



TEXAS DIVISION OF EMERGENCY MANAGEMENT  
TEXAS DEPARTMENT OF PUBLIC SAFETY  
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June 18, 2010

The Honorable Keith Self  
Collin County Judge  
2300 Blommdale Rd  
McKinney, TX 75069

Dear Judge Self:

This letter is to advise you that your application to participate in the Emergency Management Performance Grant (EMPG) program during Fiscal Year 2010 (FY 10) has been accepted.

1. Grant Award

The Notice of Sub-recipient Grant Award (Attachment 1) specifies the federal EMPG program funding that will be provided during FY 10.

An individual authorized by your County Commission to accept grants on behalf of the jurisdiction, typically the County Judge, must sign the award and return it to the Division *within 45 days* to activate your grant. Retain a copy for your records and provide a copy of the entire grant award package to your local financial manager. Failure to accept the award and return documentation to the Division within 45 days may result in the distribution of the award to another jurisdiction.

2. Required EMPG Tasks

- A. Your FY 10 EMPG Program Application has been approved. As changes to this document may have been made in order to meet FY 10 program requirements since originally submitted, you should carefully review the attached copy.
- B. The process for documenting exercise participation has not changed. All EMPG participants must prepare and submit an After Action Report (AAR) and Improvement Plan (IP), in the format prescribed by the DHS Homeland Security Exercise Evaluation Program (HSEEP). The HSEEP document can be accessed at <https://hseep.dhs.gov>. A sample AAR and IP is located on our website at <http://www.txdps.state.tx.us/dem>.
- C. The Department of Homeland Security has identified steps that States, territories, tribal, and local entities should take during FY 10 to remain compliant with the NIMS. All jurisdictions awarded FY 10 EMPG funds must achieve and maintain 100% compliance with NIMSCAST objectives and metrics.
- D. Participate in the Texas Regional Response Network (TRRN) by registering as a user and identifying resources that jurisdiction(s) participating in the local emergency management program are prepared to make available to other jurisdictions through mutual aid.

- E. As indicated in the FY 2010 EMPG Guidance, grant recipients must apply no less than 25 percent of their grant award toward planning activities. The *Staffing Commitment Certification* should be submitted semi-annually with each Progress Report.

### 3. Task Progress & Reporting

Continued participation in the EMPG program is in part conditioned on making proportional progress on your Work Plan tasks and the timely submission of progress and financial reports.

- A. Proportional Progress in Program Tasks. You are expected to complete and document a portion of those tasks each quarter rather than deferring most planning tasks, training, exercises, and other activities until the last several months of the fiscal year. Those who try to complete a year's work in several months frequently fail when emergencies occur late in the year.
- B. Financial Reports. EMPG Financial reports are due 30 days after the close of each quarter of the federal Fiscal Year. Quarterly Financial Reports are due January 15, April 15, July 15, and October 15. These reports should be sent directly to the TDEM EMPG Auditor at the P.O. Box address at the top of the first page of this letter.
- C. Progress Reports. Your first semi-annual progress report was due to the TDEM Preparedness Section on April 15, 2010. The final progress report is due October 15, 2010. As noted previously, these reports should reflect and document progress in completing the tasks contained in your Statement of Work.
- D. Failure to complete the tasks outlined in your approved Statement of Work or to submit quarterly financial reports and semi-annual progress reports by the required due dates is cause for elimination from the EMPG program.

If you do not expend grant funds allocated on allowable expenses within the performance period, future grants will likely be reduced.

If you determine that you do not wish to participate in the FY 10 EMPG program, please advise me as soon as possible.

If you have questions regarding EMPG tasks, please contact the EMPG Program Administrator, Rex Ogle, at 512-424-7051.

Respectfully,



Russell P. Lecklider  
Deputy Assistant Director

RL:lg

Attachments: 1- Notice of Sub-Recipient Grant Award  
2- Terms and Conditions  
3- Approved Statement of Work