

# TEXAS DEPARTMENT OF PUBLIC SAFETY

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June 1, 2012

To: Texas Councils of Governments  
Urban Area Security Initiative Points of Contact

This letter is to provide information on establishing eligibility for the Federal Fiscal Year (FFY) 2012 Homeland Security Grant Program (HSGP).

Attached is the certification form and instructions for National Incident Management System (NIMS), Emergency Management Plans, A-133 Single Audit, TRRN, DUNS/CCR, and Criminal History Disposition Reporting. Please note we are asking for several attachments this year.

Based on your input, we have modified the certification form to provide clarity, particularly as it relates to the A-133 requirements. The jurisdictions' certifications to establish eligibility must be completed and emailed to the THSSAA at [SAA@dps.texas.gov](mailto:SAA@dps.texas.gov) by July 2, 2012. Contact information and resources are included in the instructions.

Also, attached is the timeline for entry of projects into SPARS. We may receive the award as early as August 1<sup>st</sup> or as late as September 30<sup>th</sup>. Regardless of the date we receive the award, it will be dated the 1<sup>st</sup> day of the month in which the award is issued.

SPARS will be opened for project entry prior to establishment of eligibility. Thus, the two step process for entry of awards depicted on the timeline. The June 7, 2012 conference call will include a discussion on project entry.

Sincerely,

A handwritten signature in black ink, appearing to read "Machel", followed by a horizontal line.

Machelle Pharr

Deputy Assistant Director, Texas Homeland Security State Administrative Agency