

MAYOR
Jim Pappas

CITY OF HUNTERS CREEK VILLAGE

CITY COUNCIL
Stuart Marks
Fidel Sapien
Ken Spalding
Chip Cowell
Jay Carlton



CITY ADMINISTRATOR
Tom Fullen, MPA, CPM

Notice is hereby given of Special Council meeting of the City Council of Hunters Creek Village, Texas, to be held on **Friday, June 4th, 2021 at 3:00pm.** in the City Hall at #1 Hunters Creek Place, for the purpose of considering the following agenda items. Members of the public may attend the meeting in person or remotely by video or audio conference. The information for attending by video or audio conference is as follows:

VIDEO

- 1) Enter the following web address:
<https://zoom.us/j/91765025454?pwd=OVIJODEveThYd3FuM2U1bTJCU3ZIUT09>
- 2) Enter the following Access Code or Meeting Number: **917 6502 5454**
- 3) Enter the following Attendee ID or Numeric Meeting Password **167427**.

AUDIO

- 1) Call the following toll free number **+1 346 248 7799 US (Houston)**
- 2) Enter the following Access Code or Meeting Number: **917 6502 5454**.
- 3) Enter the following Attendee ID or Numeric Meeting Password **167427**.

Anyone wishing to address the city council during the meeting must notify the City Administrator, Tom Fullen, before the meeting begins by: 1) emailing him at tfullen@cityofhunterscreek.com ; or 2) calling him at **713-465-2150**.

- A. Call to order and the roll of elected and appointed officers will be taken.
 - B. Pledge of Allegiance.
 - C. REGULAR AGENDA
 - 1. Discussion and possible action to approve a resolution approving a grant application to the State of Texas seeking funds to purchase a variable message board and speed trailer; and making other provisions related to the subject.
 - D. EXECUTIVE SESSION It is anticipated that all, or a portion of the discussion of the following items, if any, will be conducted in closed executive session under authority of the Texas Open Meetings Act. However, no action will be taken on these items until the City Council reconvenes in open session.
 - E. RECONVENE into Open Session and consider action, if any, on items discussed during Executive Session.
 - F. ADJOURNMENT
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CERTIFICATION

I, the undersigned authority, does hereby certify that this Notice of a Meeting was posted on the bulletin board at City Hall, #1 Hunters Creek Place, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: June 1, 2021 at 3:00 p.m. and remained so posted continuously for at least 72 hours before said meeting was convened.

_____/s/
 Tom Fullen, City Administrator
 Acting City Secretary

The City Hall is wheelchair accessible and accessible parking spaces are available. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Administrator's Office at 713.465.2150, by fax at 713.465.8357, or by email at tfullen@cityofhunterscreek.com Requests should be made at least 48 hours prior to the meeting. This agenda is posted on the city's web site at <http://cityofhunterscreek.com>

RESOLUTION NO. 2021-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTERS CREEK VILLAGE, TEXAS, APPROVING A GRANT APPLICATION TO THE STATE OF TEXAS SEEKING FUNDS TO PURCHASE A VARIABLE MESSAGE BOARD AND SPEED TRAILER; AND MAKING OTHER PROVISIONS RELATED TO THE SUBJECT

* * * * *

WHEREAS, the City Council finds it in the best interests of the citizens of the City of Hunters Creek Village, and the other cities served by the Memorial Village Police Department, that the MVPD Traffic Management Project be operated for the 12-month period beginning on October 1, 2021; and

WHEREAS, the City Council agrees to provide applicable matching funds for the MVPD Traffic Management Project to the extent required by the Office of the Governor's grant application; and

WHEREAS, the City Council agrees that in the event of loss or misuse of the Office of the Governor funds, the City council assures that the funds will be returned to the Office of the Governor in full; and

WHEREAS, the City Council designates Tom Fullen, City Administrator, as the City's authorized official and authorizes him to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Hunters Creek Village, Texas:

Section 1. The findings set forth in the preamble of this Ordinance are found to be true and correct.

Section 2. The City Council approves submission to the Office of the Governor of the grant application for the Traffic Management Project, a copy of which is attached to this resolution as Exhibit "A".

Section 3. The City Council agrees that the City will provide matching funds for the MVPD Traffic Management Project to the extent required by the Office of the Governor's grant application.

Section 4. The City Council agrees that in the event of loss or misuse of the Office of the Governor funds, the funds will be returned to the Office of the Governor in full.

Section 5. The City Council authorizes Tom Fullen, City Administrator, to act for the City in connection with the grant application.

PASSED, APPROVED, AND RESOLVED this ____ day of _____, 2021.

Jim Pappas
Mayor

ATTEST:

Tom Fullen
Acting City Secretary

Office of the Governor
Grant Application No. 4239801

DRAFT

Snapshot Description: Application - Reviewed by Intake
Created: 2/22/2021 12:51:38 PM

Agency Name: City of Hunters Creek Village
Grant/App: 4239801 **Start Date:** 10/1/2021 **End Date:** 9/30/2022
Fund Source: DJ-Edward Byrne Memorial Justice Assistance Grant Program
Project Title: MVPD Traffic Management
Status: Application - Grant Review **Fund Block:** 2020

Eligibility Information

Your organization's Texas Payee/Taxpayer ID Number:
746021731

Application Eligibility Certify:

Created on:1/15/2021 10:26:50 AM By:Victoria Bowman

Profile Information

Applicant Agency Name: City of Hunters Creek Village
Project Title: MVPD Traffic Management
Division or Unit to Administer the Project: Memorial Villages Police Department Field Operations
Address Line 1: 11981 Memorial Drive
Address Line 2:
City/State/Zip: Houston Texas 77024-3026
Start Date: 10/1/2021
End Date: 9/30/2022

Regional Council of Governments(COG) within the Project's Impact Area: Houston-Galveston Area Council

Headquarter County: Harris
Counties within Project's Impact Area: Harris

Grant Officials:

Authorized Official

Name: Tom Fullen
Email: tfullen@cityofhunterscreek.com
Address 1: 1 Hunters Creek Place
Address 1:
City: Houston, Texas 77024
Phone: 713-465-2150 Other Phone:
Fax: 713-465-8357
Title: Mr.
Salutation: Mr.
Position: City Administrator

Financial Official

Name: Victoria Bowman
Email: VBOWMAN@MVPDTX.ORG
Address 1: 11981 MEMORIAL DRIVE
Address 1:
City: HOUSTON, Texas 77024
Phone: 713-365-3702 Other Phone:
Fax: 713-365-3798
Title: Ms.
Salutation: Ms.
Position: Finance Manager

Project Director

Name: Raymond Schultz
Email: rschultz@mvpdtx.org
Address 1: 11981 Memorial Drive
Address 1:
City: Houston, Texas 77024
Phone: 713-365-3700 Other Phone:
Fax:
Title: Mr.
Salutation: Chief
Position: Chief of Police

Grant Writer

Name: Victoria Bowman
Email: VBOWMAN@MVPDTX.ORG
Address 1: 11981 MEMORIAL DRIVE
Address 1:
City: HOUSTON, Texas 77024
Phone: 713-365-3702 Other Phone:
Fax: 713-365-3798
Title: Ms.
Salutation: Ms.
Position: Finance Manager

Grant Vendor Information

Organization Type: Unit of Local Government (City, Town, or Village)
Organization Option: applying to provide services to all others
Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID): 746021731
Data Universal Numbering System (DUNS): 037775749

Narrative Information

Introduction

The purpose of this funding is to support projects that promote public safety, reduce crime, and improve the criminal justice system.

The funding announcement, located on the [eGrants Calendar](#) page, describes the organization types, activities, and costs that are eligible under the announcement. The PSO's [eGrants User Guide to Creating an Application](#) guides applicants through the process of creating and submitting an application in eGrants. Information and guidance related to the management and use of grant funds can be found in the The PSO's Guide to Grants, located on the [PSO Resource for Applicants and Grantees webpage](#).

Certifications

In addition to the requirements found in existing statute, regulation, and the funding announcement, this program requires applicant organizations to certify compliance with the following:

Constitutional Compliance

Applicant assures that it will not engage in any activity that violates Constitutional law including profiling based upon race.

Information Systems

Applicant assures that any new criminal justice information systems will comply with data sharing standards for the Global Justice XML Data Model and the National Information Exchange Model.

Bulletproof Vests

Applicant assures that if it plans to purchase body armor with grant funds, that it has adopted a mandatory wear policy and that all vests purchased have been tested and found to comply with the latest applicable National Institute of Justice (NIJ) ballistic or stab standards. Additionally, vests purchased must be American-made.

Criminal History Reporting

Entities receiving funds from PSO must be located in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the

court and juvenile dispositions entered into the computerized criminal history database maintained by the Texas Department of Public Safety (DPS) as directed in the *Texas Code of Criminal Procedure, Chapter 66*. The disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system.

Beginning January 1, 2021, counties applying for grant awards from the Office of the Governor must commit that the county will report at least 90 percent of convictions and other dispositions within five business days to the Criminal Justice Information System at the Department of Public Safety. Click [here](#) for additional information from DPS on this new reporting requirement.

Uniform Crime Reporting (UCR)

Eligible applicants operating a law enforcement agency must be current on reporting complete UCR data and the Texas specific reporting mandated by 411.042 TGC, to the Texas Department of Public Safety (DPS) for inclusion in the annual Crime in Texas (CIT) publication. To be considered eligible for funding, applicants must have submitted a full twelve months of accurate data to DPS for the most recent calendar year by the deadline(s) established by DPS. Due to the importance of timely reporting, applicants are required to submit complete and accurate UCR data, as well as the Texas-mandated reporting, on a no less than monthly basis and respond promptly to requests from DPS related to the data submitted. Note: UCR is transitioning from summary reporting to NIBRS only in 2021. Applicants are encouraged to transition to NIBRS as soon as possible in order to maintain their grant eligibility.

DNA Testing of Evidentiary Materials

When funds are used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System (CODIS) by a government DNA lab with access to CODIS.

Interoperable Communications

Funds to support emergency communications activities must ensure compliance with the FY 2018 SAFECOM Guidance on Emergency Communications Grants; adherence to the technical standards set forth in the FCC Waiver Order, or any succeeding FCC orders, rules, or regulations pertaining to broadband operations in the 700 MHz public safety band; and are fully coordinated with the full-time [Statewide Interoperability Coordinator \(SWIC\)](#) for Texas.

Twelve-Step Programs

Grant funds may not be used to support or directly fund programs such as the Twelve Step Program which courts have ruled are inherently religious. PSO grant funds cannot be used to support these programs, conduct meetings, or purchase related materials.

Program Income

Applicant agrees to comply with all federal and state rules and regulations for program income and agrees to report all program income that is generated as a result of the project's activities. Applicant agrees to report program income through a formal grant adjustment and to secure PSO approval prior to use of the program income. Applicant agrees to use program income for allowable costs and agrees to expend program income immediately after PSO's approval of a grant adjustment and prior to requesting reimbursement of funds.

Deduction Method - Program income shall be deducted from total allowable costs to determine the net allowable costs. Program income shall be used for current costs unless PSO authorizes otherwise. Program income which the grantee did not anticipate at the time of the award shall be used to reduce the PSO award and grantee match rather than to increase the funds committed to the project.

Asset Seizures and Forfeitures - Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (e.g., law enforcement entity).

National Instant Background Check System (NICS)

Entities receiving funds under this solicitation that are to generate or upgrade court dispositions or other records that are relevant to National Instant Background Check System (NICS) determinations must have a system in place to ensure that all such NICS-relevant dispositions or records that are generated or upgraded are made available in timely fashion to state repositories/databases that are accessed by NICS.

Body-Worn Cameras (BWCs)

Applicant assures that if it plans to purchase body-worn cameras with grant funds that it has adopted

Applicant assures that it plans to purchase body worn cameras with grant funds, that it has adopted adequate policies and procedures related to BWC equipment usage, data storage and access, privacy considerations and training. The certification form related to BWC policies and procedures can be found [here](#).

Certification of Compliance with 8 U.S.C 1373 and 1644

Applicant assures that it complies with 8 U.S.C. § 1373 & 1644. Applicant may be required to submit written assurances and/or certifications to this effect prior to award issuance. The Public Safety Office (PSO) will notify applicants if this becomes a requirement and provide the federally required form(s) and/or template(s).

Compliance with State and Federal Laws, Programs and Procedures

Local units of government, including cities, counties and other general purpose political subdivisions, as appropriate, and institutions of higher education that operate a law enforcement agency, must comply with all aspects of the programs and procedures utilized by the U.S. Department of Homeland Security ("DHS") to: (1) notify DHS of all information requested by DHS related to illegal aliens in Agency's custody; and (2) detain such illegal aliens in accordance with requests by DHS. Additionally, counties and municipalities may NOT have in effect, purport to have in effect, or make themselves subject to or bound by, any law, rule, policy, or practice (written or unwritten) that would: (1) require or authorize the public disclosure of federal law enforcement information in order to conceal, harbor, or shield from detection fugitives from justice or aliens illegally in the United States; or (2) impede federal officers from exercising authority under 8 U.S.C. § 1226(a), § 1226(c), § 1231(a), § 1357(a), § 1366(1), or § 1366(3). Lastly, eligible applicants must comply with all provisions, policies, and penalties found in Chapter 752, Subchapter C of the Texas Government Code.

Each local unit of government, and institution of higher education that operates a law enforcement agency, must download, complete and then upload into eGrants the [CEO/Law Enforcement Certifications and Assurances Form](#) certifying compliance with federal and state immigration enforcement requirements. This Form is required for each application submitted to OOG and is active until August 31, 2022 or the end of the grant period, whichever is later.

Information regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE)

Please explain and describe any policies or practices your jurisdiction may have related to whether, when, or how employees may communicate with DHS or ICE. Include information on how each policy or practice complies with 8 U.S.C. 1373. Upload a copy of any written policies onto the Upload.Files Tab. Enter "N/A" below if your agency does NOT have any policies or practices regarding communication with DHS or ICE.
N/A

Civil Rights Liaison

A civil rights liaison who will serve as the grantee's civil rights point of contact and who will be responsible for ensuring that the grantee meets all applicable civil rights requirements must be designated. The designee will act as the grantee's liaison in civil rights matters with PSO and with the federal Office of Justice Programs.

Enter the Name of the Civil Rights Liaison:

Raymond Schultz

Enter the Address for the Civil Rights Liaison:

11981 Memorial Drive Houston, TX 77024

Enter the Phone Number for the Civil Rights Liaison [(999) 999-9999 x9999]:

713-365-3705

Overall Certification

Each applicant agency must certify to the specific requirements detailed above as well as to comply with all requirements within the PSO Funding Announcement, the *Guide to Grants*, the *Grantee Conditions and Responsibilities*, any authorizing or applicable state and federal statutes and regulations to be eligible for this program.

X I certify to all of the application content & requirements.

Project Abstract :

The Memorial Villages Police Department (MVPD) provides Law Enforcement services to the cities of Bunker Hill Village, Piney Point Village, and Hunters Creek Village. All 3 cities are over 98% residential properties of which 100% are single family homes. Some of the most common community concerns of resident's centers on traffic, specifically speeding, carelessness, and other improper or impaired driving behaviors. The Memorial Villages community is also home to several public and private schools (K-12). There are 4 primary bridge crossings over the Buffalo Bayou within the Villages, which is also flanked by I-10 to the north, Westheimer and the Westpark Toll Road to the south. During inclement weather or other major traffic delays/accidents on the above listed arterials, the Villages will quickly experience traffic increases of at times, of over 1000%.

This is primarily due to the influence of social media and traffic management apps. The Department is hoping to obtain a variable message board and speed trailer to support our traffic management operations by deterring speeding, along with incorporating the ability to inform the motoring community of perinate traffic information to assist with traffic enforcement. Additionally, the MVPD utilizes automated license plate reader (ALPR) technology to assist in the identification and recovery of stolen motor vehicles. The MVPD will be upfitting the trailer with this technology to assist in the recovery of stolen vehicles as well as assisting in criminal investigations. The department presently has a 14-year-old speed trailer which does not have messaging or analytical capabilities.

Problem Statement :

The Memorial Villages jurisdiction is located just south of I-10 and continues almost to Westheimer Road which is a major East/West arterial in West Houston. We are flanked by Gessner Road and Chimney Rock. Each day over 46,000 vehicles travel through the Villages. During times of inclement weather our traffic volume will increase close to 100,000 vehicles. Due to our limited traffic capacity the ability to provide direct messaging is extremely important. During Hurricane Harvey the department rented 4 variable message signs and saw great success in providing valuable information to both residents and non-residents about road conditions and changing traffic patterns. Due to our ever-fluctuating traffic volumes speed management becomes much more important and the ability to monitor speed becomes more critical. The other component of this project is to upfit the Speed Message Board with ALPR technology to assist in the identification of stolen vehicles within the MVPD jurisdiction.

Supporting Data :

During a recent 30-day period (December 20 – January 18) our current 30 ALPR cameras recorded 2,375,953 license plate reads. The equals 46,667 license plate reads a day. Prior to the implementation of the department's ALPR project the MVPD averaged 1 stolen vehicle recovery per calendar year (2013-2018). In 2020 (our first full year of ALPR technology) the department recovered 61 stolen motor vehicles with a value in excess of \$1.1 million dollars. Of the 61 recovered stolen vehicles 68% had links to other crimes. These crimes ranged from mail theft, identity theft and robbery cases. The ALPR system was utilized to develop leads in dozens of cases that otherwise would have not had any workable leads.

Project Approach & Activities:

Department personnel will identify the best locations to place the variable message board and based on traffic patterns, citizen complaints and verified criminal activity. The sign will both inform the community of events while at the same time warn drivers of their speeds and capture license plate numbers of passing vehicles to see if any are stolen or wanted, and to utilize plate information for investigative purposes to assist in any nearby criminal investigations.

Capacity & Capabilities:

The MVPD was one of the first agencies in the country to utilize fixed ALPR technology in neighborhoods and has become a leader in this field. Our success rate has received National attention and departments from across the country has inquired about our implementation strategy of the ALPR program. During Hurricane Harvey the department received hundreds of calls during and after the event from motorists thanking the department for the quick and responsive messaging that was displayed on the rented message boards. Our excessive speed management program has resulted in a 200% increase in the number of speeding violators being cited in 2019. Our department is small, but fully staffed with senior law enforcement personnel. Our general calls for service level are extremely low, allowing for over 85% of officer time to be considered as non-committed time. The non-committed time will allow personnel to manage the department automated message board project.

Performance Management :

The department will continue to measure the number and volume of recovered stolen vehicles, citizen speed complaints and average street speeds (via clandestine speed monitoring equipment) and reported traffic accidents/incidents. It is expected that we will see decreases in all of the driving behaviors. Stolen vehicle recoveries should increase along with clearances in reported crime cases/incidents.

Target Group :

Parties served by this project will be residents and non-residents alike. Residents will feel safer within our community as will pass-through motorists who will know how best to safely proceed on our complex residential street system.

Evidence-Based Practices:

The department prepares very comprehensive monthly reports documenting all department and criminal activity. The existing speed trailer is deployed on average 30 days per month, traffic enforcement occurs daily as part of sergeant monitored tactical operation plans that are based on traffic data and complaints. The existing 30 ALPR cameras are located at locations that have the highest volume of traffic and that act as choke points to capture the highest number of license plate reads. We will continue this approach with the addition of the new moveable variable message board which will have the upfitted equipment. All department activities are documented in monthly and an Annual report.

Project Activities Information

Introduction

This section contains questions about your project. It is very important for applicants to review their funding announcement for guidance on how to fill out this section. Unless otherwise specified, answers should be about the EXPECTED activities to occur during the project period.

Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Crime Prevention	50.00	The Department plans to upfit the Speed Message Board with advanced license plate reader (ALPR) technology to assist in the identification of stolen vehicles within the MVPD jurisdiction.
Law Enforcement	50.00	Traffic management that can almost double traffic through the Villages due to flooding or other events in Houston which would facilitate traffic redirection.

CJD Purpose Areas

PERCENT DEDICATED	PURPOSE AREA	PURPOSE AREA DESCRIPTION
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Measures Information

Objective Output Measures

OUTPUT MEASURE	TARGET LEVEL
Casework, non-licensed counseling, individual advocacy, or other support: Hours delivered.	0
Casework, non-licensed counseling, individual advocacy, or other support: Individuals receiving	0
Equipment or technology: Individuals/operators equipped	50
General Law Enforcement or Public Safety: Arrests resulting from grant.	50

Instruction and Support for Pro-social, Educational, Vocational, or Employment skills: Hours delivered.	0
Instruction and Support for Pro-social, Educational, Vocational, or Employment skills: Individuals receiving.	0
Targeted Investigation: Criminal cases resulting in arrest.	0
Targeted Investigation: Grant-funded investigations carried out by the unit/division	0
Training or professional development: Individuals provided	0
Training or professional development: Individuals received	0
Training, professional development, or technical assistance: Hours provided	0
Training, professional development, or technical assistance: Hours received	0

Objective Outcome Measures

OUTCOME MEASURE	TARGET LEVEL
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Custom Output Measures

CUSTOM OUTPUT MEASURE	TARGET LEVEL
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Custom Outcome Measures

CUSTOM OUTCOME MEASURE	TARGET LEVEL
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Resolution from Governing Body

Applications from nonprofit corporations, local units of governments, and other political subdivisions must include a [resolution](#) that contains the following:

1. Authorization by your governing body for the submission of the application to the Public Safety Office (PSO) that clearly identifies the name of the project for which funding is requested;
2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update the PSO should the official change during the grant period.); and
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to PSO.

Upon approval from your agency's governing body, upload the [approved](#) resolution to eGrants by clicking on the **Upload Files** sub-tab located in the **Summary** tab.

Contract Compliance

Will PSO grant funds be used to support any contracts for professional services?

Select the appropriate response:

- Yes
 No

For applicant agencies that selected **Yes** above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

Enter a description for monitoring contract compliance:

Lobbying

For applicant agencies requesting grant funds in excess of \$100,000, have any federally appropriated funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan, or cooperative agreement?

Select the appropriate response:

- Yes
 No
 N/A

For applicant agencies that selected either **No** or **N/A** above, have any non-federal funds been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with this federal contract, loan, or cooperative agreement?

Select the appropriate response:

- Yes
 No
 N/A

Fiscal Year

Provide the begin and end date for the applicant agency's fiscal year (e.g., 09/01/20xx to 08/31/20xx).

Enter the Begin Date [mm/dd/yyyy]:

1/1/2021

Enter the End Date [mm/dd/yyyy]:

12/31/2021

Sources of Financial Support

Each applicant must provide the amount of grant funds expended during the most recently completed fiscal year for the following sources:

Enter the amount (in Whole Dollars \$) of Federal Grant Funds expended:

0

Enter the amount (in Whole Dollars \$) of State Grant Funds expended:

0

Single Audit

Applicants who expend less than \$750,000 in federal grant funding or less than \$750,000 in state grant funding are exempt from the Single Audit Act and cannot charge audit costs to a PSO grant. However, PSO may require a limited scope audit as defined in 2 CFR Part 200, Subpart F - Audit Requirements.

Has the applicant agency expended federal grant funding of \$750,000 or more, or state grant funding of \$750,000 or more during the most recently completed fiscal year?

Select the appropriate response:

Yes

No

Applicant agencies that selected **Yes** above, provide the date of your organization's last annual single audit, performed by an independent auditor in accordance with the State of Texas Single Audit Circular; or CFR Part 200, Subpart F - Audit Requirements.

Enter the date of your last annual single audit:

Equal Employment Opportunity Plan

Compliance

The EEOP certification information must be submitted to the Office of Civil Rights, Office of Justice Programs through their on-line [EEOP Reporting Tool](#). For more information and guidance on how to complete and submit the federal EEOP certification information, please visit the US Department of Justice, Office of Justice Programs website at <https://ojp.gov/about/ocr/eeop.htm>.

Type I Entity

Defined as an applicant that meets one or more of the following criteria:

- has less than 50 employees;
- is a non-profit organization;
- is a medical institution;
- is an Indian tribe;
- is an educational institution, or
- is receiving a single award of less than \$25,000.

Requirements

- The applicant agency is exempt from the requirement to prepare an EEOP because it is a Type I Entity as defined above, pursuant to 28 CFR 42, subpart E;
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services; and
- the applicant must submit EEOP Certification information the Office for Civil Rights (OCR) to claim the exemption from developing an EEOP.

Type II Entity

Defined as an applicant that meets the following criteria:

- has 50 or more employees, and
- is receiving a single award of \$25,000 or more, but less than \$500,000.

Requirements

- The applicant agency is required to formulate an EEOP in accordance with 28 CFR 42.301, subpart E;
- the EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP is available for review by the public and employees or for review or audit by officials of OOG, OOG's designee, or the Office of Civil Rights, Office of Justice Programs, U.S. Department of Justice, as required by relevant laws and regulations;
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services;
- the applicant must submit EEOP information to the Office for Civil Rights (OCR) to claim the exemption from submitting an EEOP to OCR; and
- the EEOP is required to be on file with the applicant agency.

Enter the name of the person responsible for the EEOP and the address of the office where the EEOP is filed:

Type III Entity

Defined as an applicant that is NOT a Type I or Type II Entity.

Requirements

- The EEO is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEO has been submitted to the Office of Civil Rights (OCR), Office of Justice Programs, U.S. Department of Justice and has been approved by the OCR, or it will be submitted to the OCR for approval upon award of the grant, as required by relevant laws and regulations; and
- the applicant will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services; and
- the applicant must submit EEO information to the Office for Civil Rights (OCR).

Certification

Based on the definitions and requirements above, the applicant agency certifies to the following entity type:

- Type I Entity
 Type II Entity
 Type III Entity

Debarment

Each applicant agency will certify that it and its principals (as defined in 2 CFR Part 180.995):

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal Court, or voluntarily excluded from participation in this transaction by any federal department or agency;
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in the above bullet; and have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Select the appropriate response:

- I Certify
 Unable to Certify

If you selected **Unable to Certify** above, please provide an explanation as to why the applicant agency cannot certify the statements.

FFATA Certification

Certification of Recipient Highly Compensated Officers

The Federal Funding Accountability and Transparency Act (FFATA) requires Prime Recipients (CJD) to report the names and total compensation of each of the five most highly compensated officers (a.k.a. positions) of each sub recipient organization for the most recently completed fiscal year preceding the year in which the grant is awarded if the subrecipient answers **YES** to the **FIRST** statement but **NO** to the **SECOND** statement listed below.

In the sub recipient's preceding completed fiscal year, did the sub recipient receive: (1) 80 percent or more of its annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; AND (2) \$25,000,000 or more in annual gross revenue from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements?

Select the appropriate response:

- Yes
 No

Does the public have access to information about the compensation of the senior executives through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or Section 6104 of the Internal Revenue Code of 1986?

Select the appropriate response:

Yes
 No

If you answered **YES** to the **FIRST** statement and **NO** to the **SECOND** statement, please provide the name and total compensation amount of each of the five most highly compensated officers (a.k.a. positions) within your agency for the current calendar year. If you answered NO to the first statement you are NOT required to provide the name and compensation amounts. NOTE: "Total compensation" means the complete pay package of each of the sub recipient's compensated officers, including all forms of money, benefits, services, and in-kind payments (see SEC Regulations: 17 CCR 229.402).

Position 1 - Name:

Position 1 - Total Compensation (\$):

0

Position 2 - Name:

Position 2 - Total Compensation (\$):

0

Position 3 - Name:

Position 3 - Total Compensation (\$):

0

Position 4 - Name:

Position 4 - Total Compensation (\$):

0

Position 5 - Name:

Position 5 - Total Compensation (\$):

0

Fiscal Capability Information

Section 1: Organizational Information

*** FOR PROFIT CORPORATIONS ONLY ***

Enter the following values in order to submit the application

Enter the Year in which the Corporation was Founded: 0

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status: 01/01/1900

Enter the Employer Identification Number Assigned by the IRS: 0

Enter the Charter Number assigned by the Texas Secretary of State: 0

Enter the Year in which the Corporation was Founded:

Enter the Date that the IRS Letter Granted 501(c)(3) Tax Exemption Status:

Enter the Employer Identification Number Assigned by the IRS:

Enter the Charter Number assigned by the Texas Secretary of State:

Section 2: Accounting System

The grantee organization must incorporate an accounting system that will track direct and indirect costs for the organization (general ledger) as well as direct and indirect costs by project (project ledger). The grantee must establish a time and effort system to track personnel costs by project. This should be reported on an hourly basis, or in increments of an hour.

Is there a list of your organization's accounts identified by a specific number (i.e., a general ledger of accounts)?

Select the appropriate response:

Yes

No

Does the accounting system include a project ledger to record expenditures for each Program by required budget cost categories?

Select the appropriate response:

Yes

No

Is there a timekeeping system that allows for grant personnel to identify activity and requires signatures by the employee and his or her supervisor?

Select the appropriate response:

- Yes
- No

If you answered 'No' to any question above in the Accounting System section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

Section 3: Financial Capability

Grant agencies should prepare annual financial statements. At a minimum, current internal balance sheet and income statements are required. A balance sheet is a statement of financial position for a grant agency disclosing assets, liabilities, and retained earnings at a given point in time. An income statement is a summary of revenue and expenses for a grant agency during a fiscal year.

Has the grant agency undergone an independent audit?

Select the appropriate response:

- Yes
- No

Does the organization prepare financial statements at least annually?

Select the appropriate response:

- Yes
- No

According to the organization's most recent Audit or Balance Sheet, are the current total assets greater than the liabilities?

Select the appropriate response:

- Yes
- No

If you selected 'No' to any question above under the Financial Capability section, in the space provided below explain what action will be taken to ensure accountability.

Enter your explanation:

Section 4: Budgetary Controls

Grant agencies should establish a system to track expenditures against budget and / or funded amounts. Are there budgetary controls in effect (e.g., comparison of budget with actual expenditures on a monthly basis) to include drawing down grant funds in excess of:

a) Total funds authorized on the Statement of Grant Award?

- Yes
- No

b) Total funds available for any budget category as stipulated on the Statement of Grant Award?

- Yes
- No

If you selected 'No' to any question above under the Budgetary Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

Section 5: Internal Controls

Grant agencies must safeguard cash receipts, disbursements, and ensure a segregation of duties exist. For example, one person should not have authorization to sign checks and make deposits.

Are accounting entries supported by appropriate documentation (e.g., purchase orders, vouchers, receipts, invoices)?

Select the appropriate response:

- Yes
- No

Is there separation of responsibility in the receipt, payment, and recording of costs?

Select the appropriate response:

- Yes
- No

If you selected 'No' to any question above under the Internal Controls section, in the space provided below please explain what action will be taken to ensure accountability.

Enter your explanation:

Budget Details Information

Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Equipment	Radar Unit	SpeedAlert 24 Radar Message System	\$17,000.00	\$0.00	\$0.00	\$0.00	\$17,000.00	1

Source of Match Information

Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT
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Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Budget Summary Information

Budget Summary Information by Budget Category:

CATEGORY	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Equipment	\$17,000.00	\$0.00	\$0.00	\$0.00	\$17,000.00

Budget Grand Total Information:

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$17,000.00	\$0.00	\$0.00	\$0.00	\$17,000.00

Condition Of Fundings Information

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Funds	Hold Line Item Funds
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