

TEXAS DEPARTMENT OF PUBLIC SAFETY

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November 17, 2011

Dear Authorized Official:

Attached are the FY 2011 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 listed on Page 2 of the Sub-Recipient Agreement (SRA) (the box at the top of the 2011 Terms and Conditions), and return all documents as instructed below to the Texas Department of Public Safety (TXDPS), Texas Homeland Security State Administrative Agency (THSSAA) by no later than January 5, 2012.

The SRA, which includes the Award and the Terms and Conditions, must be filled out, signed, and each page initialed by the person indicated in Box 4 of the Sub-Recipient Award. Signature by anyone other than that person 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 2011 SRA documents should be returned via email to SAA_SRA@dps.texas.gov by no later than January 5, 2012. 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. *MMRS 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 The grant award(s) may be withdrawn if the required documents are not completed and submitted to the THSSAA within the deadlines established below.

Timeline for FY 2011 Grant Process

Below is the timeline for the FY 2011 HSGP awards and projects. The THSSAA will not approve FY 2011 expenditure requests until the signed Sub-Recipient Agreement(s) have been returned to the THSSAA, the Biannual Strategy Implementation Report (BSIR) Plan has been completed in the

state's grant management system (State Preparedness and Assessment Reporting Service (SPARS)), and the Sub-recipient has entered clear milestones for each project in SPARS.

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| Oct 7 2011 | State received 2011 HSGP award from DHS/FEMA. |
| Nov 21 2011 (on or before) | Deadline for THSSAA to issue sub-recipient agreements. (45 days from DHS award) |
| Dec 21 2011* (on or before) | Deadline for sub-recipient to have entered their initial BSIR data in SPARS. <i>*(Usually 45 days from THSSAA award but due to the BSIR Federal reporting deadline, this data must be completed within 30 days of the award.)</i> |
| Jan 5 2012 (on or before) | Deadline for signed sub-recipient agreements to be returned to THSSAA. (45 days from THSSAA award) |
| Feb 1 2012* | Deadline for sub-recipient to enter project milestones for approved 2011 projects. <i>*(Expenditure requests will not be approved until clear milestones are established for all projects in SPARS.)</i> |
| Sep 1 2011 – Aug 31 2013* | 24-month performance period for Sub-recipients. All invoices must be received by THSSAA by the grant period end date. <i>*(COGs and UASI Core Cities have slightly longer performance periods; see Box 6 of the Award for your grant 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 this form is available on the Texas State Comptroller's website at: <http://www.window.state.tx.us/taxinfo/taxforms/74-176.pdf>. If you submitted a completed Direct Deposit Authorization form recently at the request of TXDPS or with prior acceptance documents for FY 2011 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, please contact a grant coordinator for your region or Nancy Carrales at nancy.carrales@dps.texas.gov or (512) 377-0004.

Sincerely,



Machelle Pharr
Deputy Assistant Director
Texas Homeland Security State Administrative Agency