



HARRIS COUNTY, TEXAS

Office of Management and Budget 1001 Preston, Suite 500 Houston, TX 77002 713-274-1135

Grants Coordination Section - Conveyance Form Application ☐ Award ☒

Amendment

Department Name / Number	DUNs	Grant Title
Sheriff - Patrol & Administration - 540	072206378	Crime Scene Unit Equipment '22
Funding Source: U.S. Department of Justice: CFDA# 16.738	Grant Agency: Office of the Governor, Criminal Justice Division	
Program Year: 1 st	Program Ending:	
Grant Begin Date: 10/01/2021	Grant End Date: 11/30/2022	
Grant Org. Key: 100001000001199	If applicable, Prior Year Org. Key: N/A	

Grant Description:

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program provides states and units of local government with critical funding necessary to support a range of program areas, including law enforcement, prosecution and court programs, prevention and education programs, corrections and community corrections, drug treatment and enforcement, crime victim and witness initiatives, mental health, and planning, evaluation, and technology improvement programs.

	Revised Total Budget	New Grant Funded	Orig. Grant Funded	New County Funded	Orig. County Funded
Salary & Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Non-Labor	\$69,000.00	\$0.00	\$69,000.00	\$0.00	\$0.00
Sub Tot. Incremental Cost	\$69,000.00	\$0.00	\$69,000.00	\$0.00	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$69,000.00	\$0.00	\$69,000.00	\$0.00	\$0.00

* under development

Full Time Equivalent Positions

0.00

Date Guidelines are Available

12/14/2020

% of Positions Paid by Grant

0.00 %

Grant Submittal Deadline Date

02/11/2021

Grant Discussion:

This amendment is related to an award approved by Commissioners Court on 11/9/21. The purpose of this item is to extend the end date to 11/30/22 to expend the remaining funds. All other aspects remain the same.

County Funded Cost Projection

Year	Required	Discretionary
2022	-	-
2023	-	-
2024	-	-
2025	-	-
2026	-	-

Completed by :

Michael Mattingly

Mattingly, Mike

Date :

8/30/22

Reviewed by:

[Signature]

Date :

8/30/22



SHERIFF ED GONZALEZ

1200 Baker Street, Houston, Texas 77002 ★ (346) 286-1600 ★ www.sheriff.hctx.net

TO: Ed Gonzalez, Sheriff *Ed Gonzalez*
THRU: Edison Toquica, Chief Deputy *Edison Toquica*
THRU: Michael Lanham, Director of Finance *Michael Lanham*
THRU: Shaun Jernagin, Financial Administrator *Shaun Jernagin*
THRU: Brian Schmitz, Grants Manager *Brian Schmitz*
FROM: Amanet Habte, Grant Analyst
DATE: Tuesday, August 16, 2022
SUBJECT: Request for authorization to extend the Crime Scene Unit Equipment

The Grants Management Office respectfully requests authorization from Commissioners Court to accept an amendment to the Crime Scene Unit Equipment grant. This amendment extends the grant's end date from 09/30/2022 to 11/30/2022, providing an additional two months to spend funds.

Your consideration in this matter is greatly appreciated.

Regards,

Amanet Habte

Amanet Habte, Grant Analyst

ORDER

STATE OF TEXAS

COUNTY OF HARRIS

On this, the 13th day of September, 2022, the Commissioners' Court of Harris County, Texas, sitting as the governing body of Harris County, upon motion of Commissioner _____, seconded by Commissioner _____, duly put and carried,

IT IS ORDERED that County Judge Lina Hidalgo or her designee be hereby authorized to approve, and to sign any ancillary grant documents on behalf of Harris County, Texas, to accept the following grant amendment from the Office of the Governor, Criminal Justice Division for the Sheriff's Office Crime Scene Unit Equipment:

FY 2022 Crime Scene Unit Equipment – SHERIFF'S OFFICE

Grant Period: 10/01/2021 - 11/30/2022

Print This Page

Agency Name: Harris County
Grant/App: 4284801 **Start Date:** 10/1/2021 **End Date:** 11/30/2022

Project Title: Crime Scene Unit
Status: Active Grant

Eligibility Information
Your organization's Texas Payee/Taxpayer ID Number:
17604545149159

Application Eligibility Certify:
Created on: 2/2/2021 8:47:24 AM By: Brian Schmitz

Profile Information
Applicant Agency Name: Harris County
Project Title: Crime Scene Unit
Division or Unit to Administer the Project: Harris County Sheriff's Office
Address Line 1: 1200 Baker
Address Line 2:
City/State/Zip: Houston Texas 77002-1206
Start Date: 10/1/2021
End Date: 11/30/2022

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: Lina Hidalgo
Email: cjograntsnotification@hctx.net
Address 1: 1001 Preston
Address 1: Suite 900
City: Houston, Texas 77002
Phone: 713-274-1137 **Other Phone:**
Fax: 713-274-1137
Title: The Honorable
Salutation: Judge
Position: County Judge

Financial Official
Name: Michael Post
Email: AuditorGrantNotification@aud.hctx.net
Address 1: 1001 Preston #800
Address 1:
City: houston, Texas 77002
Phone: 713-755-6500 **Other Phone:**
Fax: 713-755-8932
Title: Mr.
Salutation: Mr.
Position: Harris County Auditor

Project Director
Name: Brian Schmitz
Email: grants@sheriff.hctx.net
Address 1: 5749 South Loop East
Address 1:
City: Houston, Texas 77033

Phone: 713-274-4720 Other Phone:
Fax:
Title: Mr.
Salutation: Mr.
Position: Grants Manager

Grant Writer

Name: Daniel DellaSala
Email: daniel.dellasala@sheriff.hctx.net
Address 1: 810 N. San Jacinto Street
Address 1:
City: Houston, Texas 77002
Phone: 832-927-1200 Other Phone: 832-927-1201
Fax: 832-927-0003
Title: Mr.
Salutation: Sergeant
Position: Sergeant Crime Scene Unit

Grant Vendor Information

Organization Type: County
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): 17604545149159
Unique Entity Identifier (UEI): JFMKAENLGN81

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 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 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 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:

Erika Owens

Enter the Address for the Civil Rights Liaison:

1310 Prairie, 4th Floor Houston, Texas 77002

Enter the Phone Number for the Civil Rights Liaison [(999) 999-9999 x9999]:
7132745421

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 Harris County Crime Scene Unit is looking to procure a 'Recover Latent Fingerprint Technology' System to process evidence items for latent prints which have been exposed to extreme temperatures, such as fired cartridge cases, IEDs (bombs), or items that have been washed, cleaned, or submerged for an extended period of time. The Harris County Sheriff's Office CSU is also looking to procure an LED conversion kit for the CSU Mobile Command Vehicle for improved lighting capabilities, lower power consumption, and increased reliability over fragile filament bulbs.

Problem Statement :

Crime Scene Investigators receive difficult to process evidence items on a daily basis, however, no items submitted for latent print processing have such dismal processing results as do spent cartridge cases. Largely this is do to the extreme heat the items are exposed to during the weapon firing process. Currently, the HCSO CSU does not employ a dependable method to process such items for latent prints, leading to the decision to

forego processing spent cases for latent prints unless the item was suspected to have been handled post firing. At present time, spent cartridge cases are simply entered into the NIBIN system, in hopes of matching the spent cartridge to another gun crime case. The ability to bring cutting edge scientific technology to Harris County and successfully process spent cartridge cases for latent prints would provide investigators the needed edge to combat gun violence in our community. The Crime Scene Unit Mobile Command Vehicle currently employs expensive halogen bulbs in its overhead scene lighting system (Nightscan Light Tower). These types of filament bulbs produce extreme heat, are very fragile, and have a low lifespan requiring regular replacement. In addition to the fragility of the currently used bulbs, they also draw considerable power from the mobile command vehicle, resulting in the fuses burning out during deployment. Sufficient scene lighting is imperative for a thorough forensic investigation and to ensure evidence items are not missed during nighttime deployments.

Supporting Data :

Extending from January 1, 2020 to January 1, 2021, the Harris County Sheriff's Office Crime Scene Unit has received 4332 spent cartridge cases for processing, of which no latent prints have been able to be successfully developed. From January 1, 2021 to January 31, 2021, the HCSO CSU has already received 574 spent cartridge cases as evidence. Total, approximately less than 1% of recovered cartridge cases (unless handled post discharge from firearm) have been able to be successfully processed for prints using available methods within the CSU. Scientific Research and utilization by other agencies worldwide and within the United States have indicated a successful print development rate of approximately 30-35%.

Project Approach & Activities:

The procured equipment will be utilized to process evidence item types previously unsuccessful for latent print development, such as spent cartridge cases. Utilizing technology to develop positive fingerprint development on violent gun crime cases will improve investigations and provide the physical evidence demanded by the court system. This technology will also allow previously submitted evidence items to be reexamined when relating to cases such as Cold Case Homicides.

Capacity & Capabilities:

The Harris County Sheriff's Office currently oversees millions of dollars in state and federal grants and has a Grants Management Office dedicated to successfully applying for and managing grants. The Harris County Purchasing Department purchases goods and services in accordance with all procurement regulations and best practices. The Harris County Auditor's Office will handle the accounting and financial status reports for this project. All three of these County departments are very experienced with administering grants.

Performance Management :

Success for this project will be measured by the effective manner in which forensic investigators are able to successfully develop latent prints on difficult to process items, such as spent cartridge cases. The Harris County Sheriff's Office Crime Scene Unit will maintain a log of all positive latent print developments, to include the date, time, case number, and brief summary of the case evidence. The Recover Fingerprint Development System will provide a long overdue approach to developing identifications on previously unable to process items. Coupled with the HCSO CSU NIBIN System, investigators can begin to see large strides in solving gun related crimes in Harris County, Texas.

Target Group :

The Harris County Sheriff's Office Crime Scene Unit responds to scenes within Harris County, Texas, as well as any other jurisdiction requesting our specialized investigative services. Some of these additional agencies include, but are not limited to, Harris County Constable Precincts 1-8, the Montgomery County Sheriff's Office, Humble Police Department, Fort Bend County Sheriff's Office, Baytown Police Department, Texas Department of Public Safety, Galena Park Police Department, Jersey Village Police Department, Katy Police Department, and the Jacinto City Police Department. In addition, the Harris County Crime Scene Unit receives submitted evidence from the above listed entities on a daily basis for fingerprint processing. All of the listed agencies the CSU provides service to will benefit from the technology requested.

Evidence-Based Practices:

The merging of forensic investigations with cutting edge technology is not a novel practice. Oftentimes academic research leads to the development of technology beneficial to the field of forensics, despite the research's initial goals being different. Such is the case with the Recover Fingerprint Development Technology System. The

system utilizes a chemical vapor fuming process to develop fingerprints on a range of difficult to process surfaces. Discovered at Loughborough University, developed with the backing and support of the UK Defense Science and Technology Laboratory, and now, refined by Foster+Freeman, RECOVER LFT fingerprint technology represents a fantastic example of collaborative working to achieve innovation that will assist law enforcement in identifying criminals and ultimately link them to their crimes. The Recover System has grown rapidly in popularity throughout agencies in the United States as well, recently being employed at agencies such as the FBI, New York Police Department, Orange County, Florida Sheriff's Office, and the Chattanooga Police Department in Tennessee.

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
Law Enforcement	100.00	Equipment to be utilized during investigations and training by the HCSO Crime Scene Unit

CJD Purpose Areas

PERCENT DEDICATED	PURPOSE AREA	PURPOSE AREA DESCRIPTION
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Measures Information

Objective Output Measures

OUTPUT MEASURE	TARGET LEVEL
Equipment or technology: Individuals/operators equipped	100
General Law Enforcement or Public Safety: Arrests resulting from grant.	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]:

3/1/2021

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

2/28/2022

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:

169386181

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

29393298

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:

2/29/2020

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:
Erika Owens 1310 Prairie, 4th Floor, Houston, Texas 77002

Type III Entity

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

Requirements

- The EEOP is required to be formulated and signed into effect within the past two years by the proper authority;
- the EEOP 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 EEOP 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

General Assessment Information

Your General Assessment is due on or before: 12/16/2021

1. Does the agency's accounting system:

a. identify expenditures separately for each budget cost category shown on your approved OOG budget?

☒ Yes
☐ No

b. identify the receipts and expenditures of program funds separately for each award you receive?

☒ Yes
☐ No

2. In the past five years, has the agency been responsible for managing:

a. Federal Funds

☒ Yes
☐ No

b. State Funds

☒ Yes
☐ No

c. OOG Funds

☒ Yes
☐ No

3. Does the agency have formal written policies and procedures in the following areas:

a. Management of Financial and Other Records

☒ Yes
☐ No

b. Reports for Program Management

☒ Yes
☐ No

c. Personnel Management

☒ Yes
☐ No

d. Investigating fraud, waste, abuse and/or illegal activity

☒ Yes
☐ No

4. Does the agency:

a. use a management system that tracks grant spending?

Always

b. use current accounting practices for financial record-keeping and accounting?

Always

c. use systems to generate reports and/or data for planning and reporting?

Always

d. retrieve programmatic or financial information quickly and efficiently?

Always

5. How many years has this project been in operation? Note: Include years prior to OOG grant funding, i.e., all years program activities have been performed by the grantee.

4 Years

0 Months

The next three (3) questions ask about your grant project's key personnel. Key Personnel is defined as any grant official and/or any other position(s) deemed essential by the grantee to the successful completion of grant activities (both programmatic and financial).

6. As of today, how many key personnel work to support this grant project?

5

7. How many key personnel that support this grant project have left employment in the past 12 months?
The answer for question 5 must equal or exceed 12 months before question 7 is available to answer.

0 _ Program has not been in operation for 1 year.

8. How many key personnel that support this grant project have worked within the program for at least two years?

The answer for question 5 must equal or exceed 24 months before question 8 is available to answer.

5 _ Program has not been in operation for 2 years.

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	Crime Scene Equipment	Recover Fingerprint Development Technology System -The recover system will be used within the Harris County Sheriff's Office (HCSO) Crime Scene Unit (CSU) Accredited Crime Lab for the development of latent prints on fired cartridge cases. The system uses a chemical development technique to expose latent prints on difficult to process metal items (spent cases). The operators of the system will be trained Crime Scene Investigators and Latent Print Examiners.	\$66,000.00	\$0.00	\$0.00	\$0.00	\$66,000.00	1
Equipment	Crime Scene Equipment	LED Conversion Kit for Overhead Lighting (CSU Command Vehicle) -The CSU command vehicle lighting system currently utilizes fragile halogen bulbs to operate. The LED conversion kit	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	1

		will improve lighting capabilities on nighttime outdoor scenes (such as officer involved shootings) while also reducing the energy strain on the command vehicle. The system will be operated solely by trained CSU personnel.						
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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	\$69,000.00	\$0.00	\$0.00	\$0.00	\$69,000.00

Budget Grand Total Information:

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
\$69,000.00	\$0.00	\$0.00	\$0.00	\$69,000.00

Condition Of Fundings Information

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Funds	Hold Line Item Funds
This grant must be administered by the Police Department, Sheriff's Office, Constable Precinct, or other Law Enforcement Division/Department within the grantee organization as submitted in the original application. Deviation from the approved budget or project scope requires prior authorization from the Public Safety Office. Failure to comply with this requirement could result in the termination of your grant.	7/8/2021 10:20:39 AM		No	No

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