



MEMORANDUM

To: Galveston County Commissioners Court
From: Grants Administration
Court Date: May 11th, 2026
RE: Office of Emergency Management
Houston Urban Area Security Initiative (UASI)
2026 UASI Application Submission Ratification

BACKGROUND

Galveston County is eligible for funding under the Houston Urban Area Security Initiative (UASI). The Office of Emergency Management serves as the administrator of these funds for Galveston County. These funds are used to enhance the county's preparedness for all types of emergencies.

The Houston UASI Region requires jurisdictions to submit budgets at the regional level for review and consideration for funding through regional allocations. If approved, UASI budget requests are then submitted as formal applications to the Office of the Governor – Homeland Security Division.

We received authorization on April 15, 2026 from HGAC to open draft applications for UASI projects in the eGrants portal. The full draft applications will be submitted for ratification on the first Commissioners Court in May.

SUMMARY

The UASI Region has approved our budget requests and authorized submission of the FY 2026 applications. The deadline to submit the applications to the Office of the Governor – Homeland Security Division was April 30, 2026. The applications have been submitted in advance of this deadline. The required resolutions for these projects were previously placed on the April 27, 2026 Commissioners Court agenda, approved, and executed at that time.

This item is being presented to Commissioners Court for ratification of the FY 2026 UASI application submissions.

Regional Planner - This project sustains the Galveston County regional planner and allows continued collaboration and coordination with local jurisdictions, regions, and UASI partners at various state and nationwide conferences and meetings. Sustainment of the UASI planners ensures continued development and maintenance of regional terrorism-related plans through a multi-jurisdictional approach to planning. The planners continue developing and updating regional plans (e.g., the MACC, EPIP, etc.) and continue coordination among jurisdictions regarding planning processes, standards, and technologies. This project includes professional development and training for planners as well as supplies to support planning activities.

THE COUNTY OF GALVESTON



GRANTS DIVISION

FINANCIAL SUMMARY

Regional Planner

Grant Match

\$92,854.00

County Match

\$0.00

RECOMMENDATIONS

Grants Administration respectfully requests that the Court ratify the submission of the FY 2026 UASI grant application, Regional Planner, to the Office of the Governor – Homeland Security Division.

ATTACHMENTS FOR WET SIGNATURE

- **NONE**

[Print This Page](#)

Agency Name: Galveston County
Grant/App: 5996901 **Start Date:** 9/1/2026 **End Date:** 5/31/2028

Project Title: Galveston County - Regional Planner
Status: Application Pending Submission

Eligibility Information

Your organization's Texas Payee/Taxpayer ID Number:
746000908

Application Eligibility Certify:

Created on: 4/16/2026 9:24:02 AM By: Brad Burness

Profile Information

Applicant Agency Name: Galveston County
Project Title: Galveston County - Regional Planner
Division or Unit to Administer the Project: Office of Emergency Management
Address Line 1: 722 Moody Ave
Address Line 2:
City/State/Zip: Galveston Texas 77550-2317
Start Date: 9/1/2026
End Date: 5/31/2028

Regional Council of Governments(COG) within the Project's Impact Area: Houston-Galveston Area Council
Headquarter County: Galveston
Counties within Project's Impact Area: Brazoria, Fort Bend, Galveston, Harris, Montgomery

Grant Officials:

Authorized Official

Name: Mark Henry
Email: mark.henry@co.galveston.tx.us
Address 1: 722 Moody
Address 1:
City: Galveston, Texas 77550
Phone: 409-766-2244 Other Phone: 409-765-2639
Fax: 409-766-4582
Title: The Honorable
Salutation: Judge
Position: County Judge

Financial Official

Name: Sergio Cruz
Email: sergio.cruz@galvestoncountytexas.gov
Address 1: 722 Moody Avenue
Address 1: 4th Floor
City: Galveston, Texas 77550
Phone: 409-770-5398 Other Phone:
Fax:
Title: Mr.
Salutation: Mr.
Position: County Auditor

Project Director

Name: Jesse Ryholt
Email: Jesse.Ryholt@galvestoncountytexas.gov
Address 1: 1353 FM 646 West
Address 1: Suite 201
City: Dickinson, Texas 77539
Phone: 281-309-5013 Other Phone:
Fax:

Title: Mr.

Salutation: Mr.

Position: Deputy Emergency Management Coordinator

Grant Writer

Name: Ahmad Adams

Email: ahmad.adams@galvestoncountytexas.gov

Address 1: 722 Moody Ave

Address 1:

City: City of Galveston, Texas 75590

Phone: 409-770-5543 Other Phone:

Fax:

Title: Mr.

Salutation: Mr.

Position: Grant Coordinator I

Grant Vendor Information

Organization Type: County

Organization Option: applying to provide homeland security services

Applicant Agency's State Payee Identification Number (e.g., Federal Employer's Identification (FEI) Number or Vendor ID): 746000908

Unique Entity Identifier (UEI): DRP9KU1PVJN4

Narrative Information

Overview

The purpose of the Homeland Security Grant Program (HSGP) is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal (the Goal) of a secure and resilient Nation. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community. HSGP supports core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery based on allowable costs.

Primary Mission and Purpose

Urban Area Security Initiative (UASI) - Regular: Supports programs that address the unique multidiscipline planning, organization, equipment, training, and exercise needs of high-threat, high-density Urban Areas in efforts to build and sustain the capabilities necessary to prevent, protect against, mitigate, respond to, and recover from acts of terrorism. Urban areas must employ regional approaches to overall preparedness and are encouraged to adopt regional response structures whenever appropriate.

Eligibility Requirements

Cybersecurity Training Requirement

Local units of governments must comply with the Cybersecurity Training requirements described in Section 772.012 and Section 2054.5191 of the Texas Government Code. Local governments determined to not be in compliance with the cybersecurity requirements required by Section 2054.5191 of the Texas Government Code are ineligible for OOG grant funds until the second anniversary of the date the local government is determined ineligible. Government entities must annually certify their compliance with the training requirements using the [Cybersecurity Training Certification for State and Local Government](#). A copy of the Training Certification must be uploaded to your eGrants application. For more information or to access available training programs, visit the Texas Department of Information Resources [Statewide Cybersecurity Awareness Training](#) page.

Resolution from Governing Body

Applications from nonprofit corporations, local units of governments, and other political subdivisions must submit a fully executed resolution with the application to be considered eligible for funding. The resolution must contain the following elements (see [Sample Resolution](#)):

- 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;
- A commitment to provide all applicable matching funds;
- 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;
- A designation of the name and/or title of a financial officer who is given the authority to submit financial and/or performance reports or alter a grant; and
- A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to PSO.

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 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.

Counties applying for grant awards from the Office of the Governor must commit that the county will report at least 90% of convictions within five business days to the Criminal Justice Information System at the Department of Public Safety.

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.

Entities That Collect Sexual Assault/Sex Offense Evidence or Investigate/Prosecute Sexual Assault or Other Sex Offenses

In accordance with Texas Government Code, Section 420.034, any facility or entity that collects evidence for sexual assault or other sex offenses or investigates or prosecutes a sexual assault or other sex offense for which evidence has been collected, must participate in the statewide electronic tracking system developed and implemented by the Texas Department of Public Safety. Visit DPS's [Sexual Assault Evidence Tracking Program](#) website for more information or to set up an account to begin participating. Additionally, per Section 420.042 "A law enforcement agency that receives evidence of a sexual assault or other sex offense...shall submit that evidence to a public accredited crime laboratory for analysis no later than the 30th day after the date on which that evidence was received." A law enforcement agency in possession of a significant number of Sexual Assault Evidence Kits (SAEK) where the 30-day window has passed may be considered noncompliant.

National Incident Management System (NIMS) Implementation

Grantees are required to implement NIMS. The NIMS uses a systematic approach to integrate the best existing processes and methods into a unified national framework for incident management across all homeland security activities including prevention, protection, response, mitigation, and recovery. Grantees must use standardized resource management concepts for resource typing, credentialing, and an inventory to facilitate the effective identification, dispatch, deployment, tracking and recovery of resources.

Emergency Management Plans (Intermediate Level)

Cities and counties must have a current emergency management plan or be a legally established member of an inter-jurisdictional emergency management program with a plan on file with the Texas Division of Emergency Management (TDEM). Plans must be maintained throughout the entire grant performance period. If you have questions concerning your Emergency Management Plan (preparedness) level, contact your Emergency Management Coordinator (EMC) or your regional Council of Governments (COG). For questions concerning plan deficiencies, contact TDEM at tdem.plans@tdem.texas.gov.

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).

Compliance with State and Federal Laws, Programs and Procedures – Local Units of Government

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, 8 U.S.C. § 1324(a)(1)(A)(iii); (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); (3) encourage or induce an alien to come to, enter, or reside in the United States in violation of law, 8 U.S.C. § 1324(a)(1)(A)(iv); (4) result in the illegal transport or movement of aliens within the United States, 8 U.S.C. § 1324(a)(1)(A)(ii). 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 PSO and is active until August 31, 2027 or the end of the grant period, whichever is later.

Compliance with State and Federal Laws, Programs and Procedures – Nonprofit Organizations

Each non-profit 501(c)(3) organization must certify that it does not have, and will continue not to have any policy, procedure, or agreement (written or unwritten) that in any way encourages, induces, entices, or aids any violations of immigration laws. Additionally, the organization certifies that it does not have in effect, purport to have in effect, and is not subject to or bound by any rule, policy, or practice (written or unwritten) that would: (1) encourage the concealment, harboring, or shielding from detection of fugitives from justice or aliens who illegally came to, entered, or remained in the United States, 8 U.S.C. § 1324(a)(1)(A)(iii); (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); (3) encourage or induce an alien to come to, enter, or reside in the United States in violation of law, 8 U.S.C. § 1324(a)(1)(A)(iv); (4) result in the illegal transport or movement of aliens within the United States, 8 U.S.C. § 1324(a)(1)(A)(ii). Lastly, the organization certifies that it will not adopt, enforce, or endorse a policy which prohibits or materially limits the enforcement of immigration laws, and will not, as demonstrated by pattern or practice, prohibit or materially limit the enforcement of immigration laws.

Each non-profit organization must download, complete and then upload into eGrants the [CEO/NGO Certifications and Assurances Form](#) certifying compliance with federal and state immigration enforcement requirements.

Program Requirements

Building and Sustaining Core Capabilities

1. All capabilities being built or sustained must have a clear link to one or more Core Capabilities in the National Preparedness Goal.
2. Many capabilities which support terrorism preparedness simultaneously support preparedness for other hazards. Grantees must demonstrate this dual-use quality for any activities implemented under this program that are not explicitly focused on terrorism preparedness. Activities implemented under SHSP must support terrorism preparedness by building or sustaining capabilities that relate to the prevention of, protection from, mitigation of, response to, and recovery from terrorism.
3. Funding should be used to sustain core capabilities. New capabilities should not be built at the expense of maintaining current and critically needed core capabilities. New capabilities must be aligned with capability targets and gaps identified through the THIRA/SPR process.

Mission Areas

The National Preparedness Goal organizes the core capabilities into the five mission areas:

- Prevention. Prevent, avoid or stop an imminent, threatened or actual act of terrorism.
- Protection. Protect our citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations, and way of life to thrive.
- Mitigation. Reduce the loss of life and property by lessening the impact of future disasters.
- Response. Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.
- Recovery. Recover through a focus on the timely restoration, strengthening and revitalization of infrastructure, housing and a sustainable economy, as well as the health, social, cultural, historic and environmental fabric of communities affected by a catastrophic incident.

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 and requirements.

Project Summary :

Briefly summarize the project, including proposed activities and intended impact.

This project sustains the Galveston County regional planner and allows continued collaboration and coordination with local jurisdictions, regions, and UASI partners at various state and nationwide conferences and meetings. Sustainment of the UASI planners ensures continued development and maintenance of regional terrorism-related plans through a multi-jurisdictional approach to planning. The planners continue developing and updating regional plans (e.g., the MACC, EPIP, etc.) and continue coordination among jurisdictions regarding planning processes, standards, and technologies. This project includes professional development and training for planners as well as supplies to support planning activities.

Problem Statement :

Provide a detailed account of the issues, threats or hazards that your project will target. For federal Homeland Security Grants, include specific references to the regional or state *Threat and Hazard Identification and Risk Assessment (THIRA)*, as applicable.

The Department of Homeland Security has designated Houston as a high-risk urban area, but other hazards are more regularly occurring and receive the bulk of jurisdictional spending for emergency management planning. Associated threat data on page 5. Without an external funding source, homeland security planning activities would be limited and would not be as comprehensive as a region of our size, threats, and complexities demands. The region is comprised of local, regional, state, federal, nonprofit, and private-sector partners who work closely together for frequently-occurring emergencies but require coordination and planning to ensure preparedness to respond to acts of terrorism. In our County are, active threats/ terrorism threats are increasing. The County continues to grow in population and critical infrastructure and contains a wide-range of terrorism targets: the world's largest medical center, power plants, chemical facilities, railway hubs, and major tourist sites.

Existing Capability Levels :

Describe the existing capability levels, including resources that are currently in place to support this project prior to the use of grant funds.

The Homeland Security Planner will continue developing and updating regional plans (e.g., the MACC, EPIP, etc.) and

continue coordination among jurisdictions regarding planning processes, standards, technologies, etc. Galveston County lacks the ability to fund part or full-time terrorism planners. This project will sustain all of the regional efforts made in planning which will allow us to develop new plans and maintain current plans based on dynamically changing risks and needs.

Capability Gaps:

Describe the capability gaps which will be addressed by the project. For federal Homeland Security Grants, include specific references to the regional or statewide State Preparedness Report (SPR).

The following gaps were noted in the 2022 Regional SPR on page 2 - "The region still requires additional planning efforts."; "The region has also identified the need to update and socialize several existing plans."; "Fulfillment of the implementation steps from the regional strategy."; "Planning needs and gaps change regularly, and a dedicated planning network is needed to keep the region current." and "Planning needs are constantly evolving which continuously puts the region at risk for capability gaps." The desired end-state is to sustain the regional planners to ensure that plans within the region remain current with evolving and emerging terrorism threats. The planners also review the SPR gaps for all of the core capabilities to prioritize planning gaps each year.

Impact Statement :

Describe the project goals/objectives and how this project will maintain capabilities or reduce capability gaps. This investment allows continued regional planning efforts and the continued ability to assist in the implementation of the Houston UASI Regional Homeland Security Strategy and addressing the gaps noted in the SPR. This project provides planning assistance that allows the region to continue to better plan for terrorist attacks which further enables the region's mitigation, protection, prevention, and response efforts. This investment reduces the gaps identified above by addressing the continued need for additional planning efforts to include updating and socializing existing plans, ensuring the fulfillment of planning implementation steps from the regional homeland security strategy, and helping create planning documents as need by the UAWG. This project allows the funding for the UASI planner to ensure continued development and maintenance of regional plans through a multi-jurisdictional approach to planning, including updating regional plans (e.g., the MACC, EPIP, etc.) and continued coordination among jurisdictions regarding planning processes, standards, technologies, etc. We are seeing an increase, both regionally and world-wide in domestic violent extremism. The planners funded under this project stay informed on emerging threats to ensure that both local and regional plans incorporate evolving threat methods into planning efforts.

Homeland Security Priority Actions:

Identify the Texas Homeland Security Priority Action most closely aligned with this project. Each Priority Action is linked with an *Objective from the Texas Homeland Security Strategic Plan (HSSP)*. List the Priority Action by number and text (e.g. *1.2.3 Expand and enhance the network of human sources that can provide detailed and relevant information on known or suspected terrorist and criminal enterprises.*)

4.7.1 Periodically review, update, and upgrade emergency and disaster-related plans statewide, and ensure these plans account for people with disabilities or other access and functional needs.

Target Group :

Identify the target group and population expected to benefit from this project.

This project serves the entire Houston-Galveston Area, providing support to key homeland security-related disciplines.

Long-Term Approach:

Describe how the applicant agency will maintain the capabilities supported by this project without additional federal or state funds. If sustainment is dependent upon federal or state grants, describe the ongoing need for future grants, as applicable.

The economic climate at the time would determine whether or not individual jurisdictions were able to sustain these planner positions.

Project Activities Information

HSGP Instructions for Project Activity Selection

Homeland Security Grant Program (HSGP) applicants should only select one project activity. The eGrants system will allow multiple selections, but each HSGP subrecipient project must fit into one and only one of the Investment Categories that are listed as project activities under the "Activity List".

Urban Area Impact

Identify the Urban Area Strategic Plan Goal and Objective that most closely aligns with this project. List the Goal/Objective specific to your Urban Area Strategic Plan by number and text (e.g., *Goal 5: Interoperable Communications. Sustain standards-based, shared systems with adequate coverage and capacity to facilitate seamless interoperable communications throughout the Urban Area. Objective 2: Complete the deployment of standards-based shared systems to serve the region.*)

Goal 1: Coordinated Planning. UASI Strategic Objective: 1.1: Facilitate a regional planning network composed of the planners from large jurisdictions and other appropriate stakeholders to collaborate on whole community regional planning efforts and to exchange best practices.

Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Planning - Homeland Security	100.00	The project facilitates a regional planning network composed of planners to collaborate on whole community regional planning efforts and to exchange best practices.

Measures Information

Objective Output Measures

OUTPUT MEASURE	TARGET LEVEL
Number of exercises conducted.	1
Number of individuals participating in exercises.	10
Number of people trained.	30
Number of planning/coordination meetings attended.	24
Number of planning/coordination meetings conducted (including whole community as appropriate).	8
Number of plans developed or updated.	4
Number of plans reviewed.	8
Number of trainings conducted.	2

Objective Outcome Measures

OUTCOME MEASURE	TARGET LEVEL
Number of individuals from stakeholder organizations participating in planning/coordination meetings.	40
Number of stakeholders participating in planning/coordination meetings.	16

Custom Output Measures

CUSTOM OUTPUT MEASURE	TARGET LEVEL
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Custom Outcome Measures

CUSTOM OUTCOME MEASURE	TARGET LEVEL
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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?

- ☐ Yes
☒ No
☐ N/A

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

Enter the debarment justification:

Homeland Security Information

FUND SOURCE INFORMATION AND REQUIREMENTS

DHS Project Type: Establish/enhance sustainable homeland security planning program*

Capabilities

Core Capability: Planning

Identify if this investment focuses on building new capabilities or sustaining existing capabilities. :
Existing Capabilities (Sustain)

Are the assets or activities Deployable or Shareable: Shareable

___ Check if this Investment requires new construction or renovation, retrofitting, or modification of existing structures

X Check if these funds will support a project that was previously funded with HSGP funding

Project Management Step Involved:

Check the step that most closely resembles the phase of the project activities to be completed during the grant period.

Step: Execute

Description: The period within the project lifecycle during which the actual work of creating the project's deliverables is carried out.

Process: Involves directing, accomplishing, managing, and completing all phases and aspects of work for a given project.

Milestones

Milestone: Finalize coordination for training, workshops, and conferences.; **Completion Date:** 03-31-2027

Milestone: Order supplies, materials, and mobile phone service; **Completion Date:** 09-01-2027

Milestone: Attend and conduct training, workshops, meetings, exercises and conferences; **Completion Date:** 12-15-2027

NIMS Resources

___ Check if this project supports a NIMS typed resource

Enter the name of the typed resources from the Resource Type Library Tool:

Enter the ID of the typed resources from the Resource Type Library Tool:

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/%
Personnel	Planner (Planning)	Homeland Security Planner - Full-Time Salary and benefits. Salary \$62,244.00 and Benefits \$23,920.00. The position provides specific focus and professional expertise and support in the areas of emergency management and emergency planning. As the Houston Urban	\$86,164.00	\$0.00	\$0.00	\$0.00	\$86,164.00	100

		Area Security Initiative (UASI) planning coordinator for Galveston County, this position is regional in scope and responsibility. The Homeland Security Planner conducts exercises and trainings as well as represents the county in development of plans, concepts of operations, and strategies for mitigation of, preparedness for, and responding to terrorist incidents within its Houston UASI region. The position also works with other Galveston County jurisdictions, organizations, and agencies to integrate them into regional terrorism planning initiatives. Total Salary = \$84,344.00						
Travel and Training	In-State Incidentals and/or Mileage (Planning)	Homeland Security Planner - Robert "Ted" Chase will attend the 2026 Texas Department of Emergency Management (TDEM) Conference. Estimated costs include per diem, flights, and hotel @ \$1,400 per	\$1,400.00	\$0.00	\$0.00	\$0.00	\$1,400.00	0

		person. Location and dates are TBD.						
Travel and Training	In-State Incidentals and/or Mileage (Planning)	Mileage for planner to attend various meetings and events that serve as critical needs in meeting target project goals. Total mileage cost not to exceed \$1,200.	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00	0
Travel and Training	In-State Registration Fees (Planning)	Registration fee for the Regional Planner to attend the 2026 Texas Department of Emergency Management (TDEM) conference. Location is Fort Worth and the dates are May 26-29. Registration fee is \$300 per person.	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0
Travel and Training	Out-of-State Incidentals and/or Mileage (Planning)	Homeland Security Planner will attend the 2026 National Homeland Security Conference. Estimated costs include per diem, flights, and hotel @ \$2,800 per person. Location is at Louisville, Kentucky and dates are August 10-13, 2026.	\$2,800.00	\$0.00	\$0.00	\$0.00	\$2,800.00	0
Supplies and Direct Operating Expenses	Office Supplies (Planning)	General office supplies such as pen, papers, printing materials, file folders and administrative supplies to support planner	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0

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eGrants - Project Summary (MAKE SURE YOU CLOSE THIS PAGE !!!)

		activities. Total cost not to exceed \$150.00.						
Supplies and Direct Operating Expenses	Telecommunications Costs (Planning)	CELL SERVICE. \$70/MNTH X 12/MNTHS = \$840.	\$840.00	\$0.00	\$0.00	\$0.00	\$840.00	0

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
Personnel	\$86,164.00	\$0.00	\$0.00	\$0.00	\$86,164.00
Supplies and Direct Operating Expenses	\$990.00	\$0.00	\$0.00	\$0.00	\$990.00
Travel and Training	\$5,700.00	\$0.00	\$0.00	\$0.00	\$5,700.00

Budget Grand Total Information:

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$92,854.00	\$0.00	\$0.00	\$0.00	\$92,854.00

Condition Of Fundings Information

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