fire Chief  
El Paso Fire Department

**APPROVED AS TO FORM:**



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Carlos L. Armendariz  
Assistant City Attorney

Agency Name: El Paso, City of

Project Title: El Paso-Urban Area Planner

Current Grant Manager: Jim Hershey

Current Budget: \$93,749.10

Grant/App: 3221408

Status: Application Pending Submission

Current Program Manager: Will Ogletree

Original Award: \$0.00

Current Award: \$0.00

Start Date: 9/1/2024

End Date: 8/31/2025

Liquidation Date:

CFDA: 97.067

Fund Source: HS-Homeland Security Grant Program (HSGP)

OOG Solicitation: SHSP Regular Solicitation - FY24 [Announcement](#)

Eligibility   Profile   Narrative   Activities   Measures   Budget   Documents   Homeland.Security   Conditions.of.Funding   Submit.Application   Summary   Upload.Files   My.Home

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- Eligibility Information**

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**Your organization's Texas Payee/Taxpayer ID Number:**  
17460007499014

**Application Eligibility Certify:**  
Created on:12/18/2023 10:28:48 AM By:Ismael Trinidad

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**Applicant Agency Name:** El Paso, City of  
**Project Title:** El Paso-Urban Area Planner  
**Start Date:** 9/1/2024  
**End Date:** 8/31/2025  
**Division or Unit to Administer the Project:** Office of Emergency Management  
**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:** Brewster,Culberson,El Paso,Hudspeth,Jeff Davis,Presidio  
**Address Line 1:** 6055 Threadgill Avenue  
**Address Line 2:**

**City/State/Zip:** El Paso Texas 79924-6327

**Payment Address Line 1:**

**Payment Address Line 2:**

**Payment City/State/Zip:**

**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:**

**Agency:**

**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:**

**Agency:**

**Title:** Ms.

**Salutation:** Ms.

**Position:** Comptroller

**Project Director**

**Name:** Kevin Dieter

**Email:** dieterkd@elpasotexas.gov

**Address 1:** 300 N. Cambell

**Address 1:**

**City:** El Paso, Texas 79901

**Phone:** 915-838-3263 Other Phone:

**Fax:**

**Agency:**

**Title:** Mr.

**Salutation:** Chief

**Position:** Special Operation Chief

**Grant Writer**

**Name:** Ismael Trinidad

**Email:** TrinidadIX@elpasotexas.gov

**Address 1:** 6055 Threadgill

**Address 1:**

**City:** El Paso, Texas 79938

**Phone:** 915-838-3267 Other Phone:

**Fax:**

**Agency:**

**Title:** Mr.

**Salutation:** Mr.

**Position:** Grant Coordinator

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**Grant Vendor Information**

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

**Organization Option:** applying to provide homeland security services

**Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID):** 17460007499014  
**Unique Entity Identifier (UEI):** KLZGKXNFVTL4  
**Payment Address Line 1:**  
**Payment Address Line 2:**  
**Payment City/State/Zip:**

## [Collapse Narrative](#)

### Narrative Information

#### [View Introduction](#)

#### Overview

The purpose of the Homeland Security Grant Program (HSGP) is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community. HSGP supports core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery based on allowable costs.

#### Primary Mission and Purpose

**State Homeland Security Program (SHSP):** Supports state, Tribal and local preparedness activities that address high-priority preparedness gaps across all core capabilities where a nexus to terrorism exists. All investments must be consistent with capability targets set during the Threat and Hazard Identification and Risk Assessment (THIRA) process, and gaps identified in the State Preparedness Report (SPR).

Many activities which support the achievement of target capabilities related to terrorism preparedness may simultaneously support enhanced preparedness for other hazards unrelated to acts of terrorism. However, **all SHSP projects must assist grantees in achieving target capabilities related to preventing, preparing for, protecting against, or responding to acts of terrorism.**

#### Eligibility Requirements

##### 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 Government](#). 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.

##### Entities That Collect Sexual Assault/Sex Offense Evidence or Investigate/Prosecute Sexual Assault or Other Sex Offenses

In accordance with Texas Government Code, Section 420.034, any facility or entity that collects evidence for sexual assault or other sex offenses or investigates or prosecutes a sexual assault or other sex offense for which evidence has been collected, must participate in the statewide electronic tracking system developed and implemented by the Texas Department of Public Safety. Visit DPS's [Sexual Assault Evidence Tracking Program](#) website for more information or to set up an account to begin participating. Additionally, per Section 420.042 "A law enforcement agency that receives evidence of a sexual assault or other sex offense...shall submit that evidence to a public accredited crime laboratory for analysis no later than the 30th day after the date on which that evidence was received." A law enforcement agency in possession of a significant number of Sexual Assault Evidence Kits (SAEK) where the 30-day window has passed may be considered noncompliant.

**National Incident Management System (NIMS) Implementation**

Grantees are required to implement NIMS. The NIMS uses a systematic approach to integrate the best existing processes and methods into a unified national framework for incident management across all homeland security activities including prevention, protection, response, mitigation, and recovery. Grantees must use standardized resource management concepts for resource typing, credentialing, and an inventory to facilitate the effective identification, dispatch, deployment, tracking and recovery of resources.

**Emergency Management Plans (Intermediate Level)**

Cities and counties must have a current emergency management plan or be a legally established member of an inter-jurisdictional emergency management program with a plan on file with the Texas Division of Emergency Management (TDEM). Plans must be maintained throughout the entire grant performance period. If you have questions concerning your Emergency Management Plan (preparedness) level, contact your Emergency Management Coordinator (EMC) or your regional Council of Governments (COG). For questions concerning plan deficiencies, contact TDEM at [tdem.plans@tdem.texas.gov](mailto:tdem.plans@tdem.texas.gov).

**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).

**Program Requirements****Building and Sustaining Core Capabilities**

1. All capabilities being built or sustained must have a clear link to one or more Core Capabilities in the National Preparedness Goal.
2. Many capabilities which support terrorism preparedness simultaneously support preparedness for other hazards. Grantees must demonstrate this dual-use quality for any activities implemented under this program that are not explicitly focused on terrorism preparedness. Activities implemented under SHSP must support terrorism preparedness by building or sustaining capabilities that relate to the prevention of, protection from, mitigation of, response to, and recovery from terrorism.
3. Funding should be used to sustain core capabilities. New capabilities should not be built at the expense of maintaining current and critically needed core capabilities. New capabilities must be aligned with capability targets and gaps identified through the THIRA/SPR process.

**Mission Areas**

The National Preparedness Goal organizes the core capabilities into the five mission areas:

- Prevention. Prevent, avoid or stop an imminent, threatened or actual act of terrorism.
- Protection. Protect our citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations, and way of life to thrive.
- Mitigation. Reduce the loss of life and property by lessening the impact of future disasters.
- Response. Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.
- Recovery. Recover through a focus on the timely restoration, strengthening and revitalization of infrastructure, housing and a sustainable economy, as well as the health, social, cultural, historic and environmental fabric of communities affected by a catastrophic incident.

**Nationwide Cyber Security Review**

Grantees will be required to complete the Nationwide Cybersecurity Review (NCSR), enabling agencies to benchmark and measure progress of improving their cybersecurity posture. The Chief Information Officer (CIO), Chief Information Security Officer (CISO), or equivalent for each recipient agency should complete the NCSR. If there is no CIO or CISO, the most senior cybersecurity professional should complete the assessment. The NCSR is available at no cost to the user and takes approximately 2-3 hours to complete. For more information about the NCSR, visit: <https://www.cisecurity.org/ms-isac/services/ncsr/>.

**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.

☒ **I certify to all of the application content and requirements.**

**Project Summary :**

Briefly summarize the project, including proposed activities and intended impact.

This project will fund a full-time Lead Planner position to focus on community risk reduction efforts with an emphasis on community preparedness, education and awareness. Proposed activities include assisting in the coordination of disaster response or crisis management activities, provide disaster preparedness training, and prepare draft emergency plans and procedures for natural (e.g., hurricanes, floods, earthquakes), wartime, technological, (e.g., cybersecurity, nuclear power plant emergencies, hazardous materials spills) disasters, and a nexus to terrorist events (e.g., hostage situations, active shooter, chemical/radiological attacks). Involves research and maintenance of emergency management plans for El Paso County and its seven jurisdictions such as disaster recovery, communications, mass notification/warning, and resource management. Additional plans include Continuity of Operations Plans and Continuity of Government Plans for the seven incorporated jurisdictions and the County of El Paso. Regional training and exercise coordination and development for EOC staff, emergency management partners, and Incident Management Team personnel. Development of after action reviews/reports and tracking of corrective actions. Maintenance and development of mutual aid agreements in the El Paso region to enhance regional response and coordination. Regional threat and critical infrastructure threat assessments. The intended impact is to increase community preparedness and awareness by educating and informing the public



about community risks, developing strong community partnerships in all phases of emergency management, and implement an all-hazards community risk reduction effort program with community stakeholders.

#### **Problem Statement :**

Provide a detailed account of the issues, threats or hazards that your project will target. For federal Homeland Security Grants, include specific references to the regional or state *Threat and Hazard Identification and Risk Assessment (THIRA)*, as applicable.

This project will target the following threats and/or hazards identified in the 2022 regional THIRA and SPR to include natural threats (Pg. 6 & 8) such as flooding and wildfire; technological such as a hazardous materials chemical release (Pg. 7) human caused threats such as an active shooter incident, chemical attack, and a radiological incident (Pg. 10-12). Beyond the THIRA, additional threats unique to the US/Mexican border include human trafficking, mass migration, pandemics, and the continued cartel violence due to the drug trade. Lastly, another critical element is cybersecurity (Pg. 13). The ability to adequately protect City as well as community stakeholder assets such as networks, computer devices, and data from unauthorized access or criminal use is paramount. This protection coupled with continuous training on proper and ethical use of data is vital.

#### **Existing Capability Levels :**

Describe the existing capability levels, including resources that are currently in place to support this project prior to the use of grant funds.

Currently the El Paso City-County Office of Emergency Management is staffed with one Lead Planner funded through the 2023 SHSP Grant 3221407. The Lead Planner will be responsible for implementing community risk reduction efforts with an emphasis on community preparedness, education, and awareness. This Lead Planner will also focus on local and regional emergency response, mitigation and recovery plans, continuity of operations/continuity of government plans, and local and regional exercises/training. Previously under UASI, El Paso OEM operated with three planners. This grant would allow El Paso to continue current operations and initiatives.

#### **Capability Gaps:**

Describe the capability gaps which will be addressed by the project. For federal Homeland Security Grants, include specific references to the regional or statewide State Preparedness Report (SPR).

Due to budget constraints, the adequate amount of personnel needed to perform the following capabilities not available or realistic. Based on the RGCOC's 2022 SPR, this project will address following capability gap is listed below which is referenced on the listed core capabilities with additional supporting planning, organization, equipment, training and exercise (POETE) components referenced therein: Continuation of this project is to develop and implement plans. The additional planners would be responsible for maintaining the plans and assisting those jurisdictions to include municipalities and regional stakeholders that don't have established plans. Page 5. (Planning Core Capability) – Organization – Capability Gap POETE Page 9. Public Information and Warning – Organization – Capability Gap (POETE) Page 13. Operational Coordination Core Capability – Organization – Capability Gap (POETE) Page 21. Intelligence and Information Sharing – Planning – Capability Gap (POETE) Page 24. Interdiction and Disruption – Planning – Capability Gap (POETE) Page 28. Screening, Search, and Detection – Planning – Capability Gap (POETE) Page 36. Physical Protective Measures – Planning – Capability Gap (POETE) Page 42. Supply Chain Integrity and Security – Planning – Capability Gap (POETE) Page 44. Community Resilience – Planning – Capability Gap (POETE) Page 48. Long-term Vulnerability Reduction – Planning – Capability Gap (POETE) Page 51. Risk and Disaster Resilience Assessment – Planning – Capability Gap (POETE) Page 64. Fatality Management Services – Planning – Capability Gap (POETE) Page 72. Mass Care Services – Planning – Capability Gap (POETE) Page 76. Mass Search and Rescue Operations – Planning – Capability Gap (POETE) Page 80. On-scene Security, Protection, and Law Enforcement – Planning – Capability Gap (POETE) Page 83. Operational Communications – Planning – Capability Gap (POETE) Page 89. Public Health, Healthcare, and Emergency Medical Services – Planning – Capability Gap (POETE) Page 94. Situational Assessment – Planning – Capability Gap (POETE) Page 97. Infrastructure Systems – Planning – Capability Gap (POETE) Page 100. Economic Recovery – Planning – Capability Gap (POETE) Page 102. Health and Social Services – Planning – Capability Gap (POETE) Page 106. Housing – Planning – Capability Gap (POETE) Page 108. Natural and Cultural Resources – Planning – Capability Gap (POETE)

#### **Impact Statement :**

Describe the project goals/objectives and how this project will maintain capabilities or reduce capability gaps.

The goals and objectives of this project will address 23 of the 32 Core Capability gaps identified and supported throughout the RGCOC 2022 SPR. With the added specialist, the Office of Emergency Management will be able to increase local and regional community preparedness, enhance local and regional emergency response; maintain, evaluate, and revise mitigation and recovery plans; review and develop continuity of operations/government plans for the county of El Paso and its seven jurisdictions, and create additional local and regional training and exercises.

#### **Homeland Security Priority Actions:**

Identify the Texas Homeland Security Priority Action most closely aligned with this project. Each Priority Action is linked with an *Objective from the Texas Homeland Security Strategic Plan (HSSP)*. List the Priority Action by number and text (e.g. 1.2.3 *Expand and enhance the network of human sources that can provide detailed and relevant information on known or suspected terrorist and criminal enterprises.*)

3.1.3 Provide technical assistance and training to local jurisdictions to encourage the development of hazard mitigation plans based on vulnerability assessments, and ensure planning integration at the regional level.

#### **Target Group :**

Identify the target group and population expected to benefit from this project.

The funds for this project will be administered by The El Paso Office of Emergency Management; which is under the El Paso Fire Department, City of El Paso. Therefore, City of El Paso will be the main beneficiary and administration of the grant falls under the City of El Paso Office of the Comptroller grant administration rules. The target group and population expected to benefit from this project includes the El Paso City/County Office of Emergency Management, the County of El Paso, its seven incorporated cities and unincorporated areas for a population of over 867,947. Due to mutual aid agreements and regional response capabilities (Hazardous Materials, USAR, etc.) that the project supports, additional benefits would include the cities and counties that make up Texas Disaster District 8, Dona Ana County in southern New Mexico, and Ciudad Juarez (sister city agreements) making up a regional benefit of over 2.7 million people.

**Long-Term Approach:**

Describe how the applicant agency will maintain the capabilities supported by this project without additional federal or state funds. If sustainment is dependent upon federal or state grants, describe the ongoing need for future grants, as applicable.

Due to budget constraints, loss of UASI and limited EMPG funding, the Office of Emergency Management will continue to seek SHSP funding to keep the Lead Planner position beyond the project period.

**Collapse Project Activities****Project Activities Information**

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**HSGP Instructions for Project Activity Selection**

Homeland Security Grant Program (HSGP) applicants should only select one project activity. The eGrants system will allow multiple selections, but each HSGP subrecipient project must fit into one and only one of the Investment Categories that are listed as project activities under the "Activity List".

**Selected Project Activities:**

ACTIVITY	PERCENTAGE:	DESCRIPTION
Planning - Homeland Security	100.00	Lead Planner - This is a continuation of a full-time position to assist in coordination of disaster response or crisis management activities, provide disaster preparedness training, and prepare draft emergency plans and procedures for natural (e.g., hurricanes, floods, earthquakes), wartime, or technological (e.g., nuclear power plant emergencies, hazardous materials spills) disasters or hostage situations. Involves: Research and maintenance of emergency management plans for the El Paso City/County region such as disaster recovery, communications, Emergency Operations Center (EOC) Activation Guide, Continuity of Government, Continuity of Operations for city and county departments and resource management. Coordinate and train volunteers in emergency preparedness activities. This is a continuation of a full time position that we will keep for a one-year performance period

**Collapse Measures****Measures Information**

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## Objective Output Measures

OUTPUT MEASURE	TARGET LEVEL
Number of exercises conducted.	0
Number of individuals participating in exercises.	0
Number of people trained.	0
Number of planning/coordination meetings attended.	36
Number of planning/coordination meetings conducted (including whole community as appropriate).	36
Number of plans developed or updated.	50
Number of plans reviewed.	36
Number of trainings conducted.	0

## Objective Outcome Measures

OUTCOME MEASURE	TARGET LEVEL
Number of individuals from stakeholder organizations participating in planning/coordination meetings.	100
Number of stakeholders participating in planning/coordination meetings.	0

Custom Output Measures

CUSTOM OUTPUT MEASURE	TARGET LEVEL
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Custom Outcome Measures

CUSTOM OUTCOME MEASURE	TARGET LEVEL
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## [Collapse Documents](#)

### Documents Information

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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 going to the **Upload.Files** tab and following the instructions on Uploading eGrants Files.

#### 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?

- ☐ 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]:

9/1/2024

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

8/31/2025

### 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:

138112377

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

11745669

### 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:

8/31/2023

### 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

Enter the debarment justification:

#### FFATA Certification

**Certification of Recipient Highly Compensated Officers** – The Federal Funding Accountability and Transparency Act (FFATA) requires Prime Recipients (HSGD) 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?

☐ 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?

☐ 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

[Collapse Homeland Security](#)

#### Homeland Security Information

#### FUND SOURCE INFORMATION AND REQUIREMENTS

**DHS Project Type:** Develop/enhance homeland security/emergency management organization and structure

#### Capabilities

**Core Capability:** Planning

**Identify if this investment focuses on building new capabilities or sustaining existing capabilities. :** Existing Capabilities (Sustain)

**Are the assets or activities Deployable or Shareable:** Shareable

\_\_\_ Check if this Investment requires new construction or renovation, retrofitting, or modification of existing structures

X Check if these funds will support a project that was previously funded with HSGP funding

#### Project Management Step Involved:

Check the step that most closely resembles the phase of the project activities to be completed during the grant period.

**Step:** Execute

**Description:** The period within the project lifecycle during which the actual work of creating the project's deliverables is carried out.

**Process:** Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.

**Milestones**

**Milestone:** Develop and maintain Emergency Management Plans for El Paso Region.; **Completion Date:** 12-01-2024

**Milestone:** Provide disaster and terrorism preparedness training to El Paso Region.; **Completion Date:** 05-01-2025

**Milestone:** Update plans and coordination meetings and actions completed.; **Completion Date:** 08-31-2025

**NIMS Resources**

\_\_\_ Check if this project supports a NIMS typed resource

**Enter the name of the typed resources from the Resource Type Library Tool:**

**Enter the ID of the typed resources from the Resource Type Library Tool:**

[Collapse Budget Details](#)**Budget Details Information**

[View Introduction](#)

[View Instructions](#)

**Budget Information by Budget Line Item:**

CATEGORY	SUB CATEGORY	DESCRIPTION	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Personnel	Planner (Planning)	Lead Planner - This Is a continuation of a full-time position to assist in coordination of disaster response or crisis management activities, provide disaster preparedness training, and prepare draft emergency plans and procedures for natural (e.g., hurricanes, floods, earthquakes), wartime, or technological (e.g., nuclear power plant emergencies, hazardous materials spills) disasters or hostage situations. Involves: Research and maintain emergency management plans for the El Paso City/County region such as disaster recovery, communications, Emergency Operations Center (EOC) Activation Guide, Continuity of Government, Continuity of Operations for city and county departments and resource management. Coordinate and train volunteers in emergency preparedness	\$93,749.10	\$0.00	\$0.00	\$0.00	\$93,749.10	100

		activities. This is a continuation of a full time position that we will keep for a one-year performance period - September 1, 2024 through August 31, 2025.						
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[Collapse Source of Match Details](#)

**Source of Match Information**

[View Introduction](#)

[View Instructions](#)

**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

[Collapse Budget Summary](#)

**Budget Summary Information**

[View Introduction](#)

[View Instructions](#)

**Budget Summary Information by Budget Category:**

CATEGORY	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Personnel	\$93,749.10	\$0.00	\$0.00	\$0.00	\$93,749.10

**Budget Grand Total Information:**

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$93,749.10	\$0.00	\$0.00	\$0.00	\$93,749.10

[Collapse Conditions of Funding](#)

**Condition Of Fundings**

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Project Funds	Hold Line Item Funds
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[Collapse Conversion Data](#)

**Creating a Snapshot for this Project**

Enter a description for the Snapshot, then click the 'Create a New Snapshot' button. Your new Snapshot will display below.

Application Navigation Links

**Navigating to another Tab in this Project**

Click on a link below to 'go to' the selected tab for this project in eGrants.

<a href="#">Eligibility</a>
<a href="#">Profile</a>
<a href="#">Narrative</a>
<a href="#">Activities</a>
<a href="#">Measures</a>
<a href="#">Activities</a>
<a href="#">Documents</a>
<a href="#">Budget</a>
<a href="#">Source.of.Match</a>
<a href="#">Budget.Summary</a>
<a href="#">Grant.Vendor</a>
<a href="#">Homeland.Security</a>

View All of the Snapshots for this Project

Click on the 'Export to Word' link to view a Snapshot of the grant project as of the date / time displayed in the description to the left of this link. Then click the 'Open' or 'Save' button when prompted. You can export your results to Microsoft Word. Click on the 'Printer Friendly' link to view a Snapshot of the grant project as of the date / time displayed in the description to the far left of this link. Then you can print your results by pressing the 'Ctrl' + 'P' buttons at the same time on your keyboard. Follow the Print dialog box prompt to print to a location of your choice. After printing the results, click on red 'X' (Close) icon to close this screen.



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](mailto: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**DUNS-058873019/UEI-KLZGKXNFVTL4**

A. GRANT APPLICATION	B. CONTRACT/AGREEMENT/AMENDMENTS
<b>A1. Department Programmatic Contact Person</b> Name: Daniel P. Roy Title: Deputy EMC Phone No.: (915) 838-3271 Email: RoyDP@elpasotexas.gov	<b>B1. Department Financial Grant Contact Person</b> Name: Title: Phone No.: Email:
<b>A2. Grant Data</b> Funding Agency: Department of Homeland Security (SHSP) Grant Name: FY24 SHSP El Paso Urban Planner CFDA/ALN: 97.067 N/A <input type="checkbox"/> Application Due Date: February 8, 2024 5pm CST Requires Signature or Review from: Mayor <input type="checkbox"/> City Manager <input checked="" type="checkbox"/> Legal Review <input checked="" type="checkbox"/>	<b>B2. Grant Data</b> 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"/>
<b>A3. Financial Data</b> Amount of Grant Funding Request: \$ 93,749.10 Amount of Matching Funds Requested: \$ 0.00 Amount of In-Kind Funds and/or Additional City Contributions: \$ 0.00 Total Amount Requested: \$ 93,749.10	<b>B3. Financial Data</b> 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
<b>A4. Grant Classification</b> <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)	<b>B4.</b> <input type="checkbox"/> CM Signature required <input type="checkbox"/> Mayor Signature required <input type="checkbox"/> City Council approval required
<b>A5. City Match Certification</b> Has City Match been certified by the Department Director? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input checked="" 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 type="checkbox"/> Percentage of Project Cost: _____ % <input type="checkbox"/> Other (Please explain): _____ For this fiscal year, how much of the local cash amount is already in the department's budget: \$ _____ Not budgeted: \$ _____ Proposed source of match: _____	<b>B5.</b> Grant Accounting String: _____ City Match Accounting String: _____ Comments: Annual Salary - \$68,430.00 / Fringe Benefits - \$25,319.10

**Brief Description of Grant:**

FY24 El Paso Urban Planner #3221408 - Lead Planner - This project will fund a full-time Lead Planner position to focus on community risk reduction efforts with an emphasis on community preparedness, education and awareness. Proposed activities include assisting in the coordination of disaster response or crisis management activities, provide disaster preparedness training, and prepare draft emergency plans and procedures for natural (e.g., hurricanes, floods, earthquakes), wartime, technological, (e.g., cybersecurity, nuclear power plant emergencies, hazardous materials spills) disasters, and a nexus to terrorist events (e.g., hostage situations, active shooter, chemical/radiological attacks).

**REQUIRED SIGNATURES**

1.   
Department Director Signature Date  
Jonathan P. Killings 01/05/2024  
Printed Name of Department Director  
2.   
Grants Administration Division Date  
01/16/2024  
3.   
Legal Review Date  
01/16/2024

1. \_\_\_\_\_  
Department Director Signature Date  
Printed Name of Department Director  
2. \_\_\_\_\_  
Grants Administration Division Date  
3. \_\_\_\_\_  
Legal Review Date