

TEXAS DEPARTMENT OF PUBLIC SAFETY

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September 20, 2013

Dear Authorized Official:

Attached are FY 2013 Homeland Security Grant Program (HSGP) sub-recipient award documents for your jurisdiction/agency. This letter, and the attached documents, contain important information about the grant(s) and provide instructions requiring your immediate action for grant acceptance.

Please follow the instructions at the top of the first page of the Terms and Conditions, and return all documents as instructed below to the Texas Department of Public Safety, Texas Homeland Security State Administrative Agency (THSSAA) no later than November 4, 2013.

The Sub-Recipient Agreement (SRA), which includes the Award, the Terms and Conditions, and attached Exhibits must be filled out, and signed by the person identified in Box 4 on the Sub-Recipient Award. Signature by anyone else will only be accepted if a letter of designation from the governing body is attached that authorizes the person to sign for the Sub-Recipient. Letters of signature designation will be deemed as authorization for that person to sign any future documents related to the grant award(s) unless the letter indicates otherwise.

Return SRA(s) via Email

The FY 2013 SRA documents should be returned via email to SAA_SRA@dps.texas.gov by the date indicated above. Please title the subject line of your email "HSGP" and name of jurisdiction (i.e. *HSGP Houston_City of*). If you have received multiple awards, please attach each SRA (including a signed award and set of Terms and Conditions) as a separate attachment to the email and use the following naming convention for each file: federal grant title abbreviation (from Box 5 on Award), "SRA" and name of jurisdiction (i.e. *SHSP LETPA SRA Houston_City of; UASI SRA Houston_City of*).

Please retain a copy of each document submitted to the THSSAA for your records. The grant award(s) may be withdrawn if all required documents are not completed and submitted to the THSSAA within the deadline established above.

Timeline for FY 2013 Grant Process

Below is the timeline for the FY 2013 HSGP awards and projects. The Biannual Strategy Implementation Report (BSIR) Plan must be completed in the State's grant management system (State Preparedness and Assessment Reporting Service (SPARS)) and the Sub-Recipient must enter acceptable milestones for each project in SPARS.

SEP 01 2013	State received 2013 HSGP award from DHS/FEMA
OCT 16 2013	Deadline for SAA to issue Sub-Recipient Agreements (45 days from start date as indicated by DHS).
NOV 04 2013	Deadline for sign Sub-Recipient Agreements to be returned to SAA (45 days from SAA award date).
NOV 15 2013	Deadline for sub-recipient to have entered their initial BSIR data in SPARS
DEC 04 2013*	Deadline for sub-recipient to enter project milestones for approved 2013 projects. <i>*(Expenditure requests will not be approved until clear milestones are established for all projects in SPARS.)</i>
FEB 28 2014	Deadline for sub-recipients to submit 2013 project EHP Screening Forms to the SAA.
JAN 30 2015*	End of sub-recipients performance period. All invoices must be received in SPARS by this date. <i>(*COGs and UASI Core Cities have slightly longer performance periods; see Box 6 of the Award for your performance period end date.)</i>

Form 74-176 Direct Deposit Authorization

In addition, to reimburse you for grant-funded expenses the THSSAA must have a current Direct Deposit Authorization from your organization in order to transfer grant funds electronically to a designated bank account. An electronic version of the form is available on the Texas State Comptroller’s website at: <http://www.window.state.tx.us/taxinfo/taxforms/74-176.pdf>. (On the form, please select “Texas Department of Public Safety” from the dropdown list when prompted.) If you submitted a completed Direct Deposit Authorization form recently at the request of TXDPS or with prior acceptance documents for FY 2013 HSGP awards, you do not need to complete a new authorization unless your bank account information has changed. By the due date of your SRA(s), please email a current Direct Deposit Authorization form to SAA_SRA@dps.texas.gov with a subject line and file name of “DDForm” and name of jurisdiction (i.e. *DDForm Travis County*).

If you have any questions, you may contact your Council of Governments, UASI Point of Contact, the grant coordinator assigned to your region or Nancy Carrales at nancy.carrales@dps.texas.gov or (512) 377-0004. For information on grant coordinators assigned to your region please go to http://www.dps.texas.gov/director_staff/saa/documents/GrantTeamAlignments.pdf.

Sincerely,



Machele Pharr
Deputy Assistant Director
Texas Homeland Security State Administrative Agency