



June 10, 2024

Scott Moore  
City Manager  
City of Manor  
105 E. Egelston St.  
Manor, TX 78653

Subject: Sub-Grant Award

Dear Scott Moore:

The Texas Division of Emergency Management (TDEM) has issued a sub-grant for the Hazard Mitigation Grant Program (HMGP), 4485, Texas Covid-19 Pandemic. The following is the information related to this award:

**Sub-Recipient Information:**

UEI Number: FEHLD9G7JEB3  
TINS Number: 74-1664745  
FIPS Number: 453-46440-00

**Award Information:**

Catalog of Federal Domestic Assistance: 97.039  
FEMA Project Number: 0015  
Project Title: City of Manor Critical Facility Generators  
Period of Performance (POP): May 21, 2024 to February 1, 2026

PROJECT FUNDS OBLIGATIONS						
Version/ Amendment	Date	Total Subgrant Amount	Federal Share %	Federal Share Amount	Local Share %	Local Share Amount
0	5/21/2024	\$448,413.00	87.42 %	\$391,986.00	12.58 %	\$56,427.00

*Please Note: This award is not for research or development as defined in 2 Code of Federal Regulations (C.F.R.) § 200.87.*

The eligible management costs for a reimbursement request are calculated by multiplying the eligible direct project costs submitted by the percentage of obligated management costs (up to 5%) for the project. In some cases, the management costs submitted for a reimbursement

will exceed the eligible management cost amount. In this instance, the management costs will be trapped until additional eligible direct project costs are submitted for reimbursement.

<b>MANAGEMENT COSTS OBLIGATIONS</b>						
Version/ Amendment	Date	Total Management Costs	Federal Share %	Federal Share Amount	Local Share %	Local Share Amount
0	5/21/2024	\$0.00	100%	\$0.00	0%	\$0

The approved Scope of Work (SOW) follows and the terms and conditions of this award are attached. It is important that the sub-recipient read, understand and comply with the SOW and all terms and conditions. It is also vital that this information be disseminated to sub-recipient’s staff and contractors involved in work related to this project.

Utilizing the proposed HMGP grant, the City of Manor, Travis County, proposes to install two fixed emergency generators, automatic transfer switches, concrete slabs, sidewalks around the slabs, security fencing, utility lines, and associated electrical and site modifications, as necessary, to provide emergency electric power at each of following city buildings to sustain continuous activity of city management and city business as well as coordination with emergency services and all policing functions in the event of a power outage:

1. City Hall Building, 105 E Eggleston Street, Manor, TX (30.343, -97.5568)
2. Police Department, 402 W Parsons Street, Manor, TX (30.3413, -97.5614)

This project has been determined to be Categorically Excluded from the need to prepare either an Environmental Impact Statement or Environmental Assessment in accordance with FEMA Instruction 108-1-1 and DHS Instruction 023-01-001-01; CATEX M13. Particular attention should be given to the project conditions before and during project implementation. Failure to comply with these conditions may jeopardize federal assistance including funding.

Signing and returning this award letter indicates sub-recipient’s acceptance of the SOW of the sub-award, the ability to pay the local cost share, and all grant terms and conditions outlined in the attached documents.

The sub-recipient must ensure that:

1. The initial quarterly progress report for the project is submitted at the end of the approving quarter. Please include the project number (provided above) in your future quarterly reports. Note that 44 C.F.R. § 206.438(c) indicates the state must provide a quarterly progress report to FEMA indicating the status and completion date for each project funded. The report must include any problems or circumstances affecting completion dates, SOW, or project cost that may result in non-compliance with the approved grant conditions.
2. In accordance with HMGP rules and policy, TDEM requires the submittal of all closeout documentation within 90-days of the project completion not to exceed the POP. The Governor's Authorized Representative (GAR) "shall certify that reported costs were incurred in the performance of eligible work, that the approved work was completed and that the mitigation measure is in compliance with the provisions of the FEMA-State Agreement" in accordance with 44 C.F.R. § 206.438(d).

If changes are needed to the SOW for the sub-award, period of performance or costs associated to the sub-award, the sub-recipient should immediately contact TDEM. No change to the sub-award will be considered approved until the sub-recipient is notified in writing by TDEM.

This signed and dated award letter and attached grant terms and conditions must be returned to TDEM before payment on the sub-award can be processed. Your signature is required on this award letter and on the last page of the attached grant terms and conditions. You must also initial each exhibit on the last page of the grant terms and conditions. Please sign, date, and return both the award letter along with the attached grant terms and conditions acknowledging acceptance of this sub-award via email to the assigned Mitigation Coordinator, John Welch at [John.Welch@tdem.texas.gov](mailto:John.Welch@tdem.texas.gov).

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Scott Moore, City Manager

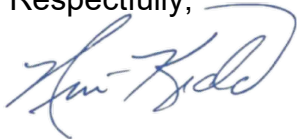
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Date

Should you wish to appeal any determination related to this sub-award you must do so within 60 days of receipt of the notice of the action. You will need to provide your appeal with any documentation supporting your position to your assigned TDEM Mitigation Coordinator within the allotted time.

If you have any questions please contact your Mitigation Coordinator, John Welch, at (979) 321-3121 or [John.Welch@tdem.texas.gov](mailto:John.Welch@tdem.texas.gov).

Respectfully,



**W. Nim Kidd, MPA, CEM®**

Chief - Texas Division of Emergency Management  
Vice Chancellor for Disaster and Emergency Services  
The Texas A&M University System

ATTACHMENTS: FEMA Approval Letter  
Grant Terms and Conditions  
Record of Environmental Considerations

Copy: James Allen, Police Lt.  
[jallen@manortx.gov](mailto:jallen@manortx.gov)