

2010



Texas Homeland  
Security Grants

# Topics

- Sub-recipient Agreements (SRA)
- Biannual Strategy Implementation Report (BSIR)
- Expenditure request process
- SPARS - grant management tool
  - User account
  - Various access (**local level perspective**)
  - Quarterly reports
  - Mile Stones
  - Help-line for SPARS
- Projects requiring special prior approval
  - Interoperable radio
  - EHP (Team lead or Pete Lara)
  - Training (Scott Terry will cover at the end)
- Reimbursement process
- Monitoring

# Sub-recipient Agreement (SRA)

# SRA

- This is your legal binding document.
- Complete document must be signed by City Mayor or County Judge.



# SRA

- SRA's must be to the SAA by December 4, 2010.
- Award number will increase with any change (GAN).
- Each grant will have it's own SRA.
- Grant Period – all invoices must be received by this day, July 31, 2012.

Texas Department of Public Safety			
 <p><b>2010 Sub-Recipient Award</b> for <i>City of Houston</i></p>			
Date of Award			
October 20, 2010			
<b>1. Sub-Recipient Name and Address</b>			
Mayor Annise D. Parker City of Houston P.O. Box 1562 Houston, TX 77251-1562			
<b>2. Prepared by:</b> Seals, Freddie			
<b>3. SAA Award Number:</b> 10-SR 35000-01			
<b>4. Federal Grant Information</b>			
<b>Federal Grant Title:</b> Homeland Security Grant Program (HSGP) Metropolitan Medical Response System (MMRS)			
<b>Federal Grant Award Number:</b> 2010-SS-T0-0008			
<b>Date Federal Grant Awarded to TxDPS:</b> August 1, 2010			
<b>Federal Granting Agency:</b> Department of Homeland Security FEMA Grant Programs Directorate			
<b>5. Award Amount and Grant Breakdowns</b>			
<b>MMRS Award Amount (Federal)</b>  CFDA: 97.071  \$317,419.00	<b>Grant Period:</b> <table border="1"> <tr> <td>From: Aug 1, 2010</td> <td>To: Jul 31, 2012</td> </tr> </table> (The SAA must receive all invoices by the end of grant period)	From: Aug 1, 2010	To: Jul 31, 2012
From: Aug 1, 2010	To: Jul 31, 2012		
<b>6. Statutory Authority for Grant:</b> This project is supported under Department of Homeland Security Appropriations Act, 2010 (Public Law 111-83).			
<b>7. Method of Payment:</b> Primary method is reimbursement.			
<b>8. Debarment/Suspension Certification:</b> The Sub-Recipient certifies that the sub-recipient and its contractors/vendors are not debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any federal department or agency and do not appear in the Excluded Parties List System at <a href="http://www.epls.gov.2.8.9029.0">http://www.epls.gov.2.8.9029.0</a>			
<b>9. Agency Approval</b>			
<b>Approving TxDPS Official:</b>  Janice E. Bruno, Administrator State Administrative Agency Texas Department of Public Safety	<b>Signature of TxDPS Official:</b>  		
<b>10. Sub-Recipient Acceptance</b>			
<b>I have read and understand the attached Terms and Conditions.</b>			
<b>Type name and title of Authorized Sub-Recipient official:</b>	<b>Signature of Sub-Recipient Official:</b>		
<b>11. Enter Employer Identification Number (EIN) / Federal Tax Identification Number:</b>	<b>12. Date Signed :</b>		
<b>13. DUE DATE:</b> December 4, 2010			
Signed award and Direct Deposit Form (if applicable) must be returned to TxDPS on or before the above due date.			

# SRA

Certify that the terms and conditions have been read by initialing the bottom of each page.

Fill in contact information located on Page 4.

Certify to the statements provided in Exhibits A , B and C located at the back of the document by filling in the contact information and signing all exhibits.

# SRA

## 2010 TERMS AND CONDITIONS

### Instructions:

The Sub-recipient must:

1. Fill in the contact information and sign the Sub-Recipient Award
2. Certify they have read and understand the Terms and Conditions by initialing the bottom of each page.
3. Fill in the contact information located on Page 4.
4. Certify to the statements provided in Exhibits A and B and C located at the back of this document by filling in contact information and signing both exhibits.
5. Return all documents to the SAA in accordance with the date provided in the transmittal letter and/or in the agreement.

### Parties to Sub-recipient Agreement

This Sub-recipient Agreement (includes the Sub-recipient Award and the Terms and Conditions) is made and entered into by and between the Department of Public Safety / State Administrative Agency (DPS/SAA) an agency of the State of Texas, hereinafter referred to as "DPS/SAA" and the funds recipient, hereinafter referred to as the "Sub-recipient." Furthermore, DPS/SAA and the Sub-recipient are collectively hereinafter referred to as the "Parties." The Sub-recipient Agreement is only an offer until the Sub-recipient returns the signed copy of the 2010 Sub-recipient Agreement in accordance with the date provided in the transmittal letter and/or in the agreement.

Sub-recipient must not assign or transfer any interest in this Sub-recipient Agreement without the express, prior written consent of the SAA.

### Overview, and Performance Standards

All allocations and use of funds under this grant must be in accordance with the FY 2010 Guidelines and Application Kit for the Federal Grant Title specified on the Sub-recipient Agreement Award. All award Sub-recipients are required to have read, understood and accepted the FY 2010 Guidance and Application Kit as binding.

**Standard of Performance.** The Sub-recipient shall perform all activities and projects entered into the SAA web-based grants management system approved by its Regional Planning Group / Urban Area Working Group and/or by the State Administrative Agency (SAA) as applicable. The Sub-recipient shall perform all activities in accordance with all terms, provisions and requirements set forth in this Sub-recipient agreement, Terms and Conditions and the following Exhibits located at the end of this document:

1. Assurance – Non-Construction Programs, hereinafter referred to as "Exhibit A"
2. Assurance – Construction Programs, hereinafter referred to as "Exhibit B"
3. Certification, hereinafter referred to as "Exhibit C"

**Failure to Perform.** In the event the Sub-recipient fails to implement the project(s) entered into the SAA web-based grants management system, or comply with any of this Sub-recipient agreement's provisions, in addition to the remedies specified in this Sub-recipient agreement, the Sub-recipient is liable to DPS/SAA for an amount not to exceed the award amount of this Sub-recipient agreement and may be barred from applying for or receiving additional DHS/FEMA grant program funds or any other federal program funds administered by DPS/SAA until repayment to DPS/SAA is made and any other compliance or audit finding is satisfactorily resolved.

Initial \_\_\_\_\_ Date \_\_\_\_\_

I Understand that failure to comply with any of the above assurances may result in suspension, termination or reduction of grant funds.

Please fill in the appropriate information and sign.

Type Name of Authorized Official \_\_\_\_\_  
Title \_\_\_\_\_  
Sub-recipient Organization \_\_\_\_\_  
Signature of Authorized Official \_\_\_\_\_ Date \_\_\_\_\_

Initial \_\_\_\_\_ Date \_\_\_\_\_

Complete SRA is 18 pages

# Grants Management Tool

- Texas Domestic Preparedness Assessment site
  - [www.texasdpa.com](http://www.texasdpa.com)
  - NOTE\* this system is also referred to as SPARS
- Various user account levels
  - Local Administration
  - Data entry

# Grants Management Tool

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- Ensure all sub-grantees within your region have accounts in SPARS.
- [www.texasdpa.com](http://www.texasdpa.com)



THREAT LEVEL  
**ELEVATED**

**NEW USER**

Register for:

- [Subgrantee logon credentials](#)
- [Region logon credentials](#)

**RETURNING USER**

**Username:**

**Password:**

[Forgot your password?](#)

**Logon**



**BIANNUAL STRATEGY  
IMPLEMENTATION REPORT  
(BSIR)**

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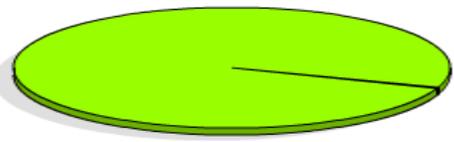
# BSIR

- Sub-grantees must complete the BSIR information in SPARS.
- Click on one of the 2010 BSIR data links under system messages and fill in information for each project and Submit to Region.
- The Regions will ensure the BSIR's are accurate, when correct they will submit to the SAA for review and approval. The region has the ability to send back for corrections.

### SHSP Pre-2004 Progress Report

Original Grant Amount: \$2,474,613.00

- Uncommitted -- \$7,844.85
- Review -- \$0.00
- Needs POE -- \$0.00
- On-Order -- \$0.00
- Invoiced -- \$0.00
- Complete -- \$2,466,768.15
- Change Requested -- \$0.00



THREAT LEVEL  
ELEVATED

Grant close date has been met, grant is locked.

#### PENDING TASKS

	Build	Needs POE	On-Order	Inv/Complete
<b>Expenditure List Items</b>	0	0	0	59
<b>Reimbursement Requests</b>	8	11	0	299
<b>Voucher Requests</b>		Pending	Submitted	Paid
		3	22	323

#### SYSTEM MESSAGES

	Status	Due
<a href="#">Quarterly Report - First Quarter 2010</a>	Completed	04/19/2010
<a href="#">2007 Grant Year BSIR Data</a>	Approved	
<a href="#">2007 PSIC BSIR Data</a>	Approved	
<a href="#">2008 SHSP BSIR Data</a>	Approved	
<a href="#">2008 SHSP LEAP BSIR Data</a>	Approved	
<a href="#">2008 CCP BSIR Data</a>	Approved	
<a href="#">2008 MMRS BSIR Data</a>	Approved	
<a href="#">2008 Austin UASI BSIR Data</a>	Approved	
<a href="#">2008 Austin UASI LEAP BSIR Data</a>	Approved	
<a href="#">2009 SHSP BSIR Data</a>	Approved	
<a href="#">2009 Austin UASI BSIR Data</a>	Approved	
<a href="#">2009 Austin UASI LEAP BSIR Data</a>	Approved	
<a href="#">2009 CCP BSIR Data</a>	Approved	
<a href="#">2009 MMRS BSIR Data</a>	Approved	
<a href="#">2010 SHSP BSIR Data</a>	Build	
<a href="#">2010 SHSP LETPA BSIR Data</a>	Approved	
<a href="#">2010 Austin UASI BSIR Data</a>	Build	
<a href="#">2010 Austin UASI LETPA BSIR Data</a>	Build	

# BSIR

Select BSIR info under each the projects that are **red** under Self Check.

Texas Domestic Preparedness Assessment - Microsoft Internet Explorer provided by Tx DPS

https://www.texasdpa.com/index.k2

File Edit View Favorites Tools Help Convert Select

Texas Domestic Preparedness Assessment

TEXAS Texas Department of Public Safety

City of Austin | Gray, Meredith | 2010 SHSP

Resources User Profile Admin Menu Home Help Logout

### BSIR Projects

Subgrantee: **City of Austin**  
Grant: **2010 SHSP**

### BSIR Projects

Plan Status: **Build**

Project	Project Amount	BSIR info	Self Check
City of Austin Ambulance Bus (AmBus)	\$400,000.00	[ <a href="#">BSIR info</a> ]	✖
Austin-Travis County EMS Mobile CHEMPACK vehicle	\$200,000.00	[ <a href="#">BSIR info</a> ]	✖
City of Austin #5 Purchase patient conveyor belt system for non-ambulatory contaminated patients.	\$10,000.00	[ <a href="#">BSIR info</a> ]	✖
City of Austin-Travis County EMS Casualty Planning Assessment Tool	\$70,000.00	[ <a href="#">BSIR info</a> ]	✖
City of Austin Regional Citizen Preparedness Project	\$28,333.00	[ <a href="#">BSIR info</a> ]	✖
City of Austin Central Texas Citizen Corps Grant Program - supplement	\$34,005.35	[ <a href="#">BSIR info</a> ]	✖
M&A	\$20,100.00	[ <a href="#">BSIR info</a> ]	✖

### ACTIONS

**Self Checks Failed For One Or More Projects.**

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# BSIR

Select Solution Area Category that is red under Categories Allocated & Disciplines Allocated.

For this particular one it will be EQUIPMENT you will select.

Texas Domestic Preparedness Assessment - Microsoft Internet Explorer provided by Tx DPS

https://www.texasdpa.com/index.k2

File Edit View Favorites Tools Help Convert Select

Texas Domestic Preparedness Assessment

TEXAS Texas Department of Public Safety

City of Austin | Gray, Meredith | 2010 SHSP

Resources User Profile Admin Menu Home Help Logout

**PROJECT SUMMARY**

Project: City of Austin Ambulance Bus (AmBus)

Grant Year	ISIP/BSIR Type	Project Award	POETE Award	Delta
2010	SHSP	\$400,000.00	\$400,000.00	\$0.00 ✓

**CATEGORY PLANNING**

Solution Area Categories	Value	Categories Allocated	Disciplines Allocated
<a href="#">Planning</a>	\$0.00	\$0.00 ✓	\$0.00 ✓
<a href="#">Organization</a>	\$0.00	\$0.00 ✓	\$0.00 ✓
<a href="#">Equipment</a>	\$400,000.00	\$0.00 ✗	\$0.00 ✗
<a href="#">Training</a>	\$0.00	\$0.00 ✓	\$0.00 ✓
<a href="#">Exercises</a>	\$0.00	\$0.00 ✓	\$0.00 ✓
<a href="#">Management and Administration</a>	\$0.00	\$0.00 ✓	\$0.00 ✓

**ACTIONS**

[Return](#) Return to BSIR Projects

Done Internet 100%

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# BSIR

- Fill in the amount of funds under subcategories and disciplines.
- Save to continue to next project or to return to the home menu.
- All numbers will turn green when balanced.

Texas Domestic Preparedness Assessment - Microsoft Internet Explorer provided by Tx DPS

https://www.texasdpa.com/index.k2

File Edit View Favorites Tools Help Convert Select

Texas Domestic Preparedness Assessment

**TEXAS** Texas Department of Public Safety  
 Homeland Security

City of Austin | Gray, Meredith | 2010 SHSP

Resources User Profile Admin Menu Home Help Logout

Alias login: Carter, Brandy

### PROJECT SUMMARY

**Project:** City of Austin Ambulance Bus (AmBus)

Grant Year	ISIP/BSIR Type	Project Award	POETE Award	Delta
2010	SHSP	\$400,000.00	\$400,000.00	\$0.00 ✓

### CATEGORY PLANNING

Solution Area Categories	Value	Categories Allocated	Disciplines Allocated
<a href="#">Planning</a>	\$0.00	\$0.00 ✓	\$0.00 ✓
<a href="#">Organization</a>	\$0.00	\$0.00 ✓	\$0.00 ✓
Equipment	\$400,000.00	\$0.00 ✗	\$0.00 ✗

Subcategory Summary	SHSP	Total
<b>Project Total</b>	\$400,000.00	\$400,000.00
<b>Allocated</b>	\$0.00	\$0.00
<b>Delta</b>	\$400,000.00 ✗	\$400,000.00 ✗

Subcategories	Planned SHSP	Total
Personal Protective Equipment	<input type="text" value="\$0.00"/>	\$0.00
Explosive Device Mitigation and Remediation Equipment	<input type="text" value="\$0.00"/>	\$0.00
CBRNE Operational and Search and Rescue Equipment	<input type="text" value="\$0.00"/>	\$0.00
Information Technology	<input type="text" value="\$0.00"/>	\$0.00
Cyber Security Enhancement Equipment	<input type="text" value="\$0.00"/>	\$0.00
Interoperable Communications Equipment	<input type="text" value="\$0.00"/>	\$0.00
Detection	<input type="text" value="\$0.00"/>	\$0.00
Decontamination	<input type="text" value="\$0.00"/>	\$0.00

# BSIR

\*\*This is all one section in SPARS.

Texas Domestic Preparedness Assessment - Microsoft Internet Explorer provided by Tx DPS

https://www.texasdpa.com/index.k2

File Edit View Favorites Tools Help

Texas Domestic Preparedness Assessment

**TEXAS** Homeland Security Texas Department of Public Safety

City of Austin | Gray, Meredith | 2010 SHSP

Resources User Profile Admin Menu Home Help Logout

Discipline Summary	SHSP	Total
<b>Project Total</b>	\$400,000.00	\$400,000.00
<b>Allocated</b>	\$0.00	\$0.00
<b>Delta</b>	\$400,000.00 ❌	\$400,000.00 ❌

Disciplines	Planned SHSP	Total
Agriculture	\$0.00	\$0.00
Law Enforcement	\$0.00	\$0.00
Emergency Medical Services - Non-Fire Based	\$0.00	\$0.00
Emergency Medical Services - Fire Based	\$0.00	\$0.00
Fire Service	\$0.00	\$0.00
Hazardous Materials	\$0.00	\$0.00
Public Works	\$0.00	\$0.00
Public Safety Communications	\$0.00	\$0.00
Health Care	\$0.00	\$0.00
Emergency Management Agency	\$0.00	\$0.00
Public Health	\$0.00	\$0.00
Governmental Administrative	\$0.00	\$0.00
Cyber Security	\$0.00	\$0.00
Not for Profit/Non-Profit	\$0.00	\$0.00
Regional Transit System	\$0.00	\$0.00
<b>Disciplines Subtotal</b>	\$0.00	\$0.00
<a href="#">Training</a>	\$0.00	\$0.00 ✓
<a href="#">Exercises</a>	\$0.00	\$0.00 ✓
<a href="#">Management and Administration</a>	\$0.00	\$0.00 ✓

**ACTIONS**

[Save](#) Save the information on this page and return to the BSIR summary

[Return](#) Return to BSIR Projects

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# BSIR

- You will do this process for every project that has been approved in SPARS.
- After you have all **GREEN** self checks.
- SUBMIT.
- This will submit the BSIR to the Region for approval.
  - Upon approval, the Region will then submit the BSIR to the SAA for final approval.
  - If denied it will be sent back to you with explanation and/or instruction.

# Expenditure Request Process

---

# Expenditures

- Who, What, When, Where and Why
- If you answer each of these in your expenditure description you will have included all information.
- URL
- Other attachments

# Expenditures

- Select project you need to add expenditures to.

Texas Domestic Preparedness Assessment - Microsoft Internet Explorer provided by Tx DPS

https://www.texasdpa.com/index.k2

File Edit View Favorites Tools Help Convert Select

Texas Domestic Preparedness Assessment

TEXAS Homeland Security Texas Department of Public Safety

Resources User Profile Admin Menu

City of Austin | Gray, Meredith | 2009 SHSP

Home Help Logout

### PENDING TASKS

	Build	Needs POE	On-Order	Inv/Complete
<b>Expenditure List Items</b>	0	4	0	1
	Build	Submitted	Verified	Completed
<b>Reimbursement Requests</b>	8	15	0	299
		Pending	Submitted	Paid
<b>Voucher Requests</b>		3	22	323

### SYSTEM MESSAGES

	Status	Due
<a href="#">Quarterly Report - Third Quarter 2010</a>	Not Completed	11/15/2010
<a href="#">Quarterly Report - First Quarter 2010</a>	Completed	04/19/2010
<a href="#">2007 Grant Year BSIR Data</a>	Approved	
<a href="#">2007 PSIC BSIR Data</a>	Approved	
<a href="#">2008 SHSP BSIR Data</a>	Approved	
<a href="#">2008 SHSP LEAP BSIR Data</a>	Approved	
<a href="#">2008 CCP BSIR Data</a>	Approved	
<a href="#">2008 MIRS BSIR Data</a>	Approved	
<a href="#">2008 Austin UASI BSIR Data</a>	Approved	
<a href="#">2008 Austin UASI LEAP BSIR Data</a>	Approved	
<a href="#">2009 SHSP BSIR Data</a>	Approved	
<a href="#">2009 Austin UASI BSIR Data</a>	Approved	
<a href="#">2009 Austin UASI LEAP BSIR Data</a>	Approved	
<a href="#">2009 CCP BSIR Data</a>	Approved	
<a href="#">2009 MIRS BSIR Data</a>	Approved	
<a href="#">2010 SHSP BSIR Data</a>	Build	
<a href="#">2010 SHSP LETPA BSIR Data</a>	Approved	
<a href="#">2010 Austin UASI BSIR Data</a>	Build	
<a href="#">2010 Austin UASI LETPA BSIR Data</a>	Build	

### 2009 SHSP PROJECTS

Project	Award	Committed	Uncommitted
<a href="#">Regional Citizen Preparedness Project</a>	\$128,750.00	\$126,184.33	\$2,565.67

[Click here for Information Page](#)

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Internet 100%

# Expenditures

- Select request expenditure.

Texas Domestic Preparedness Assessment - Microsoft Internet Explorer provided by Tx DPS

https://www.texasdpa.com/index.k2

File Edit View Favorites Tools Help Convert Select

Texas Domestic Preparedness Assessment

TEXAS Homeland Security Texas Department of Public Safety

Resources User Profile Admin Menu

Home Help Logout

City of Austin | Gray, Meredith | 2009 SHSP

Subgrantee Expenditure List

[ Excel ] [ PDF ] [ FoI Report ] [ Progress Report ]

Keywords:  Search

Region: Capital Area Council of Governments

Subgrantee: City of Austin

Project: Regional Citizen Preparedness Project

Item Status: - Filter by Item Status -

Group by Project  Show Cancelled Items

2009 SHSP Progress Report  
Grant Amount: \$128,750.00

- Uncommitted -- \$2,565.67
- Review -- \$0.00
- Needs POE -- \$124,424.00
- On-Order -- \$0.00
- Invoiced -- \$0.00
- Complete -- \$1,760.33
- Change Requested -- \$0.00

PROJECT MILESTONES

[ add new milestone ]

This tool allows you to enter in one or more project milestones for each of your assigned projects. A milestone is a reference point that marks a major event in a project and is used to monitor the project's progress. Milestones should be specific, measurable, attainable, relevant, timely, open, small, assignable, progressive, and significant.

Once you have entered all milestones, they should be submitted so they can be a permanent part of the project and grant.

Milestone	Est Complete Date	Sort
No milestones have been created for this project.		

CITY OF AUSTIN EXPENDITURE LIST

[ request new expenditure ]

AEL Category	Expenditure	Status	Qty	Unit Cost	Total Cost	Local Invoice State	AAA Invoice State	
<b>Project: Regional Citizen Preparedness Project</b>								
(140.CC.01.ECCP) Establish, enhance, or evaluate Citizen Corps related volunteer programs	Central Texas Citizen Corps Coordinator	Needs POE	1	\$123,850.00	\$123,850.00	No Invoice	No Invoice	[ edit ]
(140.TP.01.TRPL) Travel/per diem related to planning activities	Train the Trainer: Prepare Communities 4 Agroterro	Needs POE	1	\$250.00	\$250.00	No Invoice	No Invoice	[ edit ]
(140.TP.01.TRPL) Travel/per diem related to planning activities	Fire Corps Conference February 2010	Needs POE	1	\$225.00	\$225.00	No Invoice	No Invoice	[ edit ]
(11.RE.00.RFNC) Reference Materials, non-CBRNE	Stratfor Subscription	Needs POE	1	\$99.00	\$99.00	No Invoice	No Invoice	[ edit ]
(04.HW.01.INHW) Hardware, Computer, Integrated	Laptop for Citizen Corps Coordinator	Complete	1	\$1,760.33	\$1,760.33	07/27/2010	08/24/2010	[ edit ]
Project Expense Total:					\$126,184.33			
Project Value:					\$128,750.00			
Project Uncommitted Funds:					\$2,565.67			
* Subgrantee Funds Used:					\$0.00			

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# Expenditures

- Select correct Authorized Equipment List (AEL) category down to the lowest level possible.
- Suggestion: refer to the Responder Knowledge Base (RKB).

The screenshot shows a Microsoft Internet Explorer browser window displaying the Texas Domestic Preparedness Assessment website. The address bar shows the URL <https://www.texasdpa.com/index.k2>. The page header includes the Texas Department of Public Safety logo and navigation links for Resources, User Profile, and Admin Menu. A search bar is present with a "Keywords:" label and "Search" and "Cancel" buttons. The main content area is divided into two panels: "Authorized Equipment List" on the left and "AEL Details" on the right. The "Authorized Equipment List" panel contains a tree view of equipment categories, with the "AEL" folder highlighted by a red circle. The "AEL Details" panel is currently empty and contains the text "Please select an item from the left frame." The footer of the page includes a copyright notice for K2Share, LLC, dated 2010, and a version number of v8.7.1 - V07. A system tray at the bottom shows an "Error on page." notification, the "Internet" icon, and a 100% zoom level.

Keywords:

**Authorized Equipment List**

- AEL
  - [01] Personal Protective Equipment
  - [02] Explosive Device Mitigation and Remediation Equipment
  - [03] CBRNE Operational and Search and Rescue Equipment
  - [04] Information Technology
  - [05] Cyber Security Enhancement Equipment
  - [06] Interoperable Communications Equipment
  - [07] Detection
  - [08] Decontamination
  - [09] Medical
  - [10] Power
  - [11] CBRNE Reference Materials
  - [12] CBRNE Incident Response Vehicles
  - [13] Terrorism Incident Prevention Equipment
  - [14] Physical Security Enhancement Equipment
  - [15] Inspection and Screening Systems
  - [16] Agricultural Terrorism Prevention, Response, and Mitigation Equipment
  - [17] CBRNE Prevention and Response Watercraft
  - [18] CBRNE Aviation Equipment
  - [19] CBRNE Logistical Support Equipment
  - [20] Intervention Equipment
  - [21] Other Authorized Equipment
  - [110] Exercises
  - [120] Training
  - [130] Organization
  - [140] Planning

**AEL Details**

Please select an item from the left frame.

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Error on page. Internet 100%

# Expenditures

- After verifying that the piece of equipment or service is allowable under the grant you're working with .
- Select

The screenshot shows a web browser window displaying the Texas Domestic Preparedness Assessment application. The browser address bar shows the URL <https://www.texasdpa.com/index.k2>. The application header includes the Texas Department of Public Safety logo and navigation links for Resources, User Profile, and Admin Menu. A search bar is present with 'Keywords:' and 'Search' and 'Cancel' buttons.

The main content area is divided into two panels:

- Authorized Equipment List:** A tree view showing various equipment categories. The item [140CP-01-CONF] Conferences to facilitate planning activities is selected and highlighted.
- AEL Details:** A panel showing details for the selected item. It includes:
  - AEL Number:** 140CP-01-CONF
  - AEL Title:** Conferences to facilitate planning activities
  - AEL Category:** [140] Planning > [CP] Conferences to facilitate planning activities > [01] Conferences to facilitate planning activities
  - Description:** ...
  - Grant Availability:** A table of grant codes with status indicators (green checkmark for available, red X for unavailable):

BZPP	X	CCP	✓
EMPG	✓	EOCGP	X
IBSGP	X	IECGP	✓
IPRSGP	X	LEAP	✓
LETPP	✓	MMRS	✓
NSGP	X	OPSG	X
PSGP	X	RCPGP	✓
SHSP	✓	UASI	✓
  - Previous Numbering**
  - Related Target Capabilities**
  - Notes**

At the bottom of the AEL Details panel, there are two buttons: 'Select' and 'Cancel'. The 'Select' button is circled in red. Below the buttons, there is a note: 'This AEL item and return to previous screen'.

The footer of the application shows the copyright information: ©2010 K2Share, LLC TX v8.7.1 - V07.

# Expenditures

- Fill in all lines on the request.  
\*Remember the who, what, when, where and why in the description
- Continue.

Texas Domestic Preparedness Assessment - Microsoft Internet Explorer provided by Tx DPS

https://www.texasdpa.com/index.k2

File Edit View Favorites Tools Help Convert Select

Texas Domestic Preparedness Assessment

Home Page Tools

Alias login: Carter, Brandy

City of Austin | Gray, Meredith | 2009 SHSP

Home Help Logout

Resources User Profile Admin Menu

AEL Code: [\(140.CP.01.CONF\) Conferences to facilitate planning activities](#)

Project Title: [Regional Citizen Preparedness Project](#)

Is this request a package:  Yes  No

Product Name: >>

Vendor:

Part Number:

URL of product documentation:

Description: >>

**Requestor Details**

Requestor Name: Meredith Gray

Requestor E-mail: meredith.gray@ci.austin.tx.us

Requestor Phone: 512-974-0477

**Contact Details (if different from requestor)**

Contact Name:

Contact E-mail:

Contact Phone:

**Additional Information**

Subgrantee Notes:

Supporting Files:  Browse... Upload File

**ACTIONS**

Continue >> Save and continue with request.

<< Back Go back to previous screen.

Done Internet 100%

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# Expenditures

- Fill in Qty, Unit cost, Discipline and you **MUST** click auto adjust. Double check that funds are in correct categories.
- When your going to want to request 'Multiple invoice's' the quantity must always be one.
- Continue.

Texas Domestic Preparedness Assessment - Microsoft Internet Explorer provided by Tx DPS

https://www.texasdpa.com/index.k2

File Edit View Favorites Tools Help Convert Select

Texas Domestic Preparedness Assessment

TEXAS Homeland Security Texas Department of Public Safety

City of Austin | Gray, Meredith | 2009 SHSP

Resources User Profile Admin Menu Home Help Logout

### EXPENDITURE REQUEST - QUANTITIES AND COSTS

Expenditure	Category	Qty	Unit Cost	Total
vv	(140.CP.01.CONF) Conferences to facilitate planning activities	0	\$0.00	\$0.00

Discipline Quantities								Qty Total	Unit Cost	Total Cost
AG	LE	EMS-NF	EMS-F	FS	HZ	PW	PSC		\$ 0.00	\$0.00
0	0	0	0	0	0	0	0			
HC	EMA	PH	GA	CYB	NP	RTS				
0	0	0	0	0	0	0				

Grant	Total	Allocated	Available	Assigned
2009 SHSP	\$ 128,750.00	\$ 126,184.33	\$ 2,565.67	\$ 0.00
Subgrantee Funds	-	-	-	\$ 0.00
				<b>Required: \$ 0.00</b>
				<b>Delta: \$ 0.00</b>

[ auto adjust ]

### ACTIONS

**Continue >>** Save and continue with request.

<< Back Go back to previous screen.

Cancel Cancel and return to expenditure list.

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# Expenditures

The screenshot displays a web browser window with the URL <https://www.texasdpsa.com/index.k2>. The page title is "Texas Domestic Preparedness Assessment - Microsoft Internet Explorer provided by Tx DPS". The header includes the Texas Department of Public Safety logo and navigation links for Resources, User Profile, and Admin Menu. The main content area is titled "EXPENDITURE REQUEST - CONFIRM" and contains the following details:

- Subgrantee: City of Austin
- Grant: 2009 SHSP
- Project Title: [Regional Citizen Preparedness Project](#)
- AEL Code: [\(140.DA.01.DCAS\) Expenses incurred in the development or conduct of assessments](#)
- Product Name: vv
- Is this request a package: No
- Vendor: none
- Part Number: none
- Description: vv
- Quantity: 1 (LE:1)
- Unit Cost: \$0.01
- Funding: 2009 SHSP: \$0.01

A warning message states: "WARNING: This request differs from the BSIR plan. Your COG will need to adjust the BSIR Plan when approving this request." Below the details is an "ACTIONS" section with three buttons: "Submit" (highlighted with a red circle), "<< Back", and "Cancel".

- Review entry.
- Select submit.
- This sends your request to the Region.
- The Region will approve or deny
  - If denied this expenditure will return to you with instruction or request more information .
- Approved expenditures by Region will be submitted to SAA for review.

# Expenditures Requiring Special Approval

# Interoperable Expenditure Request

- All interoperable equipment request that are \$50,000 and greater will be reviewed by the Statewide Communications Coordinator, Mike Simpson and his team.
- This is going to assist with the State Wide Interoperable Communication (SWIC) and the State in standardizing purchases.
  - Include any/all information and explanation on this equipment.

# Air Craft

- Have to go to DHS for review
- Request must be made through SAA
  - Response Agency's mission
  - Proof of existing maritime/ technical team in place to operate aircraft.
  - Major benefits/ capabilities achieved through acquisition .
  - Applicable State Goals & Objectives for the acquisition.
  - Detailed description of equipment.

# Water Craft

- Have to go to DHS for review
- Request must be made through SAA
  - Response Agency's mission
  - ODP Info Bulletin 128: "To be eligible, these waterways must be identified as a critical asset to the state through a vulnerability assessment. In addition, the State Homeland Security Strategy or Urban Area Homeland Security Strategy must identify these waterways as critical assets requiring state and/or local prevention and response capabilities."
  - Proof of existing maritime/ technical team in place to operate watercraft.
  - ODP Info Bulletin 128: "Licensing, registration fees, insurance and all ongoing operational expenses are the responsibility of the grantee or local units of government and are not allowable under these grant programs."
  - Major benefits/ capabilities achieved through acquisition.
  - Applicable State Goals & Objectives for the acquisition.
  - Detailed description of equipment.

# Environmental Historical Process (EHP)

- What expenditures require an EHP?
  - ALL towers
  - Camera installations, inside and out
  - TV's / Monitor's if mounted
  - Fencing/lighting
  - Generators
- If it has wheels it does NOT require EHP.

## Why must we conduct EHP reviews:

Federal environmental and historic preservation laws and Executive Orders provide the basis and direction for the implementation of federal environmental and historic preservation review requirements for FEMA-funded projects. *These laws and executive orders are aimed at protecting our nation's water, air, coastal, wildlife, land, agricultural, historical and cultural resources, as well as minimizing potential adverse effects to children, low-income and minority populations.* Failure to comply with these laws could result in project delays and denial of funding. FEMA through the Environmental and Historic Preservation Program engages in a review process to ensure that FEMA funded activities comply with these laws.

# EHP

## Good Project Descriptions Expedite EHP Reviews

- You can help expedite the environmental portion of your project review by including any or all of the following existing documents in your project application. These will help the reviewers screen your project and aid them in making expedited decisions as to what laws may or may not apply. They will also help you see and anticipate the environmental concerns that may be present.
- A clearly written description project scope of work for the entire project, including any elements not federally funded or not funded by FEMA, that are likely to be done as part of the project in the foreseeable future.
- Include any maps, studies, plans, drawings, sketches, schematics, etc., as may be available, to help understand the entire project.
- Clearly identify changes in footprints, ground disturbance and areas of previously undisturbed ground.
- Be sure to include areas for construction access and staging areas in the project description.
- For more complex projects or projects where impacts are likely, impacts viable alternatives considered should be described.
- Photos as required showing the proposed project area in the context of its surroundings. If the project is a building, show all sides of the entire building (at least from opposite corners), and the context of the building in it's setting including the surrounding buildings and grounds. If the project is in a rural area, show the project site in the foreground with the surroundings in all four directions in the background.
- Location maps (e.g., USGS maps, or other suitable maps), as necessary to show the project in the context of its surroundings. For projects in rural areas or for projects with ground disturbing activities, USGS maps are required

## Sub-recipient submit to SAA:

1. Color Photos
  - a. ground-level shot of equipment placing
  - b. ground-level shot of site surroundings
  - c. aerial shot or map of location
2. EHP Application
3. FCC Form 620 and 621



## Allen Water Tower (Collin County)

Allen Water Tower  
11 Prestige Circle, Allen, TX 75013

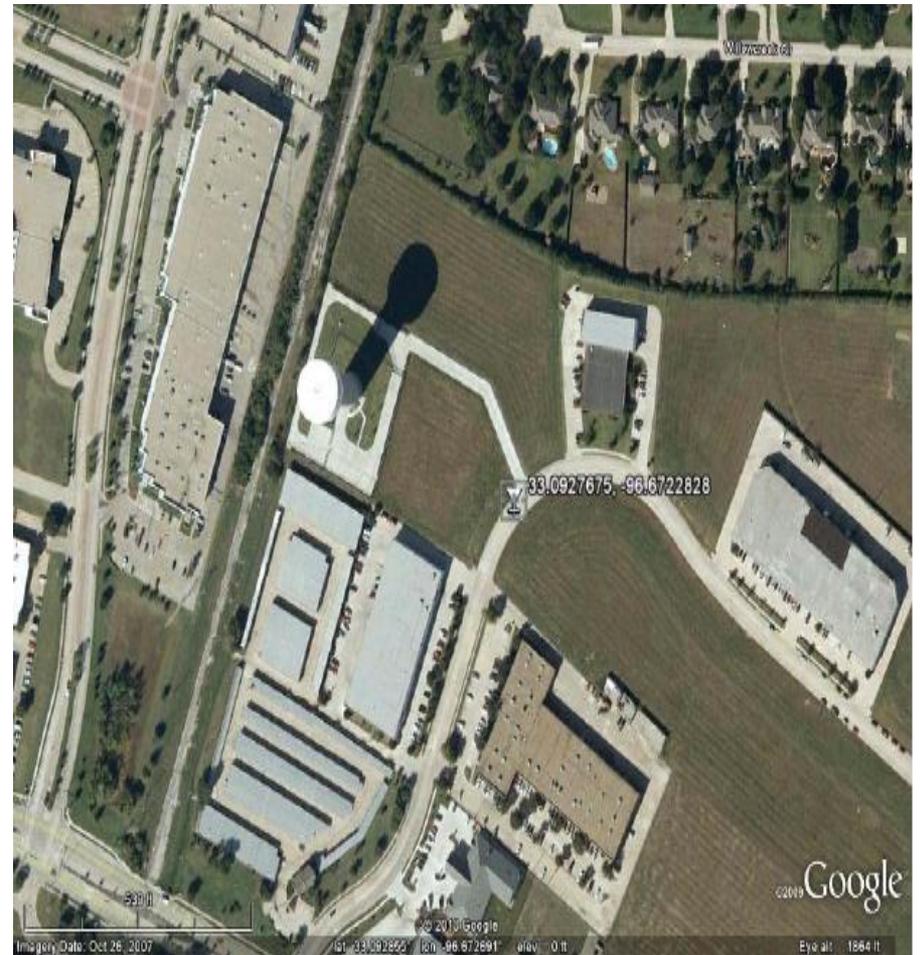
Coordinates:  
33.0927675  
-96.6722828

### Description of Work

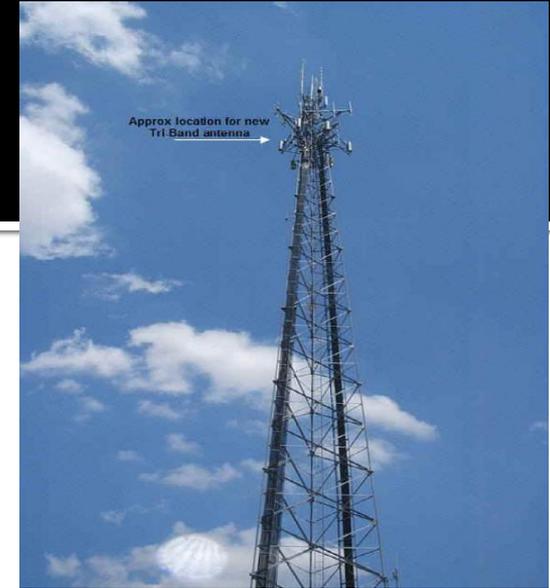
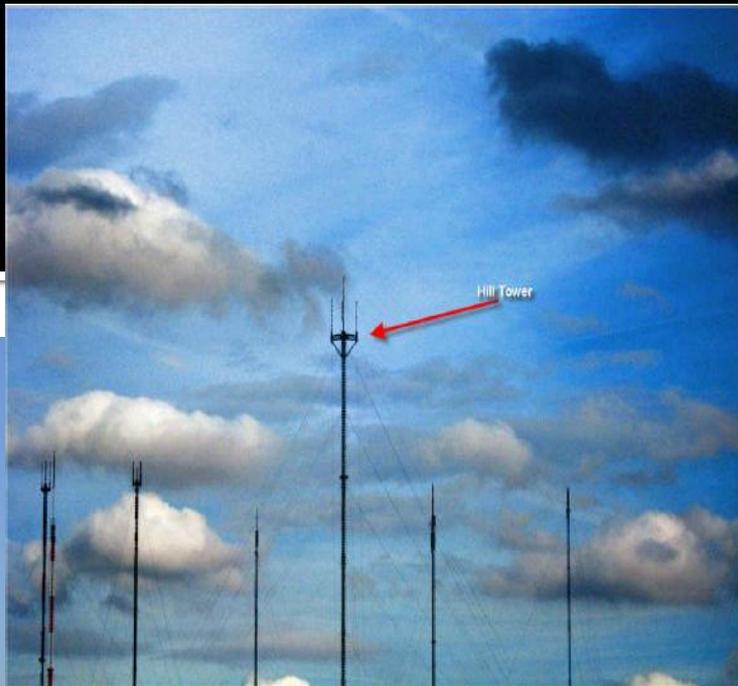
The total scope of work for the Allen Water Tower site includes only equipment to be installed in a pre-existing cabinet in the base of the water tower. Specifically a gateway computer and RP4000V will be installed to extend the D-Star radio network to the northeast parts of the region. All feed line, antennas and other equipment is already installed in service and fully paid for by the current system administrator/caretakers.

No ground disturbance will occur.

# EHP



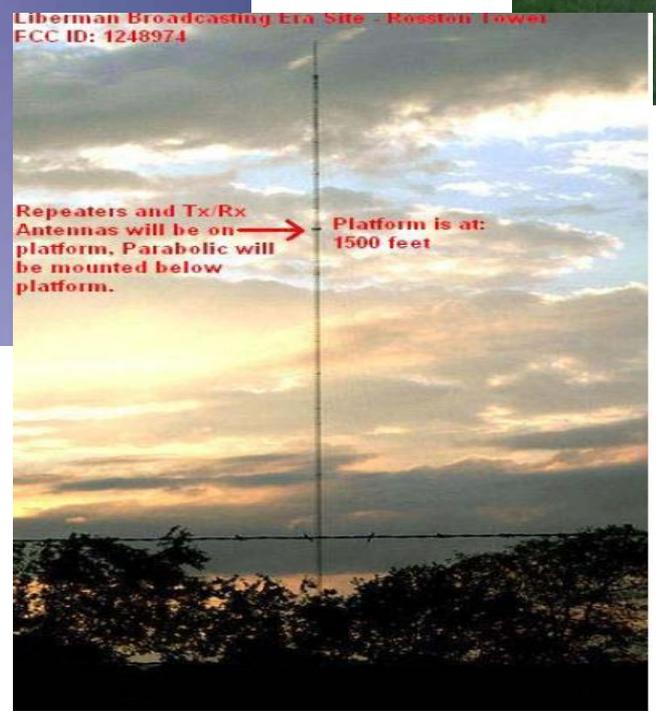
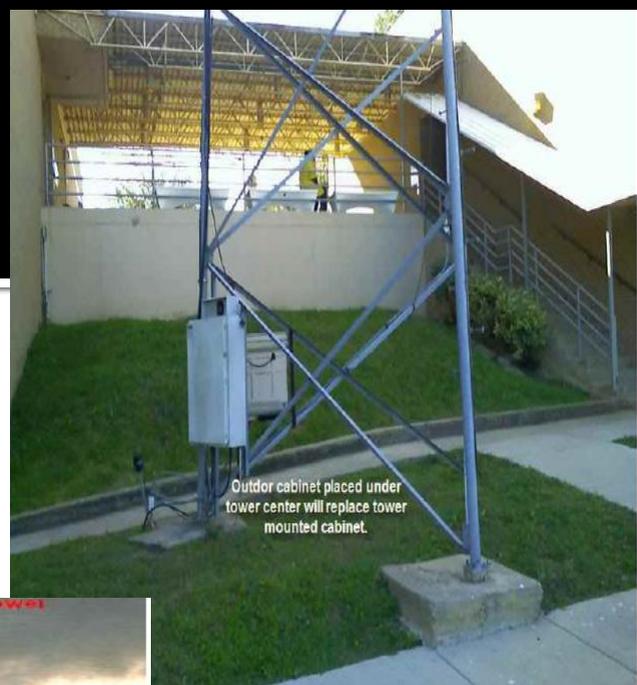
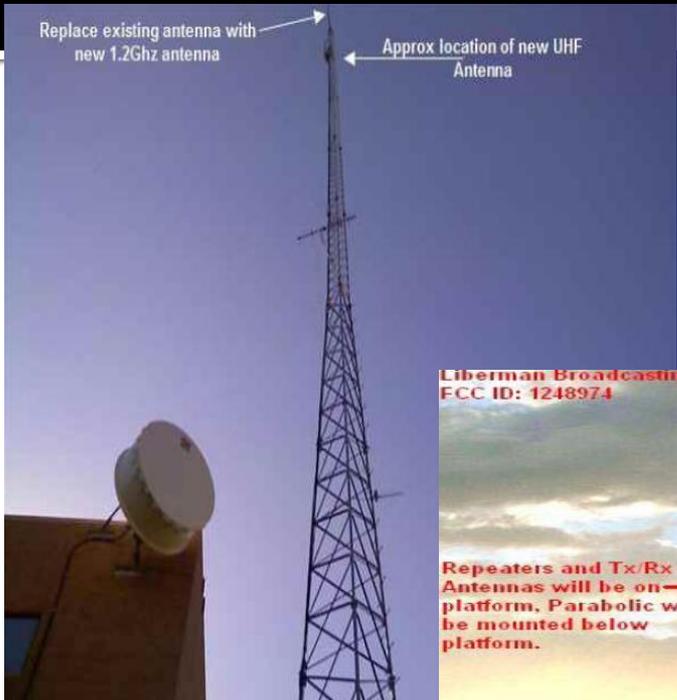
# EHP



Equipment will be installed in cabinet



# EHP



# Quarterly Reporting

# Reporting

You will report quarterly on **ALL** open grants.

- Mark % complete.
- Detail explanation on status in narrative section.
- Complete this information for each project.

## *Reporting Periods*

- Jan-Mar 1<sup>st</sup>
- April-June 2<sup>nd</sup>
- July-Sept 3<sup>rd</sup>
- Oct-Dec 4<sup>th</sup>

## *Due Dates*

- April 20, 2011
- July 20, 2011
- October 20, 2011
- January 20, 2011

# Reporting

Texas Domestic Preparedness Assessment - Microsoft Internet Explorer provided by Tx DPS

https://www.texasdpa.com/index.k2

File Edit View Favorites Tools Help

Texas Domestic Preparedness Assessment

City of Austin | Gray, Meredith | 2009 SHSP

Resources User Profile Admin Menu Home Help Logout

### PROGRESS REPORT

All fields are required

To bypass this survey please select the Home button at the top of the page. You will be able to bypass this survey until November 15th. On that date completion of the survey will be required.

This survey covers grant years 2007, 2008 and 2009. You are asked to estimate your percent completion for each project you have been awarded funding. You are also asked to provide a brief explanation for each status on each project at the end of the first quarter (September 31) 2010.

The survey can be done over time but each time you make an entry or change please click the Save button at the bottom of the survey to record your responses. On 15 November 2010 completion of the survey will be required and you will not be able to access your grant functions on SPARS until the survey is complete.

Should you have any questions concerning the operation of the survey please call 877-612-4357.

**This Progress Report is due on Monday 11/15/2010**

Status: Project Information Not Completed (0.0% complete)

Project	Award	Obligated *	Expended *	% Complete											
				0	10	20	30	40	50	60	70	80	90	100	
Project A CCP - Establish / enhance citizen awareness of emergency preparedness, prevention, and response measures	\$33,834.52	\$0.00	\$33,834.52	<input type="radio"/>											
Provide overall project assessment (provide specifics):															
Technical Assistance															
Equipment Status															
Personnel Status															
Other Issues															
Project B COA MMRS - Decon/Mass Casualty Management	\$144,305.00	\$0.00	\$144,305.00	<input type="radio"/>											
Provide overall project assessment (provide specifics):															

Detailed explanation.

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# Milestones

---

Milestones are entered on a grant by grant and project by project basis.

To access the milestone entry point please follow these steps:

- Login in to your sub-grantee.
- Navigate to the project equipment list for which you want to enter milestones.

# Milestones

- To add milestone click on 'add new milestone'.

## PROJECT MILESTONES

[\[ add new milestone \]](#)

This tool allows you to enter in one or more project milestones for each of your assigned projects. A milestone is a reference point that marks a major event in a project and is used to monitor the project's progress. Milestones should be specific, measurable, attainable, relevant, timely, open, small, assignable, progressive, and significant.

Once you have entered all milestones, they should be submitted so they can be a permanent part of the project and grant.

Milestone	Est Complete Date	Sort	
<i>No milestones have been created for this project.</i>			

# Milestones

- Milestones should be entered into the text field.
- Action will be SAVE.

## PROJECT MILESTONE

**Project:** Grant Coordination and Grant management-related travel

**Milestone:**



**Est Completion Date:** Nov ▼ 4 ▼ 2010 ▼

## ACTIONS

**Save**

Save milestone data changes.

**Cancel**

Cancel milestone data changes.

# Milestones

- Commit a milestone by clicking on the commit link.

NOTE: Milestones can be edited or deleted until they are committed. Once a milestone is committed it becomes a permanent part of the project and cannot be changed. Milestones will be listed on your quarterly reports where you must report on your progress toward each milestone.

## PROJECT MILESTONES

[\[ add new milestone \]](#)

This tool allows you to enter in one or more project milestones for each of your assigned projects. A milestone is a reference point that marks a major event in a project and is used to monitor the project's progress. Milestones should be specific, measurable, attainable, relevant, timely, open, small, assignable, progressive, and significant.

Once you have entered all milestones, they should be submitted so they can be a permanent part of the project and grant.

Milestone	Est Complete Date	Sort	
1 Represent the city by attending the Homeland Security Conference in San Antonio.	2010-Feb-15	1 	<a href="#">[ edit ]</a> <a href="#">[ delete ]</a> <a href="#">[ commit ]</a>

# Milestones

This is what you want each of your milestones to look like.

## PROJECT MILESTONES

[ [add new milestone](#) ]

This tool allows you to enter in one or more project milestones for each of your assigned projects. A milestone is a reference point that marks a major event in a project and is used to monitor the project's progress. Milestones should be specific, measurable, attainable, relevant, timely, open, small, assignable, progressive, and significant.

Once you have entered all milestones, they should be submitted so they can be a permanent part of the project and grant.

Milestone	Est Complete Date	Sort	
1 Represent the city by attending the Homeland Security Conference in San Antonio.	2010-Feb-15	1 	Committed

# Updating POC & Elected Official

Texas Domestic Preparedness Assessment - Microsoft Internet Explorer provided by Tx DPS

https://www.texasdpa.com/index.k2

File Edit View Favorites Tools Help Convert Select Bing News Entertainment Video 63°F Sign in

Texas Domestic Preparedness Assessment

TEXAS Homeland Security Texas Department of Public Safety

Alias login: Carter, Brandy

Austin County | Chislett, Raymond | 2008 CCP

Resources User Profile Admin Menu Home Help Logout

### POINT OF CONTACT AND ELECTED OFFICIAL VERIFICATION

All fields are required

The SAA has requested that the information on the Point of Contact be updated and verified.

The Point of Contact must be a registered Local Administrator for this Subgrantee. Choose from the names in the dropdown. If the correct POC is not listed, please contact the SA immediately.

Elected Official information should be the mayor of a city or town and the county judge for counties. Non-political entities should enter information about the highest level official involved in grant activity.

**This information must be verified by Monday 11/15/2010**

<b>POC:</b>	<b>Bilski, Carolyn</b>	Bilski, Carolyn
	1 E. Main Bellville, TX 77418 979-865-5911 cbilski@austincounty.com	
<b>Elected Official:</b>		
<b>Title:</b>	Judge	Judge
<b>Name:</b>	Carolyn Bilski	Carolyn Bilski
<b>Address:</b>	One East Main Street	One East Main Street
	Bellville, TX 77418	Bellville, TX 77418
<b>Phone:</b>	979-865-5911	979-865-5911
<b>Fax:</b>	979-865-8786	979-865-8786
<b>E-mail:</b>	cbilski@austincounty.com	cbilski@austincounty.com

### ACTIONS

**Verify EO and POC** Verify that the above information about the EO and POC are correct as of this date.

**Cancel** Cancel this review and proceed with the survey.

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Internet 100%

# Updating POC & Elected Official

At the time of quarterly reports you will be asked to update you POC and Elected Official.

- This box will automatically come up when you sign in.
- You will select that everything is current or
- You will correct the information necessary.
- Save and Continue.

# Reimbursement Request Process

---

# Reimbursements

- Select the project that you are wanting reimbursement on.

The screenshot shows the Texas Department of Public Safety website. In the 'Reimbursement Requests' section, there are two tables. The first table shows 'Reimbursement Requests' with counts for Awarded (15), Submitted (0), and Paid (299). The second table shows 'Voucher Requests' with counts for Pending (3), Submitted (22), and Paid (323). Below these are system messages. At the bottom, under '2009 SHSP PROJECTS', a table lists projects. The 'Regional Citizen Preparedness Project' is highlighted with a red circle. Its values are: Awarded: \$128,750.00, Committed: \$126,594.33, and Uncommitted: \$1,565.67.

Project	Awarded	Committed	Uncommitted
Regional Citizen Preparedness Project	\$128,750.00	\$126,594.33	\$1,565.67

The screenshot shows the 'CITY OF AUSTIN EXPENDITURE LIST' section. It displays a table of expenditures for the 'Regional Citizen Preparedness Project'. A red circle highlights the 'Needs POE' status for the first row. The table includes columns for AEL Category, Expenditure, Status, Qty, Unit Cost, Total Cost, Local Invoice State, and SAA Invoice State. The total project expense is \$126,194.32, and the project value is \$128,750.00. A legend at the bottom explains the status codes: 'Needs POE' means the item is approved and awaiting to be ordered.

AEL Category	Expenditure	Status	Qty	Unit Cost	Total Cost	Local Invoice State	SAA Invoice State
(140.00.01.ECOP)	Establish, enhance, or evaluate Central Texas Citizen Corps Coordinator	Needs POE	1	\$123,850.00	\$123,850.00	No Invoice	No Invoice
(140.01.01.TRPL)	Travel/per diem related to planning Train the Trainer: Prepare Communities 4 Agroteam activities	Needs POE	1	\$250.00	\$250.00	No Invoice	No Invoice
(140.01.01.TRPL)	Travel/per diem related to planning Fire Corps Conference February 2010 activities	Needs POE	1	\$225.00	\$225.00	No Invoice	No Invoice
(11.00.00.AFNC)	Reference Materials, non-CBRIE Sheriff Subscription	Needs POE	1	\$99.00	\$99.00	No Invoice	No Invoice
(04.HW.01.20HW)	Hardware, Computer, Integrated Laptop for Citizen Corps Coordinator	Complete	1	\$1,760.32	\$1,760.32	02/22/2010	08/24/2010

- Click **Needs POE**.  
(will be lavender in the status).

# Reimbursements

- Fill in requested information.
- This information should be on invoice. \*Attach documents.

**PROOF OF ENCUMBRANCE**

Subgrantee: City of Austin

POE Number: POE500-101101104159

POE Date: Nov 1 2010

Project: Regional Citizen Preparedness Project

Vendor/Payee: [new vendor]

Address: [new vendor]

City, St, Zip: [new vendor]

Phone: [new vendor]

Expenditure	Category	Qty	Unit Cost	Total
Central Texas Citizen Corps Coordinator	(140.CC.01.ECCP) Establish, enhance, or evaluate Citizen Corps related volunteer programs	1	\$123,850.00	\$123,850.00
Shipping/Handling:			\$0.00	\$0.00
Taxes/Fees:			\$0.00	\$0.00
POE Total:				\$123,850.00

Attached Documents

Attach documents to this POE

Attach Document

**PROOF OF ENCUMBRANCE**

Subgrantee: City of Austin

POE Number: POE500-101101104159

POE Date: Nov 1 2010

Project: Regional Citizen Preparedness Project

Vendor/Payee: [new vendor]

Address: [new vendor]

City, St, Zip: [new vendor]

Phone: [new vendor]

Expenditure	Category	Qty	Unit Cost	Total
Central Texas Citizen Corps Coordinator	(140.CC.01.ECCP) Establish, enhance, or evaluate Citizen Corps related volunteer programs	1	\$123,850.00	\$123,850.00
Shipping/Handling:			\$0.00	\$0.00
Taxes/Fees:			\$0.00	\$0.00
POE Total:				\$123,850.00

Attached Documents

Attach documents to this POE

Attach Document

- IF this is a vendor that has been used prior you can select them from the drop down menu.
- Save POE

# Reimbursement

- Your item will now be **ON ORDER** status (line item will turn to dark green)
- Click **NEEDS INVOICE**

**CITY OF AUSTIN EXPENDITURE LIST**

AEL Category	Expenditure	Status	Qty	Unit Cost	Total Cost	Local Invoice State	SAI Invoice State
[140.TP.01.TRPX] Travel(per diem related to planning activities	Train the Trainer: Prepare Communities 4 Agrozorro	Needs PDE	1	\$250.00	\$250.00	No Invoice	No Invoice
[140.TP.01.TRPX] Travel(per diem related to planning activities	Fire Corps Conference February 2010	Needs PDE	1	\$225.00	\$225.00	No Invoice	No Invoice
[11.RE.00.AFNC] Reference Materials, non-CBRNE	Stratfor Subscription	Needs PDE	1	\$99.00	\$99.00	No Invoice	No Invoice
[140.CC.01.ECOP] Establish, enhance, or evaluate Citizen Corps related volunteer programs	Central Texas Citizen Corps Coordinator	On Order	1	\$123,850.00	\$123,850.00	Needs Invoice	No Invoice
[04.HW.01.03HW] Hardware, Computer, Integrated	Laptop for Citizen Corps Coordinator	Complete	1	\$1,760.33	\$1,760.33	02/27/2010	08/24/2010
<b>Project Expense Total:</b>				<b>\$126,104.33</b>			
<b>Project Value:</b>				<b>\$126,758.00</b>			
<b>Project Uncommitted Funds:</b>				<b>\$2,565.67</b>			
<b>* Subgrantee Funds Used:</b>				<b>\$8.00</b>			

**INVOICE ITEM**

Subgrantee: City of Austin  
 PDE: POE500-10110104158  
 Vendor: Ace Hardware  
 Project: Regional Citizen Preparedness Project

Expenditure	Category	Qty	Unit Cost	Total
Central Texas Citizen Corps Coordinator	[40.CC.01.ECOP] Establish, enhance, or evaluate Citizen Corps related volunteer programs	1	\$123,850.00	\$123,850.00

Attached Documents:

**ACTIONS**

The multiple invoice process will create a new item for the invoice you currently have and leave the balance Needs Invoice state for future invoicing.

Completing the item will treat the item as if multiple invoices are not allowed.

Would you like to process this item using multiple invoices?

Process Multiple Invoices  Complete item with a single invoice

**Save & Continue** Save and process as selected above.

**Cancel** Cancel any changes.

Multiple or single

- Verify all information
- Select invoice choice
- Save & Continue

# Reimbursements

- A cover sheet that must be signed and submitted to SAA will generate when the expenditure request is submitted.
- You will have additional sheets for each item on the request.

\*\*\* NOTE-even though you push submit in DPA this does NOT mean you have submitted your request. You **MUST** sign and either e-mail, fax or mail a complete signed package to the SAA.

12/09

**City of Cedar Park**  
Local Purchase Submission Cover Sheet

Submit Date: 01/06/2010 08:28 AM CST  
Print Date: 10/28/2010 09:46 AM CST

RR20717

**Organization:** City of Cedar Park  
Street: 600 N. Bell Blvd  
City/State/Zip: Cedar Park, TX 79613  
Federal ID#:   
E-mail: lane@cedarparktx.us  
Fax: 512-336-4859

**Contact Information**  
Name: Yvonne Lane  
Agency: Cedar Park Fire  
City/State/Zip: Cedar Park, TX 79613  
Phone: 512-401-5160  
Fax: 512-336-4859

Item No.	Item	Item Description	Invoice No.	Amount
1	2008 CCP	ARRL Ham Radio License Manual	002-956206-3204218	\$16.52

Invoice Amount: \$16.52  
Sub Grant Amount: \$16.52  
Reimbursement Amount: \$16.52

**RECEIVED**  
NOV - 1 2010

**Fax all documents to TxDPS at: 512-206-3137.**

DPA print out for each item.  
 Copy of invoice for each item submitted. Invoices with multiple items should have the item submitted circled.  
 Proof of payment or signed Economic hardship form.

I, Yvonne Lane  
is now on the subgrantee's inventory list. \_\_\_\_\_ certify that I have received the above service/expenditure and the item

Signature: Yvonne Lane Date: 12/1/09

FOR OFFICIAL USE ONLY

# Reimbursements

- Request reimbursement thru SPARS
- Upload copy of invoice and proof of payment in SPARS
- Fax or e-mail SPARS generated cover sheet and any remaining to supporting documents to SAA Business Operations to :  
**512.206.3137 or SAA\_RR@txdps. state.tx.us**
- Must include:
  - Invoices
  - Signed Hardship Letter (if needed)
  - Backup documentation – Invoices and Proof of Payment
  - Proof of Payment (canceled check, general ledger, and credit card statement or credit card transaction listing)
    - If paid by credit card: proof that credit card bill was paid.

# Reimbursements

## Special Notes:

- Submit planning (ex, salaries) reimbursement requests monthly
- Individual items cannot be reimbursed in segments
- Down payments and advance payments cannot be reimbursed prior to receipt of services/equipment
- Milestone payments are not allowed
- For equipment delivered and/or services rendered, all payments must be paid in full
- Discounts must be integrated into the price
- Common Submittal Reimbursement Errors:
  - No proof of payment
  - Incorrect dates, invoice number, vendor names
  - Rounding issues

# Reimbursements

## *What to Expect:*

- 3-4 weeks  $\pm$  for direct deposit of funds.
- Hardship – Sub-grantee must provide the SAA with proof of payment made to the vendor within 30 days after deposit is made into sub-grantee's account  
(Not applicable to any salary or overtime request.)

# Being Prepared for your Monitoring Visit

# Monitoring

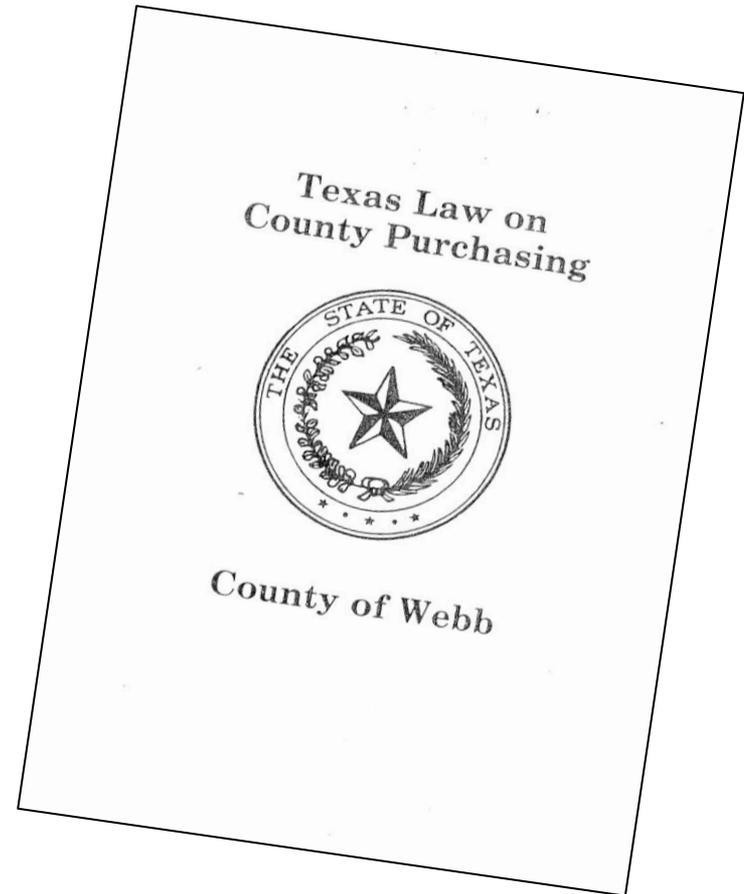
The SAA requires documentation from the jurisdiction before the monitoring visit begins.

- Current procurement policy
- Current Inventory Control Log
- Records of items that are damaged, exchanged, refunded, stolen, or lost
- Loan-out records (temporary & permanent)
- Grant-funded vehicle logs
- NIMS implementation certifications, training plans, and records
- Property Transfer Agreements

# Monitoring

Your procurement policy must include:

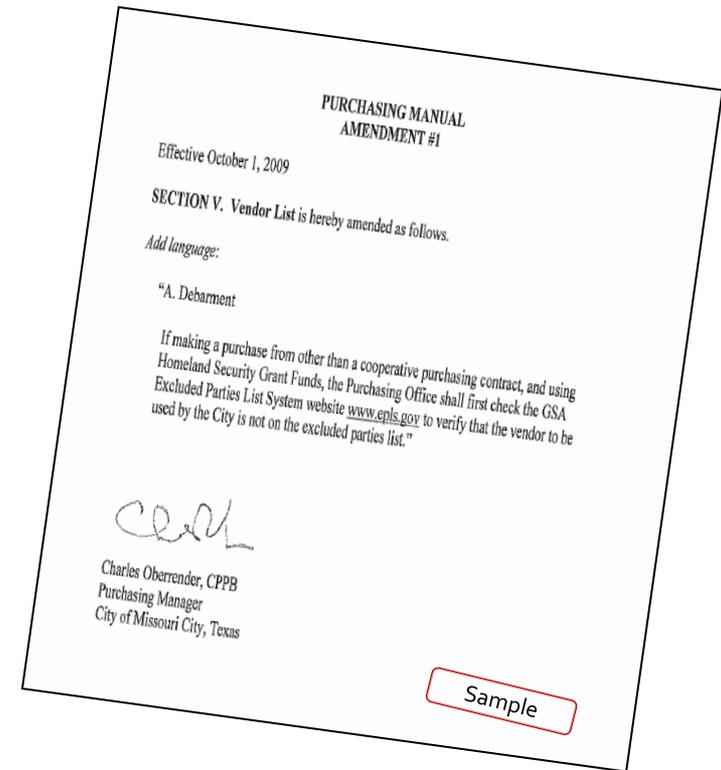
- Purchasing methods for determining the best option for purchase.
- Compliance with Federal & State Purchasing requirements.
- Debarment verification for vendors.



# Monitoring

## Debarment Verification

- Due to Federal and State requirements, Jurisdictions are required to verify that the vendors they do business with, regarding grant purchases, are not on the Excluded Parties List. The Excluded Parties List is located at [www.epls.gov](http://www.epls.gov)
- To ensure that EPLS is reviewed, Jurisdictions must adopt written procedures to be included in their purchasing policies and be able to identify the section to the grant monitors.



# Monitoring

*Each sub-recipient must:*

- Maintain a system for tracking and monitoring grant funded assets.
- Conduct a physical inventory at least once every two years.
- Asset inventory control logs
  - Item control number
  - Item name and description
  - Serial/VIN and model numbers
  - Acquisition date
  - Unit cost
  - Percent of federal participation
  - Grant type and year
  - Location of the property
  - Property purpose
  - Condition of the property
  - Name of the title holder
  - Disposition Date and sale price



# Monitoring

## Equipment Tagging



- IB #2 contains guidelines for equipment tagging.
- Expiration and calibration dates will also be noted.



## Vehicle Tagging



- Guidelines for vehicle tagging are located in IB #2.
- Vehicle Logs will be inspected and mileage will be compared.

# Monitoring

## NIMS implementation certifications, training plans, and records

- What is your jurisdiction's plan for training new and promoted employees?
- How does your jurisdiction track employee training?
- You are required to enter your NIMS information into the NIMS Compliance Assistance Support Tool (NIMSCAST).

**NIMS/ICS TRAINING GUIDELINES  
(2009 Update)**

AUDIENCE	REQUIRED TRAINING
<b>Federal/State/Local Tribal/Private Sector &amp; Non-governmental personnel to include:</b> <i>Entry Level first responders &amp; disaster workers</i> <ul style="list-style-type: none"> <li>• Emergency Medical Service personnel</li> <li>• Firefighters</li> <li>• Hospital Staff</li> <li>• Law Enforcement personnel</li> <li>• Public Health personnel</li> <li>• Public Works/Utility personnel</li> <li>• Skilled Support Personnel</li> <li>• Other emergency management response, support, volunteer personnel at all levels</li> </ul>	<ul style="list-style-type: none"> <li>• IS-700a: NIMS, An Introduction</li> <li>• ICS-100: Introduction to ICS or equivalent</li> </ul>
<b>Federal/State/Local Tribal/Private Sector &amp; Non-governmental personnel to include:</b> <i>First line supervisors, single resource leaders, field supervisors and other emergency management/response personnel that require higher level of ICS/NIMS Training.</i>	<ul style="list-style-type: none"> <li>• IS-700a: NIMS, An Introduction</li> <li>• ICS-100: Introduction to ICS or equivalent</li> <li>• ICS-200: Basic ICS or equivalent</li> </ul>
<b>Federal/State/Local Tribal/Private Sector &amp; Non-governmental personnel to include:</b> <i>Middle management, including strike team leaders, task force leaders, unit leaders, division/group supervisors, branch directors and multi-agency coordination system/emergency operations center staff</i>	<ul style="list-style-type: none"> <li>• IS-700a: NIMS, An Introduction</li> <li>• IS 800-B National Response Framework (NRF) an Introduction</li> <li>• ICS-100: Introduction to ICS or equivalent</li> <li>• ICS-200: Basic ICS or equivalent</li> <li>• ICS 300: Intermediate ICS or equivalent</li> </ul>
<b>Federal/State/Local Tribal/Private Sector &amp; Non-governmental personnel to include:</b> <i>Command and general staff, select department heads with multi-agency coordination system responsibilities, area commanders, emergency managers and multi-agency coordination system/emergency operations center managers.</i>	<ul style="list-style-type: none"> <li>• IS-700a: NIMS, An Introduction</li> <li>• IS- 800-B National Response Framework (NRF) NRF and Introduction</li> <li>• ICS-100: Introduction to ICS or equivalent</li> <li>• ICS-200: Basic ICS or equivalent</li> <li>• ICS 300: Intermediate ICS or equivalent</li> <li>• ICS 400: Advanced ICS or equivalent</li> </ul> <p style="text-align: center;"><b>(2009 Implementation requirement*)</b></p>

\* Implementation requirement is defined as: Implement a program for appropriate staff required to have ICS400, to receive training. Completion of training is not the requirement for 2009 but, agencies should use the end of 2009 beginning of 2010 as an internal goal for completion of ICS400.

# A-133 Audit

- A-133 Audit (Single Audit Act)
  - Any jurisdiction receiving more than \$500,000 in federal grants during a fiscal year must have an outside audit conducted.



# Monitoring

## Audit and Compliance Forms

- [www.txdps.state.tx.us/director\\_staff/saa](http://www.txdps.state.tx.us/director_staff/saa)
- You may use the supplied forms or create your own systems containing the required information.
- Information Bulletins

# Texas

