



# Travis County Commissioners Court Agenda Request

**Meeting Date:** October 1, 2013

**Prepared By/Phone Number:** Pete Baldwin/512-974-0472

**Elected/Appointed Official/Dept. Head:** Danny Hobby/Executive Manager, Emergency Services

**Commissioners Court Sponsor:** Samuel T. Biscoe

**AGENDA LANGUAGE:** Consider and Take Appropriate Action on the Texas Homeland Security State Administrative Agency Inventory Certification Form

**BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:**

Travis County has been the recipient of State Homeland Security Grants for a number of years. One of the requirements for accepting the funds is that an approved inventory system is in place and the purchased equipment is tagged. An inventory must be conducted on an annual basis of all homeland security equipment. The Inventory Certification form acknowledges that Travis County is in compliance with the Federal and State requirements for equipment purchased with Homeland Security Funds. The Office of Emergency Management uses the approved Travis County asset inventory system and annual verifies the location and condition of the equipment.

**STAFF RECOMMENDATIONS:** The Office of Emergency Management recommends approval of the Inventory Certification form.

**ISSUES AND OPPORTUNITIES:** N/A

**FISCAL IMPACT AND SOURCE OF FUNDING:** None

**REQUIRED AUTHORIZATIONS:**

Danny Hobby, Executive Manger Emergency Services  
Jim Connolly, County Attorney

**AGENDA REQUEST DEADLINE:** All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, [Cheryl.Aker@co.travis.tx.us](mailto:Cheryl.Aker@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.

**TEXAS DEPARTMENT OF PUBLIC SAFETY  
TEXAS HOMELAND SECURITY STATE ADMINISTRATIVE AGENCY (THSSAA)**

**ANNUAL INVENTORY CONTROL REQUIREMENT**

Name of Jurisdiction: Travis County		Date: October 1, 2013
<b>Initials</b>	<b>Certification</b>	
<b>I. Controlled and Capital Assets Acknowledgement</b>		
Please initial to certify to each of the following statements		
	To Certify Initial Here:  <input style="width: 50px; height: 15px;" type="text"/>	1. My jurisdiction has listed all required homeland security grant funded assets on our local inventory in accordance with THSSAA information Bulletin No. 12-004. <a href="http://www.txdps.state.tx.us/director_staff/saa/documents/saa12-004.pdf">http://www.txdps.state.tx.us/director_staff/saa/documents/saa12-004.pdf</a>
<b>II. Tagging of Grant Funded Assets</b>		
	To Certify Initial Here:  <input style="width: 50px; height: 15px;" type="text"/>	1. My Jurisdiction has tagged all Homeland Security grant funded assets in accordance with THSSAA information Bulletin No. 12-004 including the Name of the Jurisdiction and a unique Identifying Number.
<b>III. Equipment Inventory Requirements</b>		
	To Certify Initial Here:  <input style="width: 50px; height: 15px;" type="text"/>	1. My Jurisdiction Maintains a Physical Inventory of Homeland Security grant funded assets and captures the following categories of information for all equipment in accordance with THSSAA information bulletin 12-004. <ul style="list-style-type: none"> <li>A. A description of the asset</li> <li>B. A serial number or other identification number</li> <li>C. The source of the asset</li> <li>D. Who holds the title</li> <li>E. The Acquisition date</li> <li>F. Cost of the asset</li> <li>G. Percentage of federal participation in the cost of the asset</li> <li>H. The location</li> <li>I. Use</li> <li>J. Condition of the Asset</li> <li>K. Any ultimate disposition data including the date of disposal and sale price</li> <li>L. Control or Inventory Number</li> </ul> (Reference: A-133 Compliance supplemental, 44 CFR 13.32, UGMS)

IV. PHYSICAL INVENTORY RECONCILIATION	
To Certify Initial Here:  <input style="width: 50px; height: 15px;" type="text"/>	1. My Jurisdiction has completed a Full Physical Inventory and Reconciliation of assets within the last 24 months in accordance with regulations.  2. My last physical inventory was conducted: <u>  09  </u> / <u>  01  </u> /2013
All four components must be certified to be fully compliant	
V. AUTHORIZED SIGNATURE(S)	
<b>Print Name of Jurisdiction/Organization</b>	Travis County
<b>Printed Name of Chief Elected Official, Chief Executive Officer, Or Chief Financial Officer</b>	Samuel T. Biscoe
<b>Title (Judge, Mayor, ED, City Manager, CFO)</b>	County Judge
<b>Signature</b>	
<b>Date</b>	

This form is located at:

[http://www.txdps.state.tx.us/director\\_staff/saa/information\\_bulletins.htm](http://www.txdps.state.tx.us/director_staff/saa/information_bulletins.htm)

Please return completed documents by August 1 to THSSAA monitoring at:

Fax-512-206-3137 or [SAAmonitoring@dps.texas.gov](mailto:SAAmonitoring@dps.texas.gov)