

# TEXAS DEPARTMENT OF PUBLIC SAFETY

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September 12, 2013

The Honorable Larry Vernon  
City of Eastland, Mayor  
113 E. Commerce Street  
Eastland, TX 76448

Dear Mayor Vernon:

The City of Eastland project request under the Pre-Disaster Mitigation Grant Program has been selected by the State of Texas and approved by the Federal Emergency Management Agency (FEMA). This project was approved under the CFDA 97-047 Pre-Disaster Mitigation Grant Program (PDM). This grant requires an approved local mitigation plan. Your plan expires September 27, 2017.

This Grant is for Pre-Disaster Mitigation (PDM) PJ-06-TX2011, project number 001. This project number should be referenced on all documentation and correspondence. The approved application identified a total project cost of \$1,937,003.69 with a local non-federal share of \$484,250.94. The federal share for this grant is \$1,452,752.75. Project implementation will be in accordance with 44 Code of Federal Regulations, FEMA Hazard Mitigation Guidance effective June 1, 2010, and the FEMA approved Texas HMGP Administrative Plan.

Actions identified in the project application have been categorically excluded (CATEX) from the requirement to prepare an Environmental Assessment or Impact Statement in accordance with 44 CFR § 10.8(d)(3)(xv). No extraordinary circumstances in accordance with 44 CFR 10.8(d)(3) have been identified regarding this action. You must ensure the project complies with all conditions set forth in the enclosed Record of Environmental Consideration (REC). (Enclosure 1)

**All Activities associated with this project must be executed in accordance with the most restrictive requirements within local, state and federal laws including the following:**

- 1) Procurement and contracting: A copy of the procurement policy, and the bid through selection process activities, must be documented and supplied to the state upon implementation. A copy of project executed contracts with associated plans and specifications must be submitted to the State for review prior to implementation. "Cost plus" contracts will not be acceptable. All contractors must be cleared through the System for Award Management (formerly known as the Excluded Party List System – EPLS) and a printout showing that the chosen contractor is not currently excluded must be submitted to the State. ([www.sam.gov/portal/public/SAM](http://www.sam.gov/portal/public/SAM)) (Enclosure 2).
- 2) FEMA award date for this project is August 8, 2013 with a period of performance (POP) of 24 months. The project must be completed by August 8, 2015. An extension request must be submitted 90 days prior to the POP if there are delays in the project due to extenuating circumstances.
- 3) A Quarterly Progress Report must be submitted to this office no later than October 15; January 15; April 15 and July 15 of each year until the project is completed. Two consecutively missed reports, or two consecutive reports indicating no progress, may result in forfeiture of project funding. A copy of the report format is enclosed; an electronic copy may be requested. (Enclosure 3)

- 4) Expense reimbursement requests may be submitted quarterly. Reimbursements will not exceed 75% of eligible costs submitted. Each reimbursement request shall also include in-kind match identification and documentation. Expenditures for this grant must be tracked in accordance with the attached cost review budget. (Enclosure 4) Copies of the coversheet and report format are enclosed; electronic copies may be requested. (Enclosure 5). Ensure all submitted invoices are identified by a unique number, related to an identified Scope of Work line item, and accompanied with copies of cancelled checks showing payments for the invoices. The State holds 25% of the funds pending final financial audit, once audit has been completed and has no deficiencies, the final 25% will be forwarded to you provided we have supporting documentation for those costs. All requests for reimbursements must be signed by your Chief Financial Officer or designated authorized representative.
- 5) Notification should be made when construction is completed and is ready for final compliance review. The sub-grantee must submit the Certificate of Completion along with a final quarterly report containing all project expenditures. The chief elected official or designated representative must sign this document. Final project payments are based upon the Certificate of Completion, final inspection and compliance review by our staff. Reimbursements are made upon completion of inspections and compliance reviews. A copy of the report format is enclosed; an electronic copy may be requested. (Enclosure 6)
- 6) Before breaking ground, the sub-grantee must provide the State a copy of the final construction plans and specifications with a raised architect's seal, assuring that the safe room meets or exceeds the criteria outlined in "FEMA 361, Design and Construction Guidance for Community Safe Rooms" (Second Edition/August 2008). The State will have the plans peer reviewed and will issue an approval before the applicant may proceed with construction. In addition, the project must also comply with the additional State requirements contained in the "Texas Community Safe Room Policy Letter" dated December 2010. (Enclosure 7)
- 7) Per OMB Circular No. A-133 you are required to provide the State with a copy of your current annual audit if you receive over \$500,000 of federal funding during a federal fiscal year. Further information on audit requirements may be obtained from our Disaster Auditor at (512) 424-7829. All PDM grants are subject to federal audit; therefore, all records must be maintained for three years from the date of project close-out or upon receipt of the final payment, whichever is later.

If you have any questions, please contact your project officer, Mike Ku at (512) 424-2397 or via email at Michael.ku@dps.texas.gov.

Sincerely,



W. N. Kidd, CEM  
Assistant Director  
Texas Department of Public Safety  
Chief  
Texas Division of Emergency Management

WNK: ew

Enclosures:      1 - Record of Environmental Consideration and FONSI  
                      2 - System for Award Management Verification Form  
                      3 - Quarterly Progress Report Form  
                      4 - Cost Review Budget  
                      5 - Cover Sheet/Payment Request Form  
                      6 - Certificate of Completion  
                      7 - Texas Community Safe Room Policy Letter

cc: Mr. Billy R. Myrick, Chief of Police  
      Ms. Rebecca Hallmark, Asst Superintendent, Eastland ISD