

TEXAS DEPARTMENT OF PUBLIC SAFETY

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August 28, 2013

The Honorable Keith Self
Collin County Judge
2300 Community Ave., Ste. 4192
McKinney, TX 75071

RECEIVED
COMMISSIONER'S COURT
AUG 28 3 33 AM '13

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 2013 (FY 13) 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 13.

A representative authorized by your County Commission to accept grants on behalf of the jurisdiction must sign the grant award. Typically the County Judge must sign the award and return it to the Texas Division of Emergency Management (TDEM) *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 TDEM within 45 days may result in the distribution of the award to another jurisdiction.

2. Required EMPG Tasks

- A. Your FY 13 EMPG Program Application has been approved. As changes to this document may have been made in order to meet FY 13 program requirements since originally submitted, you should carefully review the attached copy.
- B. 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 <http://hseep.dhs.gov>. The sample AAR and IP are located on our website at <http://www.txdps.state.tx.us/dem/Preparedness/exerciseUnit/exerciseRptngInfoForms.htm>.
- C. The Department of Homeland Security has identified steps that States, territories, tribal, and local entities should take during FY 13 to remain compliant with the NIMS. All jurisdictions awarded FY 13 EMPG funds must achieve and maintain 100% compliance with NIMSCAST objectives and metrics.

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.

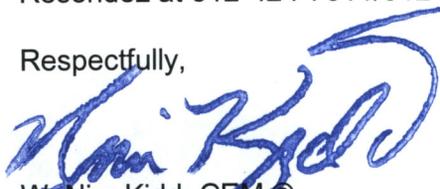
- A. Proportional Progress in Program Tasks. You are expected to complete and document a portion of those tasks each quarter rather than deferring most planning tasks, training, exercises, and other activities until the last several months of the fiscal year. Those who try to complete a year's work in 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 30, April 30, July 30, and October 30. These reports should be emailed directly to the TDEM EMPG Auditor, Doris.Grisham@dps.texas.gov.
- C. Quarterly Metrics Templates. FEMA EMPG quarterly templates are due every quarter, January 15, April 15, July 15, and October 15. These templates should be emailed directly to the TDEM EMPG Grant Technician, Heather.Baxter@dps.texas.gov.
- D. Progress Reports. Your first semi-annual progress report was due to the TDEM Preparedness Section on April 15, 2013. The final progress report is due October 15, 2013 and should be emailed directly to the TDEM EMPG Grant Technician, Heather.Baxter@dps.texas.gov.

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 13 EMPG program, please submit a letter from your Authorized Official requesting to terminate your participation from the program.

If you have questions regarding EMPG tasks, please contact the EMPG Grant Coordinator III, Lisa Resendez at 512-424-7511/512-574-1473 or your District Coordinator.

Respectfully,



W. Nim Kidd, CEM®
Assistant Director
Texas Department of Public Safety
Chief
Texas Division of Emergency Management

WNK:lr

Attachments: 1- Notice of Sub-Recipient Grant Award
2- Terms and Conditions