



## COLLIN COUNTY

Director, Fire Marshal/Emergency Management  
4690 Community Ave, Suite 200  
McKinney, Texas 75071  
(972) 548-5535  
FAX (972) 548-4747

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### MEMORANDUM

DATE: December 9, 2020  
TO: Commissioners' Court  
FROM: Jason Browning  
Director, Fire Marshal/Emergency Management  
RE: FY20 Emergency Management Performance Grant (EMPG) Application

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State law requires that each local emergency management program meet certain requirements. These requirements include maintaining an Emergency Management Plan, conducting/hosting required emergency training for staff, develop and maintenance of an exercise program, and counties must provide for a catastrophic debris program. Collin County is currently meeting these requirements.

The Emergency Management Performance Grant (EMPG) is a program to provide federal funding to the local jurisdictions to develop and carry out emergency management programs. We are requesting permission from the Commissioners' Court to apply for this grant. The deadline for state submittal is January 31, 2020.

Collin County has received this grant for the last twelve years.

If you have any questions, do not hesitate to contact me.

JB/RG

## Collin County Grant Summary Form

<b>Department Name</b> Office of Emergency Management		Submit completed form along with one electronic copy of the grant application and all supporting documentation to the Auditor's Office not less than 14 days prior to the scheduled Commissioner Court meeting. If you have any questions contact Janna Caponera at (972) 548-4638.
<b>Contact Person (Grant Liaison)</b> Jason Browning		
<b>Title</b> Director Fire Marshal/EMC	<b>Phone / Extension</b> 972-548-5538	

Grant Description		
<b>Grant Title and Funding Year</b> FY 2020 Emergency Management Performance Grant  <b>Grantor (include sub-granting agencies)</b> US Department of Homeland Security through State of Texas Division of Emergency Management	<b>Funding Source</b> <input type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Other:	<b>Application Type</b> <input type="checkbox"/> New Grant <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Amendment  <b>Payment Method</b> <input checked="" type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Other:
<b>Application/Award Deadline</b> January 1, 2020	<b>Requested Comm. Court</b> TBD	<b>Grant Period</b> October 1, 2019    to    September 30, 2020

**Brief Description**  
State law requires that each local emergency management program meet specific requirements. These requirements include maintaining an Emergency Management Plan (EMP), conducting/hosting emergency training for staff, providing public outreach, and developing and maintaining an exercise program. The Emergency Management Performance Grant (EMPG) is a program that provides federal funds to local jurisdictions to carry out their emergency management program. Collin County has received these funds for the past 12 years.

Grant Categories / Funding Sources	Federal Funds	State Funds	Local Funds	County Match	In-Kind Match	Total
Personnel	\$ 109,477.89				\$ 109,477.89	<b>\$ 218,955.78</b>
Operating	\$ 2,000.00				\$ 2,000.00	<b>\$ 4,000.00</b>
Capital Equipment						\$ -
Indirect Costs						\$ -
<b>Total</b>	<b>\$ 111,477.89</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 111,477.89</b>	<b>\$ 222,955.78</b>
<b># of FTEs</b>						<b>0</b>

Performance Measures Applicable Outcome Measures	Current FY Progress to Date				Next FY Projected
	Q1	Q2	Q3	Q4	
Maintain Legal Documents and update/revise Emergency Management Plans	X	X	X	X	
Public Education Outreach	X	X	X	X	
Exercise, Training, and Training of Stakeholders	X	X	X	X	
Organizational Development Activities	X	X	X	X	

The Department named above is applying for the Grant Program named above, and if awarded, will accept full responsibility for the management of any funds awarded to the County under this grant, and will adhere to any policies and procedures set forth by the Grantor and its related agencies or agents, as well as those of the County, and its financial and administrative departments. To that end, please find enclosed the following items for initial review:

- ☒ Grant Summary Form
- ☒ Memo of request to Commissioner Court for application/award acceptance and approval
- ☒ Electronic copy of the original, completed application/award
- ☒ Approval to apply Court Order (for award only)
- ☒ All attachments, back-up documentation or amendments to be submitted to the Grantor

Completed by: Randall Gurney Department Head / Designee Printed Name	 Signature	12/9/17 Date
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## Grant Resource-Benefit Summary

<b>Grant Title</b> FY 2020 Emergency Management Performance Grant		<b>Contact Person (Grant Liaison)</b> Jason Browning	
<b>Grant Period</b> October 1, 2019 to September 30, 2020		<b>Phone / Ext</b> 972-548-5538	<b>Department</b> Office of Emergency Management

<input type="checkbox"/> Preliminary
<input type="checkbox"/> Final

### COUNTY RESOURCES REQUIRED

Match	Amount	Identify Match Source
1) Cash	\$ -	
2) In-Kind	\$ 111,477.89	Departmental funds
<input type="checkbox"/> No Match Required		

Implementation / Start Up	Amount	Description
1) Equipment		
2) Training		
3) Inter-departmental / Other:		
<input type="checkbox"/> No Implem / Start-up Costs		

Operational / Maintenance	Amount	Description
1) Recurring Maintenance		
2) Salary / Benefits	\$ 109,477.89	2 - EM Positions
3) Continuing Ed / Training	\$ 2,000.00	Tx EM Conf/Homeland Con.
4) Office / Program Space		
5) Travel		
6) Other:		
<input type="checkbox"/> No Oper / Maintenance Costs		

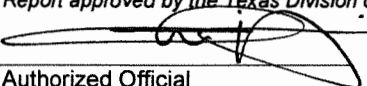

### NON-COUNTY RESOURCES REQUIRED

Match	Amount	Identify Match Source
1) Voluntary / Donation		

### Benefits to County and Citizens

State law requires that local Emergency Management Programs meet specific requirements/standards. These requirements including maintaining an Emergency Management Plan (EMP), conducting/hosting required training for staff, development and maintenance of an exercise program, and county programs must provide for catastrophic debris management. The Emergency Management Performance Grant (EMPG), provides federal funding to local jurisdictions to carry out their Emergency Management Program. Colin County has received these funds for the past several years. This grant partially funds the staffing and training required to fulfill this requirement.

# FISCAL YEAR 2020 EMERGENCY MANAGEMENT PERFORMANCE GRANT APPLICATION

<b>1. APPLICANT NAME (Jurisdiction):</b> Collin County		
<b>2. COUNTY:</b> Collin		<b>3. DISASTER DISTRICT:</b> 4B
<b>4. EMPG STATUS:</b> <input checked="" type="checkbox"/> Current EMPG Program participant <input type="checkbox"/> New EMPG Program applicant		
<b>5. PROGRAM PARTICIPANTS:</b> <i>(List all jurisdictions that are participants in your emergency management program. Identify any jurisdictions that have <b>joined or withdrawn</b> from your program in the last year.)</i> City of Anna, City of Blue Ridge, City of Celina, City of Farmersville, Town of Fairview, City of Josephine, City of Lavon, City of Lowry Crossing, City of Lucas, City of Melissa, City of Murphy, City of Nevada, Town of New Hope, City of Parker, City of Princeton, Town of St. Paul, City of Weston, City of Wylie, and Collin County		
<b>6. CHECKLIST OF APPLICATION ATTACHMENTS:</b> (See the FY 2020 Emergency Management Performance Grant (EMPG) Guide for information on completing these forms.) <input checked="" type="checkbox"/> Designation of Grant Officials (TDEM-17B) <input checked="" type="checkbox"/> Statement of Work & Cumulative Progress Report (TDEM-17A) - This form shall be signed by the EMC <input checked="" type="checkbox"/> EMPG Staffing Pattern (TDEM-66) - The Authorized Official shall sign this form <input checked="" type="checkbox"/> Application for Federal Assistance (TDEM-67) - The Authorized Official shall sign this form <input checked="" type="checkbox"/> EMPG Staff Job Description (TDEM-68) - A <b>current</b> job description is required for each staff member listed in the FY 2020 EMPG Staffing Pattern (TDEM-66) <input checked="" type="checkbox"/> FEMA Form 20-16 Summary Sheet for Assurances & Certifications - Shall be signed by an Authorized Official Attached: <input checked="" type="checkbox"/> FEMA Form 20-16A, Assurances – Non-Construction Programs <input checked="" type="checkbox"/> FEMA Form 20-16C, Certifications Regarding Lobbying, Debarment, Suspension, & Other Responsibility Matters; and Drug-Free Workplace Requirements <input type="checkbox"/> FEMA Form SF LLL, Disclosure of Lobbying Activities - Signed by the Authorized Official <i>required only if the applicant performs lobbying to influence federal actions</i> <input checked="" type="checkbox"/> Direct Deposit Authorization (form 74-146) <b>or</b> Application for Payee ID Number (form AP-152) - The Grant Financial Officer shall sign this form <input checked="" type="checkbox"/> Travel Policy Certification (TDEM-69) - The Grant Financial Officer shall sign this form		
<b>7. CERTIFICATION:</b> <i>This Application, together with the approved EMPG Statement of Work &amp; Cumulative Progress Report (TDEM-17A), constitutes the annual work plan for the emergency management program whose participants are listed above. The undersigned agree to exert their best efforts to accomplish all activities listed in the Statement of Work &amp; Cumulative Progress Report approved by the Texas Division of Emergency Management.</i>		
 Authorized Official	7 JAN 2020 Date	 Emergency Management Coordinator
12/9/19 Date		
Chris Hill Printed Name	Jason Browning Printed Name:	

**FISCAL YEAR 2020  
DESIGNATION OF EMPG GRANT OFFICIALS**

**APPLICANT NAME (JURISDICTION):** Collin County

<b>EMERGENCY MANAGEMENT COORDINATOR*</b>	
<b>NAME</b>	<input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Ms. Jason Browning *If newly appointed, attach form TDEM-147
Official Mailing Address <span style="background-color: #cccccc; padding: 2px;">Please include ZIP + 4</span>	4690 Community Ave. Suite 200 McKinney, TX 75071-2541
Daytime Phone Number	( 972 ) 548-4383      Alternate Number ( 972 ) 548-5538
Fax Number	( 972 ) 548-5574
E-mail Address	jabrowning@collin.tx.us

<b>POINT OF CONTACT (RESPONSIBLE FOR APPLICATION)</b>	
<b>NAME</b>	<input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Ms. Randall Gurney
Title	Assistant EM Specialist
Official Mailing Address <span style="background-color: #cccccc; padding: 2px;">Please include ZIP + 4</span>	4690 Community Ave. Suite 200 McKinney, TX 75071-2541
Daytime Phone Number	( 972 ) 548-5581      Alternate Number ( 972 ) 548-4383
Fax Number	( 972 ) 548-5574
E-mail Address	rgurney@co.collin.tx.us

<b>GRANT FINANCIAL OFFICER (CANNOT BE THE SAME AS EMC)</b>	
<b>NAME</b>	<input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Ms. Linda Riggs
Title	County Auditor
Official Mailing Address <span style="background-color: #cccccc; padding: 2px;">Please include ZIP + 4</span>	2300 Bloomdale Road McKinney, TX 75071-2541
Daytime Phone Number	( 972 ) 548-4343
Fax Number	( 972 ) 546-4696
E-mail Address	lriggs@co.collin.tx.us

<b>AUTHORIZED OFFICIAL (MAYOR, COUNTY JUDGE, CITY MANAGER)</b>	
<b>NAME</b>	<input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Ms. Chris Hill
Title	County Judge
Official Mailing Address <span style="background-color: #cccccc; padding: 2px;">Please include ZIP + 4</span>	2300 Bloomdale Road McKinney, TX 75071-2541
Daytime Phone Number	( 972 ) 424-1460 ext 4623
Fax Number	( 972 ) 548-4699
E-mail Address	chill@co.collin.tx.us

**FISCAL YEAR 2020  
EMPG STATEMENT OF WORK & CUMULATIVE PROGRESS REPORT**

**Applicant Name (Jurisdiction):** Collin County

**Jurisdiction DUN/SAM #** 074873449      **Congressional District #** 3,4,32

**SAM Status** Active      **Jurisdiction Population** 289,485

**TDEM - 147 Submitted** ☒

2018 census data available at:  
Please use the US Census Bureau website

KEY DOCUMENT SUBMISSIONS AND APPROVALS				
Document	Submitter	Date	TDEM Reviewer	Date
Statement of Work	Randall Gurney			
Progress Report #1				
Progress Report #2				

TASK 1—WORK PLAN & SEMIANNUAL PROGRESS REPORT	
<input checked="" type="checkbox"/> Work Plan	Jurisdiction will submit an EMPG Application, two Progress Reports, and four Quarterly Financial Reports
<input type="checkbox"/> Progress Report #1	<input type="checkbox"/> Progress Report #1 is being submitted to TDEM <input type="checkbox"/> First Financial Report has been submitted to TDEM
<input type="checkbox"/> Progress Report #2	<input type="checkbox"/> Progress Report #2 is being submitted to the TDEM <input type="checkbox"/> Second & Third Quarter Financial Reports have been submitted to TDEM <input type="checkbox"/> Fourth Quarter Financial Report has been submitted to TDEM

TASK 2—LEGAL AUTHORITIES FOR EMERGENCY MANAGEMENT PROGRAM	
<input checked="" type="checkbox"/> Work Plan	<input checked="" type="checkbox"/> Jurisdiction will maintain current legal documents establishing emergency management program <input checked="" type="checkbox"/> Legal documents are current & on file with TDEM; no additional action is required. <input type="checkbox"/> Jurisdiction will prepare & submit to TDEM Preparedness Section: <div style="margin-left: 20px;"> <input type="checkbox"/> Commissioner's Court Order #  <input type="checkbox"/> City Ordinance(s) for:  <input type="checkbox"/> Updated Joint Resolution dated:  <input type="checkbox"/> NIMS Adoption dated:           </div>
<input type="checkbox"/> Progress Report #1  October 1 – March 31	<input type="checkbox"/> Legal documents are current & on file with TDEM, no additional action is required <input type="checkbox"/> Jurisdiction completed & submitted to TDEM Preparedness Section: <div style="margin-left: 20px;"> <input type="checkbox"/> Commissioner's Court Order #  <input type="checkbox"/> City Ordinance(s) for:  <input type="checkbox"/> Updated Joint Resolution dated:  <input type="checkbox"/> NIMS Adoption dated:           </div>
<input type="checkbox"/> Progress Report #2  April 1- September 30	<input type="checkbox"/> Legal documents are current & on file with TDEM, no additional action is required. <input type="checkbox"/> Jurisdiction completed & submitted to TDEM Preparedness Section: <div style="margin-left: 20px;"> <input type="checkbox"/> Commissioner's Court Order #  <input type="checkbox"/> City Ordinance(s) for:  <input type="checkbox"/> Updated Joint Resolution dated:  <input type="checkbox"/> NIMS Adoption dated:           </div>

TASK 3—PUBLIC EDUCATION/INFORMATION	
<input checked="" type="checkbox"/> Work Plan	<input checked="" type="checkbox"/> Jurisdiction will conduct hazard awareness activities for local citizens.  Collin County will host Skywarn Training and other public outreach including presentations and press release to the community .
<input type="checkbox"/> Progress Report #1 October 1 – March 31	<input type="checkbox"/> Jurisdiction completed the following hazard awareness and/or public education/information activities:
<input type="checkbox"/> Progress Report #2 April 1 – September 30	<input type="checkbox"/> Jurisdiction completed the following hazard awareness and/or public education/information activities:

TASK 4—EMERGENCY MANAGEMENT PLANNING DOCUMENTS	
<input type="checkbox"/> Work Plan	<input checked="" type="checkbox"/> Jurisdiction reviewed emergency management plan & annexes for currency and NIMS compliance <input checked="" type="checkbox"/> Emergency management plan and all annexes are current and NIMS compliant <input checked="" type="checkbox"/> Jurisdiction will develop, update, or change these planning documents: <input checked="" type="checkbox"/> Basic Plan Annexes: <input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> B <input checked="" type="checkbox"/> C <input checked="" type="checkbox"/> D <input checked="" type="checkbox"/> E <input checked="" type="checkbox"/> F <input checked="" type="checkbox"/> G <input checked="" type="checkbox"/> H <input checked="" type="checkbox"/> I <input checked="" type="checkbox"/> J <input checked="" type="checkbox"/> K <input checked="" type="checkbox"/> L <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> O <input checked="" type="checkbox"/> P <input checked="" type="checkbox"/> Q <input checked="" type="checkbox"/> R <input checked="" type="checkbox"/> S <input checked="" type="checkbox"/> T <input checked="" type="checkbox"/> U <input checked="" type="checkbox"/> V <input checked="" type="checkbox"/> Other documents: Other plans as the need arises  <b>NOTE: All Plans and Annexes must be NIMS compliant.</b>
<input type="checkbox"/> Progress Report #1 October 1 – March 31	<input type="checkbox"/> Jurisdiction reviewed emergency management plan & annexes for currency and NIMS compliance <input type="checkbox"/> Emergency management plan and all annexes are current and NIMS compliant <input type="checkbox"/> Jurisdiction updated by revision or change the following planning documents: <input type="checkbox"/> Basic Plan Annexes: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I <input type="checkbox"/> J <input type="checkbox"/> K <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> O <input type="checkbox"/> P <input type="checkbox"/> Q <input type="checkbox"/> R <input type="checkbox"/> S <input type="checkbox"/> T <input type="checkbox"/> U <input type="checkbox"/> V <input type="checkbox"/> Other documents: <input type="checkbox"/> <b>No Task 4 progress necessary this reporting period.</b>
<input type="checkbox"/> Progress Report #2 April 1 – September 30	<input type="checkbox"/> Jurisdiction reviewed emergency management plan & annexes for currency and NIMS compliance <input type="checkbox"/> Emergency management plan and all annexes are current and NIMS compliant <input type="checkbox"/> Jurisdiction updated by revision or change the following planning documents: <input type="checkbox"/> Basic Plan Annexes: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I <input type="checkbox"/> J <input type="checkbox"/> K <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> O <input type="checkbox"/> P <input type="checkbox"/> Q <input type="checkbox"/> R <input type="checkbox"/> S <input type="checkbox"/> T <input type="checkbox"/> U <input type="checkbox"/> V <input type="checkbox"/> Other documents: <input type="checkbox"/> <b>No Task 4 progress necessary this reporting period.</b>

## TASK 5—IPPW NOTIFICATION AND EXERCISE PLAN

<input checked="" type="checkbox"/> Work Plan  <input checked="" type="checkbox"/> IPPW  Date Submitted:	<b>Integrated Preparedness Planning Workshop (IPPW)</b>  Conduct an annual Integrated Preparedness Planning Workshop (IPPW) (formerly known as the Training and Exercise Planning Workshop) with the whole community to develop a 3-year Integrated Preparedness Plan (IPP). See detail in the Amplifying Information section. Update the plan on an annual basis and submit no later than 90 days from conduct.  In a given year, conduct and evaluate as many or as few exercises, both discussion-based and operations-based, to address any three (3) designated Priority Areas:  It is recommended to conduct at least one (1) operations-based exercise annually to enhance community preparedness.  See the EMPG local guide for further exercise details.
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### REQUIRED EXERCISE SCHEDULE

Performance Period	Exercise Type	Exercise Date & Name (List All)	Quarter of Year
Fiscal Year 2020 (October 1, 2019 - September 30, 2020)	Discussion Based	12/18/19 Winter Weather TTX	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
	Discussion Based	4/1/19 Severe Weather TTX	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4
	Discussion Based	7/1/19 Cyber Security TTX	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4
	Exercise 4		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
	Exercise 5		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4

Our last Full-Scale exercise was conducted on (date):

<input type="checkbox"/> Progress Report #1 October 1 – March 31  <input type="checkbox"/> IPPW Date Submitted:	<b>Conducted the following exercises and provided documentation to TDEM:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Exercise Type</th><th style="width: 50%;">Exercise Name and Date</th><th style="width: 30%;">EMPG Funded</th></tr> </thead> <tbody> <tr> <td>Exercise 1</td><td></td><td>Exercise 1</td></tr> <tr> <td>Exercise 2</td><td></td><td>Exercise 2</td></tr> <tr> <td>Exercise 3</td><td></td><td>Exercise 3</td></tr> </tbody> </table> <input type="checkbox"/> No exercise completed and did not request credit for a real world event <input type="checkbox"/> Exercise approved confirmation documentation attached	Exercise Type	Exercise Name and Date	EMPG Funded	Exercise 1		Exercise 1	Exercise 2		Exercise 2	Exercise 3		Exercise 3
Exercise Type	Exercise Name and Date	EMPG Funded											
Exercise 1		Exercise 1											
Exercise 2		Exercise 2											
Exercise 3		Exercise 3											
<input type="checkbox"/> Progress Report #2 April 1 – September 30  <input type="checkbox"/> IPPW Date Submitted:	<b>Conducted the following exercises and provided documentation to TDEM:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Exercise Type</th><th style="width: 50%;">Exercise Name and Date</th><th style="width: 30%;">EMPG Funded</th></tr> </thead> <tbody> <tr> <td>Exercise 1</td><td></td><td>Exercise 1</td></tr> <tr> <td>Exercise 2</td><td></td><td>Exercise 2</td></tr> <tr> <td>Exercise 3</td><td></td><td>Exercise 3</td></tr> </tbody> </table> <input type="checkbox"/> No exercise completed and did not request credit for a real world event <input type="checkbox"/> Exercise approved confirmation documentation attached	Exercise Type	Exercise Name and Date	EMPG Funded	Exercise 1		Exercise 1	Exercise 2		Exercise 2	Exercise 3		Exercise 3
Exercise Type	Exercise Name and Date	EMPG Funded											
Exercise 1		Exercise 1											
Exercise 2		Exercise 2											
Exercise 3		Exercise 3											



TASK 6—TRAINING FOR EMERGENCY MANAGEMENT PERSONNEL		
<input checked="" type="checkbox"/> Work Plan	<b>All EMPG funded emergency management personnel and the local elected official or their designee will participate in the following training during FY 20:</b>	
	<b>Position &amp; Name</b>	<b>Course Name or Number</b>
	County Judge, Chris Hill: IS100, 200, 700, 800 Asst. EM Spec, Randall Gurney: IS247, 248, 251, 1300, 318, 328, 393b, 2200, G2300 Asst. EM Spec, Kelley Stone: IS1300, 2200, G2300	
<input type="checkbox"/> Progress Report #1  October 1 – March 31   <input type="checkbox"/> No progress necessary this reporting period.	Emergency management personnel completed the following training <i>and documentation is attached</i> :	
	<b>Position &amp; Name</b>	<b>Course Name or Number      Date Completed</b>
<input type="checkbox"/> Progress Report #2  April 1 – September 30   <input type="checkbox"/> No progress necessary this reporting period.	Emergency management personnel completed the following training <i>and documentation is attached</i> :	
	<b>Position &amp; Name</b>	<b>Course Name or Number      Date Completed</b>

## **TASK 7—EMERGENCY MANAGEMENT TRAINING FOR OTHER PERSONNEL**

[illegible]

## TASK 8—EMERGENCY MANAGEMENT ORGANIZATIONAL DEVELOPMENT

<input checked="" type="checkbox"/> Work Plan	Jurisdiction will demonstrate the ability to process and submit a STAR request AND access the National Weather Service information:  See Remarks for additional information
<input type="checkbox"/> Progress Report #1 October 1- March 31  <input type="checkbox"/> No progress necessary this reporting period	Jurisdiction can demonstrate TASK 8 requirements by:
<input type="checkbox"/> Progress Report #2 April 1 - September 30  <input type="checkbox"/> No progress necessary this reporting period	Jurisdiction can demonstrate TASK 8 requirements by :

**REMARKS**  
(Use an Additional Sheet if Necessary)

**JURISIDICITION NAME:** Collin County

**Task 4:**

The current county EOP/EMP is not set to expire until March of 2021; however, we will begin the process to update the EOP/EMP during this EMPG cycle and submit during the 2021 grant cycle.

**Task 8 Current Status:**

**Organizational Development:**

1. Collin County attends and participates in regional planning efforts including shelter planning, THIRA/SPR, PWERT, Emergency Manager Working Group, Fusion Working Group, and others
2. Collin County staff are members of the International Association of Emergency Managers and either have or are working to obtain their CEM
3. Kelley Stone and Randall Gurney will attend the annual TEMC in San Antonio in May 2020
4. Collin County EM will attend and participate in VOAD Meetings throughout the year
5. Collin County will facilitate monthly emergency managers meeting with our County partners
6. Collin County EM will attend LEPC meetings throughout the year
7. Regional Recovery Summit

STAR process within Collin County is as follows:

**County Request:**

1. County officials determine that we are unable to fulfill a resource (information, personnel, equipment, or other item) through our normal channels (purchase, rent, mutual aid, owned resource)
2. A STAR is completed by an approved requester with the County Judge's approval and forwarded to the DDC
3. A phone call and/or email are sent to the DC and DDC to ensure they are aware of the request

**City Request:**

1. City officials follow their internal process in determining they are unable to fulfill a resource (information, personnel, equipment, or other item) through their normal channels (purchase, rent, mutual aid, etc)
2. The city following their internal request processes completes and submits a STAR to Collin County. Cities have also been asked to email and/or call Collin County OEM to inform of us a STAR that has been submitted, especially if we are not in active disaster/emergency operations
3. The County will attempt to fill the request with county assets or assist the city in finding the resource locally
4. If unable to fulfill the request, the County will forward the request to the DDC

Notes: If a city is unable to fill a STAR, the county has the ability, and this has been communicated, to complete a STAR on their behalf

If the County is overwhelmed as well, the cities have the ability to send requests directly to the DDC as long as they keep the County informed.

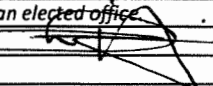
Collin County participates and/or has access to the following NWS systems:

1. NWS Chat
2. Email listserv through NWS FWD
3. Annual Skywarn Training
4. INWS emails and texts
5. Emails and cell phones of NWS meteorologists for critical time sensitive information

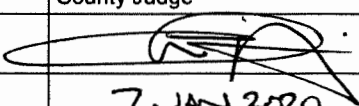
**FISCAL YEAR 2020  
EMPG STAFFING PATTERN**

1. APPLICANT NAME (as is appears on EMPG application) Collin County				2. COUNTY Collin County		
3. FULL-TIME EMPLOYEES (including those who work all or only a portion of their time in emergency management duties)	4. Gross Annual Salary	5. Gross Annual Benefits	6. Gross Salary & Benefits (4+5)	7. % Work in EM Duties	8. Salary & Benefits for EM (6x7)	9. Est EM Travel Costs
Name: Kelley Stone						
Position: Assistant EM Specialist	94,915.00	29,045.98	123,960.98	100%	123,960.98	2,000.00
Name: Randall Gurney						
Position: Assistant EM Specialist	70,000.00	24,994.80	94,994.80	100%	94,994.80	2,000.00
Name:						
Position:			0.00		0.00	
Name:						
Position:			0.00		0.00	
Name:						
Position:			0.00		0.00	
Name:						
Position:			0.00		0.00	
Name:						
Position:			0.00		0.00	
<b>A. SUBTOTAL:</b>					218,955.78	4,000.00

10. PART-TIME EMPLOYEES	11. % of Full Time	12. Gross Annual Salary	13. Gross Annual Benefits	14. Gross Salary & Benefits (12+13)	15. % Work in EM Duties	16. Salary & Benefits for EM (14x15)	17. Est EM Travel Costs
Name:							
Position:				0.00		0.00	
Name:							
Position:				0.00		0.00	
Name:							
Position:				0.00		0.00	
Name:							
Position:				0.00		0.00	
Name:							
Position:				0.00		0.00	
Name:							
Position:				0.00		0.00	
<b>B. SUBTOTAL:</b>						0.00	0.00
<b>TOTAL:</b>						218,955.78	4,000.00

<b>CERTIFICATION:</b> I certify that no individual listed above holds an elected office.	
Signature of Authorized Official: 	
Printed name of Authorized Official: Chris Hill	
Date Signed: 7 JAN 2020	

**FISCAL YEAR 2020**  
**APPLICATION FOR FEDERAL ASSISTANCE**  
(Instructions on Reverse)

<b>NAME OF PROGRAM/ ASSISTANCE:</b> EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)	<b>1. CFDA NUMBER:</b> <p style="text-align: center;"><b>97.042</b></p>	<b>2. APPLICANT STATUS:</b> New Applicant <input type="checkbox"/> Renewal <input checked="" type="checkbox"/>				
<b>3. FEDERAL FISCAL YEAR:</b> FY 2020	<b>4. START DATE:</b> OCTOBER 1, 2019	<b>5. END DATE:</b> SEPTEMBER 30, 2020				
<b>APPLICANT INFORMATION</b>						
<b>a. Legal Name of Applicant Organization (as it appears on the EMPG Application (TDEM-17):</b>  Collin County		<b>b. Name &amp; Telephone Number(s) of Emergency Management Coordinator:</b>  Jason Browning 972-548-5538				
<b>c. Mailing Address:</b>  4690 Community Ave McKinney, TX 75071  Employer Identification Number/Tax ID# 75-60008736		<b>d. Physical Address (if different from Mailing Address):</b>  Same				
<b>EMPG PERSONNEL SUMMARY (include only those staff that will be paid with EMPG funds)</b>						
<b>e. Number of EMPG Staff &amp; Percentage of Time Worked in Emergency Management Duties</b>						
	<b># Staff</b>	<b>Percent</b>	<b># Staff</b>	<b>Percent</b>	<b># Staff</b>	<b>Percent</b>
1) Full Time:	2	100				
2) Part Time						
Total Number of EMPG-Funded Personnel:						
<b>ESTIMATED EXPENSES</b>						
f. Salary & Benefits (from line 18, form TDEM-66)					\$218,955.78	
g. Travel Expenses (from line 19 form TDEM-66)					\$ 4,000.00	
h. Other Expenses (from section on reverse)					\$ 0.00	
i. Total Expenses (F + G + H)					\$ 222,955.78	
j. Federal Share (I x .50)					\$ 111,477.89	
<b>Note:</b> If you cannot meet the cash match requirement, check the box below and attach a match proposal as specified in Section 2 of the <i>Local Emergency Management Performance Grant Guide</i> . TDEM must review and approve any exceptions made to the cash match requirement at the time of application. <input type="checkbox"/> Cash Match Exception Requested						
<b>CERTIFICATION: I certify that to the best of my knowledge and belief this application and its attachments are true and correct.</b>						
k. Typed Name of Authorized Official:			Chris Hill			
l. Title of Authorized Official:			County Judge			
m. Original Signature of Authorized Official:						
n. Date Signed:			7 JAN 2020			

1. Except as indicated below, entries are self-explanatory.
2. Item A: Enter the legal name of your jurisdiction. Your entry should match the Applicant Name used on the EMPG Program Application (TDEM-17).
3. Item E: indicate both the number of full-time and part-time employees who work specific percentages of time in emergency management duties. Example 1: 1- staff @ 100 percent, 2- staff @ 50 percent. Example 2: indicate the number of part-time employees. Include only staff members whose salary and benefits are supported by EMPG funding. The data in this section should agree with the information included on the EMPG Staffing Pattern (TDEM-66). Item K, L, & M: This form must be signed by the Authorized Official indicated on the TDEM 17B. Authorized Officials are County Judges, Mayors, and City Managers- NOT Emergency Management Coordinators.

Describe the other allowable expenses of your emergency management program that you are requesting be supported by EMPG funding and provide an estimate of the amount of those expenses. These costs must comply with 2 CFR, Part 225, Cost Principles for State, Local, and Indian Tribe Governments. Salaries and expenses for elected officials are not allowable under the EMPG grant. Continue on a separate sheet if necessary. Transfer the Total calculated below to line 9c on the front of this form. To determine if an expense is allowable under the EMPG program, refer to the Authorized Equipment List (AEL) at <https://www.fema.gov/authorized-equipment-list#>

<b>AEL Code</b>	<b>Specific Description of Expense</b> (Descriptions must be specific – do not use broad or general categories, such as operating or administrative expenses)	<b>Estimated Amount</b>
		\$ 0.00
		\$ 0.00
	<b>Total</b>	\$ 0.00

## FY 2020 EMPG STAFF JOB DESCRIPTION

<b>Jurisdiction Name</b>	Collin County
<b>Staff Member Name</b>	Randall Gurney
<b>Position Title</b>	Assistant Emergency Management Specialist
<b>Description Prepared By</b>	Randall Gurney
<b>Date Prepared</b>	12/5/19

### JOB DESCRIPTION

☐ Current Job Description Attached

☒ See Below

A. Provide a general description of the duties performed by this staff member.

Responsible for the management and maintenance of the emergency management plan for disaster mitigation, preparedness, response, and recovery for Collin County, which includes annual review and updating every five years. Responsible for coordinating emergency management efforts with all of the cities in the county and creating public outreach programs to identify what the public should do in case of an emergency. Is a subject matter expert on the National Incident Management System, Incident Command, the Homeland Security Exercise and Evaluation Program, critical infrastructure and threat, hazard identification and risk assessment.

Bachelor's degree in Emergency Management or other related field with at least 3-5 years of directly related experience in emergency management, disaster response, or environmental sciences. NIMS 100, 200, 300, 400, 700 and completion of the Professional Development series preferred.

B. If this staff member performs both emergency management duties and other duties, identify the specific emergency management duties performed.

N/A

## FY 2020 EMPG STAFF JOB DESCRIPTION

<b>Jurisdiction Name</b>	Collin County
<b>Staff Member Name</b>	Kelley Stone
<b>Position Title</b>	Assistant Emergency Management Specialist
<b>Description Prepared By</b>	Randall Gurney
<b>Date Prepared</b>	12/5/19

### JOB DESCRIPTION

☐ Current Job Description Attached

☒ See Below

A. Provide a general description of the duties performed by this staff member.

Responsible for the management and maintenance of the emergency management plan for disaster mitigation, preparedness, response, and recovery for Collin County, which includes annual review and updating every five years. Responsible for coordinating emergency management efforts with all of the cities in the county and creating public outreach programs to identify what the public should do in case of an emergency. Is a subject matter expert on the National Incident Management System, Incident Command, the Homeland Security Exercise and Evaluation Program, critical infrastructure and threat, hazard identification and risk assessment.

Bachelor's degree in Emergency Management or other related field with at least 3-5 years of directly related experience in emergency management, disaster response, or environmental sciences. NIMS 100, 200, 300, 400, 700 and completion of the Professional Development series preferred.

B. If this staff member performs both emergency management duties and other duties, identify the specific emergency management duties performed.

N/A



FEDERAL EMERGENCY MANAGEMENT AGENCY  
SUMMARY SHEET FOR ASSURANCES AND CERTIFICATIONS

O.M.B. No. 3067-0206  
Expires February 28, 2007

FOR  
FY 2020

CA FOR (Name of Applicant)  
Collin County

This summary sheet includes Assurances and Certifications that must be read, signed, and submitted as a part of the Application for Federal Assistance.

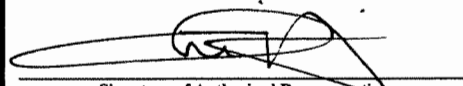
An applicant must check each item that they are certifying to:

- Part I ☒ FEMA Form 20-16A, Assurances-Nonconstruction Programs
- Part II ☐ FEMA Form 20-16B, Assurances-Construction Programs
- Part III ☒ FEMA Form 20-16C, Certifications Regarding Lobbying;  
Debarment, Suspension, and Other Responsibility  
Matters; and Drug-Free Workplace Requirements
- Part IV ☐ SF LLL, Disclosure of Lobbying Activities (If applicable)

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the identified attached assurances and certifications.

Chris Hill  
Typed Name of Authorized Representative

County Judge  
Title

  
Signature of Authorized Representative

7 JAN 2020  
Date Signed

NOTE: By signing the certification regarding debarment, suspension, and other responsibility matters for primary covered transaction, the applicant agrees that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by FEMA entering into this transaction.

The applicant further agrees by submitting this application that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the FEMA Regional Office entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (Refer to 44 CFR Part 17.)

Paperwork Burden Disclosure Notice

"Public reporting burden for this form is estimated to average 1.7 hours per response. Burden means the time, effort and financial resources expended by persons to generate, maintain, retain, disclose, or to provide information to us. You may send comments regarding the burden estimate or any aspect of the form, including suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (3067-0206). You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Please do not send your completed form to the above address.

FEDERAL EMERGENCY MANAGEMENT AGENCY  
ASSURANCES-NON-CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Section 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration) 5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290-dd-3 and 290-ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Sections 276a to 276a-7), the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Sections 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. Section 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. Section 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. Section 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Section 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

19. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.

**FEDERAL EMERGENCY MANAGEMENT AGENCY  
CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND  
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying; and 28 CFR Part 17, "Government-wide Debarment and suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the covered transaction, grant, or cooperative agreement.

**1. LOBBYING**

A. As required by section 1352, Title 31 of the U.S. Code, and implemented at 44 CFR Part 18, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 44 CFR Part 18, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, 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 making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any other funds than Federal appropriated funds have 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 an employee of Congress, or employee of a member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontract(s) and that all subrecipients shall certify and disclose accordingly.

☐ Standard Form LLL, "Disclosure of Lobbying Activities" attached.  
(This form must be attached to certification if nonappropriated funds are to be used to influence activities.)

**2. DEBARMENT, SUSPENSION, AND OTHER  
RESPONSIBILITY MATTERS  
(DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A. The applicant certifies that it and its principals:

(a) 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 covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform 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;

(c) 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 paragraph (1)(b) of this certification; and

(d) 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; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE  
(GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17, Subpart F, for grantees, as defined at 44 CFR Part 17, Sections 17.615 and 17.620:

A. The applicant certifies that it will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the applicable FEMA awarding office, i.e., regional office or FEMA office.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

8. the grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, City, County, State, Zip code)

**4690 Community Ave.**

**McKinney, TX 75071-2541**

Check ☐ if there are workplaces on file that are not identified here.

Section 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for FEMA funding. States and State agencies may elect to use a Statewide certification.

## CERTIFICATION REGARDING LOBBYING

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an 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.

(2) If any funds other than Federal appropriated funds have 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 this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have 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 this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### \* APPLICANT'S ORGANIZATION

**COLLIN COUNTY**

#### \* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Prefix:  \* First Name: **Chris** Middle Name:

\* Last Name: **Hill** Suffix:

\* Title: **COUNTY JUDGE**

\* SIGNATURE:  \* DATE: **7 JAN 2020**

## Direct Deposit Authorization

This form may be used by vendors, individual recipients or state employees to receive payments from the state of Texas by direct deposit or to change/cancel existing direct deposit information.

### Transaction Types

SECTION 1	1. Select transaction types:	
	<input checked="" type="checkbox"/> New setup (Sections 2, 3, 5 and 6)	<input type="checkbox"/> Change account type (Sections 2, 3, 4, 5 and 6)
	<input type="checkbox"/> Change financial institution (Sections 2, 3, 4, 5 and 6)	<input type="checkbox"/> Cancellation (Sections 2 and 6 - Sections 7 and 8 for state agency use)
	<input type="checkbox"/> Change account number (Sections 2, 3, 4, 5 and 6)	<input type="checkbox"/> Change custodial agency _____

### Payee Identification

SECTION 2	2. Payee type		3. Identification number		4. Mail code (If not known, leave blank)	
	<input type="checkbox"/> State employee		<input type="checkbox"/> Social Security number (SSN)*			
	<input checked="" type="checkbox"/> Vendor or other recipient		<input type="checkbox"/> Texas Identification Number (TIN)		<input type="checkbox"/> Individual Taxpayer Identification Number (ITIN)	
	<input checked="" type="checkbox"/> Employer Identification Number (EIN)		7 5 6 0 0 0 8 7 3		0 2 6	
5. Payee name					6. Phone (Area code and number)	
Collin County					( 972 ) 548-4641 ext.	
7. Mailing address (Street, city, state and ZIP code)						
2300 Bloomdale Road #3100 McKinney TX 75071						

### New Account Information (Setups and Changes) (Completion by financial institution is recommended)

SECTION 3	8. Financial institution name		9. City		10. State	
	American National Bank		Allen		TX	
	11. Routing number (9 digits)		12. Customer account number (maximum 17 characters)		13. Account type	
	1 1 9 - 0 1 5 1 - 9		7 0 0 0 2 0 0 3 5		<input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings	
14. Financial representative name (optional)					15. Title (optional)	
Colleen Biggerstaff					Banking Center Manager	
16. Financial representative signature (optional)					17. Phone (Area code and number) (optional)	
					( 214 ) 863-5929 ext.	
18. Date (optional)						

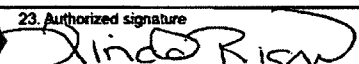
### Existing Account Information (Changes Only)

SEC 4	19. Routing number (9 digits)		20. Customer account number (maximum 17 characters)		21. Account type	
					<input type="checkbox"/> Checking <input type="checkbox"/> Savings	

### International Payments Verification (required)

SEC 5	22. Will these payments be forwarded to a financial institution outside the United States?.....		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
	If "YES," also complete the ACH (Direct Deposit) Payment Destination Confirmation (Form 74-227).			


### Authorization for Setup, Changes or Cancellation (required)

SECTION 6	I authorize the Texas Comptroller of Public Accounts to electronically deposit my payments from the state of Texas to my financial institution. I understand that the Texas Comptroller of Public Accounts will reverse any payments made to my account in error. I further understand that the Texas Comptroller of Public Accounts will comply at all times with the National Automated Clearing House Association's rules. (For further information on these rules, please contact your financial institution.)		
	23. Authorized signature		25. Date
	sign here 		24. Printed name Linda Riggs
		12.05.2019	

### Cancellation by Agency (for state agency use)

SEC 7	26. Reason		27. Date	

### State Agency Contact (for state agency use)

SECTION 8	28. Authorized signature		29. Date	
	sign here 			
	30. Phone (Area code and number)		31. Agency number	
	( ) ext.		300	
32. Agency name				
Governor's Office				
33. Comments				

### 34. Please return to the paying agency at the following address:

Governor's Office  
Accounts Payable/Direct Deposit Program  
1100 San Jacinto Boulevard, 3rd Floor  
Austin, TX 78701-1935

Phone: 512-463-1776

## 2020 TRAVEL POLICY CERTIFICATION

<b>Jurisdiction Name:</b>	Collin County
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***Check one of the two blocks below***

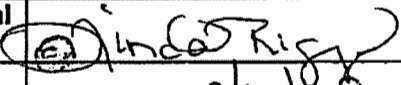
☐

This jurisdiction has no qualifying travel regulations. EMPG participants requesting reimbursement for travel expenditures will do so in accordance with State of Texas travel regulations and reimbursement rates as published by the Texas Comptroller of Public Accounts. State travel regulations are available at <https://fmxcpa.state.tx.us/fmx/travel/texttravel/index.php>

**OR**

☒

This jurisdiction has its own qualifying travel policy, a copy of which is attached. EMPG participants requesting reimbursement for travel expenditures will do so in accordance with that policy.

<b>Name of Grant Financial Officer</b> (Printed or Typed)	Linda Riggs
<b>Original Signature of Grant Financial Officer</b>	
<b>Date Signed</b>	12/10/19



# Collin County Travel Policy

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# Collin County Travel Policy

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## 1. **Purpose**

Commissioners Court recognizes expenditure of public funds for travel is necessary to conduct County business. This policy establishes appropriate requirements, limitations, and guidelines for county employee business travel. The purpose of this policy is to:

- Establish the appropriate use of, and limitations on use of, public funds for travel by employees
- Ensure travel expenses of employees are for legitimate, reasonable business travel
- Provide an expectation to employees to be conscientious in their use of public funds for travel
- Require accountability for the use of public funds by County employees and officials

The County Auditor shall have the discretion to approve departures from this policy if such departure fulfills the purposes set out in this Section.

## 2. **Scope**

This policy applies to all employees whose travel expenses are paid from public funds controlled by the County or by County Officials. Travel expenses for non-county employees are not covered by this policy and travel parameters should be established before the expense is incurred on a case by case basis.

## 3. **Definitions**

As used in the policy, travel for **County business** shall pertain to either of the following:

- Business travel for the purpose of conducting official authorized County business.
- Professional/Educational Travel to attend meetings, conferences, and training programs for professional growth and development as well as for the mutual benefit of the County.

For purposes of this policy, **employee** includes elected officials, appointed officials and paid employees of Collin County. This policy does not cover travel for volunteers, consultants, or other person representing the County on a business trip. Parameters for travel for others not covered by this policy must be established in advance of the travel on a case by case basis.

A **business meal** is a meal expense incurred by an employee for the employee and another person. The other person may be another employee or an outside person. The meal has to be incurred in conjunction with a business purpose related to County business. The business meal is not considered a travel meal under this policy.

A **travel meal** is a meal expense incurred by an employee for travel purposes. There are two types of travel meals:

- Day Travel Meal – a meal expense for any travel that does not include an overnight stay. The cost of day travel meals are normally paid through payroll and require employment taxes and withholdings to be taken from the reimbursement.
- Overnight Travel Meal – a meal expense for any travel that does include an overnight stay.

# Collin County Travel Policy

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## **4. General Policy Provisions**

Qualifying travel expenses will be paid or reimbursed for an employee traveling on County business, provided the employee keeps and submits invoices, receipts, and all other required documentation for those expenses. Meals during travel are paid on a per diem basis (fixed amount per day) and do not require receipts.

All expenses must be ordinary, reasonable, necessary, and have a valid business purpose.

The policy covers items normally encountered as business or travel expense.

Travel expenses are not allowed for two or more county employees on the same receipt and travel voucher. Each employee must pay for their individual travel expenses. Exceptions can be made by the County Auditor if necessary.

Duplicate travel expense payments or reimbursements to an employee are prohibited. This includes payment or reimbursement for the trip by both the County and outside party.

If travel expenses of an employee are being paid by another source, the employee may claim reimbursement for travel expenses from the County for any expenses allowed under this policy that are not reimbursed by the other source, with proper documentation.

If travel expenses are paid from grant funds, the grantor may have specific requirements for travel expenses. The employee should check with the County Auditor's Office prior to travel. If the travel expenses allowed by this policy are greater than the expense reimbursement from the grant, the employee may submit the additional expenses separately for reimbursement if funds are available and budgeted in a budget that is available for use by the employee.

Travel outside of the continental United States requires prior approval of the Commissioners Court at least 30 days before the departure date of the trip.

Employees may, on occasion, combine personal and County travel on the same trip provided there is no additional cost to the County; personal travel is not reimbursed. An exception is allowed when a family member is formally representing Collin County and has been expressly invited for that purpose such as when an elected official is receiving an award from another organization or government; the invitation must be submitted to the County Auditor with the travel documentation.

If an employee is combining personal and business travel, the County will only pay for or reimburse expenses for the business travel portion of the trip. There should be no additional cost to the County for the personal travel. The County Auditor shall determine the cut off between personal and business travel. If there is any personal travel involved in a business trip, the employee, before they complete their travel plans, shall seek the opinion of the County Auditor as to the estimated cut off between personal and business expenses.

If a county vehicle is used for transportation, the employee must follow all other applicable County policies and procedures.

# Collin County Travel Policy

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## **5. General Travel Guidelines**

An estimate of the expected travel expenses must be completed in a format approved by the County Auditor and submitted to the Auditor's Office prior to travel. Travel estimates related to inmate transport are not required to be submitted to the Auditor's Office. The County Auditor shall determine if there are sufficient budgeted funds available for the trip; if there is not sufficient funding, the County Auditor will notify the department. Any travel without sufficient budgeted funding may only be reimbursed to the amount of available budget.

If an advance of estimated expenses for the trip is required, the request for an advance must be submitted in sufficient time to permit processing and approval of the advance. Sufficient time is determined by the County Auditor. An advance is dependent upon availability of budgeted funds. The County Auditor has the authority to refuse to issue an advance, in accordance with the Local Government Code.

The County Auditor shall establish deadlines for submitting travel documentation. Employees submitting travel documents after the established deadline risk being held personally liable for the expenses.

Travel should be scheduled well in advance when possible in order to take advantage of lower rates.

All records for travel and training using public funds are open to inspection under the Texas Open Records Act, unless otherwise prohibited by law.

Requisitions/Purchase orders are not required for any travel related expenses including registration.

## **6. County Auditor Responsibility**

The County Auditor shall be responsible for implementation and interpretation of this policy, as well as enforcement of the policy, in accordance with Local Government Code 112.002, 112.006, and 112.007.

The County Auditor shall issue, maintain, and update any accounting procedure, control, and form needed to ensure compliance with this policy.

The County Auditor shall notify the Commissioners Court whenever there is a change in the optional standard mileage rate set by the IRS; the rate will be used to reimburse employees for use of their personal vehicle as of the effective date of the IRS implementation.

## **7. County Official and Department Head Responsibility**

County officials and department heads are responsible for ensuring travel expenditures are valid and appropriate.

County officials and department heads should ensure budgeted travel funds are available before authorizing travel for their employees. If travel is authorized without budgeted funds available, the County official or department head may be held responsible for reimbursing the County for any amount not budgeted.

County officials and department heads are expected to send the fewest number of individuals required to a seminar, conference, or meeting, taking into consideration the objectives or needs of the department.

# Collin County Travel Policy

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If there are any questions regarding this policy, the County official or department head should seek County Auditor opinion prior to travel if unusual circumstances are involved or the policy does not provide clear guidance.

Any exceptions to this Policy must be approved by Commissioners Court prior to expenditure of public funds for travel.

## **8. Employee Responsibility**

Employees should use good judgment and be aware they are spending public funds. An employee on official county business should exercise the same care in incurring expenses and accomplishing official business that a prudent person would exercise if traveling for personal business. Excess costs, indirect routes, delays, or luxury accommodations unnecessary or unjustified in the performance of official business are not considered as exercising prudence.

In accordance with this Policy and procedures established by the County Auditor, employees traveling on County business will be paid or reimbursed for reasonable expenses incurred if travel funds have been budgeted.

Employees traveling on official county business must submit all required receipts for audit and reimbursement or risk being held personally liable for their travel expenses.

Employees are personally responsible for any expense not allowed under this policy. If the disallowed expense has been charged on a County procurement card, the employee shall promptly reimburse the County for that charge in accordance with the Procurement Card Policy.

Any employee found to be submitting false travel claims is subject to disciplinary action, up to and including termination and possible prosecution.

When making travel arrangements, the employee must submit appropriate documentation to the County Auditor of any reasonable accommodations needed under the Americans with Disabilities Act. Reasonable accommodation requests should be coordinated with travel, transportation, lodging, meals, and conference officials, as necessary, to comply with the needs of the employee.

If a death, serious injury or grave illness occurs in an employee's immediate family, the employee is authorized to immediately return at county expense. When, during a period of official travel, an employee dies due to illness or injury not induced by personal misconduct, the county will pay all transportation expenses to return the employee. The employees' next of kin may travel at county expense to make necessary arrangements. Expenses will be reimbursed according to this County policy. If injured while traveling, the injury must be reported to the County Risk Manager.

# Collin County Travel Policy

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## **9. Transportation**

### **9.1 Air Fare**

Employees must use discretion to obtain the best airfare deal for the County. Employees may not incur higher airfare to obtain a personal benefit such as frequent flyer miles or other incentives.

Employees are required to travel by economy class or coach class, unless there are documented extenuating circumstances. The documentation must be submitted to the County Auditor with their travel documents.

The County will pay reasonable fees for luggage or other expenses when traveling by air.

### **9.2 Auto Rental**

Rental vehicles may be an authorized expense if determined by the department head or County official as necessary.

Employees are not permitted to purchase insurance in connection to rental car agreements. Collin County insurance policy provides vehicle insurance for all employees on travel status; employees will be held responsible for any purchase of rental car insurance.

Only County employees may be permitted to drive or be listed as drivers on a rental car paid by the County.

The employee should minimize the cost of fuel when renting a vehicle, taking into account the rental car company policy.

Receipts for the auto rental, fuel and other related expenses must be submitted.

### **9.3 Use of Personal Vehicle for Travel or Business Purposes**

The County will pay, when an employee provides their own transportation, the optional standard mileage rate used by the IRS to calculate the costs of operating a vehicle for business purposes, including travel for business purposes.

Miles claimed must be reasonable in relation to the location visited.

No other automobile expense will be paid for use of a personal vehicle other than the current mileage rate established by the IRS for business mileage. County officials and department heads may, only for use of their personal vehicle, choose to be paid less than the IRS optional mileage rate. All other employees must be reimbursed at the IRS optional mileage rate.

Mileage is paid based on IRS rules as detailed in the Travel Expenses and Transportation Expenses in IRS Publication 17. Mileage should be calculated on an exact mileage basis or using Google travel maps. If the employee is receiving an auto allowance no mileage is permitted within Collin County and travel outside the County must begin and end at the Collin County border. Details are summarized below with definitions of each of these locations. If an employee uses a personal vehicle for overnight travel for County business, the rules on the following table apply:

# Collin County Travel Policy

	From Your Home	From Your Primary Work Location	From A Temporary Work Location
To Your Home		No mileage allowed	Mileage allowed
To Your Primary Work Location	No mileage allowed		Mileage allowed
To A Temporary Work Location	Mileage allowed	Mileage allowed	Mileage allowed to a second temporary location

**Home Location:** The place where you reside. Transportation expenses between your home and your main or regular place of work are personal commuting expenses and are not reimbursed.

**Primary Work Location:** This is your principal place you work.

**Temporary Work Location:** This is for personal vehicle miles driven going from home or one work location to another in the course of your business day, when your job requires you to work in another location. It could be for business meetings or business luncheons in another location away from your primary work location; training or seminar away from your primary work location; or travel to the airport or parking at the airport for a business trip.

If traveling, incidental miles driven at the destination are submitted for payment with other travel expenses upon return. Incidental miles should be reasonable.

Personal vehicle travel exceeding 350 miles one-way (700 miles total) on official county business will be reimbursed at the lower of 1) the most appropriate airline rate plus the cost of a rental car, or 2) the calculated cost for total business miles driven.

A motor pool vehicle may be available for employees who prefer not to use their personal vehicle. Please refer to the Vehicle Usage and Take Home Vehicle Policy before utilizing a motor pool vehicle.

If two or more employees are traveling in the same private vehicle, only one mileage allowance will be paid or reimbursed.

Tolls from toll roads may be reimbursed if a receipt is provided or a printout of the NTTA statement identifying which tolls were for County business.

## **9.4 Taxi and Other Transportation**

Taxi, shuttle, or other transportation may be an authorized expense when necessary as determined by the department head or elected official.

Receipts for taxi, shuttle, or other transportation are required.

Tips for transportation are not part of the per diem and are reimbursable.

## **10. Lodging**

The actual cost of lodging, including hotel taxes, will be paid or reimbursed for a traveling employee on official county business.

# Collin County Travel Policy

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Accommodations should be the most reasonable available at the time of the stay.

The employee should always seek any discounts available.

The traveler must submit an itemized, detailed statement/receipt for lodging.

An employee may stay at the home of a friend or family, but there will be no payment or reimbursement for lodging.

The County will only pay or reimburse the single person cost of the lodging for the employee if there is only one employee staying in the room. If there are two or more employees staying in the room, the cost of the room should be paid by one employee and not allocated. If the expenses need to be allocated, the County Auditor will perform the allocation. If there is a cost for a non-employee lodger staying in the room with an employee, the County will only reimburse or pay the single room rate.

The County will not pay or reimburse the employee for additional lodging not considered a part of the business trip (i.e., personal trip or vacation).

If an employee has an emergency requiring a change in the length of the stay, resulting in additional charges, the additional charges, within reason, are allowable for payment or reimbursement.

## **11. Travel Meals and Incidentals**

Travel meals and incidentals will be paid or reimbursed based on per diem bases for overnight travel and an actual basis for day travel.

Travel meals may be paid or reimbursed for each day the employee is on travel status.

Travel meals purchased within Collin County borders for day travel meals (non-overnight) will not be paid or reimbursed except as needed for inmate transport.

The County will pay or reimburse travel meals for the employee only with the exception of Inmate Transport. A meal may be provided to an employee if the inmate requires a meal while being transported, even if the employee is in Collin County. The inmate transport employee's meal will not be subject to payroll taxation. Both meals will be reimbursed or paid.

A travel meal purchased by the employee for friends, family, other employees, or county officials will not be paid or reimbursed.

Meals provided by a third party may not be paid or reimbursed.

Meals for business meetings are not considered travel expenses and are not covered by this policy.

**Overnight Travel:** Employees will be paid or reimbursements on a per diem basis for meals and incidentals related to overnight travel. Incidentals include all taxes and tips related to travel. The per diem rate is **80%** of the rate established by the Governmental Services Administration (GSA) with the federal government and will vary by city or county and state. Per diem meals will not be paid or reimbursed to employees when meals are provided by a third party or conference. Meal payments for the first and last day of travel will be reduced to 75% of a full day meal reimbursement in accordance



## Collin County Travel Policy

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with GSA standards. Per diem will not be paid for the first day of a trip when an employee departs after 7:00pm. The County Auditor shall publish the GSA per diem allowable rate each year by January 1 on the intranet website.

Under very limited circumstances the County Auditor may reimburse an employee for amounts in excess of the meal and incidental amount if the employee provides written justification and detailed receipts to the County Auditor.

**Day Travel Meals:** An itemized receipt must be submitted to be reimbursed for a day travel meal. Incidentals should be itemized and submitted to the Auditor. Only one employee per receipt can be submitted. Per IRS regulations, the cost for meals incurred while attending an event not requiring an overnight stay is considered taxable income. Employees will be reimbursed through payroll for the exact cost of their meal in gross pay before payroll taxes and withholdings are deducted. Tips will generally be paid or reimbursed at 15%, with a maximum of 20% allowable; tips at fast food establishments are not reimbursed.

### **12. Travel Advances**

The County may provide advances for travel based on the estimated cost of the travel as provided by the department or employee.

An affidavit requesting a travel advance must be completed for each advance of funds and must be approved by the elected official or department head, or designee. The affidavit must be submitted according to the deadlines established by the County Auditor.

Travel advance limitations:

- Advances will not be provided for estimated expenditures less than \$100.
- Advances will not be provided for non-overnight travel expenses.
- Advances will not be provided after the travel is completed.
- Advances will not be disbursed when a traveler has a travel reimbursement request that is more than 30 days past due.
- Only one advance of funds shall be authorized for each scheduled travel.
- Advance must be returned within 10 business days if trip is cancelled.
- The employee is personally responsible for funds advanced. Any loss must be repaid.
- An advance may only be used for employee travel and not for travel of another person.

### **13. Miscellaneous**

Reimbursable miscellaneous expenses include:

- Internet connectivity charges for County-provided equipment.
- Charges for business-related telephone calls.
- Excess baggage charges will be paid or reimbursed only when transporting County materials.
- Charges for reasonable and actual expenses will be paid or reimbursed for laundry services necessary due to travel that exceeds one week.
- Tolls and parking fees.

Parking expense is permitted and reimbursable with proper documentation. If the parking cost is \$6 or less for the entire trip no receipt is required. If more than \$6 a receipt will be required for

## Collin County Travel Policy

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reimbursement; however, if a receipt is not given such as a parking meter a written explanation as to such must be provided.

### **14. Not Reimbursable**

Miscellaneous expenses while traveling that will not be reimbursed or paid include:

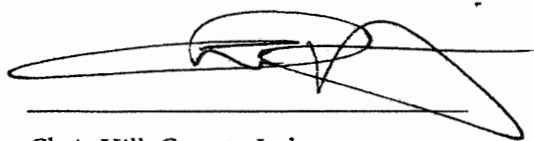
- Alcoholic drinks
- Pet care expenses
- Personal travel insurance
- Insurance coverage for privately owned vehicles
- Expenses for the repairs of privately owned vehicles
- Interest charges levied on overdue invoices or credit card statements
- Personal expenses, such as barbers, hairdressers, toiletry items, health club fees, prescriptions, and non-prescription medications
- Hotel pay-per-view video and mini-bar expenses
- Expenses related to lost or stolen items
- ATM fees
- Entertainment expenses, even if provided by the conference unless it involves a meal
- Use of a personal cell phone to make calls
- In general, personal expenses are not reimbursable, and are assumed to include any expenses which are not a necessary consequence of travel on behalf of the County
- Between meal snacks, gum, candy bars, etc., will not be paid or reimbursed by the county.

State of Texas	§	Court Order
Collin County	§	2019-1035-11-04
Commissioners Court	§	

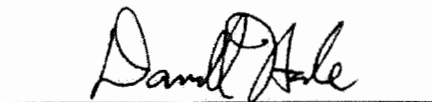
An order of the Collin County Commissioners Court approving an agreement.

In accordance with Texas Local Government Code Chapter 791, the Collin County Commissioners Court hereby approves an agreement to participate in Reinvestment Zone Number Eleven, City of Celina, Texas, as detailed in the attached documentation.

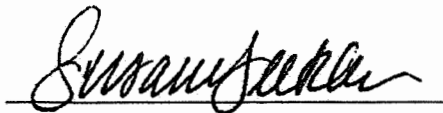
A motion was made, seconded, and carried by a majority of the court members in attendance during a regular session on Monday, November 4, 2019.



Chris Hill, County Judge



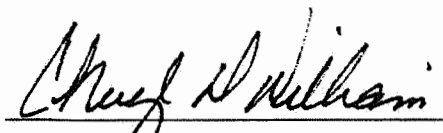
Darrell Hale, Commissioner, Pct 3



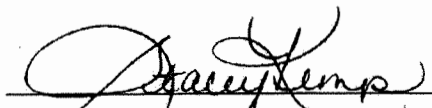
Susan Fletcher, Commissioner, Pct 1



Duncan Webb, Commissioner, Pct 4



Cheryl Williams, Commissioner, Pct 2



ATTEST: Stacey Kemp, County Clerk

**City of Celina and Collin County  
Agreement to Participate**

**in**

**Reinvestment Zone Number Eleven, City of Celina, Texas**

**THIS City of Celina and Collin County Agreement to Participate in Reinvestment Zone Number Eleven, City of Celina, Texas** (this “Agreement”) is made and entered into by and between the City of Celina, Texas, a municipal corporation (the “City”), and Collin County, Texas (the “County”) under the authority of Texas Government Code Chapter 791.

**WITNESSETH:**

**WHEREAS**, in accordance with the provisions of the Tax Increment Financing Act, Chapter 311, Texas Tax Code, as amended (the “Act”), and after due notice to the Collin County Commissioners Court, the City Council of the City, pursuant to Ordinance No. 2017-136 (the “Zone Ordinance”) adopted on December 12, 2017, created, established, and designated Reinvestment Zone Number Eleven, City of Celina, Texas (the “Reinvestment Zone”) under the Act; and

**WHEREAS**, the Act provides that each taxing unit levying taxes on real property in a reinvestment zone is not required to pay into the tax increment fund created for the zone any of the unit's tax increment produced from property in the zone unless the taxing unit enters into a tax participation agreement to do so with the governing body of the municipality that created the zone; and

**WHEREAS**, a tax participation agreement under the Act may be entered into any time before or after the zone is created, and such tax participation agreement may include any conditions for payment of the tax increment into the tax increment fund and must specify the portion of the tax increment to be paid into the tax increment fund and the years for which the tax increment is to be paid into the tax increment fund.

**NOW THEREFORE**, the City and the County, in consideration of the terms, conditions, and covenants contained herein, hereby agree as follows:

**Section 1.** The County agrees to pay to the City for deposit into the tax increment fund created by the City for the Reinvestment Zone (the “TIRZ Fund”) over the term of the Reinvestment Zone the County’s tax increment calculated as a millage rate per \$100 of captured appraised value in the Reinvestment Zone that equals fifty percent (50%) of the County’s ad valorem tax rate (the “County Increment”) subject to the following terms and conditions:

- a. Boundary: The boundaries of the Reinvestment Zone are and shall be those described in the Zone Ordinance, as amended upon recommendation of the Board of Directors of the Reinvestment Zone (the “Board”) and approved by the City Council of the City.
- b. Development in the Zone: Property within the boundaries of the Reinvestment Zone shall be developed as nearly as possible in conformity with the project plan and according to a clear public purpose.
- c. Taxable Value: The captured appraised value of the property in the Reinvestment Zone taxable by the County for a year is the total taxable value of the property for that year less the tax increment base of the property. Although the tax increment base of the property in the Reinvestment Zone, which was created on December 17, 2017, is the total taxable value of the property as of January 1, 2017, the parties agree that the tax increment base of the property to be used for purposes of calculating the captured appraised value each year is the total taxable value of the property as of January 1, 2019, with 2019 being the year this Agreement was entered. The actual captured appraised value of the property in the Reinvestment Zone will be used to calculate the annual County Increment paid to the City and deposited in the TIRZ Fund pursuant to this Agreement.
- d. Bonds: There is currently no bonded indebtedness issued by the City and secured by the TIRZ Fund. The determination of whether to issue bonds in the future will be decided by the City.
- e. Use of the County Increment: All increment contributed by the County into the TIRZ Fund shall be utilized by the City and Reinvestment Zone only to pay for street and drainage projects that are included as “Project Costs” as defined in, and in accordance with, the Final Project Plan.

- f. TIRZ Board of Directors: The County shall appoint one member to the Board of Directors for the Reinvestment Zone who shall meet the eligibility requirements of the Act and the Zone Ordinance, as such exist or may be amended. The County-appointed director position shall have a term of 2 years starting on January 1 of each odd-numbered year. The County-appointed director shall serve at the will of the County and may be removed at any time. Anyone appointed mid-term shall serve for the remained of the term.

## **Section 2.**

a. For and in consideration of the agreement of the parties set forth herein, and subject to the provisions of this Agreement, the County agrees to participate in the Reinvestment Zone by contributing fifty percent (50%) of the County Increment to the City to be deposited into the TIRZ Fund to pay for street and drainage projects that are included as Project Costs. Payment by the County of the County Increment shall be made from actual property tax revenue received and due to the City within sixty (60) days of County's receipt thereof and the City shall immediately deposit the payment into the TIRZ Fund. No interest or penalty will be charged to the County for any late payment received from the County. However, the penalty and interest received by the County on any delinquent taxes from the County shall be paid to the City and deposited into the TIRZ Fund, less any collection fees incurred by the County. The County is not obligated to pay the County Increment from any source other than the real property ad valorem taxes collected by the County from properties within the Reinvestment Zone. For and during the term of this Agreement the County shall not enter into any agreements that would reduce the County Increment (including, but not limited to, tax abatement agreements and Texas Local Government Code "381 Economic Development Agreements") without the consent of the City.

- b. The County shall have the right to annually audit the records of the Reinvestment Zone.

**Section 3.** The term of this Agreement, unless extended by mutual agreement of the County and the City, shall commence upon execution by the last party and shall terminate upon termination of the Reinvestment Zone.

**Section 4.** This Agreement and the TIRZ Fund shall be administered by the City Manager or his designees. The City shall maintain a separate account for the TIRZ Fund at a

depository selected by the City, which TIRZ Fund shall be secured in the manner prescribed by law for funds of Texas cities. The TIRZ Fund shall be an account into which the City shall deposit the County Increment, the City tax increment (as defined in the Zone Ordinance and Final Plan), and all accrued interest earned on the fund.

**Section 5.** Whenever this Agreement requires or permits any consent, approval, notice, request, proposal, or demand from one party to another, the consent, approval, notice, request, proposal or demand must be in writing to be effective and shall be delivered to the party intended to receive it at the addresses shown below (or to such other addresses as the parties may request, in writing, from time to time):

**If intended for the City, to:**

City Manager  
City of Celina  
142 North Ohio Street  
Celina, TX 75020

**If intended for the County, to:**

County Judge  
Collin County  
Collin County Administration Building  
2300 Bloomdale Rd. #4192  
McKinney, TX 75071

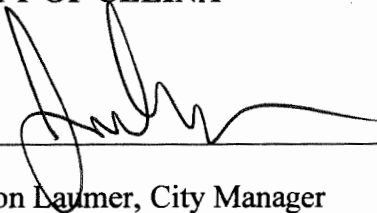
**Section 6.** Venue shall be exclusively in Collin County, Texas.

**Section 7.** This Agreement embodies the complete understanding of City and the County superseding all oral or written previous and contemporary agreements between the parties relating to matters herein. This Agreement may be amended, modified, or supplemented only by an instrument in writing executed by City and the County. Any amendments to this Agreement required by changes in state or federal law will be automatically incorporated into this Agreement without written amendment and shall become effective on the date designated by such law.

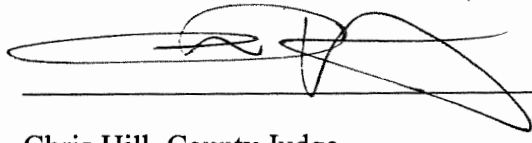
**EXECUTED** this \_\_\_\_ day of \_\_\_\_\_, 2019, by the City signing by and through the City Manager as its duly authorized official; and

**EXECUTED** this 18 day of Nov, 2019, by Collin County signing by and through the County Judge as its duly authorized official.

**CITY OF CELINA**

  
\_\_\_\_\_  
Jason Daumer, City Manager

**COLLIN COUNTY**

  
\_\_\_\_\_  
Chris Hill, County Judge