

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

**DEPARTMENT:** El Paso Fire Department

**AGENDA DATE:** March 2, 2021

**CONTACT PERSON NAME AND PHONE NUMBER:** Mario D'Agostino, Fire Chief 915-212-5605

**DISTRICT(S) AFFECTED:** All

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

**SUBJECT:**

That the City Manager or designee is authorized to submit the State Homeland Security Program grant application number 3221405 for the project titled "El Paso-Urban Area Planner" through the Texas Office of the Governor 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 \$55,473.94 for the period from September 1, 2021 through August 31, 2022 for an Emergency Management Specialist; 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 that it will return the funds to the Office of the Governor in full.

**BACKGROUND / DISCUSSION:**

This grant will fund a full-time Emergency Management Specialist position to focus on community risk reduction efforts with an emphasis on community preparedness, education and awareness.

**PRIOR COUNCIL ACTION:**

City Council approved the FY2021 application on March 31, 2020.

**AMOUNT AND SOURCE OF FUNDING:**

**How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?**

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 State Homeland Security Program (SHSP) grant program entitled “El Paso-Urban Area Planner”; and

**WHEREAS**, the City of El Paso Fire Department will maintain an Emergency Management Specialist 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 Program grant application number 3221405 for the project titled “El Paso-Urban Area Planner” through the Texas Office of the Governor 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 \$55,473.94 for the period from September 1, 2021 through August 31, 2022 for an Emergency Management Specialist; 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** \_\_\_\_\_, 2021.

*(Signatures on following page)*

**CITY OF EL PASO:**

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Oscar Leeson  
Mayor

**ATTEST:**

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Laura D. Prine  
City Clerk


**APPROVED AS TO CONTENT:**



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Mario M. D'Agostino, Fire Chief  
El Paso Fire Department

**APPROVED AS TO FORM:**



(for)

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Leslie B. Jean-Pierre  
Assistant City Attorney

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) of submitted grant applications, grants that have been awarded, 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.

Department El Paso Fire Department

A. GRANT APPLICATION	B. CONTRACT/AGREEMENT/AMENDMENTS							
<b>A1. Department Programmatic Contact Person</b> Name: Antonio Muro Jr Title: Battalion Chief Phone No.: 915-838-3271 Email: MuroAX@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 Title: El Paso- Urban Area Planner CFDA No. 97.067 <input type="checkbox"/> N/A Application Due Date: February 11, 2021 Requires Signature or Review from: Mayor <input type="checkbox"/> City Manager <input type="checkbox"/> Legal Review <input type="checkbox"/>	<b>B2. Grant Data</b> Funding Agency: _____ Name of Grant: _____ Project Name: _____ Agency Contract No.: _____ Date of Award: <table border="1"><tr><td>Month</td><td>Day</td><td>Year</td></tr><tr><td></td><td></td><td></td></tr></table> New, Continuation, or Amendment: <table border="1"><tr><td>Please Select</td></tr></table>	Month	Day	Year				Please Select
Month	Day	Year						
Please Select								
<b>A3. Financial Data (Skip if not applicable)</b> Amount of Funding Request: \$ 55,473.94 Amount of Matching Funds Requested: \$ 0.00 Amount of In-Kind Funds Requested: \$ 0.00 Total Amount Requested: \$ 55,473.94	<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 Amount Awarded: \$ 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. Legal Review &amp; Other Signatures</b> <input type="checkbox"/> Signature required from CM <input type="checkbox"/> Signature required from Mayor <input type="checkbox"/> City Council approval required							
<b>A5. Cash Match Certification</b> Cash match has been certified by the Department Director? Yes <input type="checkbox"/> No <input type="checkbox"/> Account Number(s) for matching funds: _____ Does this grant allow for operating/administrative costs? Yes <input type="checkbox"/> No <input type="checkbox"/> % <input type="checkbox"/> Amount \$ _____ How is the match amount determined? <input type="checkbox"/> Fixed Amount: \$ 0.00 <input type="checkbox"/> Percentage of Project Cost: 0 % <input type="checkbox"/> Other (Please explain): None  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. Accounting String:</b> _____  If there's a change in Column A that occurred <u>after</u> the application process, please use this box to specify changes: _____							
<b>Brief Description of Grant:</b> Emergency Management Specialist - 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 <div style="text-align: right;">Project description corrected by MCV 2/5/21</div>								

**REQUIRED SIGNATURES**

(Legal review necessary only if council action is required, if granting agency requires signature from top authority or contracts)

1. [Signature] 02-02-2021  
Department Director Date

2. [Signature] 02/02/2021  
Grants Administration Division Date

1. \_\_\_\_\_ Date  
Department Director

2. \_\_\_\_\_ Date  
Grants Administration Division

3. \_\_\_\_\_ Date  
Legal Review

[Print This Page](#)

**Agency Name:** El Paso, City of  
**Grant/App:** 3221405 **Start Date:** 9/1/2021 **End Date:** 8/31/2022

**Project Title:** El Paso-Urban Area Planner  
**Status:** Application Pending Submission

**Eligibility Information**

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

**Application Eligibility Certify:**

Created on:1/13/2021 5:17:20 PM By:Ricardo Gonzalez

**Profile Information**

**Applicant Agency Name:** El Paso, City of  
**Project Title:** El Paso-Urban Area Planner  
**Division or Unit to Administer the Project:** Office of Emergency Management  
**Address Line 1:** 6055 Threadgill Ave.  
**Address Line 2:**  
**City/State/Zip:** El Paso Texas 79924-6327  
**Start Date:** 9/1/2021  
**End Date:** 8/31/2022

**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

**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:** Antonio Muro  
**Email:** muroax@elpasotexas.gov  
**Address 1:** 300 N. Campbell



**Address 1:****City:** El Paso, Texas 79901**Phone:** 915-820-3271 Other Phone:**Fax:****Title:** Mr.**Salutation:** Chief**Position:** Battalion Chief**Grant Writer****Name:** Deborah Olivas**Email:** Olivasd@elpasotexas.gov**Address 1:** 416 N Stanton**Address 1:****City:** El Paso, Texas 79901**Phone:** 915-212-5606 Other Phone:**Fax:****Title:** Ms.**Salutation:** Ms.**Position:** Fiscal Operations Administrator**Grant Vendor Information****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**Data Universal Numbering System (DUNS):** 058873019**Narrative Information****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.

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 The PSO's Guide to Grants, located on the [PSO Resource for Applicants and Grantees webpage](#).

**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**

### **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.

Beginning January 1, 2021, counties applying for grant awards from the Office of the Governor must commit that the county will report at least 90 percent of convictions and other dispositions within five business days to the Criminal Justice Information System at the Department of Public Safety. Click [here](#) for additional information from DPS on this new reporting requirement.

### **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. Note: UCR is transitioning from summary reporting to NIBRS only in 2021. Applicants are encouraged to transition to NIBRS as soon as possible in order to maintain their grant eligibility.

### **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**

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 Department of Public Safety, Texas Division of Emergency Management (TDEM). Plans must be maintained throughout the entire grant performance period and must be at least at the Intermediate Level. 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).

### **Eligibility Requirements**

#### **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.

**X** 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 Emergency Management Specialist 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, or technological (e.g., nuclear power plant emergencies, hazardous materials spills) disasters or hostage situations. Involves Research and maintenance of emergency management plans for El Paso County and its seven jurisdictions such as disaster recovery, communications, mass notification and warning, and resource management. Additional plans include Continuity of Operations Plans and Continuity of Government Plans for the seven incorporated jurisdictions and County of El Paso. Regional training and exercise coordination and development for EOC staff and 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 2020 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 (Pg.9), chemical attack (Pg. 10), and a radiological incident (Pg. 11). 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.

#### **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 two (2) emergency management specialists with one of the specialists funded through the 2020 SHSP Grant 3221404. This grant is for the continuation of the current specialist that is responsible for implementing community risk reduction efforts with an emphasis on community preparedness, education, and awareness. This specialist 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 2020 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 7. Public Information and Warning – Organization – Capability Gap (POETE) Page 12. Intelligence and Information Sharing – Planning – Capability Gap (POETE) Page 13. Interdiction and Disruption – Planning – Capability Gap (POETE) Page 15. Screening, Search, and Detection – Planning – Capability Gap (POETE) Page 9. Operational Coordination Core Capability – Organization – Capability Gap (POETE) Page 18. Physical Protective Measures – Planning – Capability Gap (POETE) Page 21. Supply Chain Integrity and Security – Planning – Capability Gap (POETE) Page 22. Community Resilience – Planning – Capability Gap (POETE) Page 23.4 Long-term Vulnerability Reduction – Planning – Capability Gap (POETE) Page 25. Risk and Disaster Resilience Assessment – Planning – Capability Gap (POETE) Page 31. Fatality Management Services – Planning – Capability Gap (POETE) Page 45. Infrastructure Systems – Planning – Capability Gap (POETE) Page 37. Mass Search and Rescue Operations – Planning – Capability Gap (POETE) Page 35. Mass Care Services – Planning – Capability Gap (POETE) Page 38. On-scene Security, Protection, and Law Enforcement – Planning – Capability Gap (POETE) Page 39. Operational Communications – Planning – Capability Gap (POETE) Page 50. Natural and Cultural Resources – Planning – Capability Gap (POETE) Page 49. Housing – Planning – Capability Gap (POETE) Page 42. Public Health, Healthcare, and Emergency Medical Services – Planning – Capability Gap (POETE) Page 44. Situational Assessment – Planning – Capability Gap (POETE) Page 47. Economic Recovery – Planning – Capability Gap (POETE) Page 48. Health and Social Services – 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 2020 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.

#### 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 835,000. 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 2.5 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 federal grants to keep the planner position beyond the project period.

#### Project Activities Information

##### 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 and Community Preparedness	100.00	Emergency Management Specialist - 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 Gulde, 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.

## Measures Information

### Objective Output Measures

OUTPUT MEASURE	TARGET LEVEL
Number of community preparedness (CCP, CERT or other similar agency sponsored programs) events held.	10
Number of exercises conducted.	8
Number of individuals participating in exercises.	950
Number of people trained.	450
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.	10

### Objective Outcome Measures

OUTCOME MEASURE	TARGET LEVEL
Number of individuals from stakeholder organizations participating in planning/coordination meetings.	100
Number of people participating in community preparedness events.	320
Number of stakeholder organizations participating in planning/coordination meetings.	2000

### 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 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]:

9/1/2021

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

8/31/2022

#### 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:

59293711

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

4117764

#### 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:

8/31/2019

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

#### 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

☒ 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 EM Plans for El Paso Region; Completion Date: 12-01-2021**

**Milestone: Provide disaster and terrorism preparedness training to El Paso Region; Completion Date: 05-01-2022**

**Milestone: Update plans and coordination meetings/actions completed; Completion Date: 08-31-2022**

##### 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:**

#### 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/%
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Personnel	Planner (Planning)	Emergency Management Specialist - 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 Gulde, Continuity of Government, Continuity of Operations for city and county departments and resource management.	\$55,473.94	\$0.00	\$0.00	\$0.00	\$55,473.94	100
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		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 (September 1, 2021 to August 31, 2022)						
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**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
Personnel	\$55,473.94	\$0.00	\$0.00	\$0.00	\$55,473.94

**Budget Grand Total Information:**

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$55,473.94	\$0.00	\$0.00	\$0.00	\$55,473.94

**Condition Of Fundings Information**

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Funds	Hold Line Item Funds
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**You are logged in as User Name: MuroAX**