



**LOCAL BORDER SECURITY PROGRAM (LBSP)
Grant Guidance and Application Kit**

FY 2015 (LBSP-15)

**Texas Homeland Security
State Administrative Agency (THSSAA)**

November 20, 2014

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ACRONYMS

AAR	After Action Review
AOR	Area of Responsibility
BIAR	Border Incident Assessment Report
BSOC	Border Security Operations Center
DUNS	Data Universal Number System (DUNS)
JOIC	Joint Operations and Intelligence Center
LBSP 15	Local Border Security Program FY 2015
LEA	Law Enforcement Agency
NIBRS	National Incident-Based Reporting System
OPSG	Operation Stonegarden Grant Program
THSSAA	Texas Homeland Security State Administrative Agency
TMF	Texas Military Forces
TXDPS	Texas Department of Public Safety
UC	Unified Command
UCR	Uniform Crime Reporting
UGMS	Uniform Grant Management Standards
USCBP	United States Customs and Border Patrol
USCG	United States Coast Guard
USMS	United States Marshall Service

SECTION 1

INTRODUCTION

1. What is the Local Border Security Program FY 2015 (LBSP-15)

The Local Border Security Program FY 2015 (LBSP-15), hereinafter referred to as “LBSP-15,” is funded by Senate Bill 1, Article V, Rider 35 of the Texas General Appropriations Act. The Texas Legislature has appropriated funds for:

- a. Overtime and operational costs for increased patrol and investigative capacity for certified peace officers along with limited support for other law enforcement support personnel (i.e. Communications Officers/Dispatchers, Jailers).
- b. Certain operational costs incurred as part of these overtime patrols and investigations, such as fuel/mileage and additional costs for minor emergency repairs, such as tire repair, fan belt replacement for vehicles or equipment being used in the program operations (limited to a maximum of \$150.00 per repair).

The LBSP-15 is a reimbursement grant program for actual costs spent on eligible activities. A one-time advance payment (award amount ÷ number of months in performance period) may be provided to the Grantee to supply funds necessary in performing the eligible program activities during the specified period.

2. Eligibility for the LBSP-15

An eligible entity is: **a)** a city; **b)** a county; or **c)** a Native American tribe located in Texas and within one of the six Joint Operations and Intelligence Center (JOIC) Regions listed in Section 6, TXDPS Points of Contact and JOIC Regions, of this Grant Guidance.

- a. An interested eligible entity, hereinafter referred to as the “Applicant” or the “Grantee,” shall submit a completed LBSP-15 Application (LBSP Form APP-1) and all required attachments, hereinafter referred to as the “Application,” to the THSSAA by the established deadline.
- b. The Applicant shall be in compliance with the Criminal History Reporting Requirements established by the Texas Department of Public Safety (TXDPS).
 - 1) Pursuant to Texas Code of Criminal Procedure, Article 60.14, the Texas Homeland Security State Administrative Agency (THSSAA), before allocating money to a County from any federal or state grant program for the enhancement of criminal justice programs, shall certify that the County has taken, or will take, necessary action to provide its criminal history records to the Texas Department of Criminal Justice and TXDPS.
 - 2) For LBSP-15 funds, the THSSAA shall review the County’s criminal history reporting performance for a 90% average disposition completeness rate for **adult** arrests and a 90% average disposition completeness rate for **juvenile** arrests under calendar years 2008-2012. If the County did not reach the 90% averages by August 1, 2014, the County and any local unit of government within the County will **NOT** be eligible for this Grant.
- c. The Applicant shall be in compliance with the Uniform Crime Reporting Requirements established by TXDPS.

- 1) On January 1, 1976, the State of Texas adopted the Uniform Crime Report (UCR) as its official statewide crime report. TXDPS accepted the responsibility to collect, validate and tabulate UCR reports from all reporting jurisdictions in Texas. The Grantee shall compile and submit its own crime reports to the UCR program on a monthly basis.
- 2) The THSSAA shall review the Texas Crime Report for 2013, Crime by Jurisdiction statistics, available on the TXDPS website, to ensure the Applicant submitted monthly UCR data during calendar year 2013.

http://www.txdps.state.tx.us/administration/crime_records/pages/crimestatistics.htm

3. Key Dates

Application Start Date:	November 20, 2014
Application Due Date:	January 5, 2015 (5:00 PM CDT)
Anticipated Funding Allocation Date:	January 22, 2015
Anticipated Award Date:	February 1, 2015

4. Award Criteria

Applications for this Grant will be reviewed by the THSSAA for completeness and adherence to programmatic guidelines as well as operational content, which includes but is not limited to the following:

- a. Compliance - Past compliance with grant requirements, reporting, and information sharing.
- b. Performance – Impact and effectiveness of the Applicant’s participation in previous border security operations or activities that are similar to those found in Part A, Performance Requirements, and effectiveness in using grant funds awarded for border security.
- c. Risk – The Applicant’s need as indicated by data available on border related criminal activity, population, number of officers, and other factors.
- d. Other Funding – The Applicant’s history of applying for, receiving, and/or effectively utilizing other sources of funding available to support border security activities (e.g. Operation Stonegarden).

5. LBSP Description and Purpose

The State of Texas has an urgent security challenge caused by the increased threat from organized crime, terrorists, and their allies that is exacerbated by the continued flow of illegal immigrants. These security challenges require a unified strategy to provide the State with a framework to respond. The State shall facilitate sustained interagency law enforcement operations during FY 2015.

In the spirit of developing enduring interagency partnerships, LBSP-15 operations will reflect a unified local, state, tribal, and federal effort. The LBSP-15 will capitalize on interagency information sharing initiatives; facilitate informed interagency decisions regarding where and when to enhance local law enforcement patrols to deter criminal activities; and facilitate directed actions to interdict criminal activity, if deterrence fails.

The Unified Commands (UC) provide the venue for sharing of interagency information and best practices within the six distinct sectors along the Texas border: El Paso; Marfa; Del Rio; Laredo; Rio Grande Valley (McAllen); and Coastal Bend (Victoria). The UC shall take steps to ensure its interagency members’ awareness and understanding of situations within its affected sector area(s).

Each UC is supported by a Joint Operations and Intelligence Center (JOIC) that serves as a clearinghouse for data collection and dissemination. The JOIC receives, aggregates, and electronically files Border Incident Assessment Reports (BIAR) in the TxMap System, prepares and disseminates a Daily Summary of operations activities and results, leads UC teleconferences, prepares and disseminates periodic operational assessments, and develops options and recommendations for consideration by the UC.

The Texas Border Security Operations Center (BSOC) supports all border security efforts and coordinates Texas state agency participation in border security operations to reduce crime and the potential for terrorism along the Texas-Mexico border.

6. LBSP Objectives

The State of Texas shall assist in the execution of coordinated border security operations and facilitate sustained interagency law enforcement activities in conjunction with Federal, Local, and Tribal agencies, in order to:

- a. Increase the effectiveness and impact of Steady State and Surge Operations.
- b. Reduce border-related criminal activity in Texas.
- c. Implement and increase the effectiveness of operational methods, measures, and techniques for outbound/southbound operations.
- d. Decrease the supply of drugs smuggled into and through Texas from Mexico.
- e. Disrupt and deter operations of gang and cartel criminal organizations.
- f. Decrease specifically targeted tactics (such as conveyance methods) for drugs in the Texas border region.
- g. Decrease use of specific areas for crime as targeted in directed action missions.
- h. Increase the effectiveness of air operations mission planning and prioritization.
- i. Increase the coordination and integration of air-ground team operations to include Texas Military Forces (TMF) aviation, United States Customs and Border Patrol (USCBP) Air and Marine, TXDPS Aircraft Division, and United States Coast Guard (USCG) aviation support.
- j. Increase the effectiveness of directed action missions based upon intelligence and analysis to ensure they target against the most serious threats and are conducted in high pay off areas.
- k. Increase the number and quality of analytical intelligence products developed at the UC and state levels.
- l. Increase intelligence based operations at the UC level through integration of TxMap, sector specific information, and intelligence analysis.

7. Administrative Requirements

Chapter 783 Texas Government Code - Uniform Grant Management Standards (UGMS)

SECTION 2

KEY PROGRAM REQUIREMENTS AND CONDITIONS

1. PERFORMANCE

The Grantee shall participate in the required performance activities. See Part A, Performance Requirement.

2. INFORMATIONAL REPORTING

The Grantee shall submit informational reports by the required due dates. See Part B, Informational Reporting Requirements.

3. FINANCIAL DOCUMENTATION

The Grantee shall submit financial reports by the required due dates. See Part C, Financial Information and Requirements.

4. NON-COMPLIANCE

Failure to comply with program requirements may cause funds to be withheld and/or suspension or termination of this Grant. The Grantee will be considered for elimination from the LBSP-15 Program, if the Grantee fails to comply with any requirement including but not limited to:

- a. Failure to begin program activity/expenditure of Grant funds within ninety (90) calendar days of the Date of Grant Award;
- b. Failure to support operations when requested by the UC to deploy or re-deploy available law enforcement personnel;
- c. Failure to submit required financial and informational reports by due dates;
- d. Failure to participate in operational conference calls or meetings;
- e. Failure to comply with this Grant Guidance or any other Grant guidelines, or
- f. Failure to submit reports, such as Border Incident Assessment Reports (BIARs) and reports of information obtained via interviews of detained persons, which could foster valuable knowledge and opportunities to transfer intelligence throughout the State.

5. GOVERNING LAW

This Grant is subject to the laws and jurisdiction of the State of Texas and will be construed and interpreted accordingly.

6. COMPLIANCE WITH LAW

The Grantee shall comply with all local, Texas, and federal laws, statutes, codes, ordinances, rules and regulations, and with the orders and decrees of any courts or administrative bodies or tribunals in any matter affecting the performance of this Grant.

7. LIABILITY

- a. Each party to this Grant shall have no liability whatsoever for the actions and/or omissions of the other party's employees, officers, or agents, regardless of where the individual's actions and/or omissions occurred. Each party is solely responsible for the actions and/or omissions of its employees, officers, and agents; however, such responsibility is only to the extent authorized by Texas law. Where injury or property damage result from the joint or concurring

acts and/or omissions of the parties, any liability shall be shared by each party in accordance with the applicable Texas law, subject to all defenses, including governmental immunity. These provisions are solely for the benefit of the parties hereto and not for the benefit of any person or entity not a party hereto; nor will any provision hereof be deemed a waiver of any defenses available by law.

- b. Pursuant to Section 421.062 of the Texas Government Code and to the extent it applies, the parties to this Grant are not responsible for any civil liability that arises from furnishing a service related to a homeland security activity, as defined by Section 421.001 of the Texas Government Code, while acting under this Grant.
- c. Each party may participate in the defense of a claim or suit related to the subject matter of this Grant, but no costs or expenses will be incurred for any party by the other party without written consent.
- d. Any litigation involving the parties to this Grant may not be compromised or settled without the express consent of TXDPS unless such litigation does not name TXDPS as a party.

8. AUDIT

- a. The Grantee understands that acceptance of funds directly under this Grant or indirectly through a subgrant or subcontract under this Grant acts as acceptance of the authority of the State Auditor's Office, or any successor agency, to conduct an audit or investigation in connection with those funds during the term of this Grant and for a period of three (3) years after termination of this Grant. The Grantee shall cooperate fully with the State Auditor's Office or its successor in the conduct of the audit or investigation, including providing all records requested. Additionally, the State Auditor's Office shall at any time have access to and the rights to examine, audit, excerpt, and transcribe any pertinent books, documents, working papers, and records of the Grantee relating to this Grant.
- b. The Grantee shall ensure that this provision concerning the authority to audit funds, received either directly or indirectly, and the requirement to cooperate fully with the State Auditor's Office is included in any subgrant or subcontract it awards.
- c. The THSSAA and TXDPS reserve the right to audit the Grantee's records and documents regarding compliance with this Grant. The Grantee is also subject to audit by any other department or agency, including federal agencies, responsible for determining that the THSSAA and the Grantee have complied with the applicable laws.

9. RECORDS RETENTION

The Grantee shall keep all operational and financial records and documents regarding this Grant for the term of this Grant and for three (3) years after the termination of this Grant. If any litigation, claim, negotiation, audit or action involving the records has been started before the expiration of the three (3) year period, the records will be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular three (3) year period, whichever is later.

Notwithstanding any other provisions of this Grant, the parties understand and agree that the obligations of the THSSAA and TXDPS under this Grant are contingent upon the availability of state appropriated funding to meet the liabilities hereunder. If these funds become unavailable to the THSSAA and TXDPS, the THSSAA and TXDPS may immediately terminate this Grant without penalty to, or any liability whatsoever on the part of the THSSAA and TXDPS or the State of Texas.

PART A – PERFORMANCE REQUIREMENTS

The Grantee shall complete the following activities:

1. Conduct Steady State operations and respond to calls for service.
2. Conduct enhanced law enforcement patrolling activities.
3. Conduct surveillance, interdictions, investigations, and collect and disseminate information within its jurisdiction or cross-jurisdiction lines as required.
4. Recognize and react to information/intelligence to adjust times and locations of enhanced patrol activities.
5. Report significant border related events that occur during each 24-hour period.
6. Identify significant border related trends or areas of interest that may be developed into focus areas for future operations.
7. Integrate air, ground, marine, and remote operations.
8. Participate in operational planning and coordination meetings, information/intelligence sharing meetings, and After Action Reviews (AARs) established by the JOIC.
9. Submit all required reports (See Part B, Informational Reporting Requirements).
10. Participate weekly on the JOIC conference calls or meetings as required by the JOIC.

PART B – INFORMATIONAL REPORTING REQUIREMENTS

The Grantee shall submit the following reports:

1. **Daily Incident and Information Reporting.** The BIAR is the primary incident and information-reporting tool for the Grantee in LBSP-15 operations. As such it is the fundamental source of information for the common operating picture that drives the success of joint and interagency operations. The Grantee shall ensure each BIAR is as complete as possible in answering Who, What, Where, When, Why, How, How Much, and the officer's reason for suspicion. The Grantee shall also report with BIAR any information from interviews of detained persons to satisfy or partially satisfy LBSP-15.
 - a. The Grantee shall ensure all BIARs conform to the respective standards outlined by the JOIC and/or TXDPS. (Note: A JOIC may provide an alternate format or reporting instructions to gather the border related incident and information from LBSP-15 Grantees.)
 - b. The Grantee shall report via BIAR known or suspected computer/network penetration attempts involving any information system used to transmit or store information concerning LBSP-15 operations.
 - c. The Grantee shall email, fax, or hand deliver all BIARs to its supporting JOIC as soon as possible, but **no later than 9:00 AM daily following each reporting period.** The Grantee shall relay critical or time-sensitive incident information to its JOIC via telephone, radio, or other rapid means, then follow up by a BIAR. (Note: The JOIC may provide alternate daily reporting instruction to the Grantee.)
2. **Steady State Report and Ongoing Reporting Requirement.** It is not the intent of TXDPS to overburden the Grantee with cumbersome reporting requirements pursuant to this Grant. However, it is the intent of TXDPS to foster valuable knowledge and intelligence transfer throughout the State of Texas to aid in the suppression of crime and terrorist activity. To that end, the policy of TXDPS toward reporting from the Grantee will be liberally in favor of reporting.

The Grantee shall report all activities that are considered Steady State activities in addition to Enhanced Operation activities. Steady State activities are defined as normal patrol or investigative duties that do not use grant funds, but directly impact the overall LBSP mission (organized crime arrests, terroristic activities, weapons trafficking arrests, kidnappings, home invasions with a border or organized crime nexus, illegal immigration, border related murders, gang related murders, or drug trafficking). Enhanced (Surge) Operations originate out of the use of LBSP funds when the local agency chooses to increase the hours of patrol or investigative bodies. Given TXDPS's liberal stance on reporting and the value to the State realized by intelligence sharing, the Grantee is urged to report all activities that this Grant is used for to programmatically suppress and eradicate.

It is understood that some Grantees will spend grant funding faster than others. ***However, regardless of how quickly this LBSP Grant funds are expended, reporting and participation is still required from all Grantees until this Grant period ends.***

A continuing failure to report activities, Steady State or Enhanced Operations, will result in revocation of this Grant. More importantly, failure to report will result in a weaker intelligence and law enforcement community. The purpose of the State Legislature in allowing the use of these funds and the TXDPS's intent as the steward of these funds is to strengthen intelligence and law enforcement throughout the State with the aim of suppressing and eradicating organized crime,

terroristic activities, illegal immigration, and drug trafficking. The Grantee shall complete reports with these program goals in mind.

3. **UC Teleconferences/Meetings.** The Grantee shall participate in scheduled UC teleconferences or meetings. *If two (2) conference calls/meetings are missed within this Grant period of performance, the Grantee's funds may be terminated. Participation on these conference calls/meetings is essential and if inactive participation (failure to share information or provide updates) is reported by the JOIC, this Grant may be terminated. Failure to perform the above stated requirements will also be taken into consideration when future grant funds are awarded.*
4. **Uniform Crime Reporting (UCR).** The Grantee shall submit UCR data to TXDPS on a monthly basis. The UCR reporting requirement will be met through submission of data in the basic Summary (Index) style or the more robust Incident-Based (NIBRS) statistical data format. All submissions will be formatted as required by the FBI and the TXDPS Crime Records Division. For more information on UCR reporting requirements, please contact: ucr@dps.texas.gov.
5. **Criminal History Reporting.** The Grantee shall submit criminal history reporting data, including information on arrests, charges, and dispositions, as required by Article 60 of the Texas Code of Criminal Procedure. This reporting and achievement of a 90% average disposition completeness rate for both adult and juvenile arrests is required by August 1st of each year to be eligible for LBSP grant awards issued September 1st of that year or later. The average is based on a rolling 5-year period (e.g., for the future LBSP-16, the average will be calculated on data for arrests in calendar years 2009-2013).
6. **LBSP Financial Reports.** The Grantee is encouraged to submit financial reports (reimbursement requests) monthly but is required to submit them at least quarterly, even if there were no Grant expenses for that quarter. See Part C, Financial Information and Requirements (Subpart 4) for more detailed information on this requirement.

Summary Chart - LBSP Reporting Requirements

Type	Creator	Send To	Schedule	Status
BIAR	LEA Participants	JOIC	Daily: ASAP, But not later than (NLT) 9 AM daily	Required
JOIC Teleconference/Mtg	UC	UC	Weekly: Date and time as agreed by the UC	Required
UCR	LEA Participants	UCR Program Director	Monthly: AS required by UCR Program	Required
Criminal History Reporting	LEA Participants, Prosecutors, Courts	TXDPS Crime Records	As Needed: Arrests within 7 days; Prosecutor/Court actions within 30 days	Required
LBSP Financial Report (Reimbursement Request)	LEA Participants	THSSAA	Quarterly: Due 20 days following the end of each calendar quarter (i.e. 1/20, 4/20, 7/20, 10/20)	Required

PART C – FINANCIAL INFORMATION AND REQUIREMENTS

1. Eligible Activities and Costs

This Grant may be used in accordance with the following activities in the deployment of border security initiatives as approved by TXDPS.

a. Project Overtime (OT)

- 1) For the purposes of this Grant, the THSSAA shall reimburse overtime following the Grantee's approved overtime policy **and** TXDPS overtime requirements as stated in this section.
- 2) OT is time actually worked that exceeds the required number of hours during an employee's designated work period.
- 3) Allowable costs are limited to overtime associated with LBSP operations. LBSP funds can only be used in proportion to actual cost. The THSSAA recommends using funds from federal sources (i.e., OPSG) prior to expending funds from state sources (LBSP) as much as operationally possible. The Grantee will not supplant any federal funds.
- 4) OT will be worked to increase patrol and/or in an investigative capacity.
- 5) The Grantee shall treat costs consistently and will not establish a different policy for different funding sources.
- 6) Paid leave (i.e. sick, vacation, holiday, compensatory time) may be counted as hours worked when calculating OT **only if specifically allowed in the Grantee's OT policy.**
- 7) The project OT rate will be no more than one-and-one-half (1.5) times the employee's regular hourly rate of pay.
- 8) Fringe Benefit expenses related to project OT are eligible for reimbursement. FICA and any other benefits that are regularly paid based on LBSP hours worked are allowable.
- 9) The THSSAA shall only reimburse the Grantee for LBSP OT that does not exceed a total of 16-hours (regular + OT) worked during any 24-hour period.
- 10) The Grantee shall use the work period to match the Grantee's pay cycle for the employee. That work period may be a seven-day period, a fourteen-day period, or a twenty-eight day period. This Grant will only reimburse up to the number of hours worked on this Grant in accordance with the Grantee's OT policy and the limitations noted by TXDPS.
- 11) Reimbursements for personnel costs will be limited to the types of personnel approved by THSSAA. Examples of eligible personnel are commissioned peace officers and approved law enforcement support personnel.
 - a) The Grantee shall be reimbursed for actual OT expenses incurred consistent with this Grant Guidance. ***No "special" or "non-standard" pay rates will be established or adopted for this Grant.***
 - b) **Exempt/Salaried Employees.** The Grantee shall follow the provisions and/or policies set forth in its local personnel manual as it pertains to exempt/salaried employees. Exempt/salaried employees may receive OT pay if the Grantee has amended its policy to allow exempt/salaried employees to receive OT compensation, and the amendment has been approved by its City Council or County Commissioner's Court. In such cases, the Grantee shall also: provide the

formula by which the OT rate was calculated; clearly define/outline the number of exempt/salaried employees the Grantee plans on utilizing; estimate how many hours the Grantee expects each to work; and list the duration of the operation. Furthermore, the Grantee shall clearly document that this special situation for exempt/salaried employees is allowed because these employees are being included in LBSP operations as a force multiplier during a period of “surge”.

b. Transportation, Lodging, Per Diem

- 1) Travel, lodging, and per diem costs may be reimbursed for personnel who work on program activities more than 50 miles from their program duty station. Travel and per diem include costs associated with the deployment/redeployment of law enforcement personnel to border areas and travel associated with the Grantee assisting other local jurisdictions in LBSP operational border security activities (travel costs will be in accordance with applicable travel regulations).
- 2) Mileage will be reimbursed only for personnel who are required to drive their privately owned vehicles to or from their program duty station. Mileage will be limited to the State rate in effect at the time the expense is incurred. Travel to the field operations area in government vehicles will be claimed as an operating expense. See Operating Expenses below.
- 3) Lodging expense will be reimbursed at the actual cost, which will not exceed the State rate in effect at the time the expense is incurred. The Grantee shall retain copies of lodging receipts.
- 4) Meal expenses will be reimbursed at the actual cost of meals, which will not exceed the State rate current at the time of travel. The Grantee shall retain itemized receipts for all claimed meals. Meals may not be claimed as expenses if they are provided at no cost by a governmental entity or a volunteer group. No tips or alcoholic beverages will be reimbursed.

c. Operating Expenses

- 1) The following operating costs incurred during field operations that are part of this Grant, and are included in the Grantee’s application and budget, may be reimbursed.
 - a) Mileage for vehicles at the State rate in effect at the time the cost is incurred. Refer to the Resource page in Section 5 for additional information.
 - b) The cost of fuel and lubricants for vehicles (***if mileage is not claimed***), aircraft, boats, generators, and similar equipment, used during the pay cycle in which the OT is worked. The Grantee shall retain itemized receipts and the expenses will be within the time frame of the operation.
 - c) The cost of consumables, such as flashlight and radio batteries, film, flares, and first aid supplies which are used during the operation can be replaced, provided that these items are replaced within the time frame of the operation. Replacement supplies that are purchased outside the timeframe of the operation will not be reimbursed. The Grantee shall retain itemized receipts for each consumable claimed.

- d) The cost of minor emergency repairs, such as tire repair or fan belt replacement, to vehicles or equipment used in program operations is allowable. These expenses are limited to a maximum of \$150 per repair.
 - e) Costs for rentals of equipment or other services critical to success of the program, and that have been pre-approved by the THSSAA are also allowable.
- 2) Reimbursements for the Grantee's operating expenses will be limited to eligible costs for the types of vehicles and equipment used in LBSP border operations.
 - 3) Expenses will be supported by documentation that proves the expenses have been incurred or paid.
- d. Law Enforcement Support Personnel

The following law enforcement support personnel costs incurred under LBSP may be reimbursed up to 5% of the award or \$5,000 dollars whichever is less.

- 1) Communications Officer/Dispatcher: These costs are allowable in order for jurisdictions to maintain a safe "Officer-Dispatcher" ratio when supporting law enforcement personnel that are on patrol and participating in border operations.
- 2) Jailers: These costs must be limited to time for personnel necessary to support officers that are on patrol and participating in border operations.

2. Ineligible Activities and Costs

Grant funds will not be used for the following costs or activities.

- a. Regular time worked as part of the employee's normal duty period.
- b. Augmentees
***Definition:** Augmentees are law enforcement personnel who are not regular employees of a funded agency, but are brought on as needed to specifically cover border security operations so that there can be a force multiplier during a period of "Surge".*
- c. Time spent by certified peace officers on administrative duties.
- d. Backfill costs for personnel participating in these operations.
- e. Meals if they are provided at no cost by a governmental entity or a volunteer group.
- f. Transportation, lodging, per diem, training fees or any related costs for participants who attend training developed or conducted using Grant funds.
- g. Purchase of vehicles or equipment.
- h. Weapons, ammunition or explosives.
- i. Admission fees or tickets to any amusement park, recreational activity or sporting event.
- j. Food, meals, beverages, or other refreshments unless the expense is for a working event where full participation by participants mandates the provision of food and beverages and the event is not related to amusement and/or social activities in any way.
- k. Legal fees.
- l. Lobbying activities.
- m. Postage.

- n. Promotional gifts.
- o. Any expense or service that is readily available at no cost to this Grant project or that is provided by other federal, state, or local funds (supplanting).
- p. Any cost incurred outside this Grant's performance period.

3. Performance Period, Funds Available and Matching

- a. The project must be operated during the performance period specified in this Grant Award. The ***anticipated*** performance period dates are February 1, 2015 through August 31, 2015.
- b. Total LBSP-15 Funds Available: Approximately \$4.6 Million
- c. Minimum award: None
- d. Maximum award: Contingent upon availability of funding and operational need
- e. Matching Funds: None (The LBSP-15 does not require the Grantee to provide matching funds)

4. Financial Requirements

- a. Financial Reports (Reimbursement Requests) are required for the Grantee. Reports will be submitted in the format, manner, and timeframe as instructed by the THSSAA. The specific forms and format will be posted on the THSSAA website by the date the LBSP-15 Grant Awards are issued.
- b. Supporting documentation must be maintained to support program expenditures. These source documents will be suitable for audit and reimbursement purposes, including but not limited to:
 - 1) For personnel expenses: signed copies of the record of hours worked (timesheets); paychecks; payroll rosters; or payroll reports that show the amount of hours worked and amount paid to individuals for which reimbursement is requested.
 - 2) For lodging expenses: copy of paid hotel or motel bill showing a zero balance.
 - 3) For mileage expense for vehicles: vehicle use logs or other documents showing the unit number; operator and passenger (if applicable); dates of use; daily mileage with start and stop mileage; and operational times.
 - 4) For other operating expenses: include the itemized receipts and paid invoices that include the date of purchase and describe the items purchased. Receipts or statements that simply state the total paid will not be accepted.
- c. Due Dates:

Financial Reports (Reimbursement Requests) are due ***quarterly*** no later than 20 calendar days after the end of each calendar quarter and will include overtime worked during any pay cycles that ENDED during the previous quarter, as well as any operational costs incurred during the previous quarter. Financial reports will be submitted by the deadline even if there were no grant expenses claimed. Reports not turned in timely will result in non-compliance with this Grant. This may result in this Grant being terminated and/or affect future funding through LBSP.

For example, March Financial Reports are due on 4/20/15 and will include any OT and operational costs for pay cycles that between 1/1/15 and 3/31/15.

Reporting Period	Report Due Date
January 1 – March 31	April 20
April 1 – June 30	July 20
July 1 – September 30	October 30
October 1 – December 31	January 20

5. Reimbursements

THSSAA will reimburse the Grantee for eligible expenses incurred while participating in authorized operational activities. Reimbursement will be processed through the Texas Department of Public Safety as authorized by the General Appropriation Act, 83rd Legislature, Article V.

Reviews of reimbursement requests are done on a date received basis and are processed once all required reporting forms are received. The THSSAA’s goal is to process LBSP payments within thirty (30) calendar days from when completed forms are received by the THSSAA.

6. Advance Payments

Advance payments will be limited to a ONE TIME payment for start-up costs. The Grantee may request up to one month of funding, calculated by dividing the amount of this Grant Award by the number of months in this Grant.

- a. Advance payments will be placed in an interest bearing account.
- b. Interest earned in excess of \$250 per year will be treated as program income by the Grantee.

7. Liquidation

The Grantee will liquidate all obligations incurred under this Grant, including remittance of interest earned on advances, within forty-five (45) calendar days of the Grantee’s performance period end date. The THSSAA may consider extensions to this liquidation period under extenuating circumstances and if requested by the Grantee in writing.

8. Grant Adjustment Notices

The THSSAA may issue a Grant Adjustment Notice to the Grantee for the following circumstances:

- a. to increase or reduce this Grant Award amount;
- b. to extend this Grant’s performance period; and
- c. to close-out this Grant Award.

SECTION 3

GUIDANCE FOR APPLICATIONS

1. Application Process

- a. The Grantee shall apply to participate in this Grant by submitting a complete LBSP-15 Application Package which consists of the forms listed below. Information on program requirements is provided in Section 2, Program Requirements and Standard Conditions.

- b. Signatures on forms

Specific individuals named on the Designation of Grant Officials page (LBSP Form APP-2) shall sign the LBSP-15 forms listed below. These officials include:

1) *Grant Performance Officer*

The Grant Performance Officer shall be the primary point of contact for the THSSAA. This person shall answer questions about this Grant's funded activities and is generally responsible for coordinating with and keeping others in the Grantee agency informed about the status of this Grant. For LBSP-15, this individual shall be familiar with the tasks outlined in the Project and Budget Narrative that will be supported by this Grant. This person will likely be a deputy, officer, or other employee of a local law enforcement agency.

2) *Grant Financial Officer*

This individual shall be the chief financial officer of the Grantee. This person shall sign the Financial Reports and will be contacted by the THSSAA staff if questions arise regarding financial aspects of this Grant. If someone else is authorized to submit Financial Reports and address financial aspects for the Grantee, a letter from the Authorized Official indicating such Signature Delegation will be attached with the Application.

3) *Authorized Official or Representative*

This individual shall be authorized by the governing body of the Grantee to apply for, accept, or decline grants on behalf of the jurisdiction. For local governments, **an authorized official is the County Judge, Mayor, or City Manager – not the Sheriff or Police Chief**. If someone else is authorized to apply for and accept grant funds for the Grantee, a letter from the governing body indicating such Signature Delegation will be attached with the Application.

- c. LBSP-15 Application Package

- 1) **LBSP-15 Application for State Assistance (LBSP Form APP-1)**. Complete the fields and have an Authorized Official sign this form.
- 2) **Designation of Grant Officials (LBSP Form APP-2)**. Provide the contact information for designated individuals and have the Authorized Official sign this form.
- 3) **Project and Budget Narrative (LBSP Form APP-3)**. Provide the information to support the amount requested and explain how the Applicant proposes to achieve LBSP Objectives.
- 4) **Assurances and Certifications (LBSP Form APP-4)**. The Applicant shall assure and certify compliance with any and all applicable State statutes, regulations, policies, guidelines and requirements, including, but not limited to, the UGMS that govern the application and acceptance and use of State funds for this Grant. In instances where multiple requirements apply to the Grantee, the more restrictive requirement applies. The

name and title of the Authorized Official will be entered in the space provided and the form will be signed and dated by the Authorized Official.

- 5) **Overtime Policy.** Include a copy of the Applicant's local OT policy.
- 6) **Schedule of Payroll Periods.** Include a schedule of the Applicant's payroll periods that fall within this expected Grant period.
Note: The Financial Cost Estimate form is an OPTIONAL form posted on the THSSAA website that may be used by the Applicant to assist in determining the amount of grant funds that may be needed. This form is NOT required and does NOT need to be submitted with the LBSP application.

d. Application Submission Instructions

- 1) The Applicant shall submit one complete LBSP-15 Application Package directly to the THSSAA. **Applications are due to the THSSAA by 5PM CDT on January 5, 2015.** The Grantee shall retain a copy of the documents for its records and, if funded, to reference when submitting required Activity and Financial Reports.
- 2) The Applicant shall scan and email the Application Package to:
SAA-LBSP@dps.texas.gov
Emailed applications are preferred, but the THSSAA will accept applications submitted by FAX. To submit via FAX, send the documents to: (512) 206-3137.
- 3) **Please only submit one copy of the application via one of the submission methods above.** Application Packages submitted by email will be provided a confirmation of receipt via a reply email from the THSSAA.

2. Questions

Questions about whether planned activities are consistent/coincide with LBSP operational priorities should be addressed to the Applicant's respective JOIC Region (See TXDPS Points of Contact in Section 6) or the Border Security Operations Center at 512-424-7561.

Questions about the Application Package, forms, submission requirements or this Grant Guidance may be directed to Mr. Arturo Mendez at 512-377-0022 or via this email address: SAA-LBSP@dps.texas.gov.

3. Application Review and Award Process

- a. After screening LBSP-15 applications, the THSSAA shall notify Applicants, typically by e-mail, of any problems with their application and request they resolve them.
- b. When LBSP-15 funding is made available, the THSSAA shall notify successful Applicants of the amount of the LBSP-15 Grant in an award letter.
- c. The award documentation constitutes the operative documents for obligating and reserving funds for use by the Grantee in execution of the program covered by the award. Such obligation may be terminated without further cause if the Grantee's Authorized Official fails to properly accept the Grant Award within forty-five 45 calendar days of this Grant Award.
- d. No funds will be disbursed to the Grantee until the Grantee has properly accepted this Grant.

SECTION 4
APPLICATION FORMS

**LBSP FORM APP-1
APPLICATION FOR STATE ASSISTANCE**

1. LEGAL NAME OF APPLICANT ORGANIZATION: (Name of City, County or Tribe)	
2. ORGANIZATION MAILING ADDRESS:	
3. ORGANIZATION PHYSICAL ADDRESS: (If different from Mailing Address)	
4. DEPARTMENT (that will conduct grant activities):	
5. COUNTY (where jurisdiction is located):	
6. APPLICANT TYPE:	<input type="checkbox"/> City Government <input type="checkbox"/> County Government <input type="checkbox"/> Tribal Government
7. NAME OF GRANT/ASSISTANCE PROGRAM:	Local Border Security Grant Program (LBSP-15)
8. PERIOD OF PERFORMANCE :	February 1, 2015 through August 31, 2015
9. PAYMENT TYPE:	<input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> One-Time Advance Payment
10. EMPLOYER IDENTIFICATION # / TAX ID #:	
11. DUNS # (optional):	
12. TOTAL AMOUNT REQUESTED:	
CERTIFICATION	
<p>By signing this document, I certify that to the best of my knowledge and belief this application and its attachments are true and correct and that I have the legal authority to apply for State assistance. I also understand that this serves as a request for consideration for grant funding and that applying does not guarantee an award will be received. This Application, together with the Local Border Security Program FY2015 (LBSP-15) Grant Guidance and Application Kit, constitutes the work plan for the Applicant listed above. If funded the undersigned will be required to agree to and comply with all terms, conditions, and statements of work for the LBSP-15.</p>	
Typed Name of Authorized Official:	
Position Title (Mayor, Judge, City Manager):	
Original Signature of Authorized Official:	
Date Signed:	

Email* or Mail completed forms and application materials to: Texas Homeland Security State Administrative Agency
 ATTN: LBSP
SAA-LBSP@dps.texas.gov 1033 La Posada, Ste. 160, Austin, TX 78752

*Note: Email submission is preferred. Applications must be received by the THSSAA by **5PM CST on January 5, 2015**

**LBSP FORM APP-2
DESIGNATION OF GRANT OFFICIALS**

GRANT:	LOCAL BORDER SECURITY PROGRAM FY2015 (LBSP-15)
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GRANT PERIOD:	February 1, 2015 – August 31, 2015
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AGENCY NAME:	
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Grant Performance Officer (This is typically an Officer or Deputy)	
Name	
Title	
Daytime Phone Number	
E-mail Address	

Grant Financial Officer (This is typically your CFO or County Auditor)	
Name	
Title	
Daytime Phone Number	
E-mail Address	

***Note:** If someone else is authorized to submit Financial Reports for the Jurisdiction, a letter from the Authorized Official indicating such Signature Delegation should be attached with this Form.

Authorized Official (This must be the County Judge, Mayor, or City Manager*)	
Name	
Title	
Daytime Phone Number	
E-mail Address	

***Note:** If someone else is authorized to apply for and accept grant funds for the Jurisdiction, a letter from the governing body indicating such Signature Delegation should be attached with this Form.

Designation Approval	
Signature of Authorized Official:	
DATE SIGNED (DESIGNATION DATE):	

If at any point during the grant period these POCs change, make necessary changes and resubmit this form immediately to SAA-LBSP@dps.texas.gov.

LBSP FORM APP-3
Project and Budget Narrative for LBSP-15

1. **Jurisdiction Name** (List the City or County that is applying for this Grant)

2. **Department Name** (List the Department(s) or Division(s) within the City or County that will be conducting LBSP Grant activities)

3. **Law Enforcement Agency Sworn Force Information:**

A. Provide the Fiscal Year Budgeted Sworn Force Strength for the current fiscal year (FY 2015)

Note: The Budgeted Sworn Force Strength is the number of sworn officer/deputy positions funded in your agency's budget, including funded but frozen positions, and/or locally funded vacancies. Do not include unfunded vacancies or unpaid/reserve officers.

B. Of the number of sworn positions (officers/deputies) funded in your agency's budget, how many will be available to work LBSP-15 operations?

4. **Project Description:** Please provide a concise description of how you plan to use the funds to ensure that activities will achieve the State Objectives listed on page 5 of the LBSP-15 Grant Guidance. [250 words or less]

5. Budget:

Category	Amount Requested (Total for Entire Grant Period)
A. Personnel – OT for Officers/Deputies	
A. Personnel – OT for Law Enforcement Support Personnel	
B. Travel	
C. Operational - Mileage	
C. Operational - Fuel	
C. Operational - Other	
TOTAL	

Budget Narrative: All LBSP-15 Applicants will provide a Budget Narrative that (a) describes each item included in the Budget and (b) explains how each item, or group of items, supports the project’s goals and objectives.

A. Personnel Narrative:

1) What is the total number of officers per month that are anticipated to work LBSP?

2) What is the total number of overtime hours per month that are anticipated to be worked in support of LBSP?

3) Are funds being requested for Law Enforcement Support Personnel?
(Cannot Exceed 5% of total amount requested or \$5,000 whichever is less)

YES	
NO	

If yes, provide explanation and justification

4) Will overtime for any Exempt Personnel be paid with LBSP funds?

YES	
NO	

If yes, provide explanation and justification (See requirements listed in Section 2, Part C)

5) Personnel Narrative [100 words or less]:

B. Travel/Per Diem Narrative [100 words or less]:

C. Operating Costs Narrative [100 words or less]:

- 6. Project Summary:** Please provide a **brief** summary of how your agency proposes to use the LBSP-15 Grant funds. Be sure to provide a description of how you expect this Grant to enhance border security operations in your agency's Area of Responsibility (AOR). The Project Summary may be used to keep the Texas Legislature or other State executive branch agencies informed on law enforcement strategies to enhance border security and deter crime in your community. **[100 words or less]**

LBSP FORM APP-4

State of Texas Assurances and Certifications

State Uniform Administrative Requirement for Grants and Cooperative Agreements, Subpart B, §.14

Note: Certain of these assurances may not be applicable to your program. If you have any questions, please contact the awarding agency.

NAME OF APPLICANT	GRANT PROGRAM
	Local Border Security Program FY 2015 (LBSP-15)

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

As the duly authorized representative of the Applicant, I hereby certify that the Applicant shall comply with the Assurances and Certifications below.

Typed Name of Authorized Official	Title
Signature of Authorized Official	Date Signed

ASSURANCES

(1) RELATIVES. The Grantee shall comply with Texas Government Code, Chapter 573, by ensuring that no officer, employee, or member of the Grantee's governing body or of the Grantee's contractor shall vote or confirm the employment of any person related within the second degree of affinity or the third degree of consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person. This prohibition will not prohibit the employment of a person, who has been continuously employed for a period of two years, or such other period stipulated by local law, prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.

(2) PUBLIC INFORMATION. The Grantee shall insure that all information collected, assembled, or maintained by the Grantee relative to a project will be available to the public during normal business hours in compliance with Texas Government Code, Chapter 552, unless otherwise expressly prohibited by law.

(3) OPEN MEETINGS. The Grantee shall comply with Texas Government Code, Chapter 551, which requires all regular, special, or called meetings of governmental bodies to be open to the public, except as otherwise provided by law or specifically permitted in the Texas Constitution.

(4) CHILD SUPPORT PAYMENTS. The Grantee shall comply with Section 231.006, Texas Family Code, which prohibits payments to a person who is in arrears on child support payments.

(5) HEALTH, HUMAN SERVICES, PUBLIC SAFETY OR LAW ENFORCEMENT AGENCY. If the Grantee is a health, human services, public safety, or law enforcement agency, it will not contract with or issue a license, certificate, or permit to the owner, operator, or administrator of a facility if the license, permit, or certificate has been revoked by another health and human services agency or public safety or law enforcement agency.

(6) LAW ENFORCEMENT AGENCY. If the Grantee is a law enforcement agency regulated by Texas Occupations Code, Chapter 1701, it shall be in compliance with all rules adopted by the Texas Commission on Law Enforcement pursuant to Chapter 1701, Texas Occupations Code or shall provide the THSSAA with a certification from the Texas Commission on Law Enforcement that the Grantee is in the process of achieving compliance with such rules.

(7) ADMINISTRATION. When incorporated into a grant award or contract, standard assurances contained in the application package become terms or conditions for receipt of grant funds. Administering state agencies and local recipients shall maintain an appropriate contract administration system to insure that all terms, conditions, and specifications are met.

(8) SUSPECTED CHILD ABUSE. The Grantee shall comply with the Texas Family Code, Section 261.101, which requires reporting of all suspected cases of child abuse to local law enforcement authorities and to the Texas Department of Child Protective and Regulatory Services. The Grantee shall ensure that all program personnel are properly trained and aware of this requirement.

(9) TAXES. The Grantee shall comply with all federal tax laws and is solely responsible for filing all required state and federal tax forms.

(10) COMPLIANCE WITH REQUIREMENTS. The Grantee shall comply with all applicable requirements of all other federal and state laws, executive orders, regulations, and policies governing this Grant.

(11) INELIGIBLE APPLICANTS. The Grantee certifies that it and its principals are eligible to participate and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state, or local governmental entity and it is not listed on a state or federal government's terrorism watch list as described in Executive Order 13224. Entities ineligible for federal procurement are listed at <http://www.sam.gov>.

(12) HIV/AIDS. The Grantee shall adopt and implement applicable provisions of the model HIV/AIDS work place guidelines of the Texas Department of Health as required by the Texas Health and Safety Code, Ann., Sec. 85.001, *et seq.*

(13) LEGAL AUTHORITY. The Grantee certifies that it has the legal authority to apply for State assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-state share of project costs) to ensure proper planning, management and completion of this Grant.

(14) RECORDS. The Grantee shall give the awarding agency, the State Comptroller, and if applicable, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to this Grant; and shall establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

(15) PERSONAL GAIN. The Grantee shall establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal gain.

(16) COMPLETION. The Grantee shall initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

CERTIFICATIONS

1. **DRUG-FREE WORKPLACE** - The Grantee certifies that it shall 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. Establish a drug-free awareness program to inform employees about:
 - i. the dangers of drug abuse in the workplace;
 - ii. the Grantee's policy of maintaining a drug-free workplace;
 - iii. any available drug counseling, rehabilitation, and employee assistance programs; and
 - iv. the penalties that may be imposed upon employees for drug abuse violations.
 - C. Making it a requirement that each employee to be engaged in the performance of this Grant 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 this Grant, the employee shall:
 - i. abide by the terms of the statement; and
 - ii. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) calendar days after such conviction.
 - E. Notifying the THSSAA within ten (10) calendar days after receiving notice under subparagraph (D)(ii) from an employee or otherwise receiving actual notice of such conviction.
 - F. Taking one of the following actions with respect to any employee who is so convicted:
 - i. taking appropriate personnel action against such an employee, up to and including termination; or
 - ii. requiring such employee to participate satisfactorily in 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 the implementation of paragraphs (A), (B), (C), (D), (E), and (F).
2. **LOBBYING – The Grantee certifies that:**
 - A. It will not use grant funds, either directly or indirectly, in support of the enactment, repeal, modification, or adoption of any law, regulation or policy, at any level of government.
 - B. If any non-grant funds have been or will be used in support of the enactment, repeal, modification, or adoption of any law, regulation or policy, at any level of government, it shall notify the THSSAA to obtain the appropriate disclosure form.
 - C. It shall include the language of paragraphs A and B of this section in the award documents for all sub-awards at all tiers and will require all sub-recipients to certify accordingly.

SECTION 5
RESOURCES

Advance Payment Notifications (APNs)

<https://fm.x.cpa.state.tx.us/fm/payment/apn.php>

Direct Deposit Authorization Form (Comptroller Form 74-176)

<http://www.window.state.tx.us/taxinfo/taxforms/74-176.pdf>

Dun & Bradstreet – Government iUpdate (DUNS # Information)

<https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm>

Texas Department of Public Safety Border Security Information

<http://www.txdps.state.tx.us/PublicInformation/borderSecStats.htm>

Texas Department of Public Safety Crime Records Division

http://www.txdps.state.tx.us/administration/crime_records/pages/index.htm

Texas Homeland Security State Administrative Agency

http://www.txdps.state.tx.us/director_staff/saa/index.htm

Texas Travel Reimbursement Rates

<https://fm.x.cpa.state.tx.us/fm/travel/travelrates.php>

Uniform Grant Management Standards (UGMS)

<http://www.window.state.tx.us/procurement/catrad/ugms.pdf>

Section 6

TXDPS POINTS OF CONTACT AND JOIC REGIONS

Grant Coordinator (Programmatic Questions)	Grant Accountant (Financial Reporting)
Name: Arturo Mendez	Name: Jennifer Kelly / Debbie Jacaman
Title: Grant Coordinator Team Lead	Title: Grant Accountant
Phone: (512) 377-0022	Phone: (512) 424-5631 / (512) 377-0033
Fax Number: (512) 206-3137	Fax Number: (512) 206-3137
E-mail Address: SAA-LBSP@dps.texas.gov	E-mail Address: SAA-LBSP@dps.texas.gov
El Paso JOIC (El Paso, TX)	Coastal Bend Sector JOIC (Victoria)
E-mail: joic.elpaso@dps.texas.gov	E-mail: joic.victoria@dps.texas.gov
JOIC Number: (915) 680-6500	JOIC Number: (361) 485-8500
FAX Number: (915) 680-6574	FAX Number: (361) 579-6883
Counties: El Paso	Counties: Aransas, Bee, Calhoun, Dewitt, Goliad, Gonzales, Guadalupe, Jackson, Jim Wells, Karnes, Kleberg, Lavaca, Matagorda, Live Oak, Matagorda, McMullen, Nueces, Refugio, San Patricio, Victoria, and Wharton
Marfa JOIC (Marfa TX)	Del Rio JOIC (Del Rio TX)
E-mail: joic.marfa@dps.texas.gov	E-mail: joic.delrio@dps.texas.gov
JOIC Number: (432) 729-4506	JOIC Number: (830) 778-7837
FAX Number: (432) 729-4901	FAX Number: (830) 778-7821
Counties: Brewster, Culberson, Hudspeth, Jeff Davis, Pecos, Presidio, Reeves, and Terrell	Counties: Dimmit, Edwards, Kinney, Maverick, Real, Uvalde, Val Verde, and Zavala
Laredo JOIC (Laredo, TX)	Rio Grande Valley JOIC (McAllen, TX)
E-mail: joic.laredo@dps.texas.gov	E-mail: joic.mcallen@dps.texas.gov
JOIC Number: (956) 764-3181	JOIC Number: (956) 289-5727
FAX Number: (956) 764-3094	FAX Number: (956) 289-5820
Counties: Duval, Frio, Jim Hogg, La Salle, Webb, and Zapata	Counties: Brooks, Cameron, Hidalgo, Kenedy, and Starr