REGULAR, 9/10/2018 1:30:00 PM

BE IT REMEMBERED that on September 10, 2018, there was begun and holden a REGULAR session of the Commissioners Court of Jefferson County, Texas, with the following members and officers present and participating except those absent as indicated:

Honorable Jeff Branick, County Judge

Commissioner Eddie Arnold, Commissioner Pct. No. 1

Commissioner Brent Weaver, Commissioner Pct. No. 2

Commissioner Michael Sinegal, Commissioner Pct. No. 3

Commissioner Everette D. Alfred, Commissioner Pct. No. 4

Honorable Zena Stephens, Sheriff (ABSENT)

NONE

Honorable Carolyn L. Guidry , County Clerk

When the following proceedings were had and orders made, to-wit:

Jeff R. Branick, County Judge
Eddie Arnold, Commissioner, Precinct One
Brent A. Weaver, Commissioner, Precinct Two
Michael S. Sinegal, Commissioner, Precinct Three
Everette "Bo" Alfred, Commissioner, Precinct Four

NOTICE OF MEETING AND AGENDA OF COMMISSIONERS' COURT OF JEFFERSON COUNTY, TEXAS September 10, 2018

Notice is hereby given that the Commissioners' Court of Jefferson County, Texas, willmeet at **1:30 PM,** on the **10th** day of **September 2018** at its regular meeting place in the Commissioners' Courtroom, 4th Floor, Jefferson County Courthouse, 1149 Pearl Street, Beaumont, Texas.

Said meeting will be a **Regular** for the purpose of transacting the routine business of the County. Persons with disabilities requiring auxiliary aids for services who wish to attend this meeting should contact the County Judge's Office to arrange for assistance.

In addition to the routine business of the County, the subject of said meeting will be the following:

INVOCATION: Michael S. Sinegal, Commissioner, Precinct Three

PLEDGE OF ALLEGIANCE: Everette "Bo" Alfred, Commissioner, Precinct Four

PURCHASING:

1. Approve specifications for Invitation for Bid (IFB 18-042/JW), Sale of (3) Parcels of Land (217.892 acres, 175.5 acres 162.9 acres) for Jefferson County.

SEE ATTACHMENTS ON PAGES 10 - 27

Motion by: Commissioner Sinegal
Second by: Commissioner Weaver
In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred
Action: APPROVED

2. Execute, receive and file a renewal for (IFB 16-019/YS), Term Contract for Sheriff's Department (Jefferson County) Uniforms and Equipment with GT Distributors for a second additional one (1) year renewal from August 20, 2018 to August 19, 2019 with a price increase as shown on Attachment A. These price increases are due to increased manufacturing costs.

SEE ATTACHMENTS ON PAGES 28 - 93

Motion by: Commissioner Sinegal
Second by: Commissioner Weaver
In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred
Action: APPROVED

3. Consider and approve disposition of salvage property as authorized by Local Government Code §263.152 (3), for broken or obsolete items.

SEE ATTACHMENTS ON PAGES 94 - 96

Motion by: Commissioner Sinegal
Second by: Commissioner Weaver
In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred
Action: APPROVED

CONSTABLE PRECINCT 2:

4. Consider and possibly approve the hiring of Ben Shirley as Deputy Constable with Constable Precinct 2 under the ASAP Program in accordance with Local Government Code (LGC) 86.011.

SEE ATTACHMENTS ON PAGES 97 - 97

Motion by: Commissioner Weaver
Second by: Commissioner Sinegal
In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred
Action: APPROVED

COUNTY AGRILIFE EXTENSION:

5. Receive and consider a presentation by Eric Zimmerman, District Extension Administrator, Texas A&M Agrilife Extension Service, to approve Mr. Tyler Fitzgerald to fill the vacant Jefferson County Extension Agent-Agriculture and Natural Resources position.

Motion by: Commissioner Arnold
Second by: Commissioner Sinegal
In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred
Action: APPROVED

COUNTY AUDITOR:

6. Consider and approve budget transfer - DRC - additional cost for supplies.

120-2060-412-3078	OFFICE SUPPLIES	$1,750.00	
120-2060-412-5001	ADVERTISING		$750.00
120-2060-412-5066	VOLUNTEER TRAINING		$1,000.00

SEE ATTACHMENTS ON PAGES 98 - 98

Motion by: Commissioner Arnold
Second by: Commissioner Weaver
In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred
Action: APPROVED

7. Consider and approve Title IV-E Child Welfare Services Contract and related documents with the Texas Department of Family and Protective Services. Term of contract is October 1, 2018 through September 30, 2019, with automatic one-year renewal through September 30, 2025.

SEE ATTACHMENTS ON PAGES 99 - 240

Motion by: Commissioner Arnold
Second by: Commissioner Weaver
In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred
Action: APPROVED

8. Consider and approve Title IV-E County Legal Services Contract and related documents with the Texas Department of Family and Protective Services. Term of contract is October 1, 2018 through September 30, 2019, with automatic one-year renewal through September 30, 2025

SEE ATTACHMENTS ON PAGES 241 - 383

Motion by: Commissioner Arnold
Second by: Commissioner Weaver
In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred
Action: APPROVED

9. Receive and file Texas Safety Program Grant Agreement between Jefferson County, Texas and the State of Texas for the STEP Comprehensive Program for the period 10/01/2018 to 09/30/2019.

SEE ATTACHMENTS ON PAGES 384 - 416

Motion by: Commissioner Arnold
Second by: Commissioner Weaver
In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred
Action: APPROVED

10. Receive and file Inter-local Cooperation Agreement between Jefferson County and City of Beaumont for Consolidated Jury Management.

SEE ATTACHMENTS ON PAGES 417 - 422

Motion by: Commissioner Arnold
Second by: Commissioner Weaver
In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred
Action: APPROVED

11. Receive and file Inter-local Agreement between Jefferson County, Texas and the Port Arthur Independent School District regarding the provisions of A.S.A.P. Deputy Constables. The contract period is 10/01/2018 to 09/30/2019.

SEE ATTACHMENTS ON PAGES 423 - 427

Motion by: Commissioner Arnold
Second by: Commissioner Weaver
In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred
Action: APPROVED

12. Regular County Bills – check #450353 through checks #450560.

SEE ATTACHMENTS ON PAGES 428 - 436

Motion by: Commissioner Arnold
Second by: Commissioner Weaver
In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred
Action: APPROVED

COUNTY COMMISSIONERS:

13. Consider and possibly approve a Proclamation for Suicide Prevention Month.

SEE ATTACHMENTS ON PAGES 437 - 437

Motion by: Commissioner Weaver
Second by: Commissioner Alfred
In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred
Action: APPROVED

14. Consider and possibly approve a Resolution In Support of Jasper County's Request to Join the Southeast Texas Regional Planning Commission.

SEE ATTACHMENTS ON PAGES 438 - 439

Action: TABLED

15. Receive and file executed Order establishing the Premcor Refinery Reinvestment Zone pursuant to Tax Code Sections 312.401 and 312.201.

SEE ATTACHMENTS ON PAGES 440 - 457

Motion by: Commissioner Weaver
Second by: Commissioner Alfred
In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred
Action: APPROVED

16. Consider, possibly approve, and authorize the County Judge to execute, receive and file Property Tax Abatement Agreement for Property located within the Premcor Refinery Reinvestment Zone between Jefferson County and Premcor Refining Group, Inc. d/b/a Valero Port Arthur Refinery pursuant to Sec. 312.401, Texas Tax Code.

SEE ATTACHMENTS ON PAGES 458 - 512

Motion by: Commissioner Weaver
Second by: Commissioner Alfred
In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred
Action: APPROVED

17. Consider, possibly approve and receive a donation from SelecTransportationResources, LLC for option to acquire surplus property, pursuant to Sec. 81.032, Local Government Code.

Action: TABLED

18. Consider authorizing the County Judge to execute a Memorandum of Understanding between Liberty Heights Community Center and Jefferson County.

SEE ATTACHMENTS ON PAGES 513 - 546

Motion by: Commissioner Weaver
Second by: Commissioner Alfred
In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred
Action: APPROVED

19. Discussion regarding the appointment of individuals to fill the unexpired term of an elected official.

SPEAKERS; Charles Kirkwood, not on agenda item; Mike Getz, Irmalyn Thomas,Cade Bernsen,Charlie Wiggins, Joe Stevenson Commissioners

Sinegal and Alfred spoke and a statement to be entered into the minutes from Commissisoner Sinegal. SEE ATTACHMENTS ON PAGE 561

Motion by: Commissioner Alfred
Second by: Commissioner Sinegal
In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred
Action: APPROVED

COUNTY TAX ASSESSOR-COLLECTOR:

20. Consider and possibly approve submission of DIR Shared Services Customer Form from Jefferson County to DIR (Department of Information Resources) to begin security assessment for elections systems, offered at no charge.

SEE ATTACHMENTS ON PAGES 547 - 549

Motion by: Commissioner Sinegal
Second by: Commissioner Weaver
In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred
Action: APPROVED

COUNTY TREASURER:

21. Receive and File Investment Schedule for August, 2018, including the year to date earnings on County funds.

SEE ATTACHMENTS ON PAGES 550 - 552

Motion by: Commissioner Arnold
Second by: Commissioner Alfred
In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred
Action: APPROVED

MANAGEMENT INFORMATION SYSTEMS:

22. Consider, possibly approve, authorize the County Judge to execute, receive and file SPS VAR Services Agreement between Jefferson County, Texas and SPS VAR LLC as a recovery machine in cases of emergencies.

SEE ATTACHMENTS ON PAGES 553 - 556

Motion by: Commissioner Arnold
Second by: Commissioner Alfred
In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred
Action: APPROVED

23. Consider, possibly approve, and authorize the County Judge to execute, receive and file SPS VAR Total Care Services Agreement between Jefferson County, Texas and SPS VAR LLC as an additional recovery machine in cases of emergencies.

SEE ATTACHMENTS ON PAGES 557 - 560

Motion by: Commissioner Arnold
Second by: Commissioner Alfred
In favor: County Judge Branick, Commissioner Arnold, Commissioner Weaver, Commissioner Sinegal, Commissioner Alfred
Action: APPROVED

Other Business:

Receive reports from Elected Officials and staff on matters of community interest without taking action.

***DISCUSSION ON ANY OTHER ITEM NOT ON AGENDA WITHOUT TAKING ACTION.

_____

Jeff R. Branick
County Judge

JEFFERSON COUNTY PURCHASING DEPARTMENT

Deborah L. Clark, Purchasing Agent

1149 Pearl Street, 1st Floor, Beaumont, TX 77701 409-835-8593 Fax 409-835-8456

LEGAL NOTICE
Advertisement for Invitation for Bids

September 10, 2018

Notice is hereby given that sealed bids will be accepted by the Jefferson County Purchasing Department for IFB 18-042/JW, Sale of (3) Parcels of Land (217.892 acres, 175.5 acres, 162.9 acres) for Jefferson County. **Specifications for this project may be obtained from the Jefferson County Purchasing website at**: http://www.co.jefferson.tx.us/Purchasing/main.htm or by calling 409-835-8593.

Only bids received from Bidders that are a non-profit and nationally recognized conservation group with at least ten (10) years of continuing operations in working with federal or state government wildlife conservation agencies for the preservation and use by the public of wildlife habitat will be considered.

Bids are to be sealed and addressed to the Purchasing Agent with the bid number and name marked on the outside of the envelope or box. Bidders shall forward an original and two (2) copies of their bid to the address shown below. Jefferson County does not accept bids submitted electronically. Late bids will be rejected as non-responsive. Bids will be publicly opened and read aloud in the Jefferson County Commissioners' Courtroom at the time and date below. Bidders are invited to attend the sealed bid opening.

BID NAME:	**Sale of (3) Parcels of Land (217.892 acres, 175.5 acres, 162.9 acres) for Jefferson County**
BID NO:	**IFB 18-042/JW**
DUE DATE/TIME:	**11:00 AM CDT, Tuesday, October 9, 2018**
MAIL OR DELIVER TO:	**Jefferson County Purchasing Department 1149 Pearl Street, 1st Floor Beaumont, Texas 77701**

Any questions relating to these requirements should be directed to Jamey West, Assistant Purchasing Agent at 409-835-8593 or jwest@co.jefferson.tx.us.

Jefferson County encourages Disadvantaged Business Enterprises to participate in the bidding process. Jefferson County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services. Individuals requiring special accommodations are requested to contact our office at 409-835-8593 to make arrangements no later than seven (7) calendar days prior to the submittal deadline. Jefferson County reserves the right to accept or reject any or all proposals, to waive technicalities and to take whatever action is in the best interest of Jefferson County.

All interested firms are invited to submit a bid in accordance with the terms and conditions stated in this bid.

RESPONDENTS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE INVITATION.



Deborah L. Clark, Purchasing Agent
Jefferson County, Texas

Publish: Beaumont Enterprise & Port Arthur News – September 12th & September 19th, 2018

IFB 18-042/JW
Sale of (3) Parcels of Land (217.892 acres, 175.5 acres, 162.9 acres) for Jefferson County

Bids due: 11:00 AM CDT, Tuesday, October 9, 2018

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Bid Submissions:

Bidder is responsible for submitting:

- One (1) *original* bid copy to include a completed copy of this specifications packet, in its entirety.

- Two (2) numbered bid *copies* to include at a minimum all pages requiring completion and/or marked with instructions to be returned with bid submission and any other documentation requested within these specifications.

Additionally, Bidder must monitor the Jefferson County Purchasing Department Website (below) to see if addenda or additional instructions have been posted. Failure to return all required forms could result in a response being declared as non-responsive.

http://www.co.jefferson.tx.us/purchasing/main.htm

Instructions to Bidders

1. Bid Submission

Bids must be submitted in complete original form by mail or messenger to the following address:

Jefferson County Purchasing Department
1149 Pearl Street, 1st Floor
Beaumont, TX 77701

Bids will be accepted at the above address until the time and date specified herein, and immediately after will be publicly opened and read aloud.

All bids shall be tightly sealed in an opaque envelope or box and plainly marked "SEALED BID." The outside of the envelope or box shall also include: Bid Number, Bid Name, Bid Due Date, Bidder's Name and Address; and shall be addressed to the Purchasing Agent.

Bidder is responsible for submitting one (1) *original* bid copy to include a completed copy of this specifications packet in its entirety; and two (2) numbered bid *hard copies* to include at a minimum all pages requiring completion and/or marked with instructions to be returned with bid submission and any other documentation requested within these specifications.

Late bids will not be accepted and will be returned unopened to the bidder.

All bids submitted in response to this invitation shall become the property of Jefferson County and will be a matter of public record available for review.

2. Bid Submissions During Time of Inclement Weather, Disaster, or Emergency

In case of inclement weather or any other unforeseen event causing the County to close for business on the date of a bid/proposal/statement of qualifications submission deadline, the bid closing will automatically be postponed until the next business day that County offices are open to the public. Should inclement weather conditions or any other unforeseen event cause delays in courier service operations, the County may issue an addendum to all known vendors interested in the project to extend the deadline. It will be the responsibility of the vendor to notify the county of their interest in the project should these conditions impact their ability to submit a bid/proposal/statement of qualifications submission before the stated deadline. The County reserves the right to make the final judgement call to extend any deadline.

Should an emergency or unanticipated event interrupt normal County processes, and bid/proposal/statement of qualifications submissions cannot be received by the Jefferson County Purchasing Department's office by the exact time specified in the IFB and urgent County requirements preclude amendment to the IFB, the time specified for receipt of bids will be deemed to be extended to the same time of day specified in the solicitation on the first business day on which normal County processes resume.

3. Courthouse Security

Bidders are advised that all visitors to the Courthouse must pass through Security. **Bidders planning to hand deliver bids must allow time to get through Security, as a delay in entering the Courthouse will not be accepted as an excuse for late submittal.** Mondays and Tuesdays are particularly heavy days. Bidders are strongly urged to plan accordingly.

4. Preparation of Bids

The bid shall be legibly printed in ink or typed.

The County requests that bid submissions NOT be bound by staples or glued spines.

If a unit price or extension already entered is to be altered, it shall be crossed out and initialed in ink by the bidder.

The bid shall be legally signed and shall include the complete address of the bidder.

5. Signatures

All bids, notifications, claims, and statements must be signed by an individual authorized to bind the bidder. The individual signing certifies, under penalty of perjury, that he or she has the legal authorization to bind the bidder.

6. <u>County Holidays – 2018:</u>

January 1	Monday	New Year's
January 15	Monday	Martin Luther King, Jr. Day
February 19	Monday	President's Day
March 30	Friday	Good Friday
May 28	Monday	Memorial Day
July 4	Wednesday	Independence Day
September 3	Monday	Labor Day
November 12	Monday	Veteran's Day
November 22 & 23	Thursday & Friday	Thanksgiving
December 24 & 25	Monday & Tuesday	Christmas
January 1, 2019	Tuesday	New Year's

7. Rejection or Withdrawal

Submission of additional terms, conditions or agreements with the bid document are grounds for deeming a bid non-responsive and may result in bid rejection. Jefferson County reserves the right to reject any and all bids and to waive any informalities and minor irregularities or defects in bids. Bids may be withdrawn in person by a bidder or authorized representative, provided their identity is made known and a receipt is signed for the bid, but only if the withdrawal is made prior to the time set for receipt of bids. Bids are an irrevocable offer and may not be withdrawn within 90 days after opening date.

8. Award

The bid will be awarded to the responsible, responsive bidder(s) whose bid, conforming to the solicitation, will be most advantageous to Jefferson County. Unless otherwise specified in this IFB, Jefferson County reserves the right to accept a bid in whole or in part, and to award by item or by group, whichever is deemed to be in the best interest of Jefferson County. Any bidder who is in default to Jefferson County at the time of submittal of the bid shall have that bid rejected. Jefferson County reserves the right to clarify any contractual terms with the concurrence of the Contractor; however, any substantial nonconformity in the offer, as determined by Jefferson County, shall be deemed non-responsive and the offer rejected.

In evaluating bids, Jefferson County shall consider the qualifications of the bidders, and, where applicable, operating costs, delivery time, maintenance requirements, performance data, and guarantees of materials and equipment. In addition, Jefferson County may conduct such investigation as it deems necessary to assist in the evaluation of a bid and to establish the responsibility, qualifications, and financial ability of the bidders to fulfill the contract.

Jefferson County reserves the right in accordance with the laws of the State of Texas, to waive any formality or irregularity, to make awards to more than one offeror, and/or to reject any or all bids. In the event the highest dollar offeror is not a awarded a contract, Offeror may appear before the Commissioners' Court and present evidence concerning Offeror responsibility after officially notifying the Office of the Purchasing Agent of Offeror's intent to appear.

9. Contract

A response to an IFB is an offer to contract with Jefferson County based upon the terms, conditions, and specifications contained in the IFB. Bids do not become contracts unless and until they are executed by Jefferson County, eliminating a formal signing of a separate contract. For that reason, all of the terms and conditions of the contract are contained in the IFB, unless any of the terms and conditions is modified by an

IFB Amendment, a Contract Amendment, or by mutually agreed terms and conditions in the contract documents.

10. Waiver of Subrogation

Bidder and bidder's insurance carrier waive any and all rights whatsoever with regard to subrogation against Jefferson County as an indirect party to any suit arising out of personal or property damages resulting from bidder's performance under this agreement.

11. Bid Results

Bid results are not provided in response to telephone inquiries. A preliminary tabulation of bids received will be posted on the Purchasing web page (http://co.jefferson.tx.us/ purchasing/main.htm) as soon as possible following bid opening. A final tabulation will be posted following bid award, and will also be available for review in the Purchasing Department.

12. Changes and Addenda to Bid Documents

Each change or addendum issued in relation to this IFB document will be on file in the Office of the Purchasing Agent, and will be posted on the Purchasing web site as soon as possible. It shall be the bidder's responsibility to make inquiry as to change or addenda issued, and to monitor the web site. All such changes or addenda shall become part of the contract and all bidders shall be bound by such addenda. Information on all changes or addenda issued will be available at the Office of the County Purchasing Agent.

13. Specifications

Any unsolicited alternate bid, or any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirements of the bid, may be considered non-responsive.

14. Interpretation of Bid and/or Contract Documents

All inquiries shall be made within a reasonable time prior to the date and time fixed for the bid opening, in order that a written response in the form of an addendum, if required, can be processed before the bids are opened. Inquiries received that are not made in a timely fashion may or may not be considered.

15. Currency

Prices calculated by the bidder shall be stated in U.S. dollars.

16. Pricing

Prices shall be stated in units of quantity specified in the bid documents. In case of discrepancy in computing the amount of the bid, the unit price shall govern.

17. Certification

By signing the offer section of the Offer and Acceptance page, bidder certifies:

- The submission of the offer did not involve collusion or other anti-competitive practices.
- The bidder has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to any public servant in connection with the submitted offer.
- The bidder hereby certifies that the individual signing the bid is an authorized agent for the bidder and has the authority to bind the bidder to the contract.

18. Definitions

"County" – Jefferson County, Texas.
"Contractor" – The bidder whose proposal is accepted by Jefferson County.

19. Minority-Women Business Enterprise Participation

It is the desire of Jefferson County to increase the participation of Minority (MBE) and women-owned (WBE) businesses in its contracting and procurement programs. While the County does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms.

Minimum Specifications

The following requirements and specifications supersede General Requirements where applicable. Contact Jamey West, Assistant Purchasing Agent via e-mail at: jwest@co.jefferson.tx.us, or phone: 409-835-8593, regarding any questions or comments. Please reference bid number IFB 18-042/JW.

Objective

Jefferson County seeks to sell (3) Parcels of land.

Parcel No. 1: 217.892 acres, at Section 263, Abstract No. 358

All acres of this property are located in Jefferson County, Texas

Legal Description:

Being 217.892 acres, more or less, out of the T&NO RR Company Survey, Section No. 263, Abstract No. 358, Jefferson County, Texas, more particularly described as follows:

Beginning at the southwest corner of said T&NO RR Company Survey, Section No. 263, Abstract No. 358, said point being also on the north line of the S. A. Pannell Survey, Abstract No. 573, and also being the southeast corner of the T&NO RR Company Survey, Section No. 264, Abstract No. 516;

Thence north 87 deg. 10' 26" east, along the south line of Section 263 and along the north line of the S. A. Pannell Survey, A-573, a distance of 5,300 feet to the southeast corner of the T&NO RR Company Survey, Section 263, Abstract No. 358, said point also being in the west line of the W. J. Bryan Survey, Abstract No. 560;

Thence north 02 deg. 44' 00" west, along the east line of the T&NO RR Company Survey, Section 263, Abstract No. 358 and the west line of the W. J. Bryan Survey, Abstract No. 560, a distance of 3,123.28 feet, more or less, to a point for corner;

Thence south 60 deg 29' 56" west, parallel to the centerline of the Gulf Intracoastal Waterway, a distance of 5,936.11 feet, to a point in the west line of T&NO RR Company Survey, Section 263, Abstract No. 358, said point also being in the east line of the T&NO RR Company Survey, Section 264, Abstract No. 516;

Thence south 02 deg. 44' 00" east a distance of 458.38 feet to the point of beginning, containing 217.892 acres, more or less.

Access: Essentially None - While there is a private road extending northeast-southwest and paralleling the southeast side of the GIWW, this is within the strip of land retained by the grantors of the 217.892 acres when they conveyed title to Jefferson County. There is no provision in the conveying deed to acknowledge or grant access from the road within the retained strip to the conveyed 217.892 acres.

See Exhibit A (Pages 12-14) for additional information regarding this parcel of land.

Parcel No. 2: 175.5 acres

173.7 acres of this property is located in Chambers County, Texas
1.8 acres of this property is located in Jefferson County, Texas
Refer to Plat – Vol. 5, Pg. 20, Deed Number: 1999046234

Parcel No. 3: 162.9 acres

112.5 acres of this property is located in Chamber County, Texas
50.4 acres of this property is located in Jefferson County, Texas
Refer to Plat – Vol. 5, Pg. 20, Deed Number: 1999015300

Legal Descriptions (Parcel No. 2 & 3):

As depicted within the following exhibits, the north subject parcel is triangular in shape. According to the map filed of record (Volume 24 Page 286 of the Deed Records of Chambers County), the north parcel is identified as Tract or Section No. 1 of the subdivision of the John B. Murray Survey, Abstract No. 461 and the Mrs. A. J. Wynne Survey, Abstract No. 462 in Chambers County, and Abstract No. 553 in Jefferson County, Texas. This shows the south or east-west line of the subject parcel is 6,023 feet in length. The northwest line is 3,258.3 feet while the northeast line is 4737.5 feet. Though the conveying deed into the County identifies the land area as 162.8 acres, the Preliminary Survey Plat or Map drawn by the U.S. Fish and Wildlife Service identifies this parcel as having 175.5.acres (Tract 3b with 175.0 acres and Tract 3a with 0.5 acres). According to the Statement of Work provided by the appraiser by the AVSO representative: "For the purpose of this appraisal, the acreages as calculated by the FWS Land Surveyor are to be utilized". The second portion evaluated herein as a part of the Larger Parcel is situated approximately 986 feet south of the above described Lot or Tract 1.

Referencing the same plat of record, this south subject property is shown as 38 Tract or Section No. 3 of the subdivision. Considered north-south, the west line is 847 feet while the diagonal east boundary line is 1,542 feet. The north line extends east-west for 7,702 feet while the south line measures 9,050 feet. Again, the conveying deed into the County identifies the land area as 162.8 acres, but the Preliminary Survey Plat or Map drawn by the U.S. Fish and Wildlife Service identifies this parcel as having 162.90 acres (Tract 3d with 112. 5 acres and Tract 3c with 50.4 acres). By legal instructions, the acreages calculated by the USFWS Land Surveyor are to be utilized.

Therefore, the Larger Parcel considered herein is as follows:
North Portion 175.5 Acres
South Portion 162.9 Acres

Boat Access Only: As noted above, the west stretch of Mud Bayou enters the west end of the north parcel, Tract (3b), and this is reported as usable by a flat bottom boat or airboat during higher tides or with sufficient rainy conditions. The east side, or better stated northeast side, of Tract (3b) and (3a) is accessible from the other stretch of Mud Bayou as it leaves the GIWW and meanders in and out of the northeast boundary line of the subject parcel. Reportedly, this east stretch of Mud Bayou is more reliable access since it commonly has sufficient water to allow ingress and egress by a shallow draft boat or airboat. By using the east stretch of the widely meandering Mud Bayou, the other portion of the subject property, Tract (3c), is reached. Otherwise, interior access to other portions of the subject parcels is by airboat or perhaps a marsh buggy and, accordingly, tenuous.

See Exhibit B (Page 14-17) for additional information regarding these parcels of land.

Additional Terms

Jefferson County has determined that the above-identified land parcels will be put up for public sale and will consider offers from potential buyers (who meet the below qualifications) for the sale of the parcel.

Bidder Qualifications: Only bids received from Bidders that are a non-profit and nationally recognized conservation group with at least ten (10) years of continuing operations in working with federal or state government wildlife conservation agencies for the preservation and use by the public of wildlife habitat will be considered.

Jefferson County reserves the right to reject any or all offers to buy the property or properties and to provide preference to a governmental agency or a not-for-profit that is supporting the needs of the County. The County further reserves the right, that if the land is not sold, to dispose of the property as it sees fit.

The property described in this Invitation for Bid is sold "as is, where is."

Road access to any of these properties through private property cannot be guaranteed by the County.

The successful bidder will be required to provide a **NON-REFUNDABLE** "earnest money" deposit equal to at least one percent (1%) of the offering price to the County within (2) two working days of notification of award of the right to buy the property. Closing of the property must be completed within sixty (60) days of notification of award.

All offers must be submitted on the official bid form included as part of this IFB.

Please note that this IFB is not seeking an agent to represent the County in the offering for sale of property and no agent shall receive payment, fees, etc., from the accepted price to be paid for the property.

Along with the required number of copies (original & two completed copies) of this bid specifications packet, Bidder must attach a letter to this bid proposal that includes the following:

- **Name of Non-Profit Organization**
- **Proof of Non-Profit Status**
- **Contact Person & Contact Information**
- **Description of your organization's history with working with federal or state government wildlife conservation agency**
- **Description of intended use of the property described in this invitation for bid**

Closing Cost

The successful bidder shall be responsible for appraisal fee for the tract and shall pay all costs to close the transaction.

Mineral Rights

All mineral rights shall remain the property of Jefferson County.

Bidder Information Form

Instructions: Complete the form below. Please provide legible, accurate, and complete contact information. PLEASE PRINT.

Bid Name & Number: IFB 18-042/JW, Sale of (3) Parcels of Land (217.892 acres, 175.5 acres, 162.9 acres) for Jefferson County

Bidder's Company/Business Name: _____

Bidder's TAX ID Number: _____

Contact Person: _____ **Title:** _____

Phone Number (with area code): _____

Alternate Phone Number if available (with area code):_____

Fax Number (with area code):_____

Email Address: _____

Mailing Address:

_____
Address

_____
City, State, Zip Code

OFFER AND ACCEPTANCE FORM

OFFER TO CONTRACT

To Jefferson County:

We hereby offer and agree to purchase property as described within these specifications, in compliance with all terms, conditions, specifications, and amendments in the Invitation for Bid and any written exceptions in the offer. We understand that the items in this Invitation for Bid, including, but not limited to, all required certificates are fully incorporated herein as a material and necessary part of the contract.

The undersigned hereby states, under penalty of perjury, that all information provided is true, accurate, and complete, and states that he/she has the authority to submit this bid, which will result in a binding contract if accepted by Jefferson County.

We acknowledge receipt of the following amendment(s): _____, _____, _____, _____.

I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:

_____
Company Name

_____
Address

_____
City State Zip

_____
Signature of Person Authorized to Sign

_____
Printed Name

_____
Title

For clarification of this offer, contact:

_____
Name

_____
Phone Fax

_____
E-mail

Bidder Shall Return Completed Form with Offer.

Acceptance of Offer

The Offer is hereby accepted for the following parcel(s) of land: _____

_____

The Contractor is now bound to purchase the property listed by the attached contract and based upon the Invitation for Bid, including all terms, conditions, specifications, amendments, etc., and the Contractor's Offer as accepted by Jefferson County.

The contract shall henceforth be referred to as Contract No. 18-042/JW

Countersigned:

_____ _____

Jeff R. Branick
County Judge

Date

Attest:

_____

Carolyn L. Guidry
County Clerk

SAMPLE

Bidder Shall Return Completed Form with Offer.

Bid Form

Bid Item No. 1 – Description:	Bid Amount (Please Print Clearly)
Parcel No. 1: 217.892 acres at Section 263, Abstract No. 358	$ _____ . _____

Bid Item No. 2 – Description:	Bid Amount (Please Print Clearly)
Parcel No. 2: 175.5 acres Refer to Plat – Vol. 5, Pg. 20, Deed Number: 1999046234	$ _____ . _____

Bid Item No. 3 – Description:	Bid Amount (Please Print Clearly)
Parcel No. 3: 162.9 acres Refer to Plat – Vol. 5, Pg. 20, Deed Number: 1999015300	$ _____ . _____

Only bids received from Bidders that are a non-profit and nationally recognized conservation group with at least ten (10) years of continuing operations in working with federal or state government wildlife conservation agencies for the preservation and use by the public of wildlife habitat will be considered.

Bidder, please attach a letter to your bid submission that includes the following:

- **Name of Non-Profit Organization**
- **Proof of Non-Profit Status**
- **Contact Person & Contact Information**
- **Description of your organization's history with working with federal or state government wildlife conservation agency**
- **Description of intended use of the property described in this invitation for bid**

The successful bidder will be required to provide a NON-REFUNDABLE "earnest money" deposit equal to at least one percent (1%) of the offering price to the County within (2) two working days of notification of award of the right to buy the property. Closing of the property must be completed within sixty (60) days of notification of award.

Payment shall be made by the successful bidder on day of closing by guaranteed funds.

Payment will be made to:
Jefferson County Auditor
Patrick Swain
1149 Pearl Street, 7th Floor
Beaumont, TX 77701

Acknowledgment of Addenda (if any):

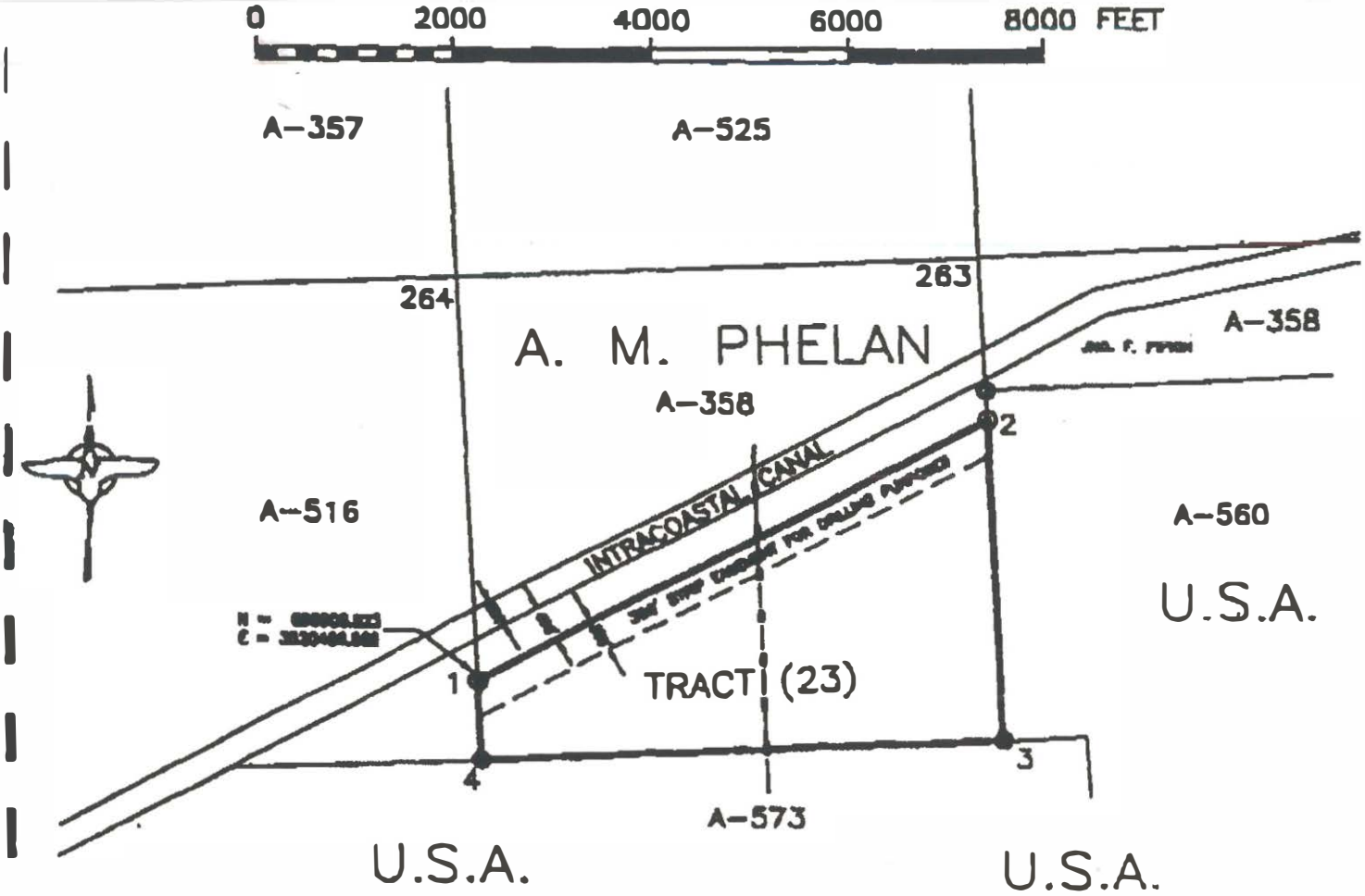
Addendum 1 _____ Date Received_____
Addendum 2 _____ Date Received_____
Addendum 3 _____ Date Received_____

Bidder Shall Return Completed Form with Offer.

EXHIBIT A

UNITED STATES DEPARTMENT OF THE
INTERIOR FISH AND WILDLIFE SERVICE
McFADDIN NATIONAL WILDLIFE REFUGE
A. M. PHELAN ET AL
TRACT (23)

217.892 ACRES
JEFFERSON COUNTY, TEXAS



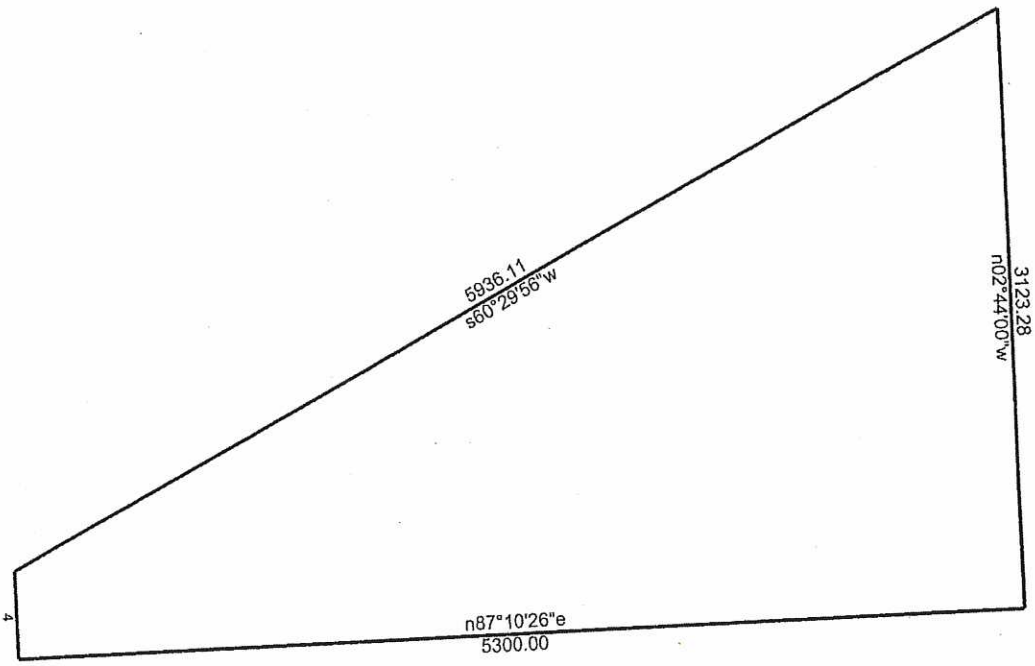
LEGEND:

- SET STANDARD FISH & WILDLIFE ALUMINUM CAP ON 5/8" REBAR
- FND. STANDARD USFWS ALUMINUM CAP IN CONCRETE IN 4" PVC PIPE
- 60-FOOT WIDE GAS/OIL EASEMENT TO UNITED GAS COMPANY AND SOURLOCK OIL COMPANY

NOTE:

1. THIS PLAT WAS COMPILED FROM AN ACTUAL GROUND SURVEY BY THE FISH AND WILLIFE SERVICE USING A PREVIOUS SURVEY BY D.D. SHINE OF TRACT 10 OF McFADDIN RANCH DONE IN 1978 FOR CONTROL.
2. AREA CALCULATIONS ARE BASED ON GRID MEASUREMENTS.
3. COMBINED SCALE FACTOR USED = 0.9998733
4. THETA ANGLE USED = +2° 21' 38"

COR	COURSE	DISTANCE
1		
2	S 02° 44' 00" E	458.38'
3	N 87° 10' 26" E	5300.00'
4	N 02° 44' 00" W	3123.28'
1	S 60° 29' 56" W	5938.11'



Jefferson County East Tract; 217.892 Acres	05/03/2018
Scale: 1 inch= 1000 feet	File:

Tract 1: 217.8922 Acres, Closure: n00.0000e 0.00 ft. (1/999999), Perimeter=14818 ft.

01 n87.1026e 5300.00
02 n02.4400w 3123.28
03 s60.2956w 5936.11
04 s02.4400e 458.38

EXHIBIT B

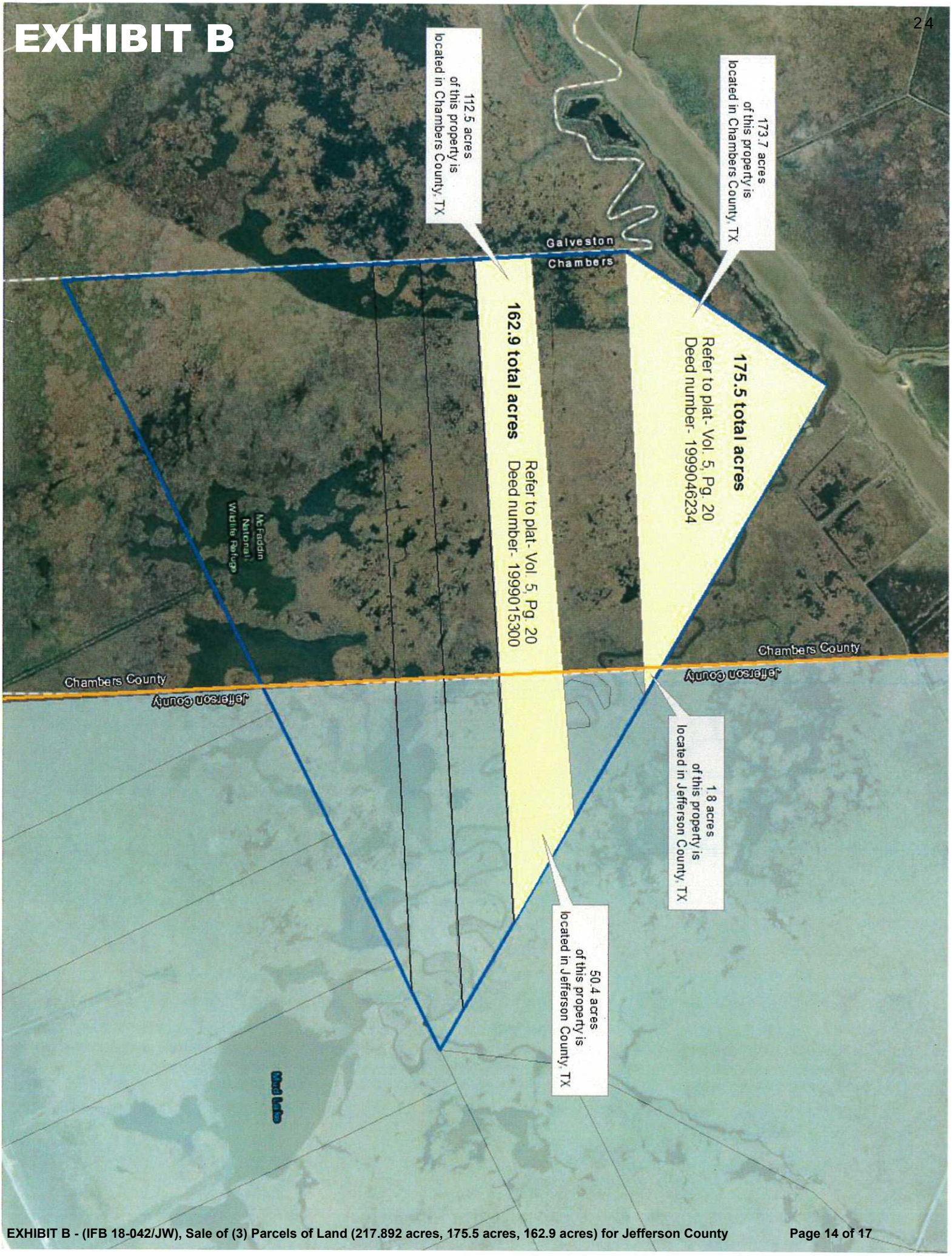

173.7 acres
of this property is
located in Chambers County, TX
112.5 acres
of this property is
located in Chambers County, TX
Galveston
Chambers
175.5 total acres
Refer to plat- Vol. 5, Pg. 20
Deed number- 1999046234
162.9 total acres
Refer to plat- Vol. 5, Pg. 20
Deed number- 1999015300
McFaddin
National
Wildlife Refuge
Chambers County
Jefferson County
Chambers County
Jefferson County
1.8 acres
of this property is
located in Jefferson County, TX
50.4 acres
of this property is
located in Jefferson County, TX
Mud Lake

EXHIBIT B
(Continued)

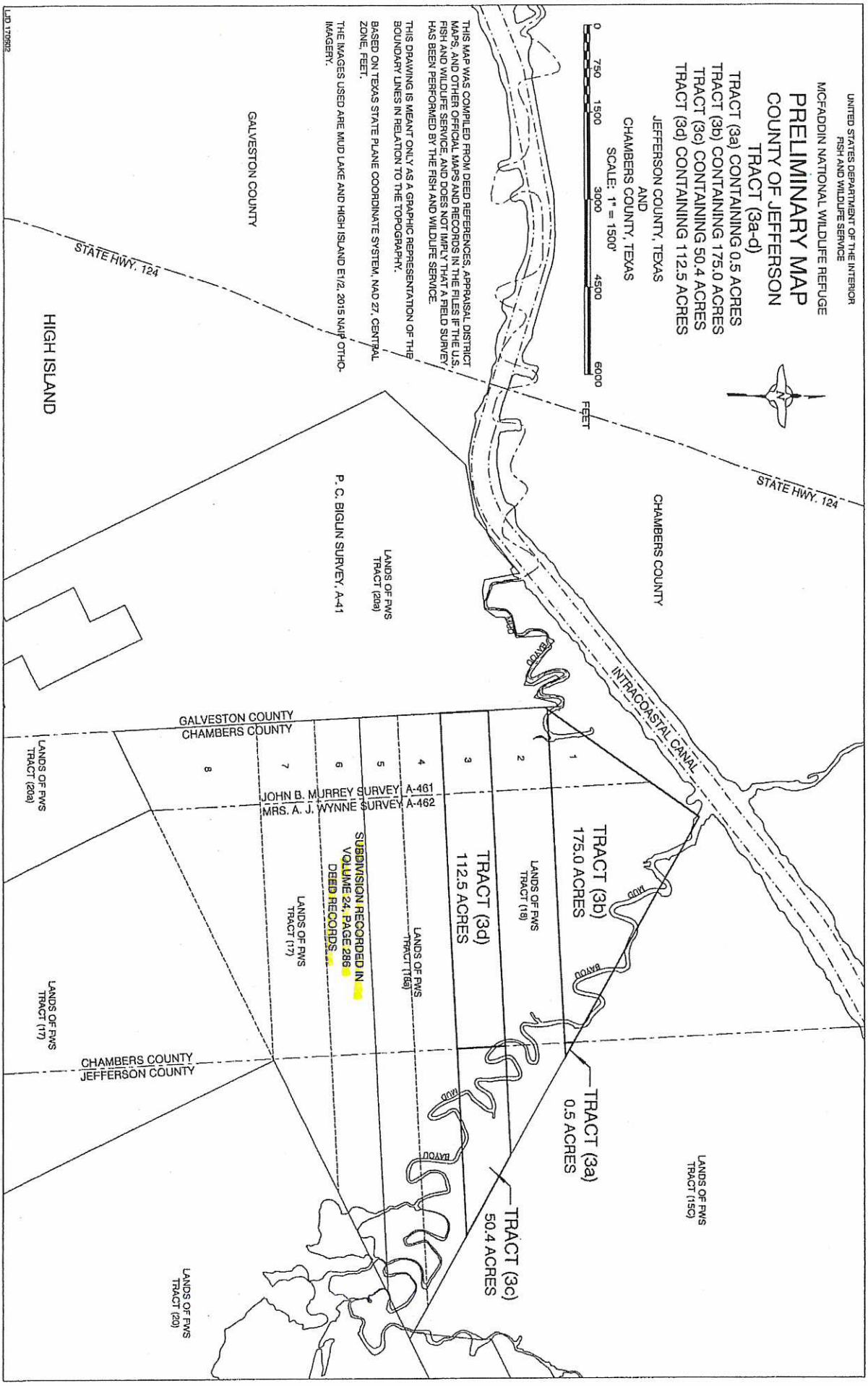
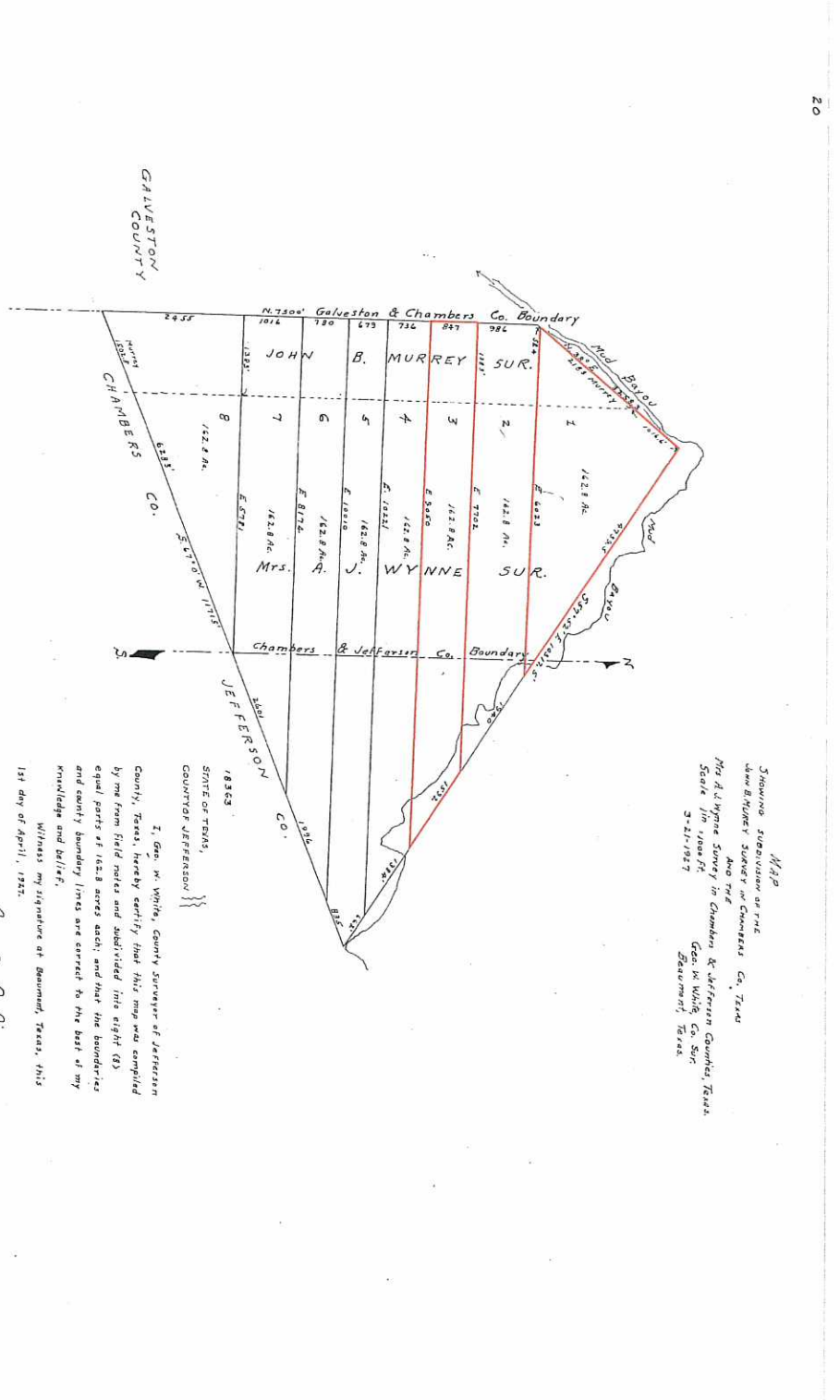
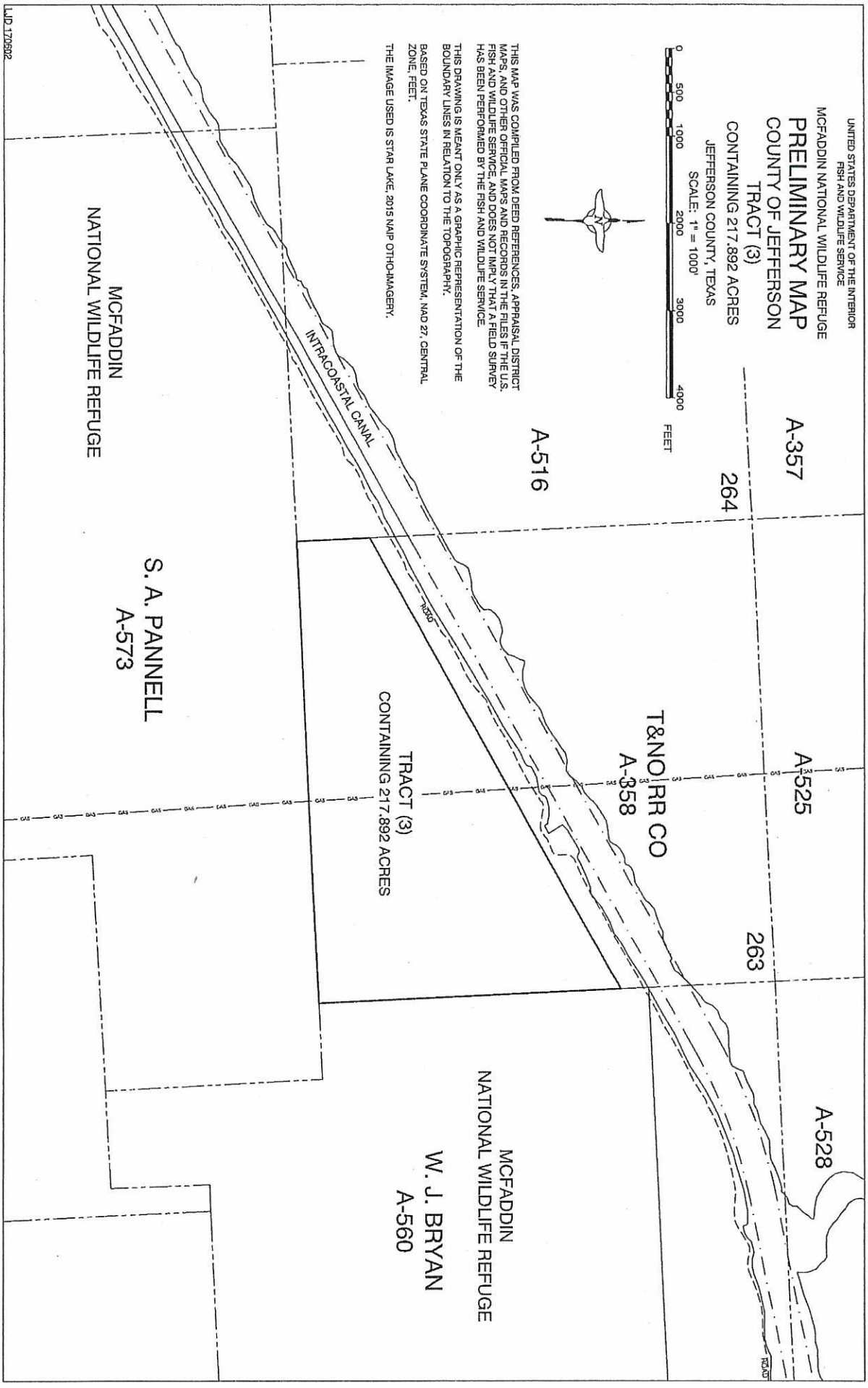


EXHIBIT B
(Continued)



S-20

EXHIBIT B
(Continued)



ATTACHMENT A

IFB 16-019/YS,Term Contract for Sheriff's Department (Jefferson County)
Law Enforcement Equipment and Uniforms
Awarded August 22, 2016

Item	Description	Vendor	Price Ea.	Proposed Price
1	Male Prestige Advance Trouser (Elbeco E494RN)	GT Distributors	68.59	
2	Male Prestige Advance LS Shirt (Elbeco 840N)	Galls, LLC	59.93	
3	Male Prestige Advance SS Shirt (Elbeco 8440N)	Galls, LLC	54.66	
4.	Female Prestige Advance LS Shirt (Elbeco 9340LCN)	Galls, LLC	59.93	
5.	Female Prestige Advance SS Shirt (Elbeco 9840LCN)	Galls, LLC	54.66	
6.	Female Prestige Advance Trouser (Elbeco 9494LCN)	GT Distributors	68.29	
7.	Elbeco Tex-Trop w/ zip – F – LS (Elbeco 9314LCN)	Galls, LLC	37.41	
8.	Elbeco Tex-Trop w/ zip – F – SS (Elbeco Z9814LCN)	Galls, LLC	35.11	
9.	Elbeco Tex-Trop w/ zip – M – LS (Elbeco Z314N)	Galls,LLC	37.41	
10.	Elbeco Tex-Trop w/ zip – M – SS (Elbeco Z3314N)	Galls, LLC	35.11	
11.	Male Tex-Trop Trouser (Elbeco E314RN)	Galls, LLC	42.99	
12.	Elbeco Tex-Trop – F – LS (Elbeco 9314LCN)	Galls, LLC	34.84	
13.	Elbeco Tex-Trop – F – SS (Elbeco 9814LCN)	Galls, LLC	31.77	
14.	Elbeco Tex-Trop – M – LS (Elbeco 314N)	Galls, LLC	35.64	
15.	Elbeco Tex-Trop – M – SS (Elbeco 3314N)	Galls, LLC	31.77	
16.	Female Tex-Trop Trouser (Elbeco E9314LC)	Galls, LLC	42.99	
17.	Jacket (Elbeco 3800)	No bid/discontinued		
18.	Polo Shirt (Cornerstone CS410)	Galls, LLC	31.72	
19.	Horace Small Sentry Windbreaker (Liberty 560MBK)	Galls, LLC	20.39	
20.	Name Badge (Blackinton J2)	GT Distributors	10.95	11.23
21.	Raincoat (Neese Industries #447RSC3M))	GT Distributors	63.48	
22.	Belt (Safariland 87)	GT Distributors	48.25 Additional	

			cost for size 46 & up	
23.	Belt (Safariland 99)	GT Distributors	25.15 Additional cost for size 46 & up	
24.	Belt (5.11 TACTICAL 59501 – Burgoon Company	Burgoon Company	30.00	
25.	Cuff Case (Safariland SAF-190-2B)	GT Distributors	24.13	
26.	Cuff Case (Safariland SAF-090-1-16)	GT Distributors	18.71	
27.	Baton Holder (G&G B560)	10-32 Supply	15.00	
28.	Holster Level III (Safariland 6360)	Burgoon Company	139.00	
29.	Holster Level III (Safariland SAF-070-83-161))	GT Distributors	131.87	
30.	Double Magazine Holder (Safariland SAF-77-83-2PBL)	GT Distributors	26.48	
31.	Double Magazine Holder (Safariland SAF-75-83-2)	GT Distributors	20.47	
32.	OC Spray Holder (Safariland SAF-38-4-2B)	GT Distributors	20.47	
33.	Belt Keepers (Safariland SAF-63-2B)	GT Distributors	4.54	
34.	S.O. Lapel Pin (Blackinton BL-J110)	GT Distributors	4.72	4.85
35.	Traffic Vest (Vizguard S912)	Galls, LLC	36.9.	
36.	Handcuffs, Nickel (Peerless M901P)	ICS Jail Supplies, Inc.	21.73	
37.	Red Cone Stinger (STL-75903)	GT Distributors	3.76	
38.	Red Cone SL20 (STL-22511)	GT Distributors	4.29	
39.	Stinger Flashlight (Streamlight 75014)	Burgoon Company	110.00	
40.	Stinger Flashlight Battery (STL-75175)	GT Distributors	12.70	
41.	Stinger Flashlight Bulb (STL-75914)	GT Distributors	5.52	
42.	Stinger Flashlight Lens Kit (Streamlight 75956)	Burgoon Company	26.20	
43.	Stinger DS LED – aluminum (STL-75866)	GT Distributors	87.24	89.43
44.	Stinger DS LED – polymer (STL-76113	GT Distributors	91.84	94.15
45.	SC20XP LED Flashlight – alum. (Streamlight 25103)	Burgoon Company	94.57	
46.	SC20XP LED Flashlight – nylon (STL-25103)	GT Distributors	87.17	
47.	Maglite Flashlight (Maglite RL 1019)	Galls, LLC	100.43	
48.	Maglite Flashlight Battery (Maglite ARX235)	Galls, LLC	29.77	
49.	Maglite Flashlight Bulb (Maglite LR00001)	Galls, LLC	5.12	
50.	ASP Baton, Black (ASP-52611)	GT Distributors	76.67	78.60

51.	Kevlar Gloves (DAM-DMZ33-B)	GT Distributors	33.58
52.	Leg Irons, Standard (Peerless M902)	ICS Jail Supplies, Inc.	36.58
53.	Molded One-Piece Seat Org. (GT-BR-017)	GT Distributors	30.65
54.	Additional Items (% off)	GT Distributors	15% GT catalog or website
55.	Ballistic Vests (% off) (Point Black Alpha Elite 3A)	Galls, LLC	45%

Vendor shall comply with 15-day delivery whenever possible and shall notify the department in the event that the order will take longer.

10-32 Supply
1048 Neches Street
Beaumont TX 77701
Attn: Bobby F. Goza
Phone: 409-832-4475
Fax: 409-832-4481
bfg1032@hotmail.com

Burgoon Company
2727 Broadway
Galveston TX 77550
Attn: Donna Hanson
Phone: 800-287-4666
Fax: 800-724-0267
dhanson@burgooncompany.com

GT Distributors, Inc.
2545 Brockton Drive, Suite 100
Austin TX 78758
Attn: Jamy Copeland
Phone: 800-252-8310
Fax: 800-480-5845
txbids@gtdist.com

Galls, LLC
1340 Russell Cave Road
Lexington KY 40505
Attn: Rob Hauswald
Phone: 800-876-4242
Fax: 859-266-7227
hauswald-rob@galls.com

ICS Jail Supplies, Inc.
PO Box 21056
Waco TX 76702
Attn: Maegan Eisenman
Phone: 254-751-1566
Fax: 254-751-0299
bids@icswaco.com

GT Distributors, Inc.
The South's premier supplier of public safety equipment, since 1972

PO Box 16080, Austin, TX 78761 ● Telephone (512) 451-8298 ● FAX (512) 453-6149

August 16, 2018,

Yea-Mei Sauer
Contract Specialist
Jefferson County Purchasing
1149 Pearl Street
Beaumont, TX 77701
Ph: 409-835-8593
Fx: 409-835-8456
ysauer@co.jefferson.tx.us

RE: Price Increase for Contract IFB 16-019/YS, Term Contract for Sheriff's Department (Jefferson County) Uniforms & Equipment.

Good afternoon,

We would like to suggest the following price increase for the items listed below:

Line #	Brand	Part #	2018 Contract Price	% Price Increase	Suggested Renewal Price	2016 MSRP Price Listed	2017 MSRP Price Listed	2018 MSRP Price Listed	% Increase Amount for 2016-2018
Line #20	Blackinton	J2	$10.95	2.50%	$11.23	$13.30	$13.60	$13.80	3%
Line #34	Blackinton	J110	$4.72	2.50%	$4.85	$8.30	$8.40	$8.40	1%
Line #43	STL	75866	$87.24	2.50%	$89.43	$190.00	$195.70	$195.70	3%
Line #44	STL	76113	$91.84	2.50%	$94.15	$200.00	$206.00	$206.00	3%
Line #50	ASP	52611	$76.67	2.50%	$78.60	$115.00	$116.00	$118.50	3%
Line #53- Please Remove	**GT**	**GT-BR-017**	**$30.65**						

We would also like to remove the GT-Brand seat organizers from the contract as we are not able to get these anymore. I have enclosed a copy of the MSRP pricelist for review. If you have any questions or concerns, please feel free to email me back. Thank you and I hope you have a Wonderful Day.

Sincerely,

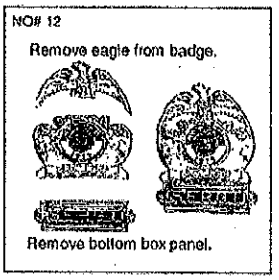
Alexis Hostetter

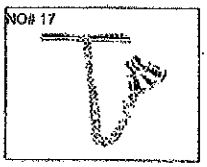
Ms. Alexis Hostetter
Bid Assistant Administrator
G T Distributors, Inc.
P.O. Box 16080
Austin, TX 78761
Toll Free: 1-800-252-8310
Fax: 1-800-480-5845
alexis.hostetter@gtdist.com
www.gtdist.com

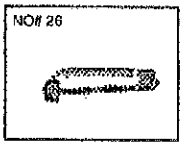
ADDITIONAL CHARGE LIST

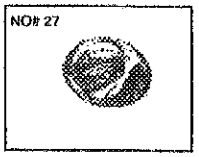
ADDITIONAL CHARGE LIST

CODE NUMBER	DESCRIPTION	PRICE
1	Add DURA-ENAMEL LETTERING	5.00
2	Add DURA-ENAMEL RIM OR BACKGROUND SEAL	3.00
3	Add DURA-ENAMEL FULL COLOR SEAL	5.00
4	Change from SHELL to SOLID back - type "B" Badges only	10.00
6	ADD a TAB usually at bottom of badge, for numbers	3.40
7	ADD a stenciled DISC with painted letters or numbers. (usually required when numbers or lettering is requested at the center of a badge in place of a seal.)	4.60
8	ENGRAVE - wizzard, back of badge, Price per letter or number	0.70
9	For badge with a MONEY CLIP ATTACHMENT, add	3.40
10	ADD COPPER LETTERS or NUMBERS (each) No matter what the finish of the badge.	1.70
11	ADD a PANEL	7.00
12	REMOVE the EAGLE or BOTTOM PANEL from badge	5.40
13	ADD a SEAL with FC DURA-ENAMEL to a badge with seal in die	6.40
14	Set stone in the EAGLE'S EYE	7.60
17	V-565D, TIE TAC, PLUNGER BACK with chain	0.90*
18	For badge with a BELT BUCKLE ATTACHMENT, add	6.60
19	ADD additional APPLIED LETTERS or NUMBERS to an item (per character). The same finish as the item.	1.60
20	ADD a SEAL with RIM color DURA-ENAMEL to a badge with seal in die	4.20
21	ADD a PLAIN (no color) SEAL to badge with seal in die	2.20
22	For badge with CAR PLATE ATTACHMENT, add	6.90
23	Border of badge cut into RECTANGULAR SHAPE	5.40
24	ADD a STAR (A-6129) to a badge or other product	1.60
25	SAFETY CATCH PART ONLY, of pin and catch assembly	1.00*
26	(F-43) 1 piece BAR PIN with SAFETY CATCH	1.00*
27	(V-450) MILITARY OR BUTTERFLY TYPE CLUTCH BACK FOR USE with nail (available as replacements)	0.10*
28	PAINT BACKGROUND center area with applied letters or numbers	2.10









ADDITIONAL CHARGE LIST

CODE NUMBER	DESCRIPTION	PRICE
29	NameBar or JBar without Names (deduct from retail price)	1.30
30	Add-on for Rose Gold Finish. (ADD TO GOLDPLATE PRICE)	3.00
31	Polish the backs of NICKEL, RHODIUM & GOLD plated badges	10.00
33	Lasered Lettering / Figure on select Commendation Bars	11.00
35	RHODIUM or NICKEL BADGE - GOLD plated SEAL	5.50
36	GOLD plated BADGE - RHODIUM plated SEAL	5.50
37	SAWTOOTH HANGER on lucite (A-2398) (must be colored background)	2.60
38	SEAL supplied by CUSTOMER, HANDLING CHARGE (not responsible for seal)	4.00
39	Attach beaver or crown to badge	11.00
40	BLUE VELOUR presentation case.	10.00
41	SOLID WALNUT presentation case.	56.90
42	APPLIED BALLS to points of star badge (5)	8.00
43	APPLIED BALLS to points of star badge (6)	9.00
47	(V-452) TIE TAC PLUNGER BACK NO bar and chain	0.90*
48	Add-on for Magnetic Attachment on a Namebar	2.90
49	Secureshift State Seal	6.00
50	DEEP CUT/ENGRAVE and FILL with PAINT (per character)	1.50
51	(V-446) NUT, used with CAP BADGE SCREW POST (available as replacement)	0.50*
52	Secureshift Reversed Enamel Panel (per panel)	5.00
55	Badges with more than 6 APPLIED LETTERS and NUMBERS (per character over 6)	1.60
56	B-546 wreath	15.80
57	ENAMEL CHEVRON	2.00
58	Numbers and paint bottom panel of stock badges, A7072 and A7073.	3.60
71	V.H.B. KK® used on TWO-TONE badge in place of HI-GLO® with RHO-GLO® or Goldplate with Rhodium.	30.00
72	Single Slide Bar Commendation Bar without the slide bar attachment (NO ATTACHMENT) deduct from retail price.	.80

NO# 47



NO# 51



* ACCESSORIES MINIMUM ORDER $10.00, CAN BE ASSORTED.

ADDITIONAL CHARGE LIST

SECURITY BADGES

STOCK SECURITY BADGES
AVAILABLE FOR IMMEDIATE DELIVERY

	STYLE NO.		ATTACH	TYPE	LE	FRE	GOL-TONE® SIL-TONE®	NICKEL	GOLD ELECTROPLATE
**	A 6938	#		A	85		-----	17.00	17.00
*	A 7072		SC	A	83		29.50	-----	-----
*	A 7073		SC	D	83		29.50	-----	-----
	A 7121		SB	D	83		29.50	-----	-----
	A 7265		SC	A	83		29.50	-----	-----
	A 7317		SC	A	83		29.50	-----	-----
	A 8218		SC	D	N/S		29.50	-----	-----
	A 8770		SC	D	N/S	43	29.50	-----	-----
	A 8771		SC	D	N/S	43	29.50	-----	-----
	A 9005		SC	D	N/S	43	29.50	-----	-----
	A 9037		SC	D	N/S		29.50	-----	-----
	A 9379		SC	D	N/S		29.50	-----	-----
	A 9443		SC	D			29.50	-----	-----
	A 9659		SC	A			29.50	-----	-----
	A 9660		SC	D			29.50	-----	-----
	A 11020		SC	D	84		29.50	-----	-----
	B 2077	#	SC	A	84		29.50	-----	-----
	B 2078	#	SC	D	84		29.50	-----	-----
**	J 304			D	83		-----	16.00	16.00

* STYLES A7072 & A7073 ONLY. ENGRAVING AND PAINTING OF UP TO FOUR NUMERALS ON BOTTOM PANEL, ADD $3.60 PER BADGE.
S/C - SAFETY CATCH, S/B - SCREW BACK, ATTACHMENT CANNOT BE CHANGED.
** J304 AND A6938 AVAILABLE S/C OR S/B PLEASE SPECIFY.
# - NOT AVAILABLE DURA-ENAMEL IN ANY FINISH.

MINIMUM STOCK PURCHASE $40.00. REFER TO STOCK ORDER FORM FOR DETAILS.

NON - STOCK SECURITY BADGES

STYLE NO.	TYPE	LE PAGE	NICKEL	RHODIUM	GOLD ELECTRO PLATE	RHO-GLO® OR HI-GLO®	TWO-TONE	V.H.B. KK®
A 6937 #	A	85	31.00	-----	31.00	-----	-----	-----
A 6938-CUS#	A	85	31.00	-----	31.00	-----	-----	-----
A 7072-A+	A	N/S	-----	-----	-----	57.00	-----	-----
A 7073-A+	D	83	-----	-----	-----	57.00	-----	-----
A 7263 #	B	84	24.00	-----	25.50	-----	-----	-----
B 532-B	B	N/S	40.50	43.50	45.50	-----	-----	-----
B 595-B#	D	84	16.00	-----	23.00	-----	-----	-----
B 595-D#	D	84	16.00	-----	23.00	-----	-----	-----
B 595-E#	D	84	16.00	-----	23.00	-----	-----	-----
B 595-F#	D	84	16.00	-----	23.00	-----	-----	-----
B 595-G#	D	84	16.00	-----	23.00	-----	-----	-----
B 619-A#	D	84	24.00	-----	33.50	-----	-----	-----
B 650-SA#	A	85	33.50	-----	38.50	-----	-----	-----
B 650-SB#	A	85	41.50	-----	45.50	-----	-----	-----
B 650-SC#	A	85	41.50	-----	45.50	-----	-----	-----
B 650-SE#	A	85	33.50	-----	38.50	-----	-----	-----
B 1262	D	N/S	44.50	48.50	48.50	-----	-----	-----
B 1436 #	D	85	34.00	-----	37.00	-----	-----	-----
B 1462	D	N/S	40.50	43.50	45.50	-----	-----	-----
B 1771	A	85	105.50	117.50	135.50	158.50	172.50	244.00
B 2215	A	85	82.00	86.50	99.50	123.00	134.50	188.50

NOTE: # - NOT AVAILABLE DURA-ENAMEL IN ANY FINISH.
+ - PRICE SHOWN IS FOR GOL-TONE® AND SIL-TONE® FINISH.

COMBINED BADGE PRICES

STYLE	TYPE	PAGE LE	PAGE F	NICK	RHOD	GOLD ELECTRO PLATE	RHO-GLO® OR HI-GLO®	TWO-TONE	V.H.B. KK*
A 12	A	23		23.50	24.00	25.50	27.50	-----	50.00
A 175	A	18		23.50	24.00	25.50	27.50	-----	50.00
A 175-J	A	18		28.50	29.50	33.50	35.50	-----	56.50
A 188	A	23		23.50	24.00	25.50	27.50	-----	50.00
A 336	A	23		16.00	16.00	16.00	20.00	-----	30.00
A 1632-DE	A			55.50	58.00	62.00	62.50	-----	88.50
A 1632-TT	A			-----	-----	-----	-----	63.00	-----
A 1962	A	15		23.50	24.00	25.50	27.50	-----	50.00
A 1962-B	A	15		28.50	29.50	33.50	35.50	-----	56.50
A 1962-CO	A	15		24.00	24.50	26.50	27.00	-----	50.00
A 1962-COB	A	15		28.50	31.50	36.50	37.00	-----	58.50
A 1962-DE	A	15		55.50	58.00	62.00	62.50	63.00	88.50
A 1962-RIN	A	15		41.00	41.00	44.50	48.00	-----	73.00
A 1962-TT	A	15		-----	-----	-----	-----	63.00	-----
A 2327	A	20		23.50	24.00	25.50	27.50	-----	50.00
A 2327-DE	A			28.50	29.50	33.50	35.50	-----	56.50
A 2480	D	22		23.50	24.00	25.50	27.50	-----	50.00
A 2481	D	22		23.50	24.00	25.50	27.50	-----	50.00
A 2482	D	22		23.50	24.00	25.50	27.50	-----	50.00
A 2547	A	14		38.50	40.50	41.00	43.50	50.50	64.00
A 2719	A			24.00	24.50	26.50	27.00	-----	42.00
A 2778	A			43.50	48.00	55.00	60.00	-----	90.00
A 2811	A	14		23.50	24.00	25.50	27.50	-----	50.00
A 2811-A	A	14		28.50	29.50	33.50	35.50	-----	56.50
A 2815	A	14		24.00	24.50	26.50	27.00	-----	50.00
A 2815-A	A	14		28.50	31.50	36.50	37.00	-----	58.50
A 2815-DE	A	14		55.50	58.00	62.00	62.50	63.00	88.50
A 2815-TT	A	14		-----	-----	-----	-----	63.00	-----
A 2816	A	17		24.00	24.50	26.50	27.00	-----	50.00
A 2816-DE	A	17		55.50	58.00	62.00	62.50	63.00	88.50
A 2816-J	A	17		28.50	31.50	36.50	37.00	-----	58.50
A 2816-TT	A	17		-----	-----	-----	-----	63.00	-----
A 2817	A	19		24.00	24.50	26.50	27.00	-----	50.00
A 2817-2	A			38.50	40.50	42.00	43.50	-----	77.00
A 2817-3	A			42.00	42.00	44.50	49.50	-----	88.50
A 2817-4	A			48.50	54.50	55.00	56.50	-----	102.00
A 2817-5	A			55.50	62.00	67.50	74.00	-----	117.00
A 2817-DE	A	19		55.50	58.00	62.00	62.50	63.00	88.50
A 2817-TT	A	19		-----	-----	-----	-----	63.00	-----
A 2817-V	A	19		28.50	31.50	36.50	37.00	-----	58.50
A 2818	A	22		23.50	24.00	25.50	27.50	-----	50.00
A 2818-DE	A	22		28.50	29.50	33.50	35.50	-----	56.50
A 2819	A	22		23.50	24.00	25.50	27.50	-----	50.00
A 2819-DE	A	22		28.50	29.50	33.50	35.50	-----	56.50
A 2853	A	16		24.00	24.50	26.50	27.00	-----	50.00
A 2853-D	A	16		28.50	31.50	36.50	37.00	-----	58.50
A 2853-DE	A	16		55.50	58.00	62.00	62.50	63.00	88.50
A 2853-TT	A	16		-----	-----	-----	-----	63.00	-----
A 2854	A	14		41.00	41.00	44.50	48.00	-----	73.00
A 2855	A	16		41.00	41.00	44.50	48.00	-----	73.00
A 2856	D	17		41.00	41.00	44.50	48.00	-----	73.00
A 2857	A	14		23.50	24.00	25.50	27.50	-----	50.00
A 2858	A	16		23.50	24.00	25.50	27.50	-----	50.00
A 2859	D	17		23.50	24.00	25.50	27.50	-----	50.00
A 2860	A	14		16.00	16.00	16.00	20.00	-----	30.00
A 2861	A	16		16.00	16.00	16.00	20.00	-----	30.00
A 2862	A	17		16.00	16.00	16.00	20.00	-----	30.00
A 2863	A	14		16.00	16.00	16.00	20.00	-----	30.00
A 2864	B	16		16.00	16.00	16.00	20.00	-----	30.00
A 2865	A	17		16.00	16.00	16.00	20.00	-----	30.00
A 2866	A	19		16.00	16.00	16.00	20.00	-----	30.00
A 2867	A	19		16.00	16.00	16.00	20.00	-----	30.00
A 2868-CO	A	14		22.50	23.00	24.50	25.00	-----	44.50
A 2869-CO	A	16		22.50	23.00	24.50	25.00	-----	44.50
A 2870-CO	A	17		22.50	23.00	24.50	25.00	-----	44.50
A 2879-LF	B	22		23.50	24.00	25.50	27.50	-----	50.00
A 2879-RT	B	22		23.50	24.00	25.50	27.50	-----	50.00
A 2880	A	22		23.50	24.00	25.50	27.50	-----	50.00
A 2880-DE	A	22		28.50	29.50	33.50	35.50	-----	56.50
A 2881	B	22		23.50	24.00	25.50	27.50	-----	50.00
A 2882	A	22		55.50	58.00	62.00	62.50	-----	88.50
A 2883	D	22		28.50	31.50	36.50	37.00	-----	58.50
A 2892	A	23		16.00	16.00	16.00	20.00	-----	30.00
A 2893	A	23		16.00	16.00	16.00	20.00	-----	30.00
A 2895	A	24		41.00	41.00	44.50	48.00	-----	73.00
A 2896-LF	B	23		23.50	24.00	25.50	27.50	-----	50.00

** - MINIMUM ORDER OF TWO. # - NOT AVAILABLE DURA-ENAMEL IN ANY FINISH.
@ - SEE ADDITIONAL CHARGE CODE #55 for each additional figure over six (6).
Page Column: "LE" Law Enforcement Catalog, "F" Fire-Rescue Catalog

BADGE

COMBINED BADGE PRICES

STYLE	TYPE	PAGE LE	PAGE F	NICK	RHOD	GOLD ELECTRO PLATE	RHO-GLO® OR HI-GLO®	TWO-TONE	V.I.B. KK®
A 2896-RT	B	23		23.50	24.00	25.50	27.50	-----	50.00
A 2897	B	23		23.50	24.00	25.50	27.50	-----	50.00
A 2898	D	23		23.50	24.00	25.50	27.50	-----	50.00
A 2899	D	23		23.50	24.00	25.50	27.50	-----	50.00
A 2899-CO	A	24		23.50	24.00	25.50	27.50	-----	50.00
A 2901	A	14		24.00	24.50	26.50	27.00	-----	50.00
A 2902	A	16		24.00	24.50	26.50	27.00	-----	50.00
A 2903	A	17		24.00	24.50	26.50	27.00	-----	50.00
A 2904	D	19		24.00	24.50	26.50	27.00	-----	50.00
A 2910	A	16		23.50	24.00	25.50	27.50	-----	50.00
A 2910-D	A	16		28.50	29.50	33.50	35.50	-----	56.50
A 2911	A	17		23.50	24.00	25.50	27.50	-----	50.00
A 2911-J	A	17		28.50	29.50	33.50	35.50	-----	56.50
A 2912	A	19		23.50	24.00	25.50	27.50	-----	50.00
A 2912-V	A	19		28.50	29.50	33.50	35.50	-----	56.50
A 2942	A	19		41.00	41.00	44.50	48.00	-----	73.00
A 2945	A	21		38.50	40.50	41.00	43.50	-----	64.00
A 2951	D	22		41.00	41.00	44.50	48.00	-----	73.00
A 2952	D	19		23.50	24.00	25.50	27.50	-----	50.00
A 2953	D	22		41.00	41.00	44.50	48.00	-----	73.00
A 2954	A	22		41.00	41.00	44.50	48.00	-----	73.00
A 3061	A	13		48.50	48.50	50.00	52.00	-----	78.50
A 3061-A	A	13		48.50	48.50	50.00	52.00	-----	78.50
A 3061-B	A	13		48.50	48.50	50.00	52.00	-----	78.50
A 3095	B	4		70.00	81.50	87.50	113.50	123.00	173.50
A 3316	A	13		48.50	48.50	50.00	52.00	-----	78.50
A 3317	A	13		48.50	48.50	50.00	52.00	-----	78.50
A 3317-A	A	13		48.50	48.50	50.00	52.00	-----	78.50
A 3370	A	23		23.50	24.00	25.50	27.50	-----	50.00
A 3371	A	23		23.50	24.00	25.50	27.50	-----	50.00
A 3375	A	13		48.50	48.50	50.00	52.00	-----	78.50
A 3375-A	A	13		48.50	48.50	50.00	52.00	-----	78.50
A 3375-B	A	13		48.50	48.50	50.00	52.00	-----	78.50
A 3376	A	13		48.50	48.50	50.00	52.00	-----	78.50
A 3377	A	13		48.50	48.50	50.00	52.00	-----	78.50
A 3377-A	A	13		48.50	48.50	50.00	52.00	-----	78.50
A 3377-B	A	13		48.50	48.50	50.00	52.00	-----	78.50
A 3378	A	13		48.50	48.50	50.00	52.00	-----	78.50
A 3548	A	13		48.50	48.50	50.00	52.00	-----	78.50
A 3548-A	A	13		48.50	48.50	50.00	52.00	-----	78.50
A 3735	A	13		48.50	48.50	50.00	52.00	-----	78.50
A 3780	B	17		71.00	76.50	85.00	110.50	121.50	170.00
A 3902	A			-----	41.00	44.50	46.50	-----	64.00
A 4067	A	13		48.50	48.50	50.00	52.00	-----	78.50
A 4219 @	A			28.50	29.50	33.50	35.50	-----	56.50
A 4257	A	13		48.50	48.50	50.00	52.00	-----	78.50
A 4279	A	15		16.00	16.00	16.00	20.00	-----	30.00
A 4684	A	23	8	96.00	103.00	114.00	138.00	138.00	209.00
A 4684-R	A			113.00	119.50	134.00	144.00	144.00	215.50
A 4684-RS	A	23		113.00	119.50	134.00	144.00	144.00	215.50
A 4684-S	A			96.00	103.00	114.00	138.00	138.00	209.00
A 5484	D			58.00	63.50	73.50	100.50	109.50	151.00
A 5706	A			24.00	24.50	26.50	27.00	-----	42.00
A 6148	A	23	9	86.50	96.50	108.50	128.00	128.00	206.00
A 6148-R	A	23		105.50	113.00	125.50	134.50	134.50	212.00
A 6197	A	19		24.00	24.50	26.50	27.00	-----	50.00
A 6197-DE	A	18		55.50	58.00	62.00	62.50	63.00	88.50
A 6197-J	A	18		28.50	31.50	36.50	37.00	-----	58.50
A 6197-RIN	A	18		41.00	41.00	44.50	48.00	-----	73.00
A 6197-TT	A	18		-----	-----	-----	-----	63.00	-----
A 6231	A	17		73.00	81.50	91.50	115.00	115.00	183.00
A 6231-R	A			92.50	100.00	110.50	121.50	121.50	189.00
A 6319	A			27.00	29.00	30.00	36.00	-----	62.50
A 6864	A			23.50	24.00	25.50	27.50	-----	50.00
A 6864-DE	A	21		28.50	29.50	33.50	35.50	-----	56.50
A 6929-R	A	18		99.50	109.50	114.00	126.00	126.00	193.50
A 7103	A	73		20.50	21.00	22.50	-----	-----	42.00
A 7287	A	19		16.00	16.00	16.00	20.00	-----	30.00
A 7287-CO	A	19		22.50	23.00	24.50	25.00	-----	44.50
A 7288	A	18		16.00	16.00	16.00	20.00	-----	30.00
A 7288-CO	A	18		22.50	23.00	24.50	25.00	-----	44.50
A 7289	A	15		16.00	16.00	16.00	20.00	-----	30.00
A 7289-CO	A	15		22.50	23.00	24.50	25.00	-----	44.50
A 7290	A	18		23.50	24.00	25.50	27.50	-----	50.00
A 7291	A	15		23.50	24.00	25.50	27.50	-----	50.00
A 7292	A	15		24.00	24.50	26.50	27.00	-----	50.00

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BADGE

COMBINED BADGE PRICES

STYLE	TYPE	PAGE LE	PAGE F	NICK	RHOD	GOLD ELECTRO PLATE	RHO-GLO® OR HI-GLO®	TWO-TONE	V.H.B. KK®
A 7293	A	18		24.00	24.50	26.50	27.00	-----	50.00
A 8456	A	21		23.50	24.00	25.50	27.50	-----	50.00
A 8553	A	22		86.50	96.50	108.50	128.00	128.00	206.00
A 8553-R	A	22		105.50	113.00	125.50	134.50	134.50	212.00
A 8734	A	65	31	12.50	12.50	12.50	16.50	-----	36.00
A 9175	A	20		16.00	16.00	16.00	20.00	-----	30.00
A 9704-R	A	46		72.00	86.50	99.50	120.50	134.50	188.50
A 9705	A	46		-----	86.50	99.50	120.50	134.50	188.50
A 9705-R	A	46		72.00	86.50	99.50	120.50	134.50	188.50
A 9711	D	46		58.00	63.50	73.50	100.50	109.50	151.00
A 9715-R	A	46		104.00	107.00	121.50	146.00	159.50	224.00
A 10434	A	13		46.50	46.50	50.00	52.00	-----	76.50
A 10468	A			28.50	29.50	33.50	35.50	-----	56.50
A 10969 #	A			88.00	94.00	99.00	128.00	137.50	188.00
A 10978	A	46		54.50	56.00	58.50	72.00	-----	108.00
AH 7575	A	35		82.50	87.50	103.50	-----	139.50	192.50
AH 7575-R	A			105.00	111.00	125.50	-----	159.00	219.50
AH 7603	D			55.50	62.00	69.50	-----	101.00	143.50
AH 7603-PAN	D	18		56.00	62.00	70.00	-----	-----	144.50
AH 7668	A			90.50	94.00	109.50	-----	147.50	207.00
AH 7685	A	52		70.00	81.50	87.50	-----	123.00	173.50
AH 7685-R	A			90.50	102.00	111.00	-----	147.00	198.50
AH 7690	A	52		75.50	82.00	87.50	-----	130.00	181.00
AH 7690-R	A			97.50	103.50	111.00	-----	151.00	207.50
AH 7693	A	35		90.50	94.00	109.50	-----	147.50	207.00
AH 7693-R	A	35		114.00	115.50	130.50	-----	170.00	234.50
AH 7695	A	35		94.50	99.50	113.50	-----	153.00	217.50
AH 7695-R	A	35		116.00	122.00	135.00	-----	174.50	242.00
B 3 #	A	28	12	52.50	55.00	63.50	89.50	100.50	141.50
B 4	B	25		55.50	62.00	69.50	96.00	101.00	143.50
B 5	B	11		58.00	63.50	73.50	100.50	109.50	151.00
B 7	D	26		69.50	75.00	85.00	110.50	120.50	169.00
B 13	B	11		58.00	63.50	73.50	100.50	109.50	151.00
B 19	A	35		72.00	86.50	99.50	120.50	134.50	188.50
B 19-C	A	36	0	94.50	99.50	113.50	139.50	153.00	217.50
B 19-DE	A			108.50	125.50	145.00	171.00	186.50	262.00
B 20	A	35		69.50	75.00	85.00	110.50	120.50	169.00
B 20-DE	A			105.50	117.50	135.50	158.50	172.50	244.00

STYLE	TYPE	PAGE LE	PAGE F	NICK	RHOD	GOLD ELECTRO PLATE	RHO-GLO® OR HI-GLO®	TWO-TONE	V.H.B. KK®
B 21	B	14		58.00	63.50	73.50	100.50	109.50	151.00
B 29	A	39		71.00	76.50	85.00	110.50	121.50	170.00
B 30	B	12	5	58.00	63.50	73.50	100.50	109.50	151.00
B 32	B	12		58.00	63.50	73.50	100.50	109.50	151.00
B 36	B			58.00	63.50	73.50	100.50	109.50	151.00
B 36-EO	B			58.00	63.50	73.50	100.50	109.50	151.00
B 38	B	2	2	55.50	62.00	69.50	96.00	101.00	143.50
B 39	B	2	2	55.50	62.00	69.50	96.00	101.00	143.50
B 41	D	26		69.50	75.00	85.00	110.50	120.50	169.00
B 59 #	D			55.50	62.00	69.50	96.00	101.00	143.50
B 62	A	35		-----	75.50	78.50	118.00	-----	-----
B 67	A	50		75.50	82.00	87.50	118.50	130.00	181.00
B 67-A	A			75.50	82.00	87.50	118.50	130.00	181.00
B 67-ADE	A			108.50	125.50	145.00	171.00	186.50	262.00
B 67-DE	A	50		108.50	125.50	145.00	171.00	186.50	262.00
B 67-P	A	50		48.50	51.50	62.00	85.00	-----	137.50
B 81	B	21		69.50	75.00	85.00	110.50	120.50	169.00
B 96	B	2	4	55.50	62.00	69.50	96.00	101.00	143.50
B 242	A	49		75.50	82.00	87.50	118.50	130.00	181.00
B 242-DE	A			108.50	125.50	145.00	162.50	183.00	262.00
B 246	B	16		58.00	63.50	73.50	100.50	109.50	151.00
B 251	A	10		69.50	75.00	85.00	110.50	120.50	169.00
B 262 #	A	26	12	52.50	55.00	63.50	89.50	100.50	141.50
B 262-X#	A			52.50	55.00	63.50	89.50	100.50	141.50
B 285	A			55.50	62.00	69.50	96.00	101.00	143.50
B 290 #	A			43.50	48.00	55.00	82.50	89.50	126.00
B 290-DE#	A		12	69.50	75.00	85.00	110.50	120.50	169.00
B 290-TC	A			-----	48.00	55.00	-----	-----	-----
B 291 #	A	2	12	55.50	62.00	69.50	96.00	101.00	143.50
B 293	B	8		58.00	63.50	73.50	100.50	109.50	151.00
B 294 #	A	8	12	43.50	48.00	55.00	82.50	89.50	126.00
B 294-TC	A	79	26	-----	48.00	55.00	-----	-----	-----
B 295 #	A	8	12	52.50	55.00	63.50	89.50	100.50	141.50
B 296	B	2	1	55.50	62.00	69.50	96.00	101.00	143.50
B 297	A	2	12	55.50	62.00	69.50	96.00	101.00	143.50
B 298 #	A	12	12	52.50	55.00	63.50	89.50	100.50	141.50
B 299 #	A		12	43.50	48.00	55.00	82.50	89.50	126.00
B 299-A	A		12	43.50	48.00	55.00	82.50	89.50	126.00

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@ - SEE ADDITIONAL CHARGE CODE #55 for each additional figure over six (6).
Page Column: "LE" Law Enforcement Catalog, "F" Fire-Rescue Catalog

COMBINED BADGE PRICES

BADGE

STYLE	TYPE	PAGE LE	PAGE F	NICK	RHOD	GOLD ELECTRO PLATE	RHO-GLO® OR HI-GLO®	TWO-TONE	V.H.B. KK®
B 300	B	13		58.00	63.50	73.50	100.50	109.50	151.00
B 301 #	A	13	12	52.50	55.00	63.50	89.50	100.50	141.50
B 302	B	47		69.50	75.00	85.00	110.50	120.50	169.00
B 303 #	A	47		63.50	68.50	76.50	103.50	113.00	158.00
B 304 #	B	30		63.50	68.50	76.50	103.50	113.00	158.00
B 307 #	A	13	12	52.50	55.00	63.50	89.50	100.50	141.50
B 307-DE#	A			63.50	68.50	76.50	103.50	113.00	158.00
B 309	A			52.50	55.00	63.50	89.50	100.50	141.50
B 310 #	A	33	12	43.50	48.00	55.00	82.50	89.50	126.00
B 311 #	A		12	43.50	48.00	55.00	82.50	89.50	126.00
B 315	A			69.50	75.00	85.00	110.50	120.50	169.00
B 318	B	11		58.00	63.50	73.50	100.50	109.50	151.00
B 329	B	26		58.00	63.50	73.50	100.50	109.50	151.00
B 335 #	A	21	12	55.50	62.00	69.50	96.00	101.00	143.50
B 336 #	A			52.50	55.00	63.50	89.50	100.50	141.50
B 409	B	9		69.50	75.00	85.00	110.50	120.50	169.00
B 427	B	14	4	63.50	68.50	76.50	103.50	113.00	158.00
B 447	A	50		69.50	70.50	82.00	109.00	118.00	165.50
B 448	A	49		69.50	70.50	82.00	109.00	118.00	165.50
B 448-DE	A	49		105.50	117.50	135.50	158.50	172.50	244.00
B 471	A	40		58.00	63.50	73.50	100.50	109.50	151.00
B 477	A	51		69.50	70.50	82.00	109.00	118.00	165.50
B 477-DE	A			105.50	117.50	135.50	151.00	172.50	224.00
B 479	B			55.50	62.00	69.50	96.00	101.00	143.50
B 482	B			58.00	63.50	73.50	100.50	109.50	151.00
B 484	A		2	52.50	55.00	63.50	89.50	100.50	141.50
B 484-DE	A		2	82.00	86.50	99.50	123.00	134.50	188.50
B 485	B		3	55.50	62.00	69.50	96.00	101.00	143.50
B 485-DE	B			82.00	86.50	99.50	123.00	134.50	188.50
B 486 #	B		3	55.50	62.00	69.50	96.00	101.00	143.50
B 487	B		3	55.50	62.00	69.50	96.00	101.00	143.50
B 489	A		11	52.50	55.00	63.50	89.50	100.50	141.50
B 491 #	A		3	52.50	55.00	63.50	89.50	100.50	141.50
B 491-DE#	A			82.00	86.50	99.50	123.00	134.50	188.50
B 493	B		3	58.00	63.50	73.50	100.50	109.50	151.00
B 494	D		3	55.50	62.00	69.50	96.00	101.00	143.50
B 495	B		3	55.50	62.00	69.50	96.00	101.00	143.50
B 496	B		3	55.50	62.00	69.50	96.00	101.00	143.50
B 496-DE	B			82.00	86.50	99.50	123.00	134.50	188.50
B 498	D			55.50	62.00	69.50	96.00	101.00	143.50
B 498-DE	D			82.00	86.50	99.50	123.00	134.50	188.50
B 500	A		3	48.50	51.50	62.00	85.00	96.50	137.50
B 501	A		3	55.50	62.00	69.50	96.00	101.00	143.50
B 501-DE	A			82.00	86.50	99.50	123.00	134.50	188.50
B 507	B		9	52.50	55.00	63.50	89.50	100.50	141.50
B 507-EO	B	25	12	52.50	55.00	63.50	89.50	100.50	141.50
B 508 #	A	8	5	52.50	55.00	63.50	89.50	100.50	141.50
B 508-EO#	A			52.50	55.00	63.50	89.50	100.50	141.50
B 509 #	A		12	69.50	75.00	85.00	110.50	120.50	169.00
B 509-EO#	A			69.50	75.00	85.00	110.50	120.50	169.00
B 510	A	32	10	52.50	55.00	63.50	89.50	100.50	141.50
B 511 #	A	8	12	52.50	55.00	63.50	89.50	100.50	141.50
B 511-EO#	A	24		52.50	55.00	63.50	89.50	100.50	141.50
B 512 #	A	8	12	52.50	55.00	63.50	89.50	100.50	141.50
B 512-EO#	A			52.50	55.00	63.50	89.50	100.50	141.50
B 519	A	2	2	55.50	62.00	69.50	96.00	101.00	143.50
B 521	B	10		58.00	63.50	73.50	100.50	109.50	151.00
B 521-DE	B			87.00	94.00	107.00	132.00	143.50	203.00
B 522	B	12		58.00	63.50	73.50	100.50	109.50	151.00
B 522-EO	B			58.00	63.50	73.50	100.50	109.50	151.00
B 523	B	8	5	58.00	63.50	73.50	100.50	109.50	151.00
B 524	B	12		58.00	63.50	73.50	100.50	109.50	151.00
B 524-EO	B			58.00	63.50	73.50	100.50	109.50	151.00
B 525	B	24		55.50	62.00	69.50	96.00	101.00	143.50
B 525-DE	B			86.50	89.50	104.00	130.00	143.50	196.00
B 529	B	9		55.50	62.00	69.50	96.00	101.00	143.50
B 529-EO	B			55.50	62.00	69.50	96.00	101.00	143.50
B 531	D	10		58.00	63.50	73.50	100.50	109.50	151.00
B 532	B	12	5	58.00	63.50	73.50	100.50	109.50	151.00
B 532-EO	B			58.00	63.50	73.50	100.50	109.50	151.00
B 535 #	B			55.50	62.00	69.50	96.00	101.00	143.50
B 537	B	8	5	69.50	70.50	82.00	109.00	118.00	165.50
B 537-EO	B			69.50	70.50	82.00	109.00	118.00	165.50
B 538	B	2	2	55.50	62.00	69.50	96.00	101.00	143.50
B 538-EO	B	33		55.50	62.00	69.50	96.00	101.00	143.50
B 539	B	8	5	69.50	70.50	82.00	109.00	118.00	165.50

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Page Column: "LE" Law Enforcement Catalog, "F" Fire-Rescue Catalog

COMBINED BADGE PRICES

STYLE	TYPE	PAGE LE	PAGE F	NICK	RHOD	GOLD ELECTRO PLATE	RHO-GLO® OR HI-GLO®	TWO-TONE	V.H.B. KK®
B 539-EO	B	33		69.50	70.50	82.00	109.00	118.00	165.50
B 544	B	13	5	58.00	63.50	73.50	100.50	109.50	151.00
B 545	B			58.00	63.50	73.50	100.50	109.50	151.00
B 545-DE	B			87.00	94.00	107.00	132.00	143.50	203.00
B 546	B	21		90.50	99.00	111.00	139.50	151.00	211.00
B 547	B		2	58.00	63.50	73.50	100.50	109.50	151.00
B 547-DE	B		2	87.00	94.00	107.00	132.00	143.50	203.00
B 548	B	12		69.50	70.50	82.00	109.00	118.00	165.50
B 549	B	9		69.50	75.00	85.00	110.50	120.50	169.00
B 549-EO	B	24		69.50	75.00	85.00	110.50	120.50	169.00
B 550	B	9		69.50	75.00	85.00	110.50	120.50	169.00
B 551	B	11		69.50	76.00	85.00	110.50	120.50	169.00
B 551-EO	B			69.50	75.00	85.00	110.50	120.50	169.00
B 553	D	24		58.00	63.50	73.50	100.50	109.50	151.00
B 555	B	10		58.00	63.50	73.50	100.50	109.50	151.00
B 555-EO	B			58.00	63.50	73.50	100.50	109.50	151.00
B 557	B	13		69.50	70.50	82.00	109.00	118.00	165.50
B 557-DE	B			90.50	99.00	111.00	139.50	151.00	211.00
B 557-EO	B			69.50	70.50	82.00	109.00	118.00	165.50
B 560-DE	B			87.50	94.00	109.50	132.00	146.00	206.50
B 562	B	25		69.50	75.00	85.00	110.50	120.50	169.00
B 563	B	33		58.00	63.50	73.50	100.50	109.50	151.00
B 563-DE	B			87.00	94.00	107.00	132.00	143.50	203.00
B 564	B	26		55.50	62.00	69.50	96.00	101.00	143.50
B 565	D	30		58.00	63.50	73.50	100.50	109.50	151.00
B 567	D	30	10	38.50	42.00	48.00	49.50	52.00	73.00
B 568-CO	D	30	10	38.50	42.00	48.00	49.50	52.00	73.00
B 568-PA#	D	30	10	38.50	42.00	48.00	49.50	52.00	73.00
B 572	D			38.50	42.00	48.00	49.50	-----	73.00
B 575	B	14	4	58.00	63.50	73.50	100.50	109.50	151.00
B 575-EO	B			58.00	63.50	73.50	100.50	109.50	151.00
B 575-XEO	B	26		58.00	63.50	73.50	100.50	109.50	151.00
B 577 #	D			58.00	63.50	73.50	100.50	109.50	151.00
B 578	D			58.00	63.50	73.50	100.50	109.50	151.00
B 580	B			55.50	62.00	69.50	96.00	101.00	143.50
B 580-EO	B			55.50	62.00	69.50	96.00	101.00	143.50
B 582	A	26		55.50	62.00	69.50	96.00	101.00	143.50
B 586	B		11	55.50	62.00	69.50	96.00	101.00	143.50
B 587	B	27		58.00	63.50	73.50	100.50	109.50	151.00
B 587-B	B	27		58.00	63.50	73.50	100.50	109.50	151.00
B 588	B	27		58.00	63.50	73.50	100.50	109.50	151.00
B 588-B	B			58.00	63.50	73.50	100.50	109.50	151.00
B 589	C	9		69.50	75.00	85.00	110.50	120.50	169.00
B 590	B			58.00	63.50	73.50	100.50	109.50	151.00
B 590-DE	B			87.00	94.00	107.00	132.00	143.50	203.00
B 591	D	26		75.50	82.00	87.50	118.50	130.00	181.00
B 591-X	D	26		75.50	82.00	87.50	118.50	130.00	181.00
B 592	B	33		58.00	63.50	73.50	100.50	109.50	151.00
B 593	B		2	69.50	75.00	85.00	110.50	120.50	169.00
B 594	B	26	4	58.00	63.50	73.50	100.50	109.50	151.00
B 595	B		2	58.00	63.50	73.50	100.50	109.50	151.00
B 597	B	11		69.50	75.00	85.00	110.50	120.50	169.00
B 597-EO	B	25		69.50	75.00	85.00	110.50	120.50	169.00
B 599	B			58.00	63.50	73.50	100.50	109.50	151.00
B 602	B			55.50	62.00	69.50	96.00	101.00	143.50
B 603	A	10		55.50	62.00	69.50	96.00	101.00	143.50
B 604 #	A	21		55.50	62.00	69.50	96.00	101.00	143.50
B 605 #	B	11		55.50	62.00	69.50	96.00	101.00	143.50
B 605-EO#	B			55.50	62.00	69.50	96.00	101.00	143.50
B 607	B	25		58.00	63.50	73.50	100.50	109.50	151.00
B 608	B	24		58.00	63.50	73.50	100.50	109.50	151.00
B 609	B	25		58.00	63.50	73.50	100.50	109.50	151.00
B 610-DE	D			87.50	94.00	109.50	132.00	146.00	206.50
B 612	D	18		58.00	63.50	73.50	100.50	109.50	151.00
B 613	D	30		58.00	63.50	73.50	100.50	109.50	151.00
B 614	D	18		58.00	63.50	73.50	100.50	109.50	151.00
B 614-A	D	18		58.00	63.50	73.50	100.50	109.50	151.00
B 615	D	19		58.00	63.50	73.50	100.50	109.50	151.00
B 616	D	30		58.00	63.50	73.50	100.50	109.50	151.00
B 617	D	19		58.00	63.50	73.50	100.50	109.50	151.00
B 617-A	D	19		58.00	63.50	73.50	100.50	109.50	151.00
B 619	D	19		58.00	63.50	73.50	100.50	109.50	151.00
B 619-B	D	19		58.00	63.50	73.50	100.50	109.50	151.00
B 621	D	30		58.00	63.50	73.50	100.50	109.50	151.00
B 622	B	30		63.50	68.50	76.50	103.50	113.00	158.00
B 623	D			58.00	63.50	73.50	100.50	109.50	151.00

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BADGE

COMBINED BADGE PRICES

STYLE	TYPE	PAGE LE	PAGE F	NICK	RHOD	GOLD ELECTRO PLATE	RHO-GLO® OR HI-GLO®	TWO-TONE	V.H.B. KK®
B 625	B	19		72.00	86.50	99.50	120.50	134.50	188.50
B 626	B			63.50	68.50	76.50	103.50	113.00	158.00
B 627	D	20		58.00	63.50	73.50	100.50	109.50	151.00
B 627-DE	D	20		69.50	75.00	85.00	110.50	120.50	169.00
B 627-H	D	20		70.00	81.50	87.50	113.50	123.00	173.50
B 627-HA	D	20		70.00	81.50	87.50	113.50	123.00	173.50
B 629	B			55.50	62.00	69.50	96.00	101.00	143.50
B 629-B	B	20		55.50	62.00	69.50	96.00	101.00	143.50
B 630	B	18		63.50	68.50	76.50	103.50	113.00	158.00
B 631 @	B	16		75.50	82.00	87.50	118.50	130.00	181.00
B 631-A	B			55.50	62.00	69.50	96.00	101.00	143.50
B 631-B	B			55.50	62.00	69.50	96.00	101.00	143.50
B 631-C	B			55.50	62.00	69.50	96.00	101.00	143.50
B 647	A	31		43.50	48.00	55.00	82.50	-----	126.00
B 648	A			43.50	48.00	55.00	82.50	-----	126.00
B 650	A	38		55.50	62.00	69.50	96.00	101.00	143.50
B 650-D	A	39		70.00	81.50	87.50	113.50	123.00	173.50
B 650-P	B			69.50	70.50	82.00	109.00	118.00	165.50
B 650-S	A	85		33.50	-----	38.50	-----	-----	-----
B 650-SA#	A	85		33.50	-----	38.50	-----	-----	-----
B 650-SB#	A	85		41.50	-----	45.50	-----	-----	-----
B 650-SC#	A	85		41.50	-----	45.50	-----	-----	-----
B 650-SD	A			41.50	-----	45.50	-----	-----	-----
B 650-SE#	A	85		33.50	-----	38.50	-----	-----	-----
B 652	B	6	6	81.00	96.50	104.00	131.00	131.00	203.00
B 652-HA	B	6		81.00	96.50	104.00	131.00	131.00	203.00
B 652-R	B	6	7	99.50	113.00	121.50	137.00	137.00	209.00
B 652-RHA	B	6		99.50	113.00	121.50	137.00	137.00	209.00
B 657	A	31		43.50	45.50	50.00	79.50	84.00	117.00
B 659	A	31		43.50	48.00	55.00	82.50	-----	126.00
B 660	A	31		43.50	48.00	55.00	82.50	-----	126.00
B 667	A	40		70.00	81.50	87.50	113.50	123.00	173.50
B 667-A#	A	40		70.00	81.50	87.50	113.50	123.00	173.50
B 667-B	A	40		70.00	81.50	87.50	113.50	123.00	173.50
B 667-D	A	40		70.00	81.50	87.50	113.50	123.00	173.50
B 682	A	47		58.00	63.50	73.50	100.50	109.50	151.00
B 682-P	A	47		66.50	69.50	79.50	106.50	115.50	161.00
B 687	B	17		73.00	81.50	91.50	115.00	115.00	183.00
B 687-R	B	17		92.50	100.00	110.50	121.50	121.50	189.00
B 691 #	A	13	B	55.50	62.00	69.50	96.00	101.00	143.50
B 720	B	17		81.00	89.50	98.00	119.00	119.00	186.00
B 720-R	B	17		99.50	109.50	114.00	126.00	126.00	193.50
B 736	B	3	6	96.00	103.00	114.00	138.00	138.00	209.00
B 736-H	B	3	6	96.00	103.00	114.00	138.00	138.00	209.00
B 736-HA	B	3		96.00	103.00	114.00	138.00	138.00	209.00
B 736-HAR	B	3		113.00	119.50	134.00	144.00	144.00	215.50
B 736-HR	B	3	7	113.00	119.50	134.00	144.00	144.00	215.50
B 736-R	B	3	7	113.00	119.50	134.00	144.00	144.00	215.50
B 741	B	7	8	86.50	96.50	108.50	128.00	128.00	206.00
B 741-B	B	7		86.50	96.50	108.50	128.00	128.00	206.00
B 741-BR	B			105.50	113.00	125.50	134.50	134.50	212.00
B 741-HA	B	7		86.50	96.50	108.50	128.00	128.00	206.00
B 741-R	B	7	9	105.50	113.00	125.50	134.50	134.50	212.00
B 741-RHA	B			105.50	113.00	125.50	134.50	134.50	212.00
B 748	A	50		63.50	68.50	76.50	103.50	113.00	158.00
B 748-DE	A			99.00	104.00	120.50	146.00	159.00	224.00
B 749	B	15		69.50	75.00	85.00	110.50	120.50	169.00
B 750	B	16		55.50	62.00	69.50	96.00	101.00	143.50
B 750-DE	B	16		89.50	99.50	113.50	139.50	153.00	217.50
B 751	A	48		69.50	75.00	85.00	110.50	120.50	169.00
B 751-DE	A	48		105.50	117.50	135.50	158.50	172.50	244.00
B 751-X	A			69.50	75.00	85.00	110.50	120.50	169.00
B 765	B	3		55.50	62.00	69.50	96.00	101.00	143.50
B 765-DE	B			89.50	99.50	113.50	139.50	153.00	217.50
B 797 #	A	35		58.00	63.50	73.50	100.50	109.50	151.00
B 798	B	24		55.50	62.00	69.50	96.00	101.00	143.50
B 803	B	26	4	58.00	63.50	73.50	100.50	109.50	151.00
B 804	B	32		58.00	63.50	73.50	100.50	109.50	151.00
B 808 #	A		12	52.50	55.00	63.50	89.50	100.50	141.50
B 808-DE	A			87.00	94.00	107.00	132.00	143.50	203.00
B 812	A	46		71.00	76.50	85.00	110.50	121.50	170.00
B 812-DE	A	46		105.50	117.50	135.50	158.50	172.50	244.00
B 812-X	A			71.00	76.50	85.00	110.50	121.50	170.00
B 813	A	51		71.00	76.50	85.00	110.50	121.50	170.00
B 813-DE	A			105.50	117.50	135.50	158.50	172.50	244.00
B 817	D	40		82.50	87.50	103.50	128.50	139.50	192.50

BADGE

** - MINIMUM ORDER OF TWO. # - NOT AVAILABLE DURA-ENAMEL IN ANY FINISH.
@ - SEE ADDITIONAL CHARGE CODE #55 for each additional figure over six (6).
Page Column: "LE" Law Enforcement Catalog, "F" Fire-Rescue Catalog

COMBINED BADGE PRICES

STYLE	TYPE	PAGE LE	PAGE F	NICK	RHOD	GOLD ELECTRO PLATE	RHO-GLO® OR HI-GLO®	TWO-TONE	V.H.B. KK®
B 818	A	47		58.00	63.50	73.50	100.50	109.50	151.00
B 820 #	A	36		58.00	63.50	73.50	100.50	109.50	151.00
B 856 #	A	40		69.50	75.00	85.00	110.50	120.50	169.00
B 862	A	40		69.50	75.00	85.00	110.50	120.50	169.00
B 871	A			55.50	62.00	69.50	96.00	101.00	143.50
B 877	D			55.50	62.00	69.50	96.00	101.00	143.50
B 879	B	6	6	96.00	103.00	114.00	138.00	138.00	209.00
B 879-H	B	5		96.00	103.00	114.00	138.00	138.00	209.00
B 879-HA	B	5		96.00	103.00	114.00	138.00	138.00	209.00
B 879-HR	B	5		113.00	119.50	134.00	144.00	144.00	215.50
B 879-R	B	5	7	113.00	119.50	134.00	144.00	144.00	215.50
B 880 #	A	20		48.50	51.50	62.00	85.00	96.50	137.50
B 887	B			58.00	63.50	73.50	100.50	109.50	151.00
B 891	A	37		66.50	69.50	79.50	106.50	115.50	161.00
B 894 #	A			51.50	55.00	63.50	85.00	100.00	138.00
B 896	A			55.50	62.00	69.50	96.00	101.00	143.50
B 898	A	31		35.00	38.00	42.00	69.50	-----	105.00
B 899	B	4	8	96.00	103.00	114.00	138.00	138.00	209.00
B 899-H	B	4		96.00	103.00	114.00	138.00	138.00	209.00
B 899-HA	B	4		96.00	103.00	114.00	138.00	138.00	209.00
B 899-R	B	4	9	113.00	119.50	134.00	144.00	144.00	215.50
B 911	A			71.00	76.50	85.00	110.50	121.50	170.00
B 937	A	28		69.50	75.00	85.00	110.50	120.50	169.00
B 949	B	18		58.00	63.50	73.50	100.50	109.50	151.00
B 950	B	29		22.50	22.50	22.50	-----	-----	-----
B 950-P	B	29		63.50	68.50	76.50	103.50	113.00	158.00
B 951	D		3	55.50	62.00	69.50	96.00	101.00	143.50
B 951-DE	D			87.00	94.00	107.00	132.00	143.50	203.00
B 953	A	37		63.50	68.50	76.50	103.50	113.00	158.00
B 954 #	A	37		51.50	55.00	63.50	85.00	100.00	138.00
B 955	A	39		58.00	63.50	73.50	100.50	109.50	151.00
B 956	A	47		69.50	70.50	82.00	109.00	118.00	165.50
B 957	B	2	1	55.50	62.00	69.50	96.00	101.00	143.50
B 959 #	A	37		55.50	63.50	71.00	96.50	104.00	146.00
B 960 #	A	37		55.50	63.50	71.00	96.50	104.00	146.00
B 967	A	37		72.00	86.50	99.50	120.50	134.50	188.50
B 971	A	10		71.00	76.50	85.00	110.50	121.50	170.00
B 1001	A			58.00	63.50	73.50	100.50	109.50	151.00
B 1002	A	27		58.00	63.50	73.50	100.50	109.50	151.00
B 1003	A	27		69.50	75.00	85.00	110.50	120.50	169.00
B 1004	A	36		94.50	99.50	113.50	139.50	153.00	217.50
B 1005	A	39		82.50	87.50	103.50	128.50	139.50	192.50
B 1006	A			63.50	68.50	76.50	103.50	113.00	158.00
B 1007	B			63.50	68.50	76.50	103.50	113.00	158.00
B 1008	D			58.00	63.50	73.50	100.50	109.50	151.00
B 1009	B	2	4	55.50	62.00	69.50	96.00	101.00	143.50
B 1009-EO	B	26	4	55.50	62.00	69.50	96.00	101.00	143.50
B 1009-XEO	B	26	4	55.50	62.00	69.50	96.00	101.00	143.50
B 1011	A			35.00	38.00	42.00	69.50	-----	105.00
B 1013	A			43.50	48.00	55.00	82.50	89.50	126.00
B 1015	A	31		43.50	48.00	55.00	82.50	-----	126.00
B 1016	A			43.50	48.00	55.00	82.50	-----	126.00
B 1017	A	31		43.50	48.00	55.00	82.50	-----	126.00
B 1018	A	31		43.50	48.00	55.00	82.50	-----	126.00
B 1019	A	27		55.50	62.00	69.50	96.00	101.00	143.50
B 1019-A	A	27		55.50	62.00	69.50	96.00	101.00	143.50
B 1020	A			55.50	62.00	69.50	96.00	101.00	143.50
B 1021	D	18		55.50	62.00	69.50	96.00	101.00	143.50
B 1022	D	18		55.50	62.00	69.50	96.00	101.00	143.50
B 1023	B	31		48.50	51.50	62.00	85.00	96.50	137.50
B 1025	A			55.50	62.00	69.50	96.00	101.00	143.50
B 1025-DE	A			87.00	94.00	107.00	132.00	143.50	203.00
B 1026	B			58.00	63.50	73.50	100.50	109.50	151.00
B 1026-X	B	28		58.00	63.50	73.50	100.50	109.50	151.00
B 1027	A			43.50	48.00	55.00	82.50	-----	126.00
B 1028	A			43.50	48.00	55.00	82.50	89.50	126.00
B 1030	A	31		43.50	45.50	50.00	-----	-----	117.00
B 1031	A			43.50	48.00	55.00	82.50	-----	126.00
B 1034	A			55.50	62.00	69.50	96.00	101.00	143.50
B 1035	B			55.50	62.00	69.50	96.00	101.00	143.50
B 1036	A			55.50	62.00	69.50	96.00	101.00	143.50
B 1037	B		5	58.00	63.50	73.50	100.50	109.50	151.00
B 1042	A	20		55.50	62.00	69.50	96.00	101.00	143.50
B 1048	A			58.00	63.50	73.50	100.50	109.50	151.00
B 1048-DE	A			90.50	99.00	111.00	139.50	151.00	211.00
B 1050	D			58.00	63.50	73.50	100.50	109.50	151.00

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BADGE

COMBINED BADGE PRICES

BADGE

STYLE	TYPE	PAGE LE	PAGE F	NICK	RHOD	GOLD ELECTRO PLATE	RHO-GLO® OR HI-GLO®	TWO-TONE	V.H.B. KK®
B 1056	A	39		71.00	76.50	85.00	110.50	121.50	170.00
B 1059 #	B	2		69.50	75.00	85.00	110.50	120.50	169.00
B 1060	B	17		73.00	81.50	91.50	115.00	115.00	183.00
B 1060-R	B	17		92.50	100.00	110.50	121.50	121.50	189.00
B 1065	A	39		58.00	63.50	73.50	100.50	109.50	151.00
B 1090	A	10		58.00	63.50	73.50	100.50	109.50	151.00
B 1097	B	11		58.00	63.50	73.50	100.50	109.50	151.00
B 1099	B	10		69.50	75.00	85.00	110.50	120.50	169.00
B 1107	A			58.00	63.50	73.50	100.50	109.50	151.00
B 1107-DE	A	20		90.50	99.00	111.00	139.50	151.00	211.00
B 1108	A	37		69.50	70.50	82.00	109.00	118.00	165.50
B 1109 #	A	37		58.00	63.50	73.50	100.50	109.50	151.00
B 1159	B	14		69.50	75.00	85.00	110.50	120.50	169.00
B 1159-EO	B	26		69.50	75.00	85.00	110.50	120.50	169.00
B 1162	B	16		58.00	63.50	73.50	100.50	109.50	151.00
B 1168	A			71.00	76.50	85.00	110.50	121.50	170.00
B 1176 #	A			52.50	55.00	63.50	89.50	100.50	141.50
B 1184	A	8		58.00	63.50	73.50	100.50	109.50	151.00
B 1184-EO	A	24		58.00	63.50	73.50	100.50	109.50	151.00
B 1246	B	25		58.00	63.50	73.50	100.50	109.50	151.00
B 1258	B	24		58.00	63.50	73.50	100.50	109.50	151.00
B 1264 #	A	46		58.00	63.50	73.50	100.50	109.50	151.00
B 1264-DE#	A	46		99.00	104.00	120.50	146.00	159.00	224.00
B 1265	B			82.00	94.00	107.00	132.00	143.50	203.00
B 1266	B			105.50	117.50	135.50	158.50	172.50	244.00
B 1267	A			58.00	63.50	73.50	100.50	109.50	151.00
B 1268	A	50		52.50	55.00	63.50	89.50	100.50	141.50
B 1270	A	51		58.00	63.50	73.50	100.50	109.50	151.00
B 1271	A	51		52.50	55.00	63.50	89.50	100.50	141.50
B 1272	A	39		58.00	63.50	73.50	100.50	109.50	151.00
B 1274	B			70.00	81.50	87.50	113.50	123.00	173.50
B 1274-S	B			70.00	81.50	87.50	113.50	123.00	173.50
B 1275	A	49		75.50	82.00	87.50	118.50	130.00	181.00
B 1276	A	49		63.50	68.50	76.50	103.50	113.00	158.00
B 1276-DE	A			108.50	125.50	145.00	162.50	183.00	262.00
B 1277	A	49		71.00	76.50	85.00	110.50	121.50	170.00
B 1277-DE	A			105.50	117.50	135.50	158.50	172.50	244.00
B 1279	B			90.50	99.00	111.00	139.50	151.00	211.00
B 1280	A	36		72.00	86.50	99.50	120.50	134.50	188.50
B 1281	A	36		69.50	70.50	82.00	109.00	118.00	165.50
B 1282	A	6		55.50	62.00	69.50	96.00	101.00	143.50
B 1311	A	27		58.00	63.50	73.50	100.50	109.50	151.00
B 1312 #	A	27		58.00	63.50	73.50	100.50	109.50	151.00
B 1328	A	28		105.50	117.50	135.50	158.50	172.50	244.00
B 1329	A	51		140.50	150.50	165.00	191.00	-----	294.50
B 1341 #	A			52.50	55.00	63.50	89.50	-----	141.50
B 1342 #	A	12	12	52.50	55.00	63.50	89.50	100.50	141.50
B 1344 #	A	65	12	43.50	48.00	55.00	82.50	89.50	126.00
B 1345 #	A		12	52.50	55.00	63.50	89.50	100.50	141.50
B 1387	B	24		58.00	63.50	73.50	100.50	109.50	151.00
B 1413	A			58.00	63.50	73.50	100.50	109.50	151.00
B 1434	A	33		87.50	94.00	109.50	132.00	-----	206.00
B 1449	B	26		69.50	75.00	85.00	110.50	120.50	169.00
B 1450	B	13		58.00	63.50	73.50	100.50	109.50	151.00
B 1455	D	25		58.00	63.50	73.50	100.50	109.50	151.00
B 1463	A	39		70.00	81.50	87.50	113.50	123.00	173.50
B 1470	A	50		63.50	68.50	76.50	103.50	113.00	158.00
B 1470-DE	A			99.00	104.00	120.50	146.00	159.00	224.00
B 1477 #	A	36		55.50	62.00	69.50	96.00	101.00	143.50
B 1478 #	B	21		90.50	99.00	111.00	139.50	151.00	211.00
B 1480	A	32		55.50	62.00	69.50	96.00	101.00	143.50
B 1490	A	28	11	69.50	75.00	85.00	110.50	120.50	169.00
B 1494	A	8		58.00	63.50	73.50	100.50	109.50	151.00
B 1496	B	9	5	58.00	63.50	73.50	100.50	109.50	151.00
B 1507 #	B	14		58.00	63.50	73.50	100.50	109.50	151.00
B 1531	A	8		58.00	63.50	73.50	100.50	109.50	151.00
B 1544	A	46		71.00	76.50	85.00	110.50	121.50	170.00
B 1544-DE	A	46		105.50	117.50	135.50	158.50	172.50	244.00
B 1548	A	4	6	86.50	96.50	108.50	128.00	128.00	206.00
B 1548-R	A	4	7	105.50	113.00	125.50	134.50	134.50	212.00
B 1549	A			96.00	103.00	114.00	138.00	138.00	209.00
B 1549-A	A			96.00	103.00	114.00	138.00	138.00	209.00
B 1549-AR	A		7	113.00	119.50	134.00	144.00	144.00	215.50
B 1549-B	A	5	6	96.00	103.00	114.00	138.00	138.00	209.00
B 1549-R	A			113.00	119.50	134.00	144.00	144.00	215.50
B 1565	A			48.50	51.50	62.00	85.00	-----	137.50

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COMBINED BADGE PRICES

STYLE	TYPE	PAGE LE	PAGE F	NICK	RHOD	GOLD ELECTRO PLATE	RHO-GLO® OR HI-GLO®	TWO-TONE	V.H.B. KK®
B 1574	A			71.00	76.50	85.00	110.50	121.50	170.00
B 1613	A	6		85.50	91.50	108.50	143.50	150.00	224.00
B 1615	A	6		82.00	94.00	107.00	132.00	143.50	203.00
B 1622	A			55.50	62.00	69.50	96.00	101.00	143.50
B 1653	A			35.00	38.00	42.00	69.50	77.00	105.00
B 1659 #	A			43.50	48.00	55.00	82.50	89.50	126.00
B 1660	A	16		70.00	81.50	87.50	113.50	123.00	173.50
B 1660-A	A			70.00	81.50	87.50	113.50	123.00	173.50
B 1667	D	19		70.00	81.50	87.50	113.50	123.00	173.50
B 1674	A	22		86.50	96.50	108.50	128.00	128.00	206.00
B 1674-M	A	8		86.50	96.50	108.50	128.00	128.00	206.00
B 1674-R	A	9		105.50	113.00	125.50	134.50	134.50	212.00
B 1674-RS	A			105.50	113.00	125.50	134.50	134.50	212.00
B 1674-S	A	22		86.50	96.50	108.50	128.00	128.00	206.00
B 1675	A	22		96.00	103.00	114.00	138.00	138.00	209.00
B 1675-A	A	22		96.00	103.00	114.00	138.00	138.00	209.00
B 1675-M	A	8		96.00	103.00	114.00	138.00	138.00	209.00
B 1675-R	A	22 9		113.00	119.50	134.00	144.00	144.00	215.50
B 1675-RS	A			113.00	119.50	134.00	144.00	144.00	215.50
B 1675-S	A	22		96.00	103.00	114.00	138.00	138.00	209.00
B 1680	A	27		58.00	63.50	73.50	100.50	109.50	151.00
B 1684	A			48.50	51.50	62.00	85.00	96.50	137.50
B 1685	A			81.00	96.50	104.00	131.00	131.00	203.00
B 1685-R	A			99.50	113.00	121.50	137.00	137.00	209.00
B 1687	A	23		82.00	86.50	99.50	123.00	134.50	188.50
B 1708	A	61		98.50	100.50	106.50	129.50	148.00	198.50
B 1720	A	38		75.50	82.00	87.50	118.50	130.00	181.00
B 1720-DE	A			108.50	126.50	145.00	171.00	186.50	262.00
B 1727	A	40		75.50	82.00	87.50	118.50	130.00	181.00
B 1730	A	28		48.50	51.50	62.00	85.00	-----	137.50
B 1731	A			48.50	51.50	62.00	85.00	-----	137.50
B 1751	B	7 6		86.50	96.50	108.50	128.00	128.00	206.00
B 1751-R	B	7 9		105.50	113.00	125.50	134.50	134.50	212.00
B 1752 #	A	52		38.50	38.50	38.50	49.50	53.00	73.50
B 1752-WEO	A	52		64.00	64.00	64.00	83.50	90.50	127.50
B 1752-WR	A	52		64.00	64.00	64.00	83.50	90.50	127.50
B 1753	A	52		41.50	41.50	41.50	57.50	63.00	89.50
B 1759	B	11		69.50	75.00	85.00	110.50	120.50	169.00
B 1760	A	47		58.00	63.50	73.50	100.50	109.50	151.00
B 1761	D	11		58.00	63.50	73.50	100.50	109.50	151.00
B 1763-B	A	21		82.50	87.50	88.50	128.50	139.50	192.50
B 1765	D			58.00	63.50	73.50	100.50	109.50	151.00
B 1766-A	A	6 6		96.00	103.00	114.00	138.00	138.00	209.00
B 1766-AR	A	6 7		113.00	119.50	134.00	144.00	144.00	215.50
B 1767	A	5		63.50	68.50	76.50	103.50	113.00	158.00
B 1768	A	39		66.50	69.50	79.50	106.50	115.50	161.00
B 1771	A	65		105.50	117.50	135.50	158.50	172.50	244.00
B 1773	B	11		55.50	62.00	69.50	96.00	101.00	143.50
B 1775-R	A	9		113.00	119.50	134.00	144.00	144.00	215.50
B 1776-R	A	9		105.50	113.00	125.50	134.50	134.50	212.00
B 1794	A	23		90.50	99.00	111.00	139.50	151.00	211.00
B 1802	A	2 4		58.00	63.50	73.50	100.50	109.50	151.00
B 1818	B	33		58.00	63.50	73.50	100.50	109.50	151.00
B 1849	A	10		55.50	62.00	69.50	96.00	101.00	143.50
B 1865	B	4		76.00	85.50	89.50	130.50	141.50	189.50
B 1916	A	37		76.00	77.50	91.50	106.50	116.50	163.00
B 1952	A	26		58.00	63.50	73.50	100.50	109.50	136.50
B 1970	A	6		82.00	94.00	107.00	132.00	143.50	203.00
B 2013	A	47		63.50	68.50	76.50	103.50	113.00	158.00
B 2014	A	47		63.50	68.50	76.50	103.50	113.00	158.00
B 2023	B	15		69.50	75.00	85.00	110.50	120.50	169.00
B 2023-A	B	15		69.50	75.00	85.00	110.50	120.50	169.00
B 2023-B	B	15		69.50	75.00	85.00	110.50	120.50	169.00
B 2023-C	B	15		69.50	75.00	85.00	110.50	120.50	169.00
B 2023-D	B	15		69.50	75.00	85.00	110.50	120.50	169.00
B 2023-E	B	15		69.50	75.00	85.00	110.50	120.50	169.00
B 2064	A	15		86.50	96.50	108.50	128.00	128.00	206.00
B 2069	D	9		69.50	75.00	85.00	110.50	120.50	169.00
B 2072	A	12		69.50	70.50	82.00	109.00	118.00	165.50
B 2075	A			55.50	63.50	71.00	96.50	104.00	146.00
B 2075-A	A	31		50.00	-----	52.50	97.50	-----	-----
B 2075-B	A	31		55.50	63.50	71.00	96.50	104.00	146.00
B 2079	B	4		81.00	88.50	94.00	130.50	141.50	199.00
B 2111	B	32		71.00	76.50	85.00	110.50	121.50	170.00
B 2171	A	6		96.00	103.00	114.00	138.00	138.00	209.00
B 2172	A	22		96.00	103.00	114.00	138.00	138.00	209.00

BADGES

** - MINIMUM ORDER OF TWO. # - NOT AVAILABLE DURA-ENAMEL IN ANY FINISH.
@ - SEE ADDITIONAL CHARGE CODE #55 for each additional figure over six (6).
Page Column: "LE" Law Enforcement Catalog, "F" Fire-Rescue Catalog

COMBINED BADGE PRICES

BADGE

STYLE	TYPE	PAGE LE	PAGE F	NICK	RHOD	GOLD ELECTRO PLATE	RHO-GLO® OR HI-GLO®	TWO-TONE	V.H.B. KK®
B 2172-R	A			113.00	119.50	134.00	144.00	144.00	215.50
B 2176	A	36		89.50	91.50	102.00	125.50	139.00	189.00
B 2179	A	49		69.50	70.50	82.00	109.00	118.00	165.50
B 2188	A	7		86.50	96.50	108.50	126.00	126.00	206.00
B 2188-A	A	7		86.50	96.50	108.50	126.00	126.00	206.00
B 2188-R	A	7		105.50	113.00	125.50	134.50	134.50	212.00
B 2217	A	12		69.50	70.50	82.00	109.00	118.00	165.50
B 2243 #	A	52		34.00	34.00	34.00	42.50	48.00	66.50
B 2250 #	A	38		86.00	88.50	94.00	115.00	123.50	176.00
B 2251	A	38		93.50	98.00	102.00	122.50	134.50	186.00
B 2256	A		5	83.00	86.00	89.50	108.50	118.50	166.00
B 2269	B	43		70.00	81.50	87.50	113.50	123.00	173.50
B 2275	A	43		56.00	63.50	73.50	100.50	109.50	151.00
B 2279	A	41	A	76.00	77.50	91.50	106.50	116.50	163.00
B 2290	B	44	A	76.00	85.50	89.50	130.50	141.50	189.50
B 2307	A	45		96.00	103.00	114.00	138.00	138.00	209.00
B 2308	A	45		96.00	103.00	114.00	138.00	138.00	209.00
B 2337	A	42		75.50	82.00	87.50	118.50	130.00	181.00
B 2339	A	45		56.00	63.50	73.50	100.50	109.50	151.00
B 2366	A	43		55.50	63.50	71.00	96.50	104.00	146.00
B 2400	A	43		55.50	63.50	71.00	96.50	104.00	146.00
B 2438	A	42		89.50	91.00	98.50	118.00	126.00	180.00
B 2463	A		A	56.00	63.50	73.50	100.50	109.50	151.00
B 2467	A	43		63.50	68.50	76.50	103.50	113.00	158.00
B 2468	A	44	B	78.50	83.50	91.50	119.00	130.00	177.00
B 2502	A	44	A	63.50	68.50	76.50	103.50	113.00	158.00
B 2507	A	46		69.50	75.00	85.00	110.50	120.50	169.00
B 2508	A	43		52.50	55.00	63.50	89.50	100.50	141.50
B 2514	A	43		48.50	51.50	62.00	85.00	96.50	137.50
B 2545	A	45		55.50	62.00	69.50	96.00	101.00	143.50
B 2552	A	46		55.50	62.00	69.50	96.00	-----	143.50
B 2553	A	42		89.50	91.00	98.50	118.00	126.00	180.00
B 2555	A	44	B	75.00	81.00	89.50	117.50	126.00	171.00
B 2556	A	44	B	75.00	81.00	89.50	117.50	126.00	171.00
B 2575	A		A	56.50	62.00	69.50	96.00	101.00	143.50
B 2603	A	42		94.50	99.50	113.50	139.50	153.00	217.50
B 2605	A	42		108.50	111.50	121.50	135.50	147.50	207.00
B 2607	A	42		108.50	111.50	121.50	135.50	147.50	207.00
B 2609	A		B	52.50	55.00	63.50	89.50	100.50	141.50
B 2624	A	45	A	105.50	117.50	135.50	158.50	172.50	244.00
B 2628	A	42		56.00	63.50	73.50	100.50	109.50	151.00
B 2629	A	43		75.50	82.00	87.50	118.50	130.00	181.00
B 2634	B	45		56.00	63.50	73.50	100.50	109.50	151.00
B 2640	A	45		56.00	63.50	73.50	100.50	109.50	151.00
B 2642	A	45	A	82.00	86.50	99.50	123.00	134.50	188.50
B 2646-R	A	41	B	90.50	97.50	101.00	130.50	140.50	192.50
B 2647-R	A	41	B	90.50	97.50	101.00	130.50	140.50	192.50
B 2648	A	41	B	90.50	97.50	101.00	130.50	140.50	192.50
B 2650	A	42		66.50	69.50	79.50	106.50	115.50	161.00
B 2650-WR	A	42		82.50	85.50	86.50	128.50	139.50	192.50
B 2692	A	41		69.50	75.00	85.00	110.50	120.50	169.00
B 2693	A	41		69.50	75.00	85.00	110.50	120.50	169.00
B 2822	A	41		88.00	94.00	99.00	128.00	137.50	188.00
B 2905	A	43		66.50	69.50	79.50	106.50	115.50	161.00
B 2951	A	44		-----	87.00	102.50	128.50	135.50	164.00
B 2954-R	A			113.00	119.50	134.00	144.00	144.00	215.50
B 2972	A	44		69.50	70.50	82.00	109.00	118.00	165.50
B 3315	A			82.00	86.50	99.50	123.00	134.50	188.50
B 3316	A			82.00	86.50	99.50	123.00	134.50	188.50
BH 1837 #	A		12	52.50	55.00	63.50	89.50	100.50	141.50
BH 1839	B	29		75.50	82.00	87.50	118.50	130.00	181.00
BH 1840	B		10	63.50	68.50	76.50	103.50	113.00	158.00
BH 1845	B	13		56.00	63.50	73.50	100.50	109.50	151.00
BH 1846	B	14		69.50	70.50	82.00	109.00	118.00	165.50
BH 1855	B	29		55.50	62.00	69.50	96.00	101.00	143.50
BH 1859	A	49		75.50	82.00	87.50	118.50	130.00	181.00
BH 1878	B	11		66.50	69.50	79.50	106.50	115.50	161.00
BH 1882	A	32	10	87.50	94.00	109.50	132.00	145.50	206.00
BH 1883	A		5	81.00	87.00	96.00	122.00	130.50	181.50
BH 1885	B	12		38.00	43.50	54.00	82.00	90.50	131.00
BH 1888	A	33		105.00	108.50	121.00	145.00	152.00	207.00
BH 1894	D	21		82.50	87.50	103.50	128.50	139.50	192.50
BH 1900	B			69.50	70.50	82.00	109.00	118.00	165.50
BH 1901	A	14		56.00	63.50	73.50	100.50	109.50	151.00
BH 1902	A			69.50	70.50	82.00	109.00	118.00	165.50
BH 1904	B	24		56.00	63.50	73.50	100.50	109.50	151.00

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Page Column: "LE" Law Enforcement Catalog, "F" Fire-Rescue Catalog

COMBINED BADGE PRICES

STYLE	TYPE	PAGE LE	PAGE F	NICK	RHOD	GOLD ELECTRO PLATE	RHO-GLO® OR HI-GLO®	TWO-TONE	V.H.B. KK®
BH 1905	A	21		90.50	99.00	111.00	139.50	151.00	211.00
BH 1906	B			82.00	86.00	94.00	121.50	131.00	179.50
BH 1909	A	29		70.00	81.50	87.50	113.50	123.00	173.50
BH 1926	B	15		69.50	75.00	85.00	110.50	120.50	169.00
BH 1929	B	29		58.00	63.50	73.50	100.50	109.50	151.00
BH 1943	A	34		63.50	68.50	76.50	103.50	113.00	158.00
BH 1954	B	32		58.00	63.50	73.50	100.50	109.50	151.00
BH 1957	A	32		52.50	55.00	63.50	89.50	100.50	141.50
BH 1958	B	32		70.00	81.50	87.50	113.50	123.00	173.50
BH 1961-B	A	29		87.50	94.00	109.50	132.00	145.50	206.00
BH 1965-F	A	32	10	87.50	94.00	109.50	132.00	145.50	206.00
BH 1966	A	34		63.50	68.50	76.50	103.50	113.00	158.00
BH 1972	A			55.50	62.00	69.50	-----	101.00	143.50
BH 1973	A	36		70.00	81.50	87.50	-----	123.00	173.50
BH 1973-R	A			90.50	102.00	111.00	-----	147.00	198.50
BH 1974	A	34		94.50	99.50	113.50	-----	153.00	217.50
BH 1974-R	A	34		116.00	122.00	135.00	-----	174.50	242.00
BH 1975	A			66.50	69.50	79.50	106.50	115.50	161.00
BH 1976	A	31		43.50	48.00	55.00	82.50	89.50	126.00
BH 1978	A	34		94.50	99.50	113.50	-----	153.00	217.50
BH 1978-R	A			116.00	122.00	135.00	-----	174.50	242.00
BH 1980	A	31		43.50	48.00	55.00	82.50	89.50	126.00
BH 1986	A	38		87.50	94.00	109.50	-----	145.50	206.00
BH 1986-R	A			109.00	115.50	130.50	-----	167.50	231.50
BH 1987	A	38		87.50	94.00	109.50	-----	145.50	206.00
BH 1988	A	30		63.50	68.50	76.50	-----	113.00	158.00
BH 1989	A	39		87.50	94.00	109.50	-----	145.50	206.00
BH 1989-R	A			109.00	115.50	130.50	-----	167.50	231.50
BH 1990	A			94.50	99.50	113.50	-----	153.00	217.50
BH 1990-R	A	34		116.00	122.00	135.00	-----	174.50	242.00
BH 1992	A	36		82.00	94.00	107.00	-----	143.50	203.00
BH 1992-R	A			102.50	115.50	128.50	-----	164.00	226.00
BH 1994	A	31		43.50	48.00	55.00	82.50	-----	126.00
BH 2004	A	11		102.50	108.00	119.00	143.50	151.50	206.00
BH 2006	B	11		70.00	81.50	87.50	-----	123.00	173.50
BH 2036	A	13		69.50	75.00	85.00	110.50	120.50	169.00
BH 2058 #	A	10		52.50	55.00	63.50	89.50	100.50	141.50
BH 2059	A	14		52.50	55.00	63.50	89.50	100.50	141.50
BH 2060 #	A	12		52.50	55.00	63.50	89.50	100.50	141.50
BH 2061	A	33		70.00	81.50	87.50	113.50	123.00	173.50
BX 4	D			55.50	62.00	69.50	-----	101.00	143.50
BX 30	B			58.00	63.50	73.50	-----	109.50	151.00
BX 36	D			58.00	63.50	73.50	-----	109.50	151.00
BX 96	B			69.50	75.00	85.00	-----	120.50	169.00
BX 96-EO	B			69.50	75.00	85.00	-----	120.50	169.00
BX 299	A			43.50	48.00	55.00	-----	89.50	126.00
BX 427	B			63.50	68.50	76.50	-----	113.00	158.00
BX 484	A			52.50	55.00	63.50	-----	100.50	141.50
BX 486	B			55.50	62.00	69.50	-----	101.00	143.50
BX 487	B			55.50	62.00	69.50	-----	101.00	143.50
BX 491	A			52.50	55.00	63.50	-----	100.50	141.50
BX 492	A			52.50	55.00	63.50	-----	100.50	141.50
BX 495	D			55.50	62.00	69.50	-----	101.00	143.50
BX 496-DE	B			82.00	86.50	99.50	-----	134.50	188.50
BX 501	A			55.50	62.00	69.50	-----	101.00	143.50
BX 523	B			58.00	63.50	73.50	-----	109.50	151.00
BX 532	B			58.00	63.50	73.50	-----	109.50	151.00
BX 537	B			69.50	70.50	82.00	-----	118.00	165.50
BX 539	B			69.50	70.50	82.00	-----	118.00	165.50
BX 544	B			58.00	63.50	73.50	-----	109.50	151.00
BX 547	B			58.00	63.50	73.50	-----	109.50	151.00
BX 549-EO	B			69.50	75.00	85.00	-----	120.50	169.00
BX 575	B			58.00	63.50	73.50	-----	109.50	151.00
BX 582-A	A			55.50	62.00	69.50	-----	101.00	143.50
BX 951	D			55.50	62.00	69.50	-----	101.00	143.50
BX 1037	B			58.00	63.50	73.50	-----	109.50	151.00
BX 1496	B			58.00	63.50	73.50	-----	109.50	151.00
BX 2702	B			52.00	73.00	99.50	-----	-----	-----
BX 2703	A			35.50	53.00	56.50	-----	-----	-----
BX 2704	B			35.50	53.00	56.50	-----	-----	130.00
BX 2705	B			45.50	72.00	87.00	-----	-----	-----
BX 2707	A			65.00	97.50	111.00	-----	-----	-----
BX 2718	A			37.00	50.00	72.00	-----	-----	-----
X 300	A			25.50	28.50	29.50	60.00	-----	94.00

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Page Column: "LE" Law Enforcement Catalog, "F" Fire-Rescue Catalog

BADGE

BADGE CASES

BADGE CASES
LAW ENFORCEMENT CATALOG PAGES 62 - 65
FIRE-RESCUE CATALOG 30 - 31

MODEL NO.	PRICE	MODEL NO.	PRICE	MODEL NO.	PRICE	MODEL NO.	PRICE
1	32.40	303	25.20	610	31.10	840	50.90
2	32.40	480	30.10	627	37.10	850	41.10
5	44.60	483	31.00	755	41.60	BCW	44.90
7P	44.30	500	51.60	759	26.20	E1	40.00
184 *	28.60	501	41.40	759V *	31.40	E2	36.40
185 *	25.80	503	51.60	760V *	25.10	V 801A	7.10
187 *	14.20	520	53.10	761V *	31.20	V 801B	7.10
188 *	10.80	523	55.00	799	51.70		
230	55.00	524	55.00	800	52.40		
233	61.60	540	53.10	803	52.40		
260	61.60	550	27.60	808	21.20		
301	18.90	600	31.10	809	12.90		
302	18.90	603	32.30	811	29.70		

*** BADGE CUT OUTS NOT AVAILABLE**
Gold Embossing may be available, call for details.

PARTIAL LISTING OF CUT OUTS FOR THE FOLLOWING BADGE STYLES
A COMPLETE LIST IS AVAILABLE ONLINE
SOME CASE SIZES MAY VARY DEPENDING ON THE BADGE SIZE

B3	B301	B538	B608	B851	B1062	B1246	B1458	B1740	B2188
B4	B303	B539	B629	B856	B1065B	B1258	B1460	B1752	B2406
B5	B307	B544	B637	B862	B1086	B1264	B1463	B1753	B2493
B7	B315	B546	B650D	B871	B1090	B1267	B1477	B1766	A3095
B13	B329	B547	B652	B879	B1093	B1268	B1478	B1771	A3748
B14	B375	B548	B667	B891	B1099	B1270	B1494	B1792	A3809
B19C	B376	B549	B682	B894	B1099EO	B1275	B1496	B1794	A3852
B21	B404	B549EO	B682P	B899	B1107	B1276	B1507	B1802	A4351
B21EO	B409	B550	B691	B911	B1108	B1277	B1521	B1843	A4414
B29	B427	B551	B692	B937	B1109	B1281	B1531	B1865	A4443
B30	B447	B552	B723	B953	B1125	B1282	B1539	B1952	A4684
B32	B448	B562	B724	B954	B1159	B1283	B1544	B1970	A6148
B38	B484	B564	B736	B955	B1159EO	B1307B	B1548	B2000	A6180
B39	B495	B575	B741	B956	B1168	B1309	B1549	B2001	A6860
B41	B503	B575EO	B748	B957	B1174	B1311	B1555	B2013	A7072
B67	B507	B575XEO	B749	B959	B1184	B1314	B1588	B2016	A7191
B81	B509	B582	B751	B960	B1184A	B1321	B1610	B2023	A7221
B96	B511	B585	B772	B971	B1199	B1324	B1615	B2049	A7222
B242	B512	B587	B797	B1004	B1202	B1329	B1617	B2064	A7491
B251	B515	B588	B798	B1005	B1203	B1347	B1674	B2069	
B262	B519	B589	B803	B1009	B1205	B1378	B1675	B2075	
B265	B521	B594	B804	B1009EO	B1206	B1381	B1685	B2166	
B291	B522	B595	B812	B1009XEO	B1211	B1387	B1717	B2167	
B293	B523	B597	B813	B1015	B1216	B1389	B1718	B2171	
B296	B532	B597EO	B818	B1019	B1231	B1434	B1720	B2175	
B297	B532B	B605	B820	B1020	B1232	B1450	B1723	B2176	
B300	B537	B607	B843	B1026	B1241	B1455	B1726	B2179	

LE CATALOG PAGE 65 - FIRE CATALOG PG 31

	RHODIUM OR GOLDPLATE	HI-GLO®	V.H.B. KK®
V 801 Plastic Pocket Clip with 1 A2450 Namebar	27.30	36.30	45.90
V 801 Plastic Pocket Clip with 2 A2450 Namebars	49.50	65.50	84.70
A 8734 K9 Tag - (WITHOUT BADGE) - SEE RESTRICTIONS IN CATALOG	12.50	16.50	36.00

A 6010 BADGE HOLDER - BLACK ONLY - MIN. ORDER 3 DOZ. $2.80 PER PIECE, 4-6 DOZ. $2.50 PER PIECE, 7+ DOZ. $2.20 PER PIECE.

LUCITE MOLDS

MOLD NUMBER	MOLD SIZES	PRICE PER PIECE
	RECTANGLE	
124	2-1/8" X 2-1/8" X 5/8"	27.10
125	1-3/4" X 1-1/4" X 3/8"	27.10
126	2-3/4" X 2-3/4" X 1"	27.70
211	10" X 6-1/4" X 1-3/4"	278.40
213	5-1/4" X 4" X 3-1/4"	130.80
214	5-3/4" X 6-3/4" X 7/8"	108.10
215	6" X 5" X 1"	83.70
217	3-1/4" X 3-1/4" X 2"	59.90
218	4-3/4" X 3-3/4" X 7/8"	58.50
220	5-1/4" X 2-1/2" X 3/4"	35.00
230	6" X 4" X 1"	69.90
231	4-3/4" X 2-1/4" X 2-1/4"	67.10
232	10" X 5-1/4" X 1-3/4"	195.00
236	8" X 8" X 1-1/4"	180.90
237	5-7/8" X 7-3/4" X 1-1/4"	176.90
242	6-3/4" X 4-3/4" X 3"	273.20
250	3-1/4" X 2-1/4" X 2-1/4"	46.70
255	2-1/4" X 2-1/4" X 3-1/4"	46.70
	CIRCLES	
108	1-1/4" X 5/16" thick	15.30
109	2-1/2" X 3/4" thick	24.40
110	2-3/4" X 7/8" thick	26.90
111	3-7/8" X 3/4" thick	34.90
158	1-1/2" X 5/16" thick	15.30
	WEDGES	
100	3-3/4"W X 2-3/4"H X 1-1/8" B X 5/8" T	39.90
209	2-7/8"W X 5"H X 1-1/2" B X 3/4" T	56.50
216	6-1/4"W X 4-1/4"H X 1-3/4" B X 1-1/4" T	97.90
221	7-3/4"W X 4-1/4"H X 2-1/4" B X 1-1/4" T	134.90
226	4-3/4"W X 5-3/4"H X 2" B X 1-1/8" T	112.70
228	8-1/4"W X 6"H X 2-3/4" B X 1-5/8" T	231.50
227	6-3/4"W X 4-3/4"H X 1-3/4" B X 1-3/8" T	124.50
233	2-7/8"W X 3-3/4"H X 1-1/8" B X 5/8" T	42.00
234	6-1/4"W X 7-1/4"H X 2-1/2" B X 1-5/8" T	209.10
238	4-1/2"W X 6-1/2"H X 2" B X 1" T	142.10
239	3-1/2"W X 5"H X 1-3/4" B X 5/8" T	79.80

ADDITIONAL COST ON LUCITE MOLDS

PLASTIC CABACHONS	1.60
FELT CABACHONS	1.20
BACKGROUND COLOR	5.60
MOLDS 211,232,236,237 BACKGROUND COLOR	13.40
GOLD PEN & SWIVEL	13.50
Tier 1 - Metal Engraved Plate up to 75 characters	13.30
Tier 2 - Metal Engraved Plate up to 125 characters	18.00
Tier 3 - Metal Engraved Plate up to 200 characters	24.10
Tier 4 - Metal Engraved Plate up to 250 characters	29.40

Add $5.25 per Badge and $3.50 for each Insignia & Novelty item for preparation cost for items sent by customer to be embedded.

LUCITE MOLDS

INSIGNIA and GENERAL MERCHANDISE

V. H. BLACKINTON & CO., INC.
221 JOHN L. DIETSCH BLVD.
P.O. BOX 1300
ATTLEBORO FALLS, MA 02763-0300

Telephone: 800-699-4436
Fax: 800-695-5349

LAW ENFORCEMENT CATALOG # LEC 306
FIRE & RESCUE CATALOG # FRC 405

FOR INSIGNIA AND GENERAL MERCHANDISE

PRICES ON REQUEST FOR STERLING SILVER, GOLD FILLED, 10K OR 14K GOLD.
ALL PRICES SUBJECT TO CHANGE WITHOUT NOTICE.

J BARS

LAW ENFORCEMENT CATALOG PAGE 69
FIRE-RESCUE CATALOG PAGE 33

CUSTOMIZED METAL NAME BARS - SPECIAL PRICED AT $13.30 EACH AND SHIPPED WITHIN FIVE WORKING DAYS.

BLACKINTON® WILL ENGRAVE YOUR GOLD OR SILVER COLOR NAME BAR IN EITHER A POLISHED OR BRUSHED FINISH

J 1 - 2 1/2" x 1/2"
J 2 - 3" x 5/8"
J 3 - 2 1/2" x 5/8"
J 4 - 2" x 3/8"
J 5 - 2 1/4" x 1/2"
J 6 - SERVING SINCE BAR
J 7 - BOTTOM TITLE BAR
J 8 - TOP & BOTTOM TITLE BAR FOR J1 OR J5 BAR
J 9 - TOP & BOTTOM TITLE BAR FOR J2 OR J3 BAR

J 1S - 2 1/2" x 1/2" WITH OPTIONAL SEAL *
J 2S - 3" x 5/8" WITH OPTIONAL SEAL *
J 3S - 2 1/2" x 5/8" WITH OPTIONAL SEAL *
J 4S - 2" x 3/8" WITH OPTIONAL SEAL *
J 5S - 2 1/4" x 1/2" WITH OPTIONAL SEAL *

J 6 THROUGH J9 BARS CAN BE AFFIXED TO ANY OF THE ABOVE NAME BARS WHICH HAVE A CLUTCH BACK ATTACHMENT.

J BARS ARE AVAILABLE WITH BLACK, BLUE, RED, GREEN OR BROWN LETTERING ONLY.

*** SEE PAGE 69 OF LAW ENFORCEMENT CATALOG OR PAGE 33 OF THE FIRE-RESCUE CATALOG FOR AVAILABLE OPTIONAL SEALS. SEE ADD ON CHARGES BELOW.**

$2.20 Applied Plain Seal, $3.00 Applied Rim/Background Seal, $5.00 Applied Full Color Seal.

WE RESERVE THE RIGHT TO ABBREVIATE TITLES TO FIT ALL NAME BARS.

STANDARD CATALOG NAME BARS

LAW ENFORCEMENT PAGE 68 - FIRE CATALOG PAGE 32

	NICKEL		RHODIUM		GOLD ELECTROPLATE		HI-GLO®		V.H.B. KK®	
STYLE NO.	1-6 Pcs	7+ Pcs	1-6 Pcs	7+ Pcs	1-6 Pcs	7+ Pcs	1-6 Pcs	7+ Pcs	1-6 Pcs	7+ Pcs
A 2388	19.60	17.10	20.20	17.60	20.20	17.60	29.20	25.40	38.80	33.80
A 2450	19.60	17.10	20.20	17.60	20.20	17.60	29.20	25.40	38.80	33.80
A 2845	19.60	17.10	20.20	17.60	20.20	17.60	29.20	25.40	38.80	33.80
A 3325	17.60	15.30	18.40	16.00	18.40	16.00	21.00	18.30	34.80	30.30
A 4180	19.60	17.10	20.20	17.60	20.20	17.60	29.20	25.40	38.80	33.80
A 4960	19.60	17.10	20.20	17.60	20.20	17.60	29.20	25.40	38.80	33.80
A 6041	19.60	17.10	20.20	17.60	20.20	17.60	29.20	25.40	38.80	33.80
A 7138	17.60	15.30	18.40	16.00	18.40	16.00	21.00	18.30	34.80	30.30
A 7145	19.60	17.10	20.20	17.60	20.20	17.60	29.20	25.40	38.80	33.80
A 7159	19.60	17.10	20.20	17.60	20.20	17.60	29.20	25.40	38.80	33.80
A 7164	19.60	17.10	20.20	17.60	20.20	17.60	29.20	25.40	38.80	33.80
A 7239	19.60	17.10	20.20	17.60	20.20	17.60	29.20	25.40	38.80	33.80
A 8584	19.60	17.10	20.20	17.60	20.20	17.60	29.20	25.40	38.80	33.80
A 10236	19.60	17.10	20.20	17.60	20.20	17.60	29.20	25.40	38.80	33.80
B 666	19.60	17.10	20.20	17.60	20.20	17.60	29.20	25.40	38.80	33.80
B 1693	17.60	15.30	18.40	16.00	18.40	16.00	21.00	18.30	34.80	30.30
B 1695	19.60	17.10	20.20	17.60	20.20	17.60	29.20	25.40	38.80	33.80
B 2157	17.60	15.30	18.40	16.00	18.40	16.00	21.00	18.30	34.80	30.30
B 2247	19.60	17.10	20.20	17.60	20.20	17.60	29.20	25.40	38.80	33.80

Additional Charges

$2.20 Applied Plain Seal, $3.00 Applied Rim/Background Seal, $5.00 Applied Full Color Seal, $5.00 Hard Enamel Letters
Styles A3325, A7138, B1693, B1695 & B2157 NOT AVAILABLE WITH ANY SEAL.

MISC. INSIGNIA & NOVELTY

STYLE	FTN	LE	F	NICKEL 1-6 Pcs	NICKEL 7+ Pcs	RHODIUM 1-6 Pcs	RHODIUM 7+ Pcs	GOLD ELECTROPLATE 1-6 Pcs	GOLD ELECTROPLATE 7+ Pcs	HI-GLO® 1-6 Pcs	HI-GLO® 7+ Pcs	V.H.B. KK® 1-6 Pcs	V.H.B. KK® 7+ Pcs
A 111	BZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 346	SPBZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 346-A	BZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 346-B	SPBZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 346-C	SPBZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 346-D	SPBZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 346-E	SPBZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 346-F	SPBZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 346-G	SPBZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 367	*	73	25	23.40	20.40	26.10	22.70	26.10	22.70		-----	-----	-----
A 572-0	BNX	71		13.00	13.00	-----	-----	13.00	13.00		-----	-----	-----
A 738-LP		60	25	-----	-----	23.10	20.10	23.10	20.10		-----	-----	-----
A 738-TC		60	25	-----	-----	23.10	20.10	23.10	20.10		-----	-----	-----
A 738-TT		60	25	-----	-----	23.10	20.10	23.10	20.10		-----	-----	-----
A 739-LP				-----	-----	23.10	20.10	23.10	20.10		-----	-----	-----
A 739-TC				-----	-----	23.10	20.10	23.10	20.10		-----	-----	-----
A 739-TT				-----	-----	23.10	20.10	23.10	20.10		-----	-----	-----
A 844		61		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 935		61		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 982-3	PR	66		16.30	14.20	23.10	20.10	23.10	20.10	31.90	27.80	42.30	36.80
A 1101	NXPS	72		16.50	14.40	19.10	16.60	19.10	16.60	27.00	23.50	30.60	26.60
A 1102	NXPS	72		17.40	15.10	21.40	18.60	21.40	18.60	27.90	24.30	38.30	33.30
A 1102-A	NXPS	72		17.40	15.10	21.40	18.60	21.40	18.60	27.90	24.30	38.30	33.30
A 1102-B	NXPS	72		23.40	20.40	24.80	21.60	24.80	21.60	36.60	31.80	50.10	43.60
A 1102-C	NXPS	72		23.40	20.40	24.80	21.60	24.80	21.60	36.60	31.80	50.10	43.60
A 1121	NXPS	72		17.40	15.10	21.40	18.60	21.40	18.60	27.90	24.30	38.30	33.30
A 1138-CI		60		-----	-----	13.20	11.50	13.20	11.50		-----	-----	-----
A 1138-TC		60		-----	-----	13.20	11.50	13.20	11.50		-----	-----	-----
A 1138-TT		60		-----	-----	13.20	11.50	13.20	11.50		-----	-----	-----
A 1140	PR	66		21.10	18.40	23.10	20.10	23.10	20.10	31.90	27.80	42.30	36.80
A 1141	PR	66		19.30	16.80	21.40	18.60	21.40	18.60	27.00	23.50	38.30	33.30
A 1142	PR	66		21.10	18.40	23.10	20.10	23.10	20.10	30.00	26.10	40.30	35.10
A 1143	PR	66		21.60	18.80	23.10	20.10	23.10	20.10	34.90	30.40	44.50	38.70
A 1165	**	59		12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 1166	**	59		12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 1167	**	59		12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 1176		61		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 1190		61		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 1314		61		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 1455	BZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 1458	BZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 1459	BZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 1460	BZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 1475	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 1521	**	58	28	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 1632	PR	58	28	-----	-----	38.50	33.50	38.50	33.50	47.20	41.10	63.90	55.60
A 1973	PR	66		17.40	15.10	19.10	16.60	19.10	16.60	23.10	20.10	29.60	25.80
A 1975	PR	66		19.30	16.80	21.40	18.60	21.40	18.60	27.00	23.50	38.30	33.30
A 1984	PR	66		21.10	18.40	23.10	20.10	23.10	20.10	31.90	27.80	42.30	36.80
A 1987	PR	58	28	-----	-----	34.90	30.40	34.90	30.40	44.70	38.90	57.40	49.90
A 2003	PR	66		21.60	18.80	23.10	20.10	23.10	20.10	34.90	30.40	44.50	38.70
A 2015	PR	66		21.10	18.40	23.10	20.10	23.10	20.10	30.00	26.10	35.20	30.60
A 2048			25	-----	-----	19.10	16.60	19.10	16.60		-----	-----	-----
A 2048-A			25	-----	-----	23.10	20.10	23.10	20.10		-----	-----	-----
A 2071	@		25	-----	-----	17.30	15.10	17.30	15.10		-----	-----	-----
A 2143	NXPS	72		16.50	14.40	19.10	16.60	19.10	16.60	27.00	23.50	30.60	26.60
A 2300	**	57		12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 2337-K		73		-----	-----	22.80	19.80	22.80	19.80		-----	-----	-----
A 2339	**	59		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 2387	**	61	29	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40

* = INCLUDES F/C SEAL & REGULAR ENAMEL
** = MINIMUM ORDER OF 2 PIECES
@ = ADD ON CODE # 19 FOR APPLIED FIGURES
@* = ADD ON CODE # 24 FOR STARS / NUMBERS
BNX = BRONZE & NICKEL OX FINISH - USE NICKEL PRICE
BZ = BRONZE FINISH - USE NICKEL PRICE
NX = NICKEL OX FINISH - USE NICKEL PRICE
NXPS = COMBINATION OF NX & PS FOOTNOTES
PR = PRICED AND SOLD AS PAIRS - PRICE BREAK 4+ PRS
PS = ADD FOR RIM/ BKG & FC SEALS - SEE ADD ON #2 & #3
SP+ = COMBINATION OF SP AND + FOOTNOTE
SP = STARS ARE PLAIN & CANNOT BE ENAMELED
+ = HIGLO® PRICE LISTED IS FOR GOLTONE® FINISH

Page Column "LE" Law Enforcement Catalog "F" Fire-Rescue Catalog.

MISC. INSIGNIA & NOVELTY

STYLE	FTN	LE	F	NICKEL 1-6 Pcs	NICKEL 7+ Pcs	RHODIUM 1-6 Pcs	RHODIUM 7+ Pcs	GOLD ELECTROPLATE 1-6 Pcs	GOLD ELECTROPLATE 7+ Pcs	HI-GLO® 1-6 Pcs	HI-GLO® 7+ Pcs	V.H.B. KK® 1-6 Pcs	V.H.B. KK® 7+ Pcs
A 2388		68	32	19.60	17.10	20.20	17.60	20.20	17.60	29.20	25.40	38.80	33.80
A 2414		61		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 2434	**	60		17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 2435	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 2435-A	PR	58	28	-----	-----	34.90	30.40	34.90	30.40	44.70	38.90	57.40	49.90
A 2436	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 2436-A	PR	58	28	-----	-----	34.90	30.40	34.90	30.40	44.70	38.90	57.40	49.90
A 2437	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 2437-A	PR	58	28	-----	-----	34.90	30.40	34.90	30.40	44.70	38.90	57.40	49.90
A 2450		68	32	19.60	17.10	20.20	17.60	20.20	17.60	29.20	25.40	38.80	33.80
A 2459		55		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 2460		55		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 2461		55		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 2462		55		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 2483		73	25	-----	-----	23.10	20.10	23.10	20.10		-----	-----	-----
A 2484	**		20	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 2493	@		25	-----	-----	17.30	15.10	17.30	15.10		-----	-----	-----
A 2493-2	@			-----	-----	26.10	22.70	26.10	22.70		-----	-----	-----
A 2493-3	@			-----	-----	31.90	27.80	31.90	27.80		-----	-----	-----
A 2493-4	@			-----	-----	38.50	33.50	38.50	33.50		-----	-----	-----
A 2493-5	@			-----	-----	44.30	38.50	44.30	38.50		-----	-----	-----
A 2493-6	@			-----	-----	52.10	45.30	52.10	45.30		-----	-----	-----
A 2493-A	@		25	-----	-----	17.30	15.10	17.30	15.10		-----	-----	-----
A 2520		61		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 2544		61	29	-----	-----	27.90	24.30	27.90	24.30	36.60	31.80	46.70	40.60
A 2544-ALP		60		-----	-----	27.90	24.30	27.90	24.30		-----	46.70	40.60
A 2544-ATT		60		-----	-----	27.90	24.30	27.90	24.30		-----	46.70	40.60
A 2616	**	58	28	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 2643	**	60		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 2687		55		35.20	30.60	36.60	31.80	36.60	31.80	42.40	36.90	52.00	45.20
A 2689				19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 2813	**	61	29	17.40	15.10	19.30	16.80	19.30	16.80		-----	28.10	24.40
A 2845		68	32	19.60	17.10	20.20	17.60	20.20	17.60	29.20	25.40	38.80	33.80
A 2849		55		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 2871	**		14	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 2872	**		15	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 2873	**		16	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 2874	**		17	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 2875	**		18	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 2876	**		19	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 2884	**		20	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 2885	**		20	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 2886	**		20	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 2887	**		20	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 2888	**		20	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 2888-A	**		20	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 2888-B	**		20	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 2889	**		29	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 2890	**		29	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 2890-A	**		29	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 2890-B	**		29	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 2890-C	**		29	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 2891	**		21	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 2891-A	**		21	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 2894	**		23	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 2895-2F			24	23.40	20.40	24.10	21.00	24.10	21.00	28.70	25.00	40.30	35.10
A 2895-LF			24	23.40	20.40	24.10	21.00	24.10	21.00	28.70	25.00	40.30	35.10
A 2895-RT			24	23.40	20.40	24.10	21.00	24.10	21.00	28.70	25.00	40.30	35.10
A 2905	**		14	19.30	16.80	20.10	17.50	22.00	19.10	22.80	19.80	38.60	33.60
A 2906	**		15	19.30	16.80	20.10	17.50	22.00	19.10	22.80	19.80	38.60	33.60

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Page Column "LE" Law Enforcement Catalog "F" Fire-Rescue Catalog.

MISC. INSIGNIA & NOVELTY

STYLE	FTN	LE	F	NICKEL 1-6 Pcs	NICKEL 7+ Pcs	RHODIUM 1-6 Pcs	RHODIUM 7+ Pcs	GOLD ELECTROPLATE 1-6 Pcs	GOLD ELECTROPLATE 7+ Pcs	HI-GLO® 1-6 Pcs	HI-GLO® 7+ Pcs	V.H.B. KK® 1-6 Pcs	V.H.B. KK® 7+ Pcs
A 2907	**		16	19.30	16.80	20.10	17.50	22.00	19.10	22.80	19.80	38.60	33.60
A 2908	**		17	19.30	16.80	20.10	17.50	22.00	19.10	22.80	19.80	38.60	33.60
A 2909	**		19	17.50	15.20	20.10	17.50	21.40	18.60	22.00	19.10	36.20	31.50
A 2909-2	**		18	17.50	15.20	20.10	17.50	21.40	18.60	22.00	19.10	36.20	31.50
A 2909-3	**		24	27.00	23.50	28.20	24.50	32.80	28.50	35.20	30.60	50.60	44.00
A 2909-4	**		24	35.40	30.80	36.70	31.90	37.70	32.80	38.50	33.50	54.70	47.60
A 2909-5	**		24	40.10	34.90	40.40	35.10	41.40	36.00	42.10	36.60	61.00	53.10
A 2938	**		23	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 2939	**		20	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 2940	**		21	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 2941	**		21	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 2950	**		24	23.40	20.40	24.10	21.00	24.10	21.00	28.70	25.00	40.30	35.10
A 2955	**		29	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 2956	**		29	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 2957	**		21	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 2959	**			12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 2960	**		29	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 2961	**		29	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 2963	**		14	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 2964	**		14	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 2965	**		14	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 2988	**		15	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 2989	**		15	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 2990	**		15	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 2991	**		16	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 2992	**		16	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 2993	**		16	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 2994	**		17	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 2995	**		17	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 2996	**		17	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 2997	**		18	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 2998	**		18	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 2999	**		18	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 3025	**		19	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 3026	**		19	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 3027	**		19	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 3028	**		20	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 3029	**		20	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 3030	**		20	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 3131				35.20	30.60	36.60	31.80	36.60	31.80	42.40	36.90	52.00	45.20
A 3132				35.20	30.60	36.60	31.80	36.60	31.80	42.40	36.90	52.00	45.20
A 3133				35.20	30.60	36.60	31.80	36.60	31.80	42.40	36.90	52.00	45.20
A 3271-TC		73		-----	-----	24.80	21.60	24.80	21.60		-----	-----	-----
A 3271-TT		73		-----	-----	24.80	21.60	24.80	21.60		-----	-----	-----
A 3325		68	32	17.60	15.30	18.40	16.00	18.40	16.00	21.00	18.30	34.80	30.30
A 3392	SPBZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 3393	BZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 3451	**	60		12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 3507	**		24	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 3533	**		24	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 3534	**		24	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 3535	**		24	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 3536	**		24	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 3537	**		24	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 3547	**	59		17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 3574	**		14	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 3575	**		17	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 3581	**		25	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 3605				19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 3613	**		19	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60

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STYLE	FTN	LE	F	NICKEL 1-6 Pcs	NICKEL 7+ Pcs	RHODIUM 1-6 Pcs	RHODIUM 7+ Pcs	GOLD ELECTROPLATE 1-6 Pcs	GOLD ELECTROPLATE 7+ Pcs	HI-GLO® 1-6 Pcs	HI-GLO® 7+ Pcs	V.H.B. KK® 1-6 Pcs	V.H.B. KK® 7+ Pcs
A 3614	**		18	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 3615	**		16	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 3621				19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 3647	**		29	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 3704	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 3704-A	SP+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 3704-B	SP+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 3705	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 3705-A	SP+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 3705-B	SP+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 3715	**		29	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 3723	**		29	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 3731-2		66		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	30.60	26.60
A 3731-3		66		21.60	18.80	22.20	19.30	22.20	19.30	27.00	23.50	31.60	27.50
A 3731-4		66		23.40	20.40	24.10	21.00	24.10	21.00	34.90	30.40	40.30	35.10
A 3731-5		66		26.50	23.10	27.00	23.50	27.00	23.50	36.60	31.80	44.50	38.70
A 3731-6		66		36.00	31.30	37.70	32.80	37.70	32.80	44.70	38.90	53.10	46.20
A 3731-7		66		46.00	40.00	46.40	40.40	46.40	40.40	54.00	47.00	65.00	56.50
A 3731-8		66		55.60	48.40	55.90	48.60	55.90	48.60	63.60	55.30	74.60	64.90
A 3732	**		23	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 3760	**	60		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 3762	PR	66		-----	-----	36.60	31.80	36.60	31.80	45.60	39.70	57.40	49.90
A 3813	**	58	28	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 3824	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 3825	**	58	28	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 3843	BZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 3883		55		35.20	30.60	36.60	31.80	36.60	31.80	42.40	36.90	52.00	45.20
A 3907	**		29	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 3908	**		29	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 3909	**		29	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 3910	**		21	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 3911	**		21	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 3912	**		21	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 3934	NXPS	72		17.40	15.10	21.40	18.60	21.40	18.60	27.90	24.30	-----	-----
A 3948	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 3949	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 3950	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 3953	**		13	27.00	23.50	27.60	24.00	30.50	26.50	32.80	28.50	48.80	42.50
A 3954	**		21	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 3980	**	59		17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 3981	**	59		17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 4002-DTC	*		25	-----	-----	28.70	25.00	28.70	25.00		-----	-----	-----
A 4002-DTT	*		25	-----	-----	28.70	25.00	28.70	25.00		-----	-----	-----
A 4002-TC	*	73		-----	-----	28.70	25.00	28.70	25.00		-----	-----	-----
A 4002-TT	*	73		-----	-----	28.70	25.00	28.70	25.00		-----	-----	-----
A 4005	**	57		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 4006	**	57		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 4007	**	57		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 4008	**	57		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 4013	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 4014	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 4015	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 4020	**		20	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 4021	**		20	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 4022	**		20	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 4156	**		20	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 4166	**	60		17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 4180		68	32	19.60	17.10	20.20	17.60	20.20	17.60	29.20	25.40	38.80	33.80
A 4186		55		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 4212				19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50

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A 4215	**		20	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 4216	**		21	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 4218	**		29	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 4218-A	**		29	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 4218-B	**		29	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 4238		55		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 4247	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 4248	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 4249	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 4252	**	61		17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 4256	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 4261-A	**		14	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 4261-B	**		15	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 4261-C	**		19	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 4261-D	**		20	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 4261-E	**		17	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 4261-F	**		18	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 4261-G	**		16	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 4261-H	**		23	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 4261-J	**		23	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 4261-K	**		21	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 4277	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 4278	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 4280	**		15	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 4332	@*	55		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 4354		55		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 4392	BNX	70		16.50	16.50	-----	-----	16.50	16.50		-----	-----	-----
A 4499	BNX	70		16.50	16.50	-----	-----	16.50	16.50		-----	-----	-----
A 4500	BNX	70		16.50	16.50	-----	-----	16.50	16.50		-----	-----	-----
A 4501	BNX	70		16.50	16.50	-----	-----	16.50	16.50		-----	-----	-----
A 4517	**	60		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 4536		54		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 4543	**		29	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 4549		73	25	-----	-----	23.10	20.10	23.10	20.10		-----	-----	-----
A 4550		73	25	-----	-----	23.10	20.10	23.10	20.10		-----	-----	-----
A 4560	BNX	70		16.50	16.50	-----	-----	16.50	16.50		-----	-----	-----
A 4564	**	60		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 4591-TC		73		-----	-----	30.00	26.10	30.00	26.10		-----	-----	-----
A 4591-TT		73		-----	-----	30.00	26.10	30.00	26.10		-----	-----	-----
A 4592-TC		73		-----	-----	30.00	26.10	30.00	26.10		-----	-----	-----
A 4592-TT		73		-----	-----	30.00	26.10	30.00	26.10		-----	-----	-----
A 4593-TC			25	-----	-----	30.00	26.10	30.00	26.10		-----	-----	-----
A 4610	**			22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 4616-A	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 4616-B	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 4616-C	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 4616-D	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 4616-E	SP+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 4616-F	SP+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 4616-G	SP+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 4616-H	SP+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 4616-J	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 4616-K	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 4616-L	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 4616-M	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 4616-N	SP+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 4616-P	SP+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 4616-Q	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 4616-R	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 4616-S	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----

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Page Column "LE" Law Enfornement Catalog "F" Fire-Rescue Catalog.

MISC. INSIGNIA & NOVELTY

STYLE	FTN	LE	F	NICKEL 1-6 Pcs	NICKEL 7+ Pcs	RHODIUM 1-6 Pcs	RHODIUM 7+ Pcs	GOLD ELECTROPLATE 1-6 Pcs	GOLD ELECTROPLATE 7+ Pcs	HI-GLO® 1-6 Pcs	HI-GLO® 7+ Pcs	V.H.B. KK® 1-6 Pcs	V.H.B. KK® 7+ Pcs
A 4616-T	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 4616-U	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 4616-V	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 4637	**	57		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 4805	**	58	28	17.40	15.10	19.30	16.80	19.30	16.80		-----	28.10	24.40
A 4830	BZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 4830-A	@*BZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 4830-B	@*BZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 4830-C	@*BZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 4887		66		13.30	11.60	14.50	12.60	14.50	12.60	19.10	16.60	23.70	20.60
A 4888		66		13.30	11.60	14.50	12.60	14.50	12.60	19.10	16.60	23.70	20.60
A 4888-2				19.30	16.80	21.40	18.60	21.40	18.60	27.90	24.30	33.00	28.70
A 4888-3				23.40	20.40	24.80	21.60	24.80	21.60	36.60	31.80	42.30	36.80
A 4888-4				28.00	24.40	28.70	25.00	28.70	25.00	43.40	37.80	51.30	44.60
A 4888-5				35.20	30.60	36.60	31.80	36.60	31.80	49.40	43.00	60.40	52.50
A 4888-6				39.20	34.10	40.40	35.10	40.40	35.10	57.90	50.40	69.20	60.20
A 4931		66		6.80	5.90	7.10	6.20	7.10	6.20	8.90	7.70	12.40	10.80
A 4960		68	32	19.60	17.10	20.20	17.60	20.20	17.60	29.20	25.40	38.80	33.80
A 4991	**	60		12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 4993-A	@	59	25	-----	-----	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 5111		61	29	-----	-----	27.90	24.30	27.90	24.30	36.60	31.80	46.70	40.60
A 5211		66		13.30	11.60	14.50	12.60	14.50	12.60	19.10	16.60	23.70	20.60
A 5211-2				19.30	16.80	21.40	18.60	21.40	18.60	27.90	24.30	33.00	28.70
A 5211-3				23.40	20.40	24.80	21.60	24.80	21.60	36.60	31.80	42.30	36.80
A 5211-4				28.00	24.40	28.70	25.00	28.70	25.00	43.40	37.80	51.30	44.60
A 5211-5				35.20	30.60	36.60	31.80	36.60	31.80	49.40	43.00	60.40	52.50
A 5211-6				39.20	34.10	40.40	35.10	40.40	35.10	57.90	50.40	69.20	60.20
A 5211-A		66		13.30	11.60	14.50	12.60	14.50	12.60	19.10	16.60	23.70	20.60
A 5211-A2				19.30	16.80	21.40	18.60	21.40	18.60	27.90	24.30	33.00	28.70
A 5211-A3				23.40	20.40	24.80	21.60	24.80	21.60	36.60	31.80	42.30	36.80
A 5211-A4				28.00	24.40	28.70	25.00	28.70	25.00	43.40	37.80	51.30	44.60
A 5211-A5				35.20	30.60	36.60	31.80	36.60	31.80	49.40	43.00	60.40	52.50
A 5211-A6				39.20	34.10	40.40	35.10	40.40	35.10	57.90	50.40	69.20	60.20
A 5303	**	60		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 5311	PR	66		-----	-----	26.10	22.70	26.10	22.70	36.60	31.80	47.80	41.60
A 5311-A	PR	66		-----	-----	26.10	22.70	26.10	22.70	36.60	31.80	47.80	41.60
A 5311-B	PR	66		-----	-----	24.80	21.60	24.80	21.60	36.60	31.80	46.70	40.60
A 5430	**	59		12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 5431	**	59		12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 5475	**	60		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 5541	**	59		12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 5547	**	59		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 5572	PR	66		19.30	16.80	21.40	18.60	21.40	18.60	27.00	23.50	38.30	33.30
A 5573	PR	66		17.40	15.10	19.10	16.60	19.10	16.60	23.10	20.10	29.60	25.80
A 5598	**	58	28	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 5613	PR	66		21.10	18.40	23.10	20.10	23.10	20.10	31.90	27.80	42.30	36.80
A 5614	PR	66		19.30	16.80	21.40	18.60	21.40	18.60	27.00	23.50	38.30	33.30
A 5649	PR	66		-----	-----	36.60	31.80	36.60	31.80	45.60	39.70	57.40	49.90
A 5649-A	PR	66		-----	-----	24.80	21.60	24.80	21.60	36.60	31.80	46.70	40.60
A 5657		66		6.80	5.90	7.10	6.20	7.10	6.20	8.90	7.70	12.40	10.80
A 5697		66		13.30	11.60	14.50	12.60	14.50	12.60	19.10	16.60	23.70	20.60
A 5697-2				19.30	16.80	21.40	18.60	21.40	18.60	27.90	24.30	33.00	28.70
A 5697-3				23.40	20.40	24.80	21.60	24.80	21.60	36.60	31.80	42.30	36.80
A 5697-4				28.00	24.40	28.70	25.00	28.70	25.00	43.40	37.80	51.30	44.60
A 5697-5				35.20	30.60	36.60	31.80	36.60	31.80	49.40	43.00	60.40	52.50
A 5697-6				39.20	34.10	40.40	35.10	40.40	35.10	57.90	50.40	69.20	60.20
A 5840	BZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 5840-A	BZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 5840-B	BZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 5840-C	BZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----

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Page Column "LE" Law Enforcement Catalog "F" Fire-Rescue Catalog.

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STYLE	FTN	LE	F	NICKEL 1-6 Pcs	NICKEL 7+ Pcs	RHODIUM 1-6 Pcs	RHODIUM 7+ Pcs	GOLD ELECTROPLATE 1-6 Pcs	GOLD ELECTROPLATE 7+ Pcs	HI-GLO® 1-6 Pcs	HI-GLO® 7+ Pcs	V.H.B. KK® 1-6 Pcs	V.H.B. KK® 7+ Pcs
A 5877	**	60		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 5968	**	60		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 6041		68	32	19.60	17.10	20.20	17.60	20.20	17.60	29.20	25.40	38.80	33.80
A 6062-A	**	60		12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 6066	**	59		12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 6073	**	58	28	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 6101	BNX	71		13.00	13.00	-----	-----	13.00	13.00		-----	-----	-----
A 6126		65		19.30	16.80	23.10	20.10	23.10	20.10		-----	30.60	26.60
A 6129		66		13.30	11.60	14.50	12.60	14.50	12.60	19.10	16.60	23.70	20.60
A 6136	BNX	70		16.50	16.50	-----	-----	18.50	18.50		-----	-----	-----
A 6140	BNX	71		13.00	13.00	-----	-----	13.00	13.00		-----	-----	-----
A 6155	**	60		12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 6175	BZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 6176	BZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 6181		55		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 6190		55		35.20	30.60	36.60	31.80	36.60	31.80	42.40	36.90	52.00	45.20
A 6193	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 6194	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 6195	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 6215	**	59		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 6219	**	60		12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 6220	**	58	28	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6221	**			22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 6222	**			22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 6223	**	61		17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6224	**	59		12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 6224-A	**	59		12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 6225	**	60		12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 6225-A	**	60		12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 6225-B	**	60		12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 6230	BZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 6230-A	@*BZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 6230-B	BZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 6230-C	@*BZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 6230-D	@*BZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 6230-E	BZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 6230-F	SPBZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 6230-H	@*BZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 6230-J	BZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 6230-K	@*BZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 6230-L	BZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 6230-M	@*BZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 6230-P	SPBZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 6230-Q	SPBZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 6230-R	SPBZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 6234		54		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 6236		54		35.20	30.60	36.60	31.80	36.60	31.80	42.40	36.90	52.00	45.20
A 6265	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 6266	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 6267	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 6267-A	SP+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 6267-B	SP+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 6267-C	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 6304	**	58	28	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6305	**	59		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 6306	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 6307	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 6309	**	60		17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6310	**			12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 6334	**	57		12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60

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Page Column "LE" Law Enfomement Catalog "F" Fire-Rescue Catalog.

MISC. INSIGNIA & NOVELTY

STYLE	FTN	LE	F	NICKEL 1-6 Pcs	NICKEL 7+ Pcs	RHODIUM 1-6 Pcs	RHODIUM 7+ Pcs	GOLD ELECTROPLATE 1-6 Pcs	GOLD ELECTROPLATE 7+ Pcs	HI-GLO® 1-6 Pcs	HI-GLO® 7+ Pcs	V.H.B. KK® 1-6 Pcs	V.H.B. KK® 7+ Pcs
A 6389	**			17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6390	**	59		17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6484	**	59		17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6485	**	58	28	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 6692-LF		60		-----	-----	13.20	11.50	13.20	11.50		-----	-----	-----
A 6692-RT		60		-----	-----	13.20	11.50	13.20	11.50		-----	-----	-----
A 6732				19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 6756	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 6765	**		29	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6777	BZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 6777-A	@*BZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 6835		55		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 6836	BNX	70		16.50	16.50	-----	-----	18.50	18.50		-----	-----	-----
A 6850		72		-----	-----	31.00	31.00	31.00	31.00		-----	-----	-----
A 6852		72		-----	-----	50.10	50.10	50.10	50.10		-----	-----	-----
A 6873	**			22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 6874	**			22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 6877	**	59		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 6878	**	59		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 6919	**		29	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6921	**		29	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6922	**		29	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6926	BNX	71		8.50	7.40	-----	-----	13.20	11.50		-----	23.70	20.60
A 6932	**		20	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6943		55		35.20	30.60	36.60	31.80	36.60	31.80	42.40	36.90	52.00	45.20
A 6945		55		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 6957	**	60		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 6958	**	60		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 6959	**	60		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 6960	**	60		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 6965	**		14	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6966	**		14	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6967	**		14	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6968	**		14	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6969	**		15	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6970	**		15	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6971	**		15	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6972	**		15	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6973	**		16	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6974	**		16	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6975	**		16	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6976	**		16	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6977	**		17	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6978	**		17	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6979	**		17	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6980	**		17	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6981	**		18	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6982	**		18	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6983	**		18	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6984	**		18	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6985	**		19	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6986	**		19	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6987	**		19	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6988	**		19	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6989	**		20	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6990	**		20	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6991	**		20	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6992	**		20	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6993	**		20	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 6995	**		20	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40

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MISC. INSIGNIA & NOVELTY

STYLE	FTN	LE	F	NICKEL 1-6 Pcs	NICKEL 7+ Pcs	RHODIUM 1-6 Pcs	RHODIUM 7+ Pcs	GOLD ELECTROPLATE 1-6 Pcs	GOLD ELECTROPLATE 7+ Pcs	HI-GLO® 1-6 Pcs	HI-GLO® 7+ Pcs	V.H.B. KK® 1-6 Pcs	V.H.B. KK® 7+ Pcs
A 7003		55		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 7004		55		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 7005		55		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 7010	PR	66		19.30	16.80	21.40	18.60	21.40	18.60	27.00	23.50	38.30	33.30
A 7011	PR	66		19.30	16.80	21.40	18.60	21.40	18.60	27.00	23.50	38.30	33.30
A 7011-A	PR	66		19.30	16.80	21.40	18.60	21.40	18.60	27.00	23.50	38.30	33.30
A 7013	**	60		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 7014	**	60		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 7025	BNX	71		16.50	16.50	-----	-----	18.50	18.50		-----	-----	-----
A 7030	**		21	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 7031	**		21	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 7032	**		21	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 7049	BNX	70		16.50	16.50	-----	-----	18.50	18.50		-----	-----	-----
A 7059	**	59		17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 7060	**	59		17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 7097-TC		59		-----	-----	13.20	11.50	13.20	11.50		-----	-----	-----
A 7097-TT		59		-----	-----	13.20	11.50	13.20	11.50		-----	-----	-----
A 7099	BNX	70		16.50	16.50	-----	-----	18.50	18.50		-----	-----	-----
A 7103		73		20.50	19.50	21.00	19.90	22.50	21.40		-----	42.00	39.90
A 7118	**	59		17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 7123				19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 7134-TC		73		-----	-----	28.70	25.00	28.70	25.00		-----	-----	-----
A 7134-TT		73		-----	-----	28.70	25.00	28.70	25.00		-----	-----	-----
A 7138		68	32	17.60	15.30	18.40	16.00	18.40	16.00	21.00	18.30	34.80	30.30
A 7140	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 7140-A	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 7140-B	+			-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 7140-C	SP+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 7140-D	SP+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 7140-E	SP+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 7140-F	SP+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 7140-G	SP+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 7140-H	SP+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 7140-J	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 7141	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 7141-A	SP+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 7141-B	SP+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 7142	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 7142-A	SP+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 7142-B	SP+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 7142-C	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 7142-D	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 7142-E	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 7142-F	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 7142-G	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 7142-H	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 7142-J	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 7142-K	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 7142-L	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 7142-M	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 7142-N	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 7145		68	32	19.60	17.10	20.20	17.60	20.20	17.60	29.20	25.40	38.80	33.80
A 7159		68	32	19.60	17.10	20.20	17.60	20.20	17.60	29.20	25.40	38.80	33.80
A 7160	**	59		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 7161	**	59		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 7162	**	59		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 7164		68	32	19.60	17.10	20.20	17.60	20.20	17.60	29.20	25.40	38.80	33.80
A 7175	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 7176	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 7177	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----

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A 7182	**	58		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 7183	**	58		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 7184	**	58		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 7185	**	58		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 7186	**	58		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 7187	**	58		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 7188	**		28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 7189	**		28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 7190	**		28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 7191	**		28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 7192	BNX	71		16.50	16.50	-----	-----	18.50	18.50		-----	-----	-----
A 7196		55		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 7197		55		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 7198		55		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 7199	**		21	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 7200	**		21	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 7201	**		21	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 7205	**		14	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 7206	**		16	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 7207	**		17	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 7208	**		18	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 7209	**		19	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 7210				19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 7211				19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 7212				19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 7224	PR	58	28	-----	-----	34.90	30.40	34.90	30.40	44.70	38.90	57.40	49.90
A 7225	PR	58	28	-----	-----	34.90	30.40	34.90	30.40	44.70	38.90	57.40	49.90
A 7226	PR	58	28	-----	-----	34.90	30.40	34.90	30.40	44.70	38.90	57.40	49.90
A 7228	**			12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 7231	**			17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 7233	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 7234	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 7235	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 7239		68	32	19.60	17.10	20.20	17.60	20.20	17.60	29.20	25.40	38.80	33.80
A 7240	**	60		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 7241	**	59		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 7242	**	59	29	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 7243	**	59	29	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 7245	**		21	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 7250	**		15	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 7267				19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 7276		55		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 7282		54		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 7283	**		20	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 7284	**		20	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 7285	**		20	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 7286	**	57		17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 7294-A	**		14	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 7294-B	**		15	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 7294-C	**		19	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 7294-D	**		20	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 7294-E	**		17	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 7294-F	**		18	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 7294-G	**		16	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 7294-H	**		23	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 7294-J	**		23	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 7294-K	**		21	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 7296-A	**		14	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 7296-B	**		15	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 7296-C	**		19	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60

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Page Column "LE" Law Enforcement Catalog "F" Fire-Rescue Catalog.

MISC. INSIGNIA & NOVELTY

STYLE	FTN	LE	F	NICKEL 1-6 Pcs	NICKEL 7+ Pcs	RHODIUM 1-6 Pcs	RHODIUM 7+ Pcs	GOLD ELECTROPLATE 1-6 Pcs	GOLD ELECTROPLATE 7+ Pcs	HI-GLO® 1-6 Pcs	HI-GLO® 7+ Pcs	V.H.B. KK® 1-6 Pcs	V.H.B. KK® 7+ Pcs
A 7296-D	**		20	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 7296-E	**		17	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 7296-F	**		18	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 7296-G	**		16	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 7296-H	**		23	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 7296-J	**		23	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 7296-K	**		21	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 7298		55		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 7303	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 7304	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 7305	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 7309		73	25	13.30	11.60	14.50	12.60	14.50	12.60	19.10	16.60	23.70	20.60
A 7311-TC		60	25	-----	-----	26.10	22.70	26.10	22.70		-----	-----	-----
A 7311-TT		60	25	-----	-----	18.50	18.50	18.50	18.50		-----	-----	-----
A 7421	BZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 7422	BZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 7423	BZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 7425	BZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 7425-A	@*BZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 7426	@*BZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 7426-A	@*BZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 7459	**	57		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 7460	**	57		17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 7500		55		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 7540		54		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 7541		54		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 7542		54		35.20	30.60	36.60	31.80	36.60	31.80	42.40	36.90	52.00	45.20
A 7543		54		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 7556	**	60		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 7557	**	60		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 7564	BZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 7614	BNX	70		16.50	16.50	-----	-----	18.50	18.50		-----	-----	-----
A 7625	**	57		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 7647	**	60		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 7871	**		21	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 7887	**		21	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 7889	**		21	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 7922	SP+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 7923	SP+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 7931	**	57		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 7965	**	57		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 7988	BZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 8003	BZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 8005	**	57		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 8006	**	57		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 8043	SPBZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 8074	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 8074-A	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 8074-B	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 8080	**	59	29	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 8081	**	59	29	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 8082	**	59	29	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 8084	BZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 8084-A	@*BZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 8084-B	SPBZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 8085	BZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 8085-A	@*BZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 8085-B	BZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 8090	**	59	29	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 8095-LF	**		24	17.50	15.20	20.10	17.50	21.40	18.60		-----	36.20	31.50

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Page Column "LE" Law Enforcement Catalog "F" Fire-Rescue Catalog.

MISC. INSIGNIA & NOVELTY

STYLE	FTN	LE	F	NICKEL 1-6 Pcs	NICKEL 7+ Pcs	RHODIUM 1-6 Pcs	RHODIUM 7+ Pcs	GOLD ELECTROPLATE 1-6 Pcs	GOLD ELECTROPLATE 7+ Pcs	HI-GLO® 1-6 Pcs	HI-GLO® 7+ Pcs	V.H.B. KK® 1-6 Pcs	V.H.B. KK® 7+ Pcs
A 8095-RT	**		24	17.50	15.20	20.10	17.50	21.40	18.60		-----	36.20	31.50
A 8096	**		24	19.30	16.80	20.10	17.50	22.00	19.10		-----	38.60	33.60
A 8100-LP	PR	73	25	-----	-----	7.20	6.30	7.20	6.30		-----	-----	-----
A 8104	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 8105	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 8106	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 8107	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 8118	**	60		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 8119	BZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 8124	BZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 8127	**			17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 8158	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 8159	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 8160	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 8167	BZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 8178	BNX	71		16.50	16.50	-----	-----	18.50	18.50		-----	-----	-----
A 8198-TC		73		-----	-----	28.70	25.00	28.70	25.00		-----	-----	-----
A 8198-TT		73		-----	-----	28.70	25.00	28.70	25.00		-----	-----	-----
A 8211	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 8212	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 8213	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 8214	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 8215	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 8216	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 8217	**		13	27.00	23.50	27.60	24.00	30.50	26.50	32.80	28.50	48.80	42.50
A 8231	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 8231-A	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 8231-B	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 8236	**		21	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 8285	SP+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 8285-A	SP+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 8285-B	SP+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 8375		55		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 8379			29	23.40	20.40	24.80	21.60	24.80	21.60	36.60	31.80	47.80	41.60
A 8379-A			B	23.40	20.40	24.80	21.60	24.80	21.60	36.60	31.80	47.80	41.60
A 8392	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 8392-A	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 8392-B	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 8405	SPBZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 8405-A	SPBZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 8405-B	SPBZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 8406	SPBZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 8496	BNX	70		16.50	16.50	-----	-----	18.50	18.50		-----	-----	-----
A 8525	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 8526	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 8566		55		35.20	30.60	36.60	31.80	36.60	31.80	42.40	36.90	52.00	45.20
A 8567		55		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 8572		55		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 8584		68	32	19.60	17.10	20.20	17.60	20.20	17.60	29.20	25.40	38.80	33.80
A 8585	**	57		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 8639	BZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 8639-A	BZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 8639-B	BZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 8639-C	BZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 8639-D	BZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 8639-E	BZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 8639-F	SPBZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 8670	**	58	28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 8671	BZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 8672	**	58		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40

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Page Column "LE" Law Enformement Catalog "F" Fire-Rescue Catalog.

MISC. INSIGNIA & NOVELTY

STYLE	FTN	LE	F	NICKEL 1-6 Pcs	NICKEL 7+ Pcs	RHODIUM 1-6 Pcs	RHODIUM 7+ Pcs	GOLD ELECTROPLATE 1-6 Pcs	GOLD ELECTROPLATE 7+ Pcs	HI-GLO® 1-6 Pcs	HI-GLO® 7+ Pcs	V.H.B. KK® 1-6 Pcs	V.H.B. KK® 7+ Pcs
A 8673	**	58		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 8674	**	58		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 8694		54		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 8695		54		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
A 8709	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 8711	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 8720	BZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 8721	BZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 8765	PR	66		19.30	16.80	21.40	18.60	21.40	18.60	27.00	23.50	38.30	33.30
A 8765-A	PR	66		19.30	16.80	21.40	18.60	21.40	18.60	27.00	23.50	38.30	33.30
A 8765-B	PR	66		19.30	16.80	21.40	18.60	21.40	18.60	27.00	23.50	38.30	33.30
A 8777	**	60		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 8778	**	60		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 8811	BNX	70		16.50	16.50	-----	-----	18.50	18.50		-----	-----	-----
A 8885	BZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 8885-A	BZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 8885-B	BZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 8885-C	BZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 8885-D	BZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 8886	@*BZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 8901	**		14	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 8902	**		15	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 8903	**		16	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 8904	**		17	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 8905	**		18	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 8906	**		19	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 8910	**		29	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 8925	**	60		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 8926	**	60		22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 8931	**		24	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 8932	**		24	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 8933	**		24	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 8934	**		24	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 9027	**		28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 9028	**		28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 9029	**		28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 9063	**		29	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
A 9114	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 9168	**		14	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 9169	**		15	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 9170	**		16	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 9171	**		17	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 9172	**		18	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 9173	**		19	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
A 9187	BNX	71		16.50	16.50	-----	-----	18.50	18.50		-----	-----	-----
A 9426	**		21	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 9427	**		21	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 9465	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 9670	SPBZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 9762	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 9859	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 9873	**			17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
A 9874	BZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 9875	BZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 9876	BZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 9877	SPBZ	79	39	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 9924-A	@*BZ	78	38	16.50	16.50	18.50	18.50	18.50	18.50	18.50	18.50	-----	-----
A 9932			33	12.60	11.00	13.60	11.80	13.60	11.80		-----	26.00	22.60
A 9932-DE			33	17.40	15.10	19.30	16.80	19.30	16.80		-----	28.10	24.40
A 9940	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----

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STYLE	FTN	LE	F	NICKEL 1-6 Pcs	NICKEL 7+ Pcs	RHODIUM 1-6 Pcs	RHODIUM 7+ Pcs	GOLD ELECTROPLATE 1-6 Pcs	GOLD ELECTROPLATE 7+ Pcs	HI-GLO® 1-6 Pcs	HI-GLO® 7+ Pcs	V.H.B. KK® 1-6 Pcs	V.H.B. KK® 7+ Pcs
A 10074	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 10110	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 10236		68	32	19.60	17.10	20.20	17.60	20.20	17.60	29.20	25.40	38.80	33.80
A 10261	**			-----	-----		-----		-----		-----		-----
A 10296	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 10310			29	23.40	20.40	24.80	21.60	24.80	21.60	36.60	31.80	47.80	41.60
A 10321	**		29	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	26.10	24.40
A 10341	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 10342	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 10343	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 10345	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 10398	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 10415	SP+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 10675	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 10798	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 10799	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 10800	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 10801	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 10802	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 10803	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 10804	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 10805	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 10806	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 10807	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 10808	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 10809	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 10810	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 10811	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 10812	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 10842	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 10843	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 10849	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 10850	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 10851	+	80	40	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
A 10871	+	81	41	-----	-----	18.50	18.50	-----	-----	18.50	18.50	-----	-----
AH 7569		54		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
B 260	**	59		12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
B 261	**	59		12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
B 385	**		29	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
B 653		54		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
B 654		54		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
B 655		54		35.20	30.60	36.60	31.80	36.60	31.80	42.40	36.90	52.00	45.20
B 656		54		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
B 666		68	32	19.60	17.10	20.20	17.60	20.20	17.60	29.20	25.40	38.80	33.80
B 688		54		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
B 689		54		35.20	30.60	36.60	31.80	36.60	31.80	42.40	36.90	52.00	45.20
B 716		61		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
B 717				19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
B 718				19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
B 726				19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
B 727				19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
B 728				19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
B 729				19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
B 738		54		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
B 740		54		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
B 742		54		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
B 743		54		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
B 745		54		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
B 774		61		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
B 775		61		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50

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STYLE	FTN	LE	F	NICKEL 1-6 Pcs	NICKEL 7+ Pcs	RHODIUM 1-6 Pcs	RHODIUM 7+ Pcs	GOLD ELECTROPLATE 1-6 Pcs	GOLD ELECTROPLATE 7+ Pcs	HI-GLO® 1-6 Pcs	HI-GLO® 7+ Pcs	V.H.B. KK® 1-6 Pcs	V.H.B. KK® 7+ Pcs
B 795				19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
B 830		59	29	-----	-----	30.00	26.10	30.00	26.10	-----	-----	-----	-----
B 831		59	29	-----	-----	30.00	26.10	30.00	26.10	36.60	31.80	-----	-----
B 832	**		28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
B 834	**		28	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40
B 890		54		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
B 900		54		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
B 989		61	29	-----	-----	24.80	21.60	24.80	21.60	31.90	27.80	42.30	36.80
B 990		61	29	-----	-----	24.80	21.60	24.80	21.60	31.90	27.80	42.30	36.80
B 1041			29	19.30	16.80	21.40	18.60	26.10	22.70	27.00	23.50	31.60	27.50
B 1069-TC		73		-----	-----	28.70	25.00	28.70	25.00		-----	-----	-----
B 1069-TT		73		-----	-----	28.70	25.00	28.70	25.00		-----	-----	-----
B 1070-TC		73		-----	-----	24.80	21.60	24.80	21.60		-----	-----	-----
B 1070-TT		73		-----	-----	24.80	21.60	24.80	21.60		-----	-----	-----
B 1140		73	25	-----	-----	24.80	21.60	24.80	21.60		-----	-----	-----
B 1141			25	-----	-----	19.10	16.60	19.10	16.60		-----	-----	-----
B 1141-A			25	-----	-----	19.10	16.60	19.10	16.60		-----	-----	-----
B 1166		61	29	35.20	30.60	36.60	31.80	36.60	31.80	42.40	36.90	52.00	45.20
B 1244-TC		73		-----	-----	28.70	25.00	28.70	25.00		-----	-----	-----
B 1542		54		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
B 1575		54		35.20	30.60	36.60	31.80	36.60	31.80	42.40	36.90	52.00	45.20
B 1576		54		35.20	30.60	36.60	31.80	36.60	31.80	42.40	36.90	52.00	45.20
B 1611		61	29	35.20	30.60	36.60	31.80	36.60	31.80	42.40	36.90	52.00	45.20
B 1693		68	32	17.60	15.30	18.40	16.00	18.40	16.00	21.00	18.30	34.80	30.30
B 1695		68	32	19.60	17.10	20.20	17.60	20.20	17.60	29.20	25.40	38.80	33.80
B 1790		54		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
B 1938		61	29	35.20	30.60	36.60	31.80	36.60	31.80	42.40	36.90	52.00	45.20
B 1942	BNX	71		17.60	15.30	18.40	16.00	18.40	16.00	21.00	18.30	34.80	30.30
B 2088		54		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
B 2157		68	32	17.60	15.30	18.40	16.00	18.40	16.00	21.00	18.30	34.80	30.30
B 2159		54		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
B 2160		54		19.30	16.80	21.40	18.60	21.40	18.60	26.10	22.70	31.60	27.50
B 2247		68	32	19.60	17.10	20.20	17.60	20.20	17.60	29.20	25.40	38.80	33.80
IF 135		73		-----	-----	48.00	45.60	55.00	52.20		-----	-----	-----
IF 144		73	25	-----	-----	26.10	22.70	26.10	22.70		-----	-----	-----
IF 144-A		73	25	-----	-----	26.10	22.70	26.10	22.70		-----	-----	-----
IF 144-B		73	25	-----	-----	26.10	22.70	26.10	22.70		-----	-----	-----
IF 144-C		73	25	-----	-----	26.10	22.70	26.10	22.70		-----	-----	-----
IF 144-NS				-----	-----	14.50	12.60	14.50	12.60		-----	-----	-----
RBU 47		72		35.50	35.50	-----	-----	36.50	36.50		-----	-----	-----
RBU 48		72		36.50	36.50	-----	-----	38.50	38.50		-----	-----	-----
RBU 52		72		42.50	42.50	-----	-----	46.50	46.50		-----	-----	-----
RBU 53		72		38.50	38.50	-----	-----	42.50	42.50		-----	-----	-----
SB 1-A	+	81	41	-----	-----	6.70	6.70	-----	-----	4.70	4.70	-----	-----
SB 1-B	+	81	41	-----	-----	6.70	6.70	-----	-----	4.70	4.70	-----	-----
SB 2-A	+	81	41	-----	-----	7.80	7.80	-----	-----	5.80	5.80	-----	-----
SB 2-B	+	81	41	-----	-----	7.80	7.80	-----	-----	5.80	5.80	-----	-----
SB 3-A	+	81	41	-----	-----	9.00	9.00	-----	-----	6.80	6.80	-----	-----
SB 3-B	+	81	41	-----	-----	9.00	9.00	-----	-----	6.80	6.80	-----	-----
V 298		65		-----	-----	21.10	18.40	21.10	18.40		-----	-----	-----
V 313		65		25.00	21.70	26.10	22.70	26.10	22.70		-----	75.50	65.70
V 576		73	25	-----	-----	27.00	23.50	27.00	23.50		-----	-----	-----
V 576-A		73	25	-----	-----	27.00	23.50	27.00	23.50		-----	-----	-----

* = INCLUDES F/C SEAL & REGULAR ENAMEL
** = MINIMUM ORDER OF 2 PIECES
@ = ADD ON CODE # 19 FOR APPLIED FIGURES
@* = ADD ON CODE # 24 FOR STARS / NUMBERS
BNX = BRONZE & NICKEL OX FINISH - USE NICKEL PRICE
BZ = BRONZE FINISH - USE NICKEL PRICE
NX = NICKEL OX FINISH - USE NICKEL PRICE
NXPS = COMBINATION OF NX & PS FOOTNOTES
PR = PRICED AND SOLD AS PAIRS - PRICE BREAK 4+ PRS
PS = ADD FOR RIM/ BKG & FC SEALS - SEE ADD ON #2 & #3
SP+ = COMBINATION OF SP AND + FOOTNOTE
SP = STARS ARE PLAIN & CANNOT BE ENAMELED
+ = HIGLO® PRICE LISTED IS FOR GOLTONE® FINISH

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V.H. BLACKINTON & CO., INC.
Tel: 800-699-4436 Fax: 800-695-5349

STOCK INSIGNIA PROGRAM
DEALER ORDER FORM
MINIMUM $40.00 ORDER

CUSTOMER NO:

PURCHASE ORDER NO.

BILL TO:

SHIP TO:

STYLE	DESCRIPTION	UNIT	SUG. RETAIL	QTY GOLD	QTY SILVER
J 50	SINGLE BUGLE	PR	6.50		
J 51	DOUBLE BUGLES	PR	6.50		
J 52	2-CROSSED BUGLES	PR	6.50		
J 53	3-CROSSED BUGLES	PR	6.50		
J 54	4-CROSSED BUGLES	PR	6.50		
J 55	5-CROSSED BUGLES	PR	6.50		
J 56	SM. PRIVATE BARS-SMOOTH	PR	7.20		
J 57	SM. CORPORAL BARS-SMOOTH	PR	7.20		
J 58	LG. CORPORAL BARS-SMOOTH	PR	7.20		
J 59	SM. SGT. CHEVRONS-SMOOTH	PR	7.20		
J 60	LG. SGT. CHEVRONS-SMOOTH	PR	7.20		
J 61	SM. LT. BARS-SMOOTH	PR	7.20		
J 62	LG. LT. BARS-SMOOTH	PR	7.20		
J 63	SM. CAPT. BARS-SMOOTH	PR	7.20		
J 64	LG. CAPT. BARS-SMOOTH	PR	7.20		
J 65	SM. MAJ. LEAVES-EMBOSSED	PR	7.20		
J 66	LG. MAJ. LEAVES-EMBOSSED	PR	7.20		
J 67	SM. COLONEL EAGLES	PR	7.20		
J 68	LG. COLONEL EAGLES	PR	7.20		
J 69	SECURITY COMBO 1/4"	PR	9.40		
J 70	SHERIFF COMBO 5/16"	PR	9.40		
J 72	CHIEF COMBO 5/16"	PR	9.40		
J 73	DEPUTY COMBO 5/16"	PR	9.40		
J 74	S.D. COMBO 1/2"	PR	8.30		
J 76	P.D. COMBO 1/2"	PR	8.30		
J 78	F.D. COMBO 1/2"	PR	8.30		
J 79	F.D. COMBO 5/16"	PR	8.30		
J 80	E.M.T. COMBO 1/2"	PR	8.30		
J 81	E.M.T. COMBO 5/16"	PR	8.30		
J 82	K9 COMBO 1/2"	PR	8.30		
J 84	DEP SHERIFF COMBO 5/16"	PR	10.80		
J 85	FIRE DEPT EMBL TIE TAC	EA	9.40		
J 86	FIRE DEPT EMBL TIE CLASP	EA	9.40		
J 87	HAND CUFFS TIE TAC	EA	9.40		
J 88	HAND CUFFS TIE CLASP	EA	9.40		
J 89	LG. PVT. BARS-EMBOSSED	PR	7.20		
J 92	SM. LT. BARS-EMBOSSED	PR	7.20		
J 93	LG. LT. BARS-EMBOSSED	PR	7.20		
J 94	SM. CAPT. BARS-EMBOSSED	PR	7.20		
J 95	LG. CAPT. BARS-EMBOSSED	PR	7.20		
J 96	E.M.S. COMBO 1/2"	PR	8.30		
J 97	E.M.S. COMBO 5/16"	PR	8.30		
J 98	1 STAR 1/2" - SMOOTH	PR	9.40		
J 99	1 STAR 1" - SMOOTH	PR	10.10		
J 100	2 STARS 1/2" - SMOOTH	PR	13.40		
J 101	2 STARS 1" - SMOOTH	PR	15.50		
J 102	3 STARS 1/2" - SMOOTH	PR	19.60		
J 103	3 STARS 1" - SMOOTH	PR	21.50		
J 104	4 STARS 1/2" - SMOOTH	PR	25.70		
J 105	4 STARS 1" - SMOOTH	PR	26.90		
J 106	DEP SHER STAR LAPEL PIN	EA	9.40		
J 107	EMER MED TECH LAPEL PIN	EA	9.40		
J 108	2" X 1/4" PLAIN TIE BAR	EA	7.20		
J 110	S.O. COMBO 1/2"	PR	8.30		
J 113	EXPLORER COMBO 5/16"	PR	9.40		
J 114	1 STAR 3/16" - SMOOTH	PR	7.20		
J 116	E.M.T.P. COMBO 1/2"	PR	8.30		
J 130	MILITARY SGT. CHEVRONS	PR	7.20		
J 131	MILITARY CORPORAL BARS	PR	7.20		
J 132	MILITARY PRIVATE BARS	PR	7.20		
J 133	POLICE COMBO 5/16"	PR	9.40		
J 134	BAG OF (10) METAL CLUTCHES	EA	2.20		N/A
J 190	5 CROSSED HORNS 15/16"	PR	12.80		
J 191	3 CROSSED HORNS 15/16"	PR	12.80		
J 192	2 VERTICAL HORNS 15/16"	PR	12.80		
J 193	SCRAMBLE ENGINE CO. 15/16"	PR	12.80		
J 194	STAR OF LIFE 15/16"	PR	12.80		
J 195	EMT 15/16"	PR	12.80		
J 196	LIBERTY & JUSTICE 15/16"	PR	12.80		
J 197	4 CROSSED HORNS 15/16"	PR	12.80		
J 198	2 CROSSED HORNS 15/16"	PR	12.80		
J 199	1 VERTICAL HORN 15/16"	PR	12.80		
J 200	SCRAMBLE LADDER CO. 15/16"	PR	12.80		
J 218-DC	DIST. OF COLUMBIA 15/16"	PR	12.80		
J 218-VAC	COMM. OF VIRGINIA 15/16"	PR	12.80		
J 218-PAC	COMM. OF PENNSYLVANIA 15/16"	PR	12.80		
J 218-TXR	TEXAS F/C W/RED RIM 15/16"	PR	12.80		
J 218-TXB	TEXAS F/C W/BLUE RIM 15/16"	PR	12.80		

ENTER STATE OF CHOICE

J 218	PR	12.80		
J 218	PR	12.80		
J 218	PR	12.80		
J 218	PR	12.80		

1. MINIMUM ORDER: $40.00 Retail.
2. SHIPPING F.O.B. ATTLEBORO FALLS, MA.
3. EACH UNIT SHIPPED IN POINT OF PURCHASE PACKAGING

OTHER PRODUCTS PROVIDED BY BLACKINTON®

BADGE CENTERS
AS INSIGNIA - WITH ATTACHMENTS
Law Enforcement Catalog Page 57
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(MINIMUM ORDER OF TWO)

	NICKEL		RHODIUM		GOLD ELECTROPLATE		HI-GLO®		V.H.B. KK®	
STYLE NO.	1-6 Pcs	7+ Pcs	1-6 Pcs	7+ Pcs	1-6 Pcs	7+ Pcs	1-6 Pcs	7+ Pcs	1-6 Pcs	7+ Pcs
CE 1 - Plain	12.60	11.00	13.60	11.80	13.60	11.80	18.10	15.70	26.00	22.60
CE 2 - Enamel Rim/Background (One Color)	17.40	15.10	19.30	16.80	19.30	16.80	22.00	19.10	28.10	24.40
CE 3 - Full Color	22.20	19.30	22.80	19.80	22.80	19.80	27.40	23.80	38.40	33.40

HAND ASSEMBLED COMBINATIONS

CUT OUT LETTERS AND NUMERALS
7/16" STYLE #1 7/16" STYLE #2
1/2" STYLE #5 9/16" STYLE #6
5/16" STYLE #10 1/4" STYLE #13
3/8" STYLE #15
1/2" STYLE #4 AVAILABLE IN NUMERALS ONLY
PRICE PER PAIR - ALL SIZES
ALL PRICES INCLUDE PERIODS AND DOUBLE BARS
(AVAILABLE WITH ANY TYPE OF ATTACHMENT)

NO. OF LETTERS OR NUMERALS	NICKEL			RHODIUM OR GOLD ELECTROPLATE			HI-GLO®			V.H.B. KK®		
	1-6 Pr	7-99 Pr	100+ Pr	1-6 Pr	7-99 Pr	100+ Pr	1-6 Pr	7-99 Pr	100+ Pr	1-6 Pr	7-99 Pr	100+ Pr
1	21.30	17.90	17.00	23.70	19.90	19.00	27.60	23.20	22.10	31.80	26.70	25.40
2	25.70	21.60	20.60	28.80	24.20	23.00	31.80	26.70	25.40	37.80	31.80	30.20
3	30.00	25.20	24.00	31.80	26.70	25.40	38.20	32.10	30.60	43.40	36.50	34.70
4	38.60	32.40	30.90	40.40	33.90	32.30	44.80	37.60	35.80	49.90	41.90	39.90
5	43.10	36.20	34.50	44.80	37.60	35.80	52.10	43.80	41.70	58.30	49.00	46.60
6	48.20	40.50	38.60	50.20	42.20	40.20	60.40	50.70	48.30	68.50	57.50	54.80
7	52.40	44.00	41.90	54.30	45.60	43.40	68.30	57.40	54.60	74.90	62.90	59.90
8	58.10	48.80	46.50	60.40	50.70	48.30	74.60	62.70	59.70	82.20	69.00	65.80
9	64.60	54.30	51.70	66.80	55.30	52.60	82.10	69.00	65.70	92.70	77.90	74.20
10	69.10	58.00	55.30	71.40	60.00	57.10	89.90	75.50	71.90	98.20	82.50	78.60
11	71.00	59.60	56.80	77.00	64.70	61.60	98.20	82.50	78.60	107.10	90.00	85.70
12	75.10	63.10	60.10	86.60	72.70	69.30	104.70	87.90	83.80	117.40	98.60	93.90
13	82.00	68.90	65.60	92.90	78.00	74.30	115.30	96.90	92.20	126.80	106.50	101.40
14	86.50	72.70	69.20	100.00	84.00	80.00	126.20	106.00	101.00	138.00	115.90	110.40
15	90.70	76.20	72.60	109.70	92.10	87.80	137.90	115.80	110.30	151.00	126.80	120.80

DIE STRUCK COMBINATIONS

Available in the following sizes.
Please refer to die numbers when ordering.

Description	1/2"	3/8"	5/16"	1/4"
FD	A7339	A7412	A7368	----
F.D.	A7338	A7411	A7367	----
J.P.	A7274	----	----	----
K9	A7345	A7418	A7373	----
PD	A7337	A7410	A7366	----
P.D.	A7336	A7409	A7365	----
R.C.	----	A9486	----	----
S.D.	A7335	A7408	A7364	----
S.G.	A7348	A7420	A7378	----
S.O.	A4287	A7407	A7363	----
SP	A7341	A7414	A7370	----
S.P.	A7340	A7413	A7369	----
ACD	----	----	A9398	----
A.C.D.	----	----	A10262	----
A.P.D.	A7320	A7393	A7349	----
AUX.	A7347	A7419	A7374	A7379
BPD	A9913	----	----	----
B.P.D.	A7321	A7394	A7350	----
B.P.S.	----	A7490	----	----
C.P.D.	A7322	A7395	A7351	----
D.F.D.	----	----	A7531	----
DMV	A7346	A7334	A7389	----
D.P.D.	A7323	A7396	A7352	----
E.F.D.	A7698	----	----	----
E.M.S.	A8896	----	A8899	----
EMS	A7344	A7417	A7372	----
EMT	A7342	A7415	A7371	----
E.M.T.	A7343	A7416	A4374	----
E.P.D.	A7324	A7397	A7353	----
E.R.T	----	A10315	----	----
F.P.D.	A7325	A7398	A7354	----
F.T.O.	A7509	----	A7510	----
G.P.D.	A7326	A7399	A7355	----
H.C.S.	A7663	----	----	----
H.F.D.	----	A4638	----	----
H.P.D.	A7327	A7400	A7356	----
H.S.P.	----	A9618	----	----
J.P.A.	A7705	----	----	----
J.P.D.	A9375	----	----	----
M.C.F.	----	A8332	----	----

Description	1/2"	3/8"	5/16"	1/4"
M.C.S.	A7257	----	----	----
M.D.C.	A7560	----	----	----
M.P.D.	A7328	A7401	A7357	----
MSP	----	A7623	----	----
OPD	----	A7466	----	----
P.P.D.	A7329	A7402	A7358	----
R.P.D.	A7330	A7403	A7359	----
S.P.D.	A7331	A7404	A7360	----
TPD	A10376	----	----	----
T.P.D.	A7332	A7405	A7361	----
WIS	----	A7487	----	----
W.P.D.	A7333	A7406	A7362	----
B.C.S.D.	A7518	----	----	----
BUMC	----	----	A7457	----
DMVS	----	----	A10394	----
ECDC	A7514	----	----	----
E.M.P.D.	----	A7449	----	----
H.C.P.D.	----	----	A10428	----
MISS.	A7559	A9619	----	----
N.O.P.P.	A7515	----	----	----
PBSO	A7665	----	----	----
P.C.S.O. ***	----	A9891	----	----
SWAT	A7512	----	A7513	----
CHIEF	A7511	----	A3941	A7387
GUARD	----	----	A1013	A7380
DEPUTY	----	----	A3945	A2525
POLICE	----	----	A7376	A7388
CAPTAIN	----	----	A1196	A7391
OFFICER	----	----	----	A3992
SHERIFF	----	----	A7375	A7386
TROOPER	----	----	----	A7385
CORPORAL	----	----	----	A7382
SECURITY	----	----	----	A3832
SERGEANT	----	----	----	A7392
ASST CHIEF	----	----	----	A7384
PATROLMAN	----	----	----	A7381
LIEUTENANT	----	----	----	A7383
DEPUTY SHERIFF (On 2 lines)	----	----	A7377	A7390

*** A9891 IS ACTUALLY 7/16" IN SIZE

DIE STRUCK COMBINATIONS
PRICE PER PAIR - ALL SIZES
LAW ENF. CATALOG PAGE 67

(AVAILABLE WITH CLUTCH BACK ATTACHMENTS ONLY)

	NICKEL			RHODIUM			GOLD ELECTROPLATE			V.H.B. KK®		
	1-6 Pr	7-99 Pr	100+ Pr	1-6 Pr	7-99 Pr	100+ Pr	1-6 Pr	7-99 Pr	100+ Pr	1-6 Pr	7-99 Pr	100+ Pr
TWO LETTERS OR NUMBERS	11.50	10.60	9.80	12.40	11.40	10.50	12.40	11.40	10.50	16.60	15.30	14.10
THREE LETTERS	12.10	11.10	10.30	13.20	12.10	11.20	13.20	12.10	11.20	17.60	16.20	15.00
FOUR LETTERS	12.50	11.50	10.60	15.10	13.90	12.80	15.10	13.90	12.80	19.50	17.90	16.60
TITLES AND RANK	13.30	12.20	11.30	15.90	14.60	13.50	15.90	14.60	13.50	19.70	18.10	16.70

DIE STRUCK COMBINATIONS

STANDARD LINE OF MEDALS APPLIED PANELS

SPECIFY BY DIE NUMBER AND THE SIZE OF SEAL DESIRED

11/16" SEAL A4597 1/2" SEAL A4387

ACADEMIC EXCELLENCE	A6823BN	MEDAL OF COMMENDATION	A6823BF
ARMED FORCES SERVICE	A6823AY	MEDAL OF COURAGE	A6823BS
AWARD OF EXCELLENCE	A6823AW	MEDAL OF HEROISM	A7319
AWARD OF MERIT	A6823SS	MEDAL OF HONOR	A7125
BLUE BADGE	A6823BP	MEDAL OF MERIT	A7124
BLUE KNIGHT	A6823	MEDAL OF VALOR	A6823U
BLUE SHIELD	A6823BC	MEMBER OF THE YEAR	A6823QQ
BLUE STAR	A6823J	MERITORIOUS ACHIEVEMENT	A6823AZ
BRONZE STAR	A7006A	MERITORIOUS CONDUCT	A6823AM
CHIEF'S AWARD	A6823AG	MERITORIOUS POLICE DUTY (BLOCK)	A6823AT
CHIEF'S CITATION	A6823BR	MERITORIOUS SERVICE	A6823V
CHIEF'S MEDAL	A6823KK	NATIONAL MEDIA AWARD	A6823E
CITIZEN MEDAL OF VALOR (BLOCK)	A6823AC	OFFICER OF THE YEAR	A6823EE
CITIZEN SERVICE MEDAL	A6823K	OFFICIAL'S MEDAL	A6823BA
CIVILIAN EMPLOYEE OF THE YEAR	A6823BI	OUTSTANDING PERFORMANCE	A6823BT
CIVILIAN SUPERVISOR	A6823LL	PARAMEDIC OF THE YEAR	A6823AU
COLONEL'S AWARD	A6823AV	PHYSICAL FITNESS	A6823BV
COMBAT CROSS	A7143	POLICE ACHIEVEMENT	A6823AE
COMMENDATION	A6823HH	POLICE CROSS	A6823W
COMMUNITY SERVICE	A6823D	POLICE MEDAL	A6823X
DISPATCHER OF THE YEAR	A6823AB	POLICE MEMORIAL AWARD	A6823AK
DISTINGUISHED SERVICE - NO STARS	A6823L	POLICE SERVICE	A6823BQ
DISTINGUISHED SERVICE - WITH STARS	A6823M	POLICE SERVICE MEDAL (WITH STARS)	A6823BY
E.M.T. OF THE YEAR	A6823PP	POLICE SHIELD	A6823BE
EMPLOYEE OF THE YEAR	A6823AR	POLICE STAR	A6823Y
EXCEPTIONAL DUTY	A6823AF	POSTHUMOUS	A6823ZZ
EXCEPTIONAL SERVICE	A6823N	PRESERVATION OF LIFE	A6823AX
FF/EMT OF THE YEAR	A6823RR	PUBLIC SAFETY CROSS	A6823JJ
FIRE MEDAL	A6823TT	PUBLIC SERVICE	A6823XX
FIREFIGHTER MEDAL	A6823UU	PUBLIC SERVICE STAR	A6823YY
FIREFIGHTER OF THE YEAR	A6823NN	PURPLE HEART	A6823Z
FIRST CLASS	A6823P	PURPLE STAR	A6823AQ
GOOD CONDUCT	A6823VV	RESERVE OFFICER OF THE YEAR	A6823BH
HERITAGE PRESERVATION	A6823G	ROOKIE OF THE YEAR	A6823AJ
HONOR GUARD	A6823BM	SCHOOL CROSSING GUARD OF THE YEAR	A6823BG
HONORABLE SERVICE	A6823H	SHERIFF'S MEDAL	A6823AH
HUMANITARIAN	A6823B	SHERIFF'S STAR	A7248
INDIVIDUAL CITATION	A6823BK	SILVER CROSS	A6823AA
INDUCTED	A6823FF	SILVER STAR	A7006
INDUCTEE	A6823A	SPORTSMAN OF THE YEAR	A6823F
INJURY AWARD	A6823Q	SUPERINTENDENT'S AWARD	A6823BB
LEGION OF HONOR (BLOCK)	A6823AD	SWORN SUPERVISOR	A6823MM
LIFE SAVING - NO STARS	A6823S	UNIT CITATION	A6823GG
LIFE SAVING - WITH STARS	A6823R	VOLUNTEER OF THE YEAR	A6823BD
MAN OF THE YEAR	A6823C	YOUTH MEDAL OF MERIT	A6823CC
MASTER EQUESTRIAN	A6823BL	YOUTH SERVICE AWARD	A6823DD
MEDAL FOR BRAVERY	A6823T		

THESE ARE SOME OF THE STOCK PANELS AVAILABLE. OTHER TITLES MAY BE AVAILABLE, CALL FOR INFO.
CUSTOM PANELS MAY BE ORDERED AT THE ADDITIONAL ONE-TIME DIE COST OF $92.00

MEDAL OF VALOR

PAGE COLUMN: "LE" Law Enforcement Catalog "F" Fire-Rescue Catalog

MEDALS

STYLE	DESCRIPTION	LE	F	BRONZE	RHODIUM	HI-GLO®	V.H.B. KK®
A768	LIFE SAVING	74	34	76.00	86.00	98.00	121.50
A1595	LIFE SAVING	74	34	61.00	70.00	81.00	99.00
A1660	POLICE MEDAL	74	34	68.50	77.50	90.00	109.00
A1789	MEDAL OF VALOR	74	34	61.00	70.00	81.00	99.00
A2041	BLUE KNIGHT	74	34	61.00	70.00	81.00	99.00
A2084	PLAIN	74	34	61.00	70.00	81.00	99.00
A2169	PLAIN	74	34	56.50	67.00	74.00	90.00
A2171	PLAIN	74	34	61.00	70.00	81.00	99.00
A2194	PLAIN	74	34	49.00	59.00	62.00	81.00
A2264	PLAIN	74	34	49.00	59.00	62.00	81.00
A2352	PLAIN	74	34	49.00	59.00	62.00	81.00
A2366	DISTINGUISHED SERVICE	74	34	61.00	70.00	81.00	99.00
A2367	PLAIN	75	35	49.00	59.00	62.00	81.00
A2617	PLAIN	75	35	56.50	67.00	74.00	90.00
A2619	PURPLE MEDAL	75	35	68.50	77.50	90.00	109.00
A2629-A	POLICE STAR	75	35	56.50	67.00	74.00	90.00
A2629-B	PLAIN	75	35	56.50	67.00	74.00	90.00
A2756	PLAIN	75	35	49.00	59.00	62.00	81.00
A3282	HONORABLE SERVICE	75	35	61.00	70.00	81.00	99.00
A4121-A	RED MEDAL			76.00	86.00	98.00	121.50
A4121-B	BLUE MEDAL	75	35	76.00	86.00	98.00	121.50
A4121-C	WHITE MEDAL			76.00	86.00	98.00	121.50
A4121-D	GREEN MEDAL			76.00	86.00	98.00	121.50
A4131	EXCEPTIONAL SERVICE	75	35	61.00	70.00	81.00	99.00
A4912	MEDAL OF VALOR	75	35	68.50	77.50	90.00	109.00
A5499	POLICE MEDAL	75	35	76.00	86.00	98.00	121.50
A8365	CUSTOM MEDAL	75	35	119.50	129.00	141.00	186.00

Above medals supplied in a presentation box.

STANDARD MEDALS OF VALOR

STYLE	DESCRIPTION	LE	F	BRONZE	RHODIUM	HI-GLO®	V.H.B. KK®
A4117	MEDAL OF VALOR 1/2' SEAL	76	36	54.00	63.00	72.50	93.00
A4118	MEDAL OF HONOR 1/2" SEAL	76	36	54.00	63.00	72.50	93.00
A4119	MEDAL OF MERIT 1/2" SEAL	76	36	54.00	63.00	72.50	93.00
A4387	STANDARD MEDAL 1/2" SEAL **	76	36	54.00	63.00	72.50	93.00
A4557	MEDAL OF VALOR 11/16' SEAL	76	36	54.00	63.00	72.50	93.00
A4558	MEDAL OF HONOR 11/16" SEAL	76	36	54.00	63.00	72.50	93.00
A4559	MEDAL OF MERIT 11/16" SEAL	76	36	54.00	63.00	72.50	93.00
A4597	STANDARD MEDAL 11/16" SEAL **	76	36	54.00	63.00	72.50	93.00

** AVAILABLE WITH OTHER TITLES - REFER TO PREVIOUS PAGE.

CLOTH COMMENDATION BARS:

Style # A-187 MINIMUM ORDER OF TEN (10). $3.50 each.
All ribbons come with a single base bar. Available only with (2) F-9 clutch attachments.
Ribbon colors supplied as shown on pg 77 of Law Enf. Catalog or page 37 of the Fire Catalog. DYE LOTS MAY VARY.
Custom colors available. Call for pricing.

RIBBON ATTACHMENTS:

V803 SINGLE BASE MEDAL BAR 1.50 ea.
V803 A DOUBLE BASE MEDAL BAR 1.60 ea.
V803 B TRIPLE BASE MEDAL BAR 1.70 ea.

DELUXE SOLID WALNUT CASE - $56.90.
LUCITE PRESENTATIONS - PRICES UPON REQUEST.
ENGRAVING ON BACK OF MEDAL: $.70 PER LETTER.

ALL PRICES ARE F.O.B. ATTLEBORO FALLS, MA.

V. H. BLACKINTON & CO., INC.

Blackinton® Guarantee
Blackinton® strives for 100% customer satisfaction. The appearance and structure of your badges are enhanced by quality materials and expert craftsmanship. Manufacturing defects, if any will be promptly corrected.

Refinishing Guarantee
Blackinton® Hi-Glo®, Rho-Glo® , V.H.B. KK®, and Two-Tone badges are refinished at no charge, however see Repair Policy for any handling charges that may apply. Our refinishing guarantee is valid until the badges become overly worn from polishing. Badges beyond repair due to abuse or overly worn will be returned. The handling charge will still apply.

Security Guarantee
Blackinton® assigns a high priority to the security of your badges. Systems are in place to assure that your badges be manufactured only at your request. Badges and insignia are entirely manufactured in our physically-secure facility in Attleboro Falls, MA, USA.

In-House Design
Blackinton® designers are eager to assist our customers in the transformation of ideas from the creative thought process to the rendering of a finished design.

FINISHES IN WHICH BLACKINTON® PRODUCT IS AVAILABLE

SHOWN ON PAGES 86 & 87 OF LAW ENFORCEMENT CATALOG
AND ON PAGES 44 & 45 OF FIRE-RESCUE CATALOG

NICKEL PLATE is a hot nickel solution applied by the electroplating process to the polished base metal of a badge. It is silver in color and has a fair degree of hardness. Nickel plate will sometimes lose some of its luster with age.

RHODIUM PLATE, an element within the platinum metal group, is a precious metal that is applied by the electroplating process over a bright nickel base. Rhodium can be distinguished by its brilliant white finish and is tarnish resistant. It will not discolor or peel from the surface of a badge.

GOLD PLATE is a deposit of 22K+ fine gold electroplate on base material for a rich, bright appearance.

RHO-GLO® is a base material which has a solid silver color throughout and requires no surface plating. Highly polished to a brilliant luster, a clear coating is then applied to enhance its durability.*

HI-GLO® is a base material which has a golden color throughout and requires no surface plating. Highly polished to a brilliant luster, a clear coating is then applied to enhance its durability.*

TWO-TONE is a combination of gold and silver colors. Badges with applied panels will normally consist of Hi-Glo® material for the gold color and Rho-Glo® material for silver color. Badges of one piece construction will consist of Hi-Glo® panels and rhodium plate background or Rho-Glo® panels and gold plate background.*

V.H.B. KK® is a heavy gold electroplate (HGE) is the ultimate in fine gold plate. This process applies a uniformly thick coating of tarnish proof high karat gold, purer and more durable than gold plate.*

ROSE GOLD is a darkened gold electroplated base material which is hand rubbed to create the appearance of an antique gold finish. Use Gold plate price plus ADD-ON code #30.

V.H.B. BLACK is a subdued black finish over a base material which is then lacquered to provide a durable finish and also minimizes reflection. Use Nickel plate price.

V.H.B. BRONZE is a base material, blackened and hand rubbed leaving the appearance of natural oxidation from age. A clear coating is applied to enhance its finish and durability. Use Nickel plate price.

GUN METAL: Our newest charcoal finish features a hint of blue, unlike the matte finish of V.H.B. Black, Gunmetal has a slight sheen. A clear coating is applied to enhance its finish and durability. Use Nickel plate price.

PINK: Vibrant pink finish over a base material. Developed as part of our Breast Cancer Awareness line. A clear coating is applied to enhance its finish and durability. Use Nickel plate price.

SOLID BACK BADGES COME STANDARD WITH A SATIN BACK FINISH UNLESS OTHERWISE SPECIFIED. SEE ADD ON CODE #31

*** HI-GLO®, RHO-GLO® and V.H.B. KK ® are registered trademarks of V. H. Blackinton & Co., Inc.**
*** Price includes Dura-Enamel full color seal and Dura-Enamel lettering.**

Prices on request for sterling silver, gold filled ,solid gold.

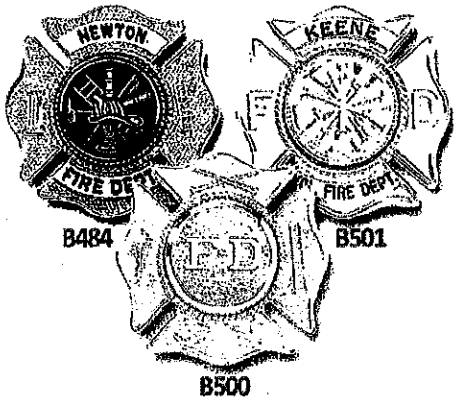
Innovative Programs and Products

Industry Best Shipping

Badges ship within 5 days of order receipt at Blackinton or they are FREE!

QuickShip
Shipped in 5 working days!

3 Fire Badges Added



B484 B501 B500

We are excited to announce the addition of three Maltese Cross badges to our QuickShip program. We now have 18 of our most popular badge styles available for shipment in 5 business days of order receipt at Blackinton or your badge is FREE! Offer your customers the fastest delivery available in the badge industry, by placing your orders through our Wizard ordering system.

PROGRAM DETAILS

Available Styles: B30, B38, B39, B96, B296, B297, B448, B484, B500, B501, B538, B539, B891, B953, B956, B957, B1009, B3320

Available Finishes: Nickel, Gold Plate, or Rhodium

Available Attachments: None, Safety Catch, Wallet Clip, or Screw Back

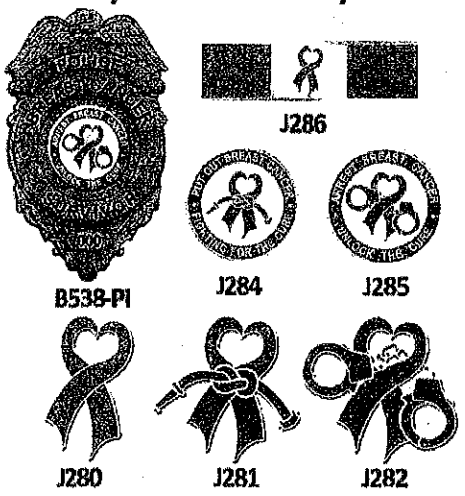
Available Seals: Limited to in-stock seals

Available in Regular Enamel: Blue, Red, Black, Green, or Brown

Breast Cancer Products

10% of sales goes to Breast Cancer awareness and support charities!

October is Breast Cancer Awareness Month... Be sure to get your orders in early!



B538-PI J286 J284 J285 J280 J281 J282

Are you familiar with our Care To Wear Pink Breast Cancer Awareness Product Line? The program and product line includes seven of our top selling badge styles in a vibrant pink finish, as well as custom full color Breast Cancer Awareness seals and insignia for firefighters, officers, and sheriffs.

We donate 10% of sales equally to the Gloria Gemma foundation and the Firefighter Cancer Support Network.

To date we have donated over $11,000.00!

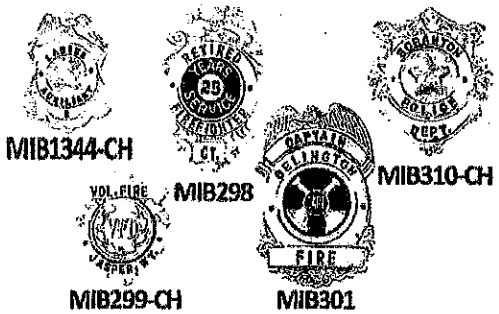
Departments across the Country are embracing the product line.

I wanted our agency to recognize Breast Cancer Awareness Month but having a pink uniform wasn't practical, said Sheriff Hamilton. When the pink badge idea was presented I knew that it would be a prominent and sincere way we could let everyone know how much we believe in this worthwhile cause.

~ Sheriff Hamilton, Travis County Sheriff's Office

Mini-Badge Series

One price for all styles and finishes!



MIB1344-CH MIB298 MIB310-CH MIB299-CH MIB301

Our mini-badge line offers our top 50 selling miniature badges for one price all styles and program finishes. Under the program the available finishes are Rhodium and Gold Plate, with only in-stock seals, regular enamel with block lettering, and the available attachments are either wallet clip, safety catch, money clip ($3.40 add on), jewelry loop, or no attachment. Charms (style numbers with -CH suffix) are only available in money clip, jewelry loop, or with no attachment.

2016

S	M	T	W	T	F	S
JAN						
-	-	-	-	-	[redacted]	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	-	-	-	-	-	-
FEB						
-	1	2	3	4	5	6
7	8	9	10	11	12	13
14	[redacted]	16	17	18	19	20
21	22	23	24	25	26	27
28	29	-	-	-	-	-
-	-	-	-	-	-	-
MAR						
-	-	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	-	-
-	-	-	-	-	-	-

S	M	T	W	T	F	S
APR						
-	-	-	-	-	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
-	-	-	-	-	-	-
MAY						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	[redacted]	31	-	-	-	-
-	-	-	-	-	-	-
JUN						
-	-	-	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	-	-
-	-	-	-	-	-	-

S	M	T	W	T	F	S
JUL						
-	-	-	-	-	1	2
3	[redacted]		6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	-	-	-	-	-	-
AUG						
-	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	-	-	-
-	-	-	-	-	-	-
SEP						
-	-	-	-	1	2	3
4	[redacted]	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	-
-	-	-	-	-	-	-

S	M	T	W	T	F	S
OCT						
-	-	-	-	-	-	1
2	3	4	5	6	7	8
9	[redacted]	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	-	-	-	-	-
NOV						
-	-	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	[redacted]		26
27	28	29	30	-	-	-
-	-	-	-	-	-	-
DEC						
-	-	-	-	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	[redacted]					31
-	-	-	-	-	-	-

The office and factory of V. H. Blackinton & Co., Inc. will be closed on the blacked-out vacation dates and for holidays. On business days the office will be open during the hours of 7:30 A.M. - 5:00 P.M. EST.

V. H. Blackinton & Co., Inc.
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P.O. Box 1300
Attleboro Falls, MA 02763-0300
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Fax: 800-695-5349
Web-Page: www.blackinton.com
E-Mail: badges@blackinton.com

*** Take a video tour at: www.blackinton.com/video ***

WIZARD ORDER ENTRY SYSTEM

Request your FREE copy of the Blackinton® Wizard℠ Order Entry System today by going to www.blackinton.com/wizard. The Wizard℠ Order Entry System is your window to receiving badges FAST! Dealers who transmit orders through this system receive the fastest delivery.

Visit the Blackinton® website, www.blackinton.com for the prevailing policies on the following topics. The policies can be found under the Products Tab on our website and on the Dealer Layer.

Warranty
Care Instructions
Returns & Repairs
Rush Orders

Core Distributor Pricing Discounts - JANUARY 2016

Box 1794 · Appleton, WI 54912 · (920) 735-6242 · Fax (920) 735-6245 · asp-usa.com

BATONS

New	Description	Product Weight (in Pounds)	Product Number	Complete Bar Code	Height (Inches)	Width (Inches)	Depth (Inches)	CUBIC (Square ")	Country of Origin	Retail
	16/40 BATONS									
	Friction Loc									
	F16AF Airweight Foam	0.55	52212	092608-52212-1	9.0	4.0	1.0	36.0	USA	105.00
	F16BF Black Chrome Foam	0.90	52211	092608-52211-4	9.0	4.0	1.0	36.0	USA	105.00
	F16CF Chrome Foam	0.90	52210	092608-52210-7	9.0	4.0	1.0	36.0	USA	105.00
	F16EF Electroless Foam	0.90	52213	092608-52213-8	9.0	4.0	1.0	36.0	USA	105.00
	F16AD Airweight DuraTec	0.55	32212	092608-32212-7	9.0	4.0	1.0	36.0	USA	105.00
	F16BD Black Chrome DuraTec	0.90	32211	092608-32211-0	9.0	4.0	1.0	36.0	USA	105.00
	F16CD Chrome DuraTec	0.90	32210	092608-32210-3	9.0	4.0	1.0	36.0	USA	105.00
	F16ED Electroless DuraTec	0.90	32213	092608-32213-4	9.0	4.0	1.0	36.0	USA	105.00
	F16AW Airweight Wavemaster	0.55	42212	092608-42212-4	9.0	4.0	1.0	36.0	USA	105.00
	F16BW Black Chrome Wavemaster	0.90	42211	092608-42211-7	9.0	4.0	1.0	36.0	USA	105.00
	F16CW Chrome Wavemaster	0.90	42210	092608-42210-0	9.0	4.0	1.0	36.0	USA	105.00
	F16EW Electroless Wavemaster	0.90	42213	092608-42213-1	9.0	4.0	1.0	36.0	USA	105.00
	S16 Sentry	0.78	52200	092608-52200-8	6.5	1.0	1.0	6.5	TAIWAN	55.00
	Talon									
	T40AB Airweight, Button	0.70	22212	092608-22212-0	12.0	5.0	1.0	60.0	TAIWAN	140.00
	T40KB K Coat, Button (Steel)	**1.16**	**22211**	**092608-22211-3**	**12.0**	**5.0**	**1.0**	**60.0**	**USA**	140.00
	T40AC Airweight, Cap	0.70	22214	092608-22214-4	12.0	5.0	1.0	60.0	TAIWAN	140.00
	T40KC K Coat, Cap (Steel)	**1.16**	**22213**	**092608-22213-7**	**12.0**	**5.0**	**1.0**	**60.0**	**USA**	**140.00**
	SideBreak 16 Scabbards									
	Snap-Loc Belt Loop									
	Black	0.30	52232	092608-52232-9	9.0	4.0	1.5	54.0	USA	35.50
	Basketweave	0.30	52233	092608-52233-6	9.0	4.0	1.5	54.0	USA	35.50
	Ballistic	0.30	52235	092608-52235-0	9.0	4.0	1.5	54.0	USA	35.50
	ASPtec	0.30	52234	092608-52234-3	9.0	4.0	1.5	54.0	USA	35.50
	Paddle	0.45	52236	092608-52236-7	12.0	5.0	3.0	180.0	USA	37.00
	Federal 16 Scabbards									
	Snap-Loc Belt Loop	0.30	52238	092608-52238-1	9.0	4.0	1.5	54.0	USA	32.00
	Paddle	0.45	52239	092608-52239-8	12.0	5.0	3.0	180.0	USA	32.00
	Envoy 40 Scabbards									
	Snap-Loc Belt Loop	0.30	52246	092608-52246-6	9.0	4.0	1.5	54.0	CHINA	37.00
	Paddle		52247	092608-52247-3						37.00
	Duty Scabbards									

New	Description	Product Weight (in Pounds)	Product Number	Complete Bar Code	Height (Inches)	Width (Inches)	Depth (Inches)	CUBIC (Square ")	Country of Origin	Retail
	F16 Black		52248	092608-52248-0						37.00
	F16 Ballistic		52249	092608-52249-7					CHINA	30.00
	T40 Black		52258	092608-52258-9						37.00
	T40 Ballistic		52259	092608-52259-6					CHINA	30.00
	Combo Case (for use w/Handcuffs)									
	Black	0.46	35632	092608-35632-0	11.0	8.0	2.5	220.0	CHINA	57.00
	Ballistic	0.46	35635	092608-35635-1	11.0	8.0	2.5	220.0	CHINA	49.00
	21/50 BATONS									
	Friction Loc									
	F21AF Airweight Foam	0.70	52412	092608-52412-5	12.0	5.0	1.0	60.0	USA	110.00
	F21BF Black Chrome Foam	1.20	52411	092608-52411-8	12.0	5.0	1.0	60.0	USA	110.00
	F21CF Chrome Foam	1.20	52410	092608-52410-1	12.0	5.0	1.0	60.0	USA	110.00
	F21EF Electroless Foam	1.20	52413	092608-52413-2	12.0	5.0	1.0	60.0	USA	110.00
	F21AD Airweight DuraTec	0.70	32412	092608-32412-1	12.0	5.0	1.0	60.0	USA	110.00
	F21BD Black Chrome DuraTec	1.20	32411	092608-32411-4	12.0	5.0	1.0	60.0	USA	110.00
	F21CD Chrome DuraTec	1.20	32410	092608-32410-7	12.0	5.0	1.0	60.0	USA	110.00
	F21ED Electroless DuraTec	1.20	32413	092608-32413-8	12.0	5.0	1.0	60.0	USA	110.00
	F21AW Airweight Wavemaster	0.70	42412	092608-42412-8	12.0	5.0	1.0	60.0	USA	110.00
	F21BW Black Chrome Wavemaster	1.20	42411	092608-42411-1	12.0	5.0	1.0	60.0	USA	110.00
	F21CW Chrome Wavemaster	1.20	42410	092608-42410-4	12.0	5.0	1.0	60.0	USA	110.00
	F21EW Electroless Wavemaster	1.20	42413	092608-42413-5	12.0	5.0	1.0	60.0	USA	110.00
	S21 Sentry	0.98	52400	092608-52400-2	8.0	1.0	1.0	8.0	TAIWAN	60.00
	Talon									
	T50AB Airweight, Button	0.79	22412	092608-22412-4	12.0	5.0	1.0	60.0	TAIWAN	145.00
	T50KB K Coat, Button (Steel)	1.34	22411	092608-22411-7	12.0	5.0	1.0	60.0	USA	145.00
	T50AC Airweight, Cap	0.79	22414	092608-22414-8	12.0	5.0	1.0	60.0	TAIWAN	145.00
	T50KC K Coat, Cap (Steel)	1.34	22413	092608-22413-1	12.0	5.0	1.0	60.0	USA	145.00
	SideBreak 21 Scabbards									
	Snap-Loc Belt Loop									
	Black	0.35	52432	092608-52432-3	9.0	4.0	1.5	54.0	USA	43.00
	Basketweave	0.35	52433	092608-52433-0	9.0	4.0	1.5	54.0	USA	43.00
	Ballistic	0.35	52435	092608-52435-4	9.0	4.0	1.5	54.0	USA	43.00
	ASPtec	0.35	52434	092608-52434-7	9.0	4.0	1.5	54.0	USA	43.00
	Paddle	0.55	52436	092608-52436-1	12.0	5.0	3.0	180.0	USA	43.00
	Federal 21 Scabbards									
	Snap-Loc Belt Loop	0.35	52438	092608-52438-5	9.0	4.0	1.5	54.0	USA	38.00
	Paddle	0.55	52439	092608-52439-2	12.0	5.0	3.0	180.0	USA	38.00
	Envoy 50 Scabbards									
	Snap-Loc Belt Loop	0.35	52446	092608-52446-0	9.0	4.0	1.5	54.0	CHINA	43.00
	Paddle		52447	092608-52447-7						43.00

New	Description	Product Weight (in Pounds)	Product Number	Complete Bar Code	Height (Inches)	Width (Inches)	Depth (Inches)	CUBIC (Square ")	Country of Origin	Retail
	Duty Scabbards									
	F21 Black		52448	092608-52448-4						39.00
	F21 Ballistic		52449	092608-52449-1					CHINA	32.00
	T50 Black		52458	092608-52458-3						39.00
	T50 Ballistic		52459	092608-52459-0					CHINA	32.00
	Combo Case (for use w/Handcuffs)									
	Black	0.46	35632	092608-35632-0	11.0	8.0	2.5	220.0	CHINA	57.00
	Ballistic	0.46	35635	092608-35635-1	11.0	8.0	2.5	220.0	CHINA	49.00
	26/60 BATONS									
	Friction Loc									
	F26AF Airweight Foam	0.85	52612	092608-52612-9	12.0	5.0	1.0	60.0	USA	115.00
	F26BF Black Chrome Foam	1.45	52611	092608-52611-2	12.0	5.0	1.0	60.0	USA	115.00
	F26CF Chrome Foam	1.45	52610	092608-52610-5	12.0	5.0	1.0	60.0	USA	115.00
	F26EF Electroless Foam	1.45	52613	092608-52613-6	12.0	5.0	1.0	60.0	USA	115.00
	F26AD Airweight DuraTec	0.85	32612	092608-32612-5	12.0	5.0	1.0	60.0	USA	115.00
	F26BD Black Chrome DuraTec	1.45	32611	092608-32611-8	12.0	5.0	1.0	60.0	USA	115.00
	F26CD Chrome DuraTec	1.45	32610	092608-32610-1	12.0	5.0	1.0	60.0	USA	115.00
	F26ED Electroless DuraTec	1.45	32613	092608-32613-2	12.0	5.0	1.0	60.0	USA	115.00
	F26AW Airweight Wavemaster	0.85	42612	092608-42612-2	12.0	5.0	1.0	60.0	USA	115.00
	F26BW Black Chrome Wavemaster	1.45	42611	092608-42611-5	12.0	5.0	1.0	60.0	USA	115.00
	F26CW Chrome Wavemaster	1.45	42610	092608-42610-8	12.0	5.0	1.0	60.0	USA	115.00
	F26EW Electroless Wavemaster	1.45	42613	092608-42613-9	12.0	5.0	1.0	60.0	USA	115.00
	S26 Sentry	1.20	52600	092608-52600-6	10.0	1.0	1.0	10.0	TAIWAN	65.00
	Talon									
	T60AB Airweight, Button	0.88	22612	092608-22612-8	12.0	5.0	1.0	60.0	TAIWAN	150.00
	T60KB K Coat, Button (Steel)	1.50	22611	092608-22611-1	12.0	5.0	1.0	60.0	USA	150.00
	T60AC Airweight, Cap	0.88	22614	092608-22614-2	12.0	5.0	1.0	60.0	TAIWAN	150.00
	T60KC K Coat, Cap (Steel)	1.50	22613	092608-22613-5	12.0	5.0	1.0	60.0	USA	150.00
	SideBreak 26 Scabbards									
	Snap-Loc Belt Loop									
	Black	0.36	52632	092608-52632-7	9.0	4.0	1.5	54.0	USA	48.00
	Basketweave	0.36	52633	092608-52633-4	9.0	4.0	1.5	54.0	USA	48.00
	Ballistic	0.36	52635	092608-52635-8	9.0	4.0	1.5	54.0	USA	48.00
	ASPtec	0.36	52634	092608-52634-1	9.0	4.0	1.5	54.0	USA	48.00
	Paddle	0.60	52636	092608-52636-5	12.0	5.0	3.0	180.0	USA	48.00
	Federal 26 Scabbards									
	Snap-Loc Belt Loop	0.40	52638	092608-52638-9	9.0	4.0	1.5	54.0	USA	42.00
	Paddle	0.60	52639	092608-52639-6	12.0	5.0	3.0	180.0	USA	42.00
	Envoy 60 Scabbards									

New	Description	Product Weight (in Pounds)	Product Number	Complete Bar Code	Height (Inches)	Width (Inches)	Depth (Inches)	CUBIC (Square ")	Country of Origin	Retail
	Snap-Loc Belt Loop	0.36	52646	092608-52646-4	9.0	4.0	1.5	54.0	CHINA	48.00
	Paddle		52647	092608-52647-1						48.00
	Duty Scabbards									
	F26 Black		52648	092608-52648-8					CHINA	41.00
	F26 Ballistic		52649	092608-52649-5					CHINA	34.00
	T60 Black		52658	092608-52658-7					CHINA	41.00
	T60 Ballistic		52659	092608-52659-4					CHINA	34.00
	CONCEALABLES									
	Protector Batons									
	P12	0.40	52221	092608-52221-3	9.0	4.0	1.5	54.0	TAIWAN	52.00
	P16	0.50	52222	092608-52222-0	9.0	4.0	1.5	54.0	TAIWAN	59.00
	P21		52227	092608-52227-5						67.00
	Agent Batons									
	A40	0.50	52223	092608-52223-7	9.0	4.0	1.5	54.0	TAIWAN	125.00
	A50		52224	092608-52224-4						130.00
	Concealable Baton Keyring Clip									
	Black		52975	092608-52975-5						10.00
	Brown		52976	092608-52976-2						10.00
	Fusion Baton									
	Airweight		52225	092608-52225-1						165.00
	Steel		52226	092608-52226-8						165.00
	Fusion T Baton									
	Airweight		22215	092608-22215-1						200.00
	Steel		22216	092608-22216-8						200.00
	BATON ATTACHMENTS									
	Combine 3 numbers with Logo Codes on Page 8									
	Logo Cap (F Series)	0.15	541__	See Tab: Logo Code	6.5	3.0	1.0	19.5	USA	16.50
	Logo Band Cap (F Series)	0.20	521__	See Tab: Logo Code	6.5	3.0	1.0	19.5	USA	23.50
	Grip Caps (F Series)									
	Textured Black	0.20	52916	092608-52916-8	9.0	4.0	2.0	72.0	TAIWAN	14.50
	Electroless	0.20	52915	092608-52915-1	9.0	4.0	2.0	72.0	TAIWAN	15.50
	Grip Cap T (T Series)	0.20	52919	092608-52919-9	9.0	4.0	2.0	72.0	TAIWAN	21.00
	Leverage Caps (F Series)									
	Textured Black	0.20	52921	092608-52921-2	9.0	4.0	2.0	72.0	TAIWAN	15.50
	Electroless	0.20	52920	092608-52920-5	9.0	4.0	2.0	72.0	TAIWAN	18.50

New	Description	Product Weight (in Pounds)	Product Number	Complete Bar Code	Height (Inches)	Width (Inches)	Depth (Inches)	CUBIC (Square ")	Country of Origin	Retail
	Nexus Subcap (F Series)	TBD	52931	092608-52931-1	TBD	TBD	TBD	TBD	CHINA	15.50
	Nexus T Cap (T Series)	TBD	52932	092608-52932-8	TBD	TBD	TBD	TBD		15.50
	BreakAway Subcap (F Series)									
	Black	0.10	52923	092608-52923-6	9.0	4.0	1.5	54.0	TAIWAN	19.00
	Electroless	0.10	52922	092608-52922-9	9.0	4.0	1.5	54.0	TAIWAN	21.50
	BreakAway Tip (T Series)		52940	092608-52940-3						18.00
	HRT Tip (T Series)		52941	092608-52941-0						18.00
	Wrist Strap Cap (F Series)	0.05	52914	092608-52914-4	9.0	4.0	1.0	36.0	TAIWAN	25.00
	Tactical Mirror	0.05	52471	092608-52471-2	9.0	4.0	1.0	36.0	TAIWAN	14.00
	Tactical Mirror and Case	0.20	52470	092608-52470-5	12.0	5.0	1.0	60.0	TAIWAN	24.00
	Tactical USB (F Series)	0.25	35636	092608-35636-8	9.0	4.0	1.5	54.0	CHINA	60.00
	Tactical T USB (T Series)		35637	092608-35637-5						70.00
	Fusion T (T Series)		35638	092608-35638-2						85.00
	BATON SUPPORT									
	Maintenance Kits									
	Armorer (F Series)	0.60	35100	092608-35100-4	7.0	4.0	2.0	56.0	USA	130.00
	Grip (F/T Combo)		35115	092608-35115-8						130.00
	Grip (F Series)	1.95	35107	092608-35107-3	14.0	6.0	2.5	210.0	USA	130.00
	Grip (T Series)		35113	092608-35113-4						130.00
	Repair (F/T Combo)		35114	092608-35114-1						115.00
	Repair (F Series)	0.60	35103	092608-35103-5	7.0	4.0	2.0	56.0	USA	115.00
	Repair (T Series)		35118	092608-35118-9						115.00
	Scabbard	0.80	35101	092608-35101-1	10.0	4.5	2.0	90.0	USA	130.00
	Presentation Batons									
	F21 (18K Gold)	1.15	52419	092608-52419-4	12.0	5.0	1.0	60.0	USA	150.00
	T50 (18K Gold)	1.34	22419	092608-22419-3	12.0	5.0	1.0	60.0	USA	280.00
	Presentation Cases									
	F21	TBD	35418	092608-35418-0	TBD	TBD	TBD	TBD	USA	50.00
	T50	TBD	35419	092608-35419-7	TBD	TBD	TBD	TBD	USA	50.00
	RESTRAINTS									
	CHAIN HANDCUFFS									
	Chain Handcuffs (Steel)									
	Black, 1 Pawl (Yellow - Tactical)	0.72	56101	092608-56101-4	12.0	5.0	1.0	60.0	USA	45.00
	Black, 2 Pawl (Blue - Security)	0.72	46101	092608-46101-7	12.0	5.0	1.0	60.0	USA	52.00
	Black, 3 Pawl (Green - European)	0.72	66101	092608-66101-1	12.0	5.0	1.0	60.0	USA	50.00

New	Description	Product Weight (in Pounds)	Product Number	Complete Bar Code	Height (Inches)	Width (Inches)	Depth (Inches)	CUBIC (Square ")	Country of Origin	Retail
	Chain Handcuffs (Aluminum)									
	Black, 1 Pawl (Yellow - Tactical)	0.60	56103	092608-56103-8	12.0	5.0	1.0	60.0	USA	50.00
	Black, 2 Pawl (Blue - Security)	0.60	46103	092608-46103-1	12.0	5.0	1.0	60.0	USA	57.00
	Black, 3 Pawl (Green - European)	0.60	66103	092608-66103-5	12.0	5.0	1.0	60.0	USA	55.00
	Identifier Chain Handcuffs (Steel)									
	Blue	0.72	56104	092608-56104-5	12.0	5.0	1.0	60.0	USA	50.00
	Brown	0.72	56105	092608-56105-2	12.0	5.0	1.0	60.0	USA	50.00
	Gray	0.72	56107	092608-56107-6	12.0	5.0	1.0	60.0	USA	50.00
	Yellow	0.72	56102	092608-56102-1	12.0	5.0	1.0	60.0	USA	50.00
	Orange	0.72	56106	092608-56106-9	12.0	5.0	1.0	60.0	USA	50.00
	Pink	0.72	56180	092608-56180-9	12.0	5.0	1.0	60.0	USA	50.00
	Ultra Chain Cuffs (Steel)									
	Black, 1 Pawl (Yellow - Tactical)		56109	092608-56109-0						50.00
	Black, 2 Pawl (Blue - Security)		46109	092608-46109-3						57.00
	Black, 3 Pawl (Green - European)		66109	092608-66109-7						55.00
	Ultra Chain Cuffs (Aluminum)									
	Black, 1 Pawl (Yellow - Tactical)		56110	092608-56110-6						55.00
	Black, 2 Pawl (Blue - Security)		46110	092608-46110-9						62.00
	Black, 3 Pawl (Green - European)		66110	092608-66110-3						60.00
	Chain Handcuff Cases									
	Duty									
	Black	0.38	56131	092608-56131-1	12.0	5.0	3.0	180.0	CHINA	41.00
	Basketweave	0.38	56132	092608-56132-8	12.0	5.0	3.0	180.0	CHINA	41.00
	Ballistic	0.38	56133	092608-56133-5	12.0	5.0	3.0	180.0	CHINA	34.00
	ASPtec	0.38	56137	092608-56137-3	12.0	5.0	3.0	180.0	CHINA	45.00
	Centurion									
	Black	0.38	56146	092608-56146-5	12.0	5.0	3.0	180.0	CHINA	43.00
	Basketweave	0.38	56147	092608-56147-1	12.0	5.0	3.0	180.0	CHINA	43.00
	Ballistic	0.38	56148	092608-56148-9	12.0	5.0	3.0	180.0	CHINA	38.00
	ASPtec	0.38	56149	092608-56149-6	12.0	5.0	3.0	180.0	CHINA	48.00
	Double									
	Black	0.42	56160	092608-56160-1	12.0	5.0	3.0	180.0	CHINA	45.00
	Basketweave	0.42	56161	092608-56161-8	12.0	5.0	3.0	180.0	CHINA	45.00
	Ballistic	0.42	56162	092608-56162-5	12.0	5.0	3.0	180.0	CHINA	40.00
	ASPtec	0.42	56163	092608-56163-2	12.0	5.0	3.0	180.0	CHINA	50.00
	Federal									
	Black	0.28	56138	092608-56138-0	12.0	5.0	2.0	120.0	CHINA	40.00
	Basketweave	0.28	56139	092608-56139-7	12.0	5.0	2.0	120.0	CHINA	40.00
	Ballistic	0.28	56140	092608-56140-3	12.0	5.0	2.0	120.0	CHINA	34.00
	ASPtec	0.28	56141	092608-56141-0	12.0	5.0	2.0	120.0	CHINA	45.00
	Investigator									
	Black	0.20	56134	092608-56134-2	9.0	4.0	2.0	72.0	CHINA	47.00

New	Description	Product Weight (In Pounds)	Product Number	Complete Bar Code	Height (Inches)	Width (Inches)	Depth (Inches)	CUBIC (Square ")	Country of Origin	Retail
	Ballistic	0.20	56135	092608-56135-9	9.0	4.0	2.0	72.0	CHINA	37.00
	Tactical	0.34	56136	092608-56136-6	12.0	5.0	2.0	120.0	CHINA	34.00
	Combo Case (for use w/Baton)									
	Black	0.46	35632	092608-35632-0	11.0	8.0	2.5	220.0	CHINA	57.00
	Ballistic	0.46	35635	092608-35635-1	11.0	8.0	2.5	220.0	CHINA	49.00
	HINGE HANDCUFFS									
	Hinge Handcuffs (Steel)									
	Black, 1 Pawl (Yellow - Tactical)	0.82	56111	092608-56111-3	12.0	5.0	1.0	60.0	USA	57.00
	Black, 2 Pawl (Blue - Security)	0.82	46111	092608-46111-6	12.0	5.0	1.0	60.0	USA	65.00
	Black, 3 Pawl (Green - European)	0.82	66111	092608-66111-0	12.0	5.0	1.0	60.0	USA	61.00
	Hinge Handcuffs (Aluminum)									
	Black, 1 Pawl (Yellow - Tactical)	0.70	56113	092608-56113-7	12.0	5.0	1.0	60.0	USA	62.00
	Black, 2 Pawl (Blue - Security)	0.70	46113	092608-46113-0	12.0	5.0	1.0	60.0	USA	70.00
	Black, 3 Pawl (Green - European)	0.70	66113	092608-66113-4	12.0	5.0	1.0	60.0	USA	65.00
	Identifier Hinge Handcuffs (Steel)									
	Blue	0.82	56114	092608-56114-4	12.0	5.0	1.0	60.0	USA	62.00
	Brown	0.82	56115	092608-56115-1	12.0	5.0	1.0	60.0	USA	62.00
	Gray	0.82	56117	092608-56117-5	12.0	5.0	1.0	60.0	USA	62.00
	Yellow	0.82	56112	092608-56112-0	12.0	5.0	1.0	60.0	USA	62.00
	Orange	0.82	56116	092608-56116-8	12.0	5.0	1.0	60.0	USA	62.00
	Pink	0.82	56181	092608-56181-6	12.0	5.0	1.0	60.0	USA	62.00
	Hinge Handcuff Cases									
	Duty									
	Black	0.38	56131	092608-56131-1	12.0	5.0	3.0	180.0	CHINA	41.00
	Basketweave	0.38	56132	092608-56132-8	12.0	5.0	3.0	180.0	CHINA	41.00
	Ballistic	0.38	56133	092608-56133-5	12.0	5.0	3.0	180.0	CHINA	34.00
	ASPtec	0.38	56137	092608-56137-3	12.0	5.0	3.0	180.0	CHINA	45.00
	Centurion									
	Black	0.38	56146	092608-56146-5	12.0	5.0	3.0	180.0	CHINA	43.00
	Basketweave	0.38	56147	092608-56147-1	12.0	5.0	3.0	180.0	CHINA	43.00
	Ballistic	0.38	56148	092608-56148-9	12.0	5.0	3.0	180.0	CHINA	38.00
	ASPtec	0.38	56149	092608-56149-6	12.0	5.0	3.0	180.0	CHINA	48.00
	Double									
	Black	0.42	56160	092608-56160-1	12.0	5.0	3.0	180.0	CHINA	45.00
	Basketweave	0.42	56161	092608-56161-8	12.0	5.0	3.0	180.0	CHINA	45.00
	Ballistic	0.42	56162	092608-56162-5	12.0	5.0	3.0	180.0	CHINA	40.00
	ASPtec	0.42	56163	092608-56163-2	12.0	5.0	3.0	180.0	CHINA	50.00
	Federal									
	Black	0.28	56138	092608-56138-0	12.0	5.0	2.0	120.0	CHINA	40.00
	Basketweave	0.28	56139	092608-56139-7	12.0	5.0	2.0	120.0	CHINA	40.00
	Ballistic	0.28	56140	092608-56140-3	12.0	5.0	2.0	120.0	CHINA	34.00

New	Description	Product Weight (in Pounds)	Product Number	Complete Bar Code	Height (Inches)	Width (Inches)	Depth (Inches)	CUBIC (Square ")	Country of Origin	Retail
	ASPtec	0.28	56141	092608-56141-0	12.0	5.0	2.0	120.0	CHINA	45.00
	Investigator									
	Black	0.20	56134	092608-56134-2	9.0	4.0	2.0	72.0	CHINA	47.00
	Ballistic	0.20	56135	092608-56135-9	9.0	4.0	2.0	72.0	CHINA	37.00
	Tactical	0.34	56136	092608-56136-6	12.0	5.0	2.0	120.0	CHINA	34.00
	Combo Case (for use w/Baton)									
	Black	0.46	35632	092608-35632-0	11.0	8.0	2.5	220.0	CHINA	57.00
	Ballistic	0.46	35635	092608-35635-1	11.0	8.0	2.5	220.0	CHINA	49.00
	RIGID HANDCUFFS									
	Rigid Handcuffs (Steel)									
	Black, 1 Pawl (Yellow - Tactical)	0.94	56121	092608-56121-2	12.0	5.0	1.0	60.0	USA	90.00
	Black, 2 Pawl (Blue - Security)	0.94	46121	092608-46121-5	12.0	5.0	1.0	60.0	USA	100.00
	Black, 3 Pawl (Green - European)	0.94	66121	092608-66121-9	12.0	5.0	1.0	60.0	USA	95.00
	Rigid Handcuffs (Aluminum)									
	Black, 1 Pawl (Yellow - Tactical)	0.82	56123	092608-56123-6	12.0	5.0	1.0	60.0	USA	95.00
	Black, 2 Pawl (Blue - Security)	0.82	46123	092608-46123-9	12.0	5.0	1.0	60.0	USA	106.00
	Black, 3 Pawl (Green - European)	0.82	66123	092608-66123-3	12.0	5.0	1.0	60.0	USA	101.00
	Rigid Handcuff Cases									
	Duty									
	Black	0.38	56131	092608-56131-1	12.0	5.0	3.0	180.0	CHINA	41.00
	Basketweave	0.38	56132	092608-56132-8	12.0	5.0	3.0	180.0	CHINA	41.00
	Ballistic	0.38	56133	092608-56133-5	12.0	5.0	3.0	180.0	CHINA	34.00
	ASPtec	0.38	56137	092608-56137-3	12.0	5.0	3.0	180.0	CHINA	45.00
	Centurion									
	Black	0.45	56164	092608-56164-9	12.0	5.0	3.0	180.0	CHINA	48.00
	Basketweave	0.45	56165	092608-56165-6	12.0	5.0	3.0	180.0	CHINA	48.00
	Ballistic	0.45	56166	092608-56166-3	12.0	5.0	3.0	180.0	CHINA	43.00
	ASPtec	0.45	56167	092608-56167-0	12.0	5.0	3.0	180.0	CHINA	53.00
	Double									
	Black	0.42	56160	092608-56160-1	12.0	5.0	3.0	180.0	CHINA	45.00
	Basketweave	0.42	56161	092608-56161-8	12.0	5.0	3.0	180.0	CHINA	45.00
	Ballistic	0.42	56162	092608-56162-5	12.0	5.0	3.0	180.0	CHINA	40.00
	ASPtec	0.42	56163	092608-56163-2	12.0	5.0	3.0	180.0	CHINA	50.00
	Federal									
	Black	0.32	56168	092608-56168-7	12.0	5.0	2.0	120.0	CHINA	45.00
	Basketweave	0.32	56169	092608-56169-4	12.0	5.0	2.0	120.0	CHINA	45.00
	Ballistic	0.32	56170	092608-56170-0	12.0	5.0	2.0	120.0	CHINA	40.00
	ASPtec	0.32	56171	092608-56171-7	12.0	5.0	2.0	120.0	CHINA	50.00
	Investigator									
	Black	0.28	56154	092608-56154-0	12.0	5.0	2.0	120.0	CHINA	52.00
	Ballistic	0.28	56155	092608-56155-7	12.0	5.0	2.0	120.0	CHINA	42.00
	Tactical	0.34	56150	092608-56150-2	15.0	7.0	2.5	262.5	CHINA	40.00

New	Description	Product Weight (in Pounds)	Product Number	Complete Bar Code	Height (Inches)	Width (Inches)	Depth (Inches)	CUBIC (Square ")	Country of Origin	Retail
	HANDCUFF KEYS									
	LockWrite Pen Key									
	Click									
	Gold Accents		56254	092608-56254-7					TAIWAN	32.00
	Silver Accents		56255	092608-56255-4					TAIWAN	32.00
	Black Accents		56247	092608-56247-9					TAIWAN	32.00
	Blue Two Paul		56248	092608-56248-6					TAIWAN	32.00
	Twist									
	Gold Accents		56240	092608-56240-0						35.00
	Silver Accents		56241	092608-56241-7						35.00
	Black Accents		56242	092608-56242-4						35.00
	LockWrite Pen Cartridges									
	Black		56244	092608-56244-8						1.50
	Blue		56245	092608-56245-5						1.50
	Red		56246	092608-56246-2						1.50
	AutoKey		56256	092608-56256-1					CHINA	15.00
	Edge Knife (Handcuff Key)									
	Stainless		56257	092608-56257-8					CHINA	20.00
	Aluminum		56258	092608-56258-5					CHINA	25.00
	Carbon Fiber		56259	092608-56259-2					CHINA	30.00
	Clip	0.06	56250	092608-56250-9	6.5	3.0	1.0	19.5	TAIWAN	15.00
	Swivel									
	S1	0.06	56252	092608-56252-3	6.5	3.0	1.0	19.5	TAIWAN	16.00
	S2	0.06	56253	092608-56253-0	6.5	3.0	1.0	19.5	TAIWAN	17.00
	Pentagon (12)	0.20	56523	092608-56523-4	9.0	4.0	1.0	36.0	TAIWAN	24.00
	Combine 3 numbers with Logo Codes on Page 8									
	Guardian Logo Handcuff Keys									
	G1									
	Black Chrome	0.08	563__	See Tab: Logo Code	6.5	3.0	1.0	19.5	TAIWAN	22.00
	Stainless	0.08	565__	See Tab: Logo Code	6.5	3.0	1.0	19.5	TAIWAN	22.00
	Gold	0.08	567__	See Tab: Logo Code	6.5	3.0	1.0	19.5	TAIWAN	22.00
	Antique Copper	0.08	569__	See Tab: Logo Code	6.5	3.0	1.0	19.5	TAIWAN	22.00
	Antique Brass	0.08	575__	See Tab: Logo Code	6.5	3.0	1.0	19.5	TAIWAN	22.00
	G2									
	Black Chrome	0.08	564__	See Tab: Logo Code	6.5	3.0	1.0	19.5	TAIWAN	22.00
	Stainless	0.08	566__	See Tab: Logo Code	6.5	3.0	1.0	19.5	TAIWAN	22.00
	Gold	0.08	568__	See Tab: Logo Code	6.5	3.0	1.0	19.5	TAIWAN	22.00
	Antique Copper	0.08	570__	See Tab: Logo Code	6.5	3.0	1.0	19.5	TAIWAN	22.00
	Antique Brass	0.08	576__	See Tab: Logo Code	6.5	3.0	1.0	19.5	TAIWAN	22.00
	TRI-FOLD RESTRAINTS									
	Tri-Folds									
	6-Pak (Yellow)*	0.54	56190	092608-56190-8	24.0	4.0	1.0	96.0	CHINA	24.00
	6-Pak (Black)*	0.54	56192	092608-56192-2	24.0	4.0	1.0	96.0	CHINA	24.00

New	Description	Product Weight (in Pounds)	Product Number	Complete Bar Code	Height (Inches)	Width (Inches)	Depth (Inches)	CUBIC (Square ")	Country of Origin	Retail
	(*) Call for Volume Pricing									
	Tri-Fold Pull (6)	0.14	56213	092608-56213-4	9.0	4.0	1.0	36.0	CHINA	12.00
	MOLLE Keeper (3)		56212	092608-56212-7					CHINA	6.00
	Belt Case [Holds 2]	0.24	56201	092608-56201-1	9.0	4.0	2.0	72.0	CHINA	15.00
	Carabiner, Polymer									
	Black		56216	092608-56216-5					CHINA	3.50
	Gray		56222	092608-56222-6					CHINA	3.50
	Coyote		56217	092608-56217-2					CHINA	3.50
	Neon Yellow		56218	092608-56218-9					CHINA	3.50
	Mini Carabiner, Polymer									
	Black		56260	092608-56260-8					CHINA	3.00
	Gray		56262	092608-56262-2					CHINA	3.00
	Coyote		56261	092608-56261-5					CHINA	3.00
	Neon Yellow		56263	092608-56263-9					CHINA	3.00
	Scarab Cutter	0.14	56225	092608-56225-7	9.0	4.0	1.0	36.0	CHINA	28.00
	RESTRAINT SUPPORT									
	Maintenance Kit									
	Handcuff	0.46	35117	092608-35117-2	4.5	3.0	1.0	13.5	USA	130.00
	ClearView Cutaways									
	Chain Handcuff	0.72	55203	092608-55203-6	6.0	6.0	1.0	36.0	USA	65.00
	Hinge Handcuff	0.82	55204	092608-55204-3	6.0	6.0	1.0	36.0	USA	76.00
	Rigid Handcuff	0.94	55205	092608-55205-0	6.0	6.0	1.0	36.0	USA	87.00
	Tactical Lock Set (1 Pawl)	0.05	55212	092608-55212-8	3.0	3.0	0.5	4.5	USA	23.00
	Security Lock Set (2 Pawl)	0.05	55213	092608-55213-5	3.0	3.0	0.5	4.5	USA	34.00
	European Lock Set (3 Pawl)	0.05	55214	092608-55214-2	3.0	3.0	0.5	4.5	USA	29.00
	Training Lock Set (Slip Pawl)	0.05	55215	092608-55215-9	3.0	3.0	0.5	4.5	USA	23.00
	Clip Key (18K Gold)	0.05	56249	092608-56249-3	6.5	3.0	1.0	19.5	TAIWAN	20.00
	AutoKey (18K Gold)		56279	092608-56279-0						21.00
	LIGHTING									
	EVERY DAY CARRY (EDC)									
	Poly Sapphire (USB)									
	Black		53554	092608-53554-1						18.00
	Blue		53550	092608-53550-3						18.00
	Gold		53555	092608-53555-8						18.00
	Green		53556	092608-53556-5						18.00

New	Description	Product Weight (in Pounds)	Product Number	Complete Bar Code	Height (Inches)	Width (Inches)	Depth (Inches)	CUBIC (Square ")	Country of Origin	Retail
	Pewter		53552	092608-53552-7						18.00
	Pink		53559	092608-53559-6						18.00
	Red		53553	092608-53553-4						18.00
	Violet		53551	092608-53551-0						18.00
	American Flag		53564	092608-53564-0						20.00
	Black Eagle (Diamond Cut)		53561	092608-53561-9						20.00
	Pink Ribbon (Diamond Cut)		53560	092608-53560-2						20.00
	Sapphire AL (USB)									
	Black		53654	092608-53654-8					CHINA	20.00
	Blue		53650	092608-53650-0					CHINA	20.00
	Gold		53655	092608-53655-5					CHINA	20.00
	Green		53656	092608-53656-2					CHINA	20.00
	Pewter		53652	092608-53652-4						20.00
	Pink		53659	092608-53659-3					CHINA	20.00
	Red		53653	092608-53653-1					CHINA	20.00
	Violet		53651	092608-53651-7					CHINA	20.00
	American Flag		53664	092608-53664-7					CHINA	22.00
	Black Eagle (Diamond Cut)		53661	092608-53661-6					CHINA	22.00
	Pink Ribbon (Diamond Cut)		53660	092608-53660-9					CHINA	22.00
	Pocket									
	AAA		35705	092608-35705-1					CHINA	45.00
	AA		35706	092608-35706-8					CHINA	50.00
	CR		35707	092608-35707-5					CHINA	55.00
	Guardian									
	AAA		35726	092608-35726-6					CHINA	50.00
	AA		35727	092608-35727-3					CHINA	55.00
	CR		35728	092608-35728-0					CHINA	60.00
	Scribe AAA									
	Black	0.15	35700	092608-35700-6	9.0	4.0	1.0	36.0	CHINA	60.00
	Gold Accents	0.15	35711	092608-35711-2	9.0	4.0	1.0	36.0	CHINA	65.00
	Silver Accents	0.15	35712	092608-35712-9	9.0	4.0	1.0	36.0	CHINA	65.00
	Blue	0.15	35721	092608-35721-1	9.0	4.0	1.0	36.0	CHINA	60.00
	Red	0.15	35722	092608-35722-8	9.0	4.0	1.0	36.0	CHINA	60.00
	TRANSITIONAL									
	Tungsten									
	CR1		35713	092608-35713-6					CHINA	60.00
	CR2		35714	092608-35714-3					CHINA	70.00
	USB (US)	0.70	35710	092608-35710-5	7.5	3.0	2.0	45.0	CHINA	125.00
	USB (EU)	0.70	35717	092608-35717-4	7.5	3.0	2.0	45.0	CHINA	125.00
	DUTY									

New	Description	Product Weight (in Pounds)	Product Number	Complete Bar Code	Height (Inches)	Width (Inches)	Depth (Inches)	CUBIC (Square ")	Country of Origin	Retail
	Poly Triad AA									
	Black		35615	092608-35615-3					CHINA	70.00
	Coyote		35616	092608-35616-0					CHINA	70.00
	Neon Yellow		35617	092608-35617-7					CHINA	70.00
	Poly Triad CR									
	Black	0.05	35626	092608-35626-9	6.0	3.5	0.5	10.5	CHINA	80.00
	Coyote	0.05	35628	092608-35628-3	6.0	3.5	0.5	10.5	CHINA	80.00
	Neon Yellow	0.05	35629	092608-35629-0	6.0	3.5	0.5	10.5	CHINA	80.00
	Triad									
	AA	0.65	35622	092608-35622-1	7.5	3.0	2.0	45.0	CHINA	100.00
	CR	0.45	35623	092608-35623-8	7.5	3.0	2.0	45.0	CHINA	110.00
	USB (US)	0.70	35625	092608-35625-2	7.5	3.0	2.0	45.0	CHINA	145.00
	USB (EU)	0.70	35621	092608-35621-4	7.5	3.0	2.0	45.0	CHINA	145.00
	XT USB (US)		35639	092608-35639-9						155.00
	XT USB (EU)		35649	092608-35649-8						155.00
	STRATEGIC									
	Turbo									
	CR	0.85	35624	092608-35624-5	7.5	3.0	2.0	45.0	CHINA	150.00
	USB (US)	1.05	35627	092608-35627-6	8.0	3.0	2.0	48.0	CHINA	165.00
	USB (EU)	1.05	35620	092608-35620-7	8.0	3.0	2.0	48.0	CHINA	165.00
	Tactical USB (F Series)	0.25	35636	092608-35636-8	9.0	4.0	1.5	54.0	CHINA	60.00
	Tactical T USB (T Series)		35637	092608-35637-5						70.00
	Fusion T (T Series)		35638	092608-35638-2						85.00
	LIGHT ACCESSORIES									
	Batteries									
	AAA (ASP Lithium)									
	4 & Link Case (Clamshell)		53034	092608-53034-8						8.00
	12 & Link Case (Box)		03031	092608-03031-2						24.00
	50 (Bulk Pak)		03033	092608-03033-6						100.00
	AA (ASP Lithium)									
	4 & Link Case (Clamshell)		53035	092608-53035-5						8.00
	12 & Link Case (Box)		03030	092608-03030-5						24.00
	50 (Bulk Pak)		03032	092608-03032-9						100.00
	CR123A (ASP Lithium)									
	4 & Link Case (Clamshell)	0.10	53032	092608-53032-4	6.5	3.0	1.0	19.5	CHINA	8.00
	12 & Link Case (Box)	0.50	03028	092608-03028-2	3.5	2.0	1.5	10.5	CHINA	24.00
	50 (Bulk Pak)	1.90	03029	092608-03029-9	1.7	3.5	7.0	41.7	CHINA	100.00
	18650 Battery & Link Case	0.20	53030	092608-53030-0	9.0	4.0	1.0	36.0	CHINA	25.00
	Link Cases									
	AAA Link Case (4)	0.15	53031	092608-53031-7	9.0	4.0	1.5	54.0	CHINA	5.00

New	Description	Product Weight (in Pounds)	Product Number	Complete Bar Code	Height (Inches)	Width (Inches)	Depth (Inches)	CUBIC (Square ")	Country of Origin	Retail
	AA Link Case (4)	0.16	53028	092608-53028-7	9.0	4.0	1.0	36.0	CHINA	5.00
	CR123A Link Case (4)	0.20	53026	092608-53026-3	9.0	4.0	1.0	36.0	CHINA	5.00
	Tactical Light Case (TLC)									
	Triad, Turbo	0.30	35640	092608-35640-5	9.0	4.0	1.5	54.0	**CHINA**	26.00
	Tungsten		35643	092608-35643-6						26.00
	Traffic Wand									
	Red		35650	092608-35650-4						10.00
	Yellow		35651	092608-35651-1						10.00
	Charging									
	Car Charger	0.10	53041	092608-53041-6	9.0	4.0	1.0	36.0	CHINA	15.00
	Wall Charger									
	US	0.12	53040	092608-53040-9	9.0	4.0	1.0	36.0	CHINA	25.00
	EU	0.12	53045	092608-53045-4	9.0	4.0	1.0	36.0	CHINA	25.00
	Retractable Cord	0.12	53042	092608-53042-3	9.0	4.0	1.0	36.0	CHINA	5.00
	Micro USB Plug	0.08	53043	092608-53043-0	9.0	4.0	1.0	36.0	CHINA	5.00
	Keychain USB		53046	092608-53046-1						5.00
	Power Bank		53047	092608-53047-8					CHINA	30.00
	Sapphire USB Cases									
	Gift Box	0.16	35417	092608-35417-3	1.0	3.0	3.5	10.5	CHINA	2.00
	Magnetic Box	0.42	35416	092608-35416-6	2.3	4.8	1.3	13.7	CHINA	10.00
	Wood Box	0.19	35415	092608-35415-9	3.0	4.8	2.0	28.5	CHINA	20.00
	Light Lanyard (Wrist Strap)									
	Tungsten, Triad AA		53065	092608-53065-2						8.00
	Triad CR, Turbo		53066	092608-53066-9						8.00
	OC									
	DEFENDER SERIES									
	Palm Defender									
	Black	0.20	54954	092608-54954-8	9.0	4.0	1.0	36.0	TAIWAN	32.00
	Blue	0.20	54950	092608-54950-0	9.0	4.0	1.0	36.0	TAIWAN	32.00
	Gold	0.20	54955	092608-54955-5	9.0	4.0	1.0	36.0	TAIWAN	32.00
	Pewter	0.20	54952	092608-54952-4	9.0	4.0	1.0	36.0	TAIWAN	32.00
	Pink	0.20	54959	092608-54959-3	9.0	4.0	1.0	36.0	TAIWAN	32.00
	Red	0.20	54953	092608-54953-1	9.0	4.0	1.0	36.0	TAIWAN	32.00
	Violet	0.20	54951	092608-54951-7	9.0	4.0	1.0	36.0	TAIWAN	32.00
	Textured	0.20	54957	092608-54957-9	9.0	4.0	1.0	36.0	TAIWAN	34.00
	Palm Defender Inserts									
	Heat (OC)	0.05	54910	092608-54910-4	6.5	3.0	1.0	19.5	USA	8.00
	Test (Inert)	0.05	54911	092608-54911-1	6.5	3.0	1.0	19.5	USA	8.00

New	Description	Product Weight (in Pounds)	Product Number	Complete Bar Code	Height (Inches)	Width (Inches)	Depth (Inches)	CUBIC (Square ")	Country of Origin	Retail
	Heat (Twin Pak)	0.10	54912	092608-54912-8	6.5	3.0	1.0	19.5	USA	15.00
	Test (Twin Pak)	0.10	54913	092608-54913-5	6.5	3.0	1.0	19.5	USA	15.00
	Heat & Test (Twin Pak)	0.10	54914	092608-54914-2	6.5	3.0	1.0	19.5	USA	15.00
	Key Defender									
	Black	0.25	55154	092608-55154-1	9.0	4.0	1.0	36.0	TAIWAN	34.00
	Blue	0.25	55150	092608-55150-3	9.0	4.0	1.0	36.0	TAIWAN	34.00
	Gold	0.25	55155	092608-55155-8	9.0	4.0	1.0	36.0	TAIWAN	34.00
	Pewter	0.25	55152	092608-55152-7						34.00
	Pink	0.25	55159	092608-55159-6	9.0	4.0	1.0	36.0	TAIWAN	34.00
	Red	0.25	55153	092608-55153-4	9.0	4.0	1.0	36.0	TAIWAN	34.00
	Violet	0.25	55151	092608-55151-0	9.0	4.0	1.0	36.0	TAIWAN	34.00
	Textured	0.25	55157	092608-55157-2	9.0	4.0	1.0	36.0	TAIWAN	36.00
	Key Defender Inserts									
	Heat (OC)	0.10	55110	092608-55110-7	6.5	3.0	1.0	19.5	USA	9.00
	Test (Inert)	0.10	55111	092608-55111-4	6.5	3.0	1.0	19.5	USA	9.00
	Heat (Twin Pak)	0.15	55112	092608-55112-1	6.5	3.0	1.0	19.5	USA	17.00
	Test (Twin Pak)	0.15	55113	092608-55113-8	6.5	3.0	1.0	19.5	USA	17.00
	Heat & Test (Twin Pak)	0.15	55114	092608-55114-5	6.5	3.0	1.0	19.5	USA	17.00
	Street Defender									
	Black	0.30	55954	092608-55954-7	9.0	4.0	1.0	36.0	TAIWAN	43.00
	Textured	0.30	55957	092608-55957-8	9.0	4.0	1.0	36.0	TAIWAN	45.00
	Street Defender Inserts									
	Heat (OC)	0.10	55910	092608-55910-3	6.5	3.0	1.0	19.5	USA	10.00
	Test (Inert)	0.10	55911	092608-55911-0	6.5	3.0	1.0	19.5	USA	10.00
	Heat (Twin Pak)	0.15	55912	092608-55912-7	6.5	3.0	1.0	19.5	USA	19.00
	Test (Twin Pak)	0.15	55913	092608-55913-4	6.5	3.0	1.0	19.5	USA	19.00
	Heat & Test (Twin Pak)	0.15	55914	092608-55914-1	6.5	3.0	1.0	19.5	USA	19.00
	Safety System (Gray Lanyard)									
	Whistle, Poly Sapphire USB, Palm Defender									
	Black		64024	092608-64024-5						60.00
	Blue		64025	092608-64025-2						60.00
	Gold		64026	092608-64026-9						60.00
	Pewter		64027	092608-64027-6						60.00
	Pink		64028	092608-64028-3						60.00
	Red		64029	092608-64029-0						60.00
	Violet		64030	092608-64030-6						60.00
	OC SUPPORT									
	Brass Detachable	0.05	52791	092608-52791-1	6.5	3.0	0.5	9.8	USA	25.00
	Key Return Systems									

New	Description	Product Weight (in Pounds)	Product Number	Complete Bar Code	Height (Inches)	Width (Inches)	Depth (Inches)	CUBIC (Square ")	Country of Origin	Retail
	Vigilance (Brass)	0.10	52780	092608-52780-5	6.5	3.0	0.5	9.8	USA	16.00
	Vigilance (Nickel Silver)	0.10	52781	092608-52781-2	6.5	3.0	0.5	9.8	USA	16.00
	ROSE (Brass)	0.10	52783	092608-52783-6	6.5	3.0	0.5	9.8	USA	16.00
	ROSE (Nickel Silver)	0.10	52784	092608-52784-3	6.5	3.0	0.5	9.8	USA	16.00
	Eagle, Round (Brass)	0.05	52786	092608-52786-7	6.5	3.0	0.5	9.8	USA	16.00
	Eagle, Round (Nickel Silver)	0.05	52787	092608-52787-4	6.5	3.0	0.5	9.8	USA	16.00
	Eagle, Rectangle (Brass)	0.10	52789	092608-52789-8	6.5	3.0	0.5	9.8	USA	16.00
	Eagle, Rectangle (Nickel Silver)	0.10	52790	092608-52790-4	6.5	3.0	0.5	9.8	USA	16.00
	TRAINING									
	TRAINING EQUIPMENT									
	Training Bag (Black)	7.28	07102	092608-07102-5	30.0	21.0	7.0	4410.0	USA	210.00
	Training Batons									
	21 and Carrier	0.88	07201	092608-07201-5	21.5	2.5	2.5	134.4	USA	67.00
	26 and Carrier	1.02	07200	092608-07200-8	26.5	2.5	2.5	165.6	USA	69.00
	Carrier Only	0.14	07203	092608-07203-9	9.0	4.0	1.5	54.0	USA	17.00
	Training Restraints									
	Chain (Red)	0.72	07464	092608-07464-4	12.0	5.0	1.0	60.0	USA	55.00
	Hinge (Red)	0.82	07465	092608-07465-1	12.0	5.0	1.0	60.0	USA	68.00
	Rigid (Red)	0.94	07466	092608-07466-8	12.0	5.0	1.0	60.0	USA	102.00
	Tri-Fold 6-Pak (Red)	0.54	56191	092608-56191-5	24.0	4.0	1.0	96.0	CHINA	24.00
	Red Gun Training Series									
	AK47	8.84	07408	092608-07408-8	34.0	13.0	5.0	2210.0	USA	225.00
	Beretta 96D	1.16	07351	092608-07351-7	9.0	6.0	1.5	81.0	USA	55.00
	Beretta 9mm/.40	1.10	07301	092608-07301-2	9.0	6.0	1.5	81.0	USA	55.00
	Beretta 9mm/.40 w/Rails		07348	092608-07348-7						55.00
	Beretta 9mm/.40 Compact	1.12	07315	092608-07315-9	9.0	6.0	1.5	81.0	USA	55.00
	Beretta Cougar 9mm/.40/.45	1.12	07323	092608-07323-4	9.0	6.0	1.5	81.0	USA	55.00
	Beretta Cougar 9mm/.40/.45 Compact	1.04	07325	092608-07325-8	9.0	6.0	1.5	81.0	USA	55.00
	Beretta Magazine	0.42	07457	092608-07457-6	9.0	6.0	1.5	81.0	USA	37.00
	Beretta PX4 Storm	1.14	07346	092608-07346-3	9.0	6.0	1.5	81.0	USA	55.00
	Browning High Power	0.96	07314	092608-07314-2	9.0	6.0	1.5	81.0	USA	55.00
	Enfield SA80	11.00	07416	092608-07416-3	34.0	13.0	5.0	2210.0	USA	225.00
	FN Forty-Nine 9mm/.40	1.18	07331	092608-07331-9	9.0	6.0	1.5	81.0	USA	55.00
	Government .45	0.98	07308	092608-07308-1	9.0	6.0	1.5	81.0	USA	55.00
	Government Carbine	8.20	07407	092608-07407-1	34.0	13.0	5.0	2210.0	USA	225.00
	Gov Carbine (Collapsed Stock)	7.66	07410	092608-07410-1	34.0	13.0	5.0	2210.0	USA	225.00
	Gov Carbine (Sliding Stock)	8.52	07411	092608-07411-8	34.0	13.0	5.0	2210.0	USA	265.00
	Gov Carbine (Sliding Stock) w/Rails	8.52	07420	092608-07420-0	34.0	13.0	5.0	2210.0	USA	280.00
	Gov Carbine Flat Top	7.85	07413	092608-07413-2	34.0	13.0	5.0	2210.0	USA	225.00
	Gov Carbine Flat Top (Sliding Stock)	7.75	07414	092608-07414-9	34.0	13.0	5.0	2210.0	USA	265.00
	Gov Carbine Flat Top (Sliding Stock) w/Rails	7.75	07421	092608-07421-7	34.0	13.0	5.0	2210.0	USA	280.00

New	Description	Product Weight (in Pounds)	Product Number	Complete Bar Code	Height (Inches)	Width (Inches)	Depth (Inches)	CUBIC (Square ")	Country of Origin	Retail
	Government M16 (w/20 Round Magazine)	8.74	07403	092608-07403-3	40.0	9.0	3.0	1080.0	USA	225.00
	Government M16 (w/30 Round Magazine)		07422	092608-07422-4						225.00
	Government Magazine	0.88	07458	092608-07458-3	9.0	6.0	1.5	81.0	USA	45.00
	Government SMG	5.58	07404	092608-07404-0	30.0	11.0	3.0	990.0	USA	225.00
	H&K G36	10.08	07409	092608-07409-5	34.0	13.0	5.0	2210.0	USA	225.00
	H&K G36C	9.10	07415	092608-07415-6	34.0	13.0	5.0	2210.0	USA	225.00
	H&K Magazine	0.52	07463	092608-07463-7	9.0	6.0	1.5	81.0	USA	37.00
	H&K MP5	6.76	07402	092608-07402-6	27.0	11.0	3.0	891.0	USA	225.00
	H&K MP5 Magazine	0.64	07462	092608-07462-0	9.0	6.0	1.5	81.0	USA	45.00
	H&K MP7	4.00	07412	092608-07412-5	27.0	11.0	3.0	891.0	USA	225.00
	H&K P2000	1.00	07336	092608-07336-4	9.0	6.0	1.5	81.0	USA	55.00
	H&K P2000 Compact	1.00	07338	092608-07338-8	9.0	6.0	1.5	81.0	USA	55.00
	H&K P2000 (Euro Model)	0.98	07341	092608-07341-8	9.0	6.0	1.5	81.0	USA	55.00
	H&K P30 w/Rails	1.04	07355	092608-07355-5	9.0	6.0	1.5	81.0	USA	55.00
	H&K P30 w/Rails (Modified)		07356	092608-07356-2						55.00
	H&K UMP	8.46	07406	092608-07406-4	27.0	14.0	12.0	4536.0	USA	225.00
	H&K USP 9mm/.40	1.20	07316	092608-07316-6	9.0	6.0	1.5	81.0	USA	55.00
	H&K USP 9mm/.40 Compact	1.00	07324	092608-07324-1	9.0	6.0	1.5	81.0	USA	55.00
	H&K USP .45 Compact	1.14	07326	092608-07326-5	9.0	6.0	1.5	81.0	USA	55.00
	Kahr 9mm/.40	0.82	07318	092608-07318-0	9.0	6.0	1.5	81.0	USA	55.00
	Remington 870	6.90	07401	092608-07401-9	41.0	5.0	2.0	410.0	USA	225.00
	Ruger SR9	1.08	07350	092608-07350-0	9.0	6.0	1.5	81.0	USA	55.00
	S&W 9mm	1.06	07304	092608-07304-3	9.0	6.0	1.5	81.0	USA	55.00
	S&W.40	1.12	07309	092608-07309-8	9.0	6.0	1.5	81.0	USA	55.00
	S&W 9mm/.40 Compact	1.02	07313	092608-07313-5	9.0	6.0	1.5	81.0	USA	55.00
	S&W 10mm/.45	1.04	07305	092608-07305-0	9.0	6.0	1.5	81.0	USA	55.00
	S&W J Frame	0.56	07310	092608-07310-4	9.0	6.0	1.5	81.0	USA	55.00
	S&W K Frame	1.08	07306	092608-07306-7	9.0	6.0	1.5	81.0	USA	55.00
	S&W M&P 9mm/.40	1.08	07343	092608-07343-2	9.0	6.0	1.5	81.0	USA	55.00
	S&W M&P Compact	0.94	07345	092608-07345-6	9.0	6.0	1.5	81.0	USA	55.00
	S&W Sigma	1.18	07317	092608-07317-3	9.0	6.0	1.5	81.0	USA	55.00
	S&W Sigma 9VE	1.14	07344	092608-07344-9	9.0	6.0	1.5	81.0	USA	55.00
	S&W Sigma Compact	1.14	07321	092608-07321-0	9.0	6.0	1.5	81.0	USA	55.00
	SIG 220/226 9mm/.40/.45	1.18	07303	092608-07303-6	9.0	6.0	1.5	81.0	USA	55.00
	SIG 228/229 9mm/.40	1.06	07312	092608-07312-8	9.0	6.0	1.5	81.0	USA	55.00
	SIG 228R/229R DAK 9mm/.40	1.12	07342	092608-07342-5	9.0	6.0	1.5	81.0	USA	55.00
	SIG 239 9mm/.357/.40	1.02	07320	092608-07320-3	9.0	6.0	1.5	81.0	USA	55.00
	SIG P2022 9mm	1.14	07337	092608-07337-1	9.0	6.0	1.5	81.0	USA	55.00
	SIG P225	1.06	07335	092608-07335-7	9.0	6.0	1.5	81.0	USA	55.00
	SIG P226 Magazine		07359	092608-07359-3						37.00
	SIG P245	1.12	07329	092608-07329-6	9.0	6.0	1.5	81.0	USA	55.00
	SIG Pro 9mm/.40	1.22	07328	092608-07328-9	9.0	6.0	1.5	81.0	USA	55.00
	Steyr AUG	10.44	07405	092608-07405-7	34.0	13.0	5.0	2210.0	USA	225.00
	Steyr M40	1.12	07330	092608-07330-2	9.0	6.0	1.5	81.0	USA	55.00
	Taser M26	1.64	07339	092608-07339-5	9.0	6.0	1.5	81.0	USA	55.00
	Taser X2		07361	092608-07361-6						55.00

New	Description	Product Weight (in Pounds)	Product Number	Complete Bar Code	Height (Inches)	Width (Inches)	Depth (Inches)	CUBIC (Square ")	Country of Origin	Retail
	Taser X26	0.90	07340	092608-07340-1	9.0	6.0	1.5	81.0	USA	55.00
	Taser X26P		07362	092608-07362-3						55.00
	Walther P99	1.04	07327	092608-07327-2	9.0	6.0	1.5	81.0	USA	55.00
	Walther P99/PPQ 9mm	1.04	07360	092608-07360-9	9.0	6.0	1.5	81.0	USA	55.00
	Accessories									
	Knife	0.28	57451	092608-57451-9	14.0	4.0	1.0	56.0	USA	15.50
	Motorola Radio 1	1.12	07452	092608-07452-1	9.0	6.0	1.5	81.0	USA	55.00
	Motorola Radio 2	1.18	07461	092608-07461-3	10.0	6.0	1.5	90.0	USA	55.00
	Streamlight Flashlight	1.60	07453	092608-07453-8	16.0	3.0	3.0	144.0	USA	55.00
	ASP F21 Baton		07481	092608-07481-1						55.00
	ASP T50 Baton		07482	092608-07482-8						55.00
	ASP Chain Handcuffs		07483	092608-07483-5						47.00
	ASP Hinge Handcuffs		07484	092608-07484-2						47.00
	ASP Rigid Handcuffs		07485	092608-07485-9						47.00
	ASP Triad Flashlight	0.38	07455	092608-07455-2	9.0	6.0	1.5	81.0	USA	37.00
	TRAINING SUPPORT									
	Training Posters									
	Anatomy	0.30	01226	092608-01226-4	21.5	2.5	2.5	134.4	USA	6.00
	Anatomy (Framed)	3.40	01227	092608-01227-1	33.0	21.0	1.0	693.0	USA	21.00
	ASP Eagle Shirt (Color)									
	S	0.45	09801	092608-09801-5	12.5	11.5	1.0	143.8	CHINA	45.00
	M	0.55	09802	092608-09802-2	12.5	11.5	1.0	143.8	CHINA	45.00
	L	0.60	09803	092608-09803-9	12.5	11.5	1.0	143.8	CHINA	45.00
	XL	0.65	09804	092608-09804-6	12.5	11.5	1.0	143.8	CHINA	45.00
	XXL	0.75	09805	092608-09805-3	12.5	11.5	1.0	143.8	CHINA	45.00
	ASP Eagle Shirt (Tone-On-Tone)									
	S	0.45	09901	092608-09901-2	12.5	11.5	1.0	143.8	CHINA	45.00
	M	0.55	09902	092608-09902-9	12.5	11.5	1.0	143.8	CHINA	45.00
	L	0.60	09903	092608-09903-6	12.5	11.5	1.0	143.8	CHINA	45.00
	XL	0.65	09904	092608-09904-3	12.5	11.5	1.0	143.8	CHINA	45.00
	XXL	0.75	09905	092608-09905-0	12.5	11.5	1.0	143.8	CHINA	45.00
	ASP Eagle Shirt (Silver Gray)									
	S		09701	092608-09701-8						45.00
	M		09702	092608-09702-5						45.00
	L		09703	092608-09703-2						45.00
	XL		09704	092608-09704-9						45.00
	XXL		09705	092608-09705-6						45.00
	Hat									
	ASP, Black		09800	092608-09800-8						25.00
	ASP Eagle, Tan		09815	092608-09815-2						25.00

New	Description	Product Weight (in Pounds)	Product Number	Complete Bar Code	Height (Inches)	Width (Inches)	Depth (Inches)	CUBIC (Square ")	Country of Origin	Retail
	ASP Eagle Logo Belt (1.5)									
	S (28-30)	0.30	10001	092608-10001-5	15.5	3.0	3.0	139.5	CHINA	20.00
	M (32-34)	0.32	10101	092608-10101-2	15.5	3.0	3.0	139.5	CHINA	20.00
	L (36-38)	0.33	10201	092608-10201-3	15.5	3.0	3.0	139.5	CHINA	20.00
	XL (40-42)	0.34	10301	092608-10301-6	15.5	3.0	3.0	139.5	CHINA	20.00
	XXL (44-46)	0.35	10401	092608-10401-3	15.5	3.0	3.0	139.5	CHINA	20.00
	ASP Eagle Logo Belt (1.75)									
	S (28-30)	0.38	10501	092608-10501-0	15.5	3.0	3.0	139.5	CHINA	21.00
	M (32-34)	0.40	10601	092608-10601-7	15.5	3.0	3.0	139.5	CHINA	21.00
	L (36-38)	0.42	10701	092608-10701-4	15.5	3.0	3.0	139.5	CHINA	21.00
	XL (40-42)	0.43	10801	092608-10801-1	15.5	3.0	3.0	139.5	CHINA	21.00
	XXL (44-46)	0.45	10901	092608-10901-8	15.5	3.0	3.0	139.5	CHINA	21.00
	ASP Eagle Equipment Belt									
	S (30-32)	0.70	09831	092608-09831-2	9.5	9.5	2.5	225.6	USA	37.00
	M (34-36)	0.70	09832	092608-09832-9	9.5	9.5	2.5	225.6	USA	37.00
	L (38-40)	0.75	09833	092608-09833-6	9.5	9.5	2.5	225.6	USA	37.00
	XL (42-44)	0.80	09834	092608-09834-3	9.5	9.5	2.5	225.6	USA	37.00
	XXL (46-48)	0.85	09840	092608-09840-4	9.5	9.5	2.5	225.6	USA	37.00
	Roll Bags									
	Large (w/Strap)	3.15	59506	092608-59506-4	20.0	17.0	2.0	680.0	CHINA	72.50
	Small	2.50	59505	092608-59505-7	20.0	17.0	1.5	510.0	CHINA	57.50
	Gear Bag		09915	092608-09915-9						35.00
	Carabiner, Polymer									
	Black		56216	092608-56216-5					CHINA	3.50
	Gray		56222	092608-56222-6					CHINA	3.50
	Coyote		56217	092608-56217-2					CHINA	3.50
	Neon Yellow		56218	092608-56218-9					CHINA	3.50
	Neon Orange		56221	092608-56221-9					CHINA	3.50
	Neon Pink		56219	092608-56219-6					CHINA	3.50
	Mini Carabiner, Polymer									
	Black		56260	092608-56260-8					CHINA	3.00
	Gray		56262	092608-56262-2					CHINA	3.00
	Coyote		56261	092608-56261-5					CHINA	3.00
	Neon Yellow		56263	092608-56263-9					CHINA	3.00
	Neon Orange		56266	092608-56266-0					CHINA	3.00
	Neon Pink		56264	092608-56264-6					CHINA	3.00
	Alert Whistle		56291	092608-56291-2						5.00
	Alert Whistle w/Tooth Guard		56292	092608-56292-9						7.00

New	Description	Product Weight (in Pounds)	Product Number	Complete Bar Code	Height (Inches)	Width (Inches)	Depth (Inches)	CUBIC (Square ")	Country of Origin	Retail
	Duty Whistle w/Tooth Guard (Black Lanyard)		56293	092608-56293-6						15.00
	Training Whistle w/Tooth Guard (Red Lanyard)		56290	092608-56290-5						15.00
	Select Knife (Scissors)									
	Mirror Black		56231	092608-56231-8						30.00
	Carbon Fiber									
	Blue		56232	092608-56232-5						35.00
	Red		56233	092608-56233-2						35.00
	Silver		56234	092608-56234-9						35.00
	Gold		56235	092608-56235-6						35.00
	Luggage Tag	0.10	59507	092608-59507-1	9.0	4.0	1.0	36.0	USA	21.00
	Three Disc Combination Lock									
	Black	0.10	59508	092608-59508-8	6.5	3.0	1.0	19.5	TAIWAN	12.00
	Brass	0.10	59509	092608-59509-5	6.5	3.0	1.0	19.5	TAIWAN	12.00
	Color Patches									
	ASP Eagle	0.05	59103	092608-59103-5	9.0	4.0	0.5	18.0	CHINA	12.00
	ASP Eagle Certified	0.05	59106	092608-59106-6	9.0	4.0	0.5	18.0	CHINA	12.00
	Red Arrow (Certified Officer)	0.05	59104	092608-59104-2	9.0	4.0	0.5	18.0	CHINA	12.00
	Coyote Patches (Hook & Loop)									
	ASP Eagle	0.05	59108	092608-59108-0	9.0	4.0	0.5	18.0	CHINA	8.00
	Strike Force	0.05	59109	092608-59109-7	9.0	4.0	0.5	18.0	CHINA	8.00
	Silver Gray Patches (Hook & Loop)									
	ASP Eagle		59110	092608-59110-3						8.00
	Strike Force		59111	092608-59111-0						8.00
	Uniform Bar (Tactical Weapon Certified)									
	Gold	0.05	59240	092608-59240-7	6.5	3.0	0.5	9.8	CHINA	15.00
	Silver	0.05	59241	092608-59241-4	6.5	3.0	0.5	9.8	CHINA	15.00
	Lapel Pins									
	ASP Eagle	0.05	59203	092608-59203-2	6.5	3.0	0.5	9.8	CHINA	7.50
	ASP Eagle Certified	0.05	59206	092608-59206-3	6.5	3.0	0.5	9.8	CHINA	7.50
	Red Arrow Certified	0.05	59204	092608-59204-9	6.5	3.0	0.5	9.8	CHINA	7.50
	Certified Challenge Coin	0.05	59301	092608-59301-5	6.5	3.0	0.5	9.8	CHINA	10.00
	Safety Set	2.65	37900	092608-37900-8	14.0	6.0	2.5	210.0	USA	105.00
	Maintenance Kit									
	Training Baton	0.95	35102	092608-35102-8	10.0	4.5	2.0	90.0	USA	150.00

CONTRACT RENEWAL FOR IFB 16-019/YS
TERM CONTRACT FOR SHERIFF'S DEPARTMENT (JEFFERSON COUNTY) UNIFORMS & EQUIPMENT

The County entered into a contract with GT Distributors for one (1) year, from August 22, 2016 to August 21, 2018, with an option to renew the contract for up to a five (5) year period.

Pursuant to the contract, Jefferson County hereby exercises its second one-year option to renew the contract for one (1) additional year from August 20, 2018 to August 19, 2018.

ATTEST:

By M. Good, Chief Deputy
Carolyn L. Guidry, County Clerk

JEFFERSON COUNTY, TEXAS

Jeff Branick, County Judge

COMMISSIONERS COURT
JEFFERSON COUNTY, TEXAS

CONTRACTOR:
GT Distributors

(Name)

JEFFERSON COUNTY PURCHASING DEPARTMENT
Deborah Clark, Purchasing Agent

1149 Pearl Street, Beaumont, TX 77701 Phone: 409-835-8593 Fax: 409-835-8456

MEMORANDUM

To: Commissioners' Court

From: Deborah Clark
Purchasing Agent

Date: September 5, 2018

Re: Disposal of Salvage Property

Consider and possibly approve disposition of salvage property as authorized by Local Government Code §263.152 (3), for broken or obsolete items.

Thank you.

JEFFERSON COUNTY, TEXAS
1149 PEARL STREET
BEAUMONT, TX 77701

DISPOSAL OF SALVAGE PROPERTY
September 10, 2018

DEPARTMENT	DESCRIPTION OF PROPERTY	SERIAL NO.	ASSET NO.
AGRICULTURE	HP ELITEDESK 800 G1 SFF PC		35615
AGRICULTURE	HP ELITEDESK 800 G1 SFF PC		35617
contact person: Peggy Coleman			
COUNTY CLERK	IBM TYPEWRITER		
COUNTY CLERK	IBM TYPEWRITER		7474
COUNTY CLERK	IBM TYPEWRITER		17495
COUNTY CLERK	DOCUMENT RACK		
contact person: Gabriela De Los Santos			
CRIME LAB	STEREO STAR MICROSCOPE		16847
CRIME LAB	SPENCER MICROSCOPE		16548
CRIME LAB	COLE PALMER STEREO MICROSCOPE		30116
CRIME LAB	VAN GUARD MICROSCOPE		34279
CRIME LAB	MICROSTAR IV MICROSCOPE		7694
CRIME LAB	LEITZ LABROLUX S MICROSCOPE		4128
CRIME LAB	ATIVA ADDING MACHINE		
CRIME LAB	PC MICE (box of 12)		
CRIME LAB	GATEWAY COMPUTER MONITOR	MLR6C 50H 13821	
CRIME LAB	GATEWAY COMPUTER MONITOR	MLR6C 50H 13820	
CRIME LAB	GATEWAY COMPUTER MONITOR	MSX6A 50N 63043	
CRIME LAB	GATEWAY COMPUTER MONITOR	MLR6C 50H 13817	
CRIME LAB	GATEWAY COMPUTER MONITOR	MSX6A 50N 03086	
CRIME LAB	DELL COMPUTER MONITOR		
CRIME LAB	HP KEYBOARDS (3)		
CRIME LAB	GATEWAY KEYBOARDS (2)		
CRIME LAB	HP DESKJET PRINTER 6940	MY07ACK1BW	
CRIME LAB	HP DESKJET PRINTER 6940	MY04CCK30C	
CRIME LAB	HP DESKJET PRINTER 5650	MY6CT04130	

Approved by Commissioners' Court: _____

JEFFERSON COUNTY, TEXAS
1149 PEARL STREET
BEAUMONT, TX 77701

DISPOSAL OF SALVAGE PROPERTY
September 10, 2018

DEPARTMENT	DESCRIPTION OF PROPERTY	SERIAL NO.	ASSET NO.
CRIME LAB	HP DESKJET PRINTER 5650	MY7CM1R0J6	
CRIME LAB	HP DESKJET PRINTER 5650	MY8381R0D8	
CRIME LAB	HP DESKJET PRINTER 5650	MY74G1R0CD	
CRIME LAB	OFFICE CHAIR		22263
contact person: Emily Esquivel			
172nd DISTRICT COURT	HIGH BACK SWIVEL CHAIR (OXBLOOD)		35142
contact person: Donna Henry			
HEALTH & WELFARE I	BLACK FABRIC CHAIR		
HEALTH & WELFARE I	BLACK LEATHER CHAIR		
HEALTH & WELFARE I	CHAIR		12048
HEALTH & WELFARE I	DESK		1982
contact person: Rachel Dragulski			
TAX OFFICE - BEAUMONT	HON OFFICE CHAIR		
TAX OFFICE - BEAUMONT	GLOBAL TASK CHAIR		
TAX OFFICE - BEAUMONT	CANON CP1213D CALCULATOR	298999	
contact person: Cheryl Ellis			

Approved by Commissioners' Court: _____

CHRISTOPHER L. BATES
CONSTABLE PCT. 2
JEFFERSON COUNTY

525 LAKESHORE DRIVE
SUB-COURTHOUSE
PORT ARTHUR, TEXAS 77640
PHONE: 409-983-8335
FAX: 409-983-8320

September 4, 2018

Jeff Branick, County Judge
1149 Pearl St.
Beaumont, TX 77701

Re: Agenda Item

I would like to place an item on the agenda for the Commissioner's Court meeting Monday, September 10, 2018.

Please consider and possibly approve the hiring of Ben Shirley as Deputy Constable with Constable Precinct 2 under the ASAP Program in accordance with Local Government Code (LGC) 86.011.

Thank you,

Christopher L. Bates
Constable, Pct. 2

DISPUTE RESOLUTION CENTER OF JEFFERSON COUNTY

Jefferson County Courthouse-Annex 1 • 215 Franklin, Ste 131A, Beaumont, TX 77701
Phone: (409) 835-8747 • Fax: (409) 784-5811 • Website: www.co.jefferson.tx.us

Date: September 4, 2018

To: Fran Lee, Auditor's Office

Re: Request to Transfer Funds

Hi Fran,

I am requesting $750.00 be moved from Account #120-2060-412.50-01 (Advertising) and $1,000.00 be moved from Account #120-2060-412.50-66 (Volunteer Training) to Account #120-2060-412.30-78 (Office Supplies). This transfer of funds is needed to cover the increased cost of office supplies.

Please let me know if you have any questions. Thank you so much for your help with this.

Sincerely,

Kara Hawthorn
Executive Director

Texas Department of Family and Protective Services

Commissioner
H. L. Whitman, Jr.

August 29, 2018

Honorable Judge Jeff Branick
Jefferson County
1149 Pearl Street
Beaumont, TX 77701

RE: Federal Fiscal Year (FFY) 2019 County Title IV-E Child Welfare Services

Dear Honorable Judge Branick:

Your current County Title IV-E Child Welfare Services contract number 23939002 will end September 30, 2018. DFPS contracts for Title IV-E services for a seven (7) year period with automatic annual renewals. At the end of each seven year period new contracts are established. The establishment of a new contract results in a new contract number.

In order to continue reimbursing your county for Title IV-E expenses, a new contract must be established by reviewing, signing, and returning the following documents to me:

1. **2282GCWIVE, Contract for Title IV-E County Child Welfare Services**
   - Print and sign page 3 of 3
2. **Form 2030CWIVE, Budget**
   - Print entire workbook, sign/date Summary Page (page 1)
   - The estimated budget was reviewed by Harry Schoppe, Financial Analyst, on July 23, 2018 and he indicated that no changes are needed at this time.
3. **Federal Assurances & Certifications**
   - Print form SF-424B (Federal Assurance) and sign/date page 2
   - Print form GG Lobbying (Certifications) and sign/date
4. **Form 4734, Federal Funding Accountability and Transparency Act (FFATA)**
   - Complete form, print and sign/date page 3
5. **Form 9007CIVE, Internal Control Structure Questionnaire (ICSQ)**
   - Complete electronically, print and sign last page, return with required attachments
6. **Form 9105, Risk Assessment Questionnaire (RAQ)**
   - Complete electronically, print and sign/date last page
7. **Form 2031, Signature Authority Designation**
   - Complete electronically, print and sign/date; if anyone identified to sign quarterly billing documents, ICSQ, etc., their signature is required as well.

The following forms are included for your review only; you do not need to sign or return:

1. **Attachment A: 4504 Statement of Work**
2. **Attachment C: 5645G Grant Uniform Terms & Conditions**
3. **Attachment D: 5622G Supplemental & Special Conditions**

Upon receipt of the signed documents, your contract will be routed for DFPS signature and a copy of the fully executed contract and all attachments will be returned to you for your records.

To ensure the contract is established by October 1, 2018, please submit all documents to me no later than September 14, 2018. You may return all documents electronically by email to deborah.driver@dfps.state.tx.us.

If you have any questions regarding the proper completion of the enclosed documents, please contact me by email or by phone at (936) 569-5343.

Respectfully,

Deborah Clausen Driver
CPS Regional Contract Manager

Enclosures: Contract Documents

DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES GRANT CONTRACT

I. PURPOSE.

The Texas Department of Family and Protective Services (DFPS) and Jefferson County (Grantee) (referred to herein as each a "Party" and collectively as the "Parties") enter into this Contract to provide a mechanism to allow the County providing Title IV-E allowable services the opportunity to obtain federal funding for Foster Care Maintenance payments, administrative and training expenditures. The Grantee will also establish a Child Welfare Board (Board).

II. LEGAL AUTHORITY.

This Contract is entered under DFPS' statutory authority in Texas Human Resources Code Section 40.0566 and Texas Government Code Chapter 791.

III. CONTRACT TERM.

This Contract starts on October 1, 2018, and ends on September 30, 2025, and can be renewed, extended or terminated as provided for in this Contract.

IV. TOTAL AMOUNT OF THIS CONTRACT.

The total amount of this Contract will not exceed $518,259.42, which is comprised of an estimated reimbursement of $ 74,037.06 for each federal fiscal year. All expenditures under this Contract will be in accordance with the Budget and Cost Allocation Plan, if applicable, (Attachment B) and paid as provided for in the Statement of Work (Attachment A) from DFPS' current revenues.

V. STATEMENT OF WORK.

The Grantee will perform the work and provide services as provided for in Attachment A (Statement of Work). All work and services provided under this Contract must be in accordance with all state, federal laws, rules and regulations.

VI. CONTRACT MANAGER.

The following will act as the Contract Managers authorized to administer activities and receive general correspondence under this Contract.

A. DFPS

DFPS will provide written notice of the assigned contract manager. All correspondence will be sent to:
CPS Regional Contracts
Address: P. O. Box 630050, Nacogdoches, TX 75963-0050
Email: julia.conner@dfps.state.tx.us

DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES
GRANT CONTRACT

B. GRANTEE
Name: Jeff Branick
Title: County Judge
Address: 1149 Pearl Street, Beaumont, TX 77701
Phone: 409-835-8466
Email: jbranick@co.jefferson.tx.us

VII. LEGAL NOTICES.

Notice will be given to the following as provided in the Uniform Terms and Conditions.

A. DFPS
Audrey Carmical
General Counsel
P. O. Box 149030 MC E611
Austin, TX 78714-9030
Audrey.Carmical@dfps.state.tx.us

B. GRANTEE
Name: Jeff Branick
Title: County Judge
Address: 1149 Pearl Street, Beaumont, TX 77701
Phone: 409-835-8466

VIII. ATTACHMENTS.

The Parties agree to comply with following Attachments and that they are attached and incorporated as part of this Contract.

Attachment A – Statement of Work
Attachment B – Budget Form 2030 and Cost Allocation Plan, if applicable
Attachment C – Uniform Terms & Conditions
Attachment D – Supplemental & Special Conditions
Attachment E – Federal Assurances and Certifications

DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES
GRANT CONTRACT

By signing below, the following signatories certify that they have the requisite legal authority to bind their respective Party.

DFPS

Kristene Blackstone
Associate Commissioner CPS

Date: _____

GRANTEE

Jeff Branick
County Judge

Date: _____

Texas Dept. of Family and Protective Services

Budget for Title IV-E
County Child Welfare Services Contract

K909-Form 2030CWIVE
July 24, 2018

Summary

County:	Jefferson
Agency Account ID:	24723894
Budget Effective Date:	10/1/2018-9/30/2019

Cost Category	*Estimated Total Expenses Allocable to Title IV-E*	*Total Anticipated Federal Reimbursement*	*Total Anticipated County Match*
A. Administration			
A.1. Direct Personnel Salaries	$0.00	$0.00	$0.00
A.2. Direct Personnel Fringe Benefits	$0.00	$0.00	$0.00
A.3. Direct Personnel Travel	$0.00	$0.00	$0.00
A.4. Direct Materials and Supplies	$1,500.00	$307.67	$1,192.34
A.5. Direct Equipment	$0.00	$0.00	$0.00
A.6. Direct Other Costs	$4,500.00	$923.00	$3,577.01
Total Administration	*$6,000.00*	*$1,230.66*	*$4,769.34*
B. Training			
B.1. Title IV-E Training (75%)	$0.00	$0.00	$0.00
B.2. Title IV-E Fostering Connections Training (75%)	$0.00	$0.00	$0.00
B.3. Non-Title IV-E Training (50%)	$0.00	$0.00	$0.00
Total Training	*$0.00*	*$0.00*	*$0.00*
C. Supplemental Foster Care Maintenance (SFCM)			
Total SFCM	*$128,000.00*	*$72,806.40*	*$55,193.60*
D. Indirect Costs (if applicable)			
Indirect Cost Base	*$0.00*	*$0.00*	*$0.00*
Grand Total	**$134,000.00**	**$74,037.06**	**$59,962.94**

***Estimated Federal Reimbursement for expenses based on Eligible Population Rate (EPR) during 2nd quarter of the preceding fiscal year:** **41.022%**

Actual reimbursement will be based on EPR in effect for the county during the month in which expenses were incurred.

*** Estimated Federal Reimbursement for Supplemental Foster Care Maintenance expenses based on Federal Medicaid Assistance Percentage (FMAP) rate in effect during preceding fiscal year:** **56.88%**

Actual reimbursement will be based on FMAP rate in effect at the time reimbursement is made to contractor.

Indirect Cost Rate, if applicable (attach a copy of the approved Certificate of Indirect Costs): **0.000%**

Contractor Certification

_____ _____

Signature *Date*

Jeff Branick, County Judge

Printed Name & Title

Texas Dept. of Family and Protective Services

Budget for Title IV-E
County Child Welfare Services Contract

Form 2030CWIVE

Administration
A.1. Direct Personnel Salaries

County: Jefferson

Contract Number: 24723894

Budget Effective Date: 10/1/2018-9/30/2019

Position or Title	A	B	C	D	E	F
	Monthly Salary	% of Time Spent on IV-E Activities	Number of Months of Service	Estimated Total Expense* (AxBxC)	Anticipated Federal Reimbursement (estimated EPR x 50% FFP)	Anticipated County Match
				$0.00	$0.00	$0.00
				$0.00	$0.00	$0.00
				$0.00	$0.00	$0.00
				$0.00	$0.00	$0.00
				$0.00	$0.00	$0.00
				$0.00	$0.00	$0.00
Total Direct Personnel Salaries				$0.00	$0.00	$0.00

* estimated total cost for Title IV-E related activities

Note: Please refer to Title IV-E Figuring Handbook for detailed information regarding allowable expenses, documentation requirements, etc.
http://www.dfps.state.tx.us/handbooks/Title_IVE_County/default.asp

Texas Dept. of Family and Protective Services

Budget for Title IV-E
County Child Welfare Services Contract

Form 2030CWIVE

Administration
A.2. Direct Personnel Fringe Benefits

County: Jefferson

Contract Number: 24723894

Budget Effective Date: 10/1/2018-9/30/2019

Type of Fringe Benefits	Estimated Total Expense*	Anticipated Federal Reimbursement (estimated EPR x 50% FFP)	Anticipated County Match
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
Total Direct Personnel Fringe Benefits	$0.00	$0.00	$0.00

* estimated total cost for Title IV-E related activities

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc.
http://www.dfps.state.tx.us/handbooks/Title_IVE_County/default.asp

Texas Dept. of Family and Protective Services

Budget for Title IV-E
County Child Welfare Services Contract

Form 2030CWIVE

Administration A.3. Direct Personnel Travel			
	County:	Jefferson	
	Agency Account ID:	24723894	
	Budget Effective Date:	10/1/2018-9/30/2019	
Type of Travel Expense Note: only include travel NOT related to personnel training	**Estimated Total Expense***	**Anticipated Federal Reimbursement (estimated EPR x 50% FFP)**	**Anticipated County Match**
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
Total Direct Personnel Travel	$0.00	$0.00	$0.00

* estimated total cost for Title IV-E related activities

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc.
http://www.dfps.state.tx.us/handbooks/Title_IVE_County/default.asp

Texas Dept. of Family and Protective Services

Budget for Title IV-E
County Child Welfare Services Contract

Form 2030CWIVE

Administration A.4. Direct Materials and Supplies			
	County:	Jefferson	
	Agency Account ID:	24723894	
	Budget Effective Date:	10/1/2018-9/30/2019	
Materials and Supplies (description)	**Estimated Total Expense***	**Anticipated Federal Reimbursement (estimated EPR x 50% FFP)**	**Anticipated County Match**
Recruitment materials and supplies	$500.00	$102.56	$397.45
Overhead expenses	$500.00	$102.56	$397.45
General office supplies	$500.00	$102.56	$397.45
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
Total Direct Materials and Supplies	$1,500.00	$307.67	$1,192.34

* estimated total cost for Title IV-E related activities

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc.
http://www.dfps.state.tx.us/handbooks/Title_IVE_County/default.jsp

Texas Dept. of Family and Protective Services

Budget for Title IV-E
County Child Welfare Services Contract

Form 2030CWIVE

Administration
A.5. Direct Equipment

County: Jefferson

Contract Number: 24723894

Budget Effective Date: 10/1/2018-9/30/2019

Equipment (description)	Method Used (rent/lease/ purchase)	Estimated Total Expense*	Anticipated Federal Reimbursement (estimated EPR x 50% FFP)	Anticipated County Match
			$0.00	$0.00
			$0.00	$0.00
			$0.00	$0.00
			$0.00	$0.00
			$0.00	$0.00
			$0.00	$0.00
			$0.00	$0.00
Total Direct Equipment		$0.00	$0.00	$0.00

* estimated total cost for Title IV-E related activities

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc.
http://www.dfps.state.tx.us/handbooks/Title_IVE_County/default.asp

Texas Dept. of Family and Protective Services

Budget for Title IV-E
County Child Welfare Services Contract

Form 2030CWIVE

Administration A.6. Direct Other Costs			
	County:	Jefferson	
	Agency Account ID:	24723894	
	Budget Effective Date:	10/1/2018-9/30/2019	
Other Costs (description)	**Estimated Total Expense***	**Anticipated Federal Reimbursement (estimated EPR x 50% FFP)**	**Anticipated County Match**
Storage room rental	$2,500.00	$512.78	$1,987.23
Citations	$500.00	$102.56	$397.45
Birth certificates	$500.00	$102.56	$397.45
Resource books and publications	$500.00	$102.56	$397.45
Film & Photo Processing & Related Costs	$500.00	$102.56	$397.45
Total Direct Other Costs	$4,500.00	$923.00	$3,577.01

* estimated total cost for Title IV-E related activities

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc. http://www.dfps.state.tx.us/handbooks/Title_IVE_County/default.asp

Texas Dept. of Family and Protective Services

Budget for Title IV-E
County Child Welfare Services Contract

Form 2030CWIVE

B. Training

B.1. Title IV-E Training (75%)

County: Jefferson

Contract Number: 24723894

Budget Effective Date: 10/1/2018-9/30/2019

Training (Description and Title)	Registration* (amount allocable to Title IV-E)	Lodging* (amount allocable to Title IV-E)	Meals* (amount allocable to Title IV-E)	Transportation (amount allocable to Title IV-E)	Subtotal	Number of Employees Attending	Estimated Total Expense*	Anticipated Federal Reimbursement (estimated EPR x 75% FFP)	Anticipated County Match
NOTE: Form 9321 *Training Expense Documentation Form* must be submitted to DFPS for review/approval by Federal Funds prior to training.									
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
				Total Training			$0.00	$0.00	$0.00

* estimated amount allocable to Title IV-E

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc., http://www.dfps.state.tx.us/handbooks/Title_IVE_County/default.asp

Texas Dept. of Family and Protective Services

Budget for Title IV-E
County Child Welfare Services Contract

Form 2030CWIVE

B. Training

B.2. Title IV-E Fostering Connections Training (75%)

County: Jefferson

Contract Number: 24723894

Budget Effective Date: 10/1/2018-9/30/2019

Training (Description and Title)	Registration* (amount allocable to Title IV-E)	Lodging* (amount allocable to Title IV-E)	Meals* (amount allocable to Title IV-E)	Transportation* (amount allocable to Title IV-E)	Subtotal	Number of Attendees	Estimated Total Expense*	Anticipated Federal Reimbursement (estimated EPR x 75% FFP)	Anticipated County Match
NOTE: Form 9321 *Training Expense Documentation Form* must be submitted to DFPS for review/approval by Federal Funds prior to training.									
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
				Total Training			$0.00	$0.00	$0.00

* estimated amount allocable to Title IV-E

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc. http://www.dfps.state.tx.us/handbooks/Title_IVE_County/default.jsp

Texas Dept. of Family and Protective Services

Budget for Title IV-E
County Child Welfare Services Contract

Form 2030CWIVE

B. Training
B.3. Non-Title IV-E Training (50%)

County: Jefferson

Contract Number: 24723894

Budget Effective Date: 10/1/2018-9/30/2019

Training (Description and Title)	Registration* (amount allocable to Title IV-E)	Lodging* (amount allocable to Title IV-E)	Meals* (amount allocable to Title IV-E)	Transportation* (amount allocable to Title IV-E)	Subtotal	Number of Employees Attending	Estimated Total Expense*	Anticipated Federal Reimbursement (estimated EPR x 50% FFP)	Anticipated County Match
NOTE: Form 9321 *Training Expense Documentation Form* must be submitted to DFPS for review/approval by Federal Funds prior to training.									
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
				Total Training			$0.00	$0.00	$0.00

* estimated amount allocable to Title IV-E

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc. http://www.dfps.state.tx.us/handbooks/Title_IVE_Countable/default.asp

Texas Dept. of Family and Protective Services

Budget for Title IV-E
County Child Welfare Services Contract

Form 2030CWIVE

C. Supplemental Foster Care Maintenance (SFCM)			
	County:	**Jefferson**	
	Agency Account ID:	**24723894**	
	Budget Effective Date:	**10/1/2018-9/30/2019**	
Other Costs (description)	**Estimated Total Expense***	**Anticipated Federal Reimbursement (estimated FMAP)**	**Anticipated County Match**
Allowances	$10,000.00	$5,688.00	$4,312.00
Clothing	$90,000.00	$51,192.00	$38,808.00
Daycare	$1,000.00	$568.80	$431.20
Gifts	$20,000.00	$11,376.00	$8,624.00
Graduation Expenses	$1,500.00	$853.20	$646.80
Personal Items	$3,500.00	$1,990.80	$1,509.20
School Supplies	$1,000.00	$568.80	$431.20
Reasonable Child Specific Travel	$1,000.00	$568.80	$431.20
Total Direct Other Costs	$128,000.00	$72,806.40	$55,193.60

* estimated total cost for Title IV-E related activities

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc. http://www.dfps.state.tx.us/handbooks/Title_IVE_Countywide/default.asp

Texas Dept. of Family and Protective Services

Budget for Title IV-E
County Child Welfare Services Contract

Form 2030CWIVE

Budget Narrative

County:	**Jefferson**
Contract Number:	**24723894**
Budget Effective Date:	**10/1/2018-9/30/2019**

Clearly describe each expense to be incurred and billed to this contract. Refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc. http://www.dfps.state.tx.us/handbooks/Title_IVE_County

A. Administration

A.1. Direct Personnel Salaries

None

A.2. Direct Personnel Fringe Benefits

None

A.3. Direct Personnel Travel

None

A.4. Direct Materials and Supplies

Includes supplies for recruitment of foster home; public/community awareness expenses related to recruitment of foster homes; office supplies for record keeping and DFPS files; and overhead expenses including, but not limited to, stationery, postage, and banking expenses.

A.5. Direct Equipment

None

A.6. Direct Other Costs

Includes citation by publication, costs of documentation to establish identity (birth cerificates); resource books and publications for DFPS eligibility and guidelines; film for documentation and records of DFPS cases; and storage room rental to store supplies for Title IV-E events and children.

B. Training

B.1. Title IV-E Training (75%)

None

B.2. Title IV-E Fostering Connections Training (75%)

None

B.3. Non-Title IV-E Training (50%)

None

C. Supplemental Foster Care Maintenance (SFCM)

Includes allowances, clothing, daycare, gifts, graduation expenses, personal items, school supplies, and reasonable travel provided for the child to visit parents, siblings, relatives, or other caretakers at home or other appropriate location.

D. Indirect Costs (if applicable)

None

OMB Number: 4040-0007
Expiration Date: 01/31/2019

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C.§§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U. S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	County Judge
APPLICANT ORGANIZATION	DATE SUBMITTED
Jefferson County	

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an 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.

(2) If any funds other than Federal appropriated funds have 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 this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have 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 this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

* APPLICANT'S ORGANIZATION	Jefferson County
* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
Prefix:	
* First Name:	Jeff
Middle Name:	
* Last Name:	Branick
Suffix:	
* Title:	County Judge
* SIGNATURE:	
* DATE:	

TEXAS
Department of Family and Protective Services

ANNUAL FFATA CERTIFICATION

N502 FORM-4734
JULY 2018

The Federal Funding Accountability and Transparency Act (FFATA) annual certification enumerated below represent material facts upon which DFPS relies when reporting information to the federal government required under federal law. If the Department later determines that the subrecipient knowingly rendered an erroneous certification, DFPS may pursue all available remedies in accordance with Texas and U.S. law. Signor further agrees that it will provide immediate written notice to DFPS if at any time Signor learns that any of the certifications provided for below were erroneous when submitted or have since become erroneous by reason of changed circumstances. *If the signatory cannot certify all of the statements contained in this section, signatory must provide written notice to DFPS detailing which of the below statements it cannot certify and why.*

Enter your organization's Dun & Bradstreet (D&B) DUNS Number: 010807535

Enter the parent DUNS Number, if applicable:

Did your organization have gross income, from all sources, of less than $300,000 in your previous tax year?

Yes ☐ No ☒ N/A ☐ (if entity does not generate income)

If your answer is Yes, skip Parts A, B, C, and D and complete Part E.
If your answer is No or N/A, complete Parts A and B.

Part A. Certification Regarding % of Annual Gross from Federal Awards

Did your organization receive 80% or more of its annual gross income from federal awards in the previous tax year?

Yes ☐ No ☒

Part B. Certification Regarding Amount of Annual Gross from Federal Awards

Did your organization receive $25 million or more in annual gross income from federal awards in the previous tax year?

Yes ☐ No ☒

If your answer is Yes to both A and B, you must complete Part C.
If your answer is No to either A or B, skip Part C and go to Part D.

Part C. Certification Regarding Public Access to Compensation Information

Does the public have access to information about the compensation [17 CFR 229.402(c)(2)] of the senior executives (e.g., officers, managing partners, or any other employees in management positions) in your business or organization (including parent organization, all branches, and all affiliates worldwide) 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?

Yes ☐ No ☐ N/A ☐ (if entity reports through some other means, state how:)

If your answer is Yes, skip Part D and complete Part E.
If your answer is No, you must provide compensation information to DFPS for FFATA reporting in Part D.
If N/A, you may still be required to supply compensation information pending DFPS or federal awarding agency approval. Skip Part D until requested by DFPS to supply compensation information and proceed to complete Part E.

Part D. Certification Regarding Executive Compensation

The Names and Total Compensation of the top five (5) executives if:

- More than 80% of annual gross revenues from the Federal government,
- Those revenues are greater than $25M annually, and
- Compensation information is not already available through reporting to the SEC.

Subrecipient Executive Names	Total Compensation

Part E. General FFATA Certification

As the duly authorized representative (Signatory) of the subrecipient named below, I hereby certify that the responses that I have provided to the questions in this certification form are true, complete and correct to the best of my knowledge.

Jeff R. Branick
Printed Name of Authorized Representative

Signature of Authorized Representative

County Judge
Title of Authorized Representative

Date

Jefferson County
Legal Name of Subrecipient

24723894
Agency Account ID Number

Beaumont, Jefferson	TX	77701-3631
Principal Place of Performance (POP) *(City, County)*	State	9-Character Zip Code *(Zip +4)*

14th
POP Congressional District

Texas Dept of Family and Protective Services

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ $25,000

Form 9007CIVE June 2012

Contractor Name: Jefferson County

Fiscal Year: 2019 **Contract Number:** _____

Please refer to instructions at end of this questionnaire.

SECTION I: FINANCIAL POSITION

(This section should be answered about your organization as a whole.)

1.	Please indicate the accounting system in place (e.g., accrual, cash, or modified accrual). Modified Acccrual	
2.	Does your organization complete yearly financial statements (e.g., Balance Sheet, Income Statement, Cash Flow)? *If yes:* *a. Please list the name(s) of the person(s) responsible for preparing the annual financial statements:* The Auditor's Office *b. Please attach copy of your most current statements as **ATTACHMENT# I-2.*** The most recent Comprehensive Annual Report is posted on the Jefferson County website at www.co.jefferson.tx.us. Select "Auditor's Office" to view the annual financial statements. *If no, please provide any manual or automated information maintained regarding your current financial position as **ATTACHMENT #I-2.***	☒Yes ☐No
3.	Are your accounting and financial system operations audited at regular intervals by an independent auditor (Certified Public Accountant)? Note that this is not referring to compliance monitoring performed by State Contract Managers. If yes: a. Attach an original, bound audit report and management letter (if applicable) as provided by the independent auditor as **ATTACHMENT #I-3**. The most recent Comprehensive Annual Report, including the independent audit and single audit by Patillo, Brown & Hill, LLP, Certified Public Accountants is posted on the Jefferson County website at www.co.jefferson.tx.us. Select "Auditor's Office" to view these reports. b. Please indicate the frequency with which your accounting records are audited by an independent auditor. Annually - Changes every 3 years. Currently it's Whitley Penn, L.L.P. Certified Public Accountants c. Please describe how independent audit results are shared with the governing body of your organization.	☒Yes ☐No

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ $25,000

	Annual audit and financial statements are received and filed in Commissioners' Court annually.	

SECTION II: INTERNAL CONTROLS

II. A. GENERAL/ACCOUNTING CONTROLS

(This section should be answered about your organization as a whole. When a question mentions "contracts," it is referring to any contract or grant you administer with funding received through DFPS or any other state or federal agency.)

1.	Has the county submitted a cost allocation plan to DFPS for review? *If no, please attach a description of your allocation process as **ATTACHMENT #II-1.***	☒Yes ☐No ☐N/A
2.	Please attach a list of all of your contracts with state agencies, including DFPS. For each contract, include: state agency name, type of service provided, contract number, dollar amount, and payment method (e.g., cost reimbursement, fee for service) as **ATTACHMENT #II-2.**	
3.	Does your organization maintain a separate ledger account for: a. Deposits for each source of funds? b. Disbursement of each source of funds? Please provide a copy of your chart of accounts, and a description of how your accounting system identifies contract revenues and expenditures separately as **ATTACHMENT #II-3.** A Chart of Accounts is provided. The detail is many pages and not provided. A copy of the Jefferson County, Texas Accounting Policies and Procedures is provided to identify contract revenues and expenditures separately. See Table of Contents F. - Receipts, G. - Accounts Payable, H. - Requisition and Purchasing, and I. - Invoicing.	 ☒Yes ☐No ☒Yes ☐No
4.	Are costs and expenditures under budgetary control for: a. Total contract budget? b. By budget category?	 ☒Yes ☐No ☒Yes ☐No
5.	Do all purchases require approval from an authorized individual in the requesting department?	☒Yes ☐No
6.	Indicate the name and title of individual(s) authorized to: **SEE SECTION II: INTERNAL CONTROLS - ATTACHMENT #II – QUESTION 6 - FOR ADDITIONAL RECEIVE CASH LISTING.**	

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ $25,000

SIGN CHECKS OR AUTHORIZE PAYMENTS	APPROVE PURCHASES (INCLUDING ON-LINE AND CREDIT CARD)	PREPARE PAYMENTS (CHECKS AND ELECTRONIC FUND TRANSFERS)	RECONCILE ACCOUNTS (INTERNAL ACCOUNTS TO BANK RECORDS)	CONTROL INVENTORY	RECEIVE CASH
Name:Carolyn Guidry	Name:Rebekah Patin	Name:Mary Angelle	Name:Joleen Fregia	Name:Deb Clark	Name:Lisa Marks
Title:Jefferson County Clerk	Title:Financal Manager	Title:Financial Technician	Title:Chief Deputy County Treasurer	Title:Jefferson County Purchasing Agent	Title:Account Clerk Treasurer's Office
Name:Patrick Swain	Name:Rhonda Brode	Name:Charity Sears	Name:	Name:	Name:Joleen Fregia
Title:Jefferson County Auditor	Title:Financial Manager	Title:Financial Technician	Title:	Title:	Title:Chief Deputy County Treasurer
Name:Tim Funchess	Name:Fran Lee	Name:Joleen Fregia (EFT's)	Name:	Name:	Name:Tim Funchess
Title:Jefferson County Treasurer	Title:First Assistant Jefferson County Auditor	Title:Chief Deputy County Treasurer	Title:	Title:	Title:Jefferson County Treasurer
Name:	Name:Patrick Swain	Name:Tim Funchess (EFT's)	Name:	Name:	Name:
Title:	Title:Jefferson County Auditor	Title:Jefferson County Treasurer	Title:	Title:	Title:
Name:	Name:	Name:	Name:	Name:	Name:
Title:	Title:	Title:	Title:	Title:	Title:

7. Are all expenditures reconciled with your general ledger?

If no, please explain. ☒Yes ☐No

_____

8. How often are bank accounts reconciled to internal check registers?

☒Monthly ☐Quarterly ☐Other (please specify)_____

9. Is your accounting system automated? ☒Yes ☐No

If no, please skip to Question #17.

10. Please describe how your accounting system is secured and/or protected (e.g. location, the use of passwords, access limits, checks and balances).

Passwords and Access Control through User ID setup.

11.	Please specify the name(s) and title(s) for the individuals with access to the accounting system to perform the following functions: Review Only: Auditor's Office, Purchasing Department, Treasurer's Office Record Transactions: Auditor's Office Update/Change: Update - Auditor's Office-Financial Managers, County Auditor & 1st Assistant / Change - Auditor's Office Delete: Once in the system, it cannot be deleted.	
12.	Please explain the process (initiation, review, approval, etc.) for making updates, changes, deletions, and year end adjustments to the accounting system. See Attachment # II-3. Jefferson County, Texas Accounting Policies and Procedures Table of Contents - Section D. - Account Code Structure, Section E. - Transaction Types, Section J. - Vendor File Maintenance, and Section M. - Fiscal Year End Activities.	
13.	Are there controls to provide reasonable assurance that transactions are not lost, duplicated, or added before and/or after data entry and editing?	☒Yes ☐No
14.	Are there controls to provide reasonable assurance that transactions with errors are rejected from further processing (e.g., prevented from updating the files/database)?	☒Yes ☐No
15.	Is the data entered into the accounting system verified? *If yes, please specify whom (name and title) is/are responsible for verifying the data, and how the verification is done.* DATA that is keyed into the system is verified by someone else before updating. Name & Title depends on the type of DATA entered.	☒Yes ☐No
16.	What, if any, additional internal controls and approvals are in place within the organization to ensure payments made are valid and authorized? Someone must approve them within the department & within the Auditor's Office.	
17.	Are all checks pre-numbered and accounted for? If no, please explain. _____	☒Yes ☐No

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ $25,000

18.	a. Are all disbursements (excluding petty cash) made by check? If no, what other means does your organization use to make disbursements? Electronic Funds Transfer is used for some disbursements. b. Is a check register (disbursement journal) used to record disbursements and maintain balances? If no, how are disbursements and balances tracked? _____	☐Yes ☒No ☒Yes ☐No
19.	Are all disbursements approved prior to payment? If no, please explain. _____	☒Yes ☐No
20.	Is there any additional review or special approval required for payment transactions (check or electronic disbursement) that exceed a specific dollar amount? *If yes, please specify the dollar limit(s), name(s) and title(s) of responsible staff.* All Grant Expenditures are reviewed.	☐Yes ☒No
21.	Does your organization have a system for tracking: a. Voided checks? ..... b. Credit card transactions? ..... c. Other electronic transactions? ..... If no, please explain. _____	 ☒Yes ☐No ☒Yes ☐No ☒Yes ☐No ☐N/A
22.	Does your organization use a check-signing machine? *If yes, please describe how the facsimile signature plates are safeguarded from improper use.* The facsimile signature plates are stored in the Treasurer's Office in a locked and fireproof file cabinet.	☒Yes ☐No
23.	Are unused checks safeguarded and in the custody of a person who does not manually sign checks, control the use of facsimile signature plates or operate the facsimile signature machine? Please indicate name and title of person who has custody of unused checks. Andrae' Thierry, Computer Service Tech/Operator	☒Yes ☐No

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ $25,000

24.	Are the following practices prohibited: a. The drafting of checks to "CASH"? b. The signing of blank checks? c. The removal of blank checks from the checkbook? If no, please explain. _____	☒Yes ☐No ☒Yes ☐No ☒Yes ☐No
25.	Are purchase orders/requisitions controlled in such a way that they can all be accounted for (e.g., by sequential pre-numbering, by entry in a register)? *If yes, please attach an explanation of your purchase orders/requisition controls as* ***ATTACHMENT #II-25****.* See Attachment #II-3. Jefferson County, Texas Accounting Policies and Procedures Table of Contents H. - Requisition and Purchasing Process.	☒Yes ☐No ☐N/A
26.	Are supporting documents (e.g., service authorizations, invoices, receipts, approvals, receiving reports, canceled checks) maintained with each disbursement and clearly referenced for easy location and retrieval? *If yes, please attach an explanation as* ***ATTACHMENT #II-26****. The attachment should describe your process for maintaining supporting documentation, such as:* • *How supporting records are kept and filed (e.g., filed by check number, month of payment)?* • *How documents are marked when paid to prevent duplication of claims?* • *How authorizations are maintained internally?*	☒Yes ☐No
27.	Do supporting documents accompany checks for the check signer's signature?	☒Yes ☐No
28.	Are invoices marked to identify allocation of payment?	☒Yes ☐No
29.	Does your organization have procedures to identify costs and expenditures not allowable under federal and/or state regulations? *If yes, please attach an explanation of your system for identifying unallowable costs/expenditures as* ***ATTACHMENT #II-29.*** See Attachment #II-3. Jefferson County, Texas Accounting Policies and Procedures Table of Contents U. - Grant Expenditure Policy.	☒Yes ☐No

30.	Does your organization have a contract file for each contract? *If yes, does each contract file contain:* *a. The executed contract with all attachments?* *b. A copy of each contract amendment (as applicable)?* *c. Billing documents?* *d. Documentation of contract performance?* *e. Related correspondence?* *f. A copy of each subcontract agreement (as applicable)?* If no to any of the above, please explain. _____	☒Yes ☐No ☒Yes ☐No ☒Yes ☐No ☒Yes ☐No ☒Yes ☐No ☒Yes ☐No ☐Yes ☐No ☒NA
31.	Does your organization have a process to prevent unauthorized access to confidential information related to your contracts (for example, sensitive client information or records)? *If yes, please attach a copy of your procedures for safeguarding contract information as **ATTACHMENT #II-31.*** **SEE ATTACHED SECURITY COMMENTS.**	☐Yes ☒No
II. B. PERSONNEL		
32.	Does your organization have written personnel policies? If no, please explain. _____ If yes, are personnel policies distributed to all employees? Do the personnel policies include: a. Hiring? b. Performance evaluations? c. Time and leave? d. Conflict of interest? e. Nepotism? f. Related-party transactions?	☒Yes ☐No ☒Yes ☐No ☒Yes ☐No ☐Yes ☒No ☒Yes ☐No ☒Yes ☐No ☒Yes ☐No ☒Yes ☐No

33.	Does your organization require individual time or activity sheets to be prepared at least monthly for personnel (part-time, full-time, and/or in-kind volunteers)? If no, please explain. _____ *If yes, please submit a blank time sheet and/or activity sheet and a copy of the related policy as **ATTACHMENT II-33**.*	☒Yes ☐No
34.	Does your organization have on file an established rate of pay and withholding information for each employee? If no, please explain. _____	☒Yes ☐No
35.	Does your organization have a written job description with a set salary level for each position? If no, please explain. _____	☒Yes ☐No
36.	Is the amount being paid to each employee based on documentation of actual hours worked?	☒Yes ☐No
37.	a. Is your organization current with your payroll taxes? ..... b. Does your organization pay payroll taxes directly? ..... If no, please explain and indicate name of withholding agent. _____	☒Yes ☐No ☒Yes ☐No

II. C. TRAVEL

Reimbursements for travel expenses will be paid according to the State of Texas travel rates in effect on the date of travel as approved by the Office of the Comptroller of Public Accounts.

38.	Are travel expenditures substantiated by travel vouchers, travel logs or other supporting documentation? If no, please explain. _____ *If yes, please submit a copy of your travel policy, a blank travel voucher and a blank travel log as **ATTACHMENT II-38.*** See Attachment #II - 3 Jefferson County, Texas Accounting Policies and Procedures Table of Contents Section Q. - Travel Policies and Procedures.	☒Yes ☐No ☐N/A

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ $25,000

II. D. EQUIPMENT

39.	a. Please specify the level of capitalization (dollar amount) used by your organization. $5,000.00 ($10,000.00 for financial reporting purposes) b. Please provide your organization's definition of equipment: Anything having a useful life in excess of one year and meeting the dollar threshold.	
40.	Does your organization conduct a physical inventory of capital equipment purchased with federal funds? If yes, how often? Annually.	☒Yes ☐No
41.	Has DFPS funds been used (in whole or in part) to purchase equipment or controlled assets (e.g., computers, furniture, cameras, camcorders, laser disc (DVD) players, TVs)? **Note:** Contractors should review the Comptroller's State Property Accounting User Manual at https://fmx.cpa.state.tx.us/fmx/spa/classcodes/control.php for the most current listing of controlled assets. Contractors must add these items classified as controlled assets to their inventory list based on the noted acquisition costs. **If no, please skip to Section II.E. Subcontractors.**	☒Yes ☐No
42.	Are inventory records maintained that include: item description, serial number, funding source(s), acquisition cost, acquisition date and inventory number? *Please attach a blank inventory form as **ATTACHMENT #II-42***	☒Yes ☐No
43.	Are all equipment items and controlled assets tagged for the purpose of internal tracking and inventory?	☒Yes ☐No
44.	Does your organization have policies regarding the documentation required for equipment that has been disposed of? If yes, please attach a copy of your equipment disposal policy as ***ATTACHMENT #II-44***.	☒Yes ☐No

II. E. SUBCONTRACTORS

If your organization does not subcontract DFPS services, or does not intend to subcontract DFPS services, mark N/A ☒ here and skip to Section II.F. Title IV-E Child Welfare Services Contract Information.

45.	Does your organization have written policies and procedures for subcontracted services?	☐Yes ☐No
46.	Does your organization have a state contract of $100,000 or greater?	☐Yes ☐No

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ $25,000

SECTION II. F: TITLE IV-E CHILD WELFARE SERVICES CONTRACT INFORMATION

This section pertains only to any **County Title IV-E Child Welfare Services Contracts** with DFPS and *does not* pertain to any **Title IV-E County Legal Services Contract** with DFPS. For purposes of this Section, the terms County and County Child Welfare Board are synonymous.

47.	If administrative costs will be claimed, has the county submitted an administrative budget to DFPS for review and approval?	☒Yes ☐No ☐N/A
48.	Does the County Child Welfare Board have a process that Caseworkers must follow in order to obtain assistance from the County Child Welfare Board for a Foster Child? If yes, is the above policy a written (published) policy? *If yes, please attach a description of the process or a copy of the written policy as* ***ATTACHMENT #II-48***	☒Yes ☐No ☒Yes ☐No
49.	Has/have the county Title IV-E contract(s) been audited by county internal or external auditors? If yes, please enter date of last audit. Internally, 9/2017 and quarterly for FY 2018 and beyond.	☒Yes ☐No
50.	Do the region and the county conduct an annual review of the county Title IV-E contracts? If yes, please enter date of last review. 8/28/17 -CAP & Budget Submission Approved by Commissioners' Court and signed by County Judge. **Note:** An annual review of the contract is specified in the contract.	☒Yes ☐No
51.	How does the Child Welfare Board pay for supplemental child-care expenses? *Please provide a description of the process used to pay supplemental child care expenses, including the name and/or position of responsible person/staff as* ***ATTACHMENT #II-51.***	
52.	What back-up documentation does the county maintain to support Title IV-E reimbursements? *Please provide a description of the required documentation as* ***ATTACHMENT #II-52.***	
53.	Who maintains the documentation within the county (e.g., Child Welfare Board, County Auditor)? Please provide the name of the county Department or name and/or position of responsible person/staff. Child Welfare Board maintains original documentation; County Auditor's office maintains copy of signed billing and attached documentation. Harry Schoppe - Financial Analyst	
54.	Who, within the county, signs the County Title IV-E Claims Voucher (Form 4116 – State of Texas Purchase Voucher Quarterly Billing)? Please provide the name and/or position of the responsible person/staff. Patrick Swain, County Auditor	

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ $25,000

55.	How does the county ensure the County Title IV-E Claims Voucher is reconciled with the county's general ledger? Claims voucher is reconciled and submitted to DFPS. Money is received and deposited into county's general operating account. Debtor form is prepared, signed, and approved. County check is issued to the Child Welfare Board.	
56.	Does the county have a process to ensure that all expenditures claimed are allowable? *If yes, please attach a description of the process as **ATTACHMENT #II-56.***	☒Yes ☐No
57.	Does the county have a process to ensure that all raised or donated funds used as certified match for the County Title IV-E Claims Voucher are unrestricted funds? *If yes, please attach a description of the process as **ATTACHMENT #II-57.***	☒Yes ☐No
58.	How does the county know which children are IV-E eligible? Please provide a description of the process and the name and/or position of responsible person/staff as ***ATTACHMENT #II-58.***	

CERTIFICATION

Signed by an individual with documented authority as designated by the business entity.

I HEREBY CERTIFY, TO THE BEST OF MY KNOWLEDGE, THAT THE INFORMATION REPORTED HEREIN IS TRUE, CORRECT, AND COMPLETE.

Signature	Date
Patrick Swain	County Auditor
Printed/Typed Name	Title

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ $25,000

ICSQ Instructions

Every business entity should have internal controls. Internal controls consist of the policies and procedures that a business entity develops and implements to ensure that assets (such as cash and equipment) are safeguarded, that expenditure transactions (such as purchases) are authorized, and that financial data are accurately recorded. Another way of saying this is that a system of internal controls helps to ensure that assets that belong to the business entity are used only for authorized business purposes.

A system of internal controls is not designed primarily to detect errors but rather to reduce the opportunity for errors or dishonesty to occur. In an effective system of internal controls, no one person should carry out all phases of a business transaction from beginning to end. For example, if one person were permitted to order supplies, receive the supplies, write a check to pay for the supplies, and record the transaction in the accounting records, then there would be no protection against either fraud or errors.

A system of internal controls frequently may be improved by physical safeguards (acting as compensatory controls). Computers help to improve the efficiency and accuracy of record keeping functions. Cash registers, safes, and pre-numbered business forms are very helpful in safeguarding cash and establishing responsibility for it. Any system of internal controls must be supervised with care if it is to function effectively.

The Internal Control Structure Questionnaire (ICSQ) consists of a series of questions related to the processes and procedures for handling cash receipts, cash disbursements, physical inventory, file maintenance, etc. Responses to the questions included in the ICSQ allow for an assessment of the effectiveness of the procedures described as compared to best practices and/or specific state and federal guidelines.

Instructions for Submitting the ICSQ

An up- to-date ICSQ is required to be submitted with each new proposal to contract with DFPS. ***Please use the ICSQ that appropriately reflects the entire contract amount for Title IV-E funds, not just the DFPS drawdown amount.***

No two-sided copies will be accepted. No pamphlets or books will be accepted (except for required financial reports and/or audits). Responses must be typed or printed. All attachments must be clearly numbered.

Instructions for Completing the ICSQ

The ICSQ has been divided into several sections, as follows:

SECTION I: FINANCIAL POSITION

This section requests background information about the organization, including the financial system used to maintain the accounting records, preparation of financial statements and the frequency with which financial information is audited.

SECTION II: INTERNAL CONTROLS

This section addresses Internal Controls as described below:

II. A. GENERAL/ ACCOUNTING CONTROLS

The general accounting section addresses file maintenance and the contractor's responsibility to meet contract terms and/or state/federal regulations.

Accounting controls assist with the safeguarding of assets (cash and fixed assets) and the reliability of financial records. The objective sought in the control of cash receipts is to ensure that all cash that is receivable by the business entity is collected and recorded without loss. The system of controlling cash payments should be designed to ensure that no unauthorized payments are made. Control is accomplished by division of responsibility to achieve independent verification of transactions without duplication of effort.

Question 1:
Cost allocation ensures that costs are properly allocated to a specific funding source and that all costs are properly identified.

Cost allocation is required when a cost will benefit more than one contract or funding source. If cost allocation is necessary, contractors must use reasonable methods of allocating costs consistently. Any cost allocation method used should be a reasonable reflection of actual business operations.

Questions 5 - 6:
It is a good business practice to require authorized individuals to approve purchases or electronic transactions made on behalf of their department. Designating separate individuals to sign checks or authorize payments, approve purchases, prepare payments, reconcile internal accounts to the general ledger, control assets, and receive cash is also a good business practice. For smaller staffs, it may be necessary to identify compensating controls where adequate separation of duties is not possible.

Questions 7 - 8:
All costs that are reported and/or billed to a funding source should be reconciled with the general ledger (the book or file that contains all of the organization's accounts) as well as bank account transaction records.

Questions 9 - 16:
If the business entity's accounting system is automated, please complete questions 9 - 16 to provide detail as to who has access to the accounting system and how the system is protected.

Questions 17 - 25:
These are examples of internal controls that act as safeguards against unauthorized expenditures and/or check disbursement.

Questions 26 - 27:
It is a best practice to maintain supporting documents with each disbursement. Alternatively, supporting documents should be numbered, clearly referenced, and filed for easy retrieval.

Question 28:
If more than one funding source is to be used to reimburse a cost, then it is extremely important that the invoice documents how the cost is to be allocated.

Question 29:
Contractors should reference the applicable Texas Administrative Code (TAC) or Office of Management and Budget (OMB) Circulars to identify costs and expenditures that are not allowable.

Question 30:
An element of a good file maintenance process is having a systematic approach to filing the numerous contract documents that flow through a business entity. A systematic filing approach decreases the risk of lost documents, and provides a central place for documents that pertain to a specific contract.

Question 31:
An important protective measure to safeguard sensitive information is controlling physical access to the information or records related to your contracts. All contract information must be cared for with the appropriate level of physical and electronic security. Procedural safeguards ensure adequate controls against unauthorized access, fraudulent activity, disclosure, loss or damage, whether accidental or deliberate, as well as to ensure the availability, integrity, authenticity, and confidentiality of information. Procedural safeguards may include adequate separation of duties, limiting physical access (e.g., storing information in a safe or fireproof filing cabinet, locks on doors or filing cabinets, passwords) or computer-related controls dealing with access privilege.

II. B. PERSONNEL

Question 32:
Each business entity should have written personnel policies that are made available to all employees. The policies need to be consistently applied and should include all federally mandated policies related to human resource issues.

Questions 33 - 37:
OMB Circular A-122, Attachment B, Paragraph 8, subparagraph "m" (revised May 2004) and OMB Circular A-87, Attachment B, Paragraph 8, subparagraph "h" (revised May 2004) address documentation necessary to support salaries and wages. These circulars further state that the allocation of direct service delivery staff salaries between programs and/or contracts must be documented.

II. C. TRAVEL (Travel Costs Paid with DFPS Funds)

Question 38:
Travel expenses for which reimbursement will be requested from DFPS must conform to the current state travel requirements and rates for lodging, meals, and personal vehicle mileage. Supporting documentation for travel expenses must include receipts for the following expenses: parking fees, hotel lodging, taxis, and airfare.

II. D. EQUIPMENT

Questions 39 - 44:
Equipment is defined in 45 Code of Federal Regulations (CFR) Part 74.2 and the Office of Federal Financial Management, Office of Management and Budget (OMB) Circulars.

It is a federal requirement that a physical inventory be taken at least once every two years for equipment acquired with federal funds (including DFPS funds).

The disposition of all equipment purchased with federal funds must be made according to appropriate regulations and departmental policies, as per OMB Circular A-110, Section 34 (G). Equipment purchased using DFPS contract funds is subject to an equitable claim by the state (DFPS) at contract termination. No disposition should take place without prior notification to DFPS contract management.

II. E. SUBCONTRACTORS

This section must be completed if DFPS funds are or will be provided to subcontractors.

Question 45:
Subcontracting policies and procedures should, at minimum, address contractor selection and monitoring.

Subcontractor selection procedures should reflect a system in which the best subcontractor is fairly and objectively selected. Procedures should clearly identify the method of contractor selection utilized (e.g., competitive selection or bidding, negotiation with individual). (OMB Circular A-110, Sections 40-48.) The subcontractor selection process should also include established criteria to evaluate potential subcontractors, ranking method, and the consideration of past performance factors.

Subcontractor monitoring procedures should be sufficient to ensure that subcontractors consistently provide quality services by measuring performance against well-documented outcome expectations. The monitoring function should focus on the outcomes of services provided with an appropriate emphasis on contract monitoring in proportion to the amount/extent of the contracted services. Procedures should adequately describe who is responsible for monitoring, how often monitoring occurs, the monitoring process to include follow-up procedures when corrective action is required. It is also a good business practice to include an ongoing system for ensuring that funds are spent appropriately.

Question 46:
DFPS is committed to encouraging participation and increased opportunities for any minority and women-owned business that is certified as a Historically Underutilized Business (HUB). DFPS requires contractors who have contracts of $100,000 or more to do the same.

A good faith effort requires that contractors maintain documentation in purchase and contract files of their efforts to utilize HUBs. When HUB bidders are not solicited or selected, documentation should clearly state the reason. Contractors who have contracts of $100,000 or more may be required to have a HUB Subcontracting Plan that documents either:

a) That contractor does not plan to subcontract any component of the DFPS contract, or

b) That contractor does plan to subcontract and includes at minimum the contractor's written policy/procedures for subcontracting and contractor's methods for soliciting and selecting subcontractors. In this case, a HUB Subcontracting Form must be on file.

II. F. TITLE IV-E CHILD WELFARE SERVICES CONTRACT INFORMATION

Questions 47 - 58:
This section captures county policy and procedures specific to any Title IV-E Child Welfare Services contract and is used in the determination of appropriate monitoring efforts.

ATTACHMENT #I – 2 - A

Patrick Swain – County Auditor
Fran Lee – 1st Asst. County Auditor, P/R, Budget Manager
Rebekah Patin – Accounts Payable & Grants Manager
Rhonda Brode – Internal Audit Manager
Marisol Perez – Receptionist/Clerk – Financial
Mary Angelle – Financial Technician
Charity Sears – Financial Technician
Candace Plessala – Financial Analyst
Jamie Schexnaider – Financial Technician
Harry Schoppe – Financial Analyst
Lola Charles – Administrative Secretary – Financial
Patricia Moody – Financial Analyst
Kelli Kimball – Financial Technician
Katrena McDonald – Financial Technician

Attachment# II-2

Texas Juvenile Justice Department -Programs for Juveniles & Juvenile Offenders			
Texas Juvenile Justice Department State Aid	TJJD-A-2018-123	1,365,572	Balance paid in advance of expenditures
Texas Juvenile Justice Department Special Needs	TJJD-M-2018-123	54,703	Balance paid in advance of expenditures
Texas Juvenile Justice Department JJAEP Discretionary	TJJD-W-2018-123	4,885	Balance paid in advance of expenditures
Texas Juvenile Justice Department Diversion		65,000	Reimbursing Grant
Texas Department of Criminal Justice - Community Assistance Division Programs for Adult Offenders			
Basic Supervision – Texas Department of Criminal Justice - Community Justice Assistance Division	900	1,438,749	Balance paid in advance of expenditures
Women's Center - Texas Department of Criminal Justice - Community Justice Assistance Division	30	1,446,621	Balance paid in advance of expenditures
Mentally Health Initiative Texas Department of Criminal Justice - Community Justice Assistance Division	19	140,164	Balance paid in advance of expenditures
Specialized Caseload - High Need - Texas Department of Criminal Justice - Community Justice Assistance Division	27	89,204	Balance paid in advance of expenditures
Community Service Restitution - Texas Department of Criminal Justice - Community Justice Assistance Division	8	464,251	Balance paid in advance of expenditures
Intervention and Pre-Trial - Texas Department of Criminal Justice - Community Justice Assistance Division	5	446,254	Balance paid in advance of expenditures
Texas General Land Office			
TDRA IKE Round 2 Various Projects	DRS - 220219	224,723	Reimbursing Grant
Office of the Governor Criminal Justice Division			
Violence Against Women Formula Grants	13466-21	6,667	Reimbursing Grant - estimate
Crime Victims Clearinghouse	21032-08	88,017	Reimbursing Grant
Violence Against Women Formula Grants	13466-20	80,000	Reimbursing Grant
Rifle Resistant Body Armor Grant Program	3441801		Reimbursing Grant
Crime Lab Funding	34195-01	29,854	Reimbursing Grant
Texas Department of Criminal Justice			
Jefferson County Drug Intervention Court	1604516	61,516	Reimbursing Grant
Jefferson County Drug Intervention Court	1604517	5,000	Reimbursing Grant - estimate
Jefferson County Family Treatment Drug Court	1869013	3,000	Reimbursing Grant - estimate
Jefferson County Family Treatment Drug Court	1869012	41,300	Reimbursing Grant
Texas Department of Public Safety Governor's Division of Emergency Management			
FEMA Emergency Hurricane Ike	FEMA-1791-DR-Hurricane Ike FEMA-4332-Texas Hurricane		Reimbursing Grant
FEMA Emergency Hurricane Harvey	Harvey	4,180,000	Reimbursing Grant - estimate
Emergency Management Performance Grant	17Tx-EMPG-0389	38,508	Balance paid in advance of expenditures
Homeland Security Grant Program - SWAT Hazmat	33133-01		Reimbursing Grant
Texas Department of Public Safety			
Selective Traffice Enforcement Program - Impaired Driver Mobilization	2018-Jefferson-S-IYG-0054	25,000	Reimbursing Grant - estimate
Texas Department of State Health Services			
Texas Department of Family & Protective Services			
Child Welfare Services	Contract # 23939002	20,000	estimate
Legal Services	Contract # 23939003	40,000	estimate
Texas Department of Agriculture			
Summer Food Service Program	123-1007	9,777	Reimbursing Grant
Cheek Sewer Project # 5	TDCP-7216231	195,000	Reimbursing Grant - estimate
Office of the Attorney General			
Title IV-D Fees - Constable	n/a	52,000	Fee for service - estimate
Title IV-D Fees - District Clerk	n/a	320,000	Fee for service - estimate
Title IV-D Fees - Child Support Customer Service	n/a	1,300	Fee for service - estimate
Crime Victims Compensation Fund - Sexual Assault Exam	n/a	6,000	Reimbursing Grant - estimate
SAVNS Maintenance Contract	1877281	28,547	Reimbursing Grant
Texas Department of Motor Vehicles			
Motor Vehicle Salvage/Theft Reduction Program	608-18-1230100	78,476	Reimbursing Grant
Texas Department of Transportation			
Routine Airport Maintenance Grant	M1820BMPT	50,000	Reimbursing Grant
Texas Indigent Defense Commission			
Indigent Defense Formula Grant FY 18	n/a	192,421	Reimbursing Grant
Texas Commission on Law Enforcement			
Law Enforcement Officer Standards and Education	n/a	29,768	Balance paid in advance of expenditures

ATTACHMENT #II - 3 CHART OF ACCOUNTS

PREPARED 9/04/18, 10:19:28 ACCOUNT SEGMENT DESCRIPTION LISTING PAGE 1
PROGRAM GM291L
Jefferson County
SEGMENT: FUND

NUMBER	DESCRIPTION
110	JURY FUND
111	ROAD & BRIDGE PCT.#1
112	ROAD & BRIDGE PCT.#2
113	ROAD & BRIDGE PCT. # 3
114	ROAD & BRIDGE PCT.#4
115	ENGINEERING FUND
116	PARKS & RECREATION
120	GENERAL FUND
121	LIBRARY FUND
124	MOSQUITO CONTROL FUND
125	TOBACCO SETTLEMENT FUND
126	SALES TAX ESCROW FUND
151	SOCIAL SECURITY FUND
152	RETIREMENT FUND
200	FEMA EMERGENCY
201	LATERAL ROADS -PRECINCT 1
202	LATERAL ROADS- PRECINCT 2
203	LATERAL ROADS- PRECINCT 3
204	LATERAL ROADS- PRECINCT 4
205	BREATH ALCOHOL TESTING
206	USMS WARRANT GRANT
207	FAMILY GROUP CONFERENCING
208	FOREIGN TRADE ZONE
209	J.C. FAMILY TREATMENT
210	SECURITY FEE FUND
211	HIGHWAY IMPROVEMENT FUND
212	LAW LIBRARY FUND
213	TIME PAYMENT FEE FUND
214	GRAFFITI ERADICATION FEE
215	VOTER REGISTRATION FUND
216	HAMSHIRE H2O & SEWER III
217	LOAN STAR LIBRARIES GRANT
218	CERT - SHSP/CCP 2005
219	EMPG GRANT
220	JUVENILE DETENTION - TJPC
221	JUV ADVOCATE INCENT GRT
222	GRT N MENTAL HEALTH SVCS
223	JUVENILE TJPC-A-2014-123
224	JUVENILE GRANT R
225	JUVENILE PROB & DET. FUND
226	IV-E FOSTER CARE
227	GRANT A STATE AID
228	JUVENILE ACCOUNTABILITY
229	279 JUVENILE DRUG COURT
230	COMMUNITY SUPERVISION FND
231	JEFF. CO. WOMEN'S CENTER
232	RESTITUTION CENTER NO. 2
233	MENTALLY IMPAIRED OFFEND.
234	DWI PRETRIAL DIVERSION
235	MISDEMEANOR PRE-TRIAL
236	CIVIL PROBATION

NUMBER	DESCRIPTION
237	COMMUNITY CORRECTIONS PRG
238	VETERAN'S PRE-TRIAL PROG.
239	DRUG DIVERSION PROGRAM
240	BAIL BOND LICENSE FUND
241	SHERIFF DEPT GRANTS
242	BODY-WORN CAMERA GRANT
243	JAG GRANTS
244	SHERIFF'S TRAINING GRANT
245	CRIME VICTIMS CLEARING.
246	ARRA REGIONAL MARINE FAC.
247	SHSP,LETPP & CERT GRANTS
248	CRIME VICTIMS CLEARING.
249	LAW OFFICER TRAINING GRT
250	CHEEK STEP SEWER IMPROV.
251	COUNTY CLERK - RECORD MGT
252	SHERIFF'S TOBACCO GRANT
253	COUNTY CLK RECORDS ARCHIV
254	SCAAP GRANT
255	DRUG INTERVENTION COURT
256	REGIONAL COMM. SAVNS
257	AUTO THEFT GRANT
258	REGIONAL AIR MONITOR. SEP
259	COUNTY RECORDS MANAGEMENT
260	FY05 PORT SECURITY GRANT
261	CJD SHERIFF GRANTS
262	DARE CONTRIBUTIONS FUND
263	VAWA FUND
264	SAFE STREETS TASK FORCE
265	CHEEK H2O & SEWER
266	MOBIL VOLUNTEER PROGRAM
267	DANY
268	HURRICANE CONFERENCE FUND
269	FAMILY PROTECTION FEE FND
270	DEPUTY SHERIFF EDUCATION
271	CONST. PCT 1 EDUCATION
272	CONST. PCT. 2 EDUCATION
274	CONST. PCT. 4 EDUCATION
276	CONST. PCT. 6 EDUCATION
277	CONST. PCT. 7 EDUCATION
278	CONST. PCT. 8 EDUCATION
279	PEDOMETER WALKING PRJ GRT
280	TAX OFFICE AUTO DEALER
281	UNCLAIMED FUNDS MGMT FUND
282	VAWA FUND
283	HIBERNIA - FGC
284	DIABETES PREVENTION GRANT
285	J.P. COURTROOM TECH. FUND
286	HOTEL OCCUPANCY TAX FUND
287	CRIME LAB FUNDING CJD
288	DISTRICT CLK RECORDS MGMT
289	JUSTICE COURT BLDG SECUR.

PREPARED 9/04/18, 10:19:28 ACCOUNT SEGMENT DESCRIPTION LISTING PAGE 3
PROGRAM GM291L
Jefferson County
SEGMENT: FUND

NUMBER	DESCRIPTION
290	DISASTER RELIEF GRANT
291	ORCA TX PUB SHELTER IMP
292	COUNTY CLERK ELECTION CON
293	COUNTY CLERK HAVA FUND
294	PCT 8 TOBACCO GRANT
295	FY06 PORT SECURITY GRANT
296	JC CHILD ABUSE PREVENTION
297	FIRST TIME SEWER PROJECT
298	TXCDBG DISASTER RECOVERY
299	FBI FIRING RANGE REPAIR
310	1957 ROAD BOND FUND
311	CAPITAL PROJECTS FUND
312	CETRZ GRANT
313	FORD PARK-KAYAK LAUNCH
314	COASTAL RESTORATION PRJCT
315	AIRPORT CONSTRUCTION FUND
316	'93 CERT. OF OBLIGATION
317	ADMIN. SEG. UNIT
318	ISTEA GRANT
319	JUVENILE DETENTION CENTER
320	BROOKS ROAD PARK
321	CO SERIES 2000 CONSTRUCT.
322	ENTERTAINMENT COMPLEX -NB
323	2002 CO PROJECT FUND
324	2003 CO PROJECT
325	KEITH LAKE FISH PASS
326	2005 TAX ANTICIPATION NTS
340	PLEASURE IS SHORELINE STA
341	RETRO/REP HEAVY EQUIP VEH
342	W.PA AMBIENT AIR MON. STA
343	SETX REG AIR MONITOR NET.
344	TCEQ-CHEEK 1ST TIME SEWER
345	SEP UMPHREY STATE PARK
360	1987 CONTRACTUAL OBLIGATI
410	1978 EXPANSION & IMPROVEM
411	1979 EXPANSION & IMPROVEM
412	1987 CONTRACTUAL OBLIGATI
413	1990 CERTIFICATE OBLIGATI
414	1990 JAIL CONSTRUCTION
415	1993 BOND REFUNDING FUND
416	'93 CERTIFICATE OF OBLIGA
417	1995 TAX ANTICIPATION NOT
418	1999 CERT. OF OBLIGATION
421	SERIES 2000 CERT. OBLIG.
422	2002 REFUNDING BONDS
423	2002 CERT. OF OBLIGATION
424	2003A REFUNDING BONDS
425	2003B CERTIFICATES OBLIG
426	2005 TAX ANTICIPATION NTS
427	2011 REFUNDING BONDS
428	2012 REFUNDING BONDS

PREPARED 9/04/18, 10:19:28 ACCOUNT SEGMENT DESCRIPTION LISTING PAGE 4
PROGRAM GM291L
Jefferson County
SEGMENT: FUND

NUMBER	DESCRIPTION
429	2013 REFUNDING BONDS
495	DRAINAGE DISTRICT NO. 3
510	AIRPORT FUND
511	AIRPORT GASOLINE
512	DOT GRANT FUND
513	AIRPORT IMPROVE. GRANTS
514	HURRICANE RITA GRANT
520	SE TX EMP. BENEFIT POOL
550	SETEC FUND
610	HEALTH INSURANCE TRUST FU
611	LIABILITY CLAIMS ACCOUNT
612	HEALTH CLAIMS ACCOUNT
613	WORKER'S COMPENSATION FD
614	INDIGENT HEALTH CARE FUND
615	RETIREES' OVER 65
701	CRIMESTOPPER FEE FUND
702	STATE ARREST FEE FUND
703	C.J.P.F. FUND
704	C.V.C.A. FUND
705	J.C.P.T. FUND
706	L.E.O.S. FUND
707	OCL FEE FUND
708	BAIL BONDING FUND
709	CHILD SAFETY SEAT VIOLAT.
710	ENVIRONMENTAL CONTROL FND
711	CORRECTIONAL MGMT. INST.
712	JUV. PROB. DIVERSION FUND
713	COUNTY CLERK FEE FUND
714	DISTRICT CLERK FEE FUND
715	SHERIFF'S OFFICE FEE FUND
716	J.P. PCT.1 PL.1 FEE FUND
717	J.P. PCT.1 PL.2 FEE FUND
718	J.P. PCT. 2 FEE FUND
719	CRIME VICTIMS COMPENSA.
720	J.P. PCT.4 FEE FUND
721	J.P. PCT.5 FEE FUND
722	J.P. PCT. 6 FEE FUND
723	J.P. PCT. 7 FEE FUND
724	J.P. PCT. 8 FEE FUND
725	CONSTABLE PCT. 2 FEE FUND
726	CONSTABLE PCT. 3 FEE FUND
727	CONSTABLE PCT. 4 FEE FUND
728	CONSTABLE PCT. 5 FEE FUND
729	CONSTABLE PCT. 7 FEE FUND
730	TAX OFFICE FEE FUND
731	EMPLOYEE IRC SECTION 457
732	JEFF. COUNTY SECTION 125
733	CHILD PROTECTIVE SERVICES
734	D.A.'S ESCROW FUND
735	D.A.'S FORFEITURED FUNDS
736	CONSTABLE 4 FORFEITURE

NUMBER	DESCRIPTION
737	COMPREHENSIVE REHABILITAT
738	GENERAL REVENUE FEE FUND
739	BREATH ALCOHOL TESTING
740	SHERIFF'S SEIZURE FUND
741	SHERIFF'S FORFEITURE FUND
742	D. A. HOT CHECK FUND
743	NARCOTICS ESCROW FUND
744	NARCOTICS TASK FORCE GPI
745	MOUNTED PATROL
746	Constable Precinct 8
750	CONSTABLE PCT. 1
751	CONSTABLE PCT. 2
752	CONSTABLE PCT. 3
753	CONSTABLE PCT. 4
754	CONSTABLE PCT. 5
755	CONSTABLE PCT. 6
756	CONSTABLE PCT. 7
757	CONSTABLE PCT. 8
758	JUDICIAL FEES
759	MARRIAGE LICENSE FEES
760	COMM. SUPERVISION TRUST
761	WOMEN'S CENTER TRUST ACCT
762	RESTITUTION C. #2 TRUST
763	JUV. PROB. TRUST
764	DISTRICT CLERK FILING FEE
765	T.L.F.T.A.
766	B. C.
767	OWVEH
768	CCC
769	FA
770	JCD
771	TP
772	INDIGENT FILING FEE
773	JAIL LEASE REVENUE FUND
774	FLEXIBLE SPENDING PROG.
775	DNA TEST FEE
776	BAIL BOND FEE
777	STATE TRAFFIC FINE
778	EMS TRAUMA FUND
779	NON DISCLOSURE FEE
780	JURY REIMB. FEE FUND
781	JUDICIAL SUPPORT FUND
782	DRUG COURT - 40%
783	CRIMINAL JUDICIAL SUPPORT
784	CIVIL JUDICIAL SUPPORT
785	RESTITUTION FEE
786	CIVIL JUSTICE FEE
787	SECURING CHILD PASSENGER
788	ELECTRONIC FILING FEE
789	JUVENILE DNA (100%STATE)
790	TRUANCY PREV& DIVERSION

PREPARED 9/04/18, 10:19:28 ACCOUNT SEGMENT DESCRIPTION LISTING PAGE 6
PROGRAM GM291L
Jefferson County
SEGMENT: FUND

NUMBER	DESCRIPTION
791	TX HOME VISIT PGM TRUST
792	JUD/CT PERSONNELTRNG 100%
810	PAYROLL FUND
850	MOSQ. CNTRL, ESA GRANT
851	PORT SECURITY SUPP 2007
852	BUFFER ZONE PROTECTION
853	ANTI-GANG INITIATIVE
854	ORCA DISASTER RECOVERY# 2
855	CHILD ABUSE PREVENTION
856	GUARDIANSHIP FEE
857	JUVENILE DELINQUENCY PREV
858	APPELLATE JUDICIAL SYSTEM
859	INDIGENT DEFENSE FEE
860	ORCA #1DISASTER DRS060042
861	ORCA - IKE
862	BUSH-CLINTON RECOVERY
863	CNTY & DIST COURT TECH FD
864	DISTRICT CRT RECORDS TECH
865	MARINE DIVISION
866	ASAP - CONSTABLE
867	PORT SECURITY GRANT 2010
868	2008 PORT SECURITY
869	2009 PORT SECURITY
870	2009 PORT SECURITY ARRA
871	2011 PORT SECURITY
872	HAMSHIRE DUMP SITE HWY73
873	SHERIFF - COMMISSARY
874	2012 PORT SECURITY GRANT
875	2013 PORT SECURITY GRANT
876	SHERIFF-SPINDLETOP GRANT
877	2014 PORT SECURITY GRANT
878	SHERIFF SPINDLETOP MENTAL
879	GLO IKE ROUND 2
880	2015 PORT SECURITY GRANT
881	FY 2016 PORT SECURITY GRT
882	FY 2017 PORT SECURITY GRT
890	2015 PORT SECURITY GRANT
900	POOLED CASH FUND
911	JEFFCO INDUSTRIAL DEVCORP
913	JEFF CO NAV-BOND CONSTRUC
915	JEFF CO NAVI-DEBT SERVICE
931	DRAINAGE 3 - MAINTENANCE
933	DRAINAGE 3 -BOND CONSTRUC
935	DRAINAGE 3 - DEBT SERVICE
961	DRAINAGE 6 - MAINTENANCE
962	TAYLORS BAYOU BOND CONST
963	DRAINAGE 6-BOND CONSTRUCT
964	UPPER HILLEBRANDT BAYOU
965	DRAINAGE - 6 DEBT SERVICE
971	DRAINAGE 7 - MAINTENANCE
973	DRAINAGE 7-SEAWALL BOND C

NUMBER	DESCRIPTION
975	DRAINAGE - 7 DEBT SERVICE

JEFFERSON COUNTY, TEXAS

ACCOUNTING POLICIES AND PROCEDURES

The following is a comprehensive accounting policies and procedures manual for Jefferson County, Texas. The purpose of this document is to establish and communicate the standards used to maintain the official accounting records of the County.

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ACCOUNTING INTRODUCTION

The accounts of the County are organized on the basis of budgetary units including various funds, departments, programs, and accounts, each of which is considered a separate accounting entity. Accounting for these budgetary units is described as fund accounting and is designed to demonstrate legal compliance and to aid in the financial management by segregating transactions of various County functions and activities. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures as appropriate. Government resources are allocated to, and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

JEFFERSON COUNTY, TEXAS
ACCOUNTING POLICIES AND PROCEDURES
SIGNIFICANT ACCOUNTING POLICIES

The County is a public corporation and a political subdivision of the State of Texas. The County is governed by Commissioners Court, composed of four County Commissioners and the County Judge, all of whom are elected officials.

The County provides a vast array of services, which include public safety, administration of justice, health and human services, recreation services, public improvements, and general administration.

The County uses funds and account groups to report its financial position and results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fund is a separate accounting entity with a set of self-balancing accounts. An account group, on the other hand, is a financial reporting mechanism designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available resources (General Fixed Assets and General Long-Term Debt). Funds are classified into three primary categories: **Governmental**, **Proprietary**, and **Fiduciary**. Each category, in turn, is further divided into separate fund types.

Governmental Funds are used to account for the majority of the County general activities, including the collection and disbursement of earmarked monies (Special Revenue Funds), the acquisition or construction of general fixed assets (Capital Projects Funds), and the servicing of general long-term debt (Debt Service Funds). The General Fund is used to account for all activities of the County not accounted for in any other fund.

Proprietary Funds are used to account for activities similar to those found in the private sector, where the determination of net income is necessary and/or useful to sound financial management. Goods and services from such activities are provided either to the public (Enterprise Fund) or financed through charges to users or other departments or agencies primarily within the County (Internal Service Funds) on a cost reimbursement basis.

Fiduciary Funds are used to account for assets held on behalf of outsiders, including other governments, or other funds within the County. Agency funds are used to account for assets that the County holds on behalf of others as their agent.

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e. revenues and other financing sources) and decreases (i.e. expenditures and other financing uses) in net current assets. All proprietary funds are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the balance sheet. Fund equity (i.e. net total assets) is segregated into contributed capital and retained earnings

components. Proprietary fund-type operating statements present increases (e.g. revenues) and decreases (e.g. expenses) in net total assets.

The basis of accounting is the method by which revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. The County uses the modified accrual basis of accounting in all governmental fund types and agency funds. Under this basis of accounting, revenues are recognized when they become measurable and available. Measurable means the amount of the transaction can be determined and available means collected within the current period or soon enough thereafter to be used to pay liabilities of the current period. Property taxes that are measurable and available (receivable within the current period and collected within the current period or within 60 days thereafter to be used to pay liabilities of the current period) are recognized as revenue in the year of levy. Property taxes that are measurable, but not available, are recorded, net of estimated uncollectible amounts, as deferred revenues in the year of levy. Such deferred revenues are recognized as revenue in the fiscal year in which they become available.

Expenditures are recognized when the related fund liability is incurred, if measurable, except for expenditures for debt service, and other long-term obligations, which are recognized when paid. Those revenues susceptible to accrual are property taxes, franchise taxes, sales tax, licenses, interest revenue, and charges for services. Fines and permits are not susceptible to accrual because generally they are not measurable until received in cash.

The accrual basis of accounting is utilized by proprietary fund types. Under this method revenues are recorded when earned and expenses are recognized when they are incurred.

The County reports deferred revenues on its combined balance sheet. Deferred revenues arise when a potential revenue does not meet both the measurable and available criteria for recognition within the current period. In subsequent periods when both requirements for revenue recognition are met, the liability for deferred revenue is removed from the combined balance sheet and the revenue recognized.

SUNGARD (H.T.E.) GOVERNMENT SYSTEMS SOFTWARE

Jefferson County uses a governmental software application developed by Sungard (H.T.E). to account for and maintain County funds and records. Several modules of the software application are used.

Sungard (H.T.E.)'s Integrated Accounting System (GMBA) provides a comprehensive fund accounting system that includes general ledger, budgeting, accounts payable, project and grant management, and financial reporting.

Sungard (H.T.E.)'s Payroll/Personnel software application offers flexible, accurate control over payroll accounting and employee personnel records. All information is maintained online, offering in-depth inquiry and reporting capabilities.

Sungard (THE)'s Purchasing/Inventory provides a full range of functions to serve as a central purchasing system. Purchasing/Inventory's requisition process enables departments forward detailed specifications to buyers to purchase items. Requisitions are sent through the approval stages that are specified.

Sungard (THE)'s Cash Receipts provides rapid, accurate control over all payment and deposit transactions. Cash Receipts can work independently or with other Sungard (THE) software applications as a centralized cash receiving system. When payments are posted, Cash Receipts distributes the payment information to the appropriate software application or directly to the general ledger. Transactions are stored online, offering immediate inquiry and reporting capabilities.

JEFFERSON COUNTY, TEXAS
ACCOUNTING POLICIES AND PROCEDURES
ACCOUNT CODE STRUCTURE

The Sungard (H.T.E.) Government System identifies an account by means of an account number. The account number in the system is a 14 digit number (xxx-xxxx-xxx.xx-xx)

The first three digits in the account number refer to the fund to which an account belongs to. The following is a summarized list of funds and/or groups of funds:

110 –	Jury Fund
111 – 116	Road & Bridge Funds
120 -	General Fund
121 -	Library Fund
124 -	Mosquito Control Fund
200 – 299	Special Revenue Funds
300 – 399	Capital Projects Funds
400 – 499	Debt Service Funds
500 -	Airport Enterprise Fund
600 – 699	Internal Service Funds
700 – 799	Agency Funds
810 -	Payroll Fund
900 -	Pooled Cash Fund

The next four digits refer to the department/division within the fund that the account belongs to. A detail of department/division can be acquired from the Chart of Accounts.

The next three digits refer to the activity an account belongs to. The following is a summarized list of activities:

Cash -	106
Revenue – (Trial Balance Only)	199
Vouchers/Accounts payable -	201
Expenditures – (Trial Balance Only)	240
Fund balance -	253
Revenues	300 - 399
General Government	
Financial Administration	415
Judicial	412
Court Records	414
Building Maintenance	416
Other	419
Road & Bridge Precincts	431
Public Safety	
Jail	423
Probation Services	424

ACCOUNT CODE STRUCTURE (CONT.)

The next two digits refer to the element of an account. The following are the elements used by Jefferson County:

Salaries & Wages	10
Fringe Benefits	20
Materials & Supplies	30
Maintenance & Utilities	40
Miscellaneous Services	50
Capital Outlay	60
Debt Service	70

The last two digits refer to the object of an account. A detail listing of all object codes used by Jefferson County can be obtained from the Auditor's Office.

TRANSACTION TYPES

Input into the H.T.E. Government System is categorized into five different transaction types. These transaction types are printed on detail reports to help identify the reason a transaction was processed. Transaction types used by Jefferson County are as follows:

Adjusting journal entries	AJ
Budget adjustments	BA
Fund transfer entries	TF
Encumbrance entries	EN
Accounts payable entries	AP
Cash Receipts	CR

RECEIPTS

All receipts are deposited with Wells Fargo Bank.

All cash collections are to be deposited. These funds are not to be disbursed since disbursements must be made in accordance with official budgetary procedures.

All checks should be endorsed as follows (a rubber stamp is acceptable):

For Deposit Only

When depositing funds, the Treasurer's Office uses a bank deposit ticket supplied by the depository bank, and also fills out a deposit warrant form that is later sent to the Auditor's Office for processing.

Deposits made after September 30 applicable to the fiscal year just ended should be recorded in the accounts as of September 30.

ACCOUNTS PAYABLE

All disbursements for the County except payroll and wire transfers are to be processed through Accounts Payable in the Auditor's Office. Accounts Payable reviews all invoices, schedules payment and prepares checks to be issued by the County. Accounts Payable also processes requests to establish and replenish authorized Petty Cash funds. Accounts Payable is responsible for defining all vendors and individuals to be paid by the County in the County's financial systems.

The Accounts Payable procedures have been established to administer the County's policy covering County payments including handling and distribution of checks. Procedures are included for approval of vendor invoices. On payments against purchase orders, Accounts Payable will match the vendor's invoice to the Purchase Order and schedule payment.

Disbursements are made on original invoices received from vendors. Payments are not made based on statements from vendors. If the original invoice is not available, authorization from the Accounts Payable manager is necessary to pay the invoice off the copy. Invoices must be authorized by the department budget manager and/or department head before payment is made (with the exclusion of utilities, and other date sensitive billings).

The County's integrated financial system will automatically match vendor invoices to Purchase Orders entered into the financial systems. All invoices must reference the appropriate Purchase Order. It is the practice of the County to request vendors to send their invoices directly to the Auditor's Office. If the invoice is received directly by the ordering department, the department must forward the invoice immediately to the Auditor's Office for payment.

Upon receipt of the vendor invoice, Accounts Payable will enter the invoice data into the County's financial systems, match the document to the Purchase Order and if the invoice agrees with the Purchase Order, schedule payment to the vendor. Automated edits will occur during this processing. An accounts payable clerk reviews edits. Questions and errors will be resolved before payment is made.

The payment of an invoice against a Purchase Order and any adjustment to that payment will result in an entry to the accounting system. A Purchase Order results in the encumbrance of funds. The payment liquidates the encumbrance; all transactions will appear on the monthly Budget Report. Departments should review their monthly reports to ensure that the entries are for their department and the amounts are reasonable. The correction of errors noted from the issuance of the Purchase Order will be handled by the Purchasing Department. Errors made in the payment process will be handled by Accounts Payable. Errors in accounting will be handled by the Auditor's Office. Departments are responsible for identifying any errors and initiating corrective action within 30 days of the original transaction.

All checks issued by Accounts Payable are distributed through United States mail, unless otherwise requested. Accounts Payable will trace any delayed checks. When requesting a payment be traced, the following information should be provided to Accounts Payable: The date

of the Invoice and invoice number (or Purchase Order Number and Date), the vendor (or individual's) name and address, amount of the payment and Fund/Account/Center distribution.

Occasionally, there will be a need to stop payment on a check issued by the County. All requests to stop payment of checks, including payroll and refund checks must be submitted in writing. A Stop Payment Authorization form may be obtained from Accounts Payable.

Checks are printed once a week (Wednesday or Thursday) by MIS. This allows for efficiency within the disbursement function, and also maintains the prompt payment of invoices. MIS maintains physical control over the check stock. Unused checks are kept in a locked cabinet and locked closet with restricted access to the key.

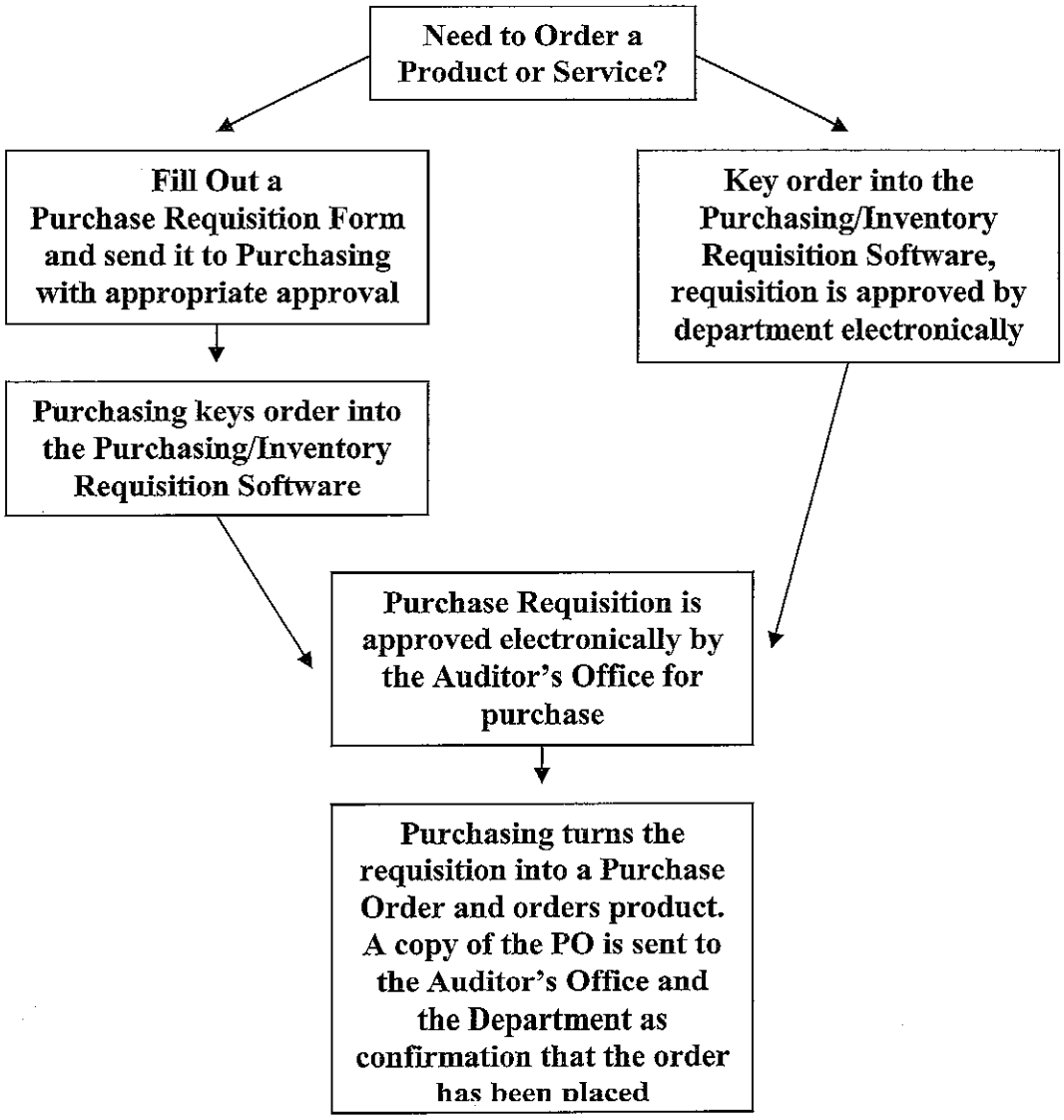
Checks are sent to the payee at the address on the invoice. If a check is to be delivered to someone other than the payee, a note containing special instructions must be attached to the invoice. If the checks are undeliverable or unidentified they should be returned to Auditing for cancellation.

A reconciliation of all outstanding Accounts Payable checks should be made every month. The reconciliation should include computer generated check and any check cancellations.

JEFFERSON COUNTY, TEXAS

ACCOUNTING POLICIES AND PROCEDURES

REQUISITION AND PURCHASING PROCESS



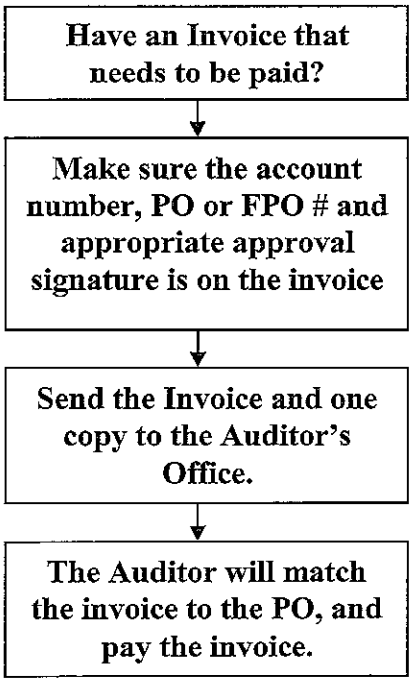
All purchases of products and services should go through the requisition process. Two exceptions apply: (1) utility payments and certain other time sensitive payments (these invoices will be paid directly by Accounts Payable from the invoice), and (2) emergency purchases, fuel, road materials, and small maintenance items (these can be put on a Field Purchase Order by calling the Purchasing Department).

Departments should make sure that purchase requisitions have the appropriate account code applied, and that the account has the funds available for the purchase. Departments should keep the copies of the Purchase Order sent to them by Purchasing to match with the invoice upon receipt. If product is not received within an appropriate time period the Department should contact the Purchasing Department with the Purchase Order number. Purchasing will then investigate the delay in delivery.

REQUISITION AND PURCHASING PROCESS (CONT.)

The requisition process sets up encumbrances against the account that is coded on the requisition. At the time of requisition approval by the Auditor's Office, a pre-encumbrance is setup in the Purchasing System, and in the GMBA Accounting system. This shows the account balance less the impending purchase so departments know exacting how much funds they have in the account at anytime. When Purchasing turns the requisition into a Purchase Order, the pre-encumbrance is liquidated automatically, and an encumbrance is setup. Each day Accounting Reports are run by the Accounts Payable Manager in the Purchasing/Inventory System. The Accounting Reports send an Encumbrance (EN) batch to GMBA. This batch contains all the encumbrance activity of the day, and is edited and updated by the Accounting Manager on a daily basis. When an invoice is received and processed through the Purchasing System, an EN batch is sent to GMBA through the Accounting Reports process to liquidate the encumbrance.

JEFFERSON COUNTY, TEXAS
ACCOUNTING POLICIES AND PROCEDURES
INVOICING PROCESS



Most invoices are sent directly to the Auditor's Office. The Auditor's Office will send the invoice out for approval to pay, and keep a copy on file. The department is responsible for making sure invoices are properly approved with a signature, that the PO or FPO number and account number are on the invoices, and that the invoice is returned to the Auditor's Office for payment. Accounts Payable processes invoices for payment on a weekly basis. All invoices must be turned into the Auditor's Office by Wednesday at noon in order for them to be paid by the following Monday.

Accounts Payable uses the Purchasing/Inventory software to process any invoices that have PO's or FPO's. The invoicing process will liquidate any encumbrance with an Encumbrance (EN) batch that was setup for the purchase, and create an Accounts Payable (AP) batch. These batches are sent to GMBA once a day on the completion of the Accounting Reports. Any invoices (i.e. utilities and other time sensitive items) that have not gone through the purchase requisition process and do not have a PO or FPO are keyed directly into the GMBA software as an AP batch. Once a week, all AP batches are edited for accuracy, and updated creating a check run.

Accounts Payable submits for checks once a week. Checks are printed by MIS. A duplicate check and the original check are processed as follows:

Duplicate checks are matched and attached to the original Invoice and other original support. As the documents are matched they are verified for correct vendor and other information. The duplicate checks and attached original support documentation are sent to Commissioners Court each Monday for final approval for payment. After Commissioners Court the duplicate checks are sent back to Accounts Payable, a numerical verification is performed,

and the duplicates are then sent to the County Clerk for imaging. Accounts Payable receives microfilm of the checks from the County Clerk, and files the film by check number. Microfilm is kept for 5 years and then destroyed.

Original checks are received from MIS with the Treasurer's signature. The original checks are matched with the copies of the Invoices and the supporting information. After court approval, the original checks are sent to the Treasurer's Office, and mailed out to the vendor.

JEFFERSON COUNTY, TEXAS
ACCOUNTING POLICIES AND PROCEDURES
VENDOR FILE MAINTENANCE

In order to make a payment, the entity you are trying to pay must have a vendor number on file. If you have checked the vendor file and determined there is not a vendor number on file, one must be added. In order to do so a W-9 with original signatures must be obtained from the vendor in question.

Who must complete a W-9?
The County is required to file 1099 Miscellaneous Income information with the Internal Revenue Service each year. In order to do this, the County needs a correct federal employer identification number (FEI) or Social Security Number (SSN) for each vendor. Form W-9 is used to gather this information. All vendors doing business with or providing a service to the County must complete and return an ***original*** W-9 to Accounts Payable.

Exception: The IRS will allow the County to accept a faxed copy of a W-9 as a substitute for an original, PROVIDED the top of the fax bears a fax imprint of the name AND fax number of the vendor.

Penalties and Backup Withholding
The IRS assesses penalties for each vendor the County fails to provide the proper information for. The amount of penalty ranges from $15 to $100 per vendor. The following is a list penalties can be given for:

- Incorrect FEI or SSN
- Missing FEI or SSN
- Incorrect or missing name (name must correspond to IRS records)
- Illegible forms

Failure of vendors to comply with W-9 requests could result in delay of payment and/or a withholding of 31%. Vendors are also subject to a 31% backup withholding if any of the following are true:

- Vendor does not supply a FEI or SSN
- The IRS has notified the County that the vendor has provided an incorrect FEI or SSN ("B" Notice)
- The IRS has notified the County that the vendor is subject to backup withholding ("C" Notice)
- Vendor has completed the W-9 FEI with "applied for" status but does not provide the new FEI within 60 days.

JEFFERSON COUNTY, TEXAS
ACCOUNTING POLICIES AND PROCEDURES
CAPITALIZATION POLICY

Introduction
Jefferson County Commissioners Court recognizes the need to maintain adequate control over all of the government's resources, including capital assets, to minimize the risk of loss or misuse.

Rule of Law
Jefferson County shall follow the guidelines established by the Government Finance Officers Association (GFOA) and by the Governmental Accounting Standards Board (GASB-34).

Definitions
Capital assets or fixed assets are defined by the GFOA as "assets that are used in operations and that have initial lives extending beyond a single reporting period. Capital assets may be either tangible (i.e. land, buildings, building improvements, vehicles, machinery, equipment and infrastructure) or intangible (i.e. easements, water rights.)."

Infrastructure assets are defined by GASB-34 as "long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets and include roads, bridges, tunnels, drainage systems, water and sewer systems, dams, and lighting systems."

Capitalization Threshold of Assets
The GFOA has several recommendations for establishing capitalization thresholds for tangible capital-type items. Capital assets shall be land, buildings (and the improvements thereto that materially increase their value or useful life), and any article of tangible personal property having an original purchase price of $10,000 or more, including the purchase price and any other charges incurred to place the asset in its intended location and condition for use, and having an estimated useful life of at least two years following the date of acquisition. Capitalization thresholds shall be applied to individual fixed assets rather than to groups of fixed assets (i.e. desks, tables).

Purchase of Assets
The Jefferson County Commissioners Court must authorize the purchase of all capital assets. The purchase must adhere to the procedures established in the County's Purchasing Policy. If possible, budget planning should anticipate fixed asset additions.

Maintenance of Assets
Capital assets must be properly maintained to minimize the risk of loss or misuse. All fixed assets must be insured at the appropriate monetary level under the County's insurance policy. Maintenance agreements will be required, if applicable to the asset, after warranties expire. The Purchasing Office will conduct an annual inventory of all fixed assets on the County books.

Disposal of Assets
Removal of a fixed asset from the books will require the approval of Commissioners Court. The Court must declare an asset to be salvage or must approve the sale or trade-in of the asset.

JEFFERSON COUNTY, TEXAS

ACCOUNTING POLICIES AND PROCEDURES

MONTHLY ACCOUNTING REPORTS

Each month a Detailed Budget Analysis and a Salary Detail Budget Analysis is sent to each department that is budgeted as "County Funds". These reports are sent to provide information to the department head and/or budget manager of the department about their departments budget position at the time of the reporting.

Each month Financial Statements are prepared and sent to Commissioners Court.

FISCAL YEAR END CLOSE

The fiscal year ends on September 30 and all obligations should be liquidated by the end of the fiscal year.

Voucher registers for September should cover payments for all invoices for which goods have been received, all payrolls and all other obligations which are in order for liquidation during the fiscal year being closed.

It is not permissible to liquidate obligations due in one fiscal year out of the appropriations made for a preceding or a following fiscal year.

The Auditor's office will keep the general ledger open until all September business is properly closed out.

A year end activity schedule should be developed as early as possible for the year end closing. This schedule should include, but not be limited to:

Specific deadlines for accepting data such as purchase requisitions, purchase orders, and invoices.

Description of year end activities.

Department or person responsible for each activity.

This activity schedule should be coordinated with the Auditor's Office staff, and distributed to all appropriate departments.

JEFFERSON COUNTY, TEXAS

ACCOUNTING POLICIES AND PROCEDURES

PROCEDURES FOR PETTY CASH/CHANGE FLOATS

Jefferson County departments that have a large number of ongoing minor expenses, establishing and using a Petty Cash/Change Float is more efficient than issuing a large number of small checks. Petty Cash/Change Float are to be used in those situations where there are nominal/small charges that cannot be processed in a timely manner through the normal purchasing process.

The Auditor's Office strongly recommends that all Petty Cash/Change Float monies be kept to a minimum and be stored in a secure location.

It is the responsibility of the custodian of the fund and the department head to administer these funds in accordance with the relevant policies and procedures. Petty cash requests require evidence of what was purchased (an original invoice or receipt) and evidence that payment was made.

The fund should be counted and reconciled by the fund custodian regularly. Internal petty cash counts may be requested by the Auditor's Office at any time. When a petty cash fund is counted by an auditor, the fund custodian must be present.

Petty Cash funds should not be commingled with any other funds such as other petty cash/change funds or private/personal funds.

Payroll Policies and Procedures

- Introduction
- Payroll Systems Overview
- Departmental Responsibilities
- Paychecks, Direct Deposit Notices and Earning/Benefit Statements
- Direct Deposit Authorization
- Tax Withholding
- Garnishments and Debt Payments
- Bi-weekly Procedures

Introduction

The Payroll Department is responsible for the timely and accurate payment of salaries and wages and tax withholdings for all County employees. Payroll ensures that the payroll transactions comply with generally accepted accounting principles and that all transactions are correctly posted to the general ledger. Specific responsibilities include:

- Issuing earning/benefit statements to accompany paychecks and direct deposit vouchers;
- Withholding proper taxes and establishing authorized deductions;
- Collecting and disbursing garnishments, tax liens, and child support;
- Issuing W-2's;
- Calculating and depositing all taxes;
- Administering the County's Payroll, Time Reporting and Check/Deposit Voucher Systems;
- Scheduling, monitoring and auditing system schedules and jobs related to payroll functions;
- Reconciling federal and state taxes to the County's General Ledger System;
- Preparation of State Unemployment reports;
- Issuing W-2's
- Distribution of detailed labor and accrual reports to departments;
- Tracking retirement contributions and calculating employees' maximum pretax contributions;
- Maintaining the Payroll/Personnel System.

Payroll has developed procedures to assist departments in understanding their payroll and fiscal responsibilities. Included is an overview of County systems related to payroll matters, including H.T.E.'s Payroll system, which includes payroll processing, time reporting, check printing and the reporting of payroll data in the financial systems. All County paychecks and direct deposit vouchers contain a statement reporting pay period and year-to-date earnings, deductions and benefit information. Explanations of the data reported on the earning statement are covered in these procedures. Also included are policies for check distribution, recovery of overpayments, requesting stop payments and reissuing checks and

correction of errors. Employees may have their pay directly deposited to their financial institutions. These procedures include instructions for establishing and changing direct deposit requests.

All employees are required to complete tax withholding forms. Withholding allowances determine how much tax is withheld from an employee's paycheck. Information on obtaining tax withholding certificates and for requesting changes in withholdings is contained in these procedures.

Payroll Systems Overview

The County's Payroll System supports human resource administration including employment, compensation and employment records and benefits. The system also supports payroll processing, including the collection of employees' time, calculation of gross income and net pay, validation of earnings, and the calculation of overtime defined by FLSA (Fair Labor Standards Act) requirements. The system generates the data for preparing paychecks and direct deposit vouchers.

Basic functions of the Payroll System, including position control, time reporting, benefits and deductions, labor distributions, payroll calculations, preparation of paychecks and direct deposit vouchers and posting payroll journals to the ledger are outlined below.

Position Control and Budgeting:

The Auditor's Office uses the Payroll System's position control function to define and maintain all positions and position characteristics as well as all regular and premium earnings, fringe benefits, and position labor distributions.

Payroll Interface to Chart of Accounts:

The Auditor's Office also maintains the Chart of Accounts, including defining codes for funds and activity and for translation to the General Ledger.

Biographical and Demographic Data:

Payroll enters biographic and demographic data for individuals, and make the data available for applicant and employee records.

Employee File:

Human Resources completes the hiring process and creates an employee file Status Change Form. The applicant's Status Change Form is used to enter the applicant into the Payroll system. Payroll defines and maintains leave eligibility, leave balances and review information. Biographic and demographic data is updated as necessary.

Job Records:

Payroll establishes job records using position and employee information. The employee's work history is recorded in the Status History file of the Payroll System.

Benefits and Deductions:

Risk Management and the Human Resources departments define and maintain employee and retiree benefit plans. Associated payroll deductions are established. The Risk Management Department is responsible for maintaining and notifying the Payroll Department of any changes in benefit- related deductions (health insurance, flex-fund, life and disability insurance). Payroll is responsible for payroll-related deductions (federal and local taxes, FICA and medicare, garnishments, union dues and United Way contributions).

Labor Distributions:

Labor distributions are defined on the position record and default to the job record where the labor entries may be overwritten. Labor entries on the job record may likewise be overwritten when hours are reported to Payroll for processing. Because bi-weekly time and attendance is processed through the Payroll System, all labor distributions defined in Time Reporting will overwrite the distributions on the job and position record for the current pay period.

Job Status History:

Job History data is automatically created and maintained. Job history records job-related employee information including: employee class, status, grade, and salary/wage information.

Payroll Processing:

Payroll initiates the payroll process, copies employee records and creates a file ready to process hours, salaries and deductions.

Payroll System Interface to Time Reporting (time and attendance data):

Departments can electronically submit time and attendance through the Time Reporting System or manually submit time sheets to the Payroll department. Payroll reviews data transmitted by the many reporting offices to insure all departments have transmitted time and the files are reasonable.

Pay History:

A complete history of all pay calculations and adjustments is maintained for use in compliance with federal, state and local tax requirements.

Payroll Proof and Validation:

Payroll schedules system processes to proof and validate entries, and calculate all earnings and deductions.

Payroll System Interface to Check Management (check and direct deposit data):

Once the payroll calculation is complete, Payroll authorizes the processing of checks and direct deposits and processes a direct deposit file and a direct deposit report of deposit information to transmit to the banks. Payroll also runs processes to create the check and direct deposit files to print of checks.

Payroll System Interface to the General Ledger System:

Payroll updates the payroll files, moving current totals to year-to-date totals in the employee files, produces payroll and deduction registers and authorizes the financial process to update the General Ledger.

Departmental Responsibilities

Departmental Responsibilities

The County has an obligation to pay employees for services performed during the pay period on the established payday. Accurate and timely reporting of an employee's time and attendance is the direct responsibility of the employee's immediate supervisor. This responsibility includes the following:

Being familiar with the County's policies which govern hours worked, overtime pay, compensatory time, sick leave and holiday pay defined in Section 10 of *The Jefferson County Personnel Policies/Practices and Procedures Manual.*

Applying the County's Personnel Policies uniformly and consistently.

Informing employees of departmental rules and practices relating to time and attendance.

Assuring that employees comply with County and departmental policies and practices.

Ensuring that all required hiring documents are prepared accurately and timely for all new employees. Verifying that employee data is reflected in the County systems so that the employee's time can be entered on the first day of work.

Reviewing pay reports regularly and correcting any errors or missed entries on a timely basis.

Assuring that accrued annual and sick leave is properly recorded and maintained on the employees' leave records.

Transmitting accurate Pay Reports to Payroll before the established deadlines.

Reviewing labor and budget performance reports promptly. County policy requires departments to review their fiscal reports for accuracy and to correct any accounting errors in a timely manner.

Departments should separate the duties of time reporting, preparing personnel documents and picking up payroll checks.

Departments must act to protect the confidentiality of payroll data contained on labor and other payroll reports.

Undelivered paychecks and direct deposit vouchers must be adequately secured by storing them in a locked and secure file, desk, cabinet, etc.

Paychecks, Direct Deposit Vouchers and Earning/Benefit Statements

General Information
Paychecks and Direct Deposit Vouchers are distributed based on the department code defined in the Payroll System. The department number will appear directly below the employee's name on the paycheck.

Payroll issues a payroll schedule each fall shortly after Commissioners Court distributes the Holiday schedule. The payroll schedule provides the deadlines for submitting time and attendance records and the pay dates for the fiscal year. Generally, in pay periods without a holiday employees are paid every other Friday. There is a two week lag in the pay cycle.

Departmental Check Pickup
A designated employee picks up paychecks from the Treasurers Office.

The designated employee safeguards any undelivered checks by storing them in a locked and secure file, desk, cabinet, etc.

Early Pickup of Checks
Departments may pick up payroll checks from the Treasurers Office after 2 p.m. on the day before the pay date.

Outstanding Payroll Checks
The Treasurer's Office monitors checks that have been issued, but not presented for payment. If a payroll check has not been cashed within 90 days of the issue date, damaged or misplaced, you must notify Payroll so that a Stop Payment can be placed on the original check and a replacement check can be issued. A replacement check will be issued within 24-48 hours after placing the Stop Payment.

Earning/Benefit Statement (Paycheck stub)
All County paychecks and direct deposit notices include information related to pay period and year-to-date earnings and deductions. The information below defines the data provided in each block of the Earning/Benefit Statement.

HOURS AND EARNINGS:
Current pay period and year-to-date hours and earnings are reported by earning type. The Hours and Earnings section of the statement

PRETAX ITEMS:
Pretax items represent deduction/withholding items not subject to tax and are subtracted from the actual gross pay to determine the taxable gross earnings. Examples of pretax items include applicable retirement and health insurance deductions/withholdings.

NONCASH TAXABLE BENEFITS:
These items are included in the taxable gross earnings but not in the net pay amount. An example is the value of group term life insurance premiums over $50,000.

TAXES
These items represent employee withholding/deductions such as FICA (old age and Medicare), federal and state taxes.

AFTERTAX DEDUCTIONS:
These items represent deductions taken that do **NOT** affect the taxable gross earnings. Deductions for credit union deposits, United Way contributions, and child support are included under this heading.

OTHER INFORMATION:

The statement also contains the following information:

- Social Security Number and Name of Employee
- Check Pay Date, and Pay Period Dates
- Accrual information on Vacation, Sick Leave, Compensatory Time, and Personal Leave

Direct Deposit Authorization

Direct Deposit Authorization
The County offers direct deposit of net pay to any financial institution in the United States. With direct deposit, an employee may have a fixed amount deposited to a checking or savings account. Direct deposit assures that employees' paychecks are in their checking or savings accounts on payday even if they are sick or on vacation. All employees of the County are eligible for direct deposit.

Each payday, employees who have elected direct deposit will receive a Notification of Direct Deposit, along with an Earning and Benefit Statement. **Any paychecks issued as a result of a payroll adjustment will always be issued to the employee as a check.**

To arrange for direct deposit, employees simply complete and sign a Direct Deposit Authorization form and attach a voided check. The form may be obtained from Payroll Services. Once the authorization is received by Payroll Services, it may take one pay cycle to become active. A separate authorization form is required for each account designated to receive a direct deposit.

Tax Withholding

General Information
All employees are responsible for completing the proper tax forms and for notifying the County promptly of any changes in their tax status (i.e. changes in residence, changes in withholdings, etc.).

Tax Forms
All employees must complete a W-4, *Employee Withholding Certificate* to establish the amount of tax to be withheld. Withholding allowances determine how much income tax is withheld from each paycheck. Employees may obtain these forms from Payroll Services

Changing Tax Information
If an employee wants to change the current number of exemptions, a new W-4, *Employee Withholding Certificate* must be completed and returned to Payroll Services. During the year, an employee may change the number of withholdings by submitting a new W-4. Payroll Services will enter the change into the Payroll System. The change will be reflected in the first or second payroll check following the request, depending on the timing of the request during Payroll System's processing cycle.

Exemption From Withholding

Claiming Exemption From Withholding

Employees who meet IRS guidelines may claim exemption from income tax withholding. Information on claiming exemption from withholding can be found on the tax forms. By claiming this exempt status, no federal or state taxes will be withheld.

Mandatory Renewal of Exemption From Withholding

Exemption from withholding expires at the end of the calendar year. Each calendar year, employees must file new tax forms to claim the exempt status in order to maintain the exempt status for the upcoming year. If an employee's exempt status is not renewed, the County must begin withholding income taxes at the single and zero (0) exemption rate.

Garnishments and Debt Payments

General Information

A garnishment is a levy against an employee's wages, salary or other income. A garnishment is usually mandated by the court system and requires the employer to deduct a certain amount from the employee's wages and issue a check to the garnishor. Payroll Services will notify an employee of a debt withholding concerning a garnishment, tax lien, bankruptcy, or wage assignment. The employees should also receive prior notification of a debt collection by the issuing court or authorized agency.

Garnishment

A garnishment summons is issued by a General District Court on behalf of a creditor to recover a legal debt owed by an employee. The County is legally bound to withhold or garnish an employee's wages as instructed by the court. Payroll Services will continue to garnish wages until either the entire amount is satisfied, the due date on the garnishment summons is reached, or the garnishment is released by the court by written notification. Payroll Services will remit the withheld garnishment amounts to the appropriate court on behalf of the employee.

Bankruptcies

A bankruptcy decree is issued by a United States Bankruptcy Court on behalf of an employee to prevent further voluntary or involuntary debt collections.

Chapter 7 Bankruptcy:

Generally, a Chapter 7 Bankruptcy decree accompanied by an Order Staying Levy or Garnishment stays any existing or future garnishments or liens against an employee's wages for a specific time period.

Garnishment or tax levy funds withheld by the County following the bankruptcy petition date are remitted to the employee. Debt funds withheld before the petition date that have not been remitted will be remitted according to the Bankruptcy Court's instructions.

Chapter 13 Bankruptcy:

A Chapter 13 Bankruptcy decree accompanied by an Order Staying Levy or Garnishment stays any existing or future garnishment or lien against an employee's wages until release.

Debt funds held by the County are remitted to an appointed trustee as instructed by the Bankruptcy Court. Additionally, Payroll Services may be ordered to withhold a specified amount from an employee's paycheck for a specific time period and remit the funds to the trustee.

Tax Liens
Tax liens are issued by the IRS and state tax departments to recover delinquent taxes, penalties, and interest charges.

Federal Tax Levy
The County is required, by law, to withhold wages for an IRS tax levy based on the number of exemptions claimed by an employee. Payroll Services will notify an employee of a federal levy and the need to complete the Statement of Personal Exemptions portion of the levy document. Payroll Services will start to withhold at the maximum rate if the exemption statement is not completed. Payroll Services will continue to withhold for a federal tax levy until it is released by written notification from the IRS or an Order Staying Levy or Garnishment from a bankruptcy court.

Wage Assignments
A wage assignment is a voluntary withholding of a specific amount of wages between an employee and a creditor to satisfy a debt payment. Wage assignments most frequently are payments to the Department of Social Services for child support payments. Payroll Services will withhold a specific dollar amount each pay period to satisfy the wage assignment agreement and remit the amounts as they are withheld.

Bi-Weekly Procedures

General Information
A time document is turned in by all employees within each department. From these, a time sheet is prepared and approved by the department payroll contact for each employee.

Approved time sheets are received by the Payroll Department by the close of the third business day after the time cutoff. Each department payroll contact includes a batch totals worksheet for all time sheets submitted. The Payroll Department will begin to key and reconcile all time sheets on a departmental basis, except for departments that key their own time and payroll reconciles to submitted batch totals. This process takes several days to complete.

After all time sheets are entered and reconciled in the HTE Payroll Module software, the payroll checks are submitted for printing by the Payroll Department. The checks and the direct deposit

vouchers are printed by MIS. Physical control over the check stock is maintained by MIS. Unused checks are kept in a locked cabinet and locked closet with restricted access to the key.

The payroll checks are then taken to the County Treasurer's Office by MIS where they are signed via a check signing stamp machine. The Treasurer's Office has possession and security of the check signing plate and uses it to sign all computer checks. The County Auditor and the Treasurer have facsimile signatures on this plate. The payroll checks and direct deposit vouchers are distributed to all departments by the Treasurer's Office.

The Payroll/Personnel module accumulates the payroll distribution data in a batch journal entry and passes it to the general ledger. This is put in a holding file and reviewed by the Accounting Manager who makes any posting error corrections. After approval by the Accounting Manager the entry is posted to the general ledger.

The County Treasurer's Office reconciles the payroll back account monthly and keeps the bank statements on file along with the canceled checks.

A "cover" check is cut on the operating account after each payroll for the net payroll balance and sent to the Treasurer's Office for signature. The check is deposited by the Treasure's Office in the payroll account.

JEFFERSON COUNTY, TEXAS
ACCOUNTING POLICIES AND PROCEDURES
BUDGET POLICIES & PROCEDURES

The overall goal of the County's budget policy and procedures are to establish and maintain effective management of the County's financial resources. Formal policy statements and major objectives provide the foundation for achieving this goal. Accordingly, this section outlines the policies and procedures used in guiding the preparation and management of the County's overall budget and the major objectives to be accomplished.

The County follows the policies below in establishing the budget.

- The budget will be prepared in such a manner as to facilitate its understanding by citizens of the County, elected officials and employees.

- Financial information systems will be maintained to monitor operations of the County on an ongoing basis. Also, the accounting and financial reporting systems will be maintained in compliance with current generally accepted accounting principles.

- The budget will be structurally balanced; all recurring expenditures will be supported by recurring revenues.

- All County positions will be fully funded in the budget. All classification changes will be approved during Budget Hearings.

- The Auditor's Office will review all departmental budgets to identify possible increases or reductions, and will analyze all budget requests in detail.

- The budget will provide for adequate maintenance of capital, infrastructure, and equipment and for their logical replacement. No "carryover" capital outlay will be budgeted unless specifically approved by Commissioners' Court during the current year's budget hearings.

- The County will continue to adhere to a healthy financial reserve position. Expenditures budgeted will not exceed the budgeted revenues and existing reserves.

- Long-term debt will not be issued to finance current operations.

- The County will establish an appropriate mix of general fund transfers, state grant funds, and general obligation debt in the funding of capital projects.

The County follows the procedures below in establishing the budget.

- ⌘ Jefferson County's fiscal year begins on October 1st each year and ends on September 30th. The budget process for each upcoming fiscal year begins in May with the preparation of Budget Workpapers, which are distributed, to all County Departments. Each department is asked to project their financial requirements for the upcoming year. The Budget Workpapers are a guide for initial budget requests.

- ⌘ Departmental annual budget requests are then submitted by the Department or Agency Head to the County Auditor in June. The County Auditor compiles the initial requests, and in July, budget hearings are held for each department. Commissioners' Court, which includes the County Judge and the four County Commissioners, oversee the Budget Hearings. These hearings give Department Heads the opportunity to discuss with Commissioners' Court any changes in their budget, and items that are a priority. The public is invited to attend all budget hearings, which are posted according to the Open Meetings Act.

- ⌘ In conjunction with compiling departmental budget requests, the County Auditor prepares an estimate of available resources in each fund for the upcoming fiscal year. Expenditures budgeted in the various funds may not exceed the fund balances as of the first day of the fiscal year plus the anticipated revenue for the year as estimated by the County Auditor.

- ⌘ In August, the County Auditor prepares the proposed annual operating budget to be presented to the Commissioners Court for their consideration. The budget represents the financial plan for the new fiscal year. Public hearings are held on the proposed budget.

- ⌘ The Commissioners' Court must adopt an annual operating budget by a majority vote of the Commissioners' Court before October 1. The adopted budget must be balanced; that is, available resources must be sufficient to support annual appropriations. Accountability is then required for operations to remain within available resources.

- ⌘ The department is the legal level of budgetary control. Total expenditures cannot exceed the final appropriation once the budget has been adopted. Commissioners' Court can amend the total appropriations for an individual fund. To comply with expenditure limitations, when one fund's total appropriation is increased, another fund's appropriation must be reduced by an equal amount. Commissioners' Court may also approve the transfer of appropriations within funds. All such amendments require Commissioners' Court approval.

BUDGET POLICIES & PROCEDURES (CONT.)

- The County uses funds to report its financial position and results of its operations. Funds for budget purposes are classified as Governmental and Fiduciary. Governmental Funds are used to account for the majority of the County's general activities, including the collection and disbursement of earmarked monies (Special Revenue Funds), the acquisition or construction of general fixed assets (Capital Projects Funds), and the servicing of general long-term debt (Debt Service Funds). The General Fund is used to account for all activities of the County not accounted for in any other fund. Proprietary Funds are used to account for activities similar to those found in the private sector (Enterprise Funds), where the determination of net income is necessary and/or useful to sound financial management.

- Annual budgets are legally adopted for the General Fund, Debt Service Fund and the Enterprise Fund. Budgets for Special Revenue Funds are established pursuant to statute guidelines, and budgets for Capital Projects are established on a project basis.

- All transactions affecting the acquisition and disposition of anything of value by the County are recorded in detail in the accounting system adopted by the Jefferson County Auditor.

- The budgets of general government type funds (i.e. General Fund and Special Revenue Funds) are prepared on a modified accrual basis. Briefly, this means that obligations of the County are budgeted as expenditures, but revenues are recognized only when they are measurable and available.

- Proprietary fund types (i.e. Enterprise Funds) for budget purposes utilize the accrual basis of accounting. Under this method revenues are recorded when earned and expenses are recognized when they are incurred.

- Encumbrance accounting is used for all funds. Encumbrance accounting means that an estimated cost is recorded on the books at the time of an order of goods and services so that all obligations are booked. When the actual cost is known, it is booked, and the encumbrance is reversed. All encumbrances lapse at year-end for all budgeted funds.

- The Comprehensive Annual Financial Report (CAFR) shows the status of the County's finances on the basis of "generally accepted accounting principles" (GAAP). Budgets are prepared on a basis consistent with GAAP.

BUDGET POLICIES & PROCEDURES (CONT.)

The County follows the procedures below in making amendments to the budget.

- ⌘ Budget amendments are initiated by the departments seeking extra funding. The department should send the request for the budget amendment in writing to the Auditor's Office. The request should detail the amount of the amendment, and reasoning behind the request.

- ⌘ The Auditor's Office will review the request for reasonableness, and either put the request on the agenda for court approval or deny the request.

- ⌘ Budget amendments must be approved by Commissioners Court.

- ⌘ After approval, amendments are keyed into the GMBA system with a Budget Amendment (BA) batch by the Accounts Payable manager. The batch will be edited and updated thus releasing the funds.

JEFFERSON COUNTY, TEXAS
ACCOUNTING POLICIES AND PROCEDURES
TRAVEL POLICIES AND PROCEDURES

The Travel Policy and Procedures are now included in the Personnel Policy Manual. Please refer to section 17 at the following site: http://co.jefferson.tx.us/employ/PersonnelPolicies.htm

CASH ADVANCE POLICIES

The Cash Advance Policies are now included in the Personnel Policy Manual. Please refer to section 18 at the following site: http://co.jefferson.tx.us/employ/PersonnelPolicies.htm

GRANT CASH MANAGEMENT POLICY

CASH MANAGEMENT. Jefferson County has implemented the following procedures to minimize the time elapsing between the transfer of funds from the grantor agency and disbursement by Jefferson County.

1. In an effort to minimize the time lapse between the transfer of funds from the grant sources and the disbursement of said funds by Jefferson County and subgrantees, requests for funds are to be made as close as possible to the time of making related disbursements. Jefferson County requires the receipt of reports on subgrantees' cash balances and cash disbursements in sufficient time to enable the county to prepare complete and accurate cash transactions reports to the awarding agency.
2. Jefferson County will monitor cash drawdowns by their subgrantees to assure that they conform substantially to the same standards of timing and amount as applied to advances to the grantees.

GRANT INTEREST POLICY

INTEREST EARNED ON GRANT ADVANCES. Except for interest earned on advances of funds exempt under the Intergovernmental Cooperation Act (31 U.S.C. 6501 et seq.) and the Indian Self-Determination Act (23 U.S.C. 450), or otherwise dictated by grant documentation, Jefferson County and subgrantees shall promptly, but at least quarterly, remit interest earned on advances to the granting agency. Jefferson County or subgrantee may keep interest amounts up to $100 per year for administrative expenses.

GRANT EXPENDITURE POLICY

POLICY: Jefferson County, Texas will assure grant expenditures are allowable, necessary and reasonable in the operation of the grant organization except in unusual circumstances or exceptions to the listed characteristics in the Uniform Grant Management Standards.

PROCEDURE GUIDELINES:

To determine the allowable cost, the following criteria should be met:

a. Be necessary and reasonable for proper and efficient performance and administration of Federal or state awards;
b. Be allocable to Federal and state awards;
c. Be authorized and not prohibited under State or local laws or regulations;
d. Conform to any limitations or exclusions set forth in Federal or state laws, meet terms and conditions of the Federal or state award, or other governing regulations as to types or amounts of cost items;
e. Be consistent with policies, regulations and procedures that apply uniformly to both Federal or state awards and other activities of the governmental unit;
f. Be accorded consistent treatment. A cost may not be assigned to a Federal or state award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal or state award as an indirect cost;
g. Except as otherwise provided, be determined in accordance with generally accepted accounting principles;
h. Not be included as a cost or used to meet cost sharing or matching requirements of any other Federal or state award in either the current or a prior period, except as specifically provided by law or regulation;
i. Be the net of all applicable credits;
j. Be adequately documented. Documentation required may include, but is not limited to, travel records, time sheets, invoices, contracts, mileage records, billing records, telephone bills, and other documentation that verifies the expenditure amount and appropriateness to the grant.

A cost is reasonable, if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. To determine reasonableness of a given cost, consideration shall be given to:

a. Whether the cost is a type generally recognized as ordinary and necessary for the operation of the grant award;
b. The restraints or requirements imposed by such factors as: sound business practices; arms length bargaining; Federal, State and other laws and regulations; and, terms and conditions of the award;
c. Market prices for comparable goods or services;

d. Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the organization, the public at large, and the state or federal government;
e. Significant deviations from the established practices of the organization which may unjustifiably increase the award cost.

Allocable Costs:

a. A cost is allocable to a particular cost objective if the goods or services involved are chargeable or assignable to such cost objective in accordance with the relative benefits received.
b. All activities which benefit the organization's indirect cost, including unallowable activities and services donated to the organization by third parties, will receive an appropriate allocation of indirect costs. For example, the fair market value of volunteer services contributed to a project need to be included in the allocation. Unallowable cost have to be included to ensure that the organization does not pay a disproportionate share of project costs by having such cost "backed out" prior to allocating cost among funding sources.
c. Any cost allocable to a particular award or cost objective may not be charged to other federal or state awards to overcome deficiencies, to avoid restrictions imposed by law or terms of the award, or for other reasons. However, this prohibition would not preclude the organization from shifting costs that are allowable under two or more awards in accordance with existing program agreements.
d. Where accumulation of indirect costs will ultimately result in charges to an award, a cost allocation plan will be required.

Applicable Credits:

a. Applicable credits refer to those receipts or reduction of expenditure-type transactions that offset or reduce expense items allocable to award as direct or indirect costs. Examples of such transactions are: purchase discounts, rebates or allowances, recoveries or indemnities on losses, insurance refunds or rebates, and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the organization relate to allowable costs, they shall be credited to the award as a cost reduction or cash refund, as appropriate.
b. In some instances, the amounts received from awards to finance activities or service operations or the organization should be treated as applicable credits.

Grant Sub Recipient/Sub Grantee Monitoring

When the County acts as Grantee, the County will

(1) Ensure that every subgrant agreement includes a provision for compliance by the subgrantee with the specific grant program requirements,

(2) Ensure that subgrantees are aware of requirements imposed upon them by Federal/State statutes and regulations.

(3) Monitor subgrant supported activities to assure compliance with applicable Federal/State requirements and that performance goals are being achieved. Subgrantee monitoring must cover each program, function or activity.

SECTION II: INTERNAL CONTROLS - ATTACHMENT #II – QUESTION 6 – RECEIVE CASH LISTING:

ADULT PROBATION/COMMUNITY SUPERVISION

Beaumont Office

Sandra McIntyre	Cashier
Susan Abshire	Receptionist
Marla Richard	Bookkeeper
Brenda Walden	Bookkeeper
Jennifer Gomez	Intake Clerk (back up)
Loretta Havard	Intake Clerk (back up)
Aiesha Jones	Group Reporting/Intake Clerk (back up)
Shannen Shapiro	Administrative Assistant (back up)
Brenda Davis	Administrative Assistant (back up)
Peggy Harrison	Supervisor
Pam Stewart	Data Control Manager
Shalon Marks	CSO (back up)
Sherry Sterling	Administrative Assistant (back up)
Kimberley Valdez	Administrative Assistant/Benefit Cord.
Jerry Johnson	Director
Donna Kountz	Assistant Director

Port Arthur Office

Patrice Minard	Cashier
Kashunda Richard	Receptionist
Kim Cooper	Cashier (back up)

WOMEN'S CENTER STAFF WHO MAY HANDLE CASH

Name:	Position:
Kimberly Atkins	Program Director
Ericka Boudreaux	Residential Monitor
Ella Brouchet	Residential Monitor
Theresa Carrier	Residential Monitor
Shemeka Collier	Residential Monitor

Mary Darby	Employment Specialist
Erica Deal	Residential Monitor
Sharon Eli	Residential Monitor
Pamela Fulton	Residential Monitor II
Constance Gregory	Residential Monitor
Debra Hoose	Bookkeeper
Lashanda Johnson	Residential Monitor
Elizabeth Moore	Residential Monitor
Latasha Richardson	Residential Monitor
Isabella Stewart	Residential Monitor
Kristin Thibeaux	Administrative Assistant
Patricia Williams	Residential Monitor

All staff may potentially handle cash in the Women's Center. Cash in the facility consists of tips, cashed paychecks, personal money brought in by friends or family members, petty cash and work expense. Staff who handle cash daily are the Residential Monitors who take the cash at the front desk, the secretary who prepares the deposit and the Bookkeeper who rechecks the deposit. The Secretary is the custodian of the petty cash and the Bookkeeper is the custodian of Work Expense. Cash may be handled 24 hours a day, seven days a week.

Attachment# II-25

Purchase order numbers are assigned sequentially by the computer system.

ATTACHMENT #II – 26:

Supporting records are kept and filed in check number order monthly. A copy of the check is attached to the original documentation when processed for payment. Cancelled check copies are obtained via bank internet site, CD, or stored files sent to the county by the banking institution. Purchase orders and Field Purchase orders must be entered, approved, and attached or electronically entered before payment is processed. All check copies and supporting payment documentation is also imaged and electronically stored within the Jefferson County computer network.

ATTACHMENT #II – 31 - SECURITY COMMENTS

Access to main courthouse is controlled at main entrance with a security system and scanners. All other courthouse access is limited to only Jefferson County employees with issued key access cards. The Auditor's Office is staffed with a receptionist on duty at the front desk from 8:00 a.m. until 5:00 p.m. The Auditor's Office is locked after hours to prevent access to and safeguard records. Confidential records are properly stored in file cabinets and cannot be accessed unless approval is given during working hours after notification from the receptionist at the front desk.

DUE DATE: _____

NAME: _____ PAY PERIOD: _____

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RG - REGULAR HOURS
CE - COMPTIME EARNED
CT - COMPTIME TAKEN
HL - HOLIDAY
IL - INJURY LEAVE
VT - VACATION
ST - SICK
DF - DEATH IN FAMILY
PL - PERSONAL LEAVE
LW - LEAVE WITHOUT PAY

SIGNED: _____

JEFFERSON COUNTY, TEXAS
TRAVEL EXPENDITURE CLAIM FORM

Traveler's Name: _____ **Department:** _____

REIMBURSEMENT FOR EXPENDITURES MADE ON ACCOUNT OF OFFICIAL BUSINESS:

Date	Description of Items (Include Only Such Items For Which Receipts Are Attached)	Lodging	Meals	Transportation	Miscellaneous
	*Attach Cash Advance				
Subtotals		$	$	$	$
Total Travel					$
Less: Cash Advance					$
Amount Due To (Payable From) Traveler					$

Purpose of Travel: _____

_____

Place of Departure: _____ **Destination:** _____

Time of Departure and Date: _____ **Time of Return and Date:** _____

Department: _____ **Expenditure Account #** _____

The undersigned hereby certifies that expenditures as listed hereof were incurred while on official County business only, and that such items were actually paid by him/her in cash and he/she has not received reimbursement thereof or for any part thereof **(if Travel Cash Advance was received, a copy of such cash advance is attached).**

Traveler's Signature: _____ **Date:** _____ **Title:** _____

Department Head/Designee Authorization for Reimbursement

Signature: _____ **Date:** _____ **Title:** _____

P-0007

JEFFERSON COUNTY
MILEAGE STATEMENT PRIVATE VEHICLE

NAME _____ TITLE _____

ADDRESS _____

DEPARTMENT _____ APPROVED BY _____

DATE	SPEEDOMETER READING BEGINNING	ENDING	MILES TRAVELED COUNTY	PERSONAL	PURPOSE OF TRIP COURT, DOCKET NOS. DESTINATION, ETC.

JEFFERSON COUNTY PURCHASING DEPARTMENT

INVENTORY CONTROL FORM
NEW INVENTORY RECEIVED

Date: _____

Department: _____

Contact Person: _____

Phone: _____

Fax: _____

Extension No.: _____

Description of Property	PO #	Invoice #	Asset Value	Serial Number	Asset #

08/13/14 11:13:26 Assets for Cost Exceding $5,000.00 and Controlled Assets PAGE 1
(Status: A=Active only)
(Query: FA100APPUR)

ITEM LOC	LOCATION DESC	ASSET NO.	IMPROV NUMBER	STATUS	PURCHASE DATE	DISPOSAL DATE	ITEM DESC
	TYPE SERIAL NUMBER		PURCHASE COST				
	LINE1						

bonds, refunding bonds, or other indentures for the release of existing revenue bonds, or to an encumbrance that did not exist on the date the lease or agreement was executed.

(b) A lease under this subchapter must specifically provide that the real property subject to the lease is not encumbered or mortgaged by the lease or by any agreement executed in connection with the lease.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987.

§ 263.104. Lending Credit

A county executing a lease under this subchapter may not in any way lend its credit to an individual or a private corporation or association in connection with the lease.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987.

§ 263.105. Conditions of Lease

(a) A lease under this subchapter may initially be effective for the term of a mortgage covering the construction of the hotel and related facilities. The lease may provide to the parties constructing, owning, or operating the hotel or related facilities an option to renew the lease.

(b) The lease must be made on a competitive bid. Consideration for the lease may not be less than the fair market lease value of the property and air rights being leased.

(c) The parties to the lease mutually shall determine the other conditions of the lease.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987.

§ 263.106. Sale

(a) The commissioners court of a county may sell land owned by the county and the air rights above the land to an individual or a private corporation or association if:

(1) all existing revenue bond obligations encumbering the land have been fully discharged as to bondholders;

(2) a hotel has been built on the land in conjunction with an existing convention center and the hotel has been operated continuously for at least five years from its inception;

(3) the parties to an existing lease of land mutually agree to the sale of the land and the air rights; and

(4) the county receives an amount for the land and air rights that is fair under the market conditions existing at the time of the sale.

(b) The commissioners court may impose deed restrictions or reverters to preserve the use of the land for a purpose consistent with the construction, expansion, ownership, and operation of a hotel and related facilities in conjunction with a convention center.

(c) A sale of land under this subchapter may include land appurtenant to the land on which the hotel or related facilities have been built.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987.

§ 263.107. Expenditure of Tax Funds

In an agreement authorized by this subchapter, the commissioners court of a county may spend tax funds consistent with state law but must limit each commitment or expenditure of tax funds associated with the agreement to an amount available from current revenues of the county.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987.

SUBCHAPTER D. DISPOSITION OF SALVAGE OR SURPLUS PROPERTY

§ 263.151. Definitions

In this subchapter:

(1) "Salvage property" means personal property, other than items routinely discarded as waste, that because of use, time, accident, or any other cause is so worn, damaged, or obsolete that it has no value for the purpose for which it was originally intended.

(2) "Surplus property" means personal property that:

(A) is not salvage property or items routinely discarded as waste;

(B) is not currently needed by its owner;

(C) is not required for the owner's foreseeable needs; and

(D) possesses some usefulness for the purpose for which it was intended.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1, § 61(b), eff. Aug. 28, 1989.

§ 263.152. Disposition

(a) The commissioners court of a county may:

(1) periodically sell the county's surplus or salvage property by competitive bid or auction, except that competitive bidding or an auction is not neces-

sary if the purchaser is another county or a political subdivision within the county that is selling the surplus or salvage property;

(2) offer the property as a trade-in for new property of the same general type if the commissioners court considers that action to be in the best interests of the county;

(3) order any of the property to be destroyed or otherwise disposed of as worthless if the commissioners court undertakes to sell that property under Subdivision (1) and is unable to do so because no bids are made;

(4) dispose of the property by donating it to a civic or charitable organization located in the county if the commissioners court determines that:

(A) undertaking to sell the property under Subdivision (1) would likely result in no bids or a bid price that is less than the county's expenses required for the bid process;

(B) the donation serves a public purpose; and

(C) the organization will provide the county with adequate consideration, such as relieving the county of transportation or disposal expenses related to the property;

(5) transfer gambling equipment in the possession of the county following its forfeiture to the state to the Texas Building and Procurement Commission for sale under Section 2175.904, Government Code; or

(6) order any vehicle retired under a program designed to encourage the use of low-emission vehicles to be crushed and recycled, if practicable, without a competitive bid or auction.

(a-1) The commissioners court shall remit money received from the Texas Building and Procurement Commission from the sale of gambling equipment under Section 2175.904(c), Government Code, less administrative expenses incurred by the county in connection with the transfer and sale of the equipment, to the local law enforcement agency that originally seized the equipment.

(b) If the property is earth-moving, material-handling, road maintenance, or construction equipment, the commissioners court may exercise a repurchase option in a contract in disposing of property under Subsection (a)(1) or (a)(2). The repurchase price of equipment contained in a previously accepted purchase contract is considered a bid under Subsection (a)(1) or (a)(2).

(c) Repealed by Acts 2003, 78th Leg., ch. 43, § 2; Acts 2003, 78th Leg., ch. 345, § 3.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1, § 61(b), eff. Aug. 28, 1989; Acts 1991, 72nd Leg., ch. 416, § 3, eff. Sept. 1, 1991; Acts 1993, 73rd Leg., ch. 237, § 1, eff. Aug. 30, 1993; Acts 1995, 74th Leg., ch. 746, § 5, eff. Aug. 28, 1995; Acts 1999, 76th Leg., ch. 254, § 1, eff. May 28, 1999; Acts 2003, 78th Leg., ch. 43, §§ 1, 2, eff. May 15, 2003; Acts 2003, 78th Leg., ch. 345, §§ 1, 3, eff. June 18, 2003; Acts 2007, 80th Leg., ch. 1233, § 2, eff. June 15, 2007; Acts 2009, 81st Leg., ch. 931, § 1, eff. Sept. 1, 2009.

§ 263.153. Notice

(a) The commissioners court shall publish notice of a sale of surplus or salvage property in at least one newspaper of general circulation in the county.

(b) The notice must be published on or after the 30th day but before the 10th day before the date of the sale.

(c) A county that contracts with an auctioneer licensed under Chapter 1802, Occupations Code, who uses an Internet auction site offering online bidding through the Internet to sell surplus or salvage property under this subchapter having an estimated value of not more than $500 shall satisfy the notice requirement under this section by posting the property on the site for at least 10 days unless the property is sold before the 10th day.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987. Amended by Acts 2009, 81st Leg., ch. 1150, § 1, eff. June 19, 2009.

§ 263.154. Rejection of Offer

The commissioners court or its designated representative conducting the sale may reject any offer to purchase surplus or salvage property if the court or representative finds the rejection to be in the best interests of the county.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987.

§ 263.155. Record

(a) The commissioners court shall keep a record of each item of surplus or salvage property sold and the sale price of each item.

(b) The commissioners court shall keep for one year, a record of each item of surplus or salvage property destroyed or otherwise disposed of.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1, § 61(c), eff. Aug. 28, 1989.

JEFFERSON COUNTY PURCHASING DEPARTMENT

AUCTION OF SURPLUS PROPERTY

Date: _____

Department: _____

Contact Person: _____

Phone: _____

Fax: _____

Department Head Approval: _____

Approved in Com. Court: _____

Description of Property	Serial No.	Asset No.	Condition of Property

JEFFERSON COUNTY PURCHASING DEPARTMENT

DISPOSAL OF SALVAGE PROPERTY

Date: _____

Department: _____

Contact Person: _____

Phone: _____

Fax: _____

Department Head Approval: _____

Approved in Com. Court: _____

Description of Property	Serial No.	Asset No.	Condition of Property

ATTACHMENT #II - 44

PURCHASING DEPARTMENT

TRANSMITTAL FORM

MOVABLE PROPERTY SURPLUS/TRANSFER REQUEST FORM

(Use a Separate Form for Different Dispositions)

1. The following department requests transmittal of property as described.

Department Name: _____ Date: _____

Approved by: _____ Phone: _____ Fax: _____

Requested disposition:

- ☐ Transfer items to Purchasing Department Property Control.
- ☐ Transfer tagged property to Department.

Note: If property has already been moved, completion of #3 below is required.

Property No.	Description of Property	Location	Condition

Forward this form to Purchasing when section above is complete.

2. MIS Department approval (for computer and computer-related equipment)

- ☐ Equipment is usable for another department.
- ☐ Equipment is usable for parts.
- ☐ Equipment is unusable or obsolete.

Forward this form to Purchasing when section above is complete.

3. Disposition by Purchasing

- ☐ Surplus.
- ☐ To be transferred to another department as indicated.
- ☐ Scrap.

Authorized by Purchasing Dept. _____ Date _____

4. Maintenance Department Action

Item(s) moved by: _____ Date _____

5. Receiving Department Action

Received by: _____ Date _____

Forward this form to Purchasing when section above is complete.

07-29-04

ATTACHMENT #II – 48:
Written policy distributed to all CPS staff via email from DFPS Contract Manager. Includes instructions for completing "Request for Assistance" form, verification of Title IV-E eligibility, and submission of receipts for purchases made.

ATTACHMENT #II – 51
CPS caseworker or DFPS/CPS liaison emails Request for Assistance to Melanie Banta, Billing Clerk. Mrs. Banta prepares check according to details on request form (payee, purpose, etc.) and mails or holds for pickup (per instructions on request form).

ATTACHMENT #II – 52
Original documentation maintained by Mrs. Banta includes the request form, original receipts/invoices, cancelled checks, bank statements, Title IV-E eligibility report, copy of billings submitted, and any other related documentation.

ATTACHMENT #II – 56
Only allowable expenses indicated on the billing worksheets are billed. If any questions regarding allowability, Mrs. Banta requests clarification from DFPS Contract Manager.

ATTACHMENT #II – 57
Statement received from the treasurer of The Jefferson County Child Welfare Board attached with this completed form. All raised or donated funds used as certified match for the County Title IV-E Voucher are unrestricted funds.

ATTACHMENT #II – 58
Request form submitted by CPS caseworker indicates eligibility of child. In preparing the billing, Mrs. Banta, Billing Clerk, reviews Title IV-E eligibility report provided by DFPS Contract Manager to verify eligibility of each child billed.

9-5-2018
SPOKE TO MELANIE BANTA 10:58 AM
SPOKE TO JOAN SHEEHAN 11:28AM
SPOKE TO SHARI PULLIAM 11:45 AM
UNABLE TO SPEAK TO CHARLES LOUWERSE SR.

ALL ANSWERS FROM QUESTIONS SENT VIA EMAIL IN 2013 ARE THE SAME. (SEE ATTACHED EMAILS)
Harry Schoppe

ATTACHMENT #II - 57

Mr. Schoppe,

1. The funds raised come from individuals, businesses, and jury fees donated by jurors.

2. These monies are unrestricted funds used for certified matches on items that the kids need and the state doesn't pay for.

3. We don't receive any federal grant money or FGC money.

4. I maintain the books for the Jefferson County Child Welfare Board but I am not authorized to sign the checks.

If you have any questions please contact me at (409) 721-5223. Thank you for your time and help.

Sincerely,

Melanie Banta
Treasurer – Jefferson County Child Welfare Board

Harry Schoppe

From: Conner,Julia B (DFPS) [Julia.Conner@dfps.state.tx.us]
Sent: Wednesday, January 30, 2013 2:00 PM
To: Harry Schoppe
Subject: RE: Internal Control Questions and Practices

This will work! Thanks, Harry. ☺

From: Gulf Coast Specialties [mailto:gulfcoastspec@att.net]
Sent: Wednesday, January 30, 2013 1:56 PM
To: 'Joan Sheehan (Jefferson President)'; Pulliam,Shari M (DFPS); 'Melanie Banta'; Harry Schoppe
Cc: Conner,Julia B (DFPS)
Subject: Re: Internal Control Questions and Practices

Harry,

Charlie Louwerse and I (Melanie Banta) both have answered the following questions for you.

--- On **Wed, 1/30/13, Harry Schoppe <*hschoppe@co.jefferson.tx.us*>** wrote:

> From: Harry Schoppe <hschoppe@co.jefferson.tx.us>
> Subject: Internal Control Questions and Practices
> To: "'Joan Sheehan (Jefferson President)'" <jsheehan@iasishealthcare.com>, "'Pulliam,Shari M (DFPS)'" <Shari.Pulliam@dfps.state.tx.us>, "Melanie Banta" <gulfcoastspec@att.net>, "'Melanie Banta'" <melaniebanta@att.net>
> Cc: "Julia Conner" <JULIA.CONNER@dfps.state.tx.us>
> Date: Wednesday, January 30, 2013, 11:51 AM
>
> Joan, Shari , Charlie, and Melanie,
>
> DFPS has sent Jefferson County an updated Internal Control Structure Questionnaire (ICSQ) to complete and return to Julia Conner . I need your help in answering three of the internal control questions and practices.

The question is about the checks and the checkbook used to pay the expenses for the CPS children and Child Welfare Board.

Does anyone make any check payable to CASH? Charlie - NO / Melanie - NO

Does anyone ever remove a blank check from the checkbook? Charlie - NO / Melanie - NO

Does anyone ever sign a blank check and give it to someone for an expense before a receipt, expense amount, and paperwork is provided? Charlie - NO / Melanie - NO

Are there any written procedures concerning the two questions above?

If all of you would please respond via email promptly, I/we would appreciate it. The completed and signed ICSQ must be in the mail by Monday, February 4th. If you have any questions please call and/or email me.

Thanks for your help and time.

Respectfully Submitted,

Harry Schoppe, Financial Analyst

Jefferson County Auditor's Office

409-835-8500

409-839-2369 Fax

Email: hschoppe@co.jefferson.tx.us

Harry Schoppe

From: Gulf Coast Specialties [gulfcoastspec@att.net]
Sent: Wednesday, January 30, 2013 1:56 PM
To: 'Joan Sheehan (Jefferson President)'; Shari M (DFPS)"Pulliam; 'Melanie Banta'; Harry Schoppe
Cc: Julia Conner
Subject: Re: Internal Control Questions and Practices

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> From: Harry Schoppe <hschoppe@co.jefferson.tx.us>
> Subject: Internal Control Questions and Practices
> To: "'Joan Sheehan (Jefferson President)'" <jsheehan@iasishealthcare.com>, "'Pulliam,Shari M (DFPS)'" <Shari.Pulliam@dfps.state.tx.us>, "Melanie Banta" <gulfcoastspec@att.net>, "'Melanie Banta'" <melaniebanta@att.net>
> Cc: "Julia Conner" <JULIA.CONNER@dfps.state.tx.us>
> Date: Wednesday, January 30, 2013, 11:51 AM
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> Joan, Shari , Charlie, and Melanie,
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Respectfully Submitted,

Harry Schoppe, Financial Analyst

Jefferson County Auditor's Office

409-835-8500

409-839-2369 Fax

Email: hschoppe@co.jefferson.tx.us

Harry Schoppe

From: Joan Sheehan [JSheehan@iasishealthcare.com]
Sent: Wednesday, January 30, 2013 1:39 PM
To: Harry Schoppe
Subject: Re: Internal Control Questions and Practices

The answer to all the questions is "no". We do not have a procedure that speaks specifically to the check writing in regards to the questions asked. Is that something that may be requested of us? Let me know and we can ammend our by-laws to those specific areas if the County sees fit. Thanks, js

Joan Sheehan, LMSW, CCM
Director, Social Services
The Medical Center of Southeast Texas
phone: 853-5762
pager: 723-2389

NOTICE: This email may contain PRIVILEGED and CONFIDENTIAL information and is intended only for the use of the specific individual(s) to which it is addressed. It may contain Protected Health Information that is privileged and confidential. Protected Health Information may be used or disclosed in accordance with law and you may be subject to penalties under law for improper use or further disclosure of the Protected Health Information in this email. If you are not an intended recipient of this email, you are hereby notified that any unauthorized use, dissemination or copying of this email or the information contained in it or attached to it is strictly prohibited. If you have received this email in error, please delete it and immediately notify the person named above by reply email. Thank you.

-----"Harry Schoppe" <hschoppe@co.jefferson.tx.us> wrote: -----
To: "'Joan Sheehan \(Jefferson President\)'" <jsheehan@iasishealthcare.com>, "'Pulliam,Shari M \(DFPS\)'" <Shari.Pulliam@dfps.state.tx.us>, "Melanie Banta" <gulfcoastspec@att.net>, "'Melanie Banta'" <melaniebanta@att.net>
From: "Harry Schoppe" <hschoppe@co.jefferson.tx.us>
Date: 01/30/2013 11:51AM
Cc: "Julia Conner" <JULIA.CONNER@dfps.state.tx.us>
Subject: Internal Control Questions and Practices

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DFPS has sent Jefferson County an updated Internal Control Structure Questionnaire (ICSQ) to complete and return to Julia Conner. I need your help in answering three of the internal control questions and practices.

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409-835-8500

409-839-2369 Fax

Email: hschoppe@co.jefferson.tx.us

Harry Schoppe

From: Harry Schoppe [hschoppe@co.jefferson.tx.us]

Sent: Wednesday, January 30, 2013 11:52 AM

To: 'Joan Sheehan (Jefferson President)'; 'Pulliam,Shari M (DFPS)'; Melanie Banta (gulfcoastspec@att.net); 'Melanie Banta'

Cc: Julia Conner (JULIA.CONNER@dfps.state.tx.us)

Subject: Internal Control Questions and Practices

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Thanks for your help and time.

Respectfully Submitted,

Harry Schoppe, Financial Analyst
Jefferson County Auditor's Office
409-835-8500
409-839-2369 Fax
Email: hschoppe@co.jefferson.tx.us

Harry Schoppe

From: Pulliam,Shari M (DFPS) [Shari.Pulliam@dfps.state.tx.us]
Sent: Wednesday, January 30, 2013 11:54 AM
To: Harry Schoppe; 'Joan Sheehan (Jefferson President)'; Melanie Banta; 'Melanie Banta'
Cc: Conner,Julia B (DFPS)
Subject: RE: Internal Control Questions and Practices

I have answered the questions below.

From: Harry Schoppe [mailto:hschoppe@co.jefferson.tx.us]
Sent: Wednesday, January 30, 2013 11:52 AM
To: 'Joan Sheehan (Jefferson President)'; Pulliam,Shari M (DFPS); Melanie Banta; 'Melanie Banta'
Cc: Conner,Julia B (DFPS)
Subject: Internal Control Questions and Practices

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Thanks for your help and time.

Respectfully Submitted,

Harry Schoppe, Financial Analyst
Jefferson County Auditor's Office
409-835-8500
409-839-2369 Fax
Email: hschoppe@co.jefferson.tx.us

Texas Dept. of Family and Protective Services

Risk Analysis Questionnaire FY 2019

F502-Form 9105
July 2018

Legal Name of Contractor:	Jefferson County	Contract Number:	
Please provide the person's name, title, and number to contact for questions or if additional information is needed:	Contact Name & Title: Patrick Swain, County Auditor Contact Phone Number: 409-835-8500		

Active Contracts & Payment Types

1. Do you currently have other active contracts with DFPS or any other entity either within or outside of Texas [Federal, State (ISD, University), County, or Private Business]?

   Yes [X] No [ ]

   If yes, please provide the entity name, contract number(s), and indicate which of the following payment types is utilized for the contract:

Fixed Price	Fixed price is a deliverables-based payment type for a contract with a firm agreed-upon price for the delivery of goods and services.
Cost Reimbursement	Payment type that reimburses contractors for actual, allowable, reasonable, and necessary expenditures incurred up to an approved amount and within the associated cost categories in the approved budget and budget narrative.
Fee For Service	Contractor is paid a standard fee per unit of service. Typically, rates are either negotiated with the individual vendor and apply only to that vendor or there is a uniform rate that is paid to all vendors providing the service. This rate-based payment type is used when an independent rate setting process does not exist for the contracted service.
Rate-Set Payments	Contractor is paid a set rate per unit of service. A rate setting process where the rate is approved by the Health and Human Services Commission (HHSC) or another agency with rate setting authority. The resulting rate is applied to the purchase of specifically defined units of service.
Blended Foster Care Rate	The blended foster care rate is the HHSC-developed rate equal to the weighted average rate across all placement types that DFPS pays under a Single Source Continuum Contract for each day of service provided to a child or youth in paid foster care.
Blended Foster Care Case Rate	The blended foster care case rate is the rate paid under a Single Source Continuum Contract for each day of service provided to each child or youth as measured against an established length of stay baseline formulated by HHSC for each defined age category or "strata" of children/youth.
Exceptional Foster Care Rate	An exceptional foster care rate applies to a limited number of situations and/or days under a Single Source Continuum Contract where a child requires extraordinary care.
Day (24 hour)	Usually for residential services. This is the rate paid to the provider for each 24-hour period that a DFPS client is in a provider's care.
Other	Any other payment type not defined above.

Entity Name	Contract Number	Payment Type
Multiple CR, CR w/Match, Fixed Price, and Other;		
see Schedule of Expenditures of Federal Awards		

RAI Factor #1 – SCOR Mandated

Independent Audits

2. Is your business entity required to undergo an independent audit? ☒ Yes ☐ No

   If yes, please identify the authority requiring the audit: Texas Local Government Code, Section 114.025

3. How long has it been since your last independent audit (e.g., Annual Financial Statement audit, Compliance audit) was completed by an independent auditor, including other state/federal agencies such as the State Auditor's Office (SAO) or the Office of Inspector General (OIG)? (Note: Monitoring activities conducted by another state agency are not considered independent audits for this purpose.)

   ☒ Within 21 Months ☐ Within 22-34 Months ☐ 35 Months or More ☐ No Audit Completed Provide a copy of the most recent independent audit, if applicable.

   Additional Information:

RAI Factor #9

Related Party Transactions

4. Disclose the type of business transactions (compensated or not) that occur between your business entity and any related party. For purposes of this question, related party refers to:
   a) A family member (including blood, marriage, or adoption),
   b) A member of the Board of Directors,
   c) Stockholders with >5% Ownership,
   d) Key Employees Paid Separately for Other Responsibilities (e.g., consulting services, not direct employees),
   e) Parent/Subsidiaries, or
   f) Organizations Under Common Ownership or Control (excluding routine relationships for an LLC).

   Transactions include business activities such as purchasing or leasing (e.g., a building, a computer, or a vehicle) and/or obtaining a service (e.g., legal services, accounting services, banking services).

Non-Compensated Services	☐ Yes ☒ No
Compensated, Non-Recurring Goods, Services, or Labor	☐ Yes ☒ No
Compensated, Recurring Goods, Services or Labor	☐ Yes ☒ No
Compensated Goods, Services, or Labor w/ Uniform Rate Uniform, Set Rate that Applies to All Contracts for the Service	☐ Yes ☒ No
Compensated Consulting or Management Services	☐ Yes ☒ No
Compensated Building Leasing	☐ Yes ☒ No
Compensated Transportation	☐ Yes ☒ No
For-Profit Affiliated with Non-Profit	☐ Yes ☒ No
Owned/Operated by Same or Related Entity	☐ Yes ☒ No
Parent/Subsidiary Relationship	☐ Yes ☒ No

RAI Factor #8

Subcontractors

5. Indicate the percentage of work performed by subcontractors for the contracted service (as allowable by the contract).

   ☒ No Subcontractor Involvement

   ☐ Subcontractors Account for 50% or Less of Work Performed

   ☐ Subcontractors Account for More than 50% of Work Performed

RAI Factor #14

Key Management Staff

For purposes of this question, key management staff may include individuals with titles such as: Executive Director, President, Sole Proprietor, Comptroller, Chief Financial Officer, Manager, or Program Director.

6. Has there been a change in any key management staff at your business organization within the past two years?

☐ Yes ☒ No

If Yes, has the change been within the past 24 months? ☐ Yes ☐ No

7. Indicate whether or not key management staff have at least two years' worth of experience providing fiscal or programmatic components of the contracted service (even if not with the same business entity).

Fiscal components refer to the financial aspect of the contract.

Programmatic components refer to the service delivery side of the contract, such as ensuring that services are provided to clients, monitoring the quality of the service delivery, complying with the service provisions in the contract.

Executive Director, Sole Proprietor, President or Equivalent	☐ Less than 2 years with fiscal or programmatic components of federal and/or state contracted programs	☐ At least 2 years with fiscal or programmatic components of federal and/or state contracted programs	☒ At least 2 years with fiscal and programmatic components of federal and/or state contracted programs
Accounting Director, Comptroller, Chief Financial Officer, Business Manager, etc.	☐ Less than 2 years with fiscal or programmatic components of federal and/or state contracted programs	☐ At least 2 years with fiscal or programmatic components of federal and/or state contracted programs	☒ At least 2 years with fiscal and programmatic components of federal and/or state contracted programs
Program Director, Program Coordinator or Equivalent	☐ Less than 2 years with fiscal or programmatic components of federal and/or state contracted programs	☐ At least 2 years with fiscal or programmatic components of federal and/or state contracted programs	☒ At least 2 years with fiscal and programmatic components of federal and/or state contracted programs

RAI Factor #16

Direct Delivery Staff

8. Has there been a significant change in direct delivery staff at your business organization within the preceding year?

☐ Yes ☒ No

9. Please indicate the average level of experience that direct delivery staff at your organization have in providing the contracted service.

☐ 0 - 23 months ☐ 24 - 59 months ☒ 60 or more months

RAI Factor #17

Internal Controls

10. Does your business organization have any outstanding liabilities or litigations?

☐ Yes ☒ No

If Yes, Describe:

RAI Factor #7

CERTIFICATION

This form must be signed by an individual with documented signature authority, as designated by the business entity.

I HEREBY CERTIFY, TO THE BEST OF MY KNOWLEDGE, THAT THE INFORMATION REPORTED HEREIN IS TRUE, CORRECT, AND COMPLETE.

Signature	Date
Patrick Swain	County Auditor
Printed Name	Title

JEFFERSON COUNTY, TEXAS

SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS

YEAR ENDED SEPTEMBER 30, 2017

Federal Grantor/Pass-through Grantor/ Program Title	Federal CFDA Number	Grantor's ID Number	Federal Expenditures	Pass Through Expenditures
FEDERAL PROGRAMS				
U. S. Department of Agriculture				
Passed through the Texas Department of Agriculture				
Summer Food Service Program	10.559	123-1007	$ 8,850	$ -
Total Passed through the Texas Department of Agriculture			8,850	-
Total U. S. Department of Agriculture			8,850	-
U. S. Department of Housing and Urban Development				
Passed through the Texas General Land Office				
Community Development Block Grant/States Program - Ike Round 2.2	14.228	DRS-220219	962,135	-
Total Passed through the Texas General Land Office			962,135	-
Passed through the Texas Department of Agriculture				
Cheek Step Sewer Improvement, Phase #5	14.228	TDCP-7216231	25,983	-
Total Passed through the Texas Department of Agriculture			25,983	-
Total U. S. Department of Housing and Urban Development			988,118	-
U.S. Department of the Interior				
Passed through the U.S. Fish and Wildlife Service				
Coastal Impact Assistance	15.668	F16AF00129	2,292,588	-
Total Passed through the U.S. Fish and Wildlife Service			2,292,588	-
U. S. Department of Justice				
Passed through the City of Beaumont				
Edward Byrne Memorial Formula Grant Program	16.579	2015DJBX1005	1,098	-
Edward Byrne Memorial Formula Grant Program	16.579	2016DJBX0729	18,312	-
Total Passed through the City of Beaumont			19,410	-
Passed through the Office of the Governor, Criminal Justice Division				
Crime Victim Assistance - Crime Victim's Clearinghouse	16.575	21032-07	93,203	-
Violence Against Women Formula Grants	16.588	13466-19	72,896	-
Violence Against Women Formula Grants	16.588	13466-20	9,313	-
Total Passed through the Office of the Governor, Criminal Justice Division			175,412	-
Direct Program				
State Criminal Alien Assistance Program (SCAAP)	16.606	2016APBX0262	4,368	-
Total Program 16.606			4,368	-
Total U. S. Department of Justice			199,190	-
U. S. Department of Transportation				
Construction of Taxiway D Reconstruction, Runway Safety Area Grading, RW 16/34 Rehabilitation, Design of Partial Reconstruction for RW 12/30, Taxiway E & F and and DBE/ACDBE Program Update	20.106	3-48-0018-030-2014	84,542	-
Reconstruct 1,000 feet of pavement from the 30 end of Runway 12-30	20.106	3-48-0018-031-2015	153,805	-
Design and Construction of Rehabilitation of Taxiway Delta (Phase III), Design Taxiway Delta (Phase IV), and Replacement of Rotating Beacon	20.106	3-48-0018-032-2016	2,040,757	-
Rehabilitate Taxiway Delta (Phase IV)	20.106	3-48-0018-033-2017	44,903	-
Total Passed through Federal Aviation Administration			2,324,007	-

COST REIMBURSEMENT

OTHER

COST REIMBURSEMENT

JEFFERSON COUNTY, TEXAS

SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS

YEAR ENDED SEPTEMBER 30, 2017

Federal Grantor/Pass-through Grantor/ Program Title	Federal CFDA Number	Grantor's ID Number	Federal Expenditures	Pass Through Expenditures
U. S. Department of Transportation				
Passed through Texas Department of Transportation				
Selective Traffic Enforcement Program - Impaired Driver Mobilization	20.601	2017-Jefferson-S-IYG-0057	$ 28,956	$ -
Violent Offender Task Force	20.601	25302 - TFO	1,922	-
Total Passed through Texas Department of Transportation			30,878	-
Total U. S. Department of Transportation			2,354,885	-
U. S. Department of Health and Human Services				
Passed through the Office of Attorney General				
Title IV-D Fees - Constable	93.563	N/A	51,325	-
Title IV-D Fees - District Clerk	93.563	N/A	319,602	-
Title IV-D Fees - Child Support Customer Service	93.563	N/A	1,300	-
Total Passed through the Office of Attorney General			372,227	-
Passed through Texas Department of Family & Protective Services				
Foster Care - Title IV-E Child Welfare Services	93.658	23939002	28,387	-
Foster Care - Title IV-E Legal Services	93.658	23939003	58,658	-
Total Passed through Texas Department of Family & Protective Services			87,045	-
Total U. S. Department of Health and Human Services			459,272	-
U. S. Department of Homeland Security				
Passed through the Texas Division of Emergency Management				
Emergency Management Performance Grant	97.042	17TX-EMPG-0389	38,508	-
Total Passed through the Texas Division of Emergency Management			38,508	-
Direct Programs				
2015 Port Security Grant	97.116	EMW2015PU00143	33,499	-
2016 Port Security Grant	97.116	EMW2016PU00351	17,760	-
Total Direct Programs			51,259	-
Passed through the Office of the Governor, Criminal Justice Division				
Homeland Security Grant Program - 2016 LETPA	97.067	29593-02	36,333	-
Total Passed through the Office of the Governor, Criminal Justice Division			36,333	-
Total U. S. Department of Homeland Security			126,100	-
Total Expenditures of Federal Awards			$ 6,429,003	$ -

COST REIMBURSEMENT

FEE FOR SERVICE

COST REIMBURSEMENT

FIXED PRICE

COST REIMBURSEMENT

JEFFERSON COUNTY, TEXAS

SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS

YEAR ENDED SEPTEMBER 30, 2017

COST REIMBURSEMENT

State Grantor/Pass-through Grantor/ Program Title	Grantor's ID Number	State Expenditures	Pass Through Expenditures
STATE PROGRAMS			
Texas Department of Motor Vehicles			
Motor Vehicle Salvage/Theft Reduction Program	608-17-1230100	$ 78,206	$ -
Total Department of Motor Vehicles		78,206	-
Texas Department of Transportation			
Routine Airport Maintenance Grant	M1720BMPT	50,000	-
County Transportation Infrastructure Fund Grant	N/A	118,354	-
Total Department of Transportation		168,354	-
Texas Department of Criminal Justice			
Family Treatment Drug Court	1869010	51	-
Family Treatment Drug Court	1869011	35,830	-
Family Treatment Drug Court	1869012	3,389	-
Body-Worn Camera Program (BWC)	3037901	34,300	-
Drug Court	1604516	600	-
Total Department of Criminal Justice		74,170	-
Texas Indigent Defense Commission			
Indigent Defense Formula Grant FY 17	N/A	273,067	-
Total Indigent Defense Commission		273,067	-
Texas Commission on Law Enforcement			
Law Enforcement Officer Standards and Education	N/A	30,267	-
Total Texas Commission on Law Enforcement		30,267	-
Office of the Governor, Criminal Justice Division			
Juvenile Accountability Block Grants	28091-03	121,057	-
Total Office of the Governor, Criminal Justice Division		121,057	-
Texas Attorney General's Office			
Crime Victims Compensation Fund - Sexual Assault Exam	N/A	6,919	-
Total Texas Attorney General's Office		6,919	-
Texas Historical Commission			
Texas Historical Courthouse Preservation Program	CTH-JEFFERSON-08-2014	54,840	-
Total Texas Historical Commission		54,840	-
Total Expenditures of State Awards		$ 806,880	$ -
Total Expenditures of Federal and State Awards		$ 7,235,883	$ -

3. Other

COST REIMBURSEMENT

Texas Dept. of Family and Protective Services

Signature Authority Designation

Form 2031
September 2014

All Contractors/Potential Contractors are required to fill out and submit this form.

Completion of this form designates signature authority for Contractor: Jefferson County

The Contractor may: (1) designate additional signature authority by including the additional signature authority's name and title; or (2) verify that the signature below is the only signature authority designated for contracting with DFPS.

The Contractor understands that there is an ongoing duty to notify DFPS in writing of any change to signature authority during the term of the contract with DFPS. The Contractor verifies that the signature(s) below is a complete, true and correct representation of signature authority.

Jeff Branick Printed Name	Signature of Authorized Representative
County Judge Title of Authorized Representative	Date
Jefferson County Legal Name of Contractor/Potential Contractor	Contract or Procurement Number

The Designated Signature Authority as referenced above has authorized the following person(s) listed below to also approve and sign on the contract functions as indicated. Please note that *both* the printed name and signature is required for each authorized individual.

Printed Name	Title	Function	Signature
Patrick Swain	County Auditor	Internal Control Structure Questionnaire and Title IV-E Billings	
Rhonda Brode	Internal Audit Manager	Internal Control Certification	

I certify that the person(s) indicated above are designated as "Authorized Official(s)" for the purpose stated and that the signatures are valid. I further understand that it is my responsibility to immediately notify the DFPS in writing of any changes to the above list.

Jeff Branick, Jefferson County Judge Printed or Typed Name & Title of Contract Signatory	Signature

ATTACHMENT A
GRANT STATEMENT OF WORK

I. GRANTEE RESPONSIBILITIES.

Grantee will perform the following.

A. Under the County Outreach Program, the Grantee will be allowed to:
   1. Provide Foster Care Maintenance and receive payments for it under Section 475(4) of the Social Security Acts, which cover the cost of (and the cost of providing) food, clothing, shelter, daily supervision, school supplies, a child's personal incidentals, liability insurance with respect to a child and reasonable travel to the child's home for visitation. In the case of institutional care, these payments will include the reasonable costs of administration and operation of such institution as are necessarily required to provide the same items above;
   2. Be reimbursed for Administrative Expenditures necessary for the proper and efficient administration of DFPS' Title IV-E State Plan as described in this Contract and as further described in 45 CFR 1356.60; and
   3. Be reimbursed for Training Expenditures for the short-term training of:
      a. Personnel employed or preparing for employment with DFPS or by the County administering portions of the Title IV-E State Plan described in this Contract; and/or
      b. Current or prospective foster parents and the members of the staff of DFPS-licensed or DFPS-approved childcare institutions providing care to foster children so as to increase their abilities to provide support and assistance to foster children.

B. Provide services in accordance with Attachment B and Title IV-E Handbook for County Contracts (Handbook) at http://www.dfps.state.tx.us/handbooks/Title_IVE_County/Files/IVEC_pg_1000.asp#IVEC_1000 to children referred by DFPS;

C. Ensure allowable Title IV-E Services are provided to children referred by DFPS in accordance with the Handbook.

D. Establish and/or maintain a Child Welfare Board (the Board) as set out by statute in the Texas Family Code Section 264.005 that will have at least seven, but not more than 15 members appointed by the County Commissioners Court. Each member will serve a three-year term on a rotating basis.
   1. Initially members will be appointed to serve the following terms:
      a. Third of the members to three-year terms;
      b. Third of the members to two-year terms; and
      c. Third of the members to one-year terms.
   2. In successive years, from two to five new members will be appointed.
   3. Members will serve at the pleasure of the Commissioners Court and without compensation.

E. Ensure that that the Board:
   1. Assist DFPS in identifying and meeting the needs of the children in the County;

ATTACHMENT A
GRANT STATEMENT OF WORK

2. Explain the child welfare program and needs to the community and explain to DFPS staff the community's conditions and attitudes on policy, services, and priorities;
3. Serve in an advisory capacity to the county in the development of local policy to meet the needs of the children in the County under this Contract;
4. Develop an estimated annual budget for the operations for this Contract, recommend it to the Commissioners' Court and appear in support of it at budget hearings;
5. Review on a monthly basis child welfare expenditures and receipts, as well as a summary of services delivered during the month;
6. Prescribe such bylaws, not inconsistent with the terms of this Contract and applicable state and federal laws, as may be necessary or desirable to ensure the efficient operation of the Board. Such bylaws will be approved by written order of the Commissioners Court;

F. Acknowledges that a portion of the children referred by DFPS will be ineligible for Title IV-E for purposes of reimbursement under this Contract. To ensure compliance with Texas Family Code Section 264.102, the County will allow the Board to continue to provide child welfare services to this population of children.

G. Authorize the expenditure of Grantee funds and other special funds for the children in the Grantee's County referred by DFPS;

H. Review on a monthly basis expenditures, receipts and services delivered.

I. The Grantee will certify that the expenditures reported to DFPS on the 4116X, State of Texas Voucher (Invoice) are allowable expenditures under Title IV-E;

J. Use DFPS' financial and statistical reporting systems as directed by DFPS; and

K. Submit on an annual basis Federal Assurances and Certifications as directed by the Contract Manager.

II. DFPS RESPONSIBILITIES.

DFPS will perform the following.

A. DFPS will refer children to the Child Welfare Board for services;

B. DFPS will provide the County with a list of IV-E eligible children in the County for invoicing; and

C. Process and pay the federally reimbursable portion of County-certified IV-E allowable expenditures on the submitted and approved Invoice.

III. INVOICE AND PAYMENT.

A. **Budget.**

1. Grantee must provide its Contract Manager written notice on an annual basis if the Attachment B will not change.
2. If there is no change to Attachment B, then the Budget will carry over to the next Federal Fiscal Year.

ATTACHMENT A
GRANT STATEMENT OF WORK

3. If the Grantee is going to include indirect costs in its invoice, the Grantee will include by reference either the Grantee's approved Indirect Cost Agreement with the Federal Government or the appropriate documentation certifying the Grantee's official indirect cost rate.

B. **Invoice.**

1. Grantee will request payments using the invoice and in an accurate and timely manner for each federal quarter by the end of the following federal quarter and the expenditures in the Invoice must include the information necessary to support these expenditures.
2. If the quarterly expenditures for the Grantee average or are expected to average less than $1,000 per quarter, the Grantee may request approval from the Contract Manager to submit invoices on an annual basis with the invoice for each federal quarter submitted and documented separately but at the same time before the end of the first federal quarter of the following federal fiscal year.

ATTACHMENT C
DFPS GRANT UNIFORM TERMS & CONDITIONS

SECTION I
FUNDING AVAILABILITY & FINANCIAL

A. FUNDING AVAILABILITY.

1. This contract is contingent upon the continued availability of funding. If funds become unavailable through the lack of appropriations, legislative or executive budget cuts, amendment of the Appropriations Act, state agency consolidation or any other disruptions of current appropriations, DFPS will reduce or terminate this Contract.
2. DFPS is prohibited from incurring obligations in excess of amounts lawfully appropriated by the Texas Legislature over the course of a biennium.

B. TRAVEL EXPENSES.

Travel expenses authorized by this Contract will be reimbursed according to the rates set by the State of Texas TexTravel (or its successor) program. Furthermore, DFPS reserves the right to reimburse at a rate equal to the rate DFPS employees receive even if the rates set by the State of Texas TexTravel are higher.

C. NO DEBT AGAINST THE STATE.

For Grantees that are not governmental entities, this Contract will not be construed as creating any debt by or on behalf of the State of Texas.

D. DEBT TO STATE.

If a law prohibits the Texas Comptroller of Public Accounts from making a payment, the Grantee acknowledges that DFPS' payments under the Contract will be applied toward eliminating the Grantee's debt or delinquency, regardless of when it arises.

E. RECAPTURE OF FUNDS.

Grantee agrees that:

1. DFPS will withhold all or part of any payments to Grantee to offset overpayments made to Grantee. Overpayments, as used in this Section, include payments made by DFPS that exceed the maximum allowable rates, not allowed under applicable laws, rules, or regulations or that are otherwise inconsistent with this Contract, including any unapproved expenditures;
2. It will return to DFPS any amounts paid that are disallowed pursuant to financial and compliance audit(s) of funds received under this Contract; and
3. Reimbursement of such disallowed costs will be paid by Grantee from funds which were not provided or otherwise made available to Grantee under this Contract or from a source of federal funds derived from programs administered by DFPS or the State of Texas.

ATTACHMENT C
DFPS GRANT UNIFORM TERMS & CONDITIONS

F. ALLOWABLE COSTS.

DFPS will reimburse the allowable costs incurred in performing the Contract that are sufficiently documented. Grantee must have incurred a cost prior to claiming reimbursement and within the applicable term to be eligible for reimbursement under this Contract. DFPS will determine whether costs submitted by Grantee are allowable and eligible for reimbursement. If DFPS has paid funds to Grantee for unallowable or ineligible costs, DFPS will notify Grantee in writing, and Grantee shall return the funds to DFPS within 30 calendar days of the date of this written notice. DFPS will withhold all or part of any payments to Grantee to offset reimbursement for any unallowable or ineligible expenditure that Grantee has not refunded to DFPS, or if financial status report(s) required under the Financial Status Reports section are not submitted by the due date(s). DFPS will take repayment (recoup) from funds available under this Contract in amounts necessary to fulfill Grantee's repayment obligations. Applicable cost principles, audit requirements, and administrative requirements include the following chart. Furthermore, OMB Circulars will be applied with the modifications prescribed by UGMS with effect given to whichever provision imposes the more stringent requirement in the event of a conflict.

Applicable Entity	Applicable Cost Principles	Audit Requirements	Administrative Requirements
State, Local and Tribal Governments	2 CFR, Part 225	2 CFR Part 200, Subpart F and UGMS	2 CFR Part 200 and UGMS
Educational Institutions	2 CFR, Part 220	2 CFR Part 200, Subpart F and UGMS	2 CFR Part 200 and UGMS
Non-Profit Organizations	2 CFR, Part 230	2 CFR Part 200, Subpart F and UGMS	2 CFR Part 200 and UGMS
For-profit Organization other than a hospital	48 CFR Part 31, Contract Cost Principles Procedures, or uniform cost accounting standards that comply with cost principles acceptable to the federal or state awarding agency	2 CFR Part 200, Subpart F and UGMS	2 CFR Part 200 and UGMS

ATTACHMENT C
DFPS GRANT UNIFORM TERMS & CONDITIONS

G. INDEPENDENT SINGLE OR PROGRAM-SPECIFIC AUDIT.

If Grantee, within Grantee's fiscal year, expends a total amount of at least $750,000 in federal funds awarded, Grantee shall have a single audit or program-specific audit in accordance with 2 CFR 200. The $750,000 federal threshold amount includes federal funds passed through by way of state agency awards. If Grantee, within Grantee's fiscal year, expends a total amount of at least $750,000 in state funds awarded, Grantee must have a single audit or program-specific audit in accordance with UGMS, State of Texas Single Audit Circular. The audit must be conducted by an independent certified public accountant and in accordance with 2 CFR 200, Government Auditing Standards, and UGMS. For-profit Grantees whose expenditures meet or exceed the federal or state expenditure thresholds stated above shall follow the guidelines in 2 CFR 200 or UGMS, as applicable, for their program-specific audits. HHSC Single Audit Services will notify Grantee to complete the Single Audit Determination Form. If Grantee fails to complete the Single Audit Determination Form within 30 calendar days after notification by HHSC Single Audit Services to do so then, Grantee shall be subject to the DFPS sanctions and remedies for non-compliance with this Contract. Each Grantee that is required to obtain a single audit must competitively re-procure single audit services once every six years. Grantee shall procure audit services in compliance with this section, state procurement procedures, as well as, with the provisions of UGMS.

H. SUBMISSION OF AUDIT.

Within 30 days after receipt of the independent certified public accountant's report or nine months after the end of the fiscal year, Grantee shall submit electronically, one copy of the Single Audit or Program-Specific Audit to the DFPS as directed in this Contract and another copy to: single_audit_report@hhsc.state.tx.us.

I. INSURANCE.

For Grantees that are not governmental entities, the following applies.

1. Unless otherwise specified in this Contract, Grantee will acquire and maintain, for the duration of this Contract, insurance coverage necessary to ensure proper fulfillment of this Contract and potential liabilities thereunder with financially sound and reputable insurers licensed by the Texas Department of Insurance, in the type and amount customarily carried within the industry or as determined by DFPS.
2. Grantee will provide evidence of insurance upon request by DFPS.
3. In the event that any policy is determined by DFPS to be deficient and does not comply with the terms of this Contract, Grantee will secure such additional coverage as required DFPS, law or regulation.
4. If coverage expires during the term of this Contract, Grantee must produce renewal certificates for each type of coverage.

ATTACHMENT C
DFPS GRANT UNIFORM TERMS & CONDITIONS

J. NONSUPPLANTING.

Grantee shall not use funds from this Contract to replace or substitute for existing funding from other sources but shall use funds from this Contract to supplement existing state or local funds currently available. Grantee shall make a good faith effort to maintain its current level of support. Grantee will be required to submit documentation substantiating that a reduction in state or local funding, if any, resulted for reasons other than receipt or expected receipt of funding under this Contract

SECTION II
RECORDS, AUDIT, CONFIDENTIAL INFORMATION, PUBLIC INFORMATION ACT & PUBLICITY

A. RECORDS RETENTION AND ACCESS.

1. Grantee will keep and maintain under Generally Accepted Accounting Principles (GAAP) or Governmental Accounting Standards Board (GASB), as applicable, accurate and complete records necessary to determine compliance with this Contract and applicable laws.
2. Grantee will provide access to its records to DFPS, the Texas State Auditor's Office (SAO), the Federal Government, and their authorized representatives.
3. Unless otherwise specified in this Contract, Grantee will maintain legible copies of this Contract and all related documentation for a minimum of seven years after the termination of this Contract or seven years after the completion of any litigation or dispute involving the Contract, whichever is longer.
4. **THE GRANTEE WILL NOT DISPOSE OF RECORDS BEFORE PROVIDING THE DFPS CONTRACT MANAGER WRITTEN NOTICE OF ITS INTENT TO DISPOSE OF RECORDS AND RECEIVING WRITTEN APPROVAL FROM THE DFPS CONTRACT MANAGER.**

B. SAO AUDIT.

1. Grantee understands that acceptance of funds under this Contract or through a subcontract acts as acceptance of the authority of the SAO or any successor agency, to conduct an audit or investigation in connection with those funds.
2. Under the direction of the Legislative Audit Committee, an entity that is the subject of an SAO audit or investigation must provide the SAO access to any information that is considered relevant.
3. Grantee agrees to cooperate fully with the SAO, or its successor, in the conduct of the audit or investigation, including providing all records requested.
4. Grantee will ensure that this clause, concerning the authority to audit funds received indirectly by subgrantees related to this Contract and the requirement to cooperate, is included in any subcontracts it awards.

ATTACHMENT C
DFPS GRANT UNIFORM TERMS & CONDITIONS

C. COMPLIANCE WITH AUDIT OR INSPECTION FINDINGS.

1. Grantee will implement all corrections necessary to address any finding of noncompliance with any law, regulation, audit requirement, accounting principle, or deficiency identified in any audit, review, or inspection of this Contract.
2. Any such correction will be at Grantee or its subgrantee's sole expense.
3. Whether Grantee's action corrects the noncompliance will be solely the decision of DFPS.
4. Grantee must provide, at DFPS' request, a copy of those portions of Grantee's and its subgrantees' internal audit reports relating to this Contract.

D. CONFIDENTIAL INFORMATION.

1. Grantee agrees to only use DFPS confidential information for the purpose of this Contract and comply with all applicable state and federal laws when it receives and stores DFPS confidential information, including, but not limited to, the following enumerated. This includes any communication or record regardless of form or format provided or made available through any means and includes records or information that identifies DFPS children or clients.
   a. Section 106 of the Child Abuse Prevention and Treatment Act (CAPTA), codified at 42 U.S.C. 5106a;
   b. Section 471 of Title IV-E of the Social Security Act, codified at 42 U.S.C. 671(a)(8), and related federal rules at 45 CFR 1355.30 & 45 CFR 205.50;
   c. Social Security Administration Data, including, without limitation, Medicaid information (The Social Security Act, 42 U.S.C. Chapter 7);
   d. Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 CFR Part 99;
   e. Protected Health Information, including Electronic Protected Health Information or Unsecured Protected Health Information under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), 42 U.S.C. Chapter 7, Subchapter XI, Part C; 45 CFR Parts 160 and 164;
   f. Confidentiality of Alcohol and Drug Abuse Patient Records, 42 U.S.C. § 290dd-2, 42 CFR Part 2;
   g. Federal Tax Information, Internal Revenue Code, Title 26 of the United States Code including IRS Publication 1075;
   h. The Privacy Act of 1974, as amended by the Computer Matching and Privacy Protection Act of 1988, 5 U.S.C. § 552a;
   i. Personal Identifying Information defined by Texas Business and Commerce Code Chapter 521, and OMB Memorandum 07-16, Safeguarding Against and Responding to the Breach of Personally Identifiable Information;
   j. Texas Family Code § 261.201 and related provisions in Chapters 261 and 264;
   k. Texas Health and Safety Code § 81.046 and Chapters 181 and 611;
   l. Texas Human Resources Code § 12.003, § 40.005, and Chapter 48;

m. Texas Public Information Act, Texas Government Code Chapter 552;
n. 19 TAC Chapter 702 Subchapter F (Child Protective Services), and Chapter 705 Subchapter M (Adult Protective Services); and
o. Criminal History Record Information guidelines in the FBI's Criminal Justice Information Services (CJIS) Security Policy.

2. Grantee will notify DFPS immediately, but not later than 24 hours, after Grantee discovers any possible or actual unauthorized disclosure or breach of DFPS confidential information.
3. Grantee will fully cooperate with DFPS in investigating, mitigating to the extent practicable and issuing notifications directed by DFPS in the manner determined by DFPS.
4. Grantee will only disclose information according to applicable law and will notify DFPS as required by the applicable law, when it makes a disclosure.

E. PUBLIC INFORMATION ACT.

1. Information related to this Contract will be subject to the Public Information Act (PIA) found at Texas Government Code Chapter 552 and withheld from public disclosure or released only in accordance with the PIA.
2. For Grantees that are not governmental entities, the Grantee will make any information created or exchanged with the State of Texas or DFPS under this Contract available in a format that is accessible to the public at no charge to the State of Texas or DFPS.

F. PUBLICITY.

Grantee must not use the name of, or directly or indirectly refer to, DFPS, the State of Texas, or any other state agency in any media release, public announcement, or public disclosure relating to the Contract or its subject matter, including in any promotional or marketing materials, customer lists, or business presentations.

Grantee will publish, at its sole expense, results of Grantee performance under the Contract with DFPS's prior review and written approval, which DFPS will withhold at its sole discretion. Any publication (written, visual, or sound) will acknowledge the support received from DFPS and any Federal agency, as appropriate.

G. LIMITATION OF DFPS NAME, SEAL OR LOGO.

1. Grantee will not use the DFPS name, seal or logo in any form or manner without the prior written approval of DFPS.
2. Grantee will not use the DFPS name, seal or logo to imply any endorsement, approval, or sponsorship of Grantee's goods or services by DFPS.

ATTACHMENT C
DFPS GRANT UNIFORM TERMS & CONDITIONS

SECTION III
OWNERSHIP & INTELLECTUAL PROPERTY

A. OWNERSHIP.

DFPS owns all work produced by Grantee under this Contract.

B. INTELLECTUAL PROPERTY.

1. To the extent any services, deliverables or work performed by Grantee results in the creation of intellectual property, all right, title, and interest in and to such intellectual property, will vest in DFPS upon creation and will be deemed to be a "work made for hire," and made in the course of the services rendered pursuant to this Contract.
2. To the extent that title to any such intellectual property will not by law vest in DFPS, or such intellectual property will not be considered a "work made for hire," Grantee hereby irrevocably assigns all rights, title, and interest therein to DFPS.
3. Grantee must give DFPS and the State of Texas, as well as any person designated by DFPS or the State of Texas, all assistance required to perfect the rights defined in this Section, without any additional charge or expense beyond the stated amount payable to Grantee authorized under this Contract.

SECTION IV
NOTICE

A. NOTICE.

Except as otherwise required by this Contract, written notice will be:

1. By hand delivery or United States Mail, certified, return receipt requested or by nationally recognized courier service to the Grantee's assigned Contract Manager; and
2. Effective on receipt by the Party.

B. NOTICE OF LEGAL MATTER OR LITIGATION.

Grantee will notify the assigned DFPS Contract Manager of any litigation or legal matter related to or affecting this Contract within seven calendar days of Grantee becoming aware of the litigation or legal matter.

C. NOTICE OF CHANGE IN CONTACT PERSON OR KEY PERSONNEL OR MATTERS IMPACTING CONTRACT.

The Grantee will notify their assigned DFPS Contract Manager within ten days of any change to the Grantee's Contact Person or Key Personnel or any matter impacting the Contract, which includes but is not limited to changes to Grantee's name or identity,

ownership, control, governing board membership, any problem or potential problem associated with its performance or services, or payee identification number.

D. COMPLAINT REPORTING.

Unless otherwise noted in this Contract, DFPS will contact the Grantee when it receives a complaint about the Grantee and advise the Grantee whether DFPS will conduct an investigation or will coordinate with the Grantee for an investigation. When DFPS requires the Grantee to conduct any part of the complaint investigation, Grantee must respond in writing to DFPS with all information and according to DFPS's requirements and specified time frames.

SECTION V
AMENDMENT

A. AMENDMENT.

Except as provided for in the Unilateral Amendments section below, this Contract can only be changed by an Amendment executed by both Parties.

B. UNILATERAL AMENDMENT.

A Unilateral Amendment will be issued by DFPS and it will be effective 10 days after it is sent to the Grantee. DFPS has sole discretion as to whether a change to the Contract will require an Amendment. DFPS will issue a Unilateral Amendment to:

1. Correct an obvious clerical error;
2. Modify a contract number or Agency ID number;
3. Incorporate new or revised state or federal laws, regulations, rules or policies;
4. Comply with a court order or judgment;
5. Update service level description or daily rates;
6. Update Grantee's name as recorded by the Secretary of State, as required by law or as authorized by DFPS;
7. Change either Party's Contract Manager or legal notice designee or contact information; and
8. Change any recorded license number based on information obtained from the agency or entity issuing the license.

SECTION VI
TERMINATION

A. TERMINATION FOR CONVENIENCE.

DFPS will terminate the Contract, in whole or in part, at any time when, in its sole discretion,

ATTACHMENT C
DFPS GRANT UNIFORM TERMS & CONDITIONS

DFPS determines that termination is in the best interests of the State of Texas. The termination will be effective on the date specified in DFPS's notice of termination.

B. TERMINATION FOR CAUSE.

1. If the Grantee fails to provide the services or goods required by this Contract or fails to comply with any terms or conditions of it, DFPS will terminate the Contract in whole or part.
2. In addition to any other remedy allowed by law, Grantee will be responsible to DFPS for all costs incurred by DFPS and the State of Texas to replace the Grantee. These costs include, but are not limited to, the costs of procuring a substitute Grantee and the cost of any claim or litigation that is reasonably attributable to Grantee's failure to provide services or goods.

C. EQUITABLE SETTLEMENT.

Any early termination under this Contract will be subject to the equitable settlement of the respective interests of the Parties up to the date of termination.

SECTION VII
GENERAL PROVISIONS

A. GOVERNING LAW AND VENUE.

This Contract and the rights and obligations of the Parties will be governed by and construed according to the laws of the State of Texas, exclusive of any conflicts of law provisions. Venue for any suit brought under this Contract will be in a court of competent jurisdiction in Travis County, Texas unless otherwise elected by DFPS. Grantee irrevocably waives any objection, including any objection to personal jurisdiction or the laying of venue or based on the grounds of forum non conveniens, which it will now or hereafter have to the bringing of any action or proceeding in such jurisdiction with respect to this Contract.

B. INDEMNITY.

The following applies to Grantees that are not governmental entities.

1. Grantee will defend, indemnify and hold harmless the State of Texas and its officers and employees, and DFPS and its officers and employees, from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, including attorneys' fees and court costs, arising out of or resulting from:
   a. Grantee's performance under the Contract, including any negligent acts or omissions of Grantee, or any agent, employee, subrecipient, or supplier of the Grantee, or any third party under the control or supervision of the Grantee, in the execution or performance of this Contract;

ATTACHMENT C
DFPS GRANT UNIFORM TERMS & CONDITIONS

b. Any breach or violation of a statute, ordinance, governmental regulation, standard or rule of Contract by the Grantee or any agent, employee, subgrantee, or supplier of the Grantee, or any third party under the control or supervision of the Grantee, in the execution or performance of this Contract;
c. Employment or alleged employment discrimination, including claims of discrimination against Grantee, its officers, or its agents; or
d. Work under this Contract that infringes or misappropriates any right of any third person or entity based on copyright, patent, trade secret, or other intellectual property rights.

2. Nothing in this Contract will be construed as a waiver of DFPS' sovereign immunity.

C. BACKGROUND HISTORY CHECKS AND RIGHT OF REMOVAL.

1. Before providing direct services, having direct client contact and/or access to client records, the Grantee will submit information necessary for DFPS to conduct background checks on its employees, subcontractors or volunteers according to DFPS Background Checks Handbook under the applicable policy section at http://www.dfps.state.tx.us/handbooks/Background_Checks/default.asp, including any required disclosures. Furthermore, before the employee, subcontractor or volunteer can provide direct services, have direct contact or access client records, the Grantee must receive notice from DFPS that the background check has been approved.
2. If while providing direct services, having direct client contact and/or access to client records, the Grantee becomes aware of any new arrest or investigation of abuse or neglect conducted by any federal, state or local agency or board of an employee, subcontractor or volunteer, then the Grantee will notify DFPS within ten business days of them becoming aware of it. DFPS will determine if and when the employee, subcontractor or volunteer can have direct contact with clients.

D. ASSIGNMENTS.

Grantee will not assign all or any portion of its rights under, interests in, or duties required under this Contract without prior written consent of DFPS, which will be withheld or granted at the sole discretion of DFPS. Except where otherwise agreed in writing by DFPS, assignment will not release Grantee from its obligations under the Contract.

Grantee agrees that DFPS will, in one or more transactions, assign, pledge, or transfer the Contract. This assignment will only be made to another state agency or a non-state agency that is contracted to perform work for DFPS.

E. SEVERABILITY.

If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract will be construed as if such provision did not exist and the non-

enforceability of such provision will not be held to render any other provisions of this Contract unenforceable.

F. SURVIVABILITY.

Termination or expiration of this Contract will not release either party from any liabilities or obligations that the parties have expressly agreed will survive any such termination or expiration, remain to be performed, or by their nature would be intended to be applicable following any such termination or expiration, including maintaining confidentiality of information and records retention.

G. FORCE MAJEURE.

Except with respect to the obligation of payments under this Contract, if either of the Parties, after a good faith effort, is prevented from complying with any express or implied covenant of this Contract by reason of war; terrorism; rebellion; riots; strikes; acts of God; any valid order, rule, or regulation of any governmental authority; or similar events that are beyond the control of the affected Party (collectively referred to as a "Force Majeure"), then, while so prevented, the affected Party's obligation to comply with such covenant will be suspended, and the affected Party will not be liable for damages for failure to comply with such covenant. In any such event, the Party claiming Force Majeure will promptly notify the Grantee of the Force Majeure event in writing of the reason for such delay, estimated duration of the delay, and the steps taken to minimize the delay.

H. AUTHORITY OF DFPS STAFF.

DFPS staff are not authorized to sign non-DFPS forms, unless those forms have received prior approval by DFPS. DFPS is not bound to the terms of any forms signed by unauthorized staff.

I. DISPUTE RESOLUTION.

For Grantees that are not governmental entities, the Parties will use the dispute resolution process in Texas Government Code Chapter 2260 to resolve any dispute that arising under this Contract.

J. WAIVER.

DFPS's failure to enforce any provision of this Contract or its payment for services or goods provided under this Contract, will not constitute a waiver of any provision of the Contract.

K. HISTORICALLY UNDERUTILIZED BUSINESS (HUB).

ATTACHMENT C
DFPS GRANT UNIFORM TERMS & CONDITIONS

For Grantees that are not governmental entities, the Grantee will provide pertinent details of any participation by a HUB in fulfilling the duties and obligations arising under this Contract.

L. CIVIL RIGHTS.

1. Grantee agrees to comply with state and federal anti-discrimination laws, including:
   a. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.);
   b. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794);
   c. Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.);
   d. Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-6107);
   e. Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681-1688);
   f. Food and Nutrition Act of 2008 (7 U.S.C. § 2011 et seq.); and
   g. DFPS's administrative rules, as set forth in the Texas Administrative Code, to the extent applicable to this Contract.
2. Grantee agrees to comply with all amendments to these laws, and all requirements imposed by the regulations issued pursuant to these laws. These laws provide in part that no persons in the United States will, on the grounds of race, color, national origin, sex, age, disability, political beliefs, or religion, be excluded from participation in or denied any service or other benefit provided by Federal or State funding or otherwise be subjected to discrimination.
3. Grantee agrees to comply with Title VI of the Civil Rights Act of 1964, and its implementing regulations found at 45 C.F.R. Part 80 or 7 C.F.R. Part 15, prohibiting a Grantee from adopting and implementing policies and procedures that exclude or have the effect of excluding or limiting the participation of clients in its programs, benefits, or activities on the basis of national origin. Civil rights laws require Grantees to provide alternative methods for ensuring access to services for applicants and recipients who cannot express themselves fluently in English. Grantee agrees to take reasonable steps to provide services and information, both orally and in writing and electronically, in appropriate languages other than English to ensure that persons with limited English proficiency are effectively informed and can have meaningful access to government funded programs, benefits, and activities.
4. Grantee agrees to post applicable civil rights posters in areas open to the public informing clients of their civil rights and including contact information for the HHSC Civil Rights Office. The posters are available on the HHSC website at: http://hhscx.hhsc.texas.gov/system-support-services/civil-rights/publications.
5. Grantee agrees to comply with Executive Orders 13279 and 13559, and their implementing regulations at 45 C.F.R. Part 87 or 7 C.F.R. Part 16. These provide in part that any organization that participates in programs funded by direct financial assistance from the United States Department of Agriculture or the United States Department of Health and Human Services will not discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief. Grantee must provide written notice to beneficiaries of these rights.

ATTACHMENT C
DFPS GRANT UNIFORM TERMS & CONDITIONS

6. Upon request, Grantee will provide Texas Health and Human Services Commission (HHSC) Civil Rights Office with copies of the Grantee's civil rights policies and procedures.
7. Grantee must notify HHSC's Civil Rights Office of any civil rights complaints received relating to its performance under this Contract. This notice must be delivered no more than ten calendar days after receipt of a complaint. This notice must be directed to:

   HHSC Civil Rights Office
   701 W. 51st Street, Mail Code W206
   Austin, Texas 78751
   Phone Toll Free: (888) 388-6332
   Phone: (512) 438-4313
   TTY Toll Free: (877) 432-7232
   Fax: (512) 438-5885

M. PERMIT AND LICENSE.

Grantee will be responsible at their expense for obtaining all permits and licenses required by city, county, state or federal rules, regulations or laws necessary or required for the Grantee to provide services or goods under this Contract.

N. WARRANTY.

Grantee warrants that all services, deliverables and work done under this Contract will be completed in a manner consistent with generally accepted standards in the applicable trade, profession, or industry and conform to or exceed the specifications set forth in the Contract and be fit for ordinary use, of good quality, and contain no material defects.

O. E-VERIFY/EMPLOYEE ELIGIBILITY.

By entering into this Contract, Grantee certifies and ensures that it utilizes and will continue to utilize, for the term of this Contract, the U.S. Department of Homeland Security's e-Verify system to determine the eligibility of all persons employed during the contract term to perform duties within Texas and all persons (including subgrantees) assigned by the Grantee to perform services, deliverables and work pursuant to the Contract.

P. REPORT OF WASTE, FRAUD OR ABUSE.

Grantees who suspect fraud, waste or abuse (including employee misconduct that would constitute fraud, waste, or abuse) are required to immediately contact both the Texas HHSC Office of the Inspector General at 1-800-436-6184 and the Texas State Auditor's Office at https://sao.fraud.texas.gov/ReportFraud/.

Q. Cultural Competence.

ATTACHMENT C
DFPS GRANT UNIFORM TERMS & CONDITIONS

1. Grantee will make reasonable efforts to provide services that meet each client's individual needs and takes into consideration the intellectual functioning, literacy, level of education and comprehension ability of each client in order to ensure that all information is presented in a way that meets each client's individual needs.
2. Grantee will provide services in the client's primary language either directly by Grantee or by a DFPS approved translator.
3. Grantee will have a cultural competence mission statement, core values or other similar guidance that provides how the Grantee will effectively provide these services to clients of various cultures, races, ethnic backgrounds and religions in a manner that recognizes and affirms the client's worth, protects and preserves the client's dignity and ensures equity of service delivery.

SECTION VIII
CERTIFICATIONS & AFFIRMATIONS

As applicable to this Contract, Grantee certifies and affirms that by entering into this Contract that these certifications and affirmations apply to Grantee, and all of Grantee's principals, officers, directors, shareholders, partners, owners, agents, employees, subrecipients, independent Grantees, and any other representatives who will provide services under, who have a financial interest in, or otherwise have an interest in this Contract.

A. Grantee has not given, offered to give, and does not intend to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with this Contract.

B. Under Texas Government Code §§ 2155.006 and 2261.053 (relating to convictions and penalties regarding Hurricane Rita, Hurricane Katrina or other disasters), Grantee acknowledges that it is not ineligible to receive this Contract and this Contract will be terminated and payment withheld if this certification is found to be inaccurate.

C. Under Texas Family Code § 231.006 (relating to delinquent child support), Grantee acknowledges that it is not ineligible to receive the specified grant, loan, or payment and acknowledges that this Contract will be terminated and payment will be withheld if this certification is found to be inaccurate.

D. Grantee is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency under the regulations implementing Executive Order 12549 and Executive Order 12689, Debarment and Suspension, 2 C.F.R. Part 376, and any relevant regulations promulgated by the department or agency funding this project. Grantee agrees that this provision will be included in its entirety in Grantee's subcontracts if payment in whole or in part is from federal funds. Furthermore, Grantee acknowledges that it has not been subjected to suspension, debarment, or similar ineligibility determined by any state or local governmental entity.

ATTACHMENT C
DFPS GRANT UNIFORM TERMS & CONDITIONS

E. Grantee is not listed on the federal government's terrorism watch list described in Executive Order 13224. Entities ineligible for federal procurement are listed at https://www.sam.gov/portal/public/SAM/. This Contract will be terminated and payment withheld if this certification is inaccurate. This provision will be included in its entirety in Grantee's subcontracts if payment in whole or in part is from federal funds.

F. Under Texas Government Code § 669.003 (relating to contracting with the executive head of a state agency), Grantee acknowledges that it is not the executive head of DFPS, was not at any time during the past four years the executive head of DFPS and does not employ a current or former executive head of DFPS.

G. Grantee acknowledges that it is not currently delinquent in the payment of any franchise taxes owed to the State of Texas under Texas Tax Code Chapter 171.

H. Payments to Grantee and Grantee's receipt of appropriated or other funds under this Contract are not prohibited by Texas Government Code §§ 556.005, 556.0055 or 556.008 (relating to use of appropriated money or state funds to employ or pay lobbyists, lobbying expenses, or influence legislation).

I. Grantee will comply with Texas Government Code § 2155.4441 (preference for purchase of products produced in the State of Texas).

J. Grantee has not violated state or federal antitrust laws and has not communicated its bid for this Contract directly or indirectly to any competitor or any other person engaged in such line of business. Grantee hereby assigns to DFPS any claims for overcharges associated with this Contract under 15 U.S.C. § 1, et seq., and Texas Business and Commerce Code § 15.01, et seq.

K. If the Grantee is a "Company" under Texas Government Code § 808.001, at the time of executing this Contract, that it is not boycotting Israel and will not boycott Israel during the term of this Contract.

ATTACHMENT D
DFPS GRANT SUPPLEMENTAL & SPECIAL CONDITIONS

SECTION I
SUPPLEMENTAL CONDITIONS

The DFPS Uniform Terms and Conditions are modified for this Contract as follows.

A. Section II(D) is modified by adding the following language as Subsection 5:

5. The County may, without prior DFPS approval, provide access to records and/or information concerning children receiving services under this Contract by the DFPS to properly identified individuals appointed by a court of competent jurisdiction that are volunteers or employees of Court Appointed Special Advocates (CASA), guardians ad litem, and/or attorneys ad litem in accordance with Texas Family Code Section 107.006. In order to confirm that an individual who is accessing records and information is appointed by a court of competent jurisdiction, the County should:
   a. If such individual is an employee of the CASA, guardian ad litem, or attorney ad litem, review for a valid court order;
   b. If such individual is a CASA volunteer, review for a valid court order and a notification letter of volunteer assignment and acceptance, that clarifies the individual's appointment to the child for whom records or information is sought; or
   c. If County cannot readily determine the identity or authority of an individual appointed by a court of competent jurisdiction, then County should obtain written approval from DFPS prior to granting access to records or information.

B. Section VII(C) is deleted and replaced with the following language.

Background Checks and Removal.

1. For the purposes of background checks, members are considered volunteers.
2. If members have regular access to DFPS clients, a background check is required and the Grantee will submit information necessary for DFPS to conduct background checks on its volunteers according to DFPS Background Checks Handbook under the applicable policy section at http://www.dfps.state.tx.us/handbooks/Background_Checks/default.asp, including any required disclosures. Furthermore, before the volunteer can have regular access to DFPS clients, the Grantee must receive notice from DFPS that the background check has been approved.
3. If while providing direct services, having direct client contact and/or access to client records, the Grantee becomes aware of any new arrest or investigation of abuse or neglect conducted by any federal, state or local agency or board of an employee, subcontractor or volunteer, then the Grantee will notify DFPS within ten business days of them becoming aware of it. DFPS will determine if and when the employee, subcontractor or volunteer can have direct contact with clients.

ATTACHMENT D
DFPS GRANT SUPPLEMENTAL & SPECIAL CONDITIONS

SECTION II
SPECIAL CONDITIONS

In addition to the DFPS Grant Uniform Terms and Conditions, the Grantee agrees to comply with the following DFPS Grant Special Conditions.

A. PAYMENTS UNDER STATE PLANS APPROVED UNDER TITLE IV-E AND TANF.

As applicable, Grantees must seek payment or adjustment to payments in accordance with the time limit specified in 45 Code of Federal Regulations (CFR) 95.1 that provides a two-year (eight quarter) time limit for a State to claim Federal financial participation in expenditures under State plans approved under Title IV-E and Temporary Assistance for Needy Families (TANF).

Any invoice or amended invoice, that is submitted to DFPS later than seven quarters after the end of the quarter of the expense will not be processed unless DFPS determines that submission for payment of the bill to the federal government can be executed within the time limits provided in the CFR.

B. BACKGROUND HISTORY CHECKS - DISALLOWANCE OF TITLE IV-E FUNDS.

If this contract is funded in part or whole by Title IV-E Funds, then during a federal audit, if there is a finding that Grantee has not performed required Checks within the timeframes required by the Grantee, this finding can result in a disallowance of Title IV-E funds claimed on behalf of the client. In addition to any other remedy under this Contract, DFPS can require the Grantee to reimburse DFPS for such disallowances, including disallowed costs related to foster care maintenance payments, administrative costs and interest.

C. REPORTING ABUSE, NEGLECT, OR EXPLOITATION.

Grantee will report any suspected case of abuse, neglect, or exploitation to the appropriate authority as required by the Texas Family Code Chapter 261. All reports must be made within 24 hours of the discovery of the suspected abuse, neglect, or exploitation.

D. SUBCONTRACTING.

As applicable under the Contract, Grantee will comply will comply with the following.

1. Grantee will be responsible to DFPS for any subgrantee's performance under this Contract. Subgrantees providing services under the Contract will meet the same requirements and level of experience as required of Grantee.
2. No subcontract under the Contract will relieve Grantee of responsibility for ensuring the requested services are provided.

ATTACHMENT D
DFPS GRANT SUPPLEMENTAL & SPECIAL CONDITIONS

3. Grantees planning to subcontract all, or a portion, of the work to be performed will identify the proposed subgrantees.
4. Subcontracting will be solely at Grantee's expense.
5. DFPS retains the right to check subgrantee's background and approve or reject the use of submitted subgrantees.
6. Grantee will be the sole contact for DFPS and Grantee will list a designated point of contact for all DFPS inquiries.
7. Grantee will include a term in all subcontracts that incorporates this Contract by reference and binds subgrantees to all the requirements, terms, and conditions of this Contract related to the service being provided by the subgrantee, as well as explicitly hold that this Contract controls in the event of any conflict with subcontract. DFPS approval of Grantee's use of any subgrantee is conditioned upon the extent that any subcontract does not conflict with any requirements of the Contract between DFPS and Grantee.
8. Payments to subgrantees will be made pursuant to the Texas Prompt Payment Act (Texas Government Code Chapter 2251).

E. INFORMATION SECURITY REQUIREMENTS.

Grantee must comply with the following:

1. The DFPS IT Security Policy located at: https://www.dfps.state.tx.us/PCS/About_PCS/documents/Grantee_Information_Security.pdf
2. Upon reasonable notice, Grantee must provide, and cause its subgrantees and agents to provide, DFPS or its designee, prompt, reasonable, and adequate access to any information security records, books, documents, and papers that are directly pertinent to the performance of the Contract including, but not limited to:
   a. Grantee information security policies, procedures, standards, guidelines;
   b. Grantee security violation reports;
   c. Grantee employee security acknowledgement agreements; and
   d. Lists of Grantee's employees, subgrantees, and agents with authorized access to DFPS confidential information.
3. The information in Subsection 2 above is subject to DFPS' review and approval. Neither DFPS' review or approval, nor its failure to review or approve, will relieve, waive, or satisfy any of Grantee's obligations under this Contract.
4. Grantee will provide, and will cause its subgrantees and agents to provide, to DFPS, upon reasonable notice, written certifications of compliance with controls and provisions relating to information security, including but not limited to, those related to confidential data transfers and the handling and disposal of Personally Identifiable Information (PII). Acceptable forms of written compliance may be, but are not limited to:
   a. The American Institute of Certified Public Accountants' Statement on Standards of Attestation Engagements 18 ("SSAE 18") or similar subsequent report;
   b. General Security Controls Audit;

ATTACHMENT D
DFPS GRANT SUPPLEMENTAL & SPECIAL CONDITIONS

c. Application Controls Audit;
d. Vulnerability Assessment; and
e. Network/Systems Penetration Test.

F. REMOVAL OF ACCESS.

Grantee will immediately remove access capabilities to any DFPS automated/internet-based application(s), or immediately notify DFPS that access to such applications needs to be terminated for an employee, subgrantee, or volunteer whose employment, subcontract, or volunteer term with Grantee has ended for any reason.

Texas Department of Family and Protective Services

Commissioner
H. L. Whitman, Jr.

August 29, 2018

Honorable Judge Jeff Branick
Jefferson County
1149 Pearl Street
Beaumont, TX 77701

RE: Federal Fiscal Year (FFY) 2019 County Title IV-E Legal Services

Dear Honorable Judge Branick:

Your current County Title IV-E Child Welfare Services contract number 23939003 will end September 30, 2018. DFPS contracts for Title IV-E services for a seven (7) year period with automatic annual renewals. At the end of each seven year period new contracts are established. The establishment of a new contract results in a new contract number.

In order to continue reimbursing your county for Title IV-E expenses, a new contract must be established by reviewing, signing, and returning the following documents to me:

1. **2282GCLIVE, Contract for Title IV-E County Legal Services**
   - Print and sign page 3 of 3
2. **Form 2030CLIVE, Budget**
   - Print entire workbook, sign/date Summary Page (page 1)
   - The estimated budget was reviewed by Harry Schoppe, Financial Analyst, on July 24, 2018 and he indicated that no changes are needed at this time.
3. **Federal Assurances & Certifications**
   - Print form SF-424B (Federal Assurance) and sign/date page 2
   - Print form GG Lobbying (Certifications) and sign/date
4. **Form 4734, Federal Funding Accountability and Transparency Act (FFATA)**
   - Complete form, print and sign/date page 3
5. **Form 9007CIVE, Internal Control Structure Questionnaire (ICSQ)**
   - Complete electronically, print and sign last page, return with required attachments
6. **Form 9105, Risk Assessment Questionnaire (RAQ)**
   - Complete electronically, print and sign/date last page
7. **Form 2031, Signature Authority Designation**
   - Complete electronically, print and sign/date; if anyone identified to sign quarterly billing documents, ICSQ, etc., their signature is required as well.

The following forms are included for your review only; you do not need to sign or return:

1. **Attachment A: 4504 Statement of Work**
2. **Attachment C: 5645G Grant Uniform Terms & Conditions**
3. **Attachment D: 5622G Supplemental & Special Conditions**

Upon receipt of the signed documents, your contract will be routed for DFPS signature and a copy of the fully executed contract and all attachments will be returned to you for your records.

To ensure the contract is established by October 1, 2018, please submit all documents to me no later than September 14, 2018. You may return all documents electronically by email to deborah.driver@dfps.state.tx.us.

If you have any questions regarding the proper completion of the enclosed documents, please contact me by email or by phone at (936) 569-5343.

Respectfully,

Deborah Clausen Driver
CPS Regional Contract Manager

Enclosures: Contract Documents

DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES GRANT CONTRACT

I. PURPOSE.

The Texas Department of Family and Protective Services (DFPS) and Jefferson County (Grantee) (referred to herein as each a "Party" and collectively as the "Parties") enter into this Contract for the Performing Agency to receive federal funds to increase the amount of legal staff and services available to process child welfare cases (Contract).

II. LEGAL AUTHORITY.

This Contract is entered under DFPS' statutory authority in Texas Human Resources Code Section 40.0566 and Texas Government Code Chapter 791.

III. CONTRACT TERM.

This Contract starts on October 1, 2018, and ends on September 30, 2025, and can be renewed, extended or terminated as provided for in this Contract.

IV. TOTAL AMOUNT OF THIS CONTRACT.

The total amount of this Contract will not exceed $687,842.05, which is comprised of an estimated amount of $98,263.15 for each federal fiscal year. All expenditures under this Contract will be in accordance with the Budget and Cost Allocation Plan, if applicable, (Attachment B) and paid as provided for in the Statement of Work (Attachment A) from DFPS' current revenues.

V. STATEMENT OF WORK.

The Grantee will perform the work and provide services as provided for in Attachment A (Statement of Work). All work and services provided under this Contract must be in accordance with all state, federal laws, rules and regulations.

VI. CONTRACT MANAGER.

The following will act as the Contract Managers authorized to administer activities and receive general correspondence under this Contract.

A. DFPS

DFPS will provide written notice of the assigned contract manager. All correspondence will be sent to:
CPS Regional Contracts
Address: P. O. Box 630050, Nacogdoches, TX 75963-0050
Email: julia.conner@dfps.state.tx.us

DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES GRANT CONTRACT

A. GRANTEE
Name: Jeff Branick
Title: County Judge
Address: 1149 Pearl Street, Beaumont, TX 77701
Phone: 409-835-8466
Email: jbranick@co.jefferson.tx.us

VII. LEGAL NOTICES.

Notice will be given to the following as provided in the Uniform Terms and Conditions.

A. DFPS
Audrey Carmical
General Counsel
P. O. Box 149030 MC E611
Austin, TX 78714-9030
Audrey.Carmical@dfps.state.tx.us

B. GRANTEE
Name: Jeff Branick
Title: County Judge
Address: 1149 Pearl Street, Beaumont, TX 77701
Phone: 409-835-8466

VIII. ATTACHMENTS.

The Parties agree to comply with following Attachments and that they are attached and incorporated as part of this Contract.

Attachment A – Statement of Work
Attachment B – Budget Form 2030 and Cost Allocation Plan, if applicable
Attachment C – Grant Uniform Terms & Conditions
Attachment D – Grant Supplemental & Special Conditions
Attachment E – Federal Assurances and Certifications

DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES
GRANT CONTRACT

By signing below, the following signatories certify that they have the requisite legal authority to bind their respective Party.

DFPS

Kristene Blackstone
Associate Commissioner CPS

Date: _____

GRANTEE

Jeff Branick
County Judge

Date: _____

Texas Dept. of Family and Protective Services

Budget for Title IV-E
County Legal Services Contract

K909-Form 2030CLIVE
July 24, 2018

Summary

County: Jefferson

Agency Account ID: 24723895

Budget Effective Date: 10/1/2018-9/30/2019

Cost Category	Estimated Total Expenses Allocable to Title IV-E	Total Anticipated Federal Reimbursement*	Total Anticipated County Match
A. Administration			
A.1. Direct Personnel Salaries	$286,223.87	$58,707.38	$227,516.49
A.2. Direct Personnel Fringe Benefits	$131,776.53	$27,028.68	$104,747.85
A.3. Direct Personnel Travel	$0.00	$0.00	$0.00
A.4. Direct Materials and Supplies	$3,350.00	$687.12	$2,662.88
A.5. Direct Equipment	$4,100.00	$840.95	$3,259.05
A.6. Direct Other Costs	$24,150.00	$4,953.41	$19,196.59
Total Administration	*$449,600.40*	*$92,217.54*	*$357,382.86*
B. Training			
B.1. Title IV-E Training (75%)	$19,650.00	$6,045.62	$13,604.38
B.2. Title IV-E Fostering Connections Training (75%)	$0.00	$0.00	$0.00
B.3. Non-Title IV-E Training (50%)	$0.00	$0.00	$0.00
Total Training	*$19,650.00*	*$6,045.62*	*$13,604.38*
C. Indirect Costs (if applicable)			
Total Indirect Costs	*$0.00*	*$0.00*	*$0.00*
Grand Total	**$469,250.40**	**$98,263.15**	**$370,987.24**

***Estimated Federal Reimbursement for expenses based on Eligible Population Rate (EPR) during 2nd quarter of the preceding fiscal year:** **41.022%**

Actual reimbursement will be based on EPR in effect for the county during the month in which expenses were incurred.

Indirect Cost Rate, if applicable (attach a copy of the approved Certificate of Indirect Costs): **0.000%**

Contractor Certification

Signature *Date*

Jeff R. Branick, County Judge
Printed Name & Title

Texas Dept. of Family and Protective Services

Budget for Title IV-E
County Legal Services Contract

Form 2030CLIVE

Administration
A.1. Direct Personnel Salaries

County: Jefferson

Contract Number: 24723895

Budget Effective Date: 10/1/2018-9/30/2019

Position or Title	A	B	C	D	E	F
	Monthly Salary	% of Time Spent on IV-E Activities	Number of Months of Service	Estimated Total Expense* (AxBxC)	Anticipated Federal Reimbursement (estimated EPR x 50% FFP)	Anticipated County Match
Chief Assistant District Attorney-Kin	$10,397.98	100%	12	$124,775.76	$25,592.76	$99,183.00
Assistant District Attorney-Nelson	$8,531.93	10%	12	$10,238.32	$2,099.98	$8,138.34
Assistant District Attorney-Ortego	$8,854.89	50%	12	$53,129.34	$10,897.36	$42,231.98
Senior Secretary-Jones	$3,918.41	10%	12	$4,702.09	$964.45	$3,737.65
Senior Secretary-Harrison	$3,976.19	100%	12	$47,714.28	$9,786.68	$37,927.60
Senior Secretary-Chance	$3,761.20	10%	12	$4,513.44	$925.75	$3,587.69
Senior Secretary-Albanese	$3,429.22	100%	12	$41,150.64	$8,440.41	$32,710.23
			Total Direct Personnel Salaries	$286,223.87	$58,707.38	$227,516.49

*estimated total cost for Title IV-E related activities

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc.
http://www.dfps.state.tx.us/handbooks/Title_IVE_County/default.jsp

Texas Dept. of Family and Protective Services

Budget for Title IV-E
County Legal Services Contract

Form 2030CLIVE

Administration A.2. Direct Personnel Fringe Benefits			
	County:	Jefferson	
	Contract Number:	24723895	
	Budget Effective Date:	10/1/2018-9/30/2019	
Type of Fringe Benefits	**Estimated Total Expense***	**Anticipated Federal Reimbursement (estimated EPR x 50% FFP)**	**Anticipated County Match**
Retirement	$53,409.38	$10,954.80	$42,454.58
FICA	$17,745.89	$3,639.86	$14,106.03
Medicare	$4,150.26	$851.26	$3,299.00
Health Insurance	$55,021.72	$11,285.50	$43,736.22
Life Insurance	$509.40	$104.48	$404.92
Dental Insurance	$939.88	$192.78	$747.10
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
Total Direct Personnel Fringe Benefits	$131,776.53	$27,028.68	$104,747.85

*estimated total cost for Title IV-E related activities

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc. http://www.dfps.state.tx.us/handbooks/Title_IVE_County/default.jsp

Texas Dept. of Family and Protective Services

Budget for Title IV-E
County Legal Services Contract

Form 2030CLIVE

Administration A.3. Direct Personnel Travel			
	County:	Jefferson	
	Agency Account ID:	24723895	
	Budget Effective Date:	10/1/2018-9/30/2019	
Type of Travel Expense Note: only include travel NOT related to personnel training	**Estimated Total Expense***	**Anticipated Federal Reimbursement (estimated EPR x 50% FFP)**	**Anticipated County Match**
None anticipated at this time		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
Total Direct Personnel Travel	$0.00	$0.00	$0.00

*estimated total cost for Title IV-E related activities

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc. http://www.dfps.state.tx.us/handbooks/Title_IVE_County/default.jsp

Texas Dept. of Family and Protective Services

Budget for Title IV-E
County Legal Services Contract

Form 2030CLIVE

Administration A.4. Direct Materials and Supplies			
	County:	Jefferson	
	Agency Account ID:	24723895	
	Budget Effective Date:	10/1/2018-9/30/2019	
Materials and Supplies (description)	**Estimated Total Expense***	**Anticipated Federal Reimburseement (estimated EPR x 50% FFP)**	**Anticipated County Match**
White Mailing Envelopes	$1,000.00	$205.11	$794.89
Green 3" Pressboard Folders (90% IV-E Eligible)	$600.00	$123.07	$476.93
Ink Toner Cartridges for Printers (90% IV-E Eligible	$1,500.00	$307.67	$1,192.34
Sharpie Marks-A-Lot Pens	$40.00	$8.20	$31.80
Post-It Tabs	$150.00	$30.77	$119.23
Scotch Tape	$30.00	$6.15	$23.85
Pens	$30.00	$6.15	$23.85
Total Direct Materials and Supplies	$3,350.00	$687.12	$2,662.88

*estimated total cost for Title IV-E related activities

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc. http://www.dfps.state.tx.us/handbooks/Title_IVE_County/default.jsp

Texas Dept. of Family and Protective Services

Budget for Title IV-E
County Legal Services Contract

Form 2030CLIVE

Administration
A.5. Direct Equipment

County: **Jefferson**

Contract Number: **24723895**

Budget Effective Date: **10/1/2018-9/30/2019**

Equipment (description)	**Method Used** (rent/lease/ purchase)	**Estimated Total Expense***	**Anticipated Federal Reimbursement (estimated EPR x 50% FFP)**	**Anticipated County Match**
Computer Laser Jet Printer	Purchase	$1,200.00	$246.13	$953.87
Computer Monitor	Purchase	$400.00	$82.04	$317.96
Computer & Accessories with Softw	Purchase	$2,500.00	$512.78	$1,987.23
			$0.00	$0.00
			$0.00	$0.00
			$0.00	$0.00
			$0.00	$0.00
Total Direct Equipment		$4,100.00	$840.95	$3,259.05

*estimated total cost for Title IV-E related activities

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc. http://www.dfps.state.tx.us/handbooks/Title_IVE_County/default.jsp

Texas Dept. of Family and Protective Services

Budget for Title IV-E
County Legal Services Contract

Form 2030CLIVE

Administration A.6. Direct Other Costs			
	County:	Jefferson	
	Agency Account ID:	24723895	
	Budget Effective Date:	10/1/2018-9/30/2019	
Other Costs (description)	**Estimated Total Expense***	**Anticipated Federal Reimbursement (estimated EPR x 50% FFP)**	**Anticipated County Match**
Postage	$23,500.00	$4,820.09	$18,679.92
Software licenses	$650.00	$133.32	$516.68
		$0.00	$0.00
		$0.00	$0.00
		$0.00	$0.00
Total Direct Other Costs	$24,150.00	$4,953.41	$19,196.59

*estimated total cost for Title IV-E related activities

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc. http://www.dfps.state.tx.us/handbooks/Title_IVE_County/default.jsp

Texas Dept. of Family and Protective Services

Budget for Title IV-E
County Legal Services Contract

Form 2030CLIVE

B. Training

B.1. Title IV-E Training (75%)

County: Jefferson

Contract Number: 24723895

Budget Effective Date: 10/1/2018-9/30/2019

Training (Description and Title)	Registration* (amount allocable to Title IV-E)	Lodging* (amount allocable to Title IV-E)	Meals* (amount allocable to Title IV-E)	Transportation* (amount allocable to Title IV-E)	Subtotal	Number of Employees Attending	Estimated Total Expense*	Anticipated Federal Reimbursement	Anticipated County Match
NOTE: Form 9321 *Training Expense Documentation Form* must be submitted to DFPS for review/approval by Federal Funds prior to training.									
Crimes Against Children	$600.00	$2,000.00	$1,000.00	$1,200.00	$4,800.00	2	$9,600.00	$2,953.58	$6,646.42
TDCAA Conference Update (30% IV-E Eligible)	$400.00	$2,000.00	$650.00	$600.00	$3,650.00	2	$7,300.00	$2,245.95	$5,054.05
Texas Advanced Family Law Conference	$700.00	$1,000.00	$450.00	$600.00	$2,750.00	1	$2,750.00	$846.08	$1,903.92
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
				Total Training			$19,650.00	$6,045.62	$13,604.38

*estimated amount allocable to Title IV-E

Texas Dept. of Family
and Protective Services

Budget for Title IV-E
County Legal Services Contract

Form 2030CLIVE

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc.
http://www.dfps.state.tx.us/handbooks/Title_IVE_County/default.jsp

Texas Dept. of Family and Protective Services

Budget for Title IV-E
County Legal Services Contract

Form 2030CLIVE

B. Training

B.2. Title IV-E Fostering Connections Training (75%)

County: Jefferson

Contract Number: 24723895

Budget Effective Date: 10/1/2018-9/30/2019

Training (Description and Title)	Registration* (amount allocable to Title IV-E)	Lodging* (amount allocable to Title IV-E)	Meals* (amount allocable to Title IV-E)	Transportation* (amount allocable to Title IV-E)	Subtotal	Number of Employees Attending	Estimated Total Expense*	Anticipated Federal Reimbursement	Anticipated County Match
NOTE: Form 9321 *Training Expense Documentation Form* must be submitted to DFPS for review/approval by Federal Funds prior to training.									
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
				Total Training			$0.00	$0.00	$0.00

*estimated amount allocable to Title IV-E

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc.
http://www.dfps.state.tx.us/handbooks/Title_IVE_County/default.jsp

Texas Dept. of Family and Protective Services

Budget for Title IV-E
County Legal Services Contract

Form 2030CLIVE

B. Training

B.3. Non-Title IV-E Training (50%)

County: Jefferson

Contract Number: 24723895

Budget Effective Date: 10/1/2018-9/30/2019

Training (Description and Title)	Registration* (amount allocable to Title IV-E)	Lodging* (amount allocable to Title IV-E)	Meals* (amount allocable to Title IV-E)	Transportation* (amount allocable to Title IV-E)	Subtotal	Number of Employees Attending	Estimated Total Expense*	Anticipated Federal Reimbursement	Anticipated County Match
NOTE: Form 9321 *Training Expense Documentation Form* must be submitted to DFPS for review/approval by Federal Funds prior to training.									
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
					$0.00		$0.00	$0.00	$0.00
				Total Training			$0.00	$0.00	$0.00

*estimated amount allocable to Title IV-E

Note: Please refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc.
http://www.dfps.state.tx.us/handbooks/Title_IVE_County/default.jsp

Texas Dept. of Family and Protective Services

Budget for Title IV-E
County Legal Services Contract

Form 2030CLIVE

Budget Narrative

County:	**Jefferson**
Contract Number:	**24723895**
Budget Effective Date:	**10/1/2018-9/30/2019**

Clearly describe each expense to be incurred and billed to this contract, including justification for expense. Refer to Title IV-E Finance Handbook for detailed information regarding allowable expenses, documentation requirements, etc. http://www.dfps.s

A. Administration

A.1. Direct Personnel Salaries

Chief Assistant District Attorney, Randi King: Ms. King is the chief prosecutor in the family law division. She represents the Texas Department of Family and protective services in cases filed in Jefferson County. Ms. King provides legal advice to the department prior to and throughout legal action, handles the filing of CPS lawsuits ranging from suits affecting parent child relationship to orders to cooperate, and handles court appearances, court preparation, discovery and trials in these cases. Other duties include attending various meetings on CPS related matters and assisting with training. She estimates that approximately 100% of her time is allocable to CPS/Title IV-E activities. She is a full-time salaried employee. She will certify CPS related time on a monthly basis.

Assistant District Attorney, John Nelson: Mr. Nelson represents the Texas Department of Family and protective services in cases filed in Jefferson County. Mr. Nelson provides legal advice to the department prior to and throughout legal action, handles the filing of CPS lawsuits ranging from suits affecting parent child relationship to orders to cooperate, and handles court appearances, court preparation, discovery and trials in these cases. Other duties include attending various meetings on CPS related matters and assisting with training. He estimates that approximately 10% of his time is allocable to CPS/Title IV-E activities. He is a full-time salaried employee and will certify CPS related time on a monthly basis.

Assistant District Attorney, Robert Ortego: Mr. Ortego represents the Texas Department of Family and protective services in cases filed in Jefferson County. Mr. Ortego provides legal advice to the department prior to and throughout legal action, handles the filing of CPS lawsuits ranging from suits affecting parent child relationship to orders to cooperate, and handles court appearances, court preparation, discovery and trials in these cases. Other duties include attending various meetings on CPS related matters and assisting with training. He estimates that approximately 50% of time is allocable to CPS/Title IV-E activities. He is a full-time salaried employee and will certify CPS related time on a monthly basis.

Senior Secretary, Beth Jones: Ms. Jones provides clerical assistance to Randi King and Grace Nichols, including activities such as preparing paperwork for the filing of lawsuits, preparing orders, coordinating service of process, providing proper notice to parties, locating witnesses and records, and general paralegal services. She estimates that 10% of her time is allocable to CPS/Title IV-E activities. She is a full-time salaried employee and will certify CPS related time on a monthly basis.

Senior Secretary, Johanna Harrison: Ms. Harrison provides clerical assistance to Ms. King including activities such as preparing paperwork for the filing of lawsuits, preparing orders, coordinating service of process, providing proper notice to parties, locating witnesses and records, and general paralegal services. She estimates that 100% of her time is allocable to CPS/Title IV-E activities. She is a full-time salaried employee and will certify CPS related time on a monthly basis.

Senior Secretary, Chelsea Chance: Ms. Chance provides clerical assistance to Ms. King in addition to when Ms. Harrison including activities such as preparing paperwork for the filing of lawsuits, preparing orders, coordinating service of process, providing proper notice to parties, locating witnesses and records, and general paralegal services. She estimates that 10% of her time is allocable to CPS/Title IV-E activities. She is a full-time salaried employee and will certify CPS related time on a monthly basis.

Senior Secretary, Brittany Albanese: Ms. Albanese provides clerical assistance to Randi King and Michael Morgan, including activities such as preparing paperwork for the filing of lawsuits, preparing orders, coordinating service of process, providing proper notice to parties, locating witnesses and records, and general paralegal services. She estimates that 100% of her time is allocable to CPS/Title IV-E activities. She is a full-time salaried employee and will certify CPS related time on a monthly basis.

A.2. Direct Personnel Fringe Benefits

Fringe benefits consist of all non-salary items that are paid on behalf of employees by the county. Fringe costs are allocated to each employee in accordance with the percentage of time that each employee is allocated to Title IV-E allowable activities.

These benefits are paid at the rates adopted by the Commissioners' Court of the County and consist of:

- FICA at 6.20% of gross salary per month (all employees)
- Medicare at 1.45% of gross salary per month (all employees)
- Retirement at 18.66% of gross salary per month (all employees)
- Health insurance (per *pay period):
  - R. King, B. Jones – Family Coverage at $663.73
  - J. Harrison, C. Chance – Employee & Spouse Coverage at $594.12
  - B. Albanese – Employee & Child Coverage at $537.31
  - J. Nelson, R. Ortego - Single Coverage at $325.47

- Dental insurance at $9.51 per person per *pay period (all employees)
- Life insurance (varies according to age and gross salary) per *pay period:
  - B. Jones – estimated $3.49
  - J. Harrison – estimated $3.49
  - J. Nelson – estimated $7.21
  - R. Ortego – estimated $7.68
  - R. King – estimated $7.76
  - C. Chance – estimated $3.41
  - B. Albanese – estimated $3.10

If, in any event, staff work less than the estimated percentage of time, actual time worked will be billed to the Title IV-E contract. No other direct or indirect expenditures are contained in this budget.

A.3. Direct Personnel Travel

None anticipated at this time.

A.4. Direct Materials and Supplies

- Ink toner used for printing of CPS case documents and communications.
- Folders used to store and file documentation related to CPS cases.
- White envelopes used to send and receive documentation related to CPS cases.
- Sharpie Marks-a-Lot pens for case file paperwork and labeling case files.
- Post-It Tabs for separating documents in case files maintained.
- Scotch tape.
- Pens.

A.5. Direct Equipment

- Monitor to replace obsolete equipment.
- Printer to replace obsolete equipment.
- Computer with Software and Accessories to replace obsolete equipment. Used to prepare documents and send communications regarding CPS cases.

A.6. Direct Other Costs

- Postage expenses for mailing Title IV-E related case materials and correspondence via United States Postal Service and/or overnight carriers. Estimated average of $2,000 per month.
- Software licensing for computer software used to prepare legal documentation for CPS cases.
- Software licensing for computer anti-virus software used to protect all CPS computers.

B. Training

B.1. Title IV-E Training (75%)

Two employees to attend Crimes Against Children conference. Two employees to attend the Texas District and County Attorneys Association Conference (TDCAA) update. One employee to attend the Texas Advanced Family Law Conference. Conference workshops are related to Title IV-E activities and pre-approval is requested from Federal Funds prior to attendance. Travel reimbursement will be made at current rates approved by Commissioners' Court for travel, per diem, and actual cost for lodging, not to exceed current Texas Comptroller rate plus taxes.

B.2. Title IV-E Fostering Connections Training (75%)

None anticipated at this time.

B.3. Non-Title IV-E Training (50%)

None anticipated at this time.

C. Indirect Costs (if applicable)

None anticipated at this time.

OMB Number: 4040-0007
Expiration Date: 01/31/2019

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C.§§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U. S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	County Judge
APPLICANT ORGANIZATION	DATE SUBMITTED
Jefferson County	

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an 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.

(2) If any funds other than Federal appropriated funds have 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 this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have 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 this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

* APPLICANT'S ORGANIZATION

Jefferson County

* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Prefix: | * First Name: Jeff | Middle Name:

* Last Name: Branick | Suffix:

* Title: County Judge

* SIGNATURE: | * DATE:

TEXAS
Department of Family
and Protective Services

ANNUAL FFATA CERTIFICATION

N502 FORM-4734
JULY 2018

The Federal Funding Accountability and Transparency Act (FFATA) annual certification enumerated below represent material facts upon which DFPS relies when reporting information to the federal government required under federal law. If the Department later determines that the subrecipient knowingly rendered an erroneous certification, DFPS may pursue all available remedies in accordance with Texas and U.S. law. Signor further agrees that it will provide immediate written notice to DFPS if at any time Signor learns that any of the certifications provided for below were erroneous when submitted or have since become erroneous by reason of changed circumstances. *If the signatory cannot certify all of the statements contained in this section, signatory must provide written notice to DFPS detailing which of the below statements it cannot certify and why.*

Enter your organization's Dun & Bradstreet (D&B) DUNS Number: 010807535

Enter the parent DUNS Number, if applicable:

Did your organization have gross income, from all sources, of less than $300,000 in your previous tax year?

Yes ☐ No ☒ N/A ☐ (if entity does not generate income)

If your answer is Yes, skip Parts A, B, C, and D and complete Part E.

If your answer is No or N/A, complete Parts A and B.

Part A. Certification Regarding % of Annual Gross from Federal Awards

Did your organization receive 80% or more of its annual gross income from federal awards in the previous tax year?

Yes ☐ No ☒

Part B. Certification Regarding Amount of Annual Gross from Federal Awards

Did your organization receive $25 million or more in annual gross income from federal awards in the previous tax year?

Yes ☐ No ☒

If your answer is Yes to both A and B, you must complete Part C.

If your answer is No to either A or B, skip Part C and go to Part D.

Part C. Certification Regarding Public Access to Compensation Information

Does the public have access to information about the compensation [17 CFR 229.402(c)(2)] of the senior executives (e.g., officers, managing partners, or any other employees in management positions) in your business or organization (including parent organization, all branches, and all affiliates worldwide) 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?

Yes ☐ No ☐ N/A ☐ (if entity reports through some other means, state how:)

If your answer is Yes, skip Part D and complete Part E.

If your answer is No, you must provide compensation information to DFPS for FFATA reporting in Part D.

If N/A, you may still be required to supply compensation information pending DFPS or federal awarding agency approval. Skip Part D until requested by DFPS to supply compensation information and proceed to complete Part E.

Part D. Certification Regarding Executive Compensation

The Names and Total Compensation of the top five (5) executives if:

- More than 80% of annual gross revenues from the Federal government,
- Those revenues are greater than $25M annually, and
- Compensation information is not already available through reporting to the SEC.

Subrecipient Executive Names	Total Compensation

Part E. General FFATA Certification

As the duly authorized representative (Signatory) of the subrecipient named below, I hereby certify that the responses that I have provided to the questions in this certification form are true, complete and correct to the best of my knowledge.

Jeff R. Branick
Printed Name of Authorized Representative

Signature of Authorized Representative

County Judge
Title of Authorized Representative

Date

Jefferson County
Legal Name of Subrecipient

24723895
Agency Account ID Number

Beaumont, Jefferson
Principal Place of Performance (POP)
(City, County)

TX
State

77701-3631
9-Character Zip Code
(Zip +4)

14th
POP Congressional District

Texas Dept of Family and Protective Services

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ $25,000

Form 9007CIVE June 2012

Contractor Name: Jefferson County

Fiscal Year: 2019 **Contract Number:**

Please refer to instructions at end of this questionnaire.

SECTION I: FINANCIAL POSITION

(This section should be answered about your organization as a whole.)

1.	Please indicate the accounting system in place (e.g., accrual, cash, or modified accrual). Modified Acccrual	
2.	Does your organization complete yearly financial statements (e.g., Balance Sheet, Income Statement, Cash Flow)? *If yes:* *a. Please list the name(s) of the person(s) responsible for preparing the annual financial statements:* The Auditor's Office *b. Please attach copy of your most current statements as **ATTACHMENT# I-2.*** The most recent Comprehensive Annual Report is posted on the Jefferson County website at www.co.jefferson.tx.us. Select "Auditor's Office" to view the annual financial statements. *If no, please provide any manual or automated information maintained regarding your current financial position as **ATTACHMENT #I-2.***	☒Yes ☐No
3.	Are your accounting and financial system operations audited at regular intervals by an independent auditor (Certified Public Accountant)? Note that this is not referring to compliance monitoring performed by State Contract Managers. If yes: a. Attach an original, bound audit report and management letter (if applicable) as provided by the independent auditor as **ATTACHMENT #I-3.** The most recent Comprehensive Annual Report, including the independent audit and single audit by Patillo, Brown & Hill, LLP, Certified Public Accountants is posted on the Jefferson County website at www.co.jefferson.tx.us. Select "Auditor's Office" to view these reports. b. Please indicate the frequency with which your accounting records are audited by an independent auditor. Annually - Changes every 3 years. Currently it's Whitley Penn, L.L.P. Certified Public Accountants c. Please describe how independent audit results are shared with the governing body of your organization.	☒Yes ☐No

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ $25,000

	Annual audit and financial statements are received and filed in Commissioners' Court annually.	

SECTION II: INTERNAL CONTROLS

II. A. GENERAL/ACCOUNTING CONTROLS

(This section should be answered about your organization as a whole. When a question mentions "contracts," it is referring to any contract or grant you administer with funding received through DFPS or any other state or federal agency.)

1.	Has the county submitted a cost allocation plan to DFPS for review? *If no, please attach a description of your allocation process as* ***ATTACHMENT #II-1.***	☒Yes ☐No ☐N/A
2.	Please attach a list of all of your contracts with state agencies, including DFPS. For each contract, include: state agency name, type of service provided, contract number, dollar amount, and payment method (e.g., cost reimbursement, fee for service) as **ATTACHMENT #II-2.**	
3.	Does your organization maintain a separate ledger account for: a. Deposits for each source of funds? b. Disbursement of each source of funds? Please provide a copy of your chart of accounts, and a description of how your accounting system identifies contract revenues and expenditures separately as **ATTACHMENT #II-3**. A Chart of Accounts is provided. The detail is many pages and not provided. A copy of the Jefferson County, Texas Accounting Policies and Procedures is provided to identify contract revenues and expenditures separately. See Table of Contents F. - Receipts, G. - Accounts Payable, H. - Requisition and Purchasing, and I. - Invoicing.	 ☒Yes ☐No ☒Yes ☐No
4.	Are costs and expenditures under budgetary control for: a. Total contract budget? b. By budget category?	 ☒Yes ☐No ☒Yes ☐No
5.	Do all purchases require approval from an authorized individual in the requesting department?	☒Yes ☐No
6.	Indicate the name and title of individual(s) authorized to: **SEE SECTION II: INTERNAL CONTROLS - ATTACHMENT #II – QUESTION 6 - FOR ADDITIONAL RECEIVE CASH LISTING.**	

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ $25,000

SIGN CHECKS OR AUTHORIZE PAYMENTS	APPROVE PURCHASES (INCLUDING ON-LINE AND CREDIT CARD)	PREPARE PAYMENTS (CHECKS AND ELECTRONIC FUND TRANSFERS)	RECONCILE ACCOUNTS (INTERNAL ACCOUNTS TO BANK RECORDS)	CONTROL INVENTORY	RECEIVE CASH
Name:Carolyn Guidry	Name:Rebekah Patin	Name:Mary Angelle	Name:Joleen Fregia	Name:Deb Clark	Name:Lisa Marks
Title:Jefferson County Clerk	Title:Financal Manager	Title:Financial Technician	Title:Chief Deputy County Treasurer	Title:Jefferson County Purchasing Agent	Title:Account Clerk Treasurer's Office
Name:Patrick Swain	Name:Rhonda Brode	Name:Charity Sears	Name:	Name:	Name:Joleen Fregia
Title:Jefferson County Auditor	Title:Financial Manager	Title:Financial Technician	Title:	Title:	Title:Chief Deputy County Treasurer
Name:Tim Funchess	Name:Fran Lee	Name:Joleen Fregia (EFT's)	Name:	Name:	Name:Tim Funchess
Title:Jefferson County Treasurer	Title:First Assistant Jefferson County Auditor	Title:Chief Deputy County Treasurer	Title:	Title:	Title:Jefferson County Treasurer
Name:	Name:Patrick Swain	Name:Tim Funchess (EFT's)	Name:	Name:	Name:
Title:	Title:Jefferson County Auditor	Title:Jefferson County Treasurer	Title:	Title:	Title:
Name:	Name:	Name:	Name:	Name:	Name:
Title:	Title:	Title:	Title:	Title:	Title:

7. Are all expenditures reconciled with your general ledger? ☒Yes ☐No

If no, please explain.

_____

8. How often are bank accounts reconciled to internal check registers?

☒Monthly ☐Quarterly ☐Other (please specify)_____

9. Is your accounting system automated? ☒Yes ☐No

If no, please skip to Question #17.

10. Please describe how your accounting system is secured and/or protected (e.g. location, the use of passwords, access limits, checks and balances).

Passwords and Access Control through User ID setup.

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ $25,000

11.	Please specify the name(s) and title(s) for the individuals with access to the accounting system to perform the following functions: Review Only: Auditor's Office, Purchasing Department, Treasurer's Office Record Transactions: Auditor's Office Update/Change: Update - Auditor's Office-Financial Managers, County Auditor & 1st Assistant / Change - Auditor's Office Delete: Once in the system, it cannot be deleted.	
12.	Please explain the process (initiation, review, approval, etc.) for making updates, changes, deletions, and year end adjustments to the accounting system. See Attachment # II-3. Jefferson County, Texas Accounting Policies and Procedures Table of Contents - Section D. - Account Code Structure, Section E. - Transaction Types, Section J. - Vendor File Maintenance, and Section M. - Fiscal Year End Activities.	
13.	Are there controls to provide reasonable assurance that transactions are not lost, duplicated, or added before and/or after data entry and editing?	☒Yes ☐No
14.	Are there controls to provide reasonable assurance that transactions with errors are rejected from further processing (e.g., prevented from updating the files/database)?	☒Yes ☐No
15.	Is the data entered into the accounting system verified? *If yes, please specify whom (name and title) is/are responsible for verifying the data, and how the verification is done.* DATA that is keyed into the system is verified by someone else before updating. Name & Title depends on the type of DATA entered.	☒Yes ☐No
16.	What, if any, additional internal controls and approvals are in place within the organization to ensure payments made are valid and authorized? Someone must approve them within the department & within the Auditor's Office.	
17.	Are all checks pre-numbered and accounted for? If no, please explain. _____	☒Yes ☐No

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ $25,000

18.	a. Are all disbursements (excluding petty cash) made by check? If no, what other means does your organization use to make disbursements? Electronic Funds Transfer is used for some disbursements. b. Is a check register (disbursement journal) used to record disbursements and maintain balances? If no, how are disbursements and balances tracked? _____	☐Yes ☒No ☒Yes ☐No
19.	Are all disbursements approved prior to payment? If no, please explain. _____	☒Yes ☐No
20.	Is there any additional review or special approval required for payment transactions (check or electronic disbursement) that exceed a specific dollar amount? *If yes, please specify the dollar limit(s), name(s) and title(s) of responsible staff.* All Grant Expenditures are reviewed.	☐Yes ☒No
21.	Does your organization have a system for tracking: a. Voided checks? b. Credit card transactions? c. Other electronic transactions? If no, please explain. _____	 ☒Yes ☐No ☒Yes ☐No ☒Yes ☐No ☐N/A
22.	Does your organization use a check-signing machine? *If yes, please describe how the facsimile signature plates are safeguarded from improper use.* The facsimile signature plates are stored in the Treasurer's Office in a locked and fireproof file cabinet.	☒Yes ☐No
23.	Are unused checks safeguarded and in the custody of a person who does not manually sign checks, control the use of facsimile signature plates or operate the facsimile signature machine? Please indicate name and title of person who has custody of unused checks. Andrae' Thierry, Computer Service Tech/Operator	☒Yes ☐No

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ $25,000

24.	Are the following practices prohibited: a. The drafting of checks to "CASH"? b. The signing of blank checks? c. The removal of blank checks from the checkbook? If no, please explain. _____	☒Yes ☐No ☒Yes ☐No ☒Yes ☐No
25.	Are purchase orders/requisitions controlled in such a way that they can all be accounted for (e.g., by sequential pre-numbering, by entry in a register)? *If yes, please attach an explanation of your purchase orders/requisition controls as **ATTACHMENT #II-25**.* See Attachment #II-3. Jefferson County, Texas Accounting Policies and Procedures Table of Contents H. - Requisition and Purchasing Process.	☒Yes ☐No ☐N/A
26.	Are supporting documents (e.g., service authorizations, invoices, receipts, approvals, receiving reports, canceled checks) maintained with each disbursement and clearly referenced for easy location and retrieval? *If yes, please attach an explanation as **ATTACHMENT #II-26**. The attachment should describe your process for maintaining supporting documentation, such as:* • *How supporting records are kept and filed (e.g., filed by check number, month of payment)?* • *How documents are marked when paid to prevent duplication of claims?* • *How authorizations are maintained internally?*	☒Yes ☐No
27.	Do supporting documents accompany checks for the check signer's signature?	☒Yes ☐No
28.	Are invoices marked to identify allocation of payment?	☒Yes ☐No
29.	Does your organization have procedures to identify costs and expenditures not allowable under federal and/or state regulations? *If yes, please attach an explanation of your system for identifying unallowable costs/expenditures as **ATTACHMENT #II-29.*** See Attachment #II-3. Jefferson County, Texas Accounting Policies and Procedures Table of Contents U. - Grant Expenditure Policy.	☒Yes ☐No

30.	Does your organization have a contract file for each contract? *If yes, does each contract file contain:* *a. The executed contract with all attachments?* *b. A copy of each contract amendment (as applicable)?* *c. Billing documents?* *d. Documentation of contract performance?* *e. Related correspondence?* *f. A copy of each subcontract agreement (as applicable)?* If no to any of the above, please explain. _____	☒Yes ☐No ☒Yes ☐No ☒Yes ☐No ☒Yes ☐No ☒Yes ☐No ☒Yes ☐No ☐Yes ☐No ☒NA
31.	Does your organization have a process to prevent unauthorized access to confidential information related to your contracts (for example, sensitive client information or records)? *If yes, please attach a copy of your procedures for safeguarding contract information as **ATTACHMENT #II-31.*** **SEE ATTACHED SECURITY COMMENTS.**	☐Yes ☒No
II. B. PERSONNEL		
32.	Does your organization have written personnel policies? If no, please explain. _____ If yes, are personnel policies distributed to all employees? Do the personnel policies include: a. Hiring? b. Performance evaluations? c. Time and leave? d. Conflict of interest? e. Nepotism? f. Related-party transactions?	☒Yes ☐No ☒Yes ☐No ☒Yes ☐No ☐Yes ☒No ☒Yes ☐No ☒Yes ☐No ☒Yes ☐No ☒Yes ☐No

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33.	Does your organization require individual time or activity sheets to be prepared at least monthly for personnel (part-time, full-time, and/or in-kind volunteers)? If no, please explain. _____ *If yes, please submit a blank time sheet and/or activity sheet and a copy of the related policy as **ATTACHMENT II-33.***	☒Yes ☐No
34.	Does your organization have on file an established rate of pay and withholding information for each employee? If no, please explain. _____	☒Yes ☐No
35.	Does your organization have a written job description with a set salary level for each position? If no, please explain. _____	☒Yes ☐No
36.	Is the amount being paid to each employee based on documentation of actual hours worked?	☒Yes ☐No
37.	a. Is your organization current with your payroll taxes? ..... b. Does your organization pay payroll taxes directly? ..... If no, please explain and indicate name of withholding agent. _____	☒Yes ☐No ☒Yes ☐No

II. C. TRAVEL

Reimbursements for travel expenses will be paid according to the State of Texas travel rates in effect on the date of travel as approved by the Office of the Comptroller of Public Accounts.

38.	Are travel expenditures substantiated by travel vouchers, travel logs or other supporting documentation? If no, please explain. _____ *If yes, please submit a copy of your travel policy, a blank travel voucher and a blank travel log as **ATTACHMENT II-38.*** See Attachment #II - 3 Jefferson County, Texas Accounting Policies and Procedures Table of Contents Section Q. - Travel Policies and Procedures.	☒Yes ☐No ☐N/A

II. D. EQUIPMENT

39.	a. Please specify the level of capitalization (dollar amount) used by your organization. $5,000.00 ($10,000.00 for financial reporting purposes) b. Please provide your organization's definition of equipment: Anything having a useful life in excess of one year and meeting the dollar threshold.	
40.	Does your organization conduct a physical inventory of capital equipment purchased with federal funds? If yes, how often? Annually.	☒Yes ☐No
41.	Has DFPS funds been used (in whole or in part) to purchase equipment or controlled assets (e.g., computers, furniture, cameras, camcorders, laser disc (DVD) players, TVs)? **Note:** Contractors should review the Comptroller's State Property Accounting User Manual at https://fmx.cpa.state.tx.us/fmx/spa/classcodes/control.php for the most current listing of controlled assets. Contractors must add these items classified as controlled assets to their inventory list based on the noted acquisition costs. **If no, please skip to Section II.E. Subcontractors.**	☒Yes ☐No
42.	Are inventory records maintained that include: item description, serial number, funding source(s), acquisition cost, acquisition date and inventory number? *Please attach a blank inventory form as **ATTACHMENT #II-42***	☒Yes ☐No
43.	Are all equipment items and controlled assets tagged for the purpose of internal tracking and inventory?	☒Yes ☐No
44.	Does your organization have policies regarding the documentation required for equipment that has been disposed of? If yes, please attach a copy of your equipment disposal policy as ***ATTACHMENT #II-44.***	☒Yes ☐No

II. E. SUBCONTRACTORS

If your organization does not subcontract DFPS services, or does not intend to subcontract DFPS services, mark N/A ☒ here and skip to Section II.F. Title IV-E Child Welfare Services Contract Information.

45.	Does your organization have written policies and procedures for subcontracted services?	☐Yes ☐No
46.	Does your organization have a state contract of $100,000 or greater?	☐Yes ☐No

Internal Control Structure Questionnaire (ICSQ) for Title IV-E County ≥ $25,000

SECTION II. F: TITLE IV-E CHILD WELFARE SERVICES CONTRACT INFORMATION

This section pertains only to any **County Title IV-E Child Welfare Services Contracts** with DFPS and *does not* pertain to any **Title IV-E County Legal Services Contract** with DFPS. For purposes of this Section, the terms County and County Child Welfare Board are synonymous.

47.	If administrative costs will be claimed, has the county submitted an administrative budget to DFPS for review and approval?	☒Yes ☐No ☐N/A
48.	Does the County Child Welfare Board have a process that Caseworkers must follow in order to obtain assistance from the County Child Welfare Board for a Foster Child? If yes, is the above policy a written (published) policy? *If yes, please attach a description of the process or a copy of the written policy as* ***ATTACHMENT #II-48***	☒Yes ☐No ☒Yes ☐No
49.	Has/have the county Title IV-E contract(s) been audited by county internal or external auditors? If yes, please enter date of last audit. Internally, 9/2017 and quarterly for FY 2018 and beyond.	☒Yes ☐No
50.	Do the region and the county conduct an annual review of the county Title IV-E contracts? If yes, please enter date of last review. 8/28/17 -CAP & Budget Submission Approved by Commissioners' Court and signed by County Judge. **Note:** An annual review of the contract is specified in the contract.	☒Yes ☐No
51.	How does the Child Welfare Board pay for supplemental child-care expenses? *Please provide a description of the process used to pay supplemental child care expenses, including the name and/or position of responsible person/staff as* ***ATTACHMENT #II-51.***	
52.	What back-up documentation does the county maintain to support Title IV-E reimbursements? *Please provide a description of the required documentation as* ***ATTACHMENT #II-52.***	
53.	Who maintains the documentation within the county (e.g., Child Welfare Board, County Auditor)? Please provide the name of the county Department or name and/or position of responsible person/staff. Child Welfare Board maintains original documentation; County Auditor's office maintains copy of signed billing and attached documentation. Harry Schoppe - Financial Analyst	
54.	Who, within the county, signs the County Title IV-E Claims Voucher (Form 4116 – State of Texas Purchase Voucher Quarterly Billing)? Please provide the name and/or position of the responsible person/staff. Patrick Swain, County Auditor	

55.	How does the county ensure the County Title IV-E Claims Voucher is reconciled with the county's general ledger? Claims voucher is reconciled and submitted to DFPS. Money is received and deposited into county's general operating account. Debtor form is prepared, signed, and approved. County check is issued to the Child Welfare Board.	
56.	Does the county have a process to ensure that all expenditures claimed are allowable? *If yes, please attach a description of the process as **ATTACHMENT #II-56.***	☒Yes ☐No
57.	Does the county have a process to ensure that all raised or donated funds used as certified match for the County Title IV-E Claims Voucher are unrestricted funds? *If yes, please attach a description of the process as **ATTACHMENT #II-57.***	☒Yes ☐No
58.	How does the county know which children are IV-E eligible? Please provide a description of the process and the name and/or position of responsible person/staff as ***ATTACHMENT #II-58.***	

CERTIFICATION

Signed by an individual with documented authority as designated by the business entity.

I HEREBY CERTIFY, TO THE BEST OF MY KNOWLEDGE, THAT THE INFORMATION REPORTED HEREIN IS TRUE, CORRECT, AND COMPLETE.

Signature	Date
Patrick Swain	County Auditor
Printed/Typed Name	Title

ICSQ Instructions

Every business entity should have internal controls. Internal controls consist of the policies and procedures that a business entity develops and implements to ensure that assets (such as cash and equipment) are safeguarded, that expenditure transactions (such as purchases) are authorized, and that financial data are accurately recorded. Another way of saying this is that a system of internal controls helps to ensure that assets that belong to the business entity are used only for authorized business purposes.

A system of internal controls is not designed primarily to detect errors but rather to reduce the opportunity for errors or dishonesty to occur. In an effective system of internal controls, no one person should carry out all phases of a business transaction from beginning to end. For example, if one person were permitted to order supplies, receive the supplies, write a check to pay for the supplies, and record the transaction in the accounting records, then there would be no protection against either fraud or errors.

A system of internal controls frequently may be improved by physical safeguards (acting as compensatory controls). Computers help to improve the efficiency and accuracy of record keeping functions. Cash registers, safes, and pre-numbered business forms are very helpful in safeguarding cash and establishing responsibility for it. Any system of internal controls must be supervised with care if it is to function effectively.

The Internal Control Structure Questionnaire (ICSQ) consists of a series of questions related to the processes and procedures for handling cash receipts, cash disbursements, physical inventory, file maintenance, etc. Responses to the questions included in the ICSQ allow for an assessment of the effectiveness of the procedures described as compared to best practices and/or specific state and federal guidelines.

Instructions for Submitting the ICSQ

An up- to-date ICSQ is required to be submitted with each new proposal to contract with DFPS. ***Please use the ICSQ that appropriately reflects the entire contract amount for Title IV-E funds, not just the DFPS drawdown amount.***

No two-sided copies will be accepted. No pamphlets or books will be accepted (except for required financial reports and/or audits). Responses must be typed or printed. All attachments must be clearly numbered.

Instructions for Completing the ICSQ

The ICSQ has been divided into several sections, as follows:

SECTION I: FINANCIAL POSITION

This section requests background information about the organization, including the financial system used to maintain the accounting records, preparation of financial statements and the frequency with which financial information is audited.

SECTION II: INTERNAL CONTROLS

This section addresses Internal Controls as described below:

II. A. GENERAL/ ACCOUNTING CONTROLS

The general accounting section addresses file maintenance and the contractor's responsibility to meet contract terms and/or state/federal regulations.

Accounting controls assist with the safeguarding of assets (cash and fixed assets) and the reliability of financial records. The objective sought in the control of cash receipts is to ensure that all cash that is receivable by the business entity is collected and recorded without loss. The system of controlling cash payments should be designed to ensure that no unauthorized payments are made. Control is accomplished by division of responsibility to achieve independent verification of transactions without duplication of effort.

Question 1:
Cost allocation ensures that costs are properly allocated to a specific funding source and that all costs are properly identified.

Cost allocation is required when a cost will benefit more than one contract or funding source. If cost allocation is necessary, contractors must use reasonable methods of allocating costs consistently. Any cost allocation method used should be a reasonable reflection of actual business operations.

Questions 5 - 6:
It is a good business practice to require authorized individuals to approve purchases or electronic transactions made on behalf of their department. Designating separate individuals to sign checks or authorize payments, approve purchases, prepare payments, reconcile internal accounts to the general ledger, control assets, and receive cash is also a good business practice. For smaller staffs, it may be necessary to identify compensating controls where adequate separation of duties is not possible.

Questions 7 - 8:
All costs that are reported and/or billed to a funding source should be reconciled with the general ledger (the book or file that contains all of the organization's accounts) as well as bank account transaction records.

Questions 9 - 16:
If the business entity's accounting system is automated, please complete questions 9 - 16 to provide detail as to who has access to the accounting system and how the system is protected.

Questions 17 - 25:
These are examples of internal controls that act as safeguards against unauthorized expenditures and/or check disbursement.

Questions 26 - 27:
It is a best practice to maintain supporting documents with each disbursement. Alternatively, supporting documents should be numbered, clearly referenced, and filed for easy retrieval.

Question 28:
If more than one funding source is to be used to reimburse a cost, then it is extremely important that the invoice documents how the cost is to be allocated.

Question 29:
Contractors should reference the applicable Texas Administrative Code (TAC) or Office of Management and Budget (OMB) Circulars to identify costs and expenditures that are not allowable.

Question 30:
An element of a good file maintenance process is having a systematic approach to filing the numerous contract documents that flow through a business entity. A systematic filing approach decreases the risk of lost documents, and provides a central place for documents that pertain to a specific contract.

Question 31:
An important protective measure to safeguard sensitive information is controlling physical access to the information or records related to your contracts. All contract information must be cared for with the appropriate level of physical and electronic security. Procedural safeguards ensure adequate controls against unauthorized access, fraudulent activity, disclosure, loss or damage, whether accidental or deliberate, as well as to ensure the availability, integrity, authenticity, and confidentiality of information. Procedural safeguards may include adequate separation of duties, limiting physical access (e.g., storing information in a safe or fireproof filing cabinet, locks on doors or filing cabinets, passwords) or computer-related controls dealing with access privilege.

II. B. PERSONNEL

Question 32:
Each business entity should have written personnel policies that are made available to all employees. The policies need to be consistently applied and should include all federally mandated policies related to human resource issues.

Questions 33 - 37:
OMB Circular A-122, Attachment B, Paragraph 8, subparagraph "m" (revised May 2004) and OMB Circular A-87, Attachment B, Paragraph 8, subparagraph "h" (revised May 2004) address documentation necessary to support salaries and wages. These circulars further state that the allocation of direct service delivery staff salaries between programs and/or contracts must be documented.

II. C. TRAVEL (Travel Costs Paid with DFPS Funds)

Question 38:
Travel expenses for which reimbursement will be requested from DFPS must conform to the current state travel requirements and rates for lodging, meals, and personal vehicle mileage. Supporting documentation for travel expenses must include receipts for the following expenses: parking fees, hotel lodging, taxis, and airfare.

II. D. EQUIPMENT

Questions 39 - 44:
Equipment is defined in 45 Code of Federal Regulations (CFR) Part 74.2 and the Office of Federal Financial Management, Office of Management and Budget (OMB) Circulars.

It is a federal requirement that a physical inventory be taken at least once every two years for equipment acquired with federal funds (including DFPS funds).

The disposition of all equipment purchased with federal funds must be made according to appropriate regulations and departmental policies, as per OMB Circular A-110, Section 34 (G). Equipment purchased using DFPS contract funds is subject to an equitable claim by the state (DFPS) at contract termination. No disposition should take place without prior notification to DFPS contract management.

II. E. SUBCONTRACTORS

This section must be completed if DFPS funds are or will be provided to subcontractors.

Question 45:
Subcontracting policies and procedures should, at minimum, address contractor selection and monitoring.

Subcontractor selection procedures should reflect a system in which the best subcontractor is fairly and objectively selected. Procedures should clearly identify the method of contractor selection utilized (e.g., competitive selection or bidding, negotiation with individual). (OMB Circular A-110, Sections 40-48.) The subcontractor selection process should also include established criteria to evaluate potential subcontractors, ranking method, and the consideration of past performance factors.

Subcontractor monitoring procedures should be sufficient to ensure that subcontractors consistently provide quality services by measuring performance against well-documented outcome expectations. The monitoring function should focus on the outcomes of services provided with an appropriate emphasis on contract monitoring in proportion to the amount/extent of the contracted services. Procedures should adequately describe who is responsible for monitoring, how often monitoring occurs, the monitoring process to include follow-up procedures when corrective action is required. It is also a good business practice to include an ongoing system for ensuring that funds are spent appropriately.

Question 46:
DFPS is committed to encouraging participation and increased opportunities for any minority and women-owned business that is certified as a Historically Underutilized Business (HUB). DFPS requires contractors who have contracts of $100,000 or more to do the same.

A good faith effort requires that contractors maintain documentation in purchase and contract files of their efforts to utilize HUBs. When HUB bidders are not solicited or selected, documentation should clearly state the reason. Contractors who have contracts of $100,000 or more may be required to have a HUB Subcontracting Plan that documents either:

a) That contractor does not plan to subcontract any component of the DFPS contract, or

b) That contractor does plan to subcontract and includes at minimum the contractor's written policy/procedures for subcontracting and contractor's methods for soliciting and selecting subcontractors. In this case, a HUB Subcontracting Form must be on file.

II. F. TITLE IV-E CHILD WELFARE SERVICES CONTRACT INFORMATION

Questions 47 - 58:
This section captures county policy and procedures specific to any Title IV-E Child Welfare Services contract and is used in the determination of appropriate monitoring efforts.

ATTACHMENT #I – 2 - A

Patrick Swain – County Auditor
Fran Lee – 1st Asst. County Auditor, P/R, Budget Manager
Rebekah Patin – Accounts Payable & Grants Manager
Rhonda Brode – Internal Audit Manager
Marisol Perez – Receptionist/Clerk – Financial
Mary Angelle – Financial Technician
Charity Sears – Financial Technician
Candace Plessala – Financial Analyst
Jamie Schexnaider – Financial Technician
Harry Schoppe – Financial Analyst
Lola Charles – Administrative Secretary – Financial
Patricia Moody – Financial Analyst
Kelli Kimball – Financial Technician
Katrena McDonald – Financial Technician

Attachment# II-2

Texas Juvenile Justice Department -Programs for Juveniles & Juvenile Offenders			
Texas Juvenile Justice Department State Aid	TJJD-A-2018-123	1,365,572	Balance paid in advance of expenditures
Texas Juvenile Justice Department Special Needs	TJJD-M-2018-123	54,703	Balance paid in advance of expenditures
Texas Juvenile Justice Department JJAEP Discretionary	TJJD-W-2018-123	4,885	Balance paid in advance of expenditures
Texas Juvenile Justice Department Diversion		65,000	Reimbursing Grant
Texas Department of Criminal Justice - Community Assistance Division Programs for Adult Offenders			
Basic Supervision – Texas Department of Criminal Justice - Community Justice Assistance Division	900	1,438,749	Balance paid in advance of expenditures
Women's Center - Texas Department of Criminal Justice - Community Justice Assistance Division	30	1,446,621	Balance paid in advance of expenditures
Mentally Health Initiative Texas Department of Criminal Justice - Community Justice Assistance Division	19	140,164	Balance paid in advance of expenditures
Specialized Caseload - High Need - Texas Department of Criminal Justice - Community Justice Assistance Division	27	89,204	Balance paid in advance of expenditures
Community Service Restitution - Texas Department of Criminal Justice - Community Justice Assistance Division	8	464,251	Balance paid in advance of expenditures
Intervention and Pre-Trial - Texas Department of Criminal Justice - Community Justice Assistance Division	5	446,254	Balance paid in advance of expenditures
Texas General Land Office			
TDRA IKE Round 2 Various Projects	DRS - 220219	224,723	Reimbursing Grant
Office of the Governor Criminal Justice Division			
Violence Against Women Formula Grants	13466-21	6,667	Reimbursing Grant - estimate
Crime Victims Clearinghouse	21032-08	88,017	Reimbursing Grant
Violence Against Women Formula Grants	13466-20	80,000	Reimbursing Grant
Rifle Resistant Body Armor Grant Program	3441801		Reimbursing Grant
Crime Lab Funding	34195-01	29,854	Reimbursing Grant
Texas Department of Criminal Justice			
Jefferson County Drug Intervention Court	1604516	61,516	Reimbursing Grant
Jefferson County Drug Intervention Court	1604517	5,000	Reimbursing Grant - estimate
Jefferson County Family Treatment Drug Court	1869013	3,000	Reimbursing Grant - estimate
Jefferson County Family Treatment Drug Court	1869012	41,300	Reimbursing Grant
Texas Department of Public Safety Governor's Division of Emergency Management			
FEMA Emergency Hurricane Ike	FEMA-1791-DR-Hurricane Ike FEMA-4332-Texas Hurricane		Reimbursing Grant
FEMA Emergency Hurricane Harvey	Harvey	4,180,000	Reimbursing Grant - estimate
Emergency Management Performance Grant	17Tx-EMPG-0389	38,508	Balance paid in advance of expenditures
Homeland Security Grant Program - SWAT Hazmat	33133-01		Reimbursing Grant
Texas Department of Public Safety			
Selective Traffice Enforcement Program - Impaired Driver Mobilization	2018-Jefferson-S-IYG-0054	25,000	Reimbursing Grant - estimate
Texas Department of State Health Services			
Texas Department of Family & Protective Services			
Child Welfare Services	Contract # 23939002	20,000	estimate
Legal Services	Contract # 23939003	40,000	estimate
Texas Department of Agriculture			
Summer Food Service Program	123-1007	9,777	Reimbursing Grant
Cheek Sewer Project # 5	TDCP-7216231	195,000	Reimbursing Grant - estimate
Office of the Attorney General			
Title IV-D Fees - Constable	n/a	52,000	Fee for service - estimate
Title IV-D Fees - District Clerk	n/a	320,000	Fee for service - estimate
Title IV-D Fees - Child Support Customer Service	n/a	1,300	Fee for service - estimate
Crime Victims Compensation Fund - Sexual Assault Exam	n/a	6,000	Reimbursing Grant - estimate
SAVNS Maintenance Contract	1877281	28,547	Reimbursing Grant
Texas Department of Motor Vehicles			
Motor Vehicle Salvage/Theft Reduction Program	608-18-1230100	78,476	Reimbursing Grant
Texas Department of Transportation			
Routine Airport Maintenance Grant	M1820BMPT	50,000	Reimbursing Grant
Texas Indigent Defense Commission			
Indigent Defense Formula Grant FY 18	n/a	192,421	Reimbursing Grant
Texas Commission on Law Enforcement			
Law Enforcement Officer Standards and Education	n/a	29,768	Balance paid in advance of expenditures

ATTACHMENT #II - 3 CHART OF ACCOUNTS

PREPARED 9/04/18, 10:19:28 ACCOUNT SEGMENT DESCRIPTION LISTING PAGE 1
PROGRAM GM291L
Jefferson County
SEGMENT: FUND

NUMBER	DESCRIPTION
110	JURY FUND
111	ROAD & BRIDGE PCT.#1
112	ROAD & BRIDGE PCT.#2
113	ROAD & BRIDGE PCT. # 3
114	ROAD & BRIDGE PCT.#4
115	ENGINEERING FUND
116	PARKS & RECREATION
120	GENERAL FUND
121	LIBRARY FUND
124	MOSQUITO CONTROL FUND
125	TOBACCO SETTLEMENT FUND
126	SALES TAX ESCROW FUND
151	SOCIAL SECURITY FUND
152	RETIREMENT FUND
200	FEMA EMERGENCY
201	LATERAL ROADS -PRECINCT 1
202	LATERAL ROADS- PRECINCT 2
203	LATERAL ROADS- PRECINCT 3
204	LATERAL ROADS- PRECINCT 4
205	BREATH ALCOHOL TESTING
206	USMS WARRANT GRANT
207	FAMILY GROUP CONFERENCING
208	FOREIGN TRADE ZONE
209	J.C. FAMILY TREATMENT
210	SECURITY FEE FUND
211	HIGHWAY IMPROVEMENT FUND
212	LAW LIBRARY FUND
213	TIME PAYMENT FEE FUND
214	GRAFFITI ERADICATION FEE
215	VOTER REGISTRATION FUND
216	HAMSHIRE H2O & SEWER III
217	LOAN STAR LIBRARIES GRANT
218	CERT - SHSP/CCP 2005
219	EMPG GRANT
220	JUVENILE DETENTION - TJPC
221	JUV ADVOCATE INCENT GRT
222	GRT N MENTAL HEALTH SVCS
223	JUVENILE TJPC-A-2014-123
224	JUVENILE GRANT R
225	JUVENILE PROB & DET. FUND
226	IV-E FOSTER CARE
227	GRANT A STATE AID
228	JUVENILE ACCOUNTABILITY
229	279 JUVENILE DRUG COURT
230	COMMUNITY SUPERVISION FND
231	JEFF. CO. WOMEN'S CENTER
232	RESTITUTION CENTER NO. 2
233	MENTALLY IMPAIRED OFFEND.
234	DWI PRETRIAL DIVERSION
235	MISDEMEANOR PRE-TRIAL
236	CIVIL PROBATION

NUMBER	DESCRIPTION
237	COMMUNITY CORRECTIONS PRG
238	VETERAN'S PRE-TRIAL PROG.
239	DRUG DIVERSION PROGRAM
240	BAIL BOND LICENSE FUND
241	SHERIFF DEPT GRANTS
242	BODY-WORN CAMERA GRANT
243	JAG GRANTS
244	SHERIFF'S TRAINING GRANT
245	CRIME VICTIMS CLEARING.
246	ARRA REGIONAL MARINE FAC.
247	SHSP,LETPP & CERT GRANTS
248	CRIME VICTIMS CLEARING.
249	LAW OFFICER TRAINING GRT
250	CHEEK STEP SEWER IMPROV.
251	COUNTY CLERK - RECORD MGT
252	SHERIFF'S TOBACCO GRANT
253	COUNTY CLK RECORDS ARCHIV
254	SCAAP GRANT
255	DRUG INTERVENTION COURT
256	REGIONAL COMM. SAVNS
257	AUTO THEFT GRANT
258	REGIONAL AIR MONITOR. SEP
259	COUNTY RECORDS MANAGEMENT
260	FY05 PORT SECURITY GRANT
261	CJD SHERIFF GRANTS
262	DARE CONTRIBUTIONS FUND
263	VAWA FUND
264	SAFE STREETS TASK FORCE
265	CHEEK H2O & SEWER
266	MOBIL VOLUNTEER PROGRAM
267	DANY
268	HURRICANE CONFERENCE FUND
269	FAMILY PROTECTION FEE FND
270	DEPUTY SHERIFF EDUCATION
271	CONST. PCT 1 EDUCATION
272	CONST. PCT. 2 EDUCATION
274	CONST. PCT. 4 EDUCATION
276	CONST. PCT. 6 EDUCATION
277	CONST. PCT. 7 EDUCATION
278	CONST. PCT. 8 EDUCATION
279	PEDOMETER WALKING PRJ GRT
280	TAX OFFICE AUTO DEALER
281	UNCLAIMED FUNDS MGMT FUND
282	VAWA FUND
283	HIBERNIA - FGC
284	DIABETES PREVENTION GRANT
285	J.P. COURTROOM TECH. FUND
286	HOTEL OCCUPANCY TAX FUND
287	CRIME LAB FUNDING CJD
288	DISTRICT CLK RECORDS MGMT
289	JUSTICE COURT BLDG SECUR.

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PROGRAM GM291L
Jefferson County
SEGMENT: FUND

NUMBER	DESCRIPTION
290	DISASTER RELIEF GRANT
291	ORCA TX PUB SHELTER IMP
292	COUNTY CLERK ELECTION CON
293	COUNTY CLERK HAVA FUND
294	PCT 8 TOBACCO GRANT
295	FY06 PORT SECURITY GRANT
296	JC CHILD ABUSE PREVENTION
297	FIRST TIME SEWER PROJECT
298	TXCDBG DISASTER RECOVERY
299	FBI FIRING RANGE REPAIR
310	1957 ROAD BOND FUND
311	CAPITAL PROJECTS FUND
312	CETRZ GRANT
313	FORD PARK-KAYAK LAUNCH
314	COASTAL RESTORATION PRJCT
315	AIRPORT CONSTRUCTION FUND
316	'93 CERT. OF OBLIGATION
317	ADMIN. SEG. UNIT
318	ISTEA GRANT
319	JUVENILE DETENTION CENTER
320	BROOKS ROAD PARK
321	CO SERIES 2000 CONSTRUCT.
322	ENTERTAINMENT COMPLEX -NB
323	2002 CO PROJECT FUND
324	2003 CO PROJECT
325	KEITH LAKE FISH PASS
326	2005 TAX ANTICIPATION NTS
340	PLEASURE IS SHORELINE STA
341	RETRO/REP HEAVY EQUIP VEH
342	W.PA AMBIENT AIR MON. STA
343	SETX REG AIR MONITOR NET.
344	TCEQ-CHEEK 1ST TIME SEWER
345	SEP UMPHREY STATE PARK
360	1987 CONTRACTUAL OBLIGATI
410	1978 EXPANSION & IMPROVEM
411	1979 EXPANSION & IMPROVEM
412	1987 CONTRACTUAL OBLIGATI
413	1990 CERTIFICATE OBLIGATI
414	1990 JAIL CONSTRUCTION
415	1993 BOND REFUNDING FUND
416	'93 CERTIFICATE OF OBLIGA
417	1995 TAX ANTICIPATION NOT
418	1999 CERT. OF OBLIGATION
421	SERIES 2000 CERT. OBLIG.
422	2002 REFUNDING BONDS
423	2002 CERT. OF OBLIGATION
424	2003A REFUNDING BONDS
425	2003B CERTIFICATES OBLIG
426	2005 TAX ANTICIPATION NTS
427	2011 REFUNDING BONDS
428	2012 REFUNDING BONDS

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PROGRAM GM291L
Jefferson County
SEGMENT: FUND

NUMBER	DESCRIPTION
429	2013 REFUNDING BONDS
495	DRAINAGE DISTRICT NO. 3
510	AIRPORT FUND
511	AIRPORT GASOLINE
512	DOT GRANT FUND
513	AIRPORT IMPROVE. GRANTS
514	HURRICANE RITA GRANT
520	SE TX EMP. BENEFIT POOL
550	SETEC FUND
610	HEALTH INSURANCE TRUST FU
611	LIABILITY CLAIMS ACCOUNT
612	HEALTH CLAIMS ACCOUNT
613	WORKER'S COMPENSATION FD
614	INDIGENT HEALTH CARE FUND
615	RETIREES' OVER 65
701	CRIMESTOPPER FEE FUND
702	STATE ARREST FEE FUND
703	C.J.P.F. FUND
704	C.V.C.A. FUND
705	J.C.P.T. FUND
706	L.E.O.S. FUND
707	OCL FEE FUND
708	BAIL BONDING FUND
709	CHILD SAFETY SEAT VIOLAT.
710	ENVIRONMENTAL CONTROL FND
711	CORRECTIONAL MGMT. INST.
712	JUV. PROB. DIVERSION FUND
713	COUNTY CLERK FEE FUND
714	DISTRICT CLERK FEE FUND
715	SHERIFF'S OFFICE FEE FUND
716	J.P. PCT.1 PL.1 FEE FUND
717	J.P. PCT.1 PL.2 FEE FUND
718	J.P. PCT. 2 FEE FUND
719	CRIME VICTIMS COMPENSA.
720	J.P. PCT.4 FEE FUND
721	J.P. PCT.5 FEE FUND
722	J.P. PCT. 6 FEE FUND
723	J.P. PCT. 7 FEE FUND
724	J.P. PCT. 8 FEE FUND
725	CONSTABLE PCT. 2 FEE FUND
726	CONSTABLE PCT. 3 FEE FUND
727	CONSTABLE PCT. 4 FEE FUND
728	CONSTABLE PCT. 5 FEE FUND
729	CONSTABLE PCT. 7 FEE FUND
730	TAX OFFICE FEE FUND
731	EMPLOYEE IRC SECTION 457
732	JEFF. COUNTY SECTION 125
733	CHILD PROTECTIVE SERVICES
734	D.A.'S ESCROW FUND
735	D.A.'S FORFEITURED FUNDS
736	CONSTABLE 4 FORFEITURE

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PROGRAM GM291L
Jefferson County
SEGMENT: FUND

NUMBER	DESCRIPTION
737	COMPREHENSIVE REHABILITAT
738	GENERAL REVENUE FEE FUND
739	BREATH ALCOHOL TESTING
740	SHERIFF'S SEIZURE FUND
741	SHERIFF'S FORFEITURE FUND
742	D. A. HOT CHECK FUND
743	NARCOTICS ESCROW FUND
744	NARCOTICS TASK FORCE GPI
745	MOUNTED PATROL
746	Constable Precinct 8
750	CONSTABLE PCT. 1
751	CONSTABLE PCT. 2
752	CONSTABLE PCT. 3
753	CONSTABLE PCT. 4
754	CONSTABLE PCT. 5
755	CONSTABLE PCT. 6
756	CONSTABLE PCT. 7
757	CONSTABLE PCT. 8
758	JUDICIAL FEES
759	MARRIAGE LICENSE FEES
760	COMM. SUPERVISION TRUST
761	WOMEN'S CENTER TRUST ACCT
762	RESTITUTION C. #2 TRUST
763	JUV. PROB. TRUST
764	DISTRICT CLERK FILING FEE
765	T.L.F.T.A.
766	B. C.
767	OWVEH
768	CCC
769	FA
770	JCD
771	TP
772	INDIGENT FILING FEE
773	JAIL LEASE REVENUE FUND
774	FLEXIBLE SPENDING PROG.
775	DNA TEST FEE
776	BAIL BOND FEE
777	STATE TRAFFIC FINE
778	EMS TRAUMA FUND
779	NON DISCLOSURE FEE
780	JURY REIMB. FEE FUND
781	JUDICIAL SUPPORT FUND
782	DRUG COURT - 40%
783	CRIMINAL JUDICIAL SUPPORT
784	CIVIL JUDICIAL SUPPORT
785	RESTITUTION FEE
786	CIVIL JUSTICE FEE
787	SECURING CHILD PASSENGER
788	ELECTRONIC FILING FEE
789	JUVENILE DNA (100%STATE)
790	TRUANCY PREV& DIVERSION

PREPARED 9/04/18, 10:19:28 ACCOUNT SEGMENT DESCRIPTION LISTING PAGE 6
PROGRAM GM291L
Jefferson County
SEGMENT: FUND

NUMBER	DESCRIPTION
791	TX HOME VISIT PGM TRUST
792	JUD/CT PERSONNELTRNG 100%
810	PAYROLL FUND
850	MOSQ. CNTRL, ESA GRANT
851	PORT SECURITY SUPP 2007
852	BUFFER ZONE PROTECTION
853	ANTI-GANG INITIATIVE
854	ORCA DISASTER RECOVERY# 2
855	CHILD ABUSE PREVENTION
856	GUARDIANSHIP FEE
857	JUVENILE DELINQUENCY PREV
858	APPELLATE JUDICIAL SYSTEM
859	INDIGENT DEFENSE FEE
860	ORCA #1DISASTER DRS060042
861	ORCA - IKE
862	BUSH-CLINTON RECOVERY
863	CNTY & DIST COURT TECH FD
864	DISTRICT CRT RECORDS TECH
865	MARINE DIVISION
866	ASAP - CONSTABLE
867	PORT SECURITY GRANT 2010
868	2008 PORT SECURITY
869	2009 PORT SECURITY
870	2009 PORT SECURITY ARRA
871	2011 PORT SECURITY
872	HAMSHIRE DUMP SITE HWY73
873	SHERIFF - COMMISSARY
874	2012 PORT SECURITY GRANT
875	2013 PORT SECURITY GRANT
876	SHERIFF-SPINDLETOP GRANT
877	2014 PORT SECURITY GRANT
878	SHERIFF SPINDLETOP MENTAL
879	GLO IKE ROUND 2
880	2015 PORT SECURITY GRANT
881	FY 2016 PORT SECURITY GRT
882	FY 2017 PORT SECURITY GRT
890	2015 PORT SECURITY GRANT
900	POOLED CASH FUND
911	JEFFCO INDUSTRIAL DEVCORP
913	JEFF CO NAV-BOND CONSTRUC
915	JEFF CO NAVI-DEBT SERVICE
931	DRAINAGE 3 - MAINTENANCE
933	DRAINAGE 3 -BOND CONSTRUC
935	DRAINAGE 3 - DEBT SERVICE
961	DRAINAGE 6 - MAINTENANCE
962	TAYLORS BAYOU BOND CONST
963	DRAINAGE 6-BOND CONSTRUCT
964	UPPER HILLEBRANDT BAYOU
965	DRAINAGE - 6 DEBT SERVICE
971	DRAINAGE 7 - MAINTENANCE
973	DRAINAGE 7-SEAWALL BOND C

NUMBER	DESCRIPTION
975	DRAINAGE - 7 DEBT SERVICE

JEFFERSON COUNTY, TEXAS
ACCOUNTING POLICIES AND PROCEDURES

The following is a comprehensive accounting policies and procedures manual for Jefferson County, Texas. The purpose of this document is to establish and communicate the standards used to maintain the official accounting records of the County.

TABLE OF CONTENTS

A. Accounting Introduction
B. Significant Accounting Policies
C. Sungard (H.T.E.) Government Systems Software
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J. Vendor File Maintenance
K. Capitalization Policy
L. Monthly Accounting Reports
M. Fiscal Year End Activities
N. Procedures for Petty Cash/Change Floats
O. Payroll
P. Budget Policies and Procedures
Q. Travel Policies and Procedures
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S. Grant Cash Management Policy
T. Grant Interest Policy
U. Grant Expenditure Policy

ACCOUNTING INTRODUCTION

The accounts of the County are organized on the basis of budgetary units including various funds, departments, programs, and accounts, each of which is considered a separate accounting entity. Accounting for these budgetary units is described as fund accounting and is designed to demonstrate legal compliance and to aid in the financial management by segregating transactions of various County functions and activities. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures as appropriate. Government resources are allocated to, and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

SIGNIFICANT ACCOUNTING POLICIES

The County is a public corporation and a political subdivision of the State of Texas. The County is governed by Commissioners Court, composed of four County Commissioners and the County Judge, all of whom are elected officials.

The County provides a vast array of services, which include public safety, administration of justice, health and human services, recreation services, public improvements, and general administration.

The County uses funds and account groups to report its financial position and results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fund is a separate accounting entity with a set of self-balancing accounts. An account group, on the other hand, is a financial reporting mechanism designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available resources (General Fixed Assets and General Long-Term Debt). Funds are classified into three primary categories: **Governmental**, **Proprietary**, and **Fiduciary**. Each category, in turn, is further divided into separate fund types.

Governmental Funds are used to account for the majority of the County general activities, including the collection and disbursement of earmarked monies (Special Revenue Funds), the acquisition or construction of general fixed assets (Capital Projects Funds), and the servicing of general long-term debt (Debt Service Funds). The General Fund is used to account for all activities of the County not accounted for in any other fund.

Proprietary Funds are used to account for activities similar to those found in the private sector, where the determination of net income is necessary and/or useful to sound financial management. Goods and services from such activities are provided either to the public (Enterprise Fund) or financed through charges to users or other departments or agencies primarily within the County (Internal Service Funds) on a cost reimbursement basis.

Fiduciary Funds are used to account for assets held on behalf of outsiders, including other governments, or other funds within the County. Agency funds are used to account for assets that the County holds on behalf of others as their agent.

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e. revenues and other financing sources) and decreases (i.e. expenditures and other financing uses) in net current assets. All proprietary funds are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the balance sheet. Fund equity (i.e. net total assets) is segregated into contributed capital and retained earnings

components. Proprietary fund-type operating statements present increases (e.g. revenues) and decreases (e.g. expenses) in net total assets.

The basis of accounting is the method by which revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. The County uses the modified accrual basis of accounting in all governmental fund types and agency funds. Under this basis of accounting, revenues are recognized when they become measurable and available. Measurable means the amount of the transaction can be determined and available means collected within the current period or soon enough thereafter to be used to pay liabilities of the current period. Property taxes that are measurable and available (receivable within the current period and collected within the current period or within 60 days thereafter to be used to pay liabilities of the current period) are recognized as revenue in the year of levy. Property taxes that are measurable, but not available, are recorded, net of estimated uncollectible amounts, as deferred revenues in the year of levy. Such deferred revenues are recognized as revenue in the fiscal year in which they become available.

Expenditures are recognized when the related fund liability is incurred, if measurable, except for expenditures for debt service, and other long-term obligations, which are recognized when paid. Those revenues susceptible to accrual are property taxes, franchise taxes, sales tax, licenses, interest revenue, and charges for services. Fines and permits are not susceptible to accrual because generally they are not measurable until received in cash.

The accrual basis of accounting is utilized by proprietary fund types. Under this method revenues are recorded when earned and expenses are recognized when they are incurred.

The County reports deferred revenues on its combined balance sheet. Deferred revenues arise when a potential revenue does not meet both the measurable and available criteria for recognition within the current period. In subsequent periods when both requirements for revenue recognition are met, the liability for deferred revenue is removed from the combined balance sheet and the revenue recognized.

SUNGARD (H.T.E.) GOVERNMENT SYSTEMS SOFTWARE

Jefferson County uses a governmental software application developed by Sungard (H.T.E). to account for and maintain County funds and records. Several modules of the software application are used.

Sungard (H.T.E.)'s Integrated Accounting System (GMBA) provides a comprehensive fund accounting system that includes general ledger, budgeting, accounts payable, project and grant management, and financial reporting.

Sungard (H.T.E.)'s Payroll/Personnel software application offers flexible, accurate control over payroll accounting and employee personnel records. All information is maintained online, offering in-depth inquiry and reporting capabilities.

Sungard (THE)'s Purchasing/Inventory provides a full range of functions to serve as a central purchasing system. Purchasing/Inventory's requisition process enables departments forward detailed specifications to buyers to purchase items. Requisitions are sent through the approval stages that are specified.

Sungard (THE)'s Cash Receipts provides rapid, accurate control over all payment and deposit transactions. Cash Receipts can work independently or with other Sungard (THE) software applications as a centralized cash receiving system. When payments are posted, Cash Receipts distributes the payment information to the appropriate software application or directly to the general ledger. Transactions are stored online, offering immediate inquiry and reporting capabilities.

ACCOUNT CODE STRUCTURE

The Sungard (H.T.E.) Government System identifies an account by means of an account number. The account number in the system is a 14 digit number (xxx-xxxx-xxx.xx-xx)

The first three digits in the account number refer to the fund to which an account belongs to. The following is a summarized list of funds and/or groups of funds:

110 –	Jury Fund
111 – 116	Road & Bridge Funds
120 -	General Fund
121 -	Library Fund
124 -	Mosquito Control Fund
200 – 299	Special Revenue Funds
300 – 399	Capital Projects Funds
400 – 499	Debt Service Funds
500 -	Airport Enterprise Fund
600 – 699	Internal Service Funds
700 – 799	Agency Funds
810 -	Payroll Fund
900 -	Pooled Cash Fund

The next four digits refer to the department/division within the fund that the account belongs to. A detail of department/division can be acquired from the Chart of Accounts.

The next three digits refer to the activity an account belongs to. The following is a summarized list of activities:

Cash -	106
Revenue – (Trial Balance Only)	199
Vouchers/Accounts payable -	201
Expenditures – (Trial Balance Only)	240
Fund balance -	253
Revenues	300 - 399
General Government	
Financial Administration	415
Judicial	412
Court Records	414
Building Maintenance	416
Other	419
Road & Bridge Precincts	431
Public Safety	
Jail	423
Probation Services	424

ACCOUNT CODE STRUCTURE (CONT.)

The next two digits refer to the element of an account. The following are the elements used by Jefferson County:

Salaries & Wages	10
Fringe Benefits	20
Materials & Supplies	30
Maintenance & Utilities	40
Miscellaneous Services	50
Capital Outlay	60
Debt Service	70

The last two digits refer to the object of an account. A detail listing of all object codes used by Jefferson County can be obtained from the Auditor's Office.

TRANSACTION TYPES

Input into the H.T.E. Government System is categorized into five different transaction types. These transaction types are printed on detail reports to help identify the reason a transaction was processed. Transaction types used by Jefferson County are as follows:

Adjusting journal entries	AJ
Budget adjustments	BA
Fund transfer entries	TF
Encumbrance entries	EN
Accounts payable entries	AP
Cash Receipts	CR

RECEIPTS

All receipts are deposited with Wells Fargo Bank.

All cash collections are to be deposited. These funds are not to be disbursed since disbursements must be made in accordance with official budgetary procedures.

All checks should be endorsed as follows (a rubber stamp is acceptable):

For Deposit Only

When depositing funds, the Treasurer's Office uses a bank deposit ticket supplied by the depository bank, and also fills out a deposit warrant form that is later sent to the Auditor's Office for processing.

Deposits made after September 30 applicable to the fiscal year just ended should be recorded in the accounts as of September 30.

ACCOUNTS PAYABLE

All disbursements for the County except payroll and wire transfers are to be processed through Accounts Payable in the Auditor's Office. Accounts Payable reviews all invoices, schedules payment and prepares checks to be issued by the County. Accounts Payable also processes requests to establish and replenish authorized Petty Cash funds. Accounts Payable is responsible for defining all vendors and individuals to be paid by the County in the County's financial systems.

The Accounts Payable procedures have been established to administer the County's policy covering County payments including handling and distribution of checks. Procedures are included for approval of vendor invoices. On payments against purchase orders, Accounts Payable will match the vendor's invoice to the Purchase Order and schedule payment.

Disbursements are made on original invoices received from vendors. Payments are not made based on statements from vendors. If the original invoice is not available, authorization from the Accounts Payable manager is necessary to pay the invoice off the copy. Invoices must be authorized by the department budget manager and/or department head before payment is made (with the exclusion of utilities, and other date sensitive billings).

The County's integrated financial system will automatically match vendor invoices to Purchase Orders entered into the financial systems. All invoices must reference the appropriate Purchase Order. It is the practice of the County to request vendors to send their invoices directly to the Auditor's Office. If the invoice is received directly by the ordering department, the department must forward the invoice immediately to the Auditor's Office for payment.

Upon receipt of the vendor invoice, Accounts Payable will enter the invoice data into the County's financial systems, match the document to the Purchase Order and if the invoice agrees with the Purchase Order, schedule payment to the vendor. Automated edits will occur during this processing. An accounts payable clerk reviews edits. Questions and errors will be resolved before payment is made.

The payment of an invoice against a Purchase Order and any adjustment to that payment will result in an entry to the accounting system. A Purchase Order results in the encumbrance of funds. The payment liquidates the encumbrance; all transactions will appear on the monthly Budget Report. Departments should review their monthly reports to ensure that the entries are for their department and the amounts are reasonable. The correction of errors noted from the issuance of the Purchase Order will be handled by the Purchasing Department. Errors made in the payment process will be handled by Accounts Payable. Errors in accounting will be handled by the Auditor's Office. Departments are responsible for identifying any errors and initiating corrective action within 30 days of the original transaction.

All checks issued by Accounts Payable are distributed through United States mail, unless otherwise requested. Accounts Payable will trace any delayed checks. When requesting a payment be traced, the following information should be provided to Accounts Payable: The date

of the Invoice and invoice number (or Purchase Order Number and Date), the vendor (or individual's) name and address, amount of the payment and Fund/Account/Center distribution.

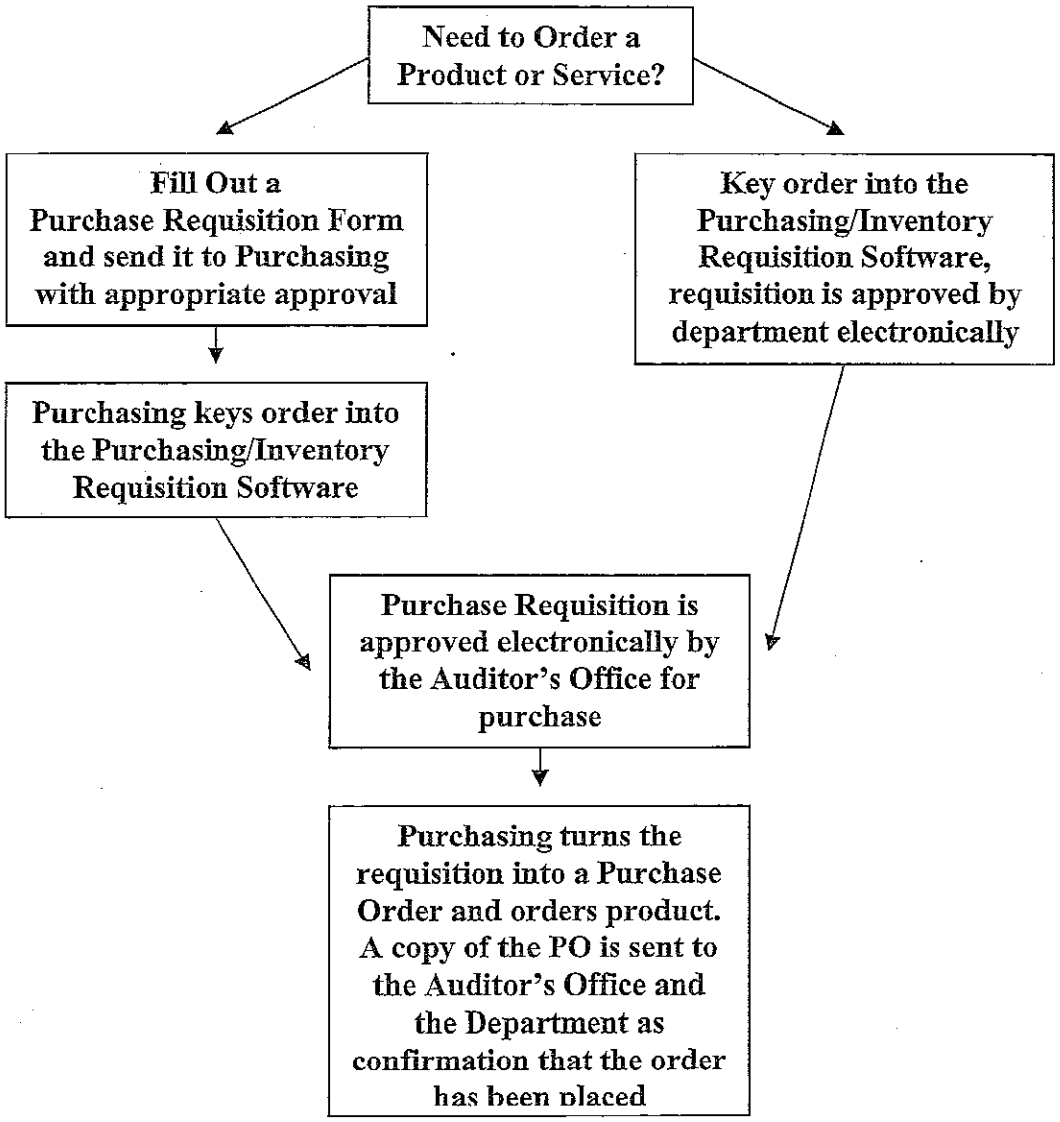
Occasionally, there will be a need to stop payment on a check issued by the County. All requests to stop payment of checks, including payroll and refund checks must be submitted in writing. A Stop Payment Authorization form may be obtained from Accounts Payable.

Checks are printed once a week (Wednesday or Thursday) by MIS. This allows for efficiency within the disbursement function, and also maintains the prompt payment of invoices. MIS maintains physical control over the check stock. Unused checks are kept in a locked cabinet and locked closet with restricted access to the key.

Checks are sent to the payee at the address on the invoice. If a check is to be delivered to someone other than the payee, a note containing special instructions must be attached to the invoice. If the checks are undeliverable or unidentified they should be returned to Auditing for cancellation.

A reconciliation of all outstanding Accounts Payable checks should be made every month. The reconciliation should include computer generated check and any check cancellations.

REQUISITION AND PURCHASING PROCESS



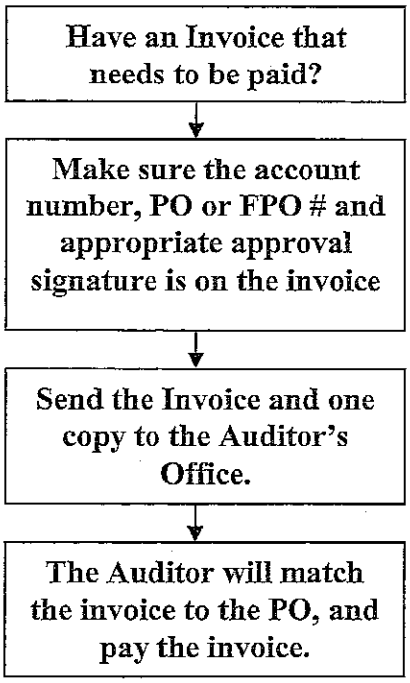
All purchases of products and services should go through the requisition process. Two exceptions apply: (1) utility payments and certain other time sensitive payments (these invoices will be paid directly by Accounts Payable from the invoice), and (2) emergency purchases, fuel, road materials, and small maintenance items (these can be put on a Field Purchase Order by calling the Purchasing Department).

Departments should make sure that purchase requisitions have the appropriate account code applied, and that the account has the funds available for the purchase. Departments should keep the copies of the Purchase Order sent to them by Purchasing to match with the invoice upon receipt. If product is not received within an appropriate time period the Department should contact the Purchasing Department with the Purchase Order number. Purchasing will then investigate the delay in delivery.

REQUISITION AND PURCHASING PROCESS (CONT.)

The requisition process sets up encumbrances against the account that is coded on the requisition. At the time of requisition approval by the Auditor's Office, a pre-encumbrance is setup in the Purchasing System, and in the GMBA Accounting system. This shows the account balance less the impending purchase so departments know exacting how much funds they have in the account at anytime. When Purchasing turns the requisition into a Purchase Order, the pre-encumbrance is liquidated automatically, and an encumbrance is setup. Each day Accounting Reports are run by the Accounts Payable Manager in the Purchasing/Inventory System. The Accounting Reports send an Encumbrance (EN) batch to GMBA. This batch contains all the encumbrance activity of the day, and is edited and updated by the Accounting Manager on a daily basis. When an invoice is received and processed through the Purchasing System, an EN batch is sent to GMBA through the Accounting Reports process to liquidate the encumbrance.

INVOICING PROCESS



Most invoices are sent directly to the Auditor's Office. The Auditor's Office will send the invoice out for approval to pay, and keep a copy on file. The department is responsible for making sure invoices are properly approved with a signature, that the PO or FPO number and account number are on the invoices, and that the invoice is returned to the Auditor's Office for payment. Accounts Payable processes invoices for payment on a weekly basis. All invoices must be turned into the Auditor's Office by Wednesday at noon in order for them to be paid by the following Monday.

Accounts Payable uses the Purchasing/Inventory software to process any invoices that have PO's or FPO's. The invoicing process will liquidate any encumbrance with an Encumbrance (EN) batch that was setup for the purchase, and create an Accounts Payable (AP) batch. These batches are sent to GMBA once a day on the completion of the Accounting Reports. Any invoices (i.e. utilities and other time sensitive items) that have not gone through the purchase requisition process and do not have a PO or FPO are keyed directly into the GMBA software as an AP batch. Once a week, all AP batches are edited for accuracy, and updated creating a check run.

Accounts Payable submits for checks once a week. Checks are printed by MIS. A duplicate check and the original check are processed as follows:

Duplicate checks are matched and attached to the original Invoice and other original support. As the documents are matched they are verified for correct vendor and other information. The duplicate checks and attached original support documentation are sent to Commissioners Court each Monday for final approval for payment. After Commissioners Court the duplicate checks are sent back to Accounts Payable, a numerical verification is performed,

INVOICING PROCESS (CONT.)

and the duplicates are then sent to the County Clerk for imaging. Accounts Payable receives microfilm of the checks from the County Clerk, and files the film by check number. Microfilm is kept for 5 years and then destroyed.

Original checks are received from MIS with the Treasurer's signature. The original checks are matched with the copies of the Invoices and the supporting information. After court approval, the original checks are sent to the Treasurer's Office, and mailed out to the vendor.

VENDOR FILE MAINTENANCE

In order to make a payment, the entity you are trying to pay must have a vendor number on file. If you have checked the vendor file and determined there is not a vendor number on file, one must be added. In order to do so a W-9 with original signatures must be obtained from the vendor in question.

Who must complete a W-9?

The County is required to file 1099 Miscellaneous Income information with the Internal Revenue Service each year. In order to do this, the County needs a correct federal employer identification number (FEI) or Social Security Number (SSN) for each vendor. Form W-9 is used to gather this information. All vendors doing business with or providing a service to the County must complete and return an ***original*** W-9 to Accounts Payable.

Exception: The IRS will allow the County to accept a faxed copy of a W-9 as a substitute for an original, PROVIDED the top of the fax bears a fax imprint of the name AND fax number of the vendor.

Penalties and Backup Withholding

The IRS assesses penalties for each vendor the County fails to provide the proper information for. The amount of penalty ranges from $15 to $100 per vendor. The following is a list penalties can be given for:

- Incorrect FEI or SSN
- Missing FEI or SSN
- Incorrect or missing name (name must correspond to IRS records)
- Illegible forms

Failure of vendors to comply with W-9 requests could result in delay of payment and/or a withholding of 31%. Vendors are also subject to a 31% backup withholding if any of the following are true:

- Vendor does not supply a FEI or SSN
- The IRS has notified the County that the vendor has provided an incorrect FEI or SSN ("B" Notice)
- The IRS has notified the County that the vendor is subject to backup withholding ("C" Notice)
- Vendor has completed the W-9 FEI with "applied for" status but does not provide the new FEI within 60 days.

JEFFERSON COUNTY, TEXAS
ACCOUNTING POLICIES AND PROCEDURES
CAPITALIZATION POLICY

Introduction
Jefferson County Commissioners Court recognizes the need to maintain adequate control over all of the government's resources, including capital assets, to minimize the risk of loss or misuse.

Rule of Law
Jefferson County shall follow the guidelines established by the Government Finance Officers Association (GFOA) and by the Governmental Accounting Standards Board (GASB-34).

Definitions
Capital assets or fixed assets are defined by the GFOA as "assets that are used in operations and that have initial lives extending beyond a single reporting period. Capital assets may be either tangible (i.e. land, buildings, building improvements, vehicles, machinery, equipment and infrastructure) or intangible (i.e. easements, water rights.)."

Infrastructure assets are defined by GASB-34 as "long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets and include roads, bridges, tunnels, drainage systems, water and sewer systems, dams, and lighting systems."

Capitalization Threshold of Assets
The GFOA has several recommendations for establishing capitalization thresholds for tangible capital-type items. Capital assets shall be land, buildings (and the improvements thereto that materially increase their value or useful life), and any article of tangible personal property having an original purchase price of $10,000 or more, including the purchase price and any other charges incurred to place the asset in its intended location and condition for use, and having an estimated useful life of at least two years following the date of acquisition. Capitalization thresholds shall be applied to individual fixed assets rather than to groups of fixed assets (i.e. desks, tables).

Purchase of Assets
The Jefferson County Commissioners Court must authorize the purchase of all capital assets. The purchase must adhere to the procedures established in the County's Purchasing Policy. If possible, budget planning should anticipate fixed asset additions.

Maintenance of Assets
Capital assets must be properly maintained to minimize the risk of loss or misuse. All fixed assets must be insured at the appropriate monetary level under the County's insurance policy. Maintenance agreements will be required, if applicable to the asset, after warranties expire. The Purchasing Office will conduct an annual inventory of all fixed assets on the County books.

Disposal of Assets
Removal of a fixed asset from the books will require the approval of Commissioners Court. The Court must declare an asset to be salvage or must approve the sale or trade-in of the asset.

MONTHLY ACCOUNTING REPORTS

Each month a Detailed Budget Analysis and a Salary Detail Budget Analysis is sent to each department that is budgeted as "County Funds". These reports are sent to provide information to the department head and/or budget manager of the department about their departments budget position at the time of the reporting.

Each month Financial Statements are prepared and sent to Commissioners Court.

FISCAL YEAR END CLOSE

The fiscal year ends on September 30 and all obligations should be liquidated by the end of the fiscal year.

Voucher registers for September should cover payments for all invoices for which goods have been received, all payrolls and all other obligations which are in order for liquidation during the fiscal year being closed.

It is not permissible to liquidate obligations due in one fiscal year out of the appropriations made for a preceding or a following fiscal year.

The Auditor's office will keep the general ledger open until all September business is properly closed out.

A year end activity schedule should be developed as early as possible for the year end closing. This schedule should include, but not be limited to:

Specific deadlines for accepting data such as purchase requisitions, purchase orders, and invoices.

Description of year end activities.

Department or person responsible for each activity.

This activity schedule should be coordinated with the Auditor's Office staff, and distributed to all appropriate departments.

JEFFERSON COUNTY, TEXAS
ACCOUNTING POLICIES AND PROCEDURES
PROCEDURES FOR PETTY CASH/CHANGE FLOATS

Jefferson County departments that have a large number of ongoing minor expenses, establishing and using a Petty Cash/Change Float is more efficient than issuing a large number of small checks. Petty Cash/Change Float are to be used in those situations where there are nominal/small charges that cannot be processed in a timely manner through the normal purchasing process.

The Auditor's Office strongly recommends that all Petty Cash/Change Float monies be kept to a minimum and be stored in a secure location.

It is the responsibility of the custodian of the fund and the department head to administer these funds in accordance with the relevant policies and procedures. Petty cash requests require evidence of what was purchased (an original invoice or receipt) and evidence that payment was made.

The fund should be counted and reconciled by the fund custodian regularly. Internal petty cash counts may be requested by the Auditor's Office at any time. When a petty cash fund is counted by an auditor, the fund custodian must be present.

Petty Cash funds should not be commingled with any other funds such as other petty cash/change funds or private/personal funds.

Payroll Policies and Procedures

- Introduction
- Payroll Systems Overview
- Departmental Responsibilities
- Paychecks, Direct Deposit Notices and Earning/Benefit Statements
- Direct Deposit Authorization
- Tax Withholding
- Garnishments and Debt Payments
- Bi-weekly Procedures

Introduction

The Payroll Department is responsible for the timely and accurate payment of salaries and wages and tax withholdings for all County employees. Payroll ensures that the payroll transactions comply with generally accepted accounting principles and that all transactions are correctly posted to the general ledger. Specific responsibilities include:

- Issuing earning/benefit statements to accompany paychecks and direct deposit vouchers;
- Withholding proper taxes and establishing authorized deductions;
- Collecting and disbursing garnishments, tax liens, and child support;
- Issuing W-2's;
- Calculating and depositing all taxes;
- Administering the County's Payroll, Time Reporting and Check/Deposit Voucher Systems;
- Scheduling, monitoring and auditing system schedules and jobs related to payroll functions;
- Reconciling federal and state taxes to the County's General Ledger System;
- Preparation of State Unemployment reports;
- Issuing W-2's
- Distribution of detailed labor and accrual reports to departments;
- Tracking retirement contributions and calculating employees' maximum pretax contributions;
- Maintaining the Payroll/Personnel System.

Payroll has developed procedures to assist departments in understanding their payroll and fiscal responsibilities. Included is an overview of County systems related to payroll matters, including H.T.E.'s Payroll system, which includes payroll processing, time reporting, check printing and the reporting of payroll data in the financial systems. All County paychecks and direct deposit vouchers contain a statement reporting pay period and year-to-date earnings, deductions and benefit information. Explanations of the data reported on the earning statement are covered in these procedures. Also included are policies for check distribution, recovery of overpayments, requesting stop payments and reissuing checks and

correction of errors. Employees may have their pay directly deposited to their financial institutions. These procedures include instructions for establishing and changing direct deposit requests.

All employees are required to complete tax withholding forms. Withholding allowances determine how much tax is withheld from an employee's paycheck. Information on obtaining tax withholding certificates and for requesting changes in withholdings is contained in these procedures.

Payroll Systems Overview

The County's Payroll System supports human resource administration including employment, compensation and employment records and benefits. The system also supports payroll processing, including the collection of employees' time, calculation of gross income and net pay, validation of earnings, and the calculation of overtime defined by FLSA (Fair Labor Standards Act) requirements. The system generates the data for preparing paychecks and direct deposit vouchers.

Basic functions of the Payroll System, including position control, time reporting, benefits and deductions, labor distributions, payroll calculations, preparation of paychecks and direct deposit vouchers and posting payroll journals to the ledger are outlined below.

Position Control and Budgeting:

The Auditor's Office uses the Payroll System's position control function to define and maintain all positions and position characteristics as well as all regular and premium earnings, fringe benefits, and position labor distributions.

Payroll Interface to Chart of Accounts:

The Auditor's Office also maintains the Chart of Accounts, including defining codes for funds and activity and for translation to the General Ledger.

Biographical and Demographic Data:

Payroll enters biographic and demographic data for individuals, and make the data available for applicant and employee records.

Employee File:

Human Resources completes the hiring process and creates an employee file Status Change Form. The applicant's Status Change Form is used to enter the applicant into the Payroll system. Payroll defines and maintains leave eligibility, leave balances and review information. Biographic and demographic data is updated as necessary.

PAYROLL (CONT.)

Job Records:

Payroll establishes job records using position and employee information. The employee's work history is recorded in the Status History file of the Payroll System.

Benefits and Deductions:

Risk Management and the Human Resources departments define and maintain employee and retiree benefit plans. Associated payroll deductions are established. The Risk Management Department is responsible for maintaining and notifying the Payroll Department of any changes in benefit- related deductions (health insurance, flex-fund, life and disability insurance). Payroll is responsible for payroll-related deductions (federal and local taxes, FICA and medicare, garnishments, union dues and United Way contributions).

Labor Distributions:

Labor distributions are defined on the position record and default to the job record where the labor entries may be overwritten. Labor entries on the job record may likewise be overwritten when hours are reported to Payroll for processing. Because bi-weekly time and attendance is processed through the Payroll System, all labor distributions defined in Time Reporting will overwrite the distributions on the job and position record for the current pay period.

Job Status History:

Job History data is automatically created and maintained. Job history records job-related employee information including: employee class, status, grade, and salary/wage information.

Payroll Processing:

Payroll initiates the payroll process, copies employee records and creates a file ready to process hours, salaries and deductions.

Payroll System Interface to Time Reporting (time and attendance data):

Departments can electronically submit time and attendance through the Time Reporting System or manually submit time sheets to the Payroll department. Payroll reviews data transmitted by the many reporting offices to insure all departments have transmitted time and the files are reasonable.

Pay History:

A complete history of all pay calculations and adjustments is maintained for use in compliance with federal, state and local tax requirements.

Payroll Proof and Validation:

Payroll schedules system processes to proof and validate entries, and calculate all earnings and deductions.

Payroll System Interface to Check Management (check and direct deposit data):

Once the payroll calculation is complete, Payroll authorizes the processing of checks and direct deposits and processes a direct deposit file and a direct deposit report of deposit information to transmit to the banks. Payroll also runs processes to create the check and direct deposit files to print of checks.

Payroll System Interface to the General Ledger System:

Payroll updates the payroll files, moving current totals to year-to-date totals in the employee files, produces payroll and deduction registers and authorizes the financial process to update the General Ledger.

Departmental Responsibilities

Departmental Responsibilities

The County has an obligation to pay employees for services performed during the pay period on the established payday. Accurate and timely reporting of an employee's time and attendance is the direct responsibility of the employee's immediate supervisor. This responsibility includes the following:

Being familiar with the County's policies which govern hours worked, overtime pay, compensatory time, sick leave and holiday pay defined in Section 10 of *The Jefferson County Personnel Policies/Practices and Procedures Manual.*

Applying the County's Personnel Policies uniformly and consistently.

Informing employees of departmental rules and practices relating to time and attendance.

Assuring that employees comply with County and departmental policies and practices.

Ensuring that all required hiring documents are prepared accurately and timely for all new employees. Verifying that employee data is reflected in the County systems so that the employee's time can be entered on the first day of work.

Reviewing pay reports regularly and correcting any errors or missed entries on a timely basis.

Assuring that accrued annual and sick leave is properly recorded and maintained on the employees' leave records.

Transmitting accurate Pay Reports to Payroll before the established deadlines.

Reviewing labor and budget performance reports promptly. County policy requires departments to review their fiscal reports for accuracy and to correct any accounting errors in a timely manner.

Departments should separate the duties of time reporting, preparing personnel documents and picking up payroll checks.

Departments must act to protect the confidentiality of payroll data contained on labor and other payroll reports.

Undelivered paychecks and direct deposit vouchers must be adequately secured by storing them in a locked and secure file, desk, cabinet, etc.

Paychecks, Direct Deposit Vouchers and Earning/Benefit Statements

General Information
Paychecks and Direct Deposit Vouchers are distributed based on the department code defined in the Payroll System. The department number will appear directly below the employee's name on the paycheck.

Payroll issues a payroll schedule each fall shortly after Commissioners Court distributes the Holiday schedule. The payroll schedule provides the deadlines for submitting time and attendance records and the pay dates for the fiscal year. Generally, in pay periods without a holiday employees are paid every other Friday. There is a two week lag in the pay cycle.

Departmental Check Pickup
A designated employee picks up paychecks from the Treasurers Office.

The designated employee safeguards any undelivered checks by storing them in a locked and secure file, desk, cabinet, etc.

Early Pickup of Checks
Departments may pick up payroll checks from the Treasurers Office after 2 p.m. on the day before the pay date.

Outstanding Payroll Checks
The Treasurer's Office monitors checks that have been issued, but not presented for payment. If a payroll check has not been cashed within 90 days of the issue date, damaged or misplaced, you must notify Payroll so that a Stop Payment can be placed on the original check and a replacement check can be issued. A replacement check will be issued within 24-48 hours after placing the Stop Payment.

Earning/Benefit Statement (Paycheck stub)
All County paychecks and direct deposit notices include information related to pay period and year-to-date earnings and deductions. The information below defines the data provided in each block of the Earning/Benefit Statement.

HOURS AND EARNINGS:
Current pay period and year-to-date hours and earnings are reported by earning type. The Hours and Earnings section of the statement

PRETAX ITEMS:
Pretax items represent deduction/withholding items not subject to tax and are subtracted from the actual gross pay to determine the taxable gross earnings. Examples of pretax items include applicable retirement and health insurance deductions/withholdings.

NONCASH TAXABLE BENEFITS:
These items are included in the taxable gross earnings but not in the net pay amount. An example is the value of group term life insurance premiums over $50,000.

TAXES
These items represent employee withholding/deductions such as FICA (old age and Medicare), federal and state taxes.

AFTERTAX DEDUCTIONS:
These items represent deductions taken that do **NOT** affect the taxable gross earnings. Deductions for credit union deposits, United Way contributions, and child support are included under this heading.

OTHER INFORMATION:

The statement also contains the following information:

- Social Security Number and Name of Employee
- Check Pay Date, and Pay Period Dates
- Accrual information on Vacation, Sick Leave, Compensatory Time, and Personal Leave

Direct Deposit Authorization

Direct Deposit Authorization

The County offers direct deposit of net pay to any financial institution in the United States. With direct deposit, an employee may have a fixed amount deposited to a checking or savings account. Direct deposit assures that employees' paychecks are in their checking or savings accounts on payday even if they are sick or on vacation. All employees of the County are eligible for direct deposit.

Each payday, employees who have elected direct deposit will receive a Notification of Direct Deposit, along with an Earning and Benefit Statement. **Any paychecks issued as a result of a payroll adjustment will always be issued to the employee as a check.**

To arrange for direct deposit, employees simply complete and sign a Direct Deposit Authorization form and attach a voided check. The form may be obtained from Payroll Services. Once the authorization is received by Payroll Services, it may take one pay cycle to become active. A separate authorization form is required for each account designated to receive a direct deposit.

Tax Withholding

General Information

All employees are responsible for completing the proper tax forms and for notifying the County promptly of any changes in their tax status (i.e. changes in residence, changes in withholdings, etc.).

Tax Forms

All employees must complete a W-4, *Employee Withholding Certificate* to establish the amount of tax to be withheld. Withholding allowances determine how much income tax is withheld from each paycheck. Employees may obtain these forms from Payroll Services

Changing Tax Information

If an employee wants to change the current number of exemptions, a new W-4, *Employee Withholding Certificate* must be completed and returned to Payroll Services. During the year, an employee may change the number of withholdings by submitting a new W-4. Payroll Services will enter the change into the Payroll System. The change will be reflected in the first or second payroll check following the request, depending on the timing of the request during Payroll System's processing cycle.

Exemption From Withholding

Claiming Exemption From Withholding

Employees who meet IRS guidelines may claim exemption from income tax withholding. Information on claiming exemption from withholding can be found on the tax forms. By claiming this exempt status, no federal or state taxes will be withheld.

Mandatory Renewal of Exemption From Withholding

Exemption from withholding expires at the end of the calendar year. Each calendar year, employees must file new tax forms to claim the exempt status in order to maintain the exempt status for the upcoming year. If an employee's exempt status is not renewed, the County must begin withholding income taxes at the single and zero (0) exemption rate.

Garnishments and Debt Payments

General Information

A garnishment is a levy against an employee's wages, salary or other income. A garnishment is usually mandated by the court system and requires the employer to deduct a certain amount from the employee's wages and issue a check to the garnishor. Payroll Services will notify an employee of a debt withholding concerning a garnishment, tax lien, bankruptcy, or wage assignment. The employees should also receive prior notification of a debt collection by the issuing court or authorized agency.

Garnishment

A garnishment summons is issued by a General District Court on behalf of a creditor to recover a legal debt owed by an employee. The County is legally bound to withhold or garnish an employee's wages as instructed by the court. Payroll Services will continue to garnish wages until either the entire amount is satisfied, the due date on the garnishment summons is reached, or the garnishment is released by the court by written notification. Payroll Services will remit the withheld garnishment amounts to the appropriate court on behalf of the employee.

Bankruptcies

A bankruptcy decree is issued by a United States Bankruptcy Court on behalf of an employee to prevent further voluntary or involuntary debt collections.

Chapter 7 Bankruptcy:

Generally, a Chapter 7 Bankruptcy decree accompanied by an Order Staying Levy or Garnishment stays any existing or future garnishments or liens against an employee's wages for a specific time period.

Garnishment or tax levy funds withheld by the County following the bankruptcy petition date are remitted to the employee. Debt funds withheld before the petition date that have not been remitted will be remitted according to the Bankruptcy Court's instructions.

Chapter 13 Bankruptcy:

A Chapter 13 Bankruptcy decree accompanied by an Order Staying Levy or Garnishment stays any existing or future garnishment or lien against an employee's wages until release.

Debt funds held by the County are remitted to an appointed trustee as instructed by the Bankruptcy Court. Additionally, Payroll Services may be ordered to withhold a specified amount from an employee's paycheck for a specific time period and remit the funds to the trustee.

Tax Liens
Tax liens are issued by the IRS and state tax departments to recover delinquent taxes, penalties, and interest charges.

Federal Tax Levy
The County is required, by law, to withhold wages for an IRS tax levy based on the number of exemptions claimed by an employee. Payroll Services will notify an employee of a federal levy and the need to complete the Statement of Personal Exemptions portion of the levy document. Payroll Services will start to withhold at the maximum rate if the exemption statement is not completed. Payroll Services will continue to withhold for a federal tax levy until it is released by written notification from the IRS or an Order Staying Levy or Garnishment from a bankruptcy court.

Wage Assignments
A wage assignment is a voluntary withholding of a specific amount of wages between an employee and a creditor to satisfy a debt payment. Wage assignments most frequently are payments to the Department of Social Services for child support payments. Payroll Services will withhold a specific dollar amount each pay period to satisfy the wage assignment agreement and remit the amounts as they are withheld.

Bi-Weekly Procedures

General Information
A time document is turned in by all employees within each department. From these, a time sheet is prepared and approved by the department payroll contact for each employee.

Approved time sheets are received by the Payroll Department by the close of the third business day after the time cutoff. Each department payroll contact includes a batch totals worksheet for all time sheets submitted. The Payroll Department will begin to key and reconcile all time sheets on a departmental basis, except for departments that key their own time and payroll reconciles to submitted batch totals. This process takes several days to complete.

After all time sheets are entered and reconciled in the HTE Payroll Module software, the payroll checks are submitted for printing by the Payroll Department. The checks and the direct deposit

vouchers are printed by MIS. Physical control over the check stock is maintained by MIS. Unused checks are kept in a locked cabinet and locked closet with restricted access to the key.

The payroll checks are then taken to the County Treasurer's Office by MIS where they are signed via a check signing stamp machine. The Treasurer's Office has possession and security of the check signing plate and uses it to sign all computer checks. The County Auditor and the Treasurer have facsimile signatures on this plate. The payroll checks and direct deposit vouchers are distributed to all departments by the Treasurer's Office.

The Payroll/Personnel module accumulates the payroll distribution data in a batch journal entry and passes it to the general ledger. This is put in a holding file and reviewed by the Accounting Manager who makes any posting error corrections. After approval by the Accounting Manager the entry is posted to the general ledger.

The County Treasurer's Office reconciles the payroll back account monthly and keeps the bank statements on file along with the canceled checks.

A "cover" check is cut on the operating account after each payroll for the net payroll balance and sent to the Treasurer's Office for signature. The check is deposited by the Treasure's Office in the payroll account.

BUDGET POLICIES & PROCEDURES

The overall goal of the County's budget policy and procedures are to establish and maintain effective management of the County's financial resources. Formal policy statements and major objectives provide the foundation for achieving this goal. Accordingly, this section outlines the policies and procedures used in guiding the preparation and management of the County's overall budget and the major objectives to be accomplished.

The County follows the policies below in establishing the budget.

- The budget will be prepared in such a manner as to facilitate its understanding by citizens of the County, elected officials and employees.

- Financial information systems will be maintained to monitor operations of the County on an ongoing basis. Also, the accounting and financial reporting systems will be maintained in compliance with current generally accepted accounting principles.

- The budget will be structurally balanced; all recurring expenditures will be supported by recurring revenues.

- All County positions will be fully funded in the budget. All classification changes will be approved during Budget Hearings.

- The Auditor's Office will review all departmental budgets to identify possible increases or reductions, and will analyze all budget requests in detail.

- The budget will provide for adequate maintenance of capital, infrastructure, and equipment and for their logical replacement. No "carryover" capital outlay will be budgeted unless specifically approved by Commissioners' Court during the current year's budget hearings.

- The County will continue to adhere to a healthy financial reserve position. Expenditures budgeted will not exceed the budgeted revenues and existing reserves.

- Long-term debt will not be issued to finance current operations.

- The County will establish an appropriate mix of general fund transfers, state grant funds, and general obligation debt in the funding of capital projects.

BUDGET POLICIES & PROCEDURES (CONT.)

The County follows the procedures below in establishing the budget.

- Jefferson County's fiscal year begins on October 1st each year and ends on September 30th. The budget process for each upcoming fiscal year begins in May with the preparation of Budget Workpapers, which are distributed, to all County Departments. Each department is asked to project their financial requirements for the upcoming year. The Budget Workpapers are a guide for initial budget requests.

- Departmental annual budget requests are then submitted by the Department or Agency Head to the County Auditor in June. The County Auditor compiles the initial requests, and in July, budget hearings are held for each department. Commissioners' Court, which includes the County Judge and the four County Commissioners, oversee the Budget Hearings. These hearings give Department Heads the opportunity to discuss with Commissioners' Court any changes in their budget, and items that are a priority. The public is invited to attend all budget hearings, which are posted according to the Open Meetings Act.

- In conjunction with compiling departmental budget requests, the County Auditor prepares an estimate of available resources in each fund for the upcoming fiscal year. Expenditures budgeted in the various funds may not exceed the fund balances as of the first day of the fiscal year plus the anticipated revenue for the year as estimated by the County Auditor.

- In August, the County Auditor prepares the proposed annual operating budget to be presented to the Commissioners Court for their consideration. The budget represents the financial plan for the new fiscal year. Public hearings are held on the proposed budget.

- The Commissioners' Court must adopt an annual operating budget by a majority vote of the Commissioners' Court before October 1. The adopted budget must be balanced; that is, available resources must be sufficient to support annual appropriations. Accountability is then required for operations to remain within available resources.

- The department is the legal level of budgetary control. Total expenditures cannot exceed the final appropriation once the budget has been adopted. Commissioners' Court can amend the total appropriations for an individual fund. To comply with expenditure limitations, when one fund's total appropriation is increased, another fund's appropriation must be reduced by an equal amount. Commissioners' Court may also approve the transfer of appropriations within funds. All such amendments require Commissioners' Court approval.

BUDGET POLICIES & PROCEDURES (CONT.)

- The County uses funds to report its financial position and results of its operations. Funds for budget purposes are classified as Governmental and Fiduciary. Governmental Funds are used to account for the majority of the County's general activities, including the collection and disbursement of earmarked monies (Special Revenue Funds), the acquisition or construction of general fixed assets (Capital Projects Funds), and the servicing of general long-term debt (Debt Service Funds). The General Fund is used to account for all activities of the County not accounted for in any other fund. Proprietary Funds are used to account for activities similar to those found in the private sector (Enterprise Funds), where the determination of net income is necessary and/or useful to sound financial management.

- Annual budgets are legally adopted for the General Fund, Debt Service Fund and the Enterprise Fund. Budgets for Special Revenue Funds are established pursuant to statute guidelines, and budgets for Capital Projects are established on a project basis.

- All transactions affecting the acquisition and disposition of anything of value by the County are recorded in detail in the accounting system adopted by the Jefferson County Auditor.

- The budgets of general government type funds (i.e. General Fund and Special Revenue Funds) are prepared on a modified accrual basis. Briefly, this means that obligations of the County are budgeted as expenditures, but revenues are recognized only when they are measurable and available.

- Proprietary fund types (i.e. Enterprise Funds) for budget purposes utilize the accrual basis of accounting. Under this method revenues are recorded when earned and expenses are recognized when they are incurred.

- Encumbrance accounting is used for all funds. Encumbrance accounting means that an estimated cost is recorded on the books at the time of an order of goods and services so that all obligations are booked. When the actual cost is known, it is booked, and the encumbrance is reversed. All encumbrances lapse at year-end for all budgeted funds.

- The Comprehensive Annual Financial Report (CAFR) shows the status of the County's finances on the basis of "generally accepted accounting principles" (GAAP). Budgets are prepared on a basis consistent with GAAP.

BUDGET POLICIES & PROCEDURES (CONT.)

The County follows the procedures below in making amendments to the budget.

- ⌘ Budget amendments are initiated by the departments seeking extra funding. The department should send the request for the budget amendment in writing to the Auditor's Office. The request should detail the amount of the amendment, and reasoning behind the request.

- ⌘ The Auditor's Office will review the request for reasonableness, and either put the request on the agenda for court approval or deny the request.

- ⌘ Budget amendments must be approved by Commissioners Court.

- ⌘ After approval, amendments are keyed into the GMBA system with a Budget Amendment (BA) batch by the Accounts Payable manager. The batch will be edited and updated thus releasing the funds.

JEFFERSON COUNTY, TEXAS
ACCOUNTING POLICIES AND PROCEDURES
TRAVEL POLICIES AND PROCEDURES

The Travel Policy and Procedures are now included in the Personnel Policy Manual. Please refer to section 17 at the following site: http://co.jefferson.tx.us/employ/PersonnelPolicies.htm

CASH ADVANCE POLICIES

The Cash Advance Policies are now included in the Personnel Policy Manual. Please refer to section 18 at the following site: http://co.jefferson.tx.us/employ/PersonnelPolicies.htm

GRANT CASH MANAGEMENT POLICY

CASH MANAGEMENT. Jefferson County has implemented the following procedures to minimize the time elapsing between the transfer of funds from the grantor agency and disbursement by Jefferson County.

1. In an effort to minimize the time lapse between the transfer of funds from the grant sources and the disbursement of said funds by Jefferson County and subgrantees, requests for funds are to be made as close as possible to the time of making related disbursements. Jefferson County requires the receipt of reports on subgrantees' cash balances and cash disbursements in sufficient time to enable the county to prepare complete and accurate cash transactions reports to the awarding agency.
2. Jefferson County will monitor cash drawdowns by their subgrantees to assure that they conform substantially to the same standards of timing and amount as applied to advances to the grantees.

GRANT INTEREST POLICY

INTEREST EARNED ON GRANT ADVANCES. Except for interest earned on advances of funds exempt under the Intergovernmental Cooperation Act (31 U.S.C. 6501 et seq.) and the Indian Self-Determination Act (23 U.S.C. 450), or otherwise dictated by grant documentation, Jefferson County and subgrantees shall promptly, but at least quarterly, remit interest earned on advances to the granting agency. Jefferson County or subgrantee may keep interest amounts up to $100 per year for administrative expenses.

GRANT EXPENDITURE POLICY

POLICY: Jefferson County, Texas will assure grant expenditures are allowable, necessary and reasonable in the operation of the grant organization except in unusual circumstances or exceptions to the listed characteristics in the Uniform Grant Management Standards.

PROCEDURE GUIDELINES:

To determine the allowable cost, the following criteria should be met:

a. Be necessary and reasonable for proper and efficient performance and administration of Federal or state awards;
b. Be allocable to Federal and state awards;
c. Be authorized and not prohibited under State or local laws or regulations;
d. Conform to any limitations or exclusions set forth in Federal or state laws, meet terms and conditions of the Federal or state award, or other governing regulations as to types or amounts of cost items;
e. Be consistent with policies, regulations and procedures that apply uniformly to both Federal or state awards and other activities of the governmental unit;
f. Be accorded consistent treatment. A cost may not be assigned to a Federal or state award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal or state award as an indirect cost;
g. Except as otherwise provided, be determined in accordance with generally accepted accounting principles;
h. Not be included as a cost or used to meet cost sharing or matching requirements of any other Federal or state award in either the current or a prior period, except as specifically provided by law or regulation;
i. Be the net of all applicable credits;
j. Be adequately documented. Documentation required may include, but is not limited to, travel records, time sheets, invoices, contracts, mileage records, billing records, telephone bills, and other documentation that verifies the expenditure amount and appropriateness to the grant.

A cost is reasonable, if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. To determine reasonableness of a given cost, consideration shall be given to:

a. Whether the cost is a type generally recognized as ordinary and necessary for the operation of the grant award;
b. The restraints or requirements imposed by such factors as: sound business practices; arms length bargaining; Federal, State and other laws and regulations; and, terms and conditions of the award;
c. Market prices for comparable goods or services;

d. Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the organization, the public at large, and the state or federal government;
e. Significant deviations from the established practices of the organization which may unjustifiably increase the award cost.

Allocable Costs:

a. A cost is allocable to a particular cost objective if the goods or services involved are chargeable or assignable to such cost objective in accordance with the relative benefits received.
b. All activities which benefit the organization's indirect cost, including unallowable activities and services donated to the organization by third parties, will receive an appropriate allocation of indirect costs. For example, the fair market value of volunteer services contributed to a project need to be included in the allocation. Unallowable cost have to be included to ensure that the organization does not pay a disproportionate share of project costs by having such cost "backed out" prior to allocating cost among funding sources.
c. Any cost allocable to a particular award or cost objective may not be charged to other federal or state awards to overcome deficiencies, to avoid restrictions imposed by law or terms of the award, or for other reasons. However, this prohibition would not preclude the organization from shifting costs that are allowable under two or more awards in accordance with existing program agreements.
d. Where accumulation of indirect costs will ultimately result in charges to an award, a cost allocation plan will be required.

Applicable Credits:

a. Applicable credits refer to those receipts or reduction of expenditure-type transactions that offset or reduce expense items allocable to award as direct or indirect costs. Examples of such transactions are: purchase discounts, rebates or allowances, recoveries or indemnities on losses, insurance refunds or rebates, and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the organization relate to allowable costs, they shall be credited to the award as a cost reduction or cash refund, as appropriate.
b. In some instances, the amounts received from awards to finance activities or service operations or the organization should be treated as applicable credits.

Grant Sub Recipient/Sub Grantee Monitoring

When the County acts as Grantee, the County will

(1) Ensure that every subgrant agreement includes a provision for compliance by the subgrantee with the specific grant program requirements,

(2) Ensure that subgrantees are aware of requirements imposed upon them by Federal/State statutes and regulations.

(3) Monitor subgrant supported activities to assure compliance with applicable Federal/State requirements and that performance goals are being achieved. Subgrantee monitoring must cover each program, function or activity.

SECTION II: INTERNAL CONTROLS - ATTACHMENT #II – QUESTION 6 – RECEIVE CASH LISTING:

ADULT PROBATION/COMMUNITY SUPERVISION

Beaumont Office

Sandra McIntyre	Cashier
Susan Abshire	Receptionist
Marla Richard	Bookkeeper
Brenda Walden	Bookkeeper
Jennifer Gomez	Intake Clerk (back up)
Loretta Havard	Intake Clerk (back up)
Aiesha Jones	Group Reporting/Intake Clerk (back up)
Shannen Shapiro	Administrative Assistant (back up)
Brenda Davis	Administrative Assistant (back up)
Peggy Harrison	Supervisor
Pam Stewart	Data Control Manager
Shalon Marks	CSO (back up)
Sherry Sterling	Administrative Assistant (back up)
Kimberley Valdez	Administrative Assistant/Benefit Cord.
Jerry Johnson	Director
Donna Kountz	Assistant Director

Port Arthur Office

Patrice Minard	Cashier
Kashunda Richard	Receptionist
Kim Cooper	Cashier (back up)

WOMEN'S CENTER STAFF WHO MAY HANDLE CASH

Name:	Position:
Kimberly Atkins	Program Director
Ericka Boudreaux	Residential Monitor
Ella Brouchet	Residential Monitor
Theresa Carrier	Residential Monitor
Shemeka Collier	Residential Monitor

Mary Darby	Employment Specialist
Erica Deal	Residential Monitor
Sharon Eli	Residential Monitor
Pamela Fulton	Residential Monitor II
Constance Gregory	Residential Monitor
Debra Hoose	Bookkeeper
Lashanda Johnson	Residential Monitor
Elizabeth Moore	Residential Monitor
Latasha Richardson	Residential Monitor
Isabella Stewart	Residential Monitor
Kristin Thibeaux	Administrative Assistant
Patricia Williams	Residential Monitor

All staff may potentially handle cash in the Women's Center. Cash in the facility consists of tips, cashed paychecks, personal money brought in by friends or family members, petty cash and work expense. Staff who handle cash daily are the Residential Monitors who take the cash at the front desk, the secretary who prepares the deposit and the Bookkeeper who rechecks the deposit. The Secretary is the custodian of the petty cash and the Bookkeeper is the custodian of Work Expense. Cash may be handled 24 hours a day, seven days a week.

Attachment# II-25

Purchase order numbers are assigned sequentially by the computer system.

ATTACHMENT #II – 26:

Supporting records are kept and filed in check number order monthly. A copy of the check is attached to the original documentation when processed for payment. Cancelled check copies are obtained via bank internet site, CD, or stored files sent to the county by the banking institution. Purchase orders and Field Purchase orders must be entered, approved, and attached or electronically entered before payment is processed. All check copies and supporting payment documentation is also imaged and electronically stored within the Jefferson County computer network.

ATTACHMENT #II – 31 - SECURITY COMMENTS

Access to main courthouse is controlled at main entrance with a security system and scanners. All other courthouse access is limited to only Jefferson County employees with issued key access cards. The Auditor's Office is staffed with a receptionist on duty at the front desk from 8:00 a.m. until 5:00 p.m. The Auditor's Office is locked after hours to prevent access to and safeguard records. Confidential records are properly stored in file cabinets and cannot be accessed unless approval is given during working hours after notification from the receptionist at the front desk.

DUE DATE: _____

NAME: _____ PAY PERIOD: _____

	( )			( )	
	( )			( )	
	( )			( )	

JEFFERSON COUNTY, TEXAS
TRAVEL EXPENDITURE CLAIM FORM

Traveler's Name: _____ Department: _____

REIMBURSEMENT FOR EXPENDITURES MADE ON ACCOUNT OF OFFICIAL BUSINESS:

Date	Description of Items (Include Only Such Items For Which Receipts Are Attached)	Lodging	Meals	Transportation	Miscellaneous
	*Attach Cash Advance				
Subtotals		$	$	$	$
Total Travel					$
Less: Cash Advance					$
Amount Due To (Payable From) Traveler					$

Purpose of Travel: _____

Place of Departure: _____ Destination: _____

Time of Departure and Date: _____ Time of Return and Date: _____

Department: _____ Expenditure Account # _____

The undersigned hereby certifies that expenditures as listed hereof were incurred while on official County business only, and that such items were actually paid by him/her in cash and he/she has not received reimbursement thereof or for any part thereof (if Travel Cash Advance was received, a copy of such cash advance is attached).

Traveler's Signature: _____ Date: _____ Title: _____

Department Head/Designee Authorization for Reimbursement

Signature: _____ Date: _____ Title: _____

P-0007

JEFFERSON COUNTY
MILEAGE STATEMENT PRIVATE VEHICLE

NAME _____ TITLE _____

ADDRESS _____

DEPARTMENT _____ APPROVED BY _____

DATE	SPEEDOMETER READING BEGINNING	ENDING	MILES TRAVELED COUNTY	PERSONAL	PURPOSE OF TRIP COURT, DOCKET NOS. DESTINATION, ETC.

JEFFERSON COUNTY PURCHASING DEPARTMENT

INVENTORY CONTROL FORM
NEW INVENTORY RECEIVED

Date: _____

Department: _____

Contact Person: _____

Phone: _____

Fax: _____

Extension No.: _____

Description of Property	PO #	Invoice #	Asset Value	Serial Number	Asset #

08/13/14 11:13:26 Assets for Cost Exceding $5,000.00 and Controlled Assets PAGE 1
(Status: A=Active only)
(Query: FA100APPUR)

ITEM LOC	LOCATION DESC	ASSET NO.	IMPROV NUMBER	STATUS	PURCHASE DATE	DISPOSAL DATE	ITEM DESC
	TYPE SERIAL NUMBER LINE1		PURCHASE COST				

bonds, refunding bonds, or other indentures for the release of existing revenue bonds, or to an encumbrance that did not exist on the date the lease or agreement was executed.

(b) A lease under this subchapter must specifically provide that the real property subject to the lease is not encumbered or mortgaged by the lease or by any agreement executed in connection with the lease.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987.

§ 263.104. Lending Credit

A county executing a lease under this subchapter may not in any way lend its credit to an individual or a private corporation or association in connection with the lease.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987.

§ 263.105. Conditions of Lease

(a) A lease under this subchapter may initially be effective for the term of a mortgage covering the construction of the hotel and related facilities. The lease may provide to the parties constructing, owning, or operating the hotel or related facilities an option to renew the lease.

(b) The lease must be made on a competitive bid. Consideration for the lease may not be less than the fair market lease value of the property and air rights being leased.

(c) The parties to the lease mutually shall determine the other conditions of the lease.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987.

§ 263.106. Sale

(a) The commissioners court of a county may sell land owned by the county and the air rights above the land to an individual or a private corporation or association if:

(1) all existing revenue bond obligations encumbering the land have been fully discharged as to bondholders;

(2) a hotel has been built on the land in conjunction with an existing convention center and the hotel has been operated continuously for at least five years from its inception;

(3) the parties to an existing lease of land mutually agree to the sale of the land and the air rights; and

(4) the county receives an amount for the land and air rights that is fair under the market conditions existing at the time of the sale.

(b) The commissioners court may impose deed restrictions or reverters to preserve the use of the land for a purpose consistent with the construction, expansion, ownership, and operation of a hotel and related facilities in conjunction with a convention center.

(c) A sale of land under this subchapter may include land appurtenant to the land on which the hotel or related facilities have been built.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987.

§ 263.107. Expenditure of Tax Funds

In an agreement authorized by this subchapter, the commissioners court of a county may spend tax funds consistent with state law but must limit each commitment or expenditure of tax funds associated with the agreement to an amount available from current revenues of the county.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987.

SUBCHAPTER D. DISPOSITION OF SALVAGE OR SURPLUS PROPERTY

§ 263.151. Definitions

In this subchapter:

(1) "Salvage property" means personal property, other than items routinely discarded as waste, that because of use, time, accident, or any other cause is so worn, damaged, or obsolete that it has no value for the purpose for which it was originally intended.

(2) "Surplus property" means personal property that:

(A) is not salvage property or items routinely discarded as waste;

(B) is not currently needed by its owner;

(C) is not required for the owner's foreseeable needs; and

(D) possesses some usefulness for the purpose for which it was intended.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1, § 61(b), eff. Aug. 28, 1989.

§ 263.152. Disposition

(a) The commissioners court of a county may:

(1) periodically sell the county's surplus or salvage property by competitive bid or auction, except that competitive bidding or an auction is not neces-

sary if the purchaser is another county or a political subdivision within the county that is selling the surplus or salvage property;

(2) offer the property as a trade-in for new property of the same general type if the commissioners court considers that action to be in the best interests of the county;

(3) order any of the property to be destroyed or otherwise disposed of as worthless if the commissioners court undertakes to sell that property under Subdivision (1) and is unable to do so because no bids are made;

(4) dispose of the property by donating it to a civic or charitable organization located in the county if the commissioners court determines that:

(A) undertaking to sell the property under Subdivision (1) would likely result in no bids or a bid price that is less than the county's expenses required for the bid process;

(B) the donation serves a public purpose; and

(C) the organization will provide the county with adequate consideration, such as relieving the county of transportation or disposal expenses related to the property;

(5) transfer gambling equipment in the possession of the county following its forfeiture to the state to the Texas Building and Procurement Commission for sale under Section 2175.904, Government Code; or

(6) order any vehicle retired under a program designed to encourage the use of low-emission vehicles to be crushed and recycled, if practicable, without a competitive bid or auction.

(a–1) The commissioners court shall remit money received from the Texas Building and Procurement Commission from the sale of gambling equipment under Section 2175.904(c), Government Code, less administrative expenses incurred by the county in connection with the transfer and sale of the equipment, to the local law enforcement agency that originally seized the equipment.

(b) If the property is earth-moving, material-handling, road maintenance, or construction equipment, the commissioners court may exercise a repurchase option in a contract in disposing of property under Subsection (a)(1) or (a)(2). The repurchase price of equipment contained in a previously accepted purchase contract is considered a bid under Subsection (a)(1) or (a)(2).

(c) Repealed by Acts 2003, 78th Leg., ch. 43, § 2; Acts 2003, 78th Leg., ch. 345, § 3.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1, § 61(b), eff. Aug. 28, 1989; Acts 1991, 72nd Leg., ch. 416, § 3, eff. Sept. 1, 1991; Acts 1993, 73rd Leg., ch. 237, § 1, eff. Aug. 30, 1993; Acts 1995, 74th Leg., ch. 746, § 5, eff. Aug. 28, 1995; Acts 1999, 76th Leg., ch. 254, § 1, eff. May 28, 1999; Acts 2003, 78th Leg., ch. 43, §§ 1, 2, eff. May 15, 2003; Acts 2003, 78th Leg., ch. 345, §§ 1, 3, eff. June 18, 2003; Acts 2007, 80th Leg., ch. 1233, § 2, eff. June 15, 2007; Acts 2009, 81st Leg., ch. 981, § 1, eff. Sept. 1, 2009.

§ 263.153. Notice

(a) The commissioners court shall publish notice of a sale of surplus or salvage property in at least one newspaper of general circulation in the county.

(b) The notice must be published on or after the 30th day but before the 10th day before the date of the sale.

(c) A county that contracts with an auctioneer licensed under Chapter 1802, Occupations Code, who uses an Internet auction site offering online bidding through the Internet to sell surplus or salvage property under this subchapter having an estimated value of not more than $500 shall satisfy the notice requirement under this section by posting the property on the site for at least 10 days unless the property is sold before the 10th day.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987. Amended by Acts 2009, 81st Leg., ch. 1150, § 1, eff. June 19, 2009.

§ 263.154. Rejection of Offer

The commissioners court or its designated representative conducting the sale may reject any offer to purchase surplus or salvage property if the court or representative finds the rejection to be in the best interests of the county.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987.

§ 263.155. Record

(a) The commissioners court shall keep a record of each item of surplus or salvage property sold and the sale price of each item.

(b) The commissioners court shall keep for each year, a record of each item of surplus or salvage property destroyed or otherwise disposed of.

Acts 1987, 70th Leg., ch. 149, § 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 1, § 61(c), eff. Aug. 28, 1989.

JEFFERSON COUNTY PURCHASING DEPARTMENT

AUCTION OF SURPLUS PROPERTY

Date: _____

Department: _____

Contact Person: _____

Phone: _____

Fax: _____

Department Head Approval: _____

Approved in Com. Court: _____

Description of Property	Serial No.	Asset No.	Condition of Property

JEFFERSON COUNTY PURCHASING DEPARTMENT

DISPOSAL OF SALVAGE PROPERTY

Date: _____

Department: _____

Contact Person: _____

Phone: _____

Fax: _____

Department Head Approval: _____

Approved in Com. Court: _____

Description of Property	Serial No.	Asset No.	Condition of Property

PURCHASING DEPARTMENT

TRANSMITTAL FORM

MOVABLE PROPERTY SURPLUS/TRANSFER REQUEST FORM

(Use a Separate Form for Different Dispositions)

1. The following department requests transmittal of property as described.

Department Name: _____ Date: _____

Approved by: _____ Phone: _____ Fax: _____

Requested disposition:

- ☐ Transfer items to Purchasing Department Property Control.
- ☐ Transfer tagged property to Department.

Note: If property has already been moved, completion of #3 below is required.

Property No.	Description of Property	Location	Condition

Forward this form to Purchasing when section above is complete.

2. MIS Department approval (for computer and computer-related equipment)

- ☐ Equipment is usable for another department.
- ☐ Equipment is usable for parts.
- ☐ Equipment is unusable or obsolete.

Forward this form to Purchasing when section above is complete.

3. Disposition by Purchasing

- ☐ Surplus.
- ☐ To be transferred to another department as indicated.
- ☐ Scrap.

Authorized by Purchasing Dept. _____ Date _____

4. Maintenance Department Action

Item(s) moved by: _____ Date _____

5. Receiving Department Action

Received by: _____ Date _____

Forward this form to Purchasing when section above is complete.

ATTACHMENT #II – 48:
Written policy distributed to all CPS staff via email from DFPS Contract Manager. Includes instructions for completing "Request for Assistance" form, verification of Title IV-E eligibility, and submission of receipts for purchases made.

ATTACHMENT #II – 51
CPS caseworker or DFPS/CPS liaison emails Request for Assistance to Melanie Banta, Billing Clerk. Mrs. Banta prepares check according to details on request form (payee, purpose, etc.) and mails or holds for pickup (per instructions on request form).

ATTACHMENT #II – 52
Original documentation maintained by Mrs. Banta includes the request form, original receipts/invoices, cancelled checks, bank statements, Title IV-E eligibility report, copy of billings submitted, and any other related documentation.

ATTACHMENT #II – 56
Only allowable expenses indicated on the billing worksheets are billed. If any questions regarding allowability, Mrs. Banta requests clarification from DFPS Contract Manager.

ATTACHMENT #II – 57
Statement received from the treasurer of The Jefferson County Child Welfare Board attached with this completed form. All raised or donated funds used as certified match for the County Title IV-E Voucher are unrestricted funds.

ATTACHMENT #II – 58
Request form submitted by CPS caseworker indicates eligibility of child. In preparing the billing, Mrs. Banta, Billing Clerk, reviews Title IV-E eligibility report provided by DFPS Contract Manager to verify eligibility of each child billed.

9-5-2018
SPOKE TO MELANIE BANTA 10:58 AM
SPOKE TO JOAN SHEEHAN 11:28 AM
SPOKE TO SHARI PULLIAM 11:45 AM
UNABLE TO SPEAK TO CHARLES LOUWERSE SR.

ALL ANSWERS FROM QUESTIONS SENT VIA EMAIL IN 2013 ARE THE SAME. (SEE ATTACHED EMAILS)
Harry Schoppe

ATTACHMENT #II - 57

Mr. Schoppe,

1. The funds raised come from individuals, businesses, and jury fees donated by jurors.

2. These monies are unrestricted funds used for certified matches on items that the kids need and the state doesn't pay for.

3. We don't receive any federal grant money or FGC money.

4. I maintain the books for the Jefferson County Child Welfare Board but I am not authorized to sign the checks.

If you have any questions please contact me at (409) 721-5223. Thank you for your time and help.

Sincerely,

Melanie Banta
Treasurer – Jefferson County Child Welfare Board

Harry Schoppe

From: Conner,Julia B (DFPS) [Julia.Conner@dfps.state.tx.us]
Sent: Wednesday, January 30, 2013 2:00 PM
To: Harry Schoppe
Subject: RE: Internal Control Questions and Practices

This will work! Thanks, Harry. ☺

From: Gulf Coast Specialties [mailto:gulfcoastspec@att.net]
Sent: Wednesday, January 30, 2013 1:56 PM
To: 'Joan Sheehan (Jefferson President)'; Pulliam,Shari M (DFPS); 'Melanie Banta'; Harry Schoppe
Cc: Conner,Julia B (DFPS)
Subject: Re: Internal Control Questions and Practices

Harry,

Charlie Louwerse and I (Melanie Banta) both have answered the following questions for you.

--- On **Wed, 1/30/13, Harry Schoppe** <*hschoppe@co.jefferson.tx.us*> wrote:

> From: Harry Schoppe <hschoppe@co.jefferson.tx.us>
> Subject: Internal Control Questions and Practices
> To: "'Joan Sheehan (Jefferson President)'" <jsheehan@iasishealthcare.com>, "'Pulliam,Shari M (DFPS)'" <Shari.Pulliam@dfps.state.tx.us>, "Melanie Banta" <gulfcoastspec@att.net>, "'Melanie Banta'" <melaniebanta@att.net>
> Cc: "Julia Conner" <JULIA.CONNER@dfps.state.tx.us>
> Date: Wednesday, January 30, 2013, 11:51 AM
>
> Joan, Shari , Charlie, and Melanie,
>
> DFPS has sent Jefferson County an updated Internal Control Structure Questionnaire (ICSQ) to complete and return to Julia Conner . I need your help in answering three of the internal control questions and practices.

The question is about the checks and the checkbook used to pay the expenses for the CPS children and Child Welfare Board.

Does anyone make any check payable to CASH? Charlie - NO / Melanie - NO

Does anyone ever remove a blank check from the checkbook? Charlie - NO / Melanie - NO

Does anyone ever sign a blank check and give it to someone for an expense before a receipt, expense amount, and paperwork is provided? Charlie - NO / Melanie - NO

Are there any written procedures concerning the two questions above?

If all of you would please respond via email promptly, I/we would appreciate it. The completed and signed ICSQ must be in the mail by Monday, February 4th. If you have any questions please call and/or email me.

Thanks for your help and time.

Respectfully Submitted,

Harry Schoppe, Financial Analyst

Jefferson County Auditor's Office

409-835-8500

409-839-2369 Fax

Email: hschoppe@co.jefferson.tx.us

Harry Schoppe

From: Gulf Coast Specialties [gulfcoastspec@att.net]
Sent: Wednesday, January 30, 2013 1:56 PM
To: 'Joan Sheehan (Jefferson President)'; Shari M (DFPS)"Pulliam; 'Melanie Banta'; Harry Schoppe
Cc: Julia Conner
Subject: Re: Internal Control Questions and Practices

Harry,

Charlie Louwerse and I (Melanie Banta) both have answered the following questions for you.

--- On **Wed, 1/30/13, Harry Schoppe** <*hschoppe@co.jefferson.tx.us*> wrote:

From: Harry Schoppe <hschoppe@co.jefferson.tx.us>
Subject: Internal Control Questions and Practices
To: "'Joan Sheehan (Jefferson President)'" <jsheehan@iasishealthcare.com>, "'Pulliam,Shari M (DFPS)'" <Shari.Pulliam@dfps.state.tx.us>, "Melanie Banta" <gulfcoastspec@att.net>, "'Melanie Banta'" <melaniebanta@att.net>
Cc: "Julia Conner" <JULIA.CONNER@dfps.state.tx.us>
Date: Wednesday, January 30, 2013, 11:51 AM

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Harry Schoppe, Financial Analyst

Jefferson County Auditor's Office

409-835-8500

409-839-2369 Fax

Email: hschoppe@co.jefferson.tx.us

Harry Schoppe

From: Joan Sheehan [JSheehan@iasishealthcare.com]
Sent: Wednesday, January 30, 2013 1:39 PM
To: Harry Schoppe
Subject: Re: Internal Control Questions and Practices

The answer to all the questions is "no". We do not have a procedure that speaks specifically to the check writing in regards to the questions asked. Is that something that may be requested of us? Let me know and we can ammend our by-laws to those specific areas if the County sees fit. Thanks, js

Joan Sheehan, LMSW, CCM
Director, Social Services
The Medical Center of Southeast Texas
phone: 853-5762
pager: 723-2389

NOTICE: This email may contain PRIVILEGED and CONFIDENTIAL information and is intended only for the use of the specific individual(s) to which it is addressed. It may contain Protected Health Information that is privileged and confidential. Protected Health Information may be used or disclosed in accordance with law and you may be subject to penalties under law for improper use or further disclosure of the Protected Health Information in this email. If you are not an intended recipient of this email, you are hereby notified that any unauthorized use, dissemination or copying of this email or the information contained in it or attached to it is strictly prohibited. If you have received this email in error, please delete it and immediately notify the person named above by reply email. Thank you.

-----"Harry Schoppe" <hschoppe@co.jefferson.tx.us> wrote: -----
To: "'Joan Sheehan \(Jefferson President\)'" <jsheehan@iasishealthcare.com>, "'Pulliam,Shari M \(DFPS\)'" <Shari.Pulliam@dfps.state.tx.us>, "Melanie Banta" <gulfcoastspec@att.net>, "'Melanie Banta'" <melaniebanta@att.net>
From: "Harry Schoppe" <hschoppe@co.jefferson.tx.us>
Date: 01/30/2013 11:51AM
Cc: "Julia Conner" <JULIA.CONNER@dfps.state.tx.us>
Subject: Internal Control Questions and Practices

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Respectfully Submitted,

Harry Schoppe, Financial Analyst

Jefferson County Auditor's Office

409-835-8500

409-839-2369 Fax

Email: hschoppe@co.jefferson.tx.us

Harry Schoppe

From: Harry Schoppe [hschoppe@co.jefferson.tx.us]

Sent: Wednesday, January 30, 2013 11:52 AM

To: 'Joan Sheehan (Jefferson President)'; 'Pulliam,Shari M (DFPS)'; Melanie Banta (gulfcoastspec@att.net); 'Melanie Banta'

Cc: Julia Conner (JULIA.CONNER@dfps.state.tx.us)

Subject: Internal Control Questions and Practices

Joan, Shari, Charlie, and Melanie,

DFPS has sent Jefferson County an updated Internal Control Structure Questionnaire (ICSQ) to complete and return to Julia Conner. I need your help in answering three of the internal control questions and practices.

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Thanks for your help and time.

Respectfully Submitted,

Harry Schoppe, Financial Analyst
Jefferson County Auditor's Office
409-835-8500
409-839-2369 Fax
Email: hschoppe@co.jefferson.tx.us

Harry Schoppe

From: Pulliam,Shari M (DFPS) [Shari.Pulliam@dfps.state.tx.us]
Sent: Wednesday, January 30, 2013 11:54 AM
To: Harry Schoppe; 'Joan Sheehan (Jefferson President)'; Melanie Banta; 'Melanie Banta'
Cc: Conner,Julia B (DFPS)
Subject: RE: Internal Control Questions and Practices

I have answered the questions below.

From: Harry Schoppe [mailto:hschoppe@co.jefferson.tx.us]
Sent: Wednesday, January 30, 2013 11:52 AM
To: 'Joan Sheehan (Jefferson President)'; Pulliam,Shari M (DFPS); Melanie Banta; 'Melanie Banta'
Cc: Conner,Julia B (DFPS)
Subject: Internal Control Questions and Practices

Joan, Shari, Charlie, and Melanie,

DFPS has sent Jefferson County an updated Internal Control Structure Questionnaire (ICSQ) to complete and return to Julia Conner. I need your help in answering three of the internal control questions and practices.

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Thanks for your help and time.

Respectfully Submitted,

Harry Schoppe, Financial Analyst
Jefferson County Auditor's Office
409-835-8500
409-839-2369 Fax
Email: hschoppe@co.jefferson.tx.us

Risk Analysis Questionnaire
FY 2019

Legal Name of Contractor:	Jefferson County	Contract Number:	
Please provide the person's name, title, and number to contact for questions or if additional information is needed:	Contact Name & Title: Patrick Swain, County Auditor Contact Phone Number: 409-835-8500		

Active Contracts & Payment Types

1. Do you currently have other active contracts with DFPS or any other entity either within or outside of Texas [Federal, State (ISD, University), County, or Private Business]?

   Yes [X] No [ ]

   If yes, please provide the entity name, contract number(s), and indicate which of the following payment types is utilized for the contract:

Fixed Price	Fixed price is a deliverables-based payment type for a contract with a firm agreed-upon price for the delivery of goods and services.
Cost Reimbursement	Payment type that reimburses contractors for actual, allowable, reasonable, and necessary expenditures incurred up to an approved amount and within the associated cost categories in the approved budget and budget narrative.
Fee For Service	Contractor is paid a standard fee per unit of service. Typically, rates are either negotiated with the individual vendor and apply only to that vendor or there is a uniform rate that is paid to all vendors providing the service. This rate-based payment type is used when an independent rate setting process does not exist for the contracted service.
Rate-Set Payments	Contractor is paid a set rate per unit of service. A rate setting process where the rate is approved by the Health and Human Services Commission (HHSC) or another agency with rate setting authority. The resulting rate is applied to the purchase of specifically defined units of service.
Blended Foster Care Rate	The blended foster care rate is the HHSC-developed rate equal to the weighted average rate across all placement types that DFPS pays under a Single Source Continuum Contract for each day of service provided to a child or youth in paid foster care.
Blended Foster Care Case Rate	The blended foster care case rate is the rate paid under a Single Source Continuum Contract for each day of service provided to each child or youth as measured against an established length of stay baseline formulated by HHSC for each defined age category or "strata" of children/youth.
Exceptional Foster Care Rate	An exceptional foster care rate applies to a limited number of situations and/or days under a Single Source Continuum Contract where a child requires extraordinary care.
Day (24 hour)	Usually for residential services. This is the rate paid to the provider for each 24-hour period that a DFPS client is in a provider's care.
Other	Any other payment type not defined above.

Entity Name	Contract Number	Payment Type
Multiple CR, CR w/Match, Fixed Price, and Other;		
see Schedule of Expenditures of Federal Awards		

RAI Factor #1 – SCOR Mandated

Independent Audits

2. Is your business entity required to undergo an independent audit? ☒ Yes ☐ No

   If yes, please identify the authority requiring the audit: Texas Local Government Code, Section 114.025

3. How long has it been since your last independent audit (e.g., Annual Financial Statement audit, Compliance audit) was completed by an independent auditor, including other state/federal agencies such as the State Auditor's Office (SAO) or the Office of Inspector General (OIG)? (Note: Monitoring activities conducted by another state agency are not considered independent audits for this purpose.)

   ☒ Within 21 Months ☐ Within 22-34 Months ☐ 35 Months or More ☐ No Audit Completed Provide a copy of the most recent independent audit, if applicable.

   Additional Information:

RAI Factor #9

Related Party Transactions

4. Disclose the type of business transactions (compensated or not) that occur between your business entity and any related party. For purposes of this question, related party refers to:
   a) A family member (including blood, marriage, or adoption),
   b) A member of the Board of Directors,
   c) Stockholders with >5% Ownership,
   d) Key Employees Paid Separately for Other Responsibilities (e.g., consulting services, not direct employees),
   e) Parent/Subsidiaries, or
   f) Organizations Under Common Ownership or Control (excluding routine relationships for an LLC).

   Transactions include business activities such as purchasing or leasing (e.g., a building, a computer, or a vehicle) and/or obtaining a service (e.g., legal services, accounting services, banking services).

Non-Compensated Services	☐ Yes ☒ No
Compensated, Non-Recurring Goods, Services, or Labor	☐ Yes ☒ No
Compensated, Recurring Goods, Services or Labor	☐ Yes ☒ No
Compensated Goods, Services, or Labor w/ Uniform Rate Uniform, Set Rate that Applies to All Contracts for the Service	☐ Yes ☒ No
Compensated Consulting or Management Services	☐ Yes ☒ No
Compensated Building Leasing	☐ Yes ☒ No
Compensated Transportation	☐ Yes ☒ No
For-Profit Affiliated with Non-Profit	☐ Yes ☒ No
Owned/Operated by Same or Related Entity	☐ Yes ☒ No
Parent/Subsidiary Relationship	☐ Yes ☒ No

RAI Factor #8

Subcontractors

5. Indicate the percentage of work performed by subcontractors for the contracted service (as allowable by the contract).

   ☒ No Subcontractor Involvement

   ☐ Subcontractors Account for 50% or Less of Work Performed

   ☐ Subcontractors Account for More than 50% of Work Performed

RAI Factor #14

Key Management Staff

For purposes of this question, key management staff may include individuals with titles such as: Executive Director, President, Sole Proprietor, Comptroller, Chief Financial Officer, Manager, or Program Director.

6. Has there been a change in any key management staff at your business organization within the past two years?

☐ Yes ☒ No

If Yes, has the change been within the past 24 months? ☐ Yes ☐ No

7. Indicate whether or not key management staff have at least two years' worth of experience providing fiscal or programmatic components of the contracted service (even if not with the same business entity).

Fiscal components refer to the financial aspect of the contract.

Programmatic components refer to the service delivery side of the contract, such as ensuring that services are provided to clients, monitoring the quality of the service delivery, complying with the service provisions in the contract.

Executive Director, Sole Proprietor, President or Equivalent	☐ Less than 2 years with fiscal or programmatic components of federal and/or state contracted programs	☐ At least 2 years with fiscal or programmatic components of federal and/or state contracted programs	☒ At least 2 years with fiscal and programmatic components of federal and/or state contracted programs
Accounting Director, Comptroller, Chief Financial Officer, Business Manager, etc.	☐ Less than 2 years with fiscal or programmatic components of federal and/or state contracted programs	☐ At least 2 years with fiscal or programmatic components of federal and/or state contracted programs	☒ At least 2 years with fiscal and programmatic components of federal and/or state contracted programs
Program Director, Program Coordinator or Equivalent	☐ Less than 2 years with fiscal or programmatic components of federal and/or state contracted programs	☐ At least 2 years with fiscal or programmatic components of federal and/or state contracted programs	☒ At least 2 years with fiscal and programmatic components of federal and/or state contracted programs

RAI Factor #16

Direct Delivery Staff

8. Has there been a significant change in direct delivery staff at your business organization within the preceding year?

☐ Yes ☒ No

9. Please indicate the average level of experience that direct delivery staff at your organization have in providing the contracted service.

☐ 0 - 23 months ☐ 24 - 59 months ☒ 60 or more months

RAI Factor #17

Internal Controls

10. Does your business organization have any outstanding liabilities or litigations?

☐ Yes ☒ No

If Yes, Describe:

RAI Factor #7

CERTIFICATION

This form must be signed by an individual with documented signature authority, as designated by the business entity.

I HEREBY CERTIFY, TO THE BEST OF MY KNOWLEDGE, THAT THE INFORMATION REPORTED HEREIN IS TRUE, CORRECT, AND COMPLETE.

Signature	Date
Patrick Swain	County Auditor
Printed Name	Title

JEFFERSON COUNTY, TEXAS

SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS

YEAR ENDED SEPTEMBER 30, 2017

Federal Grantor/Pass-through Grantor/ Program Title	Federal CFDA Number	Grantor's ID Number	Federal Expenditures	Pass Through Expenditures
FEDERAL PROGRAMS				
U. S. Department of Agriculture				
Passed through the Texas Department of Agriculture				
Summer Food Service Program	10.559	123-1007	$ 8,850	$ -
Total Passed through the Texas Department of Agriculture			8,850	-
Total U. S. Department of Agriculture			8,850	-
U. S. Department of Housing and Urban Development				
Passed through the Texas General Land Office				
Community Development Block Grant/States Program - Ike Round 2.2	14.228	DRS-220219	962,135	-
Total Passed through the Texas General Land Office			962,135	-
Passed through the Texas Department of Agriculture				
Cheek Step Sewer Improvement, Phase #5	14.228	TDCP-7216231	25,983	-
Total Passed through the Texas Department of Agriculture			25,983	-
Total U. S. Department of Housing and Urban Development			988,118	-
U.S. Department of the Interior				
Passed through the U.S. Fish and Wildlife Service				
Coastal Impact Assistance	15.668	F16AF00129	2,292,588	-
Total Passed through the U.S. Fish and Wildlife Service			2,292,588	-
U. S. Department of Justice				
Passed through the City of Beaumont				
Edward Byrne Memorial Formula Grant Program	16.579	2015DJBX1005	1,098	-
Edward Byrne Memorial Formula Grant Program	16.579	2016DJBX0729	18,312	-
Total Passed through the City of Beaumont			19,410	-
Passed through the Office of the Governor, Criminal Justice Division				
Crime Victim Assistance - Crime Victim's Clearinghouse	16.575	21032-07	93,203	-
Violence Against Women Formula Grants	16.588	13466-19	72,896	-
Violence Against Women Formula Grants	16.588	13466-20	9,313	-
Total Passed through the Office of the Governor, Criminal Justice Division			175,412	-
Direct Program				
State Criminal Alien Assistance Program (SCAAP)	16.606	2016APBX0262	4,368	-
Total Program 16.606			4,368	-
Total U. S. Department of Justice			199,190	-
U. S. Department of Transportation				
Construction of Taxiway D Reconstruction, Runway Safety Area Grading, RW 16/34 Rehabilitation, Design of Partial Reconstruction for RW 12/30, Taxiway E & F and and DBE/ACDBE Program Update	20.106	3-48-0018-030-2014	84,542	-
Reconstruct 1,000 feet of pavement from the 30 end of Runway 12-30	20.106	3-48-0018-031-2015	153,805	-
Design and Construction of Rehabilitation of Taxiway Delta (Phase III), Design Taxiway Delta (Phase IV), and Replacement of Rotating Beacon	20.106	3-48-0018-032-2016	2,040,757	-
Rehabilitate Taxiway Delta (Phase IV)	20.106	3-48-0018-033-2017	44,903	-
Total Passed through Federal Aviation Administration			2,324,007	-

COST REIMBURSEMENT

OTHER

COST REIMBURSEMENT

JEFFERSON COUNTY, TEXAS

SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS

YEAR ENDED SEPTEMBER 30, 2017

Federal Grantor/Pass-through Grantor/ Program Title	Federal CFDA Number	Grantor's ID Number	Federal Expenditures	Pass Through Expenditures
U. S. Department of Transportation				
Passed through Texas Department of Transportation				
Selective Traffic Enforcement Program - Impaired Driver				
Mobilization	20.601	2017-Jefferson-S-IYG-0057	$ 28,956	$ -
Violent Offender Task Force	20.601	25302 - TFO	1,922	-
Total Passed through Texas Department of Transportation			30,878	-
Total U. S. Department of Transportation			2,354,885	-
U. S. Department of Health and Human Services				
Passed through the Office of Attorney General				
Title IV-D Fees - Constable	93.563	N/A	51,325	-
Title IV-D Fees - District Clerk	93.563	N/A	319,602	-
Title IV-D Fees - Child Support Customer Service	93.563	N/A	1,300	-
Total Passed through the Office of Attorney General			372,227	-
Passed through Texas Department of Family & Protective Services				
Foster Care - Title IV-E Child Welfare Services	93.658	23939002	28,387	-
Foster Care - Title IV-E Legal Services	93.658	23939003	58,658	-
Total Passed through Texas Department of Family & Protective Services			87,045	-
Total U. S. Department of Health and Human Services			459,272	-
U. S. Department of Homeland Security				
Passed through the Texas Division of Emergency Management				
Emergency Management Performance Grant	97.042	17TX-EMPG-0389	38,508	-
Total Passed through the Texas Division of Emergency Management			38,508	-
Direct Programs				
2015 Port Security Grant	97.116	EMW2015PU00143	33,499	-
2016 Port Security Grant	97.116	EMW2016PU00351	17,760	-
Total Direct Programs			51,259	-
Passed through the Office of the Governor, Criminal Justice Division				
Homeland Security Grant Program - 2016 LETPA	97.067	29593-02	36,333	-
Total Passed through the Office of the Governor, Criminal Justice Division			36,333	-
Total U. S. Department of Homeland Security			126,100	-
Total Expenditures of Federal Awards			$ 6,429,003	$ -

COST REIMBURSEMENT

FEE FOR SERVICE

COST REIMBURSEMENT FIXED PRICE

COST REIMBURSEMENT

JEFFERSON COUNTY, TEXAS

SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS

YEAR ENDED SEPTEMBER 30, 2017

COST REIMBURSEMENT

State Grantor/Pass-through Grantor/ Program Title	Grantor's ID Number	State Expenditures	Pass Through Expenditures
STATE PROGRAMS			
Texas Department of Motor Vehicles			
Motor Vehicle Salvage/Theft Reduction Program	608-17-1230100	$ 78,206	$ -
Total Department of Motor Vehicles		78,206	-
Texas Department of Transportation			
Routine Airport Maintenance Grant	M1720BMPT	50,000	-
County Transportation Infrastructure Fund Grant	N/A	118,354	-
Total Department of Transportation		168,354	-
Texas Department of Criminal Justice			
Family Treatment Drug Court	1869010	51	-
Family Treatment Drug Court	1869011	35,830	-
Family Treatment Drug Court	1869012	3,389	-
Body-Worn Camera Program (BWC)	3037901	34,300	-
Drug Court	1604516	600	-
Total Department of Criminal Justice		74,170	-
Texas Indigent Defense Commission			
Indigent Defense Formula Grant FY 17	N/A	273,067	-
Total Indigent Defense Commission		273,067	-
Texas Commission on Law Enforcement			
Law Enforcement Officer Standards and Education	N/A	30,267	-
Total Texas Commission on Law Enforcement		30,267	-
Office of the Governor, Criminal Justice Division			
Juvenile Accountability Block Grants	28091-03	121,057	-
Total Office of the Governor, Criminal Justice Division		121,057	-
Texas Attorney General's Office			
Crime Victims Compensation Fund - Sexual Assault Exam	N/A	6,919	-
Total Texas Attorney General's Office		6,919	-
Texas Historical Commission			
Texas Historical Courthouse Preservation Program	CTH-JEFFERSON-08-2014	54,840	-
Total Texas Historical Commission		54,840	-
Total Expenditures of State Awards		$ 806,880	$ -
Total Expenditures of Federal and State Awards		$ 7,235,883	$ -

3 Other COST REIMBURSEMENT

Texas Dept. of Family and Protective Services

Signature Authority Designation

Form 2031
September 2014

All Contractors/Potential Contractors are required to fill out and submit this form.

Completion of this form designates signature authority for Contractor: Jefferson County

The Contractor may: (1) designate additional signature authority by including the additional signature authority's name and title; or (2) verify that the signature below is the only signature authority designated for contracting with DFPS.

The Contractor understands that there is an ongoing duty to notify DFPS in writing of any change to signature authority during the term of the contract with DFPS. The Contractor verifies that the signature(s) below is a complete, true and correct representation of signature authority.

Jeff Branick	
Printed Name	Signature of Authorized Representative
County Judge	
Title of Authorized Representative	Date
Jefferson County	
Legal Name of Contractor/Potential Contractor	Contract or Procurement Number

The Designated Signature Authority as referenced above has authorized the following person(s) listed below to also approve and sign on the contract functions as indicated. Please note that *both* the printed name and signature is required for each authorized individual.

Printed Name	Title	Function	Signature
Patrick Swain	County Auditor	Internal Control Structure Questionnaire and Title IV-E Billings	
Rhonda Brode	Internal Audit Manager	Internal Control Certification	

I certify that the person(s) indicated above are designated as "Authorized Official(s)" for the purpose stated and that the signatures are valid. I further understand that it is my responsibility to immediately notify the DFPS in writing of any changes to the above list.

Jeff Branick, Jefferson County Judge	
Printed or Typed Name & Title of Contract Signatory	Signature

ATTACHMENT A
GRANT STATEMENT OF WORK

I. GRANTEE RESPONSIBILITIES.

Grantee will perform the following.

A. Assist the DFPS in providing fair, adequate and expeditious judicial determinations and services regarding children eligible for services under Title IV-E of the Social Security Act (Title IV-E);

B. Provide services in accordance with Attachment B and Title IV-E Handbook for County Contracts (Handbook) at http://www.dfps.state.tx.us/handbooks/Title_IVE_County/Files/IVEC_pg_1000.asp#IVEC_1000 to children referred by DFPS;

C. Assist DFPS in identifying and meeting the needs of the children in the Grantee's County who are referred by DFPS;

D. Develop an estimated annual budget for the operations for this Contract, recommend it to the Commissioners Court and appear in support of it at budget hearings;

E. Maintain staffing at the level approved by the Commissioners' Court in its annual budget for each year in which the Contract is in effect;

F. Authorize the expenditure of Grantee funds and other special funds for the children in the Grantee's County referred by DFPS;

G. Review on a monthly basis expenditures, receipts and services delivered;

H. The Grantee will certify that the expenditures reported to DFPS on the 4116X, State of Texas Voucher (Invoice) are allowable expenditures under Title IV-E;

I. Use DFPS' financial and statistical reporting systems as directed by DFPS; and

J. Submit on an annual basis Federal Assurances and Certifications as directed by the Contract Manager.

II. DFPS RESPONSIBILITIES.

DFPS will perform the following.

A. Provide the Grantee with child population each quarter.

B. Process and pay the federally reimbursable portion of County-certified IV-E allowable expenditures on the submitted and approved invoice.

III. INVOICE AND PAYMENT.

A. **Budget.**

1. Grantee must provide its Contract Manager written notice on an annual basis if the Attachment B will not change.
2. If there is no change to Attachment B, then the Budget will carry over to the next Federal Fiscal Year.
3. If the Grantee is going to include indirect costs in its invoice, the Grantee will include by reference either the Grantee's approved Indirect Cost Agreement with the Federal Government or the appropriate documentation certifying the Grantee's official indirect cost rate.

ATTACHMENT A
GRANT STATEMENT OF WORK

B. **Invoice.**

1. Grantee will request payments using the invoice and in an accurate and timely manner for each federal quarter by the end of the following federal quarter and the expenditures in the invoice must include the information necessary to support these expenditures.
2. If the quarterly expenditures for the Grantee average or are expected to average less than $1,000 per quarter, the Grantee may request approval from the Contract Manager to submit Invoices on an annual basis with the invoice for each federal quarter submitted and documented separately but at the same time before the end of the first federal quarter of the following federal fiscal year.

ATTACHMENT C
DFPS GRANT UNIFORM TERMS & CONDITIONS

SECTION I
FUNDING AVAILABILITY & FINANCIAL

A. FUNDING AVAILABILITY.

1. This contract is contingent upon the continued availability of funding. If funds become unavailable through the lack of appropriations, legislative or executive budget cuts, amendment of the Appropriations Act, state agency consolidation or any other disruptions of current appropriations, DFPS will reduce or terminate this Contract.
2. DFPS is prohibited from incurring obligations in excess of amounts lawfully appropriated by the Texas Legislature over the course of a biennium.

B. TRAVEL EXPENSES.

Travel expenses authorized by this Contract will be reimbursed according to the rates set by the State of Texas TexTravel (or its successor) program. Furthermore, DFPS reserves the right to reimburse at a rate equal to the rate DFPS employees receive even if the rates set by the State of Texas TexTravel are higher.

C. NO DEBT AGAINST THE STATE.

For Grantees that are not governmental entities, this Contract will not be construed as creating any debt by or on behalf of the State of Texas.

D. DEBT TO STATE.

If a law prohibits the Texas Comptroller of Public Accounts from making a payment, the Grantee acknowledges that DFPS' payments under the Contract will be applied toward eliminating the Grantee's debt or delinquency, regardless of when it arises.

E. RECAPTURE OF FUNDS.

Grantee agrees that:

1. DFPS will withhold all or part of any payments to Grantee to offset overpayments made to Grantee. Overpayments, as used in this Section, include payments made by DFPS that exceed the maximum allowable rates, not allowed under applicable laws, rules, or regulations or that are otherwise inconsistent with this Contract, including any unapproved expenditures;
2. It will return to DFPS any amounts paid that are disallowed pursuant to financial and compliance audit(s) of funds received under this Contract; and
3. Reimbursement of such disallowed costs will be paid by Grantee from funds which were not provided or otherwise made available to Grantee under this Contract or from a source of federal funds derived from programs administered by DFPS or the State of Texas.

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F. ALLOWABLE COSTS.

DFPS will reimburse the allowable costs incurred in performing the Contract that are sufficiently documented. Grantee must have incurred a cost prior to claiming reimbursement and within the applicable term to be eligible for reimbursement under this Contract. DFPS will determine whether costs submitted by Grantee are allowable and eligible for reimbursement. If DFPS has paid funds to Grantee for unallowable or ineligible costs, DFPS will notify Grantee in writing, and Grantee shall return the funds to DFPS within 30 calendar days of the date of this written notice. DFPS will withhold all or part of any payments to Grantee to offset reimbursement for any unallowable or ineligible expenditure that Grantee has not refunded to DFPS, or if financial status report(s) required under the Financial Status Reports section are not submitted by the due date(s). DFPS will take repayment (recoup) from funds available under this Contract in amounts necessary to fulfill Grantee's repayment obligations. Applicable cost principles, audit requirements, and administrative requirements include the following chart. Furthermore, OMB Circulars will be applied with the modifications prescribed by UGMS with effect given to whichever provision imposes the more stringent requirement in the event of a conflict.

Applicable Entity	Applicable Cost Principles	Audit Requirements	Administrative Requirements
State, Local and Tribal Governments	2 CFR, Part 225	2 CFR Part 200, Subpart F and UGMS	2 CFR Part 200 and UGMS
Educational Institutions	2 CFR, Part 220	2 CFR Part 200, Subpart F and UGMS	2 CFR Part 200 and UGMS
Non-Profit Organizations	2 CFR, Part 230	2 CFR Part 200, Subpart F and UGMS	2 CFR Part 200 and UGMS
For-profit Organization other than a hospital	48 CFR Part 31, Contract Cost Principles Procedures, or uniform cost accounting standards that comply with cost principles acceptable to the federal or state awarding agency	2 CFR Part 200, Subpart F and UGMS	2 CFR Part 200 and UGMS

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G. INDEPENDENT SINGLE OR PROGRAM-SPECIFIC AUDIT.

If Grantee, within Grantee's fiscal year, expends a total amount of at least $750,000 in federal funds awarded, Grantee shall have a single audit or program-specific audit in accordance with 2 CFR 200. The $750,000 federal threshold amount includes federal funds passed through by way of state agency awards. If Grantee, within Grantee's fiscal year, expends a total amount of at least $750,000 in state funds awarded, Grantee must have a single audit or program-specific audit in accordance with UGMS, State of Texas Single Audit Circular. The audit must be conducted by an independent certified public accountant and in accordance with 2 CFR 200, Government Auditing Standards, and UGMS. For-profit Grantees whose expenditures meet or exceed the federal or state expenditure thresholds stated above shall follow the guidelines in 2 CFR 200 or UGMS, as applicable, for their program-specific audits. HHSC Single Audit Services will notify Grantee to complete the Single Audit Determination Form. If Grantee fails to complete the Single Audit Determination Form within 30 calendar days after notification by HHSC Single Audit Services to do so then, Grantee shall be subject to the DFPS sanctions and remedies for non-compliance with this Contract. Each Grantee that is required to obtain a single audit must competitively re-procure single audit services once every six years. Grantee shall procure audit services in compliance with this section, state procurement procedures, as well as, with the provisions of UGMS.

H. SUBMISSION OF AUDIT.

Within 30 days after receipt of the independent certified public accountant's report or nine months after the end of the fiscal year, Grantee shall submit electronically, one copy of the Single Audit or Program-Specific Audit to the DFPS as directed in this Contract and another copy to: single_audit_report@hhsc.state.tx.us.

I. INSURANCE.

For Grantees that are not governmental entities, the following applies.

1. Unless otherwise specified in this Contract, Grantee will acquire and maintain, for the duration of this Contract, insurance coverage necessary to ensure proper fulfillment of this Contract and potential liabilities thereunder with financially sound and reputable insurers licensed by the Texas Department of Insurance, in the type and amount customarily carried within the industry or as determined by DFPS.
2. Grantee will provide evidence of insurance upon request by DFPS.
3. In the event that any policy is determined by DFPS to be deficient and does not comply with the terms of this Contract, Grantee will secure such additional coverage as required DFPS, law or regulation.
4. If coverage expires during the term of this Contract, Grantee must produce renewal certificates for each type of coverage.

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J. NONSUPPLANTING.

Grantee shall not use funds from this Contract to replace or substitute for existing funding from other sources but shall use funds from this Contract to supplement existing state or local funds currently available. Grantee shall make a good faith effort to maintain its current level of support. Grantee will be required to submit documentation substantiating that a reduction in state or local funding, if any, resulted for reasons other than receipt or expected receipt of funding under this Contract

SECTION II
RECORDS, AUDIT, CONFIDENTIAL INFORMATION, PUBLIC INFORMATION ACT & PUBLICITY

A. RECORDS RETENTION AND ACCESS.

1. Grantee will keep and maintain under Generally Accepted Accounting Principles (GAAP) or Governmental Accounting Standards Board (GASB), as applicable, accurate and complete records necessary to determine compliance with this Contract and applicable laws.
2. Grantee will provide access to its records to DFPS, the Texas State Auditor's Office (SAO), the Federal Government, and their authorized representatives.
3. Unless otherwise specified in this Contract, Grantee will maintain legible copies of this Contract and all related documentation for a minimum of seven years after the termination of this Contract or seven years after the completion of any litigation or dispute involving the Contract, whichever is longer.
4. **THE GRANTEE WILL NOT DISPOSE OF RECORDS BEFORE PROVIDING THE DFPS CONTRACT MANAGER WRITTEN NOTICE OF ITS INTENT TO DISPOSE OF RECORDS AND RECEIVING WRITTEN APPROVAL FROM THE DFPS CONTRACT MANAGER.**

B. SAO AUDIT.

1. Grantee understands that acceptance of funds under this Contract or through a subcontract acts as acceptance of the authority of the SAO or any successor agency, to conduct an audit or investigation in connection with those funds.
2. Under the direction of the Legislative Audit Committee, an entity that is the subject of an SAO audit or investigation must provide the SAO access to any information that is considered relevant.
3. Grantee agrees to cooperate fully with the SAO, or its successor, in the conduct of the audit or investigation, including providing all records requested.
4. Grantee will ensure that this clause, concerning the authority to audit funds received indirectly by subgrantees related to this Contract and the requirement to cooperate, is included in any subcontracts it awards.

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C. COMPLIANCE WITH AUDIT OR INSPECTION FINDINGS.

1. Grantee will implement all corrections necessary to address any finding of noncompliance with any law, regulation, audit requirement, accounting principle, or deficiency identified in any audit, review, or inspection of this Contract.
2. Any such correction will be at Grantee or its subgrantee's sole expense.
3. Whether Grantee's action corrects the noncompliance will be solely the decision of DFPS.
4. Grantee must provide, at DFPS' request, a copy of those portions of Grantee's and its subgrantees' internal audit reports relating to this Contract.

D. CONFIDENTIAL INFORMATION.

1. Grantee agrees to only use DFPS confidential information for the purpose of this Contract and comply with all applicable state and federal laws when it receives and stores DFPS confidential information, including, but not limited to, the following enumerated. This includes any communication or record regardless of form or format provided or made available through any means and includes records or information that identifies DFPS children or clients.
   a. Section 106 of the Child Abuse Prevention and Treatment Act (CAPTA), codified at 42 U.S.C. 5106a;
   b. Section 471 of Title IV-E of the Social Security Act, codified at 42 U.S.C. 671(a)(8), and related federal rules at 45 CFR 1355.30 & 45 CFR 205.50;
   c. Social Security Administration Data, including, without limitation, Medicaid information (The Social Security Act, 42 U.S.C. Chapter 7);
   d. Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 CFR Part 99;
   e. Protected Health Information, including Electronic Protected Health Information or Unsecured Protected Health Information under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), 42 U.S.C. Chapter 7, Subchapter XI, Part C; 45 CFR Parts 160 and 164;
   f. Confidentiality of Alcohol and Drug Abuse Patient Records, 42 U.S.C. § 290dd-2, 42 CFR Part 2;
   g. Federal Tax Information, Internal Revenue Code, Title 26 of the United States Code including IRS Publication 1075;
   h. The Privacy Act of 1974, as amended by the Computer Matching and Privacy Protection Act of 1988, 5 U.S.C. § 552a;
   i. Personal Identifying Information defined by Texas Business and Commerce Code Chapter 521, and OMB Memorandum 07-16, Safeguarding Against and Responding to the Breach of Personally Identifiable Information;
   j. Texas Family Code § 261.201 and related provisions in Chapters 261 and 264;
   k. Texas Health and Safety Code § 81.046 and Chapters 181 and 611;
   l. Texas Human Resources Code § 12.003, § 40.005, and Chapter 48;

m. Texas Public Information Act, Texas Government Code Chapter 552;
n. 19 TAC Chapter 702 Subchapter F (Child Protective Services), and Chapter 705 Subchapter M (Adult Protective Services); and
o. Criminal History Record Information guidelines in the FBI's Criminal Justice Information Services (CJIS) Security Policy.

2. Grantee will notify DFPS immediately, but not later than 24 hours, after Grantee discovers any possible or actual unauthorized disclosure or breach of DFPS confidential information.
3. Grantee will fully cooperate with DFPS in investigating, mitigating to the extent practicable and issuing notifications directed by DFPS in the manner determined by DFPS.
4. Grantee will only disclose information according to applicable law and will notify DFPS as required by the applicable law, when it makes a disclosure.

E. PUBLIC INFORMATION ACT.

1. Information related to this Contract will be subject to the Public Information Act (PIA) found at Texas Government Code Chapter 552 and withheld from public disclosure or released only in accordance with the PIA.
2. For Grantees that are not governmental entities, the Grantee will make any information created or exchanged with the State of Texas or DFPS under this Contract available in a format that is accessible to the public at no charge to the State of Texas or DFPS.

F. PUBLICITY.

Grantee must not use the name of, or directly or indirectly refer to, DFPS, the State of Texas, or any other state agency in any media release, public announcement, or public disclosure relating to the Contract or its subject matter, including in any promotional or marketing materials, customer lists, or business presentations.

Grantee will publish, at its sole expense, results of Grantee performance under the Contract with DFPS's prior review and written approval, which DFPS will withhold at its sole discretion. Any publication (written, visual, or sound) will acknowledge the support received from DFPS and any Federal agency, as appropriate.

G. LIMITATION OF DFPS NAME, SEAL OR LOGO.

1. Grantee will not use the DFPS name, seal or logo in any form or manner without the prior written approval of DFPS.
2. Grantee will not use the DFPS name, seal or logo to imply any endorsement, approval, or sponsorship of Grantee's goods or services by DFPS.

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SECTION III
OWNERSHIP & INTELLECTUAL PROPERTY

A. OWNERSHIP.

DFPS owns all work produced by Grantee under this Contract.

B. INTELLECTUAL PROPERTY.

1. To the extent any services, deliverables or work performed by Grantee results in the creation of intellectual property, all right, title, and interest in and to such intellectual property, will vest in DFPS upon creation and will be deemed to be a "work made for hire," and made in the course of the services rendered pursuant to this Contract.
2. To the extent that title to any such intellectual property will not by law vest in DFPS, or such intellectual property will not be considered a "work made for hire," Grantee hereby irrevocably assigns all rights, title, and interest therein to DFPS.
3. Grantee must give DFPS and the State of Texas, as well as any person designated by DFPS or the State of Texas, all assistance required to perfect the rights defined in this Section, without any additional charge or expense beyond the stated amount payable to Grantee authorized under this Contract.

SECTION IV
NOTICE

A. NOTICE.

Except as otherwise required by this Contract, written notice will be:
1. By hand delivery or United States Mail, certified, return receipt requested or by nationally recognized courier service to the Grantee's assigned Contract Manager; and
2. Effective on receipt by the Party.

B. NOTICE OF LEGAL MATTER OR LITIGATION.

Grantee will notify the assigned DFPS Contract Manager of any litigation or legal matter related to or affecting this Contract within seven calendar days of Grantee becoming aware of the litigation or legal matter.

C. NOTICE OF CHANGE IN CONTACT PERSON OR KEY PERSONNEL OR MATTERS IMPACTING CONTRACT.

The Grantee will notify their assigned DFPS Contract Manager within ten days of any change to the Grantee's Contact Person or Key Personnel or any matter impacting the Contract, which includes but is not limited to changes to Grantee's name or identity,

ownership, control, governing board membership, any problem or potential problem associated with its performance or services, or payee identification number.

D. COMPLAINT REPORTING.

Unless otherwise noted in this Contract, DFPS will contact the Grantee when it receives a complaint about the Grantee and advise the Grantee whether DFPS will conduct an investigation or will coordinate with the Grantee for an investigation. When DFPS requires the Grantee to conduct any part of the complaint investigation, Grantee must respond in writing to DFPS with all information and according to DFPS's requirements and specified time frames.

SECTION V
AMENDMENT

A. AMENDMENT.

Except as provided for in the Unilateral Amendments section below, this Contract can only be changed by an Amendment executed by both Parties.

B. UNILATERAL AMENDMENT.

A Unilateral Amendment will be issued by DFPS and it will be effective 10 days after it is sent to the Grantee. DFPS has sole discretion as to whether a change to the Contract will require an Amendment. DFPS will issue a Unilateral Amendment to:

1. Correct an obvious clerical error;
2. Modify a contract number or Agency ID number;
3. Incorporate new or revised state or federal laws, regulations, rules or policies;
4. Comply with a court order or judgment;
5. Update service level description or daily rates;
6. Update Grantee's name as recorded by the Secretary of State, as required by law or as authorized by DFPS;
7. Change either Party's Contract Manager or legal notice designee or contact information; and
8. Change any recorded license number based on information obtained from the agency or entity issuing the license.

SECTION VI
TERMINATION

A. TERMINATION FOR CONVENIENCE.

DFPS will terminate the Contract, in whole or in part, at any time when, in its sole discretion,

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DFPS determines that termination is in the best interests of the State of Texas. The termination will be effective on the date specified in DFPS's notice of termination.

B. TERMINATION FOR CAUSE.

1. If the Grantee fails to provide the services or goods required by this Contract or fails to comply with any terms or conditions of it, DFPS will terminate the Contract in whole or part.
2. In addition to any other remedy allowed by law, Grantee will be responsible to DFPS for all costs incurred by DFPS and the State of Texas to replace the Grantee. These costs include, but are not limited to, the costs of procuring a substitute Grantee and the cost of any claim or litigation that is reasonably attributable to Grantee's failure to provide services or goods.

C. EQUITABLE SETTLEMENT.

Any early termination under this Contract will be subject to the equitable settlement of the respective interests of the Parties up to the date of termination.

SECTION VII
GENERAL PROVISIONS

A. GOVERNING LAW AND VENUE.

This Contract and the rights and obligations of the Parties will be governed by and construed according to the laws of the State of Texas, exclusive of any conflicts of law provisions. Venue for any suit brought under this Contract will be in a court of competent jurisdiction in Travis County, Texas unless otherwise elected by DFPS. Grantee irrevocably waives any objection, including any objection to personal jurisdiction or the laying of venue or based on the grounds of forum non conveniens, which it will now or hereafter have to the bringing of any action or proceeding in such jurisdiction with respect to this Contract.

B. INDEMNITY.

The following applies to Grantees that are not governmental entities.

1. Grantee will defend, indemnify and hold harmless the State of Texas and its officers and employees, and DFPS and its officers and employees, from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, including attorneys' fees and court costs, arising out of or resulting from:
   a. Grantee's performance under the Contract, including any negligent acts or omissions of Grantee, or any agent, employee, subrecipient, or supplier of the Grantee, or any third party under the control or supervision of the Grantee, in the execution or performance of this Contract;

b. Any breach or violation of a statute, ordinance, governmental regulation, standard or rule of Contract by the Grantee or any agent, employee, subgrantee, or supplier of the Grantee, or any third party under the control or supervision of the Grantee, in the execution or performance of this Contract;
c. Employment or alleged employment discrimination, including claims of discrimination against Grantee, its officers, or its agents; or
d. Work under this Contract that infringes or misappropriates any right of any third person or entity based on copyright, patent, trade secret, or other intellectual property rights.

2. Nothing in this Contract will be construed as a waiver of DFPS' sovereign immunity.

C. BACKGROUND HISTORY CHECKS AND RIGHT OF REMOVAL.

1. Before providing direct services, having direct client contact and/or access to client records, the Grantee will submit information necessary for DFPS to conduct background checks on its employees, subcontractors or volunteers according to DFPS Background Checks Handbook under the applicable policy section at http://www.dfps.state.tx.us/handbooks/Background_Checks/default.asp, including any required disclosures. Furthermore, before the employee, subcontractor or volunteer can provide direct services, have direct contact or access client records, the Grantee must receive notice from DFPS that the background check has been approved.
2. If while providing direct services, having direct client contact and/or access to client records, the Grantee becomes aware of any new arrest or investigation of abuse or neglect conducted by any federal, state or local agency or board of an employee, subcontractor or volunteer, then the Grantee will notify DFPS within ten business days of them becoming aware of it. DFPS will determine if and when the employee, subcontractor or volunteer can have direct contact with clients.

D. ASSIGNMENTS.

Grantee will not assign all or any portion of its rights under, interests in, or duties required under this Contract without prior written consent of DFPS, which will be withheld or granted at the sole discretion of DFPS. Except where otherwise agreed in writing by DFPS, assignment will not release Grantee from its obligations under the Contract.

Grantee agrees that DFPS will, in one or more transactions, assign, pledge, or transfer the Contract. This assignment will only be made to another state agency or a non-state agency that is contracted to perform work for DFPS.

E. SEVERABILITY.

If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract will be construed as if such provision did not exist and the non-

enforceability of such provision will not be held to render any other provisions of this Contract unenforceable.

F. SURVIVABILITY.

Termination or expiration of this Contract will not release either party from any liabilities or obligations that the parties have expressly agreed will survive any such termination or expiration, remain to be performed, or by their nature would be intended to be applicable following any such termination or expiration, including maintaining confidentiality of information and records retention.

G. FORCE MAJEURE.

Except with respect to the obligation of payments under this Contract, if either of the Parties, after a good faith effort, is prevented from complying with any express or implied covenant of this Contract by reason of war; terrorism; rebellion; riots; strikes; acts of God; any valid order, rule, or regulation of any governmental authority; or similar events that are beyond the control of the affected Party (collectively referred to as a "Force Majeure"), then, while so prevented, the affected Party's obligation to comply with such covenant will be suspended, and the affected Party will not be liable for damages for failure to comply with such covenant. In any such event, the Party claiming Force Majeure will promptly notify the Grantee of the Force Majeure event in writing of the reason for such delay, estimated duration of the delay, and the steps taken to minimize the delay.

H. AUTHORITY OF DFPS STAFF.

DFPS staff are not authorized to sign non-DFPS forms, unless those forms have received prior approval by DFPS. DFPS is not bound to the terms of any forms signed by unauthorized staff.

I. DISPUTE RESOLUTION.

For Grantees that are not governmental entities, the Parties will use the dispute resolution process in Texas Government Code Chapter 2260 to resolve any dispute that arising under this Contract.

J. WAIVER.

DFPS's failure to enforce any provision of this Contract or its payment for services or goods provided under this Contract, will not constitute a waiver of any provision of the Contract.

K. HISTORICALLY UNDERUTILIZED BUSINESS (HUB).

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For Grantees that are not governmental entities, the Grantee will provide pertinent details of any participation by a HUB in fulfilling the duties and obligations arising under this Contract.

L. CIVIL RIGHTS.

1. Grantee agrees to comply with state and federal anti-discrimination laws, including:
   a. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.);
   b. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794);
   c. Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.);
   d. Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-6107);
   e. Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681-1688);
   f. Food and Nutrition Act of 2008 (7 U.S.C. § 2011 et seq.); and
   g. DFPS's administrative rules, as set forth in the Texas Administrative Code, to the extent applicable to this Contract.
2. Grantee agrees to comply with all amendments to these laws, and all requirements imposed by the regulations issued pursuant to these laws. These laws provide in part that no persons in the United States will, on the grounds of race, color, national origin, sex, age, disability, political beliefs, or religion, be excluded from participation in or denied any service or other benefit provided by Federal or State funding or otherwise be subjected to discrimination.
3. Grantee agrees to comply with Title VI of the Civil Rights Act of 1964, and its implementing regulations found at 45 C.F.R. Part 80 or 7 C.F.R. Part 15, prohibiting a Grantee from adopting and implementing policies and procedures that exclude or have the effect of excluding or limiting the participation of clients in its programs, benefits, or activities on the basis of national origin. Civil rights laws require Grantees to provide alternative methods for ensuring access to services for applicants and recipients who cannot express themselves fluently in English. Grantee agrees to take reasonable steps to provide services and information, both orally and in writing and electronically, in appropriate languages other than English to ensure that persons with limited English proficiency are effectively informed and can have meaningful access to government funded programs, benefits, and activities.
4. Grantee agrees to post applicable civil rights posters in areas open to the public informing clients of their civil rights and including contact information for the HHSC Civil Rights Office. The posters are available on the HHSC website at: http://hhscx.hhsc.texas.gov/system-support-services/civil-rights/publications.
5. Grantee agrees to comply with Executive Orders 13279 and 13559, and their implementing regulations at 45 C.F.R. Part 87 or 7 C.F.R. Part 16. These provide in part that any organization that participates in programs funded by direct financial assistance from the United States Department of Agriculture or the United States Department of Health and Human Services will not discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief. Grantee must provide written notice to beneficiaries of these rights.

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6. Upon request, Grantee will provide Texas Health and Human Services Commission (HHSC) Civil Rights Office with copies of the Grantee's civil rights policies and procedures.
7. Grantee must notify HHSC's Civil Rights Office of any civil rights complaints received relating to its performance under this Contract. This notice must be delivered no more than ten calendar days after receipt of a complaint. This notice must be directed to:

   HHSC Civil Rights Office
   701 W. 51st Street, Mail Code W206
   Austin, Texas 78751
   Phone Toll Free: (888) 388-6332
   Phone: (512) 438-4313
   TTY Toll Free: (877) 432-7232
   Fax: (512) 438-5885

M. PERMIT AND LICENSE.

Grantee will be responsible at their expense for obtaining all permits and licenses required by city, county, state or federal rules, regulations or laws necessary or required for the Grantee to provide services or goods under this Contract.

N. WARRANTY.

Grantee warrants that all services, deliverables and work done under this Contract will be completed in a manner consistent with generally accepted standards in the applicable trade, profession, or industry and conform to or exceed the specifications set forth in the Contract and be fit for ordinary use, of good quality, and contain no material defects.

O. E-VERIFY/EMPLOYEE ELIGIBILITY.

By entering into this Contract, Grantee certifies and ensures that it utilizes and will continue to utilize, for the term of this Contract, the U.S. Department of Homeland Security's e-Verify system to determine the eligibility of all persons employed during the contract term to perform duties within Texas and all persons (including subgrantees) assigned by the Grantee to perform services, deliverables and work pursuant to the Contract.

P. REPORT OF WASTE, FRAUD OR ABUSE.

Grantees who suspect fraud, waste or abuse (including employee misconduct that would constitute fraud, waste, or abuse) are required to immediately contact both the Texas HHSC Office of the Inspector General at 1-800-436-6184 and the Texas State Auditor's Office at https://sao.fraud.texas.gov/ReportFraud/.

Q. Cultural Competence.

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1. Grantee will make reasonable efforts to provide services that meet each client's individual needs and takes into consideration the intellectual functioning, literacy, level of education and comprehension ability of each client in order to ensure that all information is presented in a way that meets each client's individual needs.
2. Grantee will provide services in the client's primary language either directly by Grantee or by a DFPS approved translator.
3. Grantee will have a cultural competence mission statement, core values or other similar guidance that provides how the Grantee will effectively provide these services to clients of various cultures, races, ethnic backgrounds and religions in a manner that recognizes and affirms the client's worth, protects and preserves the client's dignity and ensures equity of service delivery.

SECTION VIII
CERTIFICATIONS & AFFIRMATIONS

As applicable to this Contract, Grantee certifies and affirms that by entering into this Contract that these certifications and affirmations apply to Grantee, and all of Grantee's principals, officers, directors, shareholders, partners, owners, agents, employees, subrecipients, independent Grantees, and any other representatives who will provide services under, who have a financial interest in, or otherwise have an interest in this Contract.

A. Grantee has not given, offered to give, and does not intend to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with this Contract.

B. Under Texas Government Code §§ 2155.006 and 2261.053 (relating to convictions and penalties regarding Hurricane Rita, Hurricane Katrina or other disasters), Grantee acknowledges that it is not ineligible to receive this Contract and this Contract will be terminated and payment withheld if this certification is found to be inaccurate.

C. Under Texas Family Code § 231.006 (relating to delinquent child support), Grantee acknowledges that it is not ineligible to receive the specified grant, loan, or payment and acknowledges that this Contract will be terminated and payment will be withheld if this certification is found to be inaccurate.

D. Grantee is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency under the regulations implementing Executive Order 12549 and Executive Order 12689, Debarment and Suspension, 2 C.F.R. Part 376, and any relevant regulations promulgated by the department or agency funding this project. Grantee agrees that this provision will be included in its entirety in Grantee's subcontracts if payment in whole or in part is from federal funds. Furthermore, Grantee acknowledges that it has not been subjected to suspension, debarment, or similar ineligibility determined by any state or local governmental entity.

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E. Grantee is not listed on the federal government's terrorism watch list described in Executive Order 13224. Entities ineligible for federal procurement are listed at https://www.sam.gov/portal/public/SAM/. This Contract will be terminated and payment withheld if this certification is inaccurate. This provision will be included in its entirety in Grantee's subcontracts if payment in whole or in part is from federal funds.

F. Under Texas Government Code § 669.003 (relating to contracting with the executive head of a state agency), Grantee acknowledges that it is not the executive head of DFPS, was not at any time during the past four years the executive head of DFPS and does not employ a current or former executive head of DFPS.

G. Grantee acknowledges that it is not currently delinquent in the payment of any franchise taxes owed to the State of Texas under Texas Tax Code Chapter 171.

H. Payments to Grantee and Grantee's receipt of appropriated or other funds under this Contract are not prohibited by Texas Government Code §§ 556.005, 556.0055 or 556.008 (relating to use of appropriated money or state funds to employ or pay lobbyists, lobbying expenses, or influence legislation).

I. Grantee will comply with Texas Government Code § 2155.4441 (preference for purchase of products produced in the State of Texas).

J. Grantee has not violated state or federal antitrust laws and has not communicated its bid for this Contract directly or indirectly to any competitor or any other person engaged in such line of business. Grantee hereby assigns to DFPS any claims for overcharges associated with this Contract under 15 U.S.C. § 1, et seq., and Texas Business and Commerce Code § 15.01, et seq.

K. If the Grantee is a "Company" under Texas Government Code § 808.001, at the time of executing this Contract, that it is not boycotting Israel and will not boycott Israel during the term of this Contract.

ATTACHMENT D
DFPS GRANT SUPPLEMENTAL & SPECIAL CONDITIONS

SECTION I
SUPPLEMENTAL CONDITIONS

The DFPS Uniform Terms and Conditions are modified for this Contract as follows.

A. Section II(D) is modified by adding the following language as Subsection 5:

5. The County may, without prior DFPS approval, provide access to records and/or information concerning children receiving services under this Contract by the DFPS to properly identified individuals appointed by a court of competent jurisdiction that are volunteers or employees of Court Appointed Special Advocates (CASA), guardians ad litem, and/or attorneys ad litem in accordance with Texas Family Code Section 107.006. In order to confirm that an individual who is accessing records and information is appointed by a court of competent jurisdiction, the County should:
   a. If such individual is an employee of the CASA, guardian ad litem, or attorney ad litem, review for a valid court order;
   b. If such individual is a CASA volunteer, review for a valid court order and a notification letter of volunteer assignment and acceptance, that clarifies the individual's appointment to the child for whom records or information is sought; or
   c. If County cannot readily determine the identity or authority of an individual appointed by a court of competent jurisdiction, then County should obtain written approval from DFPS prior to granting access to records or information.

B. Section VII(C) is deleted from the DFPS Uniform Terms and Conditions.

SECTION II
SPECIAL CONDITIONS

In addition to the DFPS Grant Uniform Terms and Conditions, the Grantee agrees to comply with the following DFPS Grant Special Conditions.

A. PAYMENTS UNDER STATE PLANS APPROVED UNDER TITLE IV-E AND TANF.

As applicable, Grantees must seek payment or adjustment to payments in accordance with the time limit specified in 45 Code of Federal Regulations (CFR) 95.1 that provides a two-year (eight quarter) time limit for a State to claim Federal financial participation in expenditures under State plans approved under Title IV-E and Temporary Assistance for Needy Families (TANF).

Any invoice or amended invoice, that is submitted to DFPS later than seven quarters after the end of the quarter of the expense will not be processed unless DFPS determines that

ATTACHMENT D
DFPS GRANT SUPPLEMENTAL & SPECIAL CONDITIONS

submission for payment of the bill to the federal government can be executed within the time limits provided in the CFR.

B. REPORTING ABUSE, NEGLECT, OR EXPLOITATION.

Grantee will report any suspected case of abuse, neglect, or exploitation to the appropriate authority as required by the Texas Family Code Chapter 261. All reports must be made within 24 hours of the discovery of the suspected abuse, neglect, or exploitation.

C. SUBCONTRACTING.

As applicable under the Contract, Grantee will comply will comply with the following.

1. Grantee will be responsible to DFPS for any subgrantee's performance under this Contract. Subgrantees providing services under the Contract will meet the same requirements and level of experience as required of Grantee.
2. No subcontract under the Contract will relieve Grantee of responsibility for ensuring the requested services are provided.
3. Grantees planning to subcontract all, or a portion, of the work to be performed will identify the proposed subgrantees.
4. Subcontracting will be solely at Grantee's expense.
5. DFPS retains the right to check subgrantee's background and approve or reject the use of submitted subgrantees.
6. Grantee will be the sole contact for DFPS and Grantee will list a designated point of contact for all DFPS inquiries.
7. Grantee will include a term in all subcontracts that incorporates this Contract by reference and binds subgrantees to all the requirements, terms, and conditions of this Contract related to the service being provided by the subgrantee, as well as explicitly hold that this Contract controls in the event of any conflict with subcontract. DFPS approval of Grantee's use of any subgrantee is conditioned upon the extent that any subcontract does not conflict with any requirements of the Contract between DFPS and Grantee.
8. Payments to subgrantees will be made pursuant to the Texas Prompt Payment Act (Texas Government Code Chapter 2251).

D. INFORMATION SECURITY REQUIREMENTS.

Grantee must comply with the following:

1. The DFPS IT Security Policy located at: https://www.dfps.state.tx.us/PCS/About_PCS/documents/Grantee_Information_Security.pdf
2. Upon reasonable notice, Grantee must provide, and cause its subgrantees and agents to provide, DFPS or its designee, prompt, reasonable, and adequate access to any

ATTACHMENT D
DFPS GRANT SUPPLEMENTAL & SPECIAL CONDITIONS

information security records, books, documents, and papers that are directly pertinent to the performance of the Contract including, but not limited to:

a. Grantee information security policies, procedures, standards, guidelines;
b. Grantee security violation reports;
c. Grantee employee security acknowledgement agreements; and
d. Lists of Grantee's employees, subgrantees, and agents with authorized access to DFPS confidential information.

3. The information in Subsection 2 above is subject to DFPS' review and approval. Neither DFPS' review or approval, nor its failure to review or approve, will relieve, waive, or satisfy any of Grantee's obligations under this Contract.
4. Grantee will provide, and will cause its subgrantees and agents to provide, to DFPS, upon reasonable notice, written certifications of compliance with controls and provisions relating to information security, including but not limited to, those related to confidential data transfers and the handling and disposal of Personally Identifiable Information (PII). Acceptable forms of written compliance may be, but are not limited to:
   a. The American Institute of Certified Public Accountants' Statement on Standards of Attestation Engagements 18 ("SSAE 18") or similar subsequent report;
   b. General Security Controls Audit;
   c. Application Controls Audit;
   d. Vulnerability Assessment; and
   e. Network/Systems Penetration Test.

E. REMOVAL OF ACCESS.

Grantee will immediately remove access capabilities to any DFPS automated/internet-based application(s), or immediately notify DFPS that access to such applications needs to be terminated for an employee, subgrantee, or volunteer whose employment, subcontract, or volunteer term with Grantee has ended for any reason.

Texas Department Of Transportation - Traffic Safety
Electronic Signature Authorization Form

This form identifies the person(s) who have the authority to sign grant agreements and amendments for the Grant ID listed at the bottom of the page.

Name Of Organization: County of Jefferson

Project Title: STEP Comprehensive

Authorizing Authority
The signatory of the Subgrantee hereby represents and warrants that she/he is an officer of the organization for which she/he has executed this agreement and that she/he has full and complete authority to enter into the agreement on behalf of the organization. I authorize the person(s) listed under the section "Authorized to Electronically Sign Grant Agreements and Amendments" to enter into an agreement on behalf of the organization.

Name:	JUDGE JEFF R. BRANICK
Title:	COUNTY JUDGE
Signature:	
Date:	9/04/2018
Under the authority of Ordinance or Resolution Number (if applicable)	

Authorized to Electronically Sign Grant Agreements and Amendments
List Subgrantee Administrators who have complete authority to enter into an agreement on behalf of the organization.

	Print Name of Subgrantee Administrator in TxDOT Traffic Safety eGrants	Title
1.	TRISH LYN MOLFINO	LIEUTENANT
2.	PATRICK SWAIN	COUNTY AUDITOR
3.		

Texas Traffic Safety eGrants

Fiscal Year 2019

Organization Name: Jefferson County Sheriff's Office

Legal Name: County of Jefferson

Payee Identification Number: 17460002912052

Project Title: STEP Comprehensive

ID: 2019-JeffersonCoSO-S-1YG-00082

Period: 10/01/2018 to 09/30/2019

FOR REVIEW ONLY - NOT A LEGAL DOCUMENT

TEXAS TRAFFIC SAFETY PROGRAM GRANT AGREEMENT

THE STATE OF TEXAS
THE COUNTY OF TRAVIS

THIS AGREEMENT IS MADE BY and between the State of Texas, acting by and through the Texas Department of Transportation, hereinafter called the Department and the, **County of Jefferson** hereinafter called the Subgrantee, and becomes effective then fully executed by both parties. For the purpose of this agreement, the Subgrantee is designated as a(n) **Local Government/Transit District**.

AUTHORITY: Texas Transportation Code, Chapter 723, the Traffic Safety Act of 1967, and the Highway Safety Performance Plan for the Fiscal Year 2019.

Name of the Federal Agency: **National Highway Traffic Safety Administration**

CFDA Number:
CFDA Title:
Funding Source: Section
DUNS: **010807535**
FAIN:

Project Title: **STEP Comprehensive**
This project is **Not Research and Development**

Grant Period: This Grant becomes effective on **10/01/2018** or on the date of final signature of both parties, whichever is later, and ends on **09/30/2019** unless terminated or otherwise modified.

Total Awarded: **$44,076.83**
Amount Eligible for Reimbursement by the Department: **$33,007.70**
Match Amount provided by the Subgrantee: **$11,069.13**

FOR REVIEW ONLY - NOT A LEGAL DOCUMENT

TEXAS TRAFFIC SAFETY PROGRAM GRANT AGREEMENT

The signatory of the Subgrantee hereby represents and warrants that she/he is an officer of the organization for which she/he has executed this agreement and that she/he has full and complete authority to enter into this agreement on behalf of the organization.

Subgrantee Signature

By checking this box, I agree to use electronic signatures. Furthermore, I confirm that I have signature authority to execute this document and it is an electronic representation of my signature for all purposes when I use it on documents, including legally binding contracts—just the same as a pen-and-paper signature.

Name:

Title:

Date:

TxDOT Signature

By checking this box, I agree to use electronic signatures. Furthermore, I confirm that I have signature authority to execute this document and it is an electronic representation of my signature for all purposes when I use it on documents, including legally binding contracts—just the same as a pen-and-paper signature.

Name:

Title:

Date:

Texas Traffic Safety Program

GRANT AGREEMENT GENERAL TERMS AND CONDITIONS

Definitions: For purposes of these Terms and Conditions, the "Department" is also known as the "State" and the "prospective primary participant" and the "Subgrantee" is also known as the "Subrecipient" and "prospective lower tier participant"

ARTICLE 1. COMPLIANCE WITH LAWS

The Subgrantee shall comply with all federal, state, and local laws, statutes, codes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any matter affecting the performance of this agreement, including, without limitation, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, nondiscrimination laws and regulations, and licensing laws and regulations. When required, the Subgrantee shall furnish the Department with satisfactory proof of compliance.

ARTICLE 2. STANDARD ASSURANCES

The Subgrantee assures and certifies that it will comply with the regulations, policies, guidelines, and requirements, including 2 CFR, Part 200; and the Department's Traffic Safety Program Manual, as they relate to the application, acceptance, and use of federal or state funds for this project. Also, the Subgrantee assures and certifies that:

A. It possesses legal authority to apply for the grant; and that a resolution, motion, or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained in the application, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide any additional information that may be required.

B. It and its subcontractors will comply with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, and in accordance with that Act, no person shall discriminate, on the grounds of race, color, sex, national origin, age, religion, or disability.

C. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970, as amended; 42 USC (United States Code) §§4601 et seq.; and United States Department of Transportation (USDOT) regulations, "Uniform Relocation and Real Property Acquisition for Federal and Federally Assisted Programs," 49 CFR, Part 24, which provide for fair and equitable treatment of persons displaced as a result of federal and federally assisted programs.

D. It will comply with political activity (Hatch Act) (applies to subrecipients as well as States). The State will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508) which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

E. It will comply with the federal Fair Labor Standards Act's minimum wage and overtime requirements for employees performing project work.

F. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

G. It will give the Department the access to and the right to examine all records, books, papers, or documents related to this Grant Agreement.

H. It will comply with all requirements imposed by the Department concerning special requirements of law, program requirements, and other administrative requirements.

I. It recognizes that many federal and state laws imposing environmental and resource conservation requirements may apply to this Grant Agreement. Some, but not all, of the major federal laws that may affect the project include: the National Environmental Policy Act of 1969, as amended, 42 USC §§4321 et seq.; the Clean Air Act, as amended, 42 USC §§7401 et seq. and sections of 29 USC; the Federal Water Pollution Control Act, as amended, 33 USC §§1251 et seq.; the Resource Conservation and Recovery Act, as amended, 42 USC §§6901 et seq.; and the Comprehensive Environmental Response, Compensation, and Liability Act, as amended, 42 USC §§9601 et seq. The Subgrantee also recognizes that the U.S. Environmental Protection Agency, USDOT, and other federal agencies have issued, and in the future are expected to issue, regulations, guidelines, standards, orders, directives, or other requirements that may affect this Project. Thus, it agrees to comply, and assures the compliance of each contractor and each subcontractor, with any federal requirements that the federal government may now or in the future promulgate.

J. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, 42 USC §4012a(a). Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where that insurance is available as a condition for the receipt of any federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any form of direct or indirect federal assistance.

K. It will assist the Department in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470 et seq.), Executive Order 11593, and the Antiquities Code of Texas (National Resources Code, Chapter 191).

L. It will comply with Chapter 573 of the Texas Government Code by ensuring that no officer, employee, or member of the Subgrantee's governing board or the Subgrantee's subcontractors shall vote or confirm the employment of any person related within the second degree of affinity or third degree by consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise that person. This prohibition shall not apply to the employment of a person described in Section 573.062 of the Texas Government Code.

M. It will ensure that all information collected, assembled, or maintained by the applicant relative to this project shall be available to the public during normal business hours in compliance with Chapter 552 of the Texas Government Code, unless otherwise expressly provided by law.

N. If applicable, it will comply with Chapter 551 of the Texas Government Code, which requires all regular, special, or called meetings of governmental bodies to be open to the public, except as otherwise provided by law or specifically permitted in the Texas Constitution.

ARTICLE 3. COMPENSATION

A. The method of payment for this agreement will be based on actual costs incurred up to and not to exceed the limits specified in the Project Budget. The amount included in a Project Budget category will be deemed to be an estimate only and a higher amount can be reimbursed, subject to the conditions specified in paragraph B of this Article. If the Project Budget specifies that costs are based on a specific rate, per-unit cost, or other method of payment, reimbursement will be based on the specified method.

B. All payments will be made in accordance with the Project Budget.

1. The Subgrantee's expenditures may overrun a budget category (I, II, or III) in the approved Project Budget without a grant (budget) amendment, as long as the overrun does not exceed a total of five (5) percent of the maximum amount eligible for reimbursement (TxDOT) in the attached Project Budget for the current fiscal year. This overrun must be off-set by an equivalent underrun elsewhere in the Project Budget.

2. If the overrun is five (5) percent or less, the Subgrantee must provide written notification to the Department, through the TxDOT Electronic Grants Management System (eGrants), prior to the Request for Reimbursement being approved. The notification must indicate the amount, the percent over, and the specific reason(s) for the overrun.

3. Any overrun of more than five (5) percent of the amount eligible for reimbursement (TxDOT) in the attached Project Budget requires an amendment of this Grant Agreement.

4. The maximum amount eligible for reimbursement shall not be increased above the Grand Total TxDOT Amount in the approved Project Budget, unless this Grant Agreement is amended, as described in Article 5 of this agreement.

5. For Selective Traffic Enforcement Program (STEP) grants only: In the Project Budget, Subgrantees are not allowed to use underrun funds from the TxDOT amount of (100) Salaries, Subcategories A, "Enforcement," or B, "PI&E Activities," to exceed the TxDOT amount listed in Subcategory C, "Other." Also, Subgrantees are not allowed to use underrun funds from the TxDOT amount of (100) Salaries, Subcategories A, "Enforcement," or C, "Other," to exceed the TxDOT amount listed in Subcategory B, "PI&E Activities." The TxDOT amount for Subcategory B, "PI&E Activities," or C, "Other," can only be exceeded within the five (5) percent flexibility, with underrun funds from Budget Categories II or III.

C. To be eligible for reimbursement under this agreement, a cost must be incurred in accordance with the Project Budget, within the time frame specified in the Grant Period of this Grant Agreement, attributable to work covered by this agreement, and which has been completed in a manner satisfactory and acceptable to the Department.

D. Federal or TxDOT funds cannot supplant (replace) funds from any other sources. The term "supplanting," refers to the use of federal or TxDOT funds to support personnel or an activity already supported by local or state funds.

E. Payment of costs incurred under this agreement is further governed by the cost principles outlined in 2 CFR Part 200.

F. The Subgrantee agrees to submit monthly Requests for Reimbursement, as designated in this Grant Agreement, within thirty (30) days after the end of the billing period. The Request for Reimbursement and appropriate supporting documentation must be submitted through eGrants.

G. The Subgrantee agrees to submit the final Request for Reimbursement under this agreement within forty-five (45) days of the end of the grant period.

H. Payments are contingent upon the availability of appropriated funds.

I. Project agreements supported with federal or TxDOT funds are limited to the length of this Grant Period specified in this Grant Agreement. If the Department determines that the project has demonstrated merit or has potential long-range benefits, the Subgrantee may apply for funding assistance beyond the initial agreement period.

Preference for funding will be given to projects based on (1) proposed cost sharing and (2) demonstrated performance history.

ARTICLE 4. LIMITATION OF LIABILITY

Payment of costs incurred under this agreement is contingent upon the availability of funds. If at any time during this Grant Period, the Department determines that there is insufficient funding to continue the project, the Department shall notify the Subgrantee, giving notice of intent to terminate this agreement, as specified in Article 11 of this agreement. If at the end of a federal fiscal year, the Department determines that there is sufficient funding and performance to continue the project, the Department may notify the Subgrantee to continue this agreement.

ARTICLE 5. AMENDMENTS

This agreement may be amended prior to its expiration by mutual written consent of both parties, utilizing the Grant Agreement Amendment in eGrants. Any amendment must be executed by the parties within the Grant Period, as specified in this Grant Agreement.

ARTICLE 6. ADDITIONAL WORK AND CHANGES IN WORK

A. If the Subgrantee is of the opinion that any assigned work is beyond the scope of this agreement and constitutes additional work, the Subgrantee shall promptly notify the Department in writing through eGrants. If the Department finds that such work does constitute additional work, the Department shall advise the Subgrantee and a written amendment to this agreement will be executed according to Article 5, Amendments, to provide

compensation for doing this work on the same basis as the original work. If performance of the additional work will cause the maximum amount payable to be exceeded, the work will not be performed before a written grant amendment is executed.

B. If the Subgrantee has submitted work in accordance with the terms of this agreement but the Department requests changes to the completed work or parts of the work which involve changes to the original scope of services or character of work under this agreement, the Subgrantee shall make those revisions as requested and directed by the Department. This will be considered as additional work and will be paid for as specified in this Article.

C. If the Subgrantee submits work that does not comply with the terms of this agreement, the Department shall instruct the Subgrantee to make any revisions that are necessary to bring the work into compliance with this agreement. No additional compensation shall be paid for this work.

D. The Subgrantee shall make revisions to the work authorized in this agreement that are necessary to correct errors or omissions, when required to do so by the Department. No additional compensation shall be paid for this work.

E. The Department shall not be responsible for actions by the Subgrantee or any costs incurred by the Subgrantee relating to additional work not directly associated with or prior to the execution of an amendment.

ARTICLE 7. REPORTING AND MONITORING

A. Not later than thirty (30) days after the end of each reporting period, the Subgrantee shall submit a performance report through eGrants. Reporting periods vary by project duration and are defined as follows:

1. For short term projects, the reporting period is the duration of the project. Subgrantee shall submit a performance report within 30 days of project completion.

2. For longer projects, the reporting period is monthly. Subgrantee shall submit a performance report within 30 days of the completion of each project month and within 30 days of project completion.

3. For Selective Traffic Enforcement Program (STEP) Wave projects, the reporting period is each billing cycle. Subgrantee shall submit a performance report within 30 days of the completion of each billing cycle.

B. The performance report will include, as a minimum: (1) a comparison of actual accomplishments to the objectives established for the period, (2) reasons why established objectives and performance measures were not met, if appropriate, and (3) other pertinent information, including, when appropriate, an analysis and explanation of cost underruns, overruns, or high unit costs.

C. The Subgrantee shall promptly advise the Department in writing, through eGrants, of events that will have a significant impact upon this agreement, including:

1. Problems, delays, or adverse conditions, including a change of project director or other changes in Subgrantee personnel, that will materially affect the ability to attain objectives and performance measures, prevent the meeting of time schedules and objectives, or preclude the attainment of project objectives or performance measures by the established time periods. This disclosure shall be accompanied by a statement of the action taken or contemplated and any Department or federal assistance needed to resolve the situation.

2. Favorable developments or events that enable meeting time schedules and objectives sooner than anticipated or achieving greater performance measure output than originally projected.

D. The Subgrantee shall submit the Final Performance Report through eGrants within thirty (30) days after completion of the grant.

ARTICLE 8. RECORDS

The Subgrantee agrees to maintain all reports, documents, papers, accounting records, books, and other evidence pertaining to costs incurred and work performed under this agreement (called the "Records"), and shall make the Records available at its office for the time period authorized within the Grant Period, as specified in this Grant Agreement. The Subgrantee further agrees to retain the Records for four (4) years from the date of final

payment under this agreement, until completion of all audits, or until pending litigation has been completely and fully resolved, whichever occurs last.

Duly authorized representatives of the Department, the USDOT, the Office of the Inspector General, Texas State Auditor, and the Comptroller General shall have access to the Records. This right of access is not limited to the four (4) year period but shall last as long as the Records are retained.

ARTICLE 9. INDEMNIFICATION

A. To the extent permitted by law, the Subgrantee, if other than a government entity, shall indemnify, hold, and save harmless the Department and its officers and employees from all claims and liability due to the acts or omissions of the Subgrantee, its agents, or employees. The Subgrantee also agrees, to the extent permitted by law, to indemnify, hold, and save harmless the Department from any and all expenses, including but not limited to attorney fees, all court costs and awards for damages incurred by the Department in litigation or otherwise resisting claims or liabilities as a result of any activities of the Subgrantee, its agents, or employees.

B. To the extent permitted by law, the Subgrantee, if other than a government entity, agrees to protect, indemnify, and save harmless the Department from and against all claims, demands, and causes of action of every kind and character brought by any employee of the Subgrantee against the Department due to personal injuries to or death of any employee resulting from any alleged negligent act, by either commission or omission on the part of the Subgrantee.

C. If the Subgrantee is a government entity, both parties to this agreement agree that no party is an agent, servant, or employee of the other party and each party agrees it is responsible for its individual acts and deeds, as well as the acts and deeds of its contractors, employees, representatives, and agents.

ARTICLE 10. DISPUTES AND REMEDIES

This agreement supersedes any prior oral or written agreements. If a conflict arises between this agreement and the Traffic Safety Program Manual, this agreement shall govern. The Subgrantee shall be responsible for the settlement of all contractual and administrative issues arising out of procurement made by the Subgrantee in support of work under this agreement. Disputes concerning performance or payment shall be submitted to the Department for settlement, with the Executive Director or his or her designee acting as final referee.

ARTICLE 11. TERMINATION

A. This agreement shall remain in effect until the Subgrantee has satisfactorily completed all services and obligations described in this agreement and these have been accepted by the Department, unless:

1. This agreement is terminated in writing with the mutual consent of both parties; or

2. There is a written thirty (30) day notice by either party; or

3. The Department determines that the performance of the project is not in the best interest of the Department and informs the Subgrantee that the project is terminated immediately.

B. The Department shall compensate the Subgrantee for only those eligible expenses incurred during the Grant Period specified in this Grant Agreement that are directly attributable to the completed portion of the work covered by this agreement, provided that the work has been completed in a manner satisfactory and acceptable to the Department. The Subgrantee shall not incur nor be reimbursed for any new obligations after the effective date of termination.

ARTICLE 12. INSPECTION OF WORK

A. The Department and, when federal funds are involved, the USDOT, or any of their authorized representatives, have the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed under this agreement and the premises in which it is being performed.

B. If any inspection or evaluation is made on the premises of the Subgrantee or its subcontractor, the Subgrantee shall provide and require its subcontractor to provide all reasonable facilities and assistance for the safety and

convenience of the inspectors in the performance of their duties. All inspections and evaluations shall be performed in a manner that will not unduly delay the work.

ARTICLE 13. AUDIT

The state auditor may conduct an audit or investigation of any entity receiving funds from the state directly under this agreement or indirectly through a subcontract under this agreement. Acceptance of funds directly under this agreement or indirectly through a subcontract under this agreement acts as acceptance of the authority of the State Auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. An entity that is the subject of an audit or investigation must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.

ARTICLE 14. SUBCONTRACTS

A subcontract in excess of $25,000 may not be executed by the Subgrantee without prior written concurrence by the Department. Subcontracts in excess of $25,000 shall contain all applicable terms and conditions of this agreement. No subcontract will relieve the Subgrantee of its responsibility under this agreement.

ARTICLE 15. GRATUITIES

A. Texas Transportation Commission policy mandates that employees of the Department shall not accept any benefit, gift, or favor from any person doing business with or who, reasonably speaking, may do business with the Department under this agreement. The only exceptions allowed are ordinary business lunches and items that have received the advanced written approval of the Department's Executive Director.

B. Any person doing business with or who reasonably speaking may do business with the Department under this agreement may not make any offer of benefits, gifts, or favors to Department employees, except as mentioned here above. Failure on the part of the Subgrantee to adhere to this policy may result in termination of this agreement.

ARTICLE 16. NONCOLLUSION

The Subgrantee warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Subgrantee, to solicit or secure this agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon or resulting from the award or making of this agreement. If the Subgrantee breaches or violates this warranty, the Department shall have the right to annul this agreement without liability or, in its discretion, to deduct from the agreement price or consideration, or otherwise recover the full amount of such fee, commission, brokerage fee, contingent fee, or gift.

ARTICLE 17. CONFLICT OF INTEREST

The Subgrantee represents that it or its employees have no conflict of interest that would in any way interfere with its or its employees' performance or which in any way conflicts with the interests of the Department. The Subgrantee shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with the Department's interests.

ARTICLE 18. SUBGRANTEE'S RESOURCES

A. The Subgrantee certifies that it presently has adequate qualified personnel in its employment to perform the work required under this agreement, or will be able to obtain such personnel from sources other than the Department.

B. All employees of the Subgrantee shall have the knowledge and experience that will enable them to perform the duties assigned to them. Any employee of the Subgrantee who, in the opinion of the Department, is incompetent or whose conduct becomes detrimental to the work, shall immediately be removed from association with the project.

C. Unless otherwise specified, the Subgrantee shall furnish all equipment, materials, supplies, and other

resources required to perform the work.

ARTICLE 19. PROCUREMENT AND PROPERTY MANAGEMENT

The Subgrantee shall establish and administer a system to procure, control, protect, preserve, use, maintain, and dispose of any property furnished to it by the Department or purchased pursuant to this agreement in accordance with its own procurement and property management procedures, provided that the procedures are not in conflict with (1) the Department's procurement and property management standards and (2) the federal procurement and property management standards provided by 2 CFR §§ 200.310-.316, 200.318-.324.

ARTICLE 20. OWNERSHIP OF DOCUMENTS AND INTELLECTUAL PROPERTY

Upon completion or termination of this Grant Agreement, whether for cause or at the convenience of the parties, all finished or unfinished documents, data, studies, surveys, reports, maps, drawings, models, photographs, etc. prepared by the Subgrantee, and equipment and supplies purchased with grant funds shall, at the option of the Department, become the property of the Department. All sketches, photographs, calculations, and other data prepared under this agreement shall be made available, upon request, to the Department without restriction or limitation of their further use.

A. Intellectual property consists of copyrights, patents, and any other form of intellectual property rights covering any databases, software, inventions, training manuals, systems design, or other proprietary information in any form or medium.

B. All rights to Department. The Department shall own all of the rights (including copyrights, copyright applications, copyright renewals, and copyright extensions), title and interests in and to all data, and other information developed under this contract and versions thereof unless otherwise agreed to in writing that there will be joint ownership.

C. All rights to Subgrantee. Classes and materials initially developed by the Subgrantee without any type of funding or resource assistance from the Department remain the Subgrantee's intellectual property. For these classes and materials, the Department payment is limited to payment for attendance at classes.

ARTICLE 21. SUCCESSORS AND ASSIGNS

The Department and the Subgrantee each binds itself, its successors, executors, assigns, and administrators to the other party to this agreement and to the successors, executors, assigns, and administrators of the other party in respect to all covenants of this agreement. The Subgrantee shall not assign, sublet, or transfer interest and obligations in this agreement without written consent of the Department through eGrants.

ARTICLE 22. CIVIL RIGHTS COMPLIANCE

A. Compliance with regulations: The Subgrantee shall comply with the regulations relative to nondiscrimination in federally-assisted programs of the United States Department of Transportation (USDOT): 49 CFR, Part 21; 23 CFR, Part 200; and 41 CFR, Parts 60-74, as they may be amended periodically (called the "Regulations"). The Subgrantee agrees to comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 and as supplemented by the U.S. Department of Labor regulations (41 CFR, Part 60).

B. Nondiscrimination: (applies to subrecipients as well as States) The State highway safety agency and Subgrantee will comply with all Federal statutes and implementing regulations relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), which prohibits discrimination on the basis of race, color or national origin (and 49 CFR Part 21); (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and the Americans with Disabilities Act of 1990 (Pub. L. 101-336), as amended (42 U.S.C. 12101, et seq.), which prohibits discrimination on the basis of disabilities (and 49 CFR Part 27); (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Civil Rights Restoration Act of 1987 (Pub. L. 100-259), which requires Federal-aid recipients and all subrecipients to prevent discrimination and ensure nondiscrimination in all of their programs and activities; (f) the Drug Abuse Office and Treatment Act of 1972 (Pub. L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (g) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (Pub. L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (h) Sections 523 and 527 of the Public Health Service Act of 1912, as amended (42 U.S.C. 290dd-3 and 290ee-3), relating to

confidentiality of alcohol and drug abuse patient records; (i) Title VIII of the Civil Rights Act of 1968, as amended (42 U.S.C. 3601, et seq.), relating to nondiscrimination in the sale, rental or financing of housing; (j) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (k) the requirements of any other nondiscrimination statute(s) which may apply to the application.

C. Solicitations for subcontracts, including procurement of materials and equipment: In all solicitations either by competitive bidding or negotiation made by the Subgrantee for work to be performed under a subcontract, including procurements of materials and leases of equipment, each potential subcontractor or supplier shall be notified by the Subgrantee of the Subgrantee's obligations under this agreement and the regulations relative to nondiscrimination on the grounds of race, color, sex, national origin, age, religion, or disability.

D. Information and reports: The Subgrantee shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Department or the USDOT to be pertinent to ascertain compliance with the Regulations or directives. Where any information required of the Subgrantee is in the exclusive possession of another who fails or refuses to furnish this information, the Subgrantee shall certify that to the Department or the USDOT, whichever is appropriate, and shall set forth what efforts the Subgrantee has made to obtain the requested information.

E. Sanctions for noncompliance: In the event of the Subgrantee's noncompliance with the nondiscrimination provision of this agreement, the Department shall impose such sanctions as it or the USDOT may determine to be appropriate.

F. Incorporation of provisions: The Subgrantee shall include the provisions of paragraphs A. through E. in every subcontract, including procurements of materials and leases of equipment, unless exempt by the regulations or directives. The Subgrantee shall take any action with respect to any subcontract or procurement that the Department may direct as a means of enforcing those provisions, including sanctions for noncompliance. However, in the event a Subgrantee becomes involved in, or is threatened with litigation with a subcontractor or supplier as a result of such direction, the Subgrantee may request the Department to enter into litigation to protect the interests of the state; and in addition, the Subgrantee may request the United States to enter into such litigation to protect the interests of the United States.

ARTICLE 23. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

A. The parties shall comply with the DBE Program requirements established in 49 CFR Part 26.

B. The Subgrantee shall adopt, in its totality, the Department's federally approved DBE program.

C. The Subgrantee shall set an appropriate DBE goal consistent with the Department's DBE guidelines and in consideration of the local market, project size, and nature of the goods or services to be acquired. The Subgrantee shall have final decision- making authority regarding the DBE goal and shall be responsible for documenting its actions.

D. The Subgrantee shall follow all other parts of the Department's DBE program referenced in TxDOT Form 2395, Memorandum of Understanding Regarding the Adoption of the Texas Department of Transportation's Federally-Approved Disadvantaged Business Enterprise by Entity and attachments found at web address http://www.txdot.gov/business/partnerships/dbe.html

E. The Subgrantee shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any USDOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Subgrantee shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure non- discrimination in award and administration of USDOT-assisted contracts. The Department's DBE program, as required by 49 CFR Part 26 and as approved by USDOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Subgrantee of its failure to carry out its approved program, the Department may impose sanctions as provided for under 49 CFR Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 USC 1001 and the Program Fraud Civil Remedies Act of 1986 (31 USC 3801 et seq.).

F. Each contract the Subgrantee signs with a contractor (and each subcontract the prime contractor signs with a sub-contractor) must include the following assurance: The contractor, sub-recipient, or sub- contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor

shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of USDOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this agreement, which may result in the termination of this agreement or such other remedy as the recipient deems appropriate.

ARTICLE 24. CERTIFICATION REGARDING DEBARMENT AND SUSPENSION (applies to subrecipients as well as States)

Instructions for Primary Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and coverage sections of 49 CFR Part 29. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification , in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the list of Parties Excluded from Federal Procurement and Non-procurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Covered Transactions

(1) The prospective primary participant certifies to the best of its knowledge and belief, that its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal 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 record, making false statements, or receiving stolen property;

(c) 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 paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Lower Tier Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definition and Coverage sections of 49 CFR Part 29. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (See below)

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ARTICLE 25. CERTIFICATION REGARDING FEDERAL LOBBYING (applies to subrecipients as well as States)

Certification for Contracts, Grants, Loans, and Cooperative Agreements

In executing this agreement, each signatory certifies to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, 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.

2. If any funds other than Federal appropriated funds have 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 this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

ARTICLE 26. CHILD SUPPORT CERTIFICATION

Under Section 231.006, Texas Family Code, the Subgrantee certifies that the individual or business entity named in this agreement is not ineligible to receive the specified grant, loan, or payment and acknowledges that this agreement may be terminated and payment may be withheld if this certification is inaccurate. If the above certification is shown to be false, the Subgrantee is liable to the state for attorney's fees and any other damages provided by law or the agreement. A child support obligor or business entity ineligible to receive payments because of a payment delinquency of more than thirty (30) days remains ineligible until: all arrearages have been paid; the obligor is in compliance with a written repayment agreement or court order as to any existing delinquency; or the court of continuing jurisdiction over the child support order has granted the obligor an exemption from Subsection (a) of Section 231.006, Texas Family Code, as part of a court-supervised effort to improve earnings and child support payments.

ARTICLE 27. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT REQUIREMENTS

A. Any recipient of funds under this agreement agrees to comply with the Federal Funding Accountability and Transparency Act and implementing regulations at 2 CFR Part 170, including Appendix A. This agreement is subject to the following award terms: http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf and http://edocket.access.gpo.gov/2010/pdf/2010-22706.pdf.

B. The Subgrantee agrees that it shall:

1. Obtain and provide to the State a System for Award Management (SAM) number (48 CFR subpt. 4.11) if this award provides for more than $25,000 in Federal funding. The SAM number may be obtained by visiting the SAM web-site at: https://www.sam.gov

2. Obtain and provide to the State a Data Universal Numbering System (DUNS) number, a unique nine-character number that allows the Federal government to track the distribution of federal money. The DUNS number may be requested free of charge for all businesses and entities required to do so by visiting the Dun & Bradstreet (D&B) on-line registration website http://fedgov.dnb.com/webform; and

3. Report the total compensation and names of its top five (5) executives to the State if:
I. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than $25,000,000; and

II. The compensation information is not already available through reporting to the U.S. Securities and Exchange Commission.

ARTICLE 28. SINGLE AUDIT REPORT

A. The parties shall comply with the requirements of the Single Audit Act of 1984, P.L. 98-502, ensuring that the single audit report includes the coverage stipulated in 2 CFR Part 200.

B. If threshold expenditures of $750,000 or more are met during the Subgrantee's fiscal year, the Subgrantee must submit a Single Audit Report and Management Letter (if applicable) to TxDOT's Audit Office, 125 East 11th Street, Austin, TX 78701 or contact TxDOT's Audit Office at singleaudits@txdot.gov

C. If expenditures are less than $750,000 during the Subgrantee's fiscal year, the Subgrantee must submit a statement to TxDOT's Audit Office as follows: "We did not meet the $750,000 expenditure threshold and therefore, are not required to have a single audit performed for FY_____."

D. For each year the project remains open for federal funding expenditures, the Subgrantee will be responsible for filing a report or statement as described above. The required annual filing shall extend throughout the life of the agreement, unless otherwise amended or the project has been formally closed out and no charges have been incurred within the current fiscal year.

ARTICLE 29. BUY AMERICA ACT (applies to subrecipients as well as States)

The State and Subgrantee will comply with the provisions of the Buy America Act (49 U.S.C. 5323(j)), which contains the following requirements:

Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non- domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

ARTICLE 30. RESTRICTION ON STATE LOBBYING (applies to subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or

local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

ARTICLE 31. NONGOVERNMENTAL ENTITY'S PUBLIC INFORMATION [This article applies only to non-profit entities.]

The Subgrantee is required to make any information created or exchanged with the Department pursuant to this Grant Agreement and not otherwise excepted from disclosure under the Texas Public Information Act, available in a format that is accessible by the public at no additional charge to the Department. [SB-1368, 83rd Texas Legislature, Regular Session, Effective 9/1/13]

ARTICLE 32. PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE (applies to subrecipients as well as States)

The State and each Subgrantee will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

ARTICLE 33. INTERNAL ETHICS AND COMPLIANCE PROGRAM

Subgrantee shall comply with Title 43 Texas Administrative Code §25.906(b). Subgrantee certifies it has adopted an internal ethics and compliance program that satisfies the requirements of Title 43 Texas Administrative Code §10.51 (relating to Internal Ethics and Compliance Program). Subgrantee shall enforce compliance with that program.

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RESPONSIBILITIES OF THE SUBGRANTEE

A. Carry out all performance measures established in the grant, including fulfilling the law enforcement objectives by implementing the Operational Plan contained in this Grant Agreement.

B. Submit all required reports to the Department (TxDOT) fully completed with the most current information, and within the required times, as defined in Article 3 and Article 7 of the General Terms and Conditions of this Grant Agreement. This includes reporting to the Department on progress, achievements, and problems in monthly Performance Reports and attaching necessary source documentation to support all costs claimed in Requests for Reimbursement (RFR).

C. Attend grant related training as requested by the Department.

D. Attend meetings according to the following:
1. The Department will arrange for meetings with the Subgrantee to present status of activities and to discuss problems and the schedule for the following quarter's work.
2. The project director or other appropriate qualified persons will be available to represent the Subgrantee at meetings requested by the Department.

E. Support grant enforcement efforts with public information and education (PI&E) activities. Salaries being claimed for PI&E activities must be included in the budget.

F. When applicable, all newly developed PI&E materials must be submitted to the Department for written approval, through the TxDOT Electronic Grants Management System (eGrants) system messaging, prior to final production. Refer to the Traffic Safety Program Manual regarding PI&E procedures.

G. For out of state travel expenses to be reimbursable, the Subgrantee must have obtained the written approval of the Department, through eGrants system messaging, prior to the beginning of the trip. Grant approval does not satisfy this requirement.

H. Maintain verification that all expenses, including wages or salaries, for which reimbursement is requested is for work exclusively related to this project.

I. Ensure that this grant will in no way supplant (replace) funds from other sources. Supplanting refers to the use of federal funds to support personnel or any activity already supported by local or state funds.

J. Ensure that each officer working on the STEP project will complete an officer's daily report form. The form should include at a minimum: name, date, badge or identification number, type of grant worked, grant site number, mileage (including starting and ending mileage), hours worked, type of citation issued or arrest made, officer and supervisor signatures.

K. All STEP agencies must provide the following provision in all daily activity report forms: "I understand that this information is being submitted to support a claim against a federally-funded grant program. False statements on this form may be prosecutable under 18 USC 1001. This information on this form is true, correct, and complete to the best of my knowledge and ability."

L. Ensure that no officer above the rank of Lieutenant (or equivalent title) will be reimbursed for enforcement duty, unless the Subgrantee received specific written authorization from the Department, through eGrants system messaging, prior to incurring costs.

M. Subgrantee may work additional STEP enforcement hours on holidays or special events not covered under the Operational Plan. However, additional work must be approved in writing by the Department, through eGrants system messaging, prior to enforcement. Additional hours must be reported in the Performance Report for the time period for which the additional hours were worked.

N. If an officer makes a STEP-related arrest during the shift, but does not complete the arrest before the shift is scheduled to end, the officer can continue working under the grant to complete that arrest.

O. Subgrantees with a traffic unit will utilize traffic personnel for this grant, unless such personnel are unavailable for assignment.

P. Prior to conducting speed enforcement, the Subgrantee must select and survey enforcement sites that comply with existing state mandated speed limits in accordance with the Texas Transportation Code, Sections 545.352 through 545.356.

Q. Officers assigned to speed sites should be trained in the use of radar or laser speed measurement devices.

R. The Subgrantee should have a safety belt use policy. If the Subgrantee does not have a safety belt use policy in place, a policy should be implemented, and a copy maintained for verification during the grant year.

S. Officers working DWI enforcement must be trained in the National Highway Traffic Safety Administration/International Association of Chiefs of Police Standardized Field Sobriety Testing (SFST). In the case of a first year subgrantee, the officers must be trained, or scheduled to be SFST trained, by the end of the grant year. For second or subsequent year grants, all officers working DWI enforcement must be SFST trained.

T. The Subgrantee should have a procedure in place for contacting and using drug recognition experts (DREs) when necessary.

U. The Subgrantee is encouraged to use the DWI On-line Reporting System available through the Buckle Up Texas Web site at www.buckleuptexas.com.

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RESPONSIBILITIES OF THE DEPARTMENT

A. Monitor the Subgrantee's compliance with the performance obligations and fiscal requirements of this Grant Agreement using appropriate and necessary monitoring and inspections, including but not limited to:

1. review of periodic reports
2. physical inspection of project records and supporting documentation
3. telephone conversations
4. e-mails and letters
5. quarterly review meetings
6. eGrants

B. Provide program management and technical assistance.

C. Attend appropriate meetings.

D. Reimburse the Subgrantee for all eligible costs as defined in the project budget. Requests for Reimbursement will be processed up to the maximum amount payable as indicated in the project budget.

E. Perform an administrative review of the project at the close of the grant period to:

1. Ascertain whether or not the project objectives were met
2. Review project accomplishments (performance measures completed, targets achieved)
3. Account for any approved Program Income earned and expended
4. Identify exemplary performance or best practices

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GOALS AND STRATEGIES

Goal:	To increase effective enforcement and adjudication of traffic safety-related laws to reduce crashes, fatalities, and injuries.
Strategies:	Increase and sustain high visibility enforcement of traffic safety-related laws.
	Increase public education and information campaigns regarding enforcement activities.
Goal:	To reduce the number of alcohol impaired and driving under the influence of alcohol and other drug-related crashes, injuries, and fatalities.
Strategy:	Increase and sustain high visibility enforcement of DWI laws.
Goal:	To increase occupant restraint use in all passenger vehicles and trucks.
Strategy:	Increase and sustain high visibility enforcement of occupant protection laws.
Goal:	To reduce the number of speed-related crashes, injuries, and fatalities.
Strategy:	Increase and sustain high visibility enforcement of speed-related laws.
Goal:	To reduce intersection-related motor vehicle crashes, injuries, and fatalities.
Strategy:	Increase and sustain high visibility enforcement of Intersection Traffic Control (ITC) laws.
Goal:	To reduce Distracted Driving motor vehicle crashes, injuries, and fatalities.
Strategies:	Increase and sustain high visibility enforcement of state and local ordinances on cellular and texting devices.
	Increase public information and education on Distracted Driving related traffic issues.

[X] I agree to the above goals and strategies.

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BASELINE INFORMATION

Baseline Definition: A number serving as a foundation for subgrantees to measure pre-grant traffic enforcement activity. Baseline information must be provided by the subgrantee in order to identify local traffic enforcement related activity. This information should exclude any activity generated with STEP grant dollars. Once the baseline is established, these figures will be used to compare subsequent year's local and grant traffic enforcement activity.

Note: Baseline data used must be no older than 2016.

Baseline Year (12 months) From 10/1/2016 To 9/30/2017

Baseline Measure	Arrests/Citations	Written Warnings	KA Crashes
Driving Under Influence (DUI)	60	0	5
Speed	387	57	5
Safety Belt	17	20	5
Child Safety Seat	23	1	
Intersection Traffic Control (ITC)	33	42	5
Distracted Driving Citations	0	0	0
Other Elements	858	10	11

If you have additional attachments, provide them on the "Attachments" page.

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LAW ENFORCEMENT OBJECTIVE/PERFORMANCE MEASURE

Objective/Performance Measure	Target Number	Not Applicable
Reduce the number of Driving Under Influence (DUI) crashes to	4	
Reduce the number of Speed-related crashes to	4	
Reduce the number of Safety Belt-related crashes to	4	
Reduce the number of Child Safety Seat-related crashes to		X
Reduce the number of ITC-related crashes to	4	
Reduce the number of Distracted Driving-related crashes to		X
Number of Enforcement Hours	596	

Note: Nothing in this agreement shall be interpreted as a requirement, formal or informal, that a peace officer issue a specified or predetermined number of citations in pursuance of the Subgrantee's obligations hereunder. Department and Subgrantee acknowledge that Texas Transportation Code Section 720.002 prohibits using traffic-offense quotas and agree that nothing in this Agreement is establishing an illegal quota.

In addition to the STEP enforcement activities, the subgrantee must maintain baseline non-STEP funded citation and arrest activity due to the prohibition of supplanting.

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PI&E OBJECTIVE/PERFORMANCE MEASURE

Objectives/Performance Measure	Target Number
Support Grant efforts with a public information and education (PI&E) program	
a. Conduct presentations	5
b. Conduct media exposures (e.g. news conferences, news releases, and interviews)	5
c. Conduct community events (e.g. health fairs, booths)	2

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OPERATIONAL PLAN

Zone Name :	Zone #1
Zone Location :	Highway 105; from the Beaumont City limits @ Keith Road to the Hardin County line (in Bevil Oaks) approximately 4 miles
Zone Hours :	24 hours / 7 days a week
Zone Heat Map : (attach)	https://www.dot.state.tx.us/apps/egrants/_Upload/789503-zone1map.pdf

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OPERATIONAL PLAN

Zone Name :	Zone#2
Zone Location :	Highway 90: From the Liberty County line in Nome to Turner Road in China; approximately 8 miles
Zone Hours :	24 hours a day / 7 days a week
Zone Heat Map : (attach)	https://www.dot.state.tx.us/apps/egrants/_Upload/789510-zone2map.pdf

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OPERATIONAL PLAN

Zone Name :	Zone #3
Zone Location :	Highway 90: From Turner Road in China to the Beaumont City limits @ Keith Road; approximately 6.5 miles. (encompassing Exxon-Mobile Refinery traffic area)
Zone Hours :	24 hours a day / 7 days a week
Zone Heat Map : (attach)	https://www.dot.state.tx.us/apps/egrants/_Upload/789517-zone3map.pdf

FOR REVIEW ONLY - NOT A LEGAL DOCUMENT

OPERATIONAL PLAN

Zone Name :	Zone #4
Zone Location :	FM Highway 365: From Interstate 10 in Fannett to Gaulding Road in Fannett; approximately 2.5 miles
Zone Hours :	24 hours a day / 7 days a week
Zone Heat Map : (attach)	https://www.dot.state.tx.us/apps/egrants/_Upload/789521-zone4map.pdf

FOR REVIEW ONLY - NOT A LEGAL DOCUMENT

OPERATIONAL PLAN

Zone Name :	Zone #5
Zone Location :	FM Highway 365: From Labelle Road in Labelle to the Port Arthur City limits at Roadair Gully in Port Arthur; approximately 9.5 miles
Zone Hours :	24 hours a day / 7 days a week
Zone Heat Map : (attach)	https://www.dot.state.tx.us/apps/egrants/_Upload/789525-zone5map.pdf

FOR REVIEW ONLY - NOT A LEGAL DOCUMENT

OPERATIONAL PLAN

Zone Name :	Zone #6
Zone Location :	West Port Arthur Road: From the Beaumont City Limits; near Highland Blvd to Viterbo Road at the Port Arthur City Limits in Port Arthur; approximately 6 miles
Zone Hours :	24 hours a day / 7 days a week
Zone Heat Map : (attach)	https://www.dot.state.tx.us/apps/egrants/_Upload/789528-zone6map.pdf

FOR REVIEW ONLY - NOT A LEGAL DOCUMENT

OPERATIONAL PLAN

Zone Name :	Zone #7
Zone Location :	Twin City Highway(Highway 347): From the Beaumont City Limits (in front of Dupont Refinery) to the Nederland City Limits (@ Canal Street); approximately 3 miles
Zone Hours :	24 hours a day / 7 days a week
Zone Heat Map : (attach)	https://www.dot.state.tx.us/apps/egrants/_Upload/789529-zone7map.pdf

FOR REVIEW ONLY - NOT A LEGAL DOCUMENT

BUDGET SUMMARY

Budget Category		TxDOT	Match	Total
Category I - Labor Costs				
(100)	Salaries:	$33,007.70	$0	$33,007.70
(200)	Fringe Benefits:	$0	$8,631.51	$8,631.51
	Sub-Total:	$33,007.70	$8,631.51	$41,639.21
Category II - Other Direct Costs				
(300)	Travel:	$0	$0	$0
(400)	Equipment:	$0	$0	$0
(500)	Supplies:	$0	$0	$0
(600)	Contractual Services:	$0	$0	$0
(700)	Other Miscellaneous:	$0	$0	$0
	Sub-Total:	$0	$0	$0
Total Direct Costs:		$33,007.70	$8,631.51	$41,639.21
Category III - Indirect Costs				
(800)	Indirect Cost Rate:	$0	$2,437.62	$2,437.62
Summary				
	Total Labor Costs:	$33,007.70	$8,631.51	$41,639.21
	Total Direct Costs:	$0	$0	$0
	Total Indirect Costs:	$0	$2,437.62	$2,437.62
Grand Total		$33,007.70	$11,069.13	$44,076.83
	Fund Sources (Percent Share):	74.89%	25.11%	

Salary and cost rates will be based on the rates submitted by the Subgrantee in its grant application in Egrants.

TEXAS DEPARTMENT OF TRANSPORTATION

Grants

Home Proposal/Grant RFR Performance Report Supplementals

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EXECUTE CLEAR

Subgrantee Administrator Information

For more detailed instructions, select the Show Help button.

Export Results to Screen Results Per Page 20 Sort By -- SELECT -- ASCENDING

Number of Results 3

Results

--	Subgrantee Administrator	Title	Phone
	Mr. John Shauberger	Major	(409) 835-8411
	Ms. Trish Lyn Molfino	Lieutenant	(409) 835-8421
	Mr. Patrick Swain	County Auditor	(409) 835-8500

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INTERLOCAL COOPERATION AGREEMENT BETWEEN JEFFERSON COUNTY AND CITY OF BEAUMONT FOR CONSOLIDATED JURY MANAGEMENT

This Interlocal Cooperation Agreement is made by the following parties:

Jefferson County, a political subdivision of the State of Texas ('County") and

City of Beaumont, a home rule city, a municipal corporation, and political subdivision of the State of Texas ("City").

RECITALS

City maintains and operates a municipal court.

County and City desire to consolidate jury management.

County and City want to minimize duplicative efforts where possible.

Both County and City want to enter into an Interlocal Cooperation Agreement pursuant to V.T.C.A., Government Code, Ch. 791.

AGREEMENT

NOW, THEREFORE, in consideration of the above premises, County and City mutually agree to the following terms and conditions:

1.0 Definitions.

In this Agreement,

1.01 "City Council" means the City Council of the City of Beaumont.

1.02 "Commissioners' Court" means the Jefferson County Commissioners' Court.

2.0 Term

2.01 Initial Term. This Agreement shall be for a term of twelve (12) months commencing on October 1, 2018 and ending on September 30, 2019.

2.01 Renewal Term. This Agreement shall automatically renew on October 1, 2019, for a term of one year, and shall automatically renew for terms of one year thereafter, unless sooner terminated in compliance with this agreement.

3.0 County Responsibilities. County will:

3.01 Perform all functions necessary to summon and empanel jurors for Municipal Court and will provide jury panels, including completed juror questionnaires, for Municipal Court in accordance with its trial schedule.

3.02 Provide information to individuals who have questions about their jury duty and about jury service in general.

3.03 Provide and invoice to Municipal Court, on a monthly basis, to reimburse the County for the cost of services described above. The cost of services per empaneling date is calculated at nineteen cents ($.19) per juror summon mailed plus actual cost of postage. For the renewal term, the District Clerk and the Municipal Clerk will meet before each renewal term to evaluate the need to amend the agreement. The cost sharing calculation will be based on the number of juror summons mailed for each empaneling date (for every juror needed six (6) summons will be mailed based on the current response ratio) in order to provide the required number of jurors plus the actual cost of postage to mail the juror summons.

4.0 City Responsibilities. City will:

4.01 Provide clerical support during the empaneling sessions.

4.02 Provide information to individuals who have questions about their jury service in Municipal Court specifically.

4.03 Maintain jury service history for all jurors serving in Municipal Court.

4.04 Pay County within thirty (30) days of receipt of invoice for the cost of Empaneling Services including actual cost of postage described in Section 3.04.

4.05 Provide the County with a schedule of normal jury trial dates for Municipal Court and any special jury panels with at least three (3) weeks' notice. Provide the County with at least three (3) weeks' notice for cancellation of any scheduled jury trial dates for Municipal Court.

4.06 Prepare and mail juror payment checks for jurors service in Municipal Court in amounts directed by Municipal Court.

5.0 Compliance with Law.

5.01 City and County shall comply with all laws, rules and regulations applicable to performance of the Agreement.

6.0 Amendments.

6.01 Formal Process. Any change to the provisions of this Agreement or any attachments to it shall be made in writing and signed by both parties. It is acknowledged by City that no officer, agency, employee or representative of County has any authority to change the

provisions of this Agreement or any attachments to it, unless expressly granted that authority by the Commissioners' Court. It is acknowledged by County that no officer, agency, employee or representative of City has any authority to change the provisions of the Agreement or any attachments to it, unless expressly granted that authority by the City Council.

6.02 City Request. City shall submit all requests for changes to this Agreement or any attachment to it to the Jefferson County District Clerk's Office, who shall present City's requests to the Commissioners' Court for consideration.

6.03. County Request. County shall submit all requests for changes to the Agreement or any attachment to it to the Clerk of the Municipal Court who shall present County's requests to City Council for consideration.

7.0 Non-Waiver and Reservation of Remedies.

7.01 Non-Waiver. Any act of forbearance by either party to enforce any provision of this Agreement shall not be construed as a modification of this Agreement or as a waiver of any breach or default of the other party which then exists or may subsequently exist. The failure of either party to exercise any right or privilege granted in this Agreement shall not be construed as a waiver of that right or privilege.

7.02 Reservation of Rights and Remedies. All rights of both parties under this Agreement are specifically reserved. Any payment, act or omission by a party shall not impair or prejudice any remedy or right of that party under this Agreement. Any right or remedy stated in this Agreement shall not preclude the exercise of any other right or remedy under this Agreement, the law or at equity, nor shall any action taken in the exercise of any right or remedy be deemed waiver of any other rights or remedies.

8.0 Termination.

8.01 Either party may terminate this Agreement at any time and for any reason by giving the other party written notice of its decision to terminate at least forty-five (45) days prior to the effective date of termination.

9.0 Law and Venue.

9.01 This Agreement is governed by the laws of the State of Texas and all obligations under this Agreement are performable in Jefferson County, Texas.

10.0 Independent Entity and Acknowledgement of Responsibilities.

10.01 Independent Entity. The parties expressly acknowledge and agree that City and County are independent entities and each assumes all the rights, obligations, and liabilities applicable to it as an independent entity. No employee of the City shall be considered an employee, agent, or representative of the County or gain any rights against the County pursuant to the County's personnel policies. No employee of the County shall be considered an employee, agent, or

representative of the City or gain any rights against the City pursuant to the City's personnel policies.

10.02 Responsibilities. City shall not be liable for any claims, damages or attorney fees arising from any negligence or wrongful acts of the County employees in relation to this Agreement. County shall not be liable for any claims, damages or attorney's fees arising from any negligence or unlawful acts of the City or its employees in relation to this Agreement.

11.0 Immunity or Defense.

11.01 It is expressly understood and agreed that, in the execution of this Agreement, neither the City nor the County waives, or shall be deemed to have waived, any immunity or defense that would be otherwise be available to it against claims arising in the exercise of its governmental powers and functions

12.0 Notices.

12.01 Method of Notice. Any notice required or permitted to be given under this Agreement by one party to the other shall be in writing and shall be given and deemed to have been given immediately if delivered in person to the address set forth in 12.02 or 12.03 for the party to whom the notice is given, or on the third day following mailing if placed in the United States mail, postage prepaid, by registered or certified mail with return receipt requested, addressed to the party at the address specified in 12.02 or 12.03.

12.02 Address of County. The address of County for all purposes under this contract shall be:

Judge Jeff Branick (or his successor in office)
Jefferson County Judge
1149 Pearl Street 4th Floor
Beaumont, Texas 77701

12.03 Address of City. The address of the City for all purposes under this Agreement and for all notices hereunder shall be:

Kyle Hayes (or his successor in office)
City Manager, City of Beaumont
801 Main, Suite 300
Beaumont, Texas 77701

12.04 Change of Address. Each party may change the address for notice to it by giving notice of the change in accordance with the provisions of 12.01.

13.0 Entire Agreement.

13.01 Agreement All Inclusive. All oral and written agreements between the parties relating to the subject matter of this Agreement that were made prior to the execution of the Agreement have been reduced to writing and are contained in this Agreement.

14.0 Severability.

14.01 If any portion of the Agreement is ruled invalid by a court of competent jurisdiction, the remainder of the Agreement shall be construed as if that portion were not included in the Agreement and shall remain valid and binding.

15.0 Assignability.

15.01 Neither party may assign any of the rights or duties created by this Agreement without the prior written approval of the other party. It is acknowledged by City and County that no officer, agency, employee or representative of City or County has any authority to grant such assignment unless expressly granted that authority by the City Council and Commissioners' Court, respectively.

16.0 Interpretational Guidelines.

16.01 Computation of Time. When any period of time is stated in this Agreement, the time shall be computed to exclude the first day and include the last day of the period. If the last day of any period falls on a Saturday, Sunday or a day that either County or City has declared a holiday for its employees, these days shall be omitted from the computation.

16.02 Number and Gender. Words of any gender in this Agreement shall be construed to include any other gender and words in either number shall be construed to include the other unless context in the Agreement clearly requires otherwise.

16.03 Headings. The headings at the beginning of the various provisions of this Agreement have been included only to make it easier to locate the subject matter covered by that section or subsection and are not to be used in construing this Agreement.

17.0 Legal Authority.

17.01 City Signors. The person or persons signing this Agreement on behalf of City, or representing themselves as signing this Agreement on behalf of City, do hereby warrant and guarantee that the City Council for the City of Beaumont has approved this agreement and authorized the City's representative to sign this Agreement on behalf of the City and to bind City validly and legally to all terms, performances, and provisions in this Agreement.

17.02 County Signors. The person or persons signing this Agreement on behalf of County, or representing themselves as signing this Agreement on behalf of County, do hereby warrant and guarantee that the Commissioners' Court for Jefferson County has approved this Agreement and authorized the County's representative to bind County validly and legally to all terms, performances, and provisions in this Agreement.

18.0 Effective Date. This Agreement is effective on October 1, 2018 as stated above in Section 2.0, when executed by both parties.

EXECUTED in duplicate originals this is the 20th day of August, 2018.

CITY OF BEAUMONT

By: _____
Kyle Hayes
City Manager

Attest: Tina Broussard
City Clerk

APPROVED AS TO FORM:

_____
City Attorney

EXECUTED in duplicate originals this the 4th day of September 2018.

JEFFERSON COUNTY

By: _____
Jeff Branick
Jefferson County Judge
Jefferson County, Texas

INTERLOCAL COOPERATION AGREEMENT BETWEEN CONSTABLE BATES AND PORT ARTHUR INDEPENDENT SCHOOL DISTRICT (PRECINCT 2 ASAP)

1. PARTIES

1.1 The Parties to this Agreement are Constable of Precinct 2, Christopher Bates ("Constable"), a duly authorized law enforcement officer existing under the laws of the State of Texas, and the PORT ARTHUR INDEPENDENT SCHOOL DISTRICT ("District"), a Texas School district located in Jefferson County.

2. PURPOSE

2.1 The TEX. GOV'T CODE ANN. §791 et seq. (Vernon 1994 & Vernon Supp. 1998) authorizes contracts between state agencies and school districts for the performance of governmental functions and services. The District wants to have the Constable Precinct 2 of Jefferson County, Texas (hereinafter called "Constable"), authorize and direct nine (9) Deputies (hereinafter called "A.S.A.P. deputies), to devote one hundred percent (100%) of their, "working time" per week, to the Absent Student Assistance Project (A.S.A.P.) for the District.

2.2 The District pursuant to TEX. GOV'T CODE ANN, §791.001 et seq. (Vernon 1994 & Vernon Supp. 1998), is willing to pay to Jefferson County fair compensation in an amount equal to one hundered per cent (100%) of the cost to Jefferson County ("County") to supply the A.S.A.P. deputies, including salaries and any additional expenses the Constable may incur in providing the services, so as to enable the Constable to appoint deputies for such purpose.

3. TERM OF THE AGREEMENT

3.1 The term of this Agreement begins on October 1, 2018 and ends on September 30, 2019, unless terminated sooner in accordance with section 7 of this Agreement.

4. CONSTABLE'S RIGHTS AND OBLIGATIONS

4.1 Constable agrees to appoint the above-designated number of A.S.A.P. deputies desired by the District, effective at the beginning of the term mentioned in Paragraph 3 of this agreement, so as to enable (but not require) the Constable to appoint said A.S.A.P. deputies to devote one hundred per cent (100%) of their working time to the A.S.A.P. The time that the A.S.A.P. deputies are on duty for the District, the time the A.S.A.P. deputies are in court in connection with cases arising out of events occurring under the A.S.A.P., the time the A.S.A.P. deputies spend preparing reports and documents pertaining to events occurring under the A.S.A.P., the time the A.S.A.P. deputies spend in making preparations to provide law enforcement for the District, the time the A.S.A.P. deputies spend transporting persons arrested in the District to jail or to the juvenile detention facilities, the time the A.S.A.P. deputies spend investigating crimes or possible crimes committed in the District, and one hundred per cent (100%) of the time the A.S.A.P. deputies are on vacation, one hundred per cent (100%) of the time the A.S.A.P. deputies are on sick leave, and one hundred per cent (100%) of the time the A.S.A.P. deputies receive worker's compensation benefits, if any, or any other paid leave, shall be deemed working time devoted to the District. The items listed above are explanatory and the meaning of "working time devoted to the District and under the A.S.A.P." is not limited to said list.

4.2 District expressly understands and agrees that the A.S.A.P. deputies (if such A.S.A.P. deputies are appointed by the Officer) shall be subject to the control and supervision of the Constable to the same extent as other deputies, and that such A.S.A.P. deputies shall have no duty or obligation to the District or the students, faculty, personnel, or other agents of the District other than those duties and obligations which the Constable's deputies have to the public generally.

4.3 It is also expressly understood and agreed that employment of the A.S.A.P. deputies (if such A.S.A.P. deputies are appointed by the Constable) will cease on the date this contract is terminated.

4.4 The County shall maintain payroll records for the ASAP officers, as a routine course of business. The County shall provide payroll records in electronic form to the District with each invoice forwarded to district for payment.

4.5 The County will provide notice to the school district of any expenses incurred over the annual budgeted amount.

5. DISTRICT'S PAYMENT OBLIGATIONS

5.1 For the services provided, the District agrees to pay the County based on the compensation terms of the Articles of Agreement between Jefferson County, Texas and the Jefferson County Deputy Constables Association. The District will pay one hundred per cent (100%) of the cost to the County for supplying the law enforcement services, including salaries, benefits, deferred liabilities, insurance, which also includes workers compensation costs, and any additional expenses the County may incur in providing the services of the A.S.A.P. deputies for the term of agreement.

5.2 In addition, the district also agrees to compensate County for hours worked in excess of 40, per deputy, per week at the rate of time and one half the officer's regular rate of pay.

5.3 District agrees to reimburse County for all supplies and equipment utilized by A.S.A.P. deputies.

5.4 District expressly understands and agrees that if payment is not received within thirty (30) days of the date due, this Agreement may be terminated by County without further notice. Further, failure of County to make demand for payment due shall not be a waiver of District's obligation to make timely payments.

5.5 District agrees to restrict as part of the district's fund balance the amount necessary to fund the deferred liabilities for sick leave, vacation accrual, compensatory time, and other post-employment benefits related to the A.S.A.P. deputies. This amount will be estimated by the County Auditor's office on an annual basis.

5.6. District agrees to reimburse the County for the purchase of liability automobile insurance to cover expenses and costs associated with the vehicles utilized by the A.S.A.P. officers. The District will be named as an additional insured. The District shall pay any deductible required in addition to damages incurred up to tort limits for accidents occurring while A.S.A.P. deputies are performing duties for PAISD.

6. CONSTABLE'S PREROGATIVE TO APPOINT DEPUTIES

6.1 District further understands and agrees that this Agreement is not intended (nor shall it be construed) to obligate the Constable in any manner whatsoever to assign the A.S.A.P. deputies to devote any portion of their working time to the District, and that County shall have no liability whatsoever to the District other than to refund the money paid by the District to County Pursuant to this Agreement, if the Constable does not assign the A. S. A. P. deputies to devote one hundred per cent (100%) of their working time to the A.S.A.P. Any and all questions as to whether or not the deputies devoted one hundred per cent (100%) of their working time to an area, if a refund is due and the amount of the refund shall be determined by the Jefferson County Auditor and his determination shall be final and conclusive.

6.2 The District shall participate in an annual evaluation of ASAP officers to assess whether each officer has performed satisfactory services for the District.

6.3 If an ASAP officer is no longer agreeable to District because of performance or other employment related concerns on the part of District officials, then the Superintendent of District shall notify the Constable and give

the Constable in writing the specific reason(s) for the concerns. The Constable will timely counsel with and attempt to have those issues properly addressed within seven days.

6.4 In the event any ASAP officer is terminated, the District shall be notified in writing, immediately. The County shall defend against payment of any unemployment benefits to any ASAP officers terminated for cause or who voluntary terminates his or her employment with the County.

7. TERMINATION AND DEFAULT

7.1 It is expressly understood and agreed that the period or term of this Agreement may be terminated without cause at any time by either party by giving to the other party at least thirty (30) days advance written notice of its intention to do so, specifying therein the effective date of such termination.

7.2 It is further expressly understood and agreed that the period or term of this Agreement may be terminated by Constable with or without notice at any time after District has defaulted in the payment of any obligation hereunder. It is understood and agreed if District shall at any time be in default hereunder, District shall be liable for expenses incurred by County as a result of such default, including, but not limited to attorney's fees and costs. Further, District shall be liable for interest at the rate of one percent (1%) for each month on all past due amount. The amount of expenses incurred and interest accrued, if any, shall be deemed to be in addition to any monies due for services rendered hereunder.

7.3 In the event a dispute arises between the County and District concerning any portion of payment due, the District agrees that only payment of the disputed amount may be retained by the District. The parties' further agree that they will put forth their best efforts toward successfully resolving any disputed amount in a timely and expeditious manner.

8. NOTICE

8.1 Any notice permitted or required to be given to Constable hereunder may be given by registered or certified United States Mail, postage prepaid, return receipt requested, addressed to:

Jefferson County Constable Precinct 2
525 Lakeshore Drive
Port Arthur, Texas 77640

Attention: Constable Christopher Bates

Any notice permitted or required to be given to Constable hereunder may be given by registered or certified United States Mail, postage prepaid, return receipt requested, addressed to:

Jefferson County Commissioners' Court
1149 Pearl Street
Beaumont, Texas 77701

Attention: Commissioners' Court Clerk

Any notice permitted or required to be given hereunder to the District hereunder may be given by registered or certified United States Mail, postage prepaid, return receipt requested, addressed to:

Port Arthur I.S.D.
4801 9th Avenue
Port Arthur, Texas 77642

Such notice shall be deemed given and complete upon deposit of the notice in the United States Mail as aforesaid.

9. MISCELLANEOUS

9.1 The terms and provisions of this agreement constitute the entire agreement between the Constable of Precinct 2 and the District, and no modification of this agreement shall be effective unless in writing and executed by the authorized representative of both parties.

9.2 Upon request by the District, the County Auditor will conduct a payroll review of this Agreement and submit the results to the District within a reasonable time.

9.3 It is understood and agreed that the Office of Constable Christopher Bates and neither it nor any employees agents, or assignees contracted by it, shall be deemed for any purposes to be employees or agents of the District. The Constable's Office assumes full responsibility for the actions of such personnel and volunteers while performing any services incident to this Agreement and shall remain solely responsible for their supervision, daily direction and control, payment of salary (including withholding of income taxes and social security), worker's compensation disability benefits, and like requirements and obligations.

9.4 To the extent that the Office of Constable Christopher L. Bates will come into possession of student records, incidential to this Agreement, the Constable's office agrees to comply with all requirements of the Family Educational Rights and Privacy Act. In the event that the District is required to furnish information or records of the Office of Constable Christopher L. Bates pertaining to this program pursuant to the Open Records Act, the Constable's Office shall furnish such information and records to the District and the District shall have the right to release such information and records.

9.5 Nothing in this agreement waives or relinquishes any governmental immunities or any other immunities or defenses as a result of the execution, performance, functions or obligations of this Agreement as described herein.

9.6 This Agreement is made in Texas and shall be construed, interpreted, and governed by the laws of such state. The parties consent to the jurisdiction and venue of the courts of Jefferson County, Texas, for any action under this Agreement.

9.7 This Agreement is executed in three (3) copies, each of which shall have full force and effect of the original Agreement, and each of which shall constitute but one in the same instrument.

9.8 The Constable will provide District with a monthly report of all A.S.A.P. deputies' activities. The A.S.A.P. deputies will attend all scheduled meetings between District officials and Precinct 2. A.S.A.P. deputies will provide home visits to all students appearing on the absentee list. This Officer will make every effort to reach the desired attendance projections for all middle schools within the area of Port Arthur ISD boundaries.

SIGNED in triplicate originals this 10th day of September 2018.

JEFFERSON COUNTY, TEXAS
CONSTABLE, PCT. 2

By _____
Constable Christopher Bates, Precinct 2

PORT ARTHUR INDEPENDENT
SCHOOL DISTRICT

By _____
Debra Ambroise, Board President

APPROVED AS TO FORM:

_____
Melody Chappell
Attorney for Port Arthur
Independent School District

APPROVED:

_____
Dr. Mark Porterie
Superintendent of Schools

APPROVED:

_____
Jeff R. Branick
County Judge – Jefferson County, Texas

NAME	AMOUNT	CHECK NO.	TOTAL
JURY FUND			
DAWN DONUTS	45.50	450542	
			45.50**
ROAD & BRIDGE PCT.#1			
EDDIE ARNOLD	874.05	450485	
DE LAGE LANDEN PUBLIC FINANCE	70.00	450518	
GULF COAST	703.95	450548	
			1,648.00**
ROAD & BRIDGE PCT.#2			
ENTERGY	6.18	450411	
MUNRO'S	20.00	450426	
RITTER @ HOME	83.94	450436	
BUMPER TO BUMPER	47.16	450484	
RURAL PIPE & SUPPLY CO	1,174.36	450491	
DE LAGE LANDEN PUBLIC FINANCE	90.00	450518	
GULF COAST	187.15	450548	
			1,608.79**
ROAD & BRIDGE PCT. # 3			
SPIDLE & SPIDLE	2,160.63	450386	
FARM & HOME SUPPLY	22.57	450404	
CASH ADVANCE ACCOUNT	1,168.96	450415	
MUNRO'S	38.40	450426	
W. JEFFERSON COUNTY M.W.D.	30.02	450448	
LOWE'S HOME CENTERS, INC.	375.56	450473	
TEXAS GAS SERVICE	125.42	450482	
WINDSTREAM	42.47	450490	
RURAL PIPE & SUPPLY CO	3,312.54	450491	
PARKER LUMBER	632.33	450506	
DE LAGE LANDEN PUBLIC FINANCE	140.00	450518	
NORTHERN TOOL AND EQUIPMENT	378.85	450521	
GULF COAST	4,605.64	450548	
			13,033.39**
ROAD & BRIDGE PCT.#4			
A&A EQUIPMENT	233.75	450378	
BEAUMONT TRACTOR COMPANY	287.26	450390	
ENTERGY	15.88	450411	
CASH ADVANCE ACCOUNT	848.17	450415	
SANITARY SUPPLY, INC.	497.58	450437	
W. JEFFERSON COUNTY M.W.D.	72.48	450448	
LANSDOWNE-MOODY CO	166.00	450489	
JEFFERSON COUNTY CREDIT CARDS	249.99	450511	
DE LAGE LANDEN PUBLIC FINANCE	229.79	450518	
WAUKESHA-PEARCE INDUSTRIES LLC	93.77	450552	
			2,694.67**
ENGINEERING FUND			
DE LAGE LANDEN PUBLIC FINANCE	460.94	450518	
			460.94**
PARKS & RECREATION			
BETCO SCAFFOLD CO., INC.	161.63	450392	
ENTERGY	9.20	450411	
AT&T	29.34	450442	
W. JEFFERSON COUNTY M.W.D.	54.28	450448	
			254.45**
GENERAL FUND			
HARDIN COUNTY	3,150.82	450463	
			3,150.82*
TAX OFFICE			
SOUTHEAST TEXAS WATER	293.00	450441	
AT&T	109.05	450442	
UNITED STATES POSTAL SERVICE	345.07	450467	
DE LAGE LANDEN PUBLIC FINANCE	370.00	450518	
ALLISON GETZ	596.14	450540	
			1,713.26*
COUNTY HUMAN RESOURCES			

NAME	AMOUNT	CHECK NO.	TOTAL
UNITED STATES POSTAL SERVICE	7.89	450467	
JEFFERSON COUNTY CREDIT CARDS	189.00	450511	
DE LAGE LANDEN PUBLIC FINANCE	70.00	450518	
			266.89*
AUDITOR'S OFFICE			
OFFICE DEPOT	160.35	450430	
SOUTHEAST TEXAS WATER	29.95	450441	
UNITED STATES POSTAL SERVICE	1.22	450467	
DE LAGE LANDEN PUBLIC FINANCE	70.00	450518	
			261.52*
COUNTY CLERK			
DELL MARKETING L.P.	1,177.50	450401	
UNITED STATES POSTAL SERVICE	207.27	450467	
DE LAGE LANDEN PUBLIC FINANCE	1,052.82	450518	
			2,437.59*
COUNTY JUDGE			
CHEROKEE COUNTY CLERK	427.00	450400	
UNITED STATES POSTAL SERVICE	4.28	450467	
MOORE LANDREY LLP	500.00	450512	
LINDSAY LAW FIRM, PLLC	500.00	450514	
DE LAGE LANDEN PUBLIC FINANCE	70.00	450518	
JAN GIROUARD & ASSOCIATES LLC	200.00	450545	
JOSEPH MUCKLEROY	500.00	450550	
			2,201.28*
RISK MANAGEMENT			
UNITED STATES POSTAL SERVICE	18.81	450467	
DE LAGE LANDEN PUBLIC FINANCE	70.00	450518	
			88.81*
COUNTY TREASURER			
JOLEEN E. FREGIA	675.39	450383	
UNITED STATES POSTAL SERVICE	92.91	450467	
DE LAGE LANDEN PUBLIC FINANCE	331.89	450518	
			1,100.19*
PRINTING DEPARTMENT			
OFFICE DEPOT	102.99	450430	
OLMSTED-KIRK PAPER	11,400.00	450432	
JEFFERSON COUNTY CREDIT CARDS	67.49	450511	
DE LAGE LANDEN PUBLIC FINANCE	1,200.00	450518	
			12,770.48*
PURCHASING DEPARTMENT			
UNITED STATES POSTAL SERVICE	6.05	450467	
DE LAGE LANDEN PUBLIC FINANCE	70.00	450518	
			76.05*
GENERAL SERVICES			
CASH ADVANCE ACCOUNT	30.00	450415	
TEXAS WILDLIFE DAMAGE MGMT FUND	2,700.00	450445	
INTERFACE EAP	1,370.25	450450	
ADVANCED STAFFING	97.50	450452	
TEXAS COFFEE COMPANY	124.77	450456	
VERIZON WIRELESS	303.98	450464	
JEFFERSON COUNTY CREDIT CARDS	10.29	450511	
SPOK INC	3.00	450538	
			4,639.79*
DATA PROCESSING			
GRAYBAR ELECTRIC COMPANY, INC.	124.25	450409	
CDW COMPUTER CENTERS, INC.	399.50	450458	
JEFFERSON COUNTY CREDIT CARDS	1,947.20	450511	
DE LAGE LANDEN PUBLIC FINANCE	70.00	450518	
SPOK INC	12.07	450538	
			2,553.02*
VOTERS REGISTRATION DEPT			
UNITED STATES POSTAL SERVICE	110.01	450467	
DE LAGE LANDEN PUBLIC FINANCE	70.00	450518	
			180.01*
ELECTIONS DEPARTMENT			

NAME	AMOUNT	CHECK NO.	TOTAL
SIERRA SPRING WATER CO. - BT	36.14	450469	
DE LAGE LANDEN PUBLIC FINANCE	271.65	450518	
			307.79*
DISTRICT ATTORNEY			
CASH ADVANCE ACCOUNT	772.02	450415	
MIKE LAIRD	102.84	450418	
UNITED STATES POSTAL SERVICE	401.03	450467	
DE LAGE LANDEN PUBLIC FINANCE	480.00	450518	
			1,755.89*
DISTRICT CLERK			
OFFICE DEPOT	263.81	450430	
UNITED STATES POSTAL SERVICE	443.30	450467	
DE LAGE LANDEN PUBLIC FINANCE	70.00	450518	
COASTAL BUSINESS FORMS	683.52	450531	
			1,460.63*
CRIMINAL DISTRICT COURT			
CASH ADVANCE ACCOUNT	640.52	450415	
UNITED STATES POSTAL SERVICE	3.31	450467	
ANTOINE FREEMAN	2,875.00	450499	
DE LAGE LANDEN PUBLIC FINANCE	441.64	450518	
JAMES R. MAKIN, P.C.	1,771.26	450519	
THOMAS JAMES LANDRY	900.00	450554	
			6,631.73*
58TH DISTRICT COURT			
DE LAGE LANDEN PUBLIC FINANCE	70.00	450518	
			70.00*
60TH DISTRICT COURT			
UNITED STATES POSTAL SERVICE	.41	450467	
DE LAGE LANDEN PUBLIC FINANCE	70.00	450518	
			70.41*
136TH DISTRICT COURT			
UNITED STATES POSTAL SERVICE	18.15	450467	
DE LAGE LANDEN PUBLIC FINANCE	70.00	450518	
			88.15*
172ND DISTRICT COURT			
DE LAGE LANDEN PUBLIC FINANCE	70.00	450518	
			70.00*
252ND DISTRICT COURT			
EDWARD B. GRIPON, M.D., P.A.	1,295.00	450410	
UNITED STATES POSTAL SERVICE	37.85	450467	
ANITA U SEPEDA	100.00	450509	
DE LAGE LANDEN PUBLIC FINANCE	70.00	450518	
M.K. HAMZA, PHD, P.A.	1,200.00	450527	
			2,702.85*
279TH DISTRICT COURT			
CDW COMPUTER CENTERS, INC.	396.00	450458	
LEXIS-NEXIS	69.00	450468	
DE LAGE LANDEN PUBLIC FINANCE	70.00	450518	
			257.00*
317TH DISTRICT COURT			
CASH ADVANCE ACCOUNT	1,160.40	450415	
DE LAGE LANDEN PUBLIC FINANCE	70.00	450518	
			1,230.40*
JUSTICE COURT-PCT 1 PL 1			
UNITED STATES POSTAL SERVICE	18.19	450467	
DE LAGE LANDEN PUBLIC FINANCE	90.00	450518	
			108.19*
JUSTICE COURT-PCT 1 PL 2			
DE LAGE LANDEN PUBLIC FINANCE	70.00	450518	
			70.00*
JUSTICE COURT-PCT 2			

NAME	AMOUNT	CHECK NO.	TOTAL
FUNCTION 4 LLC	187.80	450551	
			187.80*
JUSTICE COURT-PCT 4			
DE LAGE LANDEN PUBLIC FINANCE	90.00	450518	
			90.00*
JUSTICE COURT-PCT 6			
UNITED STATES POSTAL SERVICE	40.77	450467	
DE LAGE LANDEN PUBLIC FINANCE	70.00	450518	
			110.77*
JUSTICE OF PEACE PCT. 8			
DE LAGE LANDEN PUBLIC FINANCE	70.00	450518	
			70.00*
COUNTY COURT AT LAW NO.1			
DE LAGE LANDEN PUBLIC FINANCE	245.92	450518	
			245.92*
COUNTY COURT AT LAW NO. 2			
DONALD W. DUESLER & ASSOC.	500.00	450402	
TEXAS ASSN. FOR COURT ADMINISTRATIO	350.00	450443	
UNITED STATES POSTAL SERVICE	10.67	450467	
DE LAGE LANDEN PUBLIC FINANCE	70.00	450518	
			930.67*
COUNTY COURT AT LAW NO. 3			
TEXAS ASSN. FOR COURT ADMINISTRATIO	925.00	450443	
UNITED STATES POSTAL SERVICE	7.06	450467	
DE LAGE LANDEN PUBLIC FINANCE	70.00	450518	
TURK LAW FIRM	250.00	450528	
MATUSKA LAW FIRM	600.00	450536	
			1,852.06*
COURT MASTER			
JUDGE LARRY GIST	626.98	450407	
RICHARD D. HUGHES	3,100.00	450413	
OFFICE DEPOT	604.08	450430	
UNITED STATES POSTAL SERVICE	.41	450467	
LEXIS-NEXIS	68.00	450468	
DE LAGE LANDEN PUBLIC FINANCE	70.00	450518	
			4,469.47*
MEDIATION CENTER			
UNITED STATES POSTAL SERVICE	5.30	450467	
DE LAGE LANDEN PUBLIC FINANCE	70.00	450518	
			75.30*
COMMUNITY SUPERVISION			
DE LAGE LANDEN PUBLIC FINANCE	280.00	450518	
			280.00*
SHERIFF'S DEPARTMENT			
AT&T	67.46	450442	
TRAVIS BROTHERS SUPPLY, INC.	47.87	450446	
KEESHA GUILLORY	300.00	450453	
UNITED STATES POSTAL SERVICE	251.47	450467	
BEAUMONT OCCUPATIONAL SERVICE, INC.	32.95	450471	
CHILD ABUSE & FORENSIC SERVICES	795.00	450472	
JEFFERSON COUNTY CREDIT CARDS	39.98	450511	
DE LAGE LANDEN PUBLIC FINANCE	800.00	450518	
SILSBEE FORD INC	889.77	450534	
HAROLD'S HOUSE	614.00	450560	
			3,838.50*
CRIME LABORATORY			
SIGMA-ALDRICH, INC.	214.43	450380	
LYNN PEAVEY CO., INC.	255.10	450420	
RESTEK CORPORATION	111.53	450435	
HENRY SCHEIN, INC.	701.01	450438	
SOUTHEAST TEXAS WATER	79.90	450441	
VERIZON WIRELESS	116.54	450464	

NAME	AMOUNT	CHECK NO.	TOTAL
THREADS	243.00	450465	
LIPOMED	580.00	450507	
DE LAGE LANDEN PUBLIC FINANCE	90.00	450518	
			2,391.51*
JAIL - NO. 2			
COTTON CARGO	459.75	450399	
ENTERGY	38,645.18	450411	
DE LAGE LANDEN PUBLIC FINANCE	1,280.00	450518	
EPIC CARD SERVICES LLC	216.00	450525	
CONSTELLATION NEWENERGY - GAS DIVIS	1,362.87	450530	
KROPP HOLDINGS INC	1,484.85	450532	
CORRHEALTH LLC	78,900.85	450558	
			122,349.50*
JUVENILE PROBATION DEPT.			
G. FRAN HUDGINS	2,284.00	450412	
UNITED STATES POSTAL SERVICE	12.70	450467	
SHANNA CITIZEN	226.72	450475	
TENNILLE DAW	771.73	450480	
JEFF NICKERSON	451.81	450481	
DE LAGE LANDEN PUBLIC FINANCE	140.00	450518	
SHERONDA LEE	84.47	450555	
			3,971.43*
JUVENILE DETENTION HOME			
ENTERGY	8,823.39	450411	
AT&T	691.70	450442	
BEN E KEITH FOODS	229.42	450483	
DE LAGE LANDEN PUBLIC FINANCE	229.79	450518	
			9,974.30*
CONSTABLE PCT 1			
OFFICE DEPOT	62.94	450430	
UNITED STATES POSTAL SERVICE	68.36	450467	
DE LAGE LANDEN PUBLIC FINANCE	323.13	450518	
			454.43*
CONSTABLE-PCT 4			
DE LAGE LANDEN PUBLIC FINANCE	70.00	450518	
			70.00*
CONSTABLE-PCT 6			
DELL MARKETING L.P.	1,862.42	450401	
UNITED STATES POSTAL SERVICE	20.80	450467	
DE LAGE LANDEN PUBLIC FINANCE	70.00	450518	
			1,953.22*
CONSTABLE PCT. 8			
DE LAGE LANDEN PUBLIC FINANCE	322.93	450518	
			322.93*
AGRICULTURE EXTENSION SVC			
DE LAGE LANDEN PUBLIC FINANCE	200.00	450518	
			200.00*
HEALTH AND WELFARE NO. 1			
UNITED STATES POSTAL SERVICE	66.27	450467	
TEXAS CONFERENCE OF URBAN COUNTIES	75.00	450474	
PRN MEDICAL SERVICES, INC.	24.50	450477	
BONNIE SWAIN	198.23	450508	
DE LAGE LANDEN PUBLIC FINANCE	372.43	450518	
			736.43*
HEALTH AND WELFARE NO. 2			
CLAYBAR FUNERAL HOME, INC.	999.00	450397	
TEXAS CONFERENCE OF URBAN COUNTIES	75.00	450474	
DE LAGE LANDEN PUBLIC FINANCE	140.00	450518	
			1,214.00*
NURSE PRACTITIONER			
JEFFERSON COUNTY CREDIT CARDS	1,828.00	450511	
DE LAGE LANDEN PUBLIC FINANCE	70.00	450518	
			1,898.00*
ENVIRONMENTAL CONTROL			

NAME	AMOUNT	CHECK NO.	TOTAL
OFFICE DEPOT	38.60	450430	
DE LAGE LANDEN PUBLIC FINANCE	323.13	450518	
			361.73*
INDIGENT MEDICAL SERVICES			
TDS OPERATING INC	235.00	450557	
			235.00*
MAINTENANCE-BEAUMONT			
SPIDLE & SPIDLE	1,439.62	450386	
BUILDING SPECIALTIES	36.96	450393	
CITY OF BEAUMONT - WATER DEPT.	154.69	450394	
W.W. GRAINGER, INC.	48.66	450408	
M&D SUPPLY	116.78	450421	
SANITARY SUPPLY, INC.	1,502.82	450437	
ACE IMAGEWEAR	203.47	450439	
AT&T	1,065.18	450442	
CENTERPOINT ENERGY RESOURCES CORP	321.62	450486	
SE TEX CONSTRUCTION CORPORATION	360.00	450494	
JEFFERSON COUNTY CREDIT CARDS	49.00	450511	
DE LAGE LANDEN PUBLIC FINANCE	70.00	450518	
A1 FILTER SERVICE COMPANY	732.70	450522	
INDUSTRIAL & COMMERCIAL MECHANICAL	942.75	450524	
MEMBER'S BUILDING MAINTENANCE LLC	22,687.76	450533	
WASTEWATER TRANSPORT SERVICES LLC	283.00	450537	
AT&T	12,847.94	450544	
REXEL USA INC	45.00	450556	
			42,907.95*
MAINTENANCE-PORT ARTHUR			
CITY OF PORT ARTHUR - WATER DEPT.	490.34	450395	
DE LAGE LANDEN PUBLIC FINANCE	140.00	450518	
			630.34*
MAINTENANCE-MID COUNTY			
CITY OF NEDERLAND	84.58	450396	
COBURN'S GROVES (5)	130.00	450398	
RITTER @ HOME	137.17	450436	
AT&T	708.59	450442	
W. JEFFERSON COUNTY M.W.D.	48.40	450448	
ATTABOY TERMITE & PEST CONTROL	54.00	450504	
DE LAGE LANDEN PUBLIC FINANCE	70.00	450518	
			1,232.74*
SERVICE CENTER			
SPIDLE & SPIDLE	22,765.37	450386	
KINSEL FORD, INC.	325.21	450417	
MUNRO'S	39.70	450426	
PHILPOTT MOTORS, INC.	49.53	450433	
JEFFERSON CTY. TAX OFFICE	7.50	450459	
JEFFERSON CTY. TAX OFFICE	7.50	450460	
JEFFERSON CTY. TAX OFFICE	7.50	450461	
JEFFERSON CTY. TAX OFFICE	7.50	450462	
BUMPER TO BUMPER	358.82	450484	
AMERICAN TIRE DISTRIBUTORS	602.72	450500	
C & I OIL COMPANY INC	1,026.48	450501	
JEFFERSON COUNTY CREDIT CARDS	8.50	450511	
DE LAGE LANDEN PUBLIC FINANCE	70.00	450518	
MIGHTY OF SOUTHEAST TEXAS	70.36	450520	
MIDNIGHT AUTO	89.95	450546	
			25,436.64*
VETERANS SERVICE			
UNITED STATES POSTAL SERVICE	2.73	450467	
HILARY GUEST	200.34	450479	
DE LAGE LANDEN PUBLIC FINANCE	240.00	450518	
			443.07*
			274,682.46**
MOSQUITO CONTROL FUND			
SUPERIOR TIRE & SERVICE	104.87	450387	
CITY OF NEDERLAND	44.91	450396	
MOTION INDUSTRIES, INC.	84.98	450425	

NAME	AMOUNT	CHECK NO.	TOTAL
MUNRO'S	59.45	450426	
AT&T	32.35	450442	
FASTENAL	3.42	450457	
FIRST CALL	11.97	450476	
DE LAGE LANDEN PUBLIC FINANCE	70.00	450518	
			411.95**
FEMA EMERGENCY			
A&A EQUIPMENT	509.91	450379	
BASE-SEAL INTERNATIONAL INC	9,938.50	450389	
BEAUMONT TRACTOR COMPANY	72,500.00	450391	
RB EVERETT & COMPANY, INC.	10,500.00	450403	
KAY ELECTRONICS, INC.	1,788.00	450416	
M&D SUPPLY	219.63	450422	
MUSTANG RENTAL SERVICES	5,192.36	450427	
MUSTANG RENTAL SERVICES	5,492.36	450428	
OFFICE DEPOT	676.41	450431	
VULCAN MATERIALS CO.	4,349.89	450447	
ROLLINS TRUCK & TRAILER REPAIR	600.00	450451	
MOTOROLA SOLUTIONS INC	23,138.65	450455	
MARTIN PRODUCT SALES LLC	9,613.50	450492	
MARTIN PRODUCT SALES LLC	21,328.50	450493	
MARTIN MARIETTA MATERIALS	2,003.52	450541	
GULF COAST	2,851.92	450549	
GLOBAL MAT INTERNATIONAL LLC	22,240.00	450559	
			192,943.15**
FAMILY GROUP CONFERENCING			
DE LAGE LANDEN PUBLIC FINANCE	70.00	450518	
			70.00**
J.C. FAMILY TREATMENT			
PATRICIA VELASCO	1,365.00	450543	
			1,365.00**
LAW LIBRARY FUND			
DE LAGE LANDEN PUBLIC FINANCE	70.00	450518	
			70.00**
EMPG GRANT			
VERIZON WIRELESS	265.93	450464	
JEFFERSON COUNTY CREDIT CARDS	174.26	450511	
			440.19**
JUVENILE PROB & DET. FUND			
REGION V EDUCATION SERVICE CENTER	5,000.00	450434	
			5,000.00**
GRANT A STATE AID			
YOUTH ADVOCATE PROGRAM	4,499.37	450497	
			4,499.37**
COMMUNITY SUPERVISION FND			
TRACY ROBINSON	29.98	450384	
CASH ADVANCE ACCOUNT	2,604.76	450415	
OFFICE DEPOT	904.78	450430	
TIME WARNER COMMUNICATIONS	90.03	450444	
UNITED STATES POSTAL SERVICE	102.65	450467	
JENNIFER REEVES	200.00	450478	
JCCSC	298.00	450513	
PRINTMAILPRO.COM	396.85	450523	
			4,627.05**
JEFF. CO. WOMEN'S CENTER			
AIR COMFORT, INC.	782.30	450385	
CITY OF BEAUMONT - WATER DEPT.	1,300.90	450394	
CASH ADVANCE ACCOUNT	647.42	450415	
MARKET BASKET	359.84	450423	
CENTERPOINT ENERGY RESOURCES CORP	328.62	450486	
DE LAGE LANDEN PUBLIC FINANCE	140.00	450518	
SAM'S CLUB DIRECT	354.14	450526	
WASTEWATER TRANSPORT SERVICES LLC	248.00	450537	
SPOK INC	16.41	450538	
			4,177.63**
MENTALLY IMPAIRED OFFEND.			

NAME	AMOUNT	CHECK NO.	TOTAL
DELL MARKETING L.P.	2,060.00	450401	
			2,060.00**
COMMUNITY CORRECTIONS PRG			
DE LAGE LANDEN PUBLIC FINANCE	90.00	450518	
			90.00**
DRUG DIVERSION PROGRAM			
CASH ADVANCE ACCOUNT	595.03	450415	
OFFICE DEPOT	404.85	450430	
DE LAGE LANDEN PUBLIC FINANCE	80.00	450518	
			1,079.88**
COUNTY CLERK - RECORD MGT			
MANATRON	11,330.37	450496	
			11,330.37**
DRUG INTERVENTION COURT			
CORRECTIONAL COUNSELING, INC.	3,427.49	450382	
			3,427.49**
HOTEL OCCUPANCY TAX FUND			
ALL STAR PLUMBING	170.00	450388	
CITY OF BEAUMONT - WATER DEPT.	182.93	450394	
M&D SUPPLY	23.90	450421	
MUNRO'S	99.06	450426	
AT&T	185.18	450442	
DE LAGE LANDEN PUBLIC FINANCE	315.00	450518	
			976.07**
DISTRICT CLK RECORDS MGMT			
DE LAGE LANDEN PUBLIC FINANCE	140.00	450518	
			140.00**
AIRPORT FUND			
HILO / O'REILLY AUTO PARTS	10.07	450381	
SPIDLE & SPIDLE	1,440.42	450386	
CITY OF NEDERLAND	715.48	450396	
W.W. GRAINGER, INC.	104.63	450408	
ISI COMMERCIAL REFRIGERATION	236.25	450414	
LOUIS' YAZOO SALES & SERVICE, LLC	417.63	450419	
MID-COUNTY ALTERNATOR	145.00	450424	
NEFF BROS. AUTO SERVICE	600.00	450429	
SMART'S TRUCK & TRAILER, INC.	174.50	450440	
BUBBA'S AIR CONDITIONING	975.00	450449	
UNITED STATES POSTAL SERVICE	.41	450467	
TRACE ANALYTICS, INC.	364.00	450470	
HERBERT "DUKE" YOUMANS	64.00	450488	
PAX SUPPLY	40.77	450498	
ALL SERV INDUSTRIAL LLC	90.31	450502	
WATSON PROPELLER	60.00	450503	
UNIFIRST HOLDINGS INC	160.63	450505	
DE LAGE LANDEN PUBLIC FINANCE	140.00	450518	
ADVANCE AUTO PARTS	92.24	450529	
SOUTHEAST TEXAS PARTS AND EQUIPMENT	29.04	450535	
EASTERN AVIATION FUELS INC	66,246.52	450539	
TRINITY VALLEY TRACTORS INC	31.48	450547	
			72,138.38**
SE TX EMP. BENEFIT POOL			
EXPRESS SCRIPTS INC	57,818.34	450553	
			57,818.34**
SETEC FUND			
INDUSTRIAL & COMMERCIAL MECHANICAL	6,107.28	450524	
			6,107.28**
LIABILITY CLAIMS ACCOUNT			
FITTZ & SHIPMAN, INC.	4,900.00	450405	
			4,900.00**
WORKER'S COMPENSATION FD			
TRISTAR RISK MANAGEMENT	5,581.80	450487	
			5,581.80**
SHERIFF'S FORFEITURE FUND			

NAME	AMOUNT	CHECK NO.	TOTAL
JEFFERSON COUNTY CREDIT CARDS	245.00	450511	
			245.00**
PAYROLL FUND			
JEFFERSON CTY. - FLEXIBLE SPENDING	14,105.00	450353	
CLEAT	324.00	450354	
JEFFERSON CTY. TREASURER	13,778.77	450355	
RON STADTMUELLER - CHAPTER 13	157.50	450356	
INTERNAL REVENUE SERVICE	358.00	450357	
JEFFERSON CTY. ASSN. OF D.S. & C.O.	4,240.00	450358	
JEFFERSON CTY. COMMUNITY SUP.	10,201.21	450359	
JEFFERSON CTY. TREASURER - HEALTH	507,773.41	450360	
JEFFERSON CTY. TREASURER - GENERAL	25.00	450361	
JEFFERSON CTY. TREASURER - PAYROLL	1,669,715.28	450362	
JEFFERSON CTY. TREASURER - PAYROLL	578,657.52	450363	
MONY LIFE INSURANCE OF AMERICA	109.01	450364	
POLICE & FIRE FIGHTERS' ASSOCIATION	2,260.39	450365	
TGSLC	154.70	450366	
US DEPARTMENT OF EDUCATION	459.25	450367	
JEFFERSON CTY. TREASURER - TCDRS	629,603.29	450368	
OPPENHEIMER FUNDS DISTRIBUTOR, INC	1,534.99	450369	
JEFFERSON COUNTY TREASURER	2,717.28	450370	
JEFFERSON COUNTY - TREASURER -	6,642.64	450371	
NECHES FEDERAL CREDIT UNION	44,397.98	450372	
JEFFERSON COUNTY - NATIONWIDE	51,498.86	450373	
WILLIAM E HEITKAMP	751.37	450374	
JOHN TALTON	2,266.15	450375	
IL DEPT OF HEALTCARD AND FAMILY SER	49.85	450376	
BELINDA M ZURITA	230.77	450377	
			3,542,012.22**
CNTY & DIST COURT TECH FD			
DELL MARKETING L.P.	1,030.00	450401	
			1,030.00**
MARINE DIVISION			
CITY OF NEDERLAND	10.00	450396	
GT DISTRIBUTORS, INC.	587.20	450406	
LONGS TRAILER REPAIR	1,697.06	450495	
C & I OIL COMPANY INC	13,876.07	450501	
JEFFERSON COUNTY CREDIT CARDS	1,581.06	450511	
			17,751.39**
FY 2017 PORT SECURITY GRT			
MOTOROLA SOLUTIONS INC	9,869.20	450454	
			9,869.20**
			4,244,589.96***

PROCLAMATION

STATE OF TEXAS	§	COMMISSIONERS COURT
	§	
COUNTY OF JEFFERSON	§	OF JEFFERSON COUNTY, TEXAS

BE IT REMEMBERED at a meeting of Commissioners' Court of Jefferson County, Texas, held on the 10th day of September, 2018, on motion made by Brent Weaver, Commissioner of Precinct No. 2, and seconded by Everette Alfred, Commissioner of Precinct No. 4, the following Proclamation was adopted:

Suicide Prevention Month 2018

WHEREAS, in the United States, more than 40,000 people commit suicide every year; and

WHEREAS, in our country, suicide is the 10th leading cause of death; and

WHEREAS, community organizations and resources are essential to continuing the fight against suicide and the loss of young lives; and

WHEREAS, reducing the stigma by discussing suicide and increasing the awareness of available resources for those suffering from suicidal thoughts is important to maintaining the health and happiness of citizens; and

WHEREAS, many of those people who died never received effective behavioral health services, for many reasons including the difficulty of accessing services by healthcare providers trained in best practices to reduce suicide risk, the stigma of using behavioral health treatment and the stigma associated with losing a loved one to suicide; and

WHEREAS, public awareness of the warnings signs and the networks available for at-risk individuals, are essential to continue lowering the rates of suicide in the country; and

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Commissioners Court recognizes **September 2018 as National Suicide Prevention Month** and calls upon all citizens of Jefferson County to observe this month with appropriate programs and activities to support suicide prevention efforts.

Signed this 10th day of September, 2018.

JUDGE JEFF R. BRANICK
County Judge

COMMISSIONER EDDIE ARNOLD
Precinct No. 1

COMMISSIONER MICHAEL S. [illegible]
Precinct No. 3

COMMISSIONER BRENT A. WEAVER
Precinct No. 2

COMMISSIONER EVERETTE D. ALFRED
Precinct No. 4

Resolution

STATE OF TEXAS	§	COMMISSIONERS' COURT
	§	
COUNTY OF JEFFERSON	§	OF JEFFERSON COUNTY, TEXAS

BE IT REMEMBERED at a meeting of Commissioners' Court of Jefferson County, Texas, held on the _____ day of _____, 2018, on motion made by _____, Commissioner of Precinct No. ____, and seconded by _____, Commissioner of Precinct No. ____, the following Resolution was adopted:

A RESOLUTION IN SUPPORT OF JASPER COUNTY'S REQUEST TO JOIN THE SOUTHEAST TEXAS REGIONAL PLANNING COMMISSION

WHEREAS, the State of Texas is divided into 24 geographic planning regions, each consisting of two or more adjoining counties that have in common issues of transportation, water supply, drainage, and/or land use; similar, common, or interrelated forms of urban development or concentration; or special problems of agriculture, forestry, conservation, or other matters.

WHEREAS, the regional framework is intended to encourage local governmental units to join and cooperate to improve the health, safety, and general welfare of their residents; to plan for the future development within regions so that the planning of transportation systems is improved; to provide adequate street, utility, health, educational, recreational, and other essential facilities; to recognize the needs of agriculture, business, and industry; to provide healthful surroundings for family life in residential areas; for the preservation of historical and cultural values, and to ensure the efficient and economical use of public funds is commensurate with the growth of communities within each region; and.

WHEREAS, regional planning commissions (in some cases referred to as councils of government) were established through the agreement of member counties and municipalities by ordinance, resolution, rule, order, or other means, contingent on the geographic boundaries of the region being consistent with state planning regions or sub regions delineated by the governor and subject to review and change at the end of each state biennium; and,

WHEREAS, a participating governmental unit may withdraw from a commission by majority vote of its governing body; and,

WHEREAS, Jasper County is currently a member of the Deep East Texas Council of Governments; and,

WHEREAS, elected leaders in Jasper County have recognized over the past several years that, for the purposes outlined in the regional framework, above, Jasper County has become increasingly more aligned with the counties of the Southeast Texas Regional Planning Commission and that its regional identity is tied more closely with that region; and,

WHEREAS, this alignment is evidenced by Jasper County's geographic proximity to the counties of the Southeast Texas Regional Planning Commission, its southern border adjacent to two of the three Southeast Texas Regional Planning Commission counties, that a larger percentage of Jasper County's citizens work in the communities of the Southeast Texas Regional Planning Commission than the communities of the Deep East Texas Council of Governments (U.S. Census data), and a large percentage shop and receive healthcare, higher education, veteran's administration and other services in the communities of the Southeast Texas Regional Planning Commission; and,

WHEREAS, Jasper County is aligned regionally with the counties of the Southeast Texas Regional Planning Commission (rather than the counties of Deep East Texas Council of Governments) at the state level in its education service center, State Department of Health Services and Texas Department of Transportation regions; and,

WHEREAS, in the event of a hurricane or other large-scale natural disaster, one of the primary evacuation routes out of the counties of Southeast Texas Regional Planning Commission is through Jasper County, which requires ongoing collaboration, planning and coordination between officials in Jasper County and officials in the Southeast Texas Regional Planning Commission region; and,

WHEREAS, in recognition that Jasper County is more aligned regionally with the counties of the Southeast Texas Regional Planning Commission, the Jasper County Commissioners Court voted on August 22, 2018 in support of Jasper County shifting its membership from the Deep East Texas Council of Governments to the Southeast Texas Regional Planning Commission, requesting authorization from the board of Southeast Texas Regional Planning Commission to become a member of Southeast Texas Regional Planning Commission, and asking the Governor of Texas to amend all regional jurisdictional boundaries to reflect Jasper County's membership and alignment with Southeast Texas Regional Planning Commission; and,

NOW THEREFORE, BE IT RESOLVED that the Commissioners Court of Jefferson County, Texas supports Jasper County's petition to join the Southeast Texas Regional Planning Commission and requests that the Executive Director of the Southeast Texas Regional Planning Commission, upon approval of the measure by a sufficient number of member governmental units, direct his staff to assist Jasper County in coordinating its request to the Governor and satisfying all procedural requirements as may be necessary to finalize Jasper County's status as a member of Southeast Texas Regional Planning Commission.

Signed this _____ day of _____, 2018.

_____

JUDGE JEFF R. BRANICK
County Judge

_____

COMMISSIONER EDDIE ARNOLD
Precinct No. 1

_____

COMMISSIONER MICHAEL S. SINEGAL
Precinct No. 3

_____

COMMISSIONER BRENT A. WEAVER
Precinct No. 2

_____

COMMISSIONER EVERETTE D. ALFRED
Precinct No. 4

AGENDA ITEM **September 10, 2018**

Receive and file executed Order establishing the Premcor Refinery Reinvestment Zone pursuant to Tax Code Sections 312.401 and 312.201.

AGENDA ITEM **September 4, 2018**

Conduct a public meeting regarding the establishment of the Premcor Refining Group, Inc. "Premcor Refinery" Reinvestment Zone pursuant to Tax Code Sections 312.401 and 312.201.

AGENDA ITEM **September 4, 2018**

Consider and possibly approve an Order to establish the Premcor Refining Group, Inc. "Premcor Refinery" Reinvestment Zone pursuant to Tax Code Sections 312.401 and 312.201.

STATE OF TEXAS § IN THE COMMISSIONERS COURT

COUNTY OF JEFFERSON § OF JEFFERSON COUNTY, TEXAS

AN ORDER OF THE COMMISSIONERS COURT OF JEFFERSON COUNTY, TEXAS DESIGNATING A REINVESTMENT ZONE PURSUANT TO SEC 312. 401 OF THE TAX CODE (THE PROPERTY REDEVELOPMENT AND TAX ABATEMENT ACT)

BE IT REMEMBERED at a meeting of Commissioners Court of Jefferson County, Texas, held on the 4th day of September, 2018 on motion made by Eddie Arnold, Commissioner of Precinct No 1, and seconded by Brent Weaver, Commissioner of Precinct No 2, the following Order was adopted

WHEREAS, the Commissioners Court of Jefferson County, Texas desires to create the proper economic and social environment to induce the Investment of private resources in productive business enterprises located in the county and to provide employment to residents of the area; and,

WHEREAS, it is in the best interest of the County to designate the Premcor Refining Group Inc "Premcor Refinery" facility in/near Port Arthur, TX a reinvestment zone, pursuant to Sec. 312. 401, Tax Code (The Property Redevelopment and Tax Abatement Act)

IT IS THEREFORE ORDERED BY THE COMMISSIONERS COURT OF JEFFERSON COUNTY, TEXAS

Section 1. That the Commissioners Court hereby designates the property, 1801 South Gulfway Dr., Port Arthur, TX (mailing purposes only), Jefferson County, Texas 77640, further described in the legal description attached hereto as Exhibit *"A"*, and made apart hereof for all purposes, as a Reinvestment Zone (the "Zone")

Section 2 That the Commissioners Court finds that the Zone area meets the qualifications of the Texas Redevelopment and Tax Abatement Act (hereinafter referred to as the "Act".)

Section 3. That the Commissioners Court has heretofore adopted Guidelines and Criteria for Granting Tax Abatements in Reinvestment Zones in Jefferson County, Texas

Section 4 That the Commissioners Court held a public hearing to consider this Order on the 4th day of Sept. 2018.

Section 5. The Commissioners Court finds that such improvements are feasible and will benefit the Zone after the expiration of the agreement

Section 6. The Commissioners Court finds that creation of the Zone is likely to contribute to the retention or expansion of primary employment in the area and/or would contribute to attract major investments that would be a benefit to the property and that would contribute to the economic development of the community

Section 7. That this Order shall take effect from and after its passage as the law in such cases provides.

Signed this 4TH day of SEPTEMBER, 2018.

JEFF R. BRANICK
County Judge

COMMISSIONER EDDIE ARNOLD
Precinct No. 1

COMMISSIONER MICHAEL S. SINEGAL
Precinct No. 3

COMMISSIONER BRENT A. WEAVER
Precinct No. 2

COMMISSIONER EVERETTE D. ALFRED
Precinct No 4

EXHIBIT "A"

Legal Description: 16.1095Acre Tract or Parcel of Land
B.C. Arthur Survey, Abstract No. 61
Jefferson County, Texas

BEING a 16.1095 acre tract or parcel of land situated in the B.C. Arthur Survey, Abstract No. 61, Jefferson County, Texas and being out of and part of that certain called 554.093 acre tract of land, identified as TRACT 3, as described in a "Special Warranty Deed" from Chevron U.S.A. to Clark Refining & Marketing, Inc. as recorded in Clerk's File No. 95-9505598, Official Public Records of Real Property, Jefferson County, Texas, said 16.1095 acre tract being more particularly described as follows:

NOTE: All bearings are referenced to the commencing call of that certain called 371.719 acre tract of land, identified as TRACT 6, as described in a "Special Warranty Deed" from Chevron U.S.A. to Clark Refining & Marketing, Inc. as recorded in Clerk's File No. 95-9505598, Official Public Records of Real Property, Jefferson County, Texas as NORTH 01°15'31" WEST. All coordinates are referenced to Texas Coordinate System of 1983, South Central Zone NAD83 (2011).

COMMENCING at a Gulf concrete monument found for the Southwest corner of that certain called 0.034 acre tract of land as described in a deed from Port Arthur Canal and Dock Co. to Gulf Refining Company as recorded in Volume 219, Page 76, Deed Records, Jefferson County, Texas, and said corner also being the point of beginning in the description of that certain called 103.224 acre tract, identified as TRACT 5, as described in a "Special Warranty Deed" from Chevron U.S.A. to Clark Refining & Marketing, Inc. as recorded in Clerk's File No. 95-9505598, Official Public Records of Real Property, Jefferson County, Texas;

THENCE NORTH 08°46'45" WEST for a distance of 3732.00 feet to the **POINT OF BEGINNING** of the tract herein described;

THENCE NORTH 48°42'00" WEST, for a distance of 1000.00 feet to a point;

THENCE NORTH 41°18'00" EAST, for a distance of 500.00 feet to a point;

THENCE SOUTH 48°42'00" EAST, for a distance of 108.12 feet to a point;

THENCE NORTH 41°18'00" EAST, for a distance of 1099.47 feet to a point;

THENCE SOUTH 48°42'00" EAST, for a distance of 105.40 feet to a point;

THENCE NORTH 41°18'00" EAST, for a distance of 482.19 feet to a point;

THENCE NORTH 48°42'00" WEST, for a distance of 29.34 feet to a point;

THENCE NORTH 41°18'00" EAST, for a distance of 456.72 feet to a point;

THENCE NORTH 48°42'00" WEST, for a distance of 415.00 feet to a point;

THENCE NORTH 41°18'00" EAST, for a distance of 335.00 feet to a point;

THENCE SOUTH 48°42'00" EAST, for a distance of 440.00 feet to a point;

THENCE SOUTH 41°18'00" WEST, for a distance of 766.72 feet to a point;

THENCE SOUTH 48°42'00" EAST, for a distance of 29.34 feet to a point;

THENCE SOUTH 41°18'00" WEST, for a distance of 532.19 feet to a point;

THENCE NORTH 48°42'00" WEST, for a distance of 105.40 feet to a point;

THENCE SOUTH 41°18'00" WEST, for a distance of 1074.47 feet to a point;

THENCE SOUTH 48°42'00" EAST, for a distance of 866.88 feet to a point;

THENCE SOUTH 41°18'00" WEST, for a distance of 500.00 feet to the **POINT OF BEGINNING** of the tract herein described and containing 16.1035 acres more or less.

This legal description has been prepared for tax purposes based on prior surveys prepared by Mark W. Whiteley & Associates, Inc. This legal description is being submitted along with a plat based on this description. (SEE EXHIBIT "B")

Thomas S. Rowe, RPLS No. 5728

6/22/17

STATE OF TEXAS
REGISTERED
THOMAS S. ROWE
5728
PROFESSIONAL
LAND SURVEYOR

TBPLS Firm No.: 10106700

W:\2017\17-859 VALERO COKER RESTART PROJECT\17-859_EXHIBIT_A.DOC

NOTE:
1. NOTHING IN THIS SURVEY IS INTENDED TO EXPRESS AN OPINION REGARDING OWNERSHIP OR TITLE.
2. THE WORD CERTIFY IS UNDERSTOOD TO BE AN EXPRESSION OF PROFESSIONAL JUDGMENT BY THE SURVEYOR, WHICH IS BASED ON HIS BEST KNOWLEDGE, INFORMATION AND BELIEF, FORMED IN THE COURSE OF HIS PERFORMING THE SURVEY IN COMPLIANCE WITH THE STANDARDS OF PRACTICE REQUIRED AND PROMULGATED BY THE TEXAS BOARD OF PROFESSIONAL LAND SURVEYORS AND THE TEXAS SOCIETY OF PROFESSIONAL SURVEYORS. AS SUCH, IT CONSTITUTES NEITHER A GUARANTEE NOR A WARRANTY, EXPRESSED OR IMPLIED.
3. ALL BEARINGS ARE REFERENCED TO THE COMMENCING CALL OF THAT CERTAIN CALLED 371.719 ACRE TRACT, IDENTIFIED AS TRACT 6, DESCRIBED IN CLERKS FILE NO. 95-9505598, OPRJC, AS NORTH 01°15'31" WEST.
4. BOUNDARY DESCRIPTION AND PLAT PREPARED FOR TX PURPOSES ONLY. BASED ON PRIOR SURVEY PERFORMED BY MARK W. WHITELEY & ASSOCIATES, INC.

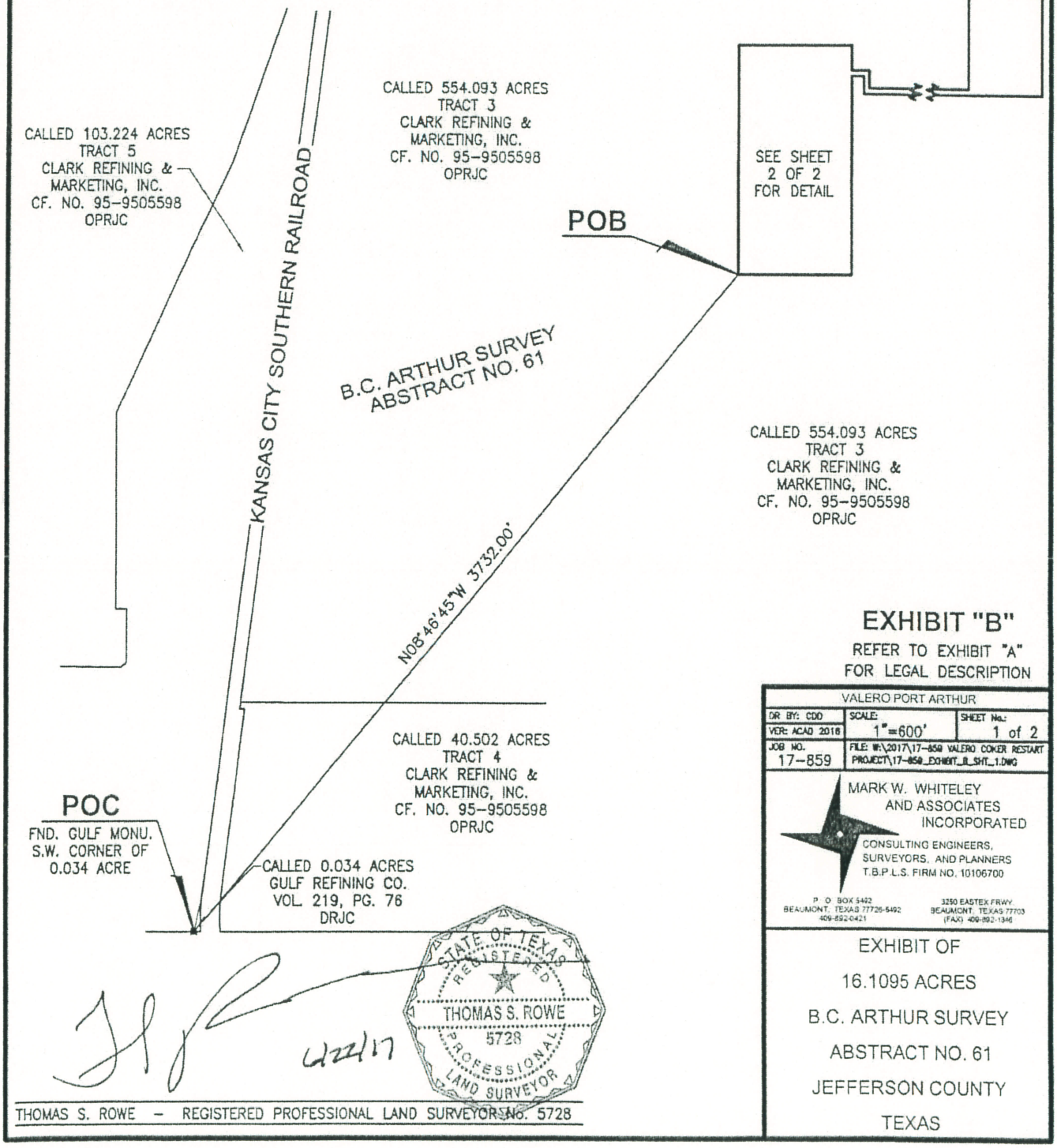

EXHIBIT "B"

REFER TO EXHIBIT "A" FOR LEGAL DESCRIPTION

VALERO PORT ARTHUR

DR BY: CDD	SCALE: 1"=600'	SHEET No.: 1 of 2
VER: ACAD 2016		
JOB NO. 17-859	FILE: W:\2017\17-859 VALERO COKER RESTART PROJECT\17-859_EXHIBIT_B_SHT_1.DWG	

MARK W. WHITELEY AND ASSOCIATES INCORPORATED
CONSULTING ENGINEERS, SURVEYORS, AND PLANNERS
T.B.P.L.S. FIRM NO. 10106700
P. O. BOX 5492
BEAUMONT, TEXAS 77726-5492
409-892-0421
3250 EASTEX FRWY.
BEAUMONT, TEXAS 77703
(FAX) 409-892-1346

EXHIBIT OF
16.1095 ACRES
B.C. ARTHUR SURVEY
ABSTRACT NO. 61
JEFFERSON COUNTY
TEXAS

STATE OF TEXAS
REGISTERED
THOMAS S. ROWE
5728
PROFESSIONAL
LAND SURVEYOR

4/27/17

THOMAS S. ROWE – REGISTERED PROFESSIONAL LAND SURVEYOR NO. 5728

NOTE:
1. NOTHING IN THIS SURVEY IS INTENDED TO EXPRESS AN OPINION REGARDING OWNERSHIP OR TITLE.
2. THE WORD CERTIFY IS UNDERSTOOD TO BE AN EXPRESSION OF PROFESSIONAL JUDGMENT BY THE SURVEYOR, WHICH IS BASED ON HIS BEST KNOWLEDGE, INFORMATION AND BELIEF, FORMED IN THE COURSE OF HIS PERFORMING THE SURVEY IN COMPLIANCE WITH THE STANDARDS OF PRACTICE REQUIRED AND PROMULGATED BY THE TEXAS BOARD OF PROFESSIONAL LAND SURVEYORS AND THE TEXAS SOCIETY OF PROFESSIONAL SURVEYORS. AS SUCH, IT CONSTITUTES NEITHER A GUARANTEE NOR A WARRANTY, EXPRESSED OR IMPLIED.
3. ALL BEARINGS ARE REFERENCED TO THE COMMENCING CALL OF THAT CERTAIN CALLED 371.719 ACRE TRACT, IDENTIFIED AS TRACT 6, DESCRIBED IN CLERKS FILE NO. 95-9505598, OPRJC, AS NORTH 01°15'31" WEST.
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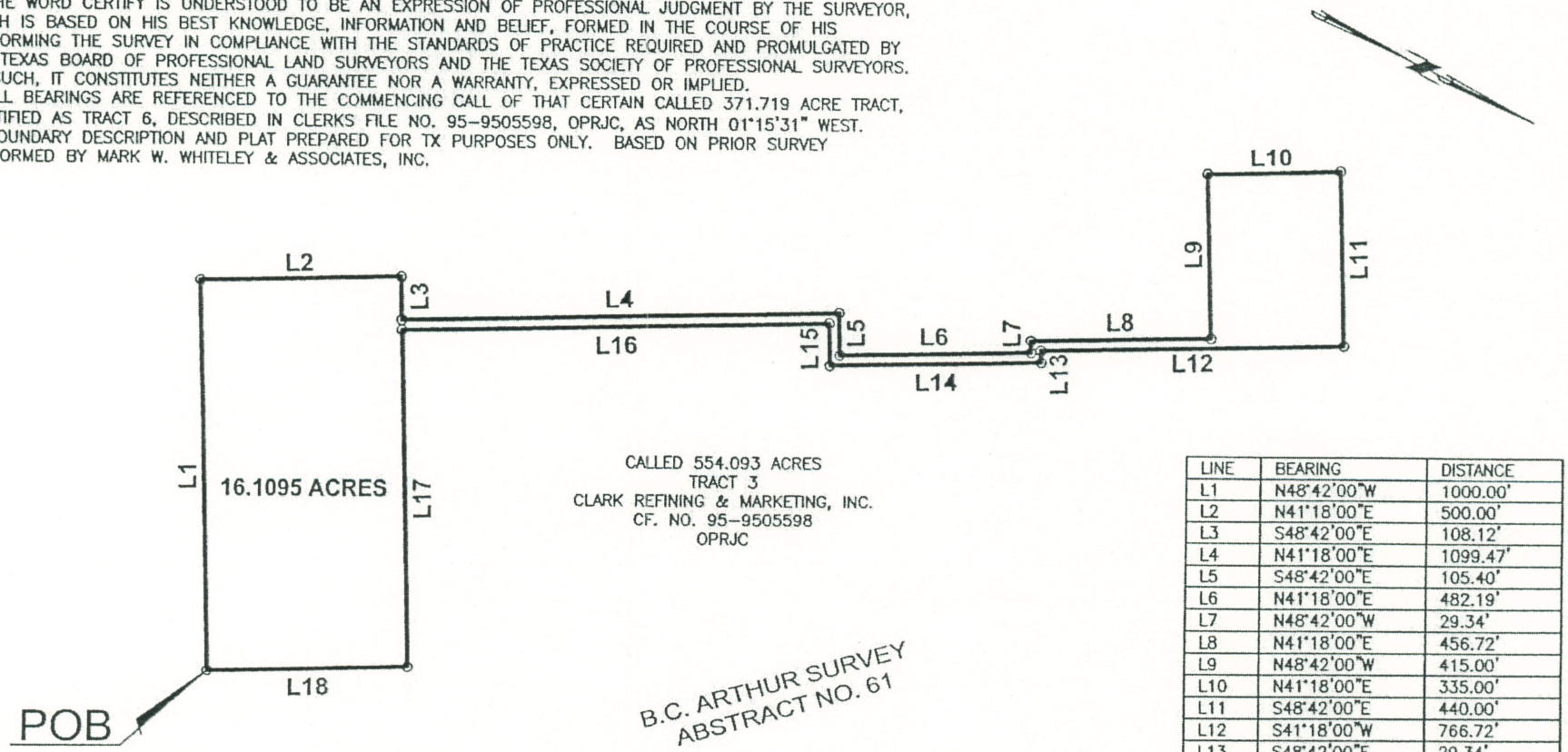

LINE	BEARING	DISTANCE
L1	N48°42'00"W	1000.00'
L2	N41°18'00"E	500.00'
L3	S48°42'00"E	108.12'
L4	N41°18'00"E	1099.47'
L5	S48°42'00"E	105.40'
L6	N41°18'00"E	482.19'
L7	N48°42'00"W	29.34'
L8	N41°18'00"E	456.72'
L9	N48°42'00"W	415.00'
L10	N41°18'00"E	335.00'
L11	S48°42'00"E	440.00'
L12	S41°18'00"W	766.72'
L13	S48°42'00"E	29.34'
L14	S41°18'00"W	532.19'
L15	N48°42'00"W	105.40'
L16	S41°18'00"W	1074.47'
L17	S48°42'00"E	866.88'
L18	S41°18'00"W	500.00'

EXHIBIT "B"
REFER TO EXHIBIT "A"
FOR LEGAL DESCRIPTION

STATE OF TEXAS
REGISTERED
THOMAS S. ROWE
5728
PROFESSIONAL
LAND SURVEYOR

6/22/17

THOMAS S. ROWE – REGISTERED PROFESSIONAL LAND SURVEYOR No. 5728

VALERO PORT ARTHUR		
DR BY: CDD	SCALE: 1"=400'	SHEET No.: 2 of 2
VER: ACAD 2016	FILE: W:\2017\17-859 VALERO COKER RESTART PROJECT\17-859_EXHIBIT_B_SHT_2.DWG	
JOB NO. 17-859		

MARK W. WHITELEY
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TEXAS

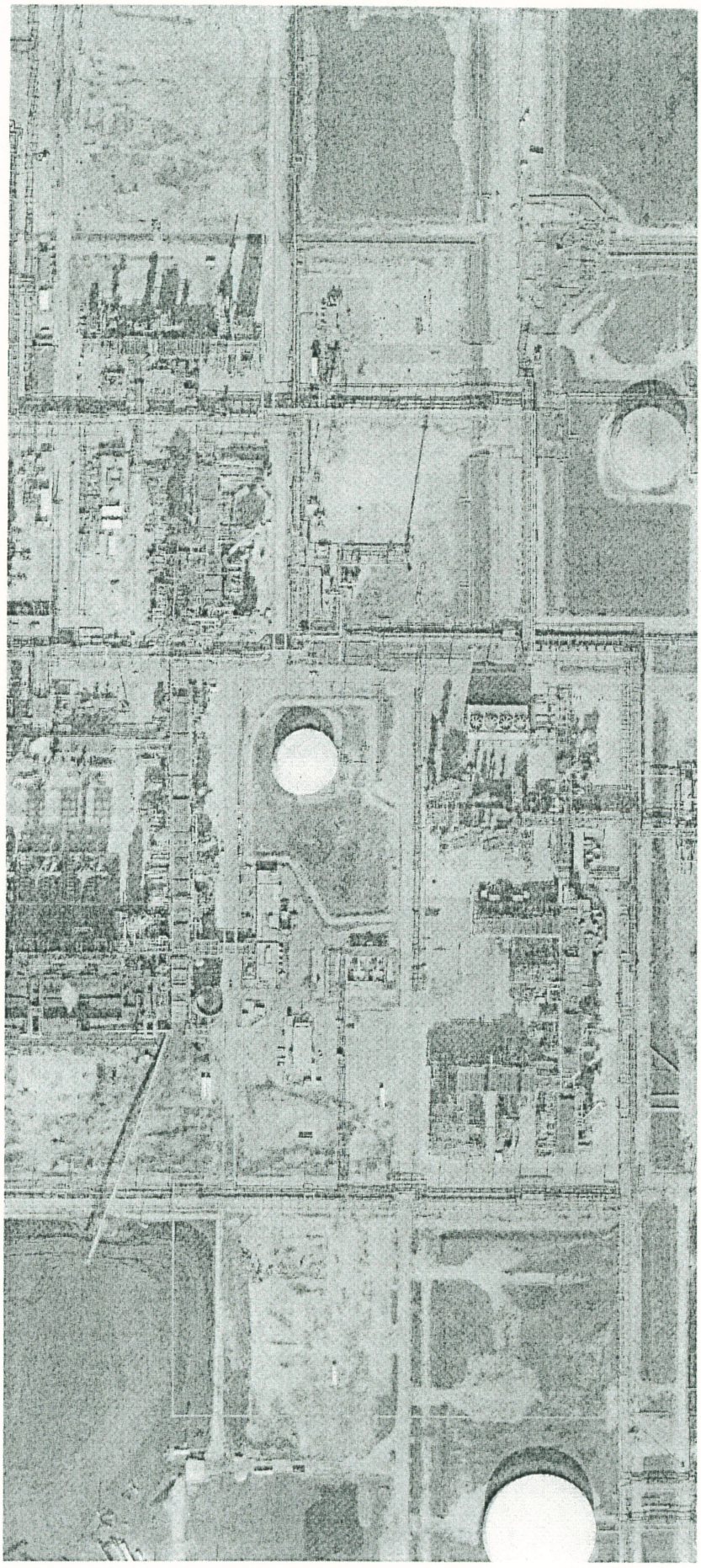


EXHIBIT "A"

BEING a combined 1,029.036 acre tract or parcel of land situated in the B.C. Arthur Survey, No. 227 and in Ranges P and Q, Blocks 2, 3, and 4 (2,3 & 4), Jefferson County, Texas and being all of TRACT 3, TRACT 5 and TRACT 6 and also being a tract or parcel of land described in deed from Port Arthur Land Company to Gulf Refining Company, dated November 11, 1913, recorded in Volume 140, Page 216, Deed Records, Jefferson County, Texas, and also being a tract or parcel of land described in deed from Port Arthur Land Company to J.M. Guffey, dated April 3, 1901, recorded in Volume 49, Page 632, Deed Records, Jefferson County, Texas, and a tract or parcel of land described in deed from Port Arthur Land Company to Gulf Refining Company, dated January 11, 1902, recorded in Volume 56, Page 160, Deed Records, Jefferson County, Texas and a 103.224 acre tract or parcel of land out of and part of that certain tract or parcel of land described by deed dated 1-11-12 recorded in Volume 126, Page 194, Deed Records, Jefferson County, Texas, executed by the Texas New Orleans Railroad Co. in favor of Gulf Refining Co., also that 16.17 acres described by deed dated 12-3-46 recorded in Volume 651 Page 74, Deed Records, Jefferson County, Texas, executed by Port Arthur Canal and Dock Co. in favor of Gulf Oil Co., also that 37.06 acres described by deed dated 6-1-22 recorded in Volume 222 Page 483, Deed Records, Jefferson County, Texas, executed by G.N. Bliss in favor of Gulf Refining Co., also that certain parcel known as Tract 2 in deed dated 6-28-22 recorded in Volume 219 Page 76, Deed Records, Jefferson County, Texas, executed by Port Arthur Canal and Dock Co. in favor of Gulf Refining Co., also that 2.50 acres described in deed dated 7-13-14 recorded in Volume 145 Page 120, Deed Records, Jefferson County, Texas, executed by Joe Stewts, et al, in favor of Gulf Refining Co., also that certain 7040 acre tract described by deed dated 1-16-22 recorded in Volume 213 Page 269, Deed Records, Jefferson County, Texas, executed by Port Arthur Rice Milling Co. in favor of Gulf Refining Co., also that certain 0.43 acre Quitclaim Deed dated 6-28-22 recorded in Volume 222 Page 328, Deed Records, Jefferson County, Texas, executed by The Trustees of the Port Arthur Land Co. in favor of Gulf Refining Co., also that certain Tract known as Tract 3 as described in Volume 95 Page 499, Deed Records, Jefferson County, Texas, also that certain 45.80 acre as described by deed dated 2-7-02 recorded in Volume 57 Page 166, Deed Records, Jefferson County, Texas, executed by J.M. Guffey Petroleum Co. in favor of Gulf Refining Co., also out of and part of that 70.00 acre tract or parcel as described by deed dated 1-11-02 recorded in Volume 56 Page 160, Deed Records, Jefferson County, Texas, also out of and part of that certain 19.50 acre tract as described by deed dated 12-14-01 recorded in Volume 55 Page 344, Deed records, Jefferson County, Texas, executed by The Trustees for the Port Arthur Land Co. in favor of J.M. Guffey Petroleum Co., also that certain 1.11 acre tract described as "SECOND TRACT" in that certain deed dated 2-26-07 recorded in Volume 95 Page 499, Deed Records, Jefferson County, Texas, executed by H.A. Phillips in favor of Gulf Refining Co. and a 371.719 acre tract or parcel of land out of and part of that certain 279.46 acres of land described as "First Tract" by deed dated 2-26-07 recorded in Volume 95 Page 499, Deed Records, Jefferson County, Texas, executed by H.A. Phillips in favor of Gulf Refining Co., also that certain tract known as "Tract 1" as described in a deed dated 11-14-80 recorded in Volume 2276 Page 267, Deed Records, Jefferson County, Texas, executed by Texaco, Inc. in favor of Gulf Oil Co., also that certain 27.20 acre tract as described in a deed dated 6-28-13 recorded in Volume 139 Page 44, Deed Records, Jefferson County, Texas, also that certain 40 foot strip of land being more particularly described as "Tract 1" by deed dated 12-28-21 recorded in Volume 212 Page 6, Deed Records, Jefferson County, Texas, executed by The County of Jefferson in favor of Gulf Refining Co., also that 175.09 acres as described by deed dated 10-30-15 recorded in Volume 153 Page 11, Deed Records, Jefferson County, Texas,

executed by The Texas Co. in favor of Gulf Refining Co., also part of that 1.17 acre tract described by deed dated 3-29-15 recorded in Volume 149 Page 89, Deed Records, Jefferson County, Texas, executed by The Trustees of The Port Arthur Land Co. in favor of Gulf Refining Co. said 1,029.036 acre tract being more particularly described as follows:

NOTE: Bearing based on Port Arthur Land Co. Subdivision as recorded in Volume 1, Page 24 of the Map Records, Jefferson County, Texas.

COMMENCING at Gulf Oil monument found for the southwest corner of a 0.034 acre tract as described in Volume 219 Page 76;

THENCE North 01°15'31" West, a distance of 8630.63 feet to a point for corner at the Northwesterly corner of the intersection of the Southern Pacific Railroad and Spur 214 for the **POINT OF BEGINNING;**

THENCE North 48°42'36" West, a distance of 2719.16 feet to a point for corner in the Southwesterly right-of-way line of Sour 214;

THENCE South 62°26'24" West, along the centerline of Alligator Bayou, a distance of 1616.87 feet to a point for corner;

THENCE South 24°44'30" West, a distance of 398.67 feet to a point for corner in the beginning of a curve tangent to said line;

THENCE southwesterly, westerly, northwesterly and northerly a distance of 120.69 feet to a point for corner along the curve concave to the north, having a radius of 50.00 feet and a central angle of 138°18'20";

THENCE North 16°57'10" West, tangent to said curve, a distance of 24.05 feet to a point for corner in said "Tract 1"

THENCE North 45°50'47" West, along the North line of said "Tract 1" a distance of 88.00 feet to a point for corner;

THENCE North 71°53'59" West, a distance of 126.04 feet to a point for corner;

THENCE North 87°42'24" West, a distance of 60.09 feet to a point for corner;

THENCE South 85°17'12" West, a distance of 80.91 feet to a point for corner;

THENCE South 80°30'52" West, a distance of 100.96 feet to a point for corner;

THENCE South 76°32'31" West, a distance of 123.41 feet to a point for corner;

THENCE South 66°14'21" West, a distance of 91.21 feet to a point for corner;

THENCE South 59°56'40" West, a distance of 156.61 feet to a point for corner;

THENCE South 48°48'06" West, a distance of 70.05 feet to a point for corner;

THENCE South 32°46'13" West, a distance of 107.22 feet to a point for corner;

THENCE South 70°06'37" West, a distance of 159.21 feet to a point for corner;

THENCE South 50°10'53" West, a distance of 38.21 feet to a point for corner;

THENCE South 01°46'02" West, a distance of 68.28 feet to a point for corner;

THENCE South 53°22'42" East, a distance of 27.65 feet to a point for corner;

THENCE South 59°00'03" West, a distance of 109.15 feet to a point for corner;

THENCE South 61°58'50" West, a distance of 541.26 feet to a point for corner;

THENCE South 68°46'16" West, a distance of 295.50 feet to a point for corner;

THENCE South 10°25'56" West, a distance of 318.66 feet to a point for corner;

THENCE South 32°01'59" West, a distance of 255.23 feet to a point for corner in the Northerly right-of-way of the Southern Pacific Railroad (based on a 100' right-of-way);

THENCE South 51°05'32" East, along and with the said Northerly line, a distance of 2232.22 feet to a point for corner to the beginning of a curve tangent to said line:

THENCE southwesterly and southerly a distance of 1381.00 feet to a point for corner along the curve concave to the southwest having a radius of 1945.36 feet and a central angle of 40°40'26";

THENCE South 10°25'06" East, tangent to said curve, a distance of 1131.47 feet to a point;

THENCE South 10°25'06" East, for a distance of 699.14 feet to a point;

THENCE South 10°25'06" East, along said Highway right-of-way line, a distance of 277.39 feet to a point for corner in the Northerly bank of the Turning Basin;

THENCE South 72°55'22" East, along the North side of said Turning Basin, a distance of 42.98 feet, to a point on the existing headwall for corner;

THENCE South 65°29'15" East, a distance of 95.85 feet, to a point on the existing headwall for corner;

THENCE South 59°07'53" East, a distance of 44.54 feet, to a point on the existing headwall for corner;

THENCE South 77°14'26" East, a distance of 25.61 feet, to a point on the existing headwall for corner;

THENCE South 42°21'32" East, a distance of 318.57 feet, to a point on the existing headwall for corner;

THENCE South 59°44'46" West, a distance of 50.68 feet, to a point on the existing headwall for corner;

THENCE South 29°36'07" East, a distance of 849.33 feet, to a point on the existing headwall for corner;

THENCE South 23°47'44" East, a distance of 1208.02 feet, to a point on the existing headwall for corner;

THENCE South 48°53'15" East, a distance of 850.91 feet, to a point on the existing headwall for corner;

THENCE South 39°58'06" East, a distance of 49.69 feet, to a point on the existing headwall for corner;

THENCE South 48°32'56" East, a distance of 234.76 feet to an iron rod found for corner;

THENCE South 02°16'15" West, a distance of 30.72 feet to an iron rod found for corner;

THENCE South 42°06'26" West, a distance of 273.86 feet to an iron rod found for corner;

THENCE South 48°40'11" West, a distance of 850.45 feet to an iron rod found for corner;

THENCE South 37°13'59" West, a distance of 58.96 feet to an iron rod found for corner;

THENCE South 09°12'18" East, a distance of 809.79 feet to an iron rod found for corner;

THENCE South 10°27'44" East, a distance of 246.66 feet to an iron rod found for corner;

THENCE South 11°47'42" East, a distance of 273.53 feet to an iron rod found for corner;

THENCE North 54°48'49" East, a distance of 88.17 feet to an iron rod found for corner;

THENCE North 69°06'30" East, a distance of 199.73 feet to an iron rod found for corner;

THENCE North 80°47'47" East, a distance of 166.13 feet to an iron rod found for corner;

THENCE North 80°39'45" East, a distance of 633.29 feet to an iron rod found for corner;

THENCE North 65°43'07" East, a distance of 197.89 feet to an iron rod found for corner;

THENCE North 61°12'28" East, a distance of 201.96 feet to an iron rod found for corner;

THENCE North 52°05'05" East, a distance of 198.63 feet to an iron rod found for corner;

THENCE North 34°20'04" East, a distance of 201.89 feet to an iron rod found for corner;

THENCE North 20°41'05" East, a distance of 201.24 feet to an iron rod found for corner;

THENCE North 14°08'03" East, a distance of 63.15 feet to an iron rod found for corner;

THENCE North 16°51'40" West, a distance of 230.63 feet to an iron rod found for corner;

THENCE North 25°48'00" West, a distance of 300.34 feet to an iron rod found for corner;

THENCE North 41°13'00" East, a distance of 214.93 feet to a point;

THENCE North 41°13'00" East, a distance of 30.39 feet to a point for corner in the Southerly right-of-way line of the Kansas City Southern Railroad;

THENCE, a curve to the right, along said Southerly right-of-way line, from whose the chord bears North 48°28'13" West, a distance of 138.90 feet, along the curve concave to the northeast, having a radius of 794.50 feet and a central angle of 10°01'01";

THENCE North 41°40'36" West, a distance of 836.93 feet to a point;

THENCE South 41°17'24" West, a distance of 60.45 feet to a point;

THENCE NORTH 41°17'24" EAST, along and with the north right-of-way line of West Seventh Street and the north line of Tract 4; for a distance of 3787.05 feet

THENCE NORTH 48°42'36" WEST, along and with the north right-of-way line of West Seventh Street; for a distance of 66.00 feet to a point for corner;

THENCE NORTH 41°17'24" EAST, along and with the north right-of-way line of West Seventh Street; for a distance of 218.00 feet to a point for corner in the north right-of-way line of West Seventh Street;

THENCE NORTH 02°02'36" WEST, along and with the westerly right-of-way line of an 80 foot Texaco Pipeline right-of-way; for a distance 2965.02 feet to a point for corner in the north right-of-way line of West Seventh Street;

THENCE NORTH 48°42'36" WEST, along and with the west right-of-way line of State Highway Spur 214; for a distance of 2486.13 feet to a point for corner;

THENCE SOUTH 60°27'30" WEST, for a distance of 109.17 feet to a point for corner;

THENCE SOUTH 38°17'24" WEST, along and with the south right-of-way line of State Highway 87; for a distance of 172.65 feet to a point for corner in the south right-of-way line of State Highway 87 and the west right-of-way line of State Highway Spur 214;

THENCE NORTH 51°42'36" WEST, along and with the south right-of-way line of State Highway 87; for a distance of 13.99 feet to a point for corner in the south right-of-way line of State Highway 87;

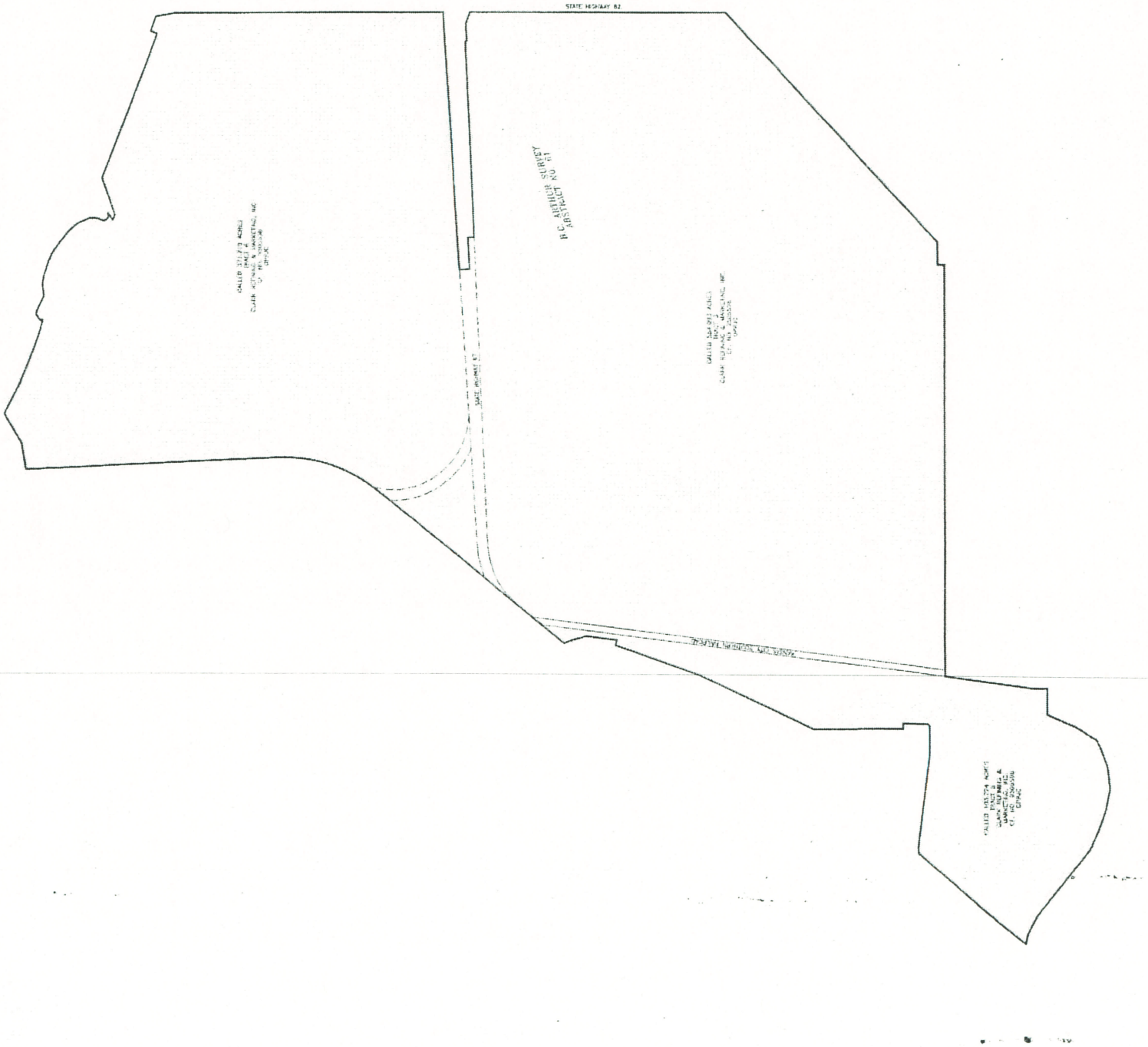
THENCE SOUTH 38°17'24" WEST, along and with the south right-of-way line of State Highway 87; for a distance of 1850.06 feet to a point for corner in the south right-of-way line of State Highway 87;

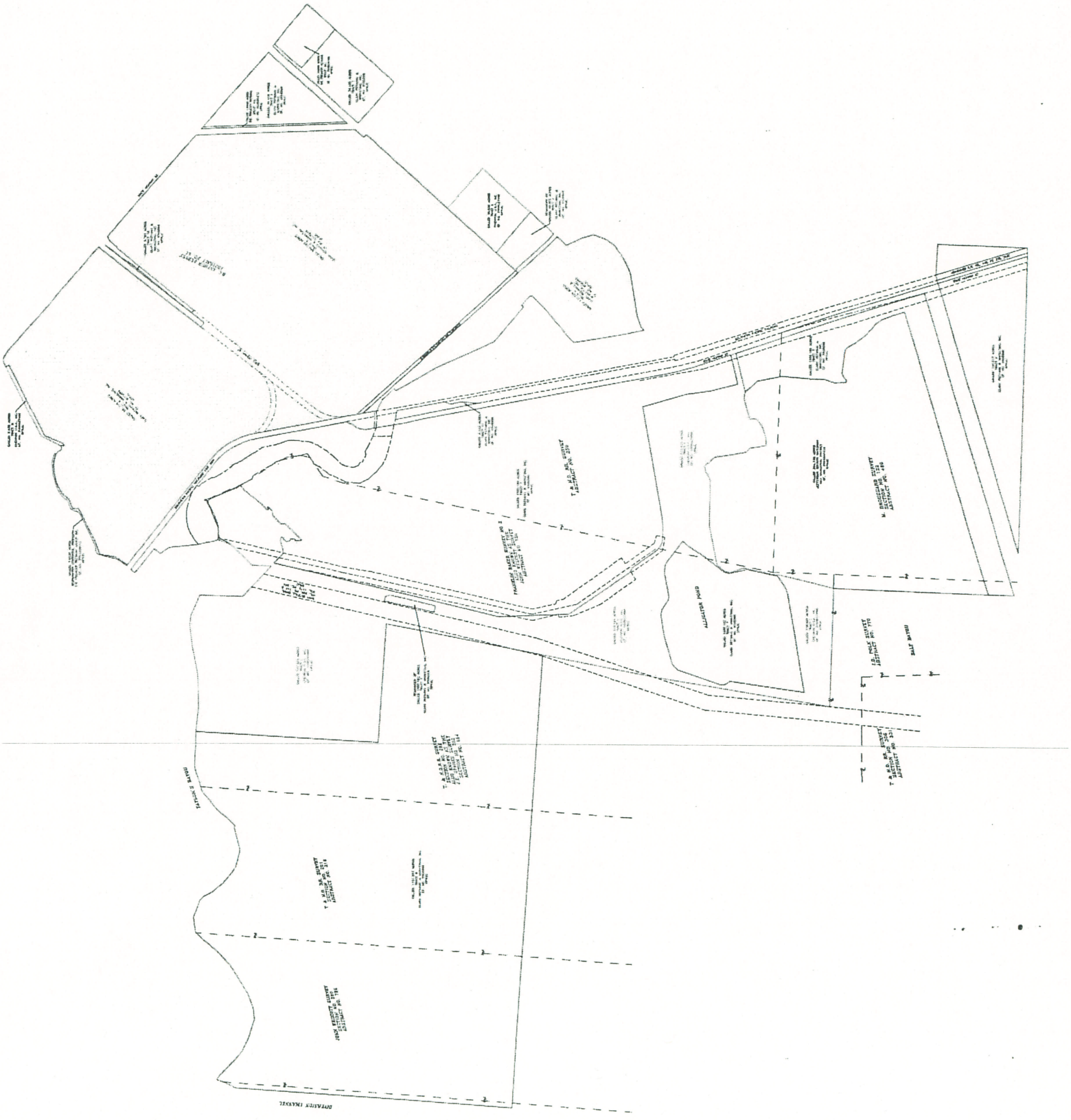
THENCE NORTH 49°46'16" WEST, along and with the south right-of-way line of State Highway 87; for a distance of 60.01 feet to a point for corner in the south right-of-way line of State Highway 87;

THENCE SOUTH 38°17'24" WEST, along and with the south right-of-way line of State Highway 87; for a distance of 229.19 feet to a point for corner in the south right-of-way line of State Highway 87;

THENCE NORTH 49°46'16" WEST, for a distance of 100.07 feet to a point;

THENCE North 37°14'24" East, for a distance of 2437.82 feet to the **POINT OF BEGINNING**.


STATE HIGHWAY 82
B.C. ARTHUR SURVEY
ABSTRACT NO. 61


ALLIGATOR POND
SALT BAYOU
TATUM'S BAYOU
SUTTERLEY TRAVEL

STATE OF TEXAS §
§
COUNTY OF JEFFERSON §

ABATEMENT AGREEMENT FOR PROPERTY LOCATED IN THE REINVESTMENT ZONE

Pursuant to Section 312.401 of the Texas Tax Code, this Tax Abatement Agreement (hereinafter referred to as the "AGREEMENT") is made and entered into by and between Jefferson County (hereinafter sometimes referred to as "the COUNTY"), and The Premcor Refining Group Inc. d/b/a Valero Port Arthur Refinery (hereinafter sometimes referred to as "Premcor" OR "OWNER").

1. RECITALS

WHEREAS, OWNER possesses interests in taxable real property located within the Premcor Refinery Reinvestment Zone, the designation of which was implemented by the COUNTY by an Order dated September 4, 2018 (hereinafter referred to as the "REINVESTMENT ZONE"); and

WHEREAS, this AGREEMENT is limited to the project to be constructed by OWNER, on various parcels of land located within the Reinvestment Zone, which is described with particularity in Exhibit "A" attached hereto and which will involve construction of a new Coker and Sulfur Unit and related improvements (hereinafter referred to as the "PROJECT"); and

WHEREAS the COUNTY wishes to encourage OWNER to select Jefferson County as the site for the PROJECT; and

WHEREAS, the REINVESTMENT ZONE is an area within Jefferson County, Texas, generally described as being within Premcor's Port Arthur Refinery, which has been designated by Order of this Court, the legal description for which is attached hereto as Exhibit "C." It is understood and agreed that the REINVESTMENT ZONE boundary is subject to revision based on the final construction plan of the PROJECT, and the COUNTY

agrees to take the steps necessary to amend the Reinvestment Zone boundary upon request of Premcor.

NOW, THEREFORE, for the mutual consideration set forth below, the Parties hereto agree as follows:

2. AUTHORIZATION

THIS AGREEMENT IS AUTHORIZED BY THE TEXAS PROPERTY REDEVELOPMENT AND TAX ABATEMENT ACT, TEX. TAX CODE CHAPTER 312, AS AMENDED, AND BY ORDER OF THE JEFFERSON COUNTY COMMISSIONERS COURT ESTABLISHING AND ADOPTING THE PREMCOR REFINERY REINVESTMENT ZONE.

3. DEFINITIONS

For purposes of this AGREEMENT, the following terms shall have the meanings set forth below:

"Abatement" means the full or partial exemption from ad valorem taxes of the value of certain property located in the REINVESTMENT ZONE designated for economic development purposes.

"Affiliate" of any specified person or entity means any other person or entity which, directly or indirectly, through one or more intermediaries, controls, or is controlled by, or is under common control with such specified person or entity. For purposes of this definition, the term "control" (including the terms "controlled by" and "under common control with") means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of such person or entity, whether through the ownership of voting securities, by contract or otherwise.

"Base Year Value" means the taxable value of all industrial realty improvements owned by the property owner and/or its Affiliates within Jefferson County on January 1 preceding the execution of the abatement agreement. OWNER will, in consultation with the Jefferson County Appraisal District, provide the COUNTY with a list of the Jefferson County Appraisal District account numbers identifying the industrial realty improvements owned by the property owner and/or its Affiliates and the taxable value thereof on January 1 preceding the execution of the abatement agreement for use in preparing the schedule to be attached as an exhibit to the abatement agreement before execution specifying the Base Year Value for all purposes of the abatement agreement.

"Base year" for the parties to this agreement, is defined as the calendar year in which this abatement contract is executed (signed) by all parties hereto.

"Ineligible Property" is fully taxable and ineligible for tax abatement and includes land, supplies, inventory, housing, vehicles, improvements for the generation or transmission of

electrical energy not wholly consumed by a new facility or expansion; any improvements, including those to produce, store or distribute natural gas, fluids or gasses, which are not integral to the operation of the facility; deferred maintenance, property to be rented or leased, property which has a productive life of less than ten years, or any other property for which abatement is not allowed by state law.

"Eligible Property" means the realty improvements, the on-site buildings, structures, fixed machinery and equipment, storage tanks, process units (including all integral components necessary for operations), site improvements, and infrastructure and the permanent office space and related fixed improvements, as defined by the Tax Code but does not include personal tangible property.

"New Eligible Property" means Eligible Property, the construction of which commences subsequent to the effective date of this AGREEMENT. During the construction phase of the New Eligible Property, the OWNER may make such change orders to the New Eligible Property as are reasonably necessary to accomplish its intended use. It is expressly understood that, notwithstanding anything to the contrary written herein, energy, electricity, manufacturing supplies (e.g. foreign manufactured catalysts), feedstocks, freight, and direct materials that physically become a part of the end product manufactured by the PROJECT) are not subject to the terms of this AGREEMENT.

"Taxable Value" for each taxing entity executing an abatement agreement is determined by deducting from the Market Value of all industrial realty improvements of a property owner and/or its affiliates the amount of any applicable exemptions and abatements granted for that Tax Year.

"Completion" as used herein, shall mean, the successful commissioning of the PROJECT and the attainment of reliable operations. OWNER shall certify in writing to the COUNTY when such Completion is attained.

"Full-time job" as used herein, shall mean a permanent full-time position that: requires at least 1,600 hours or work per year, is not a transferred from another area of the state, is not created to replace a previous employee, and is covered by a group health benefit plan, and pays at least 110% of the county average weekly wage for manufacturing jobs in Jefferson County.

"Payment in Lieu of Taxes." If, during the period of this abatement, any Federal or State law provides an additional tax exemption for the property that is already the subject of this agreement, Applicant agrees to decline that tax exemption during the period of this abatement. If Applicant is unable to decline that tax exemption, Applicant agrees to pay the taxes, or payment in lieu of taxes, on the reduction of property tax revenue to the COUNTY that is the result of said exemption. Any payment in lieu of taxes shall be due on or before November 15 of the year in which payment is due.

4. TERM OF ABATEMENT

This AGREEMENT shall be effective and enforceable upon execution by both parties (which date is herein referred to as the "Effective Date"). The Term of the Abatement pursuant to this AGREEMENT shall begin on January 1, 2020 and shall terminate on December 31, 2029, unless sooner terminated pursuant to other provisions of this AGREEMENT. Should OWNER not begin the construction of the PROJECT by December 31, 2020, this AGREEMENT shall be null and void.

5. OWNER REPRESENTATIONS/OBLIGATIONS

In order to receive a tax abatement with respect to a tax year listed on EXHIBIT: Tax Abatement Schedule," OWNER shall comply with the following:

a. As a result of the PROJECT, and upon its Completion (currently estimated to be not later than the first quarter, 2022, maintain a level of not less than 30 new full-time jobs (consisting of both permanent direct employee jobs and permanent contractor jobs), using headcount as of May 1, 2019 as the starting point, relating to the PROJECT during the remaining term of this AGREEMENT; provided, however that OWNER may reduce employment levels due to improved efficiencies or changing economic conditions during the term of this AGREEMENT as long as such employment levels do not fall below 30 full-time jobs for total on site employment by owner during said term. In the event that such employment falls below 30 full-time jobs for total on site employment, Abatement shall be reduced proportionate to such employment decline beginning with the tax year in which the decline occurs and each tax year thereafter per the example calculation cited below where:

A1 = initial Abatement $s
A2 = revised Abatement $s
E1 = 30 full-time jobs
E2 = revised employee count
A2 = A1 x (E2/E1)

b. Report and certify the requisite job levels to the COUNTY, annually during each tax year under this AGREEMENT;

c. Construct the PROJECT with an estimated investment in excess of $900 million;

d. Make available to the COUNTY information concerning the details of contractor bids, every quarter, during the construction phase of the PROJECT under the express understanding that COMPANY is providing the COUNTY such contractor bid information on a strictly confidential basis so as to maintain the integrity of the competitive bid process;

e. Report and certify to the COUNTY the requisite cost of the PROJECT within 120 days after the completion of the PROJECT (or 120 days after the Effective Date, whichever is later);

f. Ensure that qualified local labor, vendors, suppliers, and sub-contractors are given a timely opportunity to bid on contracts for the provision of supplies, goods and services (including engineering and construction services, *e.g.*, piping, electrical, civil, fabrication) in connection with construction of the PROJECT and any turnaround project which is undertaken as part of or in connection with the PROJECT during the term of the abatement period. Such consideration shall be made in good faith without discrimination. For purposes of the foregoing:

i. "Local labor" is defined as those qualified laborers or craftsmen who are residents and domiciliaries of the nine county regions comprised of Jefferson, Orange, Hardin, Jasper, Newton, Liberty, Tyler and Chambers Counties, as well as the Bolivar Peninsula area of Galveston County. "Local vendors" and "local suppliers" shall include only those located or having a principal office in Jefferson County. "Local subcontractors" shall include only those located or having a principal office in Jefferson County.

ii. OWNER agrees to give preference and priority to local manufacturers, suppliers, vendors, contractors and labor, except where not reasonably possible to do so without significant added expense, substantial inconvenience, or sacrifice in operating efficiency. For any such exception in cases involving purchases over $1 million, a justification for such purchase shall be included in OWNER'S annual letter of compliance. OWNER further acknowledges that it is a contractual obligation, under this agreement, of persons receiving property tax abatements to favor local manufacturers, suppliers, contractors, and labor, all other factors being equal. In the event of a breach of this "buy local" provision, OWNER agrees that the percentage of abatement shall be proportionately reduced in an amount equal to the amount the disqualified contract bears to the total construction cost for the PROJECT.

iii. OWNER agrees that it will provide sufficient notice and information regarding the project to qualified local contractors to enable them to submit bids for materials from the outset of the procurement processes, including but not limited to PROJECT information provided in job fairs to be conducted by OWNER.

g. Report and certify to the COUNTY, quarterly the total number of dollars spent on local labor, local subcontractors and local vendors/suppliers in connection with the PROJECT;

h. OWNER will invoice purchases locally to ensure that sales taxes credited to the benefit of Jefferson County, Texas._As further clarification OWNER will enter into a Separate Contract as defined in 34 Texas Administrative Code 3.291 (a) (13) with an EPC contractor (EPC) for the construction of the new plant facility Project to be located in the Reinvestment Zone of OWNER in Jefferson County Texas.

OWNER will obtain a Texas Direct Payment Permit (DPP) and issue a DPP exemption certificate in lieu of sales tax to EPC. OWNER will remit use taxes on taxable purchases made for use in the PROJECT directly to the state of Texas on its monthly Texas Direct Payment Return for both state and county taxes at the applicable rates. The State of Texas collects Limited, Sales, Excise and Use Taxes for both the state and local tax jurisdictions. The state is responsible for distributing the local taxes it collected to the applicable local jurisdiction.

i. Not in any way discriminate against or treat disparately union contractors who choose to participate in the competitive bid process relating to work on the PROJECT, nor discriminate against or treat disparately union members who seek employment on the PROJECT; and

j. Encourage and promote the utilization of Historically Underutilized Businesses (HUBs) (also known as Disadvantaged Business Enterprises, or DBEs) by the general contractor engaged by OWNER to construct the PROJECT and any turnaround project which is undertaken as part of or in connection with the PROJECT during the term of the abatement period by ensuring qualified HUB/DBE vendors and contractors are given a timely opportunity to bid on contracts for supplies and services. For purposes of the foregoing:

i. A HUB/DBE is a business owned or controlled by Socially and Economically Disadvantaged Individuals as defined by all applicable federal or state laws and local policies, including Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Asian Indian Americans, women, and individuals with disabilities.

ii. A HUB/DBE is one that is at least 51 percent owned or controlled by one or more women or Socially and Economically Disadvantaged Individuals or, in the case of a publicly-owned business, one that at least 51 percent of the stock of which is controlled by one or more women or Socially and Economically Disadvantaged Individuals.

iii. A business that has been certified as a HUB/DBE by an agency of the federal government or the State of Texas is presumed to be a HUB/DBE for purposes of Agreement.

iv. Only a HUB/DBE with its principal office in the State of Texas will be recognized as a HUB/DBE for purposes of this Agreement. A list of

HUB/DBE vendors/suppliers is maintained in the COUNTY office and a list of same is attached hereto as Exhibit D. As to the use of qualified local and HUB/DBE vendors, suppliers and sub-contractors, OWNER will, at a minimum:

k. Consult with chambers of commerce, minority business associations, trade associations and other regional economic development organizations to identify local and HUB/DBE vendors, suppliers and sub-contractors;

l. Notify qualified local and HUB/DBE vendors, suppliers and sub-contractors, allowing sufficient time for effective preparation of bids for the planned work to be sub-contracted or materials, supplies or equipment to be purchased;

m. Provide qualified local and HUB/DBE vendors, suppliers and sub-contractors who are interested in bidding on a subcontract or contract for materials, supplies, equipment, or the provision of engineering and construction services and labor adequate information regarding the project as early as is practicable in the bidding process in order to allow the HUB/DBE vendors, suppliers and sub-contractors sufficient time to prepare a bid *(i.e.*, plans, specifications, scope of work, bonding and insurance requirements, and a point of contact within the general/prime contractor);

n. Negotiate in good faith with interested qualified local and HUB/DBE vendors, suppliers or sub-contractors, and award sub-contracts or contracts for materials, supplies equipment, or the provision of engineering and construction services and labor to local or HUB/DBE vendors, suppliers or sub-contractors when they are the lowest qualified responsive bidder who meets all of the applicable bid specifications; and

o. Include a provision in OWNER'S contract with the general/prime contractor on the PROJECT which requires the general/prime contractor to read and comply with the terms of this AGREEMENT relating to the use of union or non-union, local and HUB/DBE vendors, suppliers or sub- contractors.

6. VALUE OF ABATEMENT

For each year under this Agreement, the abatement percentage received by OWNER under this AGREEMENT with respect to the value of New Eligible Property, is set forth on attached Exhibit: "Tax Abatement Schedule."

The Abatement during each year covered by this Agreement shall be the value attributable to the Project multiplied by Abatement Schedule, adjusted by the Base Year Value.

7. QUARTERLY MONITORING MEETINGS

With respect to the quarterly monitoring meetings referenced in Section 5(d) above, the County Judge, County Commissioners, or their designee(s) shall be allowed to attend such quarterly monitoring meetings, on the express condition that they execute a confidentiality agreement prepared by OWNER so as to protect confidential information which may be disclosed to them during or as a result of such monitoring meetings. OWNER agrees to reimburse the COUNTY in an amount not to exceed to $4,000.00 annually for the costs or expenses actually incurred by the COUNTY in monitoring the status of the bidding process every quarter during the construction phase of the PROJECT. OWNER will provide the COUNTY with quarterly reports which detail procurement of services, equipment and labor utilized in construction.

8. TAXABILITY

During the period that this AGREEMENT is effective, taxes shall be payable as follows:

a. The value of Ineligible Property shall be fully taxable;

b. The Taxable Value of existing Eligible Property as determined each shall be fully taxable; and

c. The value of New Eligible Property shall be abated as set forth in Section 6, hereinabove.

9. ADJUSTMENTS TO ABATEMENT FOR BASE YEAR VALUE DECLINE

The Jefferson County Central Appraisal District will establish the certified values of Eligible Property as of January 1, 2018 (year abatement executed) as set forth on attached Exhibit "B," and such values shall be the values used to calculate the Base Year Value as herein defined. If on January 1st of any tax year listed on the "Tax Abatement Schedule" the Taxable Value is less than the Base Year Value, then the abatement of value otherwise available shall be reduced by one dollar for each dollar that the Taxable Value of realty improvements is less than the Base Year Value, except that no such reduction of OWNER's abatement shall be made should any reduction to Taxable Value of OWNER's Eligible Property result from a Force Majeure event.

In the event OWNER reduces its ad valorem taxes on personal property otherwise payable to the COUNTY by participating in a foreign trade zone, then the amount of abated value otherwise available shall be reduced by one dollar for each dollar of tax value reduction attributable to special treatment from trade zone participation. The parties hereto stipulate and agree that the certified appraisal value for this property, as calculated by the Jefferson County

It is specifically understood and agreed by OWNER that, if at any time during the effective dates of this agreement relating to abatement, OWNER files or prosecutes an action in

district court to contest the appraised value of any property of OWNER or OWNER's affiliates within Jefferson County for unequal appraisal or revision thereof pursuant to Sec. 42.26, Texas Tax Code, any and all abatements granted by the COUNTY to OWNER or its affiliates shall become null and void and cancelled.

10. POLLUTION CONTROL EXEMPTION

The COUNTY understands that OWNER plans (i) to request from the TCEQ a determination under Section 11.31 of the Texas Tax Code that certain property included in the New Eligible Property is pollution control property, and (ii) to apply for an exemption from ad valorem taxes under Section 11.31 of the Texas Tax Code with respect to all or a portion of such property determined by the TCEQ to be pollution control property. The maximum dollar value for equipment that OWNER intends to claim to the TCEQ as exempt from taxation under Section 11.31 is fifteen percent (15%) of cost ("Intended Maximum"), though that number could change as current estimated project costs are refined. It is understood that the COUNTY would not have agreed to this abatement percentages if it were known that the actual exempt property claimed by OWNER would exceed the Intended Maximum. In the event OWNER ultimately obtains an amount in excess of the Intended Maximum in any year of Abatement under this AGREEMENT (such amount the "Exempt Property Excess"), the percentage of abatement described in the "Abatement Schedule" shall be reduced pro rata so as to reimburse the COUNTY for the total decrease in County tax revenue during the abatement period beginning on January 1, 2020 which is expected to result from the Exempt Property Excess. It is understood and agreed that OWNER will not seek a tax exemption for any equipment or portion of the facility which merely reduces the pollution characteristics of the finished product produced by the facility and that an exemption will only be sought for equipment and technology utilized to reduce pollution at or around the facility.

11. EVENT OF DEFAULT

If either party should default in performing any obligation under this AGREEMENT, the other party shall provide such defaulting party written notice of default and provide the defaulting party with a minimum period of thirty (30) days to cure such default prior to instituting an action for breach or pursuing any other remedy for default, provided however, that, if the default is of such a nature that it cannot, with the exercise of reasonable diligence, be cured within thirty (30) days, then such party shall not be in default so long as such party has commenced such cure within thirty (30) days after receiving written notice of such default and is diligently prosecuting such cure to completion. Subject to providing such notice of default and the aforesaid opportunity to cure same, the party aggrieved by default shall have the right to terminate this AGREEMENT and to pursue any remedy available at law or in equity, for breach hereof. In addition, if a party (the "Affected Party") shall become unable to timely perform any of its obligations under this AGREEMENT, other than any obligation to pay money, as a consequence of a Force Majeure Event, the Affected Party shall be relieved of such obligation (and such failure to timely perform such obligation shall not constitute a default) to the extent that and for so long as (but only to the extent that and only for so long as) it is unable to timely perform

such obligation as a consequence of such Force Majeure Event. A "Force Majeure Event" means any of the following: (a) acts of God, earthquakes, tidal waves, lightning, floods, and storms; (b) explosions and fires; (c) strikes and lockouts; (d) wars, riots, acts of the public enemy, civil disturbances, hostilities, sabotage, blockades, insurrections, terrorism, and epidemics; (e) acts of expropriation, confiscation, nationalization, requisitioning, or other taking; and (f) any other event, condition, or circumstance beyond the reasonable control of the party claiming relief as a consequence thereof; provided, however, that "Force Majeure Event" does not include the inability to make payment or financial distress.

12. TERMINATION

OWNER shall have the right to terminate this agreement at any time upon thirty (30) days' written notice to the COUNTY.

13. ASSIGNMENT

OWNER may assign this AGREEMENT, in whole or in part, to a new owner or lessee of the same PROJECT, or a portion thereof, or to an Affiliate of OWNER upon written approval by resolution of the COMMISSIONERS COURT of such assignment, and approval shall not be unreasonably withheld or delayed. It shall not be unreasonable for the COURT to withhold approval if OWNER or the proposed assignee is liable to the COUNTY for outstanding taxes or other obligations.

14. ENTIRE AGREEMENT

The Parties agree that this AGREEMENT contains all of the terms and conditions of the understanding of the Parties relating to the subject matter hereof. All prior negotiations, discussions, correspondence and preliminary understandings between the parties and others relating hereto are superseded by the AGREEMENT.

15. SUCCESSORS AND ASSIGNS

This AGREEMENT shall be binding on and inure to the benefit of the parties, their respective successors and assigns. OWNER may not assign all or part of its rights and obligations hereunder without the prior written consent of the COUNTY, which shall not be unreasonably withheld or delayed. It shall not be unreasonable to withhold consent to assignment if OWNER or the proposed assignee(s) is/are delinquent in the payment of any ad valorem taxes.

16. NOTICE

Any notice and/or statement required and permitted to be delivered shall be deemed delivered by depositing same in the United States mail, certified with return receipt requested, postage prepaid, addressed to the appropriate party at the following addresses:

OWNER:

Mr. Mark Skobel
Vice President and Refinery Manager
The Premcor Refining Group Inc.
d/b/a Valero Port Arthur Refinery
1801 South Gulfway Drive
Port Arthur, Texas 77640
(409) 985-1000

With a copy to:

Mr. Martin Loeber
Senior Vice President, Ad Valorem Tax
Valero Energy Corporation
One Valero Way
San Antonio, Texas 78429
(210) 345-2709

COUNTY:

Hon. Jeff R. Branick, County Judge
Jefferson County Texas
P.O. Box 4025
Beaumont, Texas 77704
(409) 835-8466
(409) 839-2311 (facsimile)

With a copy to:

Ms. Kathleen Kennedy, Chief Civil Attorney
Criminal District Attorney
1149 Pearl Street, 3rd Floor
Beaumont, Texas 77701
(409) 835-8550
(409) 835-8573 (facsimile)

Mr. Fred L. Jackson,
First Assistant: Staff Attorney
Jefferson County Courthouse
P. O. Box 4025,
Beaumont, Texas 77704
(409) 835-8466
(409) 839-2311 (facsimile)

17. MERGER

The Parties agree that this AGREEMENT contains all of the terms and conditions of the understanding of the parties relating to the subject matter hereof. All prior negotiations, discussions, correspondence and preliminary understandings between the parties and others relating hereto are superseded by this AGREEMENT.

18. INTERPRETATION

The Parties acknowledge that both have been represented by counsel of their choosing in the negotiation and preparation of the AGREEMENT. Regardless of which party prepared the initial draft of this AGREEMENT, this AGREEMENT shall, in the event of any dispute over its meaning or application, be interpreted without reference to the principle of construction favoring the party who did not draft the AGREEMENT under construction.

19. APPLICABLE LAW AND VENUE

This AGREEMENT is made, and shall be construed and interpreted under the laws of the State of Texas and venue shall lie in Jefferson County, Texas.

20. SEVERABILITY

In the event any provision of this AGREEMENT is illegal, invalid, or unenforceable under present or future laws, then, and in that event, it is the intention of the Parties hereto that the remainder of this AGREEMENT shall not be affected thereby, and it is also the intention of the Parties to this AGREEMENT that in lieu of each clause or provision that is found to be illegal, invalid, or unenforceable, a provision be added to this AGREEMENT which is legal, valid, and enforceable and is as similar in terms as possible to the provision found to be illegal, invalid or unenforceable.

Executed in duplicate this the 10th day of September, 2018.

FOR THE COUNTY:

Hon. Jeff R. Branick, County Judge
Jefferson County, Texas

FOR OWNER:

Mark Skobel, Vice President and Refinery Manager
The Premcor Refining Group Inc.
d/b/a Valero Port Arthur Refinery

Tax Abatement Schedule
(if investment is less than $1 billion)

Tax Year		Abatement Percentage
0	2019	0%
1	2020	100%
2	2021	100%
3	2022	100%
4	2023	100%
5	2024	100%
6	2025	100%
7	2026	100%
8	2027	90%
9	2028	90%
10	2029	90%

Tax Abatement Schedule
(if investment is $1 billion or more)

Tax Year		Abatement Percentage
0	2019	0%
1	2020	100%
2	2021	100%
3	2022	100%
4	2023	100%
5	2024	100%
6	2025	100%
7	2026	100%
8	2027	100%
9	2028	100%
10	2029	100%

EXHIBIT A

Description of Project

The proposed project is a facility to CONSTRUCT A NEW COKER AND SULFUR UNIT. The ability to construct this plant will enable Premcor to increase its productivity and marketing ability.

The facility would be constructed on approximately 1,029.036 acres of land (the defined boundary of the proposed Reinvestment Zone).

EXHIBIT B

Base Year Property

This base year taxable value as certified will be attached, by consent of the parties, when same is calculated and adopted by the Jefferson County Appraisal District.

Company Name	JCAD Account #	2018 Value
VLO Premcor Refining - Texas	065560-000/000100-00000	100
VLO Premcor Refining - Texas	065560-000/000200-00000	14,853,080
VLO Premcor Refining - Texas	065560-000/000300-00000	19,100
VLO Premcor Refining - Texas	065560-000/000400-00000	1,591,810
VLO Premcor Refining - Texas	065560-000/000500-00000	3,904,620
VLO Premcor Refining - Texas	065560-000/000600-00000	468,530
VLO Premcor Refining - Texas	065560-000/000700-00000	177,380
VLO Premcor Refining - Texas	065560-000/000800-00000	100
VLO Premcor Refining - Texas	065560-000/000900-00000	100
VLO Premcor Refining - Texas	065560-000/001000-00000	100
VLO Premcor Refining - Texas	065560-000/001100-00000	139,450
VLO Premcor Refining - Texas	065560-000/001200-00000	50,160
VLO Premcor Refining - Texas	065560-000/001300-00000	379,810
VLO Premcor Refining - Texas	065560-000/001400-00000	10,450
VLO Premcor Refining - Texas	065560-000/001500-00000	810,890
VLO Premcor Refining - Texas	065560-000/001600-00000	250,350
VLO Premcor Refining - Texas	065560-000/001700-00000	100
VLO Premcor Refining - Texas	065560-000/001800-00000	100
VLO Premcor Refining - Texas	065560-000/001900-00000	42,750
VLO Premcor Refining - Texas	065560-000/002000-00000	67,680
VLO Premcor Refining - Texas	065560-000/002100-00000	147,790
VLO Premcor Refining - Texas	065560-000/002200-00000	63,560
VLO Premcor Refining - Texas	065560-000/002300-00000	5,458,220
VLO Premcor Refining - Texas	065560-000/002400-00000	7,333,160
VLO Premcor Refining - Texas	065560-000/002500-00000	49,590
VLO Premcor Refining - Texas	065560-000/002600-00000	41,280
VLO Premcor Refining - Texas	065560-000/002700-00000	23,390
VLO Premcor Refining - Texas	065560-000/002800-00000	20,340
VLO Premcor Refining - Texas	065560-000/002900-00000	1,174,430
VLO Premcor Refining - Texas	065560-000/003000-00000	655,030
VLO Premcor Refining - Texas	065560-000/003100-00000	346,320
VLO Premcor Refining - Texas	508050-000/000030-00000	247,100
VLO Premcor Refining - Texas	508050-000/000040-00000	189,688,400
VLO Premcor Refining - Texas	508050-000/000045-00000	31,459,200
VLO Premcor Refining - Texas	508050-000/000060-00000	28,523,010
VLO Premcor Refining - Texas	508050-000/000080-00000	4,421,700
VLO Premcor Refining - Texas	508050-000/000110-00000	22,316,900
VLO Premcor Refining - Texas	508050-000/000110-00100	0
VLO Premcor Refining - Texas	508050-000/000113-00000	36,182,400
VLO Premcor Refining - Texas	508050-000/000113-00100	0
VLO Premcor Refining - Texas	508050-000/000114-00000	24,293,800
VLO Premcor Refining - Texas	508050-000/000130-00000	3,504,800
VLO Premcor Refining - Texas	508050-000/000130-00100	0
VLO Premcor Refining - Texas	508050-000/000131-00000	449,300
VLO Premcor Refining - Texas	508050-000/000131-00100	0
VLO Premcor Refining - Texas	508050-000/000140-00000	328,440,500
VLO Premcor Refining - Texas	508050-000/000140-00100	0
VLO Premcor Refining - Texas	508100-000/000010-00000	67,570
VLO Premcor Refining - Texas	508100-000/000020-00000	82,230
VLO Premcor Refining - Texas	508100-000/000030-00000	32,040
VLO Premcor Refining - Texas	508100-000/000055-00000	850
VLO Premcor Refining - Texas	508100-000/000100-00000	610
VLO Premcor Refining - Texas	508100-000/000120-00000	10,030
VLO Premcor Refining - Texas	508100-000/000121-00000	5,480
VLO Premcor Refining - Texas	508100-000/000130-00000	77,280
VLO Premcor Refining - Texas	508100-000/000150-00000	62,750
VLO Premcor Refining - Texas	508100-000/000210-00000	2,350
VLO Premcor Refining - Texas	508100-000/000250-00000	195,250
VLO Premcor Refining - Texas	508100-000/000255-00000	14,360
VLO Premcor Refining - Texas	508100-000/000280-00000	21,290
VLO Premcor Refining - Texas	508100-000/000300-00000	41,980
VLO Premcor Refining - Texas	508100-000/000305-00000	14,360
VLO Premcor Refining - Texas	508100-000/000310-00000	41,980
VLO Premcor Refining - Texas	508100-000/000315-00000	14,360
VLO Premcor Refining - Texas	508100-000/000320-00000	81,220
VLO Premcor Refining - Texas	508100-000/000340-00000	14,980
VLO Premcor Refining - Texas	508100-000/000360-00000	61,890
VLO Premcor Refining - Texas	508100-000/000430-00000	52,940
VLO Premcor Refining - Texas	508100-000/000440-00000	52,940
VLO Premcor Refining - Texas	831229-796-015425-00013	84,942
VLO Premcor Refining - Texas	831265-005-018490-00013	679
Port Arthur Coker Company, LP	529750-000/000010-00000	66,137,600
Port Arthur Coker Company, LP	529750-000/000013-00000	28,887,100
Port Arthur Coker Company, LP	529750-000/000013-00100	0
Port Arthur Coker Company, LP	529750-000/000015-00000	19,720,500
Port Arthur Coker Company, LP	529750-000/000019-00000	112,430
		823,498,871

EXHIBIT C

Reinvestment Zone

STATE OF TEXAS § IN THE COMMISSIONERS COURT

COUNTY OF JEFFERSON § OF JEFFERSON COUNTY, TEXAS

AN ORDER OF THE COMMISSIONERS COURT OF JEFFERSON COUNTY, TEXAS DESIGNATING A REINVESTMENT ZONE PURSUANT TO SEC 312. 401 OF THE TAX CODE (THE PROPERTY REDEVELOPMENT AND TAX ABATEMENT ACT)

BE IT REMEMBERED at a meeting of Commissioners Court of Jefferson County, Texas, held on the 4th day of September, 2018 on motion made by Eddie Arnold, Commissioner of Precinct No 1, and seconded by Brent Weaver, Commissioner of Precinct No 2, the following Order was adopted

WHEREAS, the Commissioners Court of Jefferson County, Texas desires to create the proper economic and social environment to induce the Investment of private resources in productive business enterprises located in the county and to provide employment to residents of the area; and,

WHEREAS, it is in the best interest of the County to designate the Premcor Refining Group Inc "Premcor Refinery" facility in/near Port Arthur, TX a reinvestment zone, pursuant to Sec. 312. 401, Tax Code (The Property Redevelopment and Tax Abatement Act)

IT IS THEREFORE ORDERED BY THE COMMISSIONERS COURT OF JEFFERSON COUNTY, TEXAS

Section 1. That the Commissioners Court hereby designates the property, 1801 South Gulfway Dr., Port Arthur, TX (mailing purposes only), Jefferson County, Texas 77640, further described in the legal description attached hereto as Exhibit *"A"*, and made apart hereof for all purposes, as a Reinvestment Zone (the "Zone")

Section 2 That the Commissioners Court finds that the Zone area meets the qualifications of the Texas Redevelopment and Tax Abatement Act (hereinafter referred to as the "Act".)

Section 3. That the Commissioners Court has heretofore adopted Guidelines and Criteria for Granting Tax Abatements in Reinvestment Zones in Jefferson County, Texas

Section 4 That the Commissioners Court held a public hearing to consider this Order on the 4th day of Sept. 2018.

Section 5. The Commissioners Court finds that such improvements are feasible and will benefit the Zone after the expiration of the agreement

Section 6. The Commissioners Court finds that creation of the Zone is likely to contribute to the retention or expansion of primary employment in the area and/or would contribute to attract major investments that would be a benefit to the property and that would contribute to the economic development of the community

Section 7. That this Order shall take effect from and after its passage as the law in such cases provides.

Signed this 4TH day of SEPTEMBER, 2018.

JEFF R. BRANICK
County Judge

COMMISSIONER EDDIE ARNOLD
Precinct No. 1

COMMISSIONER MICHAEL S. SINEGAL
Precinct No. 3

COMMISSIONER BRENT A. WEAVER
Precinct No. 2

COMMISSIONER EVERETTE D. ALFRED
Precinct No 4

EXHIBIT "A"

Legal Description: 16.1095Acre Tract or Parcel of Land
B.C. Arthur Survey, Abstract No. 61
Jefferson County, Texas

BEING a 16.1095 acre tract or parcel of land situated in the B.C. Arthur Survey, Abstract No. 61, Jefferson County, Texas and being out of and part of that certain called 554.093 acre tract of land, identified as TRACT 3, as described in a "Special Warranty Deed" from Chevron U.S.A. to Clark Refining & Marketing, Inc. as recorded in Clerk's File No. 95-9505598, Official Public Records of Real Property, Jefferson County, Texas, said 16.1095 acre tract being more particularly described as follows:

NOTE: All bearings are referenced to the commencing call of that certain called 371.719 acre tract of land, identified as TRACT 6, as described in a "Special Warranty Deed" from Chevron U.S.A. to Clark Refining & Marketing, Inc. as recorded in Clerk's File No. 95-9505598, Official Public Records of Real Property, Jefferson County, Texas as NORTH 01°15'31" WEST. All coordinates are referenced to Texas Coordinate System of 1983, South Central Zone NAD83 (2011).

COMMENCING at a Gulf concrete monument found for the Southwest corner of that certain called 0.034 acre tract of land as described in a deed from Port Arthur Canal and Dock Co. to Gulf Refining Company as recorded in Volume 219, Page 76, Deed Records, Jefferson County, Texas, and said corner also being the point of beginning in the description of that certain called 103.224 acre tract, identified as TRACT 5, as described in a "Special Warranty Deed" from Chevron U.S.A. to Clark Refining & Marketing, Inc. as recorded in Clerk's File No. 95-9505598, Official Public Records of Real Property, Jefferson County, Texas;

THENCE NORTH 08°46'45" WEST for a distance of 3732.00 feet to the **POINT OF BEGINNING** of the tract herein described;

THENCE NORTH 48°42'00" WEST, for a distance of 1000.00 feet to a point;

THENCE NORTH 41°18'00" EAST, for a distance of 500.00 feet to a point;

THENCE SOUTH 48°42'00" EAST, for a distance of 108.12 feet to a point;

THENCE NORTH 41°18'00" EAST, for a distance of 1099.47 feet to a point;

THENCE SOUTH 48°42'00" EAST, for a distance of 105.40 feet to a point;

THENCE NORTH 41°18'00" EAST, for a distance of 482.19 feet to a point;

THENCE NORTH 48°42'00" WEST, for a distance of 29.34 feet to a point;

THENCE NORTH 41°18'00" EAST, for a distance of 456.72 feet to a point;

THENCE NORTH 48°42'00" WEST, for a distance of 415.00 feet to a point;

THENCE NORTH 41°18'00" EAST, for a distance of 335.00 feet to a point;

THENCE SOUTH 48°42'00" EAST, for a distance of 440.00 feet to a point;

THENCE SOUTH 41°18'00" WEST, for a distance of 766.72 feet to a point;

THENCE SOUTH 48°42'00" EAST, for a distance of 29.34 feet to a point;

THENCE SOUTH 41°18'00" WEST, for a distance of 532.19 feet to a point;

THENCE NORTH 48°42'00" WEST, for a distance of 105.40 feet to a point;

THENCE SOUTH 41°18'00" WEST, for a distance of 1074.47 feet to a point;

THENCE SOUTH 48°42'00" EAST, for a distance of 866.88 feet to a point;

THENCE SOUTH 41°18'00" WEST, for a distance of 500.00 feet to the **POINT OF BEGINNING** of the tract herein described and containing 16.1035 acres more or less.

This legal description has been prepared for tax purposes based on prior surveys prepared by Mark W. Whiteley & Associates, Inc. This legal description is being submitted along with a plat based on this description. (SEE EXHIBIT "B")

Thomas S. Rowe, RPLS No. 5728

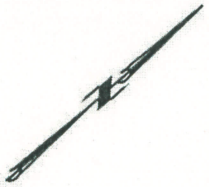
6/22/17

STATE OF TEXAS
REGISTERED
THOMAS S. ROWE
5728
PROFESSIONAL
LAND SURVEYOR

TBPLS Firm No.: 10106700

W:\2017\17-859 VALERO COKER RESTART PROJECT\17-859_EXHIBIT_A.DOC

NOTE:
1. NOTHING IN THIS SURVEY IS INTENDED TO EXPRESS AN OPINION REGARDING OWNERSHIP OR TITLE.
2. THE WORD CERTIFY IS UNDERSTOOD TO BE AN EXPRESSION OF PROFESSIONAL JUDGMENT BY THE SURVEYOR, WHICH IS BASED ON HIS BEST KNOWLEDGE, INFORMATION AND BELIEF, FORMED IN THE COURSE OF HIS PERFORMING THE SURVEY IN COMPLIANCE WITH THE STANDARDS OF PRACTICE REQUIRED AND PROMULGATED BY THE TEXAS BOARD OF PROFESSIONAL LAND SURVEYORS AND THE TEXAS SOCIETY OF PROFESSIONAL SURVEYORS. AS SUCH, IT CONSTITUTES NEITHER A GUARANTEE NOR A WARRANTY, EXPRESSED OR IMPLIED.
3. ALL BEARINGS ARE REFERENCED TO THE COMMENCING CALL OF THAT CERTAIN CALLED 371.719 ACRE TRACT, IDENTIFIED AS TRACT 6, DESCRIBED IN CLERKS FILE NO. 95-9505598, OPRJC, AS NORTH 01°15'31" WEST.
4. BOUNDARY DESCRIPTION AND PLAT PREPARED FOR TX PURPOSES ONLY. BASED ON PRIOR SURVEY PERFORMED BY MARK W. WHITELEY & ASSOCIATES, INC.



CALLED 103.224 ACRES
TRACT 5
CLARK REFINING & MARKETING, INC.
CF. NO. 95-9505598
OPRJC

CALLED 554.093 ACRES
TRACT 3
CLARK REFINING & MARKETING, INC.
CF. NO. 95-9505598
OPRJC

KANSAS CITY SOUTHERN RAILROAD

SEE SHEET 2 OF 2 FOR DETAIL

POB

B.C. ARTHUR SURVEY
ABSTRACT NO. 61

CALLED 554.093 ACRES
TRACT 3
CLARK REFINING & MARKETING, INC.
CF. NO. 95-9505598
OPRJC

N08°46'45"W 3732.00'

CALLED 40.502 ACRES
TRACT 4
CLARK REFINING & MARKETING, INC.
CF. NO. 95-9505598
OPRJC

POC
FND. GULF MONU.
S.W. CORNER OF
0.034 ACRE

CALLED 0.034 ACRES
GULF REFINING CO.
VOL. 219, PG. 76
DRJC

EXHIBIT "B"

REFER TO EXHIBIT "A" FOR LEGAL DESCRIPTION

VALERO PORT ARTHUR		
DR BY: CDD	SCALE: 1"=600'	SHEET No.: 1 of 2
VER: ACAD 2016		
JOB NO. 17-859	FILE: W:\2017\17-859 VALERO COKER RESTART PROJECT\17-859_EXHIBIT_B_SHT_1.DWG	

MARK W. WHITELEY
AND ASSOCIATES
INCORPORATED
CONSULTING ENGINEERS,
SURVEYORS, AND PLANNERS
T.B.P.L.S. FIRM NO. 10106700

P. O. BOX 5492
BEAUMONT, TEXAS 77726-5492
409-892-0421

3250 EASTEX FRWY.
BEAUMONT, TEXAS 77703
(FAX) 409-892-1346

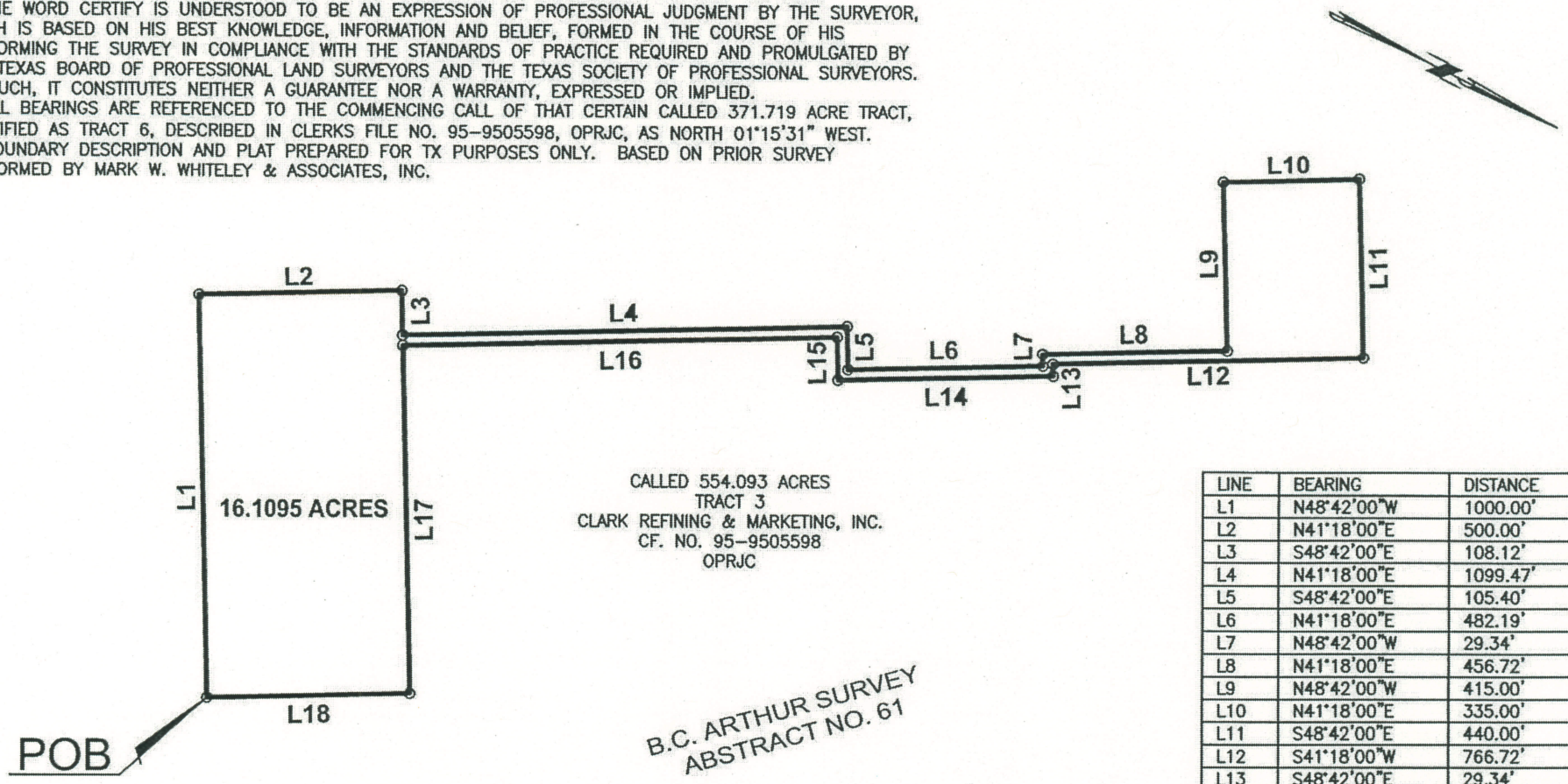
EXHIBIT OF
16.1095 ACRES
B.C. ARTHUR SURVEY
ABSTRACT NO. 61
JEFFERSON COUNTY
TEXAS

STATE OF TEXAS
REGISTERED
THOMAS S. ROWE
5728
PROFESSIONAL
LAND SURVEYOR

4/22/17

THOMAS S. ROWE – REGISTERED PROFESSIONAL LAND SURVEYOR No. 5728

NOTE:
1. NOTHING IN THIS SURVEY IS INTENDED TO EXPRESS AN OPINION REGARDING OWNERSHIP OR TITLE.
2. THE WORD CERTIFY IS UNDERSTOOD TO BE AN EXPRESSION OF PROFESSIONAL JUDGMENT BY THE SURVEYOR, WHICH IS BASED ON HIS BEST KNOWLEDGE, INFORMATION AND BELIEF, FORMED IN THE COURSE OF HIS PERFORMING THE SURVEY IN COMPLIANCE WITH THE STANDARDS OF PRACTICE REQUIRED AND PROMULGATED BY THE TEXAS BOARD OF PROFESSIONAL LAND SURVEYORS AND THE TEXAS SOCIETY OF PROFESSIONAL SURVEYORS. AS SUCH, IT CONSTITUTES NEITHER A GUARANTEE NOR A WARRANTY, EXPRESSED OR IMPLIED.
3. ALL BEARINGS ARE REFERENCED TO THE COMMENCING CALL OF THAT CERTAIN CALLED 371.719 ACRE TRACT, IDENTIFIED AS TRACT 6, DESCRIBED IN CLERKS FILE NO. 95-9505598, OPRJC, AS NORTH 01°15'31" WEST.
4. BOUNDARY DESCRIPTION AND PLAT PREPARED FOR TX PURPOSES ONLY. BASED ON PRIOR SURVEY PERFORMED BY MARK W. WHITELEY & ASSOCIATES, INC.



LINE	BEARING	DISTANCE
L1	N48°42'00"W	1000.00'
L2	N41°18'00"E	500.00'
L3	S48°42'00"E	108.12'
L4	N41°18'00"E	1099.47'
L5	S48°42'00"E	105.40'
L6	N41°18'00"E	482.19'
L7	N48°42'00"W	29.34'
L8	N41°18'00"E	456.72'
L9	N48°42'00"W	415.00'
L10	N41°18'00"E	335.00'
L11	S48°42'00"E	440.00'
L12	S41°18'00"W	766.72'
L13	S48°42'00"E	29.34'
L14	S41°18'00"W	532.19'
L15	N48°42'00"W	105.40'
L16	S41°18'00"W	1074.47'
L17	S48°42'00"E	866.88'
L18	S41°18'00"W	500.00'

EXHIBIT "B"
REFER TO EXHIBIT "A"
FOR LEGAL DESCRIPTION

STATE OF TEXAS REGISTERED THOMAS S. ROWE 5728 PROFESSIONAL LAND SURVEYOR

6/22/17

THOMAS S. ROWE – REGISTERED PROFESSIONAL LAND SURVEYOR No. 5728

VALERO PORT ARTHUR		
DR BY: CDD	SCALE: 1"=400'	SHEET No.: 2 of 2
VER: ACAD 2016		
JOB NO. 17-859	FILE: W:\2017\17-859 VALERO COKER RESTART PROJECT\17-859_EXHIBIT_B_SHT_2.DWG	

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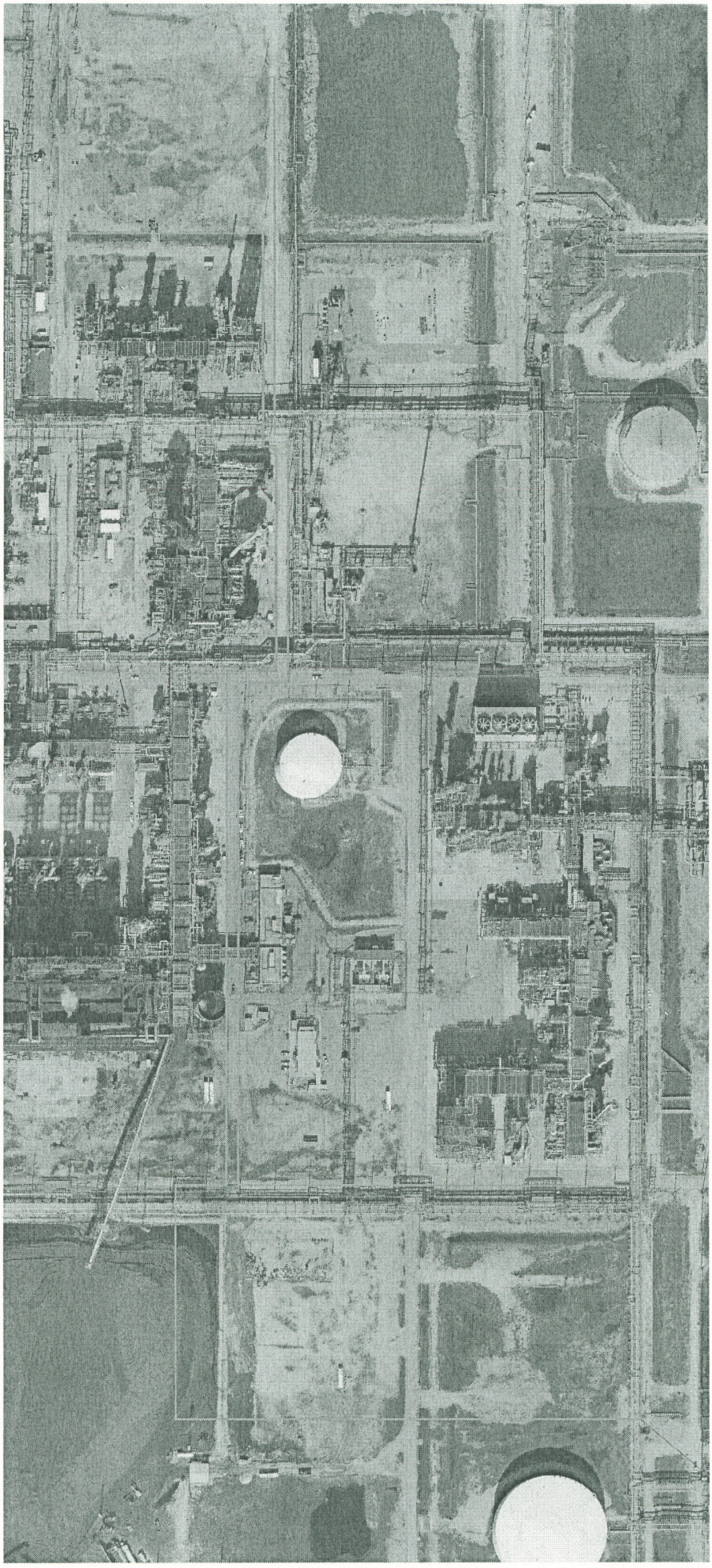
EXHIBIT OF
16.1095 ACRES
B.C. ARTHUR SURVEY
ABSTRACT NO. 61
JEFFERSON COUNTY
TEXAS



BEING a combined 1,029.036 acre tract or parcel of land situated in the B.C. Arthur Survey, No. 227 and in Ranges P and Q, Blocks 2, 3, and 4 (2,3 & 4), Jefferson County, Texas and being all of TRACT 3, TRACT 5 and TRACT 6 and also being a tract or parcel of land described in deed from Port Arthur Land Company to Gulf Refining Company, dated November 11, 1913, recorded in Volume 140, Page 216, Deed Records, Jefferson County, Texas, and also being a tract or parcel of land described in deed from Port Arthur Land Company to J.M. Guffey, dated April 3, 1901, recorded in Volume 49, Page 632, Deed Records, Jefferson County, Texas, and a tract or parcel of land described in deed from Port Arthur Land Company to Gulf Refining Company, dated January 11, 1902, recorded in Volume 56, Page 160, Deed Records, Jefferson County, Texas and a 103.224 acre tract or parcel of land out of and part of that certain tract or parcel of land described by deed dated 1-11-12 recorded in Volume 126, Page 194, Deed Records, Jefferson County, Texas, executed by the Texas New Orleans Railroad Co. in favor of Gulf Refining Co., also that 16.17 acres described by deed dated 12-3-46 recorded in Volume 651 Page 74, Deed Records, Jefferson County, Texas, executed by Port Arthur Canal and Dock Co. in favor of Gulf Oil Co., also that 37.06 acres described by deed dated 6-1-22 recorded in Volume 222 Page 483, Deed Records, Jefferson County, Texas, executed by G.N. Bliss in favor of Gulf Refining Co., also that certain parcel known as Tract 2 in deed dated 6-28-22 recorded in Volume 219 Page 76, Deed Records, Jefferson County, Texas, executed by Port Arthur Canal and Dock Co. in favor of Gulf Refining Co., also that 2.50 acres described in deed dated 7-13-14 recorded in Volume 145 Page 120, Deed Records, Jefferson County, Texas, executed by Joe Stewts, et al, in favor of Gulf Refining Co., also that certain 7040 acre tract described by deed dated 1-16-22 recorded in Volume 213 Page 269, Deed Records, Jefferson County, Texas, executed by Port Arthur Rice Milling Co. in favor of Gulf Refining Co., also that certain 0.43 acre Quitclaim Deed dated 6-28-22 recorded in Volume 222 Page 328, Deed Records, Jefferson County, Texas, executed by The Trustees of the Port Arthur Land Co. in favor of Gulf Refining Co., also that certain Tract known as Tract 3 as described in Volume 95 Page 499, Deed Records, Jefferson County, Texas, also that certain 45.80 acre as described by deed dated 2-7-02 recorded in Volume 57 Page 166, Deed Records, Jefferson County, Texas, executed by J.M. Guffey Petroleum Co. in favor of Gulf Refining Co., also out of and part of that 70.00 acre tract or parcel as described by deed dated 1-11-02 recorded in Volume 56 Page 160, Deed Records, Jefferson County, Texas, also out of and part of that certain 19.50 acre tract as described by deed dated 12-14-01 recorded in Volume 55 Page 344, Deed records, Jefferson County, Texas, executed by The Trustees for the Port Arthur Land Co. in favor of J.M. Guffey Petroleum Co., also that certain 1.11 acre tract described as "SECOND TRACT" in that certain deed dated 2-26-07 recorded in Volume 95 Page 499, Deed Records, Jefferson County, Texas, executed by H.A. Phillips in favor of Gulf Refining Co. and a 371.719 acre tract or parcel of land out of and part of that certain 279.46 acres of land described as "First Tract" by deed dated 2-26-07 recorded in Volume 95 Page 499, Deed Records, Jefferson County, Texas, executed by H.A. Phillips in favor of Gulf Refining Co., also that certain tract known as "Tract 1" as described in a deed dated 11-14-80 recorded in Volume 2276 Page 267, Deed Records, Jefferson County, Texas, executed by Texaco, Inc. in favor of Gulf Oil Co., also that certain 27.20 acre tract as described in a deed dated 6-28-13 recorded in Volume 139 Page 44, Deed Records, Jefferson County, Texas, also that certain 40 foot strip of land being more particularly described as "Tract 1" by deed dated 12-28-21 recorded in Volume 212 Page 6, Deed Records, Jefferson County, Texas, executed by The County of Jefferson in favor of Gulf Refining Co., also that 175.09 acres as described by deed dated 10-30-15 recorded in Volume 153 Page 11, Deed Records, Jefferson County, Texas,

executed by The Texas Co. in favor of Gulf Refining Co., also part of that 1.17 acre tract described by deed dated 3-29-15 recorded in Volume 149 Page 89, Deed Records, Jefferson County, Texas, executed by The Trustees of The Port Arthur Land Co. in favor of Gulf Refining Co. said 1,029.036 acre tract being more particularly described as follows:

NOTE: Bearing based on Port Arthur Land Co. Subdivision as recorded in Volume 1, Page 24 of the Map Records, Jefferson County, Texas.

COMMENCING at Gulf Oil monument found for the southwest corner of a 0.034 acre tract as described in Volume 219 Page 76;

THENCE North 01°15'31" West, a distance of 8630.63 feet to a point for corner at the Northwesterly corner of the intersection of the Southern Pacific Railroad and Spur 214 for the **POINT OF BEGINNING;**

THENCE North 48°42'36" West, a distance of 2719.16 feet to a point for corner in the Southwesterly right-of-way line of Sour 214;

THENCE South 62°26'24" West, along the centerline of Alligator Bayou, a distance of 1616.87 feet to a point for corner;

THENCE South 24°44'30" West, a distance of 398.67 feet to a point for corner in the beginning of a curve tangent to said line;

THENCE southwesterly, westerly, northwesterly and northerly a distance of 120.69 feet to a point for corner along the curve concave to the north, having a radius of 50.00 feet and a central angle of 138°18'20";

THENCE North 16°57'10" West, tangent to said curve, a distance of 24.05 feet to a point for corner in said "Tract 1"

THENCE North 45°50'47" West, along the North line of said "Tract 1" a distance of 88.00 feet to a point for corner;

THENCE North 71°53'59" West, a distance of 126.04 feet to a point for corner;

THENCE North 87°42'24" West, a distance of 60.09 feet to a point for corner;

THENCE South 85°17'12" West, a distance of 80.91 feet to a point for corner;

THENCE South 80°30'52" West, a distance of 100.96 feet to a point for corner;

THENCE South 76°32'31" West, a distance of 123.41 feet to a point for corner;

THENCE South 66°14'21" West, a distance of 91.21 feet to a point for corner;

THENCE South 59°56'40" West, a distance of 156.61 feet to a point for corner;

THENCE South 48°48'06" West, a distance of 70.05 feet to a point for corner;

THENCE South 32°46'13" West, a distance of 107.22 feet to a point for corner;

THENCE South 70°06'37" West, a distance of 159.21 feet to a point for corner;

THENCE South 50°10'53" West, a distance of 38.21 feet to a point for corner;

THENCE South 01°46'02" West, a distance of 68.28 feet to a point for corner;

THENCE South 53°22'42" East, a distance of 27.65 feet to a point for corner;

THENCE South 59°00'03" West, a distance of 109.15 feet to a point for corner;

THENCE South 61°58'50" West, a distance of 541.26 feet to a point for corner;

THENCE South 68°46'16" West, a distance of 295.50 feet to a point for corner;

THENCE South 10°25'56" West, a distance of 318.66 feet to a point for corner;

THENCE South 32°01'59" West, a distance of 255.23 feet to a point for corner in the Northerly right-of-way of the Southern Pacific Railroad (based on a 100' right-of-way);

THENCE South 51°05'32" East, along and with the said Northerly line, a distance of 2232.22 feet to a point for corner to the beginning of a curve tangent to said line:

THENCE southwesterly and southerly a distance of 1381.00 feet to a point for corner along the curve concave to the southwest having a radius of 1945.36 feet and a central angle of 40°40'26";

THENCE South 10°25'06" East, tangent to said curve, a distance of 1131.47 feet to a point;

THENCE South 10°25'06" East, for a distance of 699.14 feet to a point;

THENCE South 10°25'06" East, along said Highway right-of-way line, a distance of 277.39 feet to a point for corner in the Northerly bank of the Turning Basin;

THENCE South 72°55'22" East, along the North side of said Turning Basin, a distance of 42.98 feet, to a point on the existing headwall for corner;

THENCE South 65°29'15" East, a distance of 95.85 feet, to a point on the existing headwall for corner;

THENCE South 59°07'53" East, a distance of 44.54 feet, to a point on the existing headwall for corner;

THENCE South 77°14'26" East, a distance of 25.61 feet, to a point on the existing headwall for corner;

THENCE South 42°21'32" East, a distance of 318.57 feet, to a point on the existing headwall for corner;

THENCE South 59°44'46" West, a distance of 50.68 feet, to a point on the existing headwall for corner;

THENCE South 29°36'07" East, a distance of 849.33 feet, to a point on the existing headwall for corner;

THENCE South 23°47'44" East, a distance of 1208.02 feet, to a point on the existing headwall for corner;

THENCE South 48°53'15" East, a distance of 850.91 feet, to a point on the existing headwall for corner;

THENCE South 39°58'06" East, a distance of 49.69 feet, to a point on the existing headwall for corner;

THENCE South 48°32'56" East, a distance of 234.76 feet to an iron rod found for corner;

THENCE South 02°16'15" West, a distance of 30.72 feet to an iron rod found for corner;

THENCE South 42°06'26" West, a distance of 273.86 feet to an iron rod found for corner;

THENCE South 48°40'11" West, a distance of 850.45 feet to an iron rod found for corner;

THENCE South 37°13'59" West, a distance of 58.96 feet to an iron rod found for corner;

THENCE South 09°12'18" East, a distance of 809.79 feet to an iron rod found for corner;

THENCE South 10°27'44" East, a distance of 246.66 feet to an iron rod found for corner;

THENCE South 11°47'42" East, a distance of 273.53 feet to an iron rod found for corner;

THENCE North 54°48'49" East, a distance of 88.17 feet to an iron rod found for corner;

THENCE North 69°06'30" East, a distance of 199.73 feet to an iron rod found for corner;

THENCE North 80°47'47" East, a distance of 166.13 feet to an iron rod found for corner;

THENCE North 80°39'45" East, a distance of 633.29 feet to an iron rod found for corner;

THENCE North 65°43'07" East, a distance of 197.89 feet to an iron rod found for corner;

THENCE North 61°12'28" East, a distance of 201.96 feet to an iron rod found for corner;

THENCE North 52°05'05" East, a distance of 198.63 feet to an iron rod found for corner;

THENCE North 34°20'04" East, a distance of 201.89 feet to an iron rod found for corner;

THENCE North 20°41'05" East, a distance of 201.24 feet to an iron rod found for corner;

THENCE North 14°08'03" East, a distance of 63.15 feet to an iron rod found for corner;

THENCE North 16°51'40" West, a distance of 230.63 feet to an iron rod found for corner;

THENCE North 25°48'00" West, a distance of 300.34 feet to an iron rod found for corner;

THENCE North 41°13'00" East, a distance of 214.93 feet to a point;

THENCE North 41°13'00" East, a distance of 30.39 feet to a point for corner in the Southerly right-of-way line of the Kansas City Southern Railroad;

THENCE, a curve to the right, along said Southerly right-of-way line, from whose the chord bears North 48°28'13" West, a distance of 138.90 feet, along the curve concave to the northeast, having a radius of 794.50 feet and a central angle of 10°01'01";

THENCE North 41°40'36" West, a distance of 836.93 feet to a point;

THENCE South 41°17'24" West, a distance of 60.45 feet to a point;

THENCE NORTH 41°17'24" EAST, along and with the north right-of-way line of West Seventh Street and the north line of Tract 4; for a distance of 3787.05 feet

THENCE NORTH 48°42'36" WEST, along and with the north right-of-way line of West Seventh Street; for a distance of 66.00 feet to a point for corner;

THENCE NORTH 41°17'24" EAST, along and with the north right-of-way line of West Seventh Street; for a distance of 218.00 feet to a point for corner in the north right-of-way line of West Seventh Street;

THENCE NORTH 02°02'36" WEST, along and with the westerly right-of-way line of an 80 foot Texaco Pipeline right-of-way; for a distance 2965.02 feet to a point for corner in the north right-of-way line of West Seventh Street;

THENCE NORTH 48°42'36" WEST, along and with the west right-of-way line of State Highway Spur 214; for a distance of 2486.13 feet to a point for corner;

THENCE SOUTH 60°27'30" WEST, for a distance of 109.17 feet to a point for corner;

THENCE SOUTH 38°17'24" WEST, along and with the south right-of-way line of State Highway 87; for a distance of 172.65 feet to a point for corner in the south right-of-way line of State Highway 87 and the west right-of-way line of State Highway Spur 214;

THENCE NORTH 51°42'36" WEST, along and with the south right-of-way line of State Highway 87; for a distance of 13.99 feet to a point for corner in the south right-of-way line of State Highway 87;

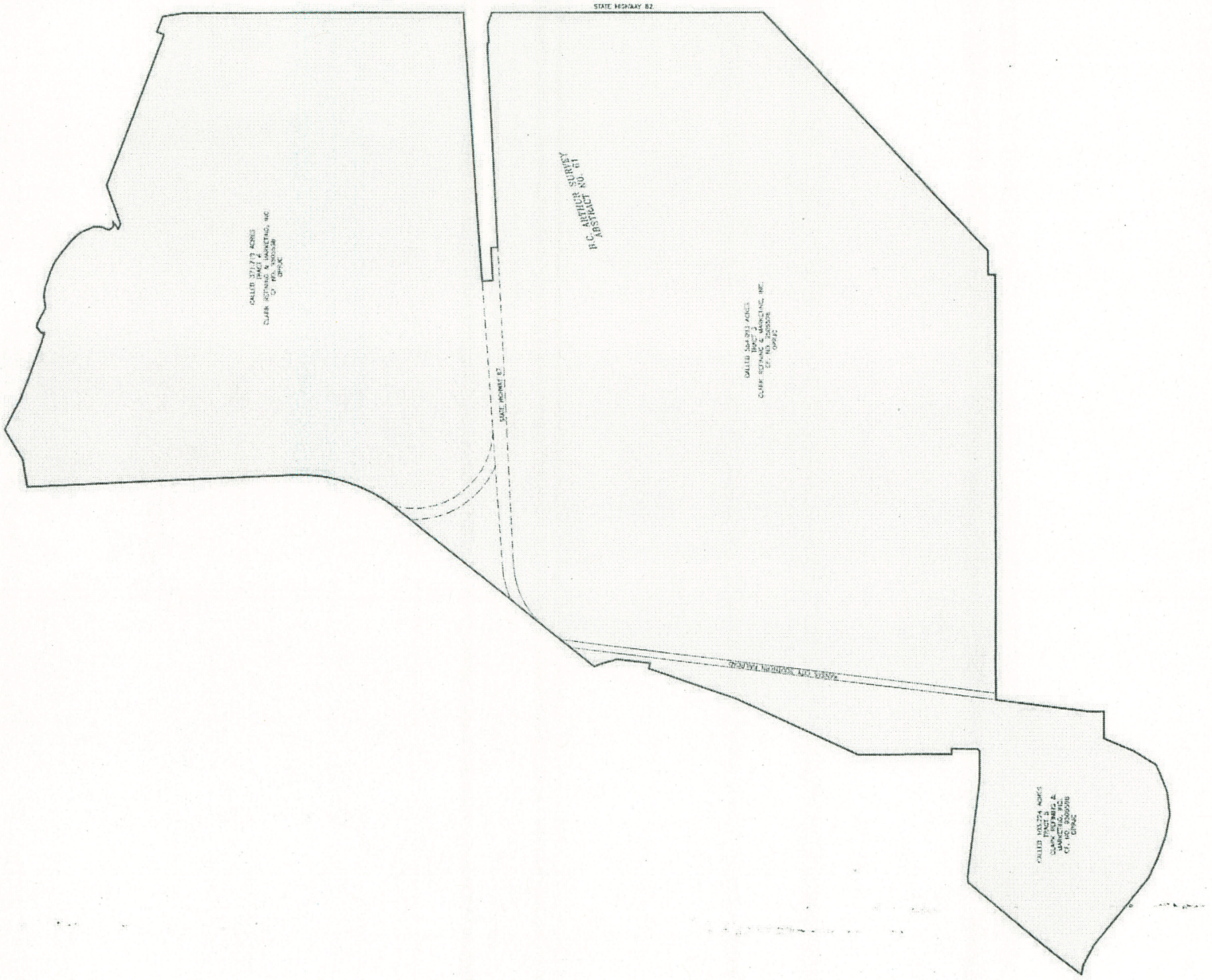
THENCE SOUTH 38°17'24" WEST, along and with the south right-of-way line of State Highway 87; for a distance of 1850.06 feet to a point for corner in the south right-of-way line of State Highway 87;

THENCE NORTH 49°46'16" WEST, along and with the south right-of-way line of State Highway 87; for a distance of 60.01 feet to a point for corner in the south right-of-way line of State Highway 87;

THENCE SOUTH 38°17'24" WEST, along and with the south right-of-way line of State Highway 87; for a distance of 229.19 feet to a point for corner in the south right-of-way line of State Highway 87;

THENCE NORTH 49°46'16" WEST, for a distance of 100.07 feet to a point;

THENCE North 37°14'24" East, for a distance of 2437.82 feet to the **POINT OF BEGINNING.**


STATE HIGHWAY 82
H.C. ARTHUR SURVEY
ABSTRACT NO. 61
STATE HIGHWAY 82


SALT BAYOU
SALT BAYOU

Minority Business Directory

*** Indicates certification as a HUB/DBE has been obtained**

Accountants/ Certified Public

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Ms. Margaret Bostic
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Texas Black Pages
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Agricultural

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Cooperative Extension Program
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Air Conditioning Repair

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Ivory Joe Harris
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Villery's
Refrigeration & Air Conditioning Service
Tel: 409-838-2233

Barbecue/ Caterers

Charlie Dean
Dean's Bar-B-Q & Catering
805 Magnolia
Beaumont, TX 77701
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Eugene Sam
Tillmans Barbecue Pit
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Beaumont, TX 77701
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Gerard's Barbecue Diner
3730 Fannett Rd
Beaumont, TX 77705
Tel: 409-842-9135

Jack Patillo Barbecue
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Beaumont, TX 77705
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Leonard Broussard
Broussard's Bar-B-Q
2930 S. 11th Street
Beaumont, TX 77701
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Beaumont, TX 77705
Tel: 409-842-4933

Carpet/ Flooring

*Alton & Michelle Babineaux
Bab's Carpet
4940 Highland Ave.
Beaumont, TX 77705
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Fax: 409-790-4218

Delores Fruge
Power Stretch Carpet
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Cell2: 409-338-9907
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Raymon and Sharonne Morris
Morris and Morris Floor Covering
4515 Ironton
Beaumont, TX 77703
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Tel: 409-553-9861

Computer Service & Repair

Chris Martin
601 Woodworth
Port Arthur, TX 77642
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Tel2: 409-982-3529

David Leaven / Marcus Frank
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Contractors /Construction Services/Community Development/ Home Builders

Al Armstrong
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Beaumont, TX 77701
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Albert Ceaser
CMM Construction
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Fax: 409-842-9141
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*Bruce's General Construction, Inc.
1175 Reynolds Rd
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Celestine's Construction
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Beaumont, TX 77705
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Perkins brown
Brown Fencing & construction
Tel: 409-833-1533

R. Anthony Lewis II
Custom Home Design & Building
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RAM Contracting Services
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*Loma George
LG Supplies
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Website: www.edwardjones.com

Lawn Care

Ava S. Hamilton
B & A Lawn Care Service
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Tel2: 409-651-9955
Tel3: 409-651-9954

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The Garden of Gethsemane
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Delois Roy
Art World
Tel: 409-892-7638

J.M. Kaufman
J.M. Kaufman Materials Co.
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James Holmes
James Holmes Enterprises, Inc.
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Moore Superior Pest Control, Inc.
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* Tiffany Liepke, President
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Sonny Perkins
Sonny's Video
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Charles chevis
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Beaumont, TX 77701
Tel: 409-839-4580
Fax: 409-839-4395

Email: drealestate@ft.rr.com

Mrs. Willie Mae Thomas
Five Brothers Investments
6140 W. Windemere Dr.
Beaumont, TX 77713
Tel: 409-898-4100
Cell: 409-201-0777
Fax: 409-898-4090
Email: grannysboy4@yahoo.com

Walter Kyles, Jr. & Co.
Insurance- Real Estate- Construction
2875 Washington Blvd
Beaumont, TX 77705
Tel: 409-842-3444
Fax: 409-842-9770
Cell: 409-338-1365
Email: kyles@aol.com

Restaurants

Floyd & Carol Dixon
Southern Delight Restaurant
3195 Washington Blvd.
Beaumont, TX 77705
Tel: 409-840-5025

Frank Owens, Proprietor
Dairy Queen
3755 College St.
Beaumont, TX 77701
Tel: 409-838-4723

Nolan Hines, Jr.
Taste of Orleans
672 Orleans St.
Beaumont, TX 77701
Tel: 409-833-9460
Cell: 409-553-4632
Fax: 409-833-9470
Website: www.tasteoforleansonline.com

Roofing

John & Lawrence
Norman & Norman Roofing
Beaumont, TX

John Tel: 409-454-8586
Lawrence Tel: 409-838-4266

Sanitary Supply

Armstead Price, Owner
MVP Janitorial Inc.
5430 Concord Road, Suite A
P.O. Box 22961-2961
Beaumont, Tx 77720
Tel: 409-347-4100
Cell: 409-454-5100

*S and S – Enterprises
PO Box 1983
Beaumont, TX 77704
Tel: 409-842-0594
Fax: 409-842-0594
Pager: 409-726-3624

The Invisible Armor
Tammy Powell
P.O. Box 22492
Beaumont, TX 77720
Tel: 409-840-9801
Fax: 409-840-9815
Email: www.iarmor.net

Trophies

*Harold Williams & Sherrie Charles
AAA Trophy Shop & Etc.
4570 Highland Ave
Beaumont, TX 77705
Tel: 409-651-6050
Fax: 409-842-6473
Email: aaatrophyshop@yahoo.com

Trucking/Heavy Hauling

Alex J. Jeanmard
J&J Trucking
Tel: 409-833-3026

Erwin Charles
Charles Trucking
Tel: 409-835-5805

Delisa Bean
Dawn Express
2005 Broadway, Suite 113
Beaumont, TX 77702
Tel: 409-212-8222

Frank Patillo
Frank Patillo Trucking
Tel: 409-833-0804

Gerald Castille
G&S Trucking & Mowing
Tel: 409-832-8347

Chris Gobert
Gobert Trucking Company
Tel: 409-838-5079

Jerry P. Bernard
Bernard's Trucking
Tel: 409-842-1259

Joseph Charles
J&P Trucking
Tel: 409-835-3119

Mrs. Shelia M. Mire
W&S Mire Trucking

Roland Eaglin
Roland Eaglin Trucking
Tel: 409-835-0100

Wrecker Services
Mr. Chuck Guillory
Chuck's Wrecker Service
2945 Blanchette Service
Beaumont, TX 77701
Tel: 409-832-8228
Fax: 409-833-8348

Tommy Guillory
Guillory's Wrecker Services
4020 Fannett Rd
Beaumont, TX 77705
Tel: 409-842-5106
Bernard Simon

Mirror Shine & Shoe Repair
657 Park
Beaumont, TX 77701
Tel: 409-835-5722

AGENDA ITEM **September 10, 2018**

Consider authorizing the County Judge to execute a Memorandum of Understanding between Liberty Heights Community Center and Jefferson County.

Mission: Providing emergency & disaster assistance to underserved communities

LIBERTY HEIGHTS COMMUNITY CENTER, NONPROFIT

2349 Memorial Blvd. Suite B, Port Arthur, TX 77642

Ofc: (409) 217-5200 Cell: (469)-0347 Fax: (409) 217-5003

Email: sharleen@libertyheightscc.org Website: https://www.libertyheightscc.org

Board of Directors 2018

Sharleen O. JeanBaptiste, BAAS, AGS
President & CEO
James McRae, Jr, M.C.S.E.
Vice President
Michael Dubone, A.E.,
Secretary
Virgie Pete, A.B.A.,
Treasurer

August 8, 2018

David Jackson all HMGP $

Memorandum of Understanding (MOU)

between

Liberty Heights Community Center

and

Jefferson County, Texas Official

Liberty Heights Community Center, a 501(c)3 State of TX Nonprofit and Jefferson County, TX, referred to herein as "Party" or "Parties," jointly agree to establish this Memorandum of Understanding (MOU) to develop short and long term relief & recovery support to individuals and families impacted and or displaced by Hurricane Harvey, Presidential major disaster declaration (DR#4322). The Liberty Heights Community Center, Nonprofit and Jefferson County, TX recognizes the continued overwhelming needs of our citizens and neighbors that were impacted by Hurricane Harvey, August 25, 2017. The parties understand and agree that the partnership serves to benefit Jefferson County and the State of Texas at Large. The parties further understand and agree to the urgent, immediate, and continued long term care needs for such services and support which requires collaborative, collective effort from both parties.

ARTICLE I
Purpose

The Liberty Heights Community Center and Jefferson County enter into this Memorandum of Understanding (MOU) to unify and expedite the environmental and historic preservation reviews for disaster recovery projects that are associated with Presidentially-declared disaster DR#4332 Hurricane Harvey. This MOU is to formalize the commitments among the listed Agencies to work together to facilitate uniformity, consistency, and transparency by setting forth roles and responsibilities for Lead and Cooperating Agencies, establishing interagency communication protocols (or procedures), and identifying environmental and historic preservation priorities related to this disaster. This MOU is entered into voluntarily by both parties. Liberty Heights Community Center has been providing guidance to local citizens and organizations impacted by Hurricane Harvey.

Jefferson County, TX values the guidance and agrees that the one-on-one, on the ground support would be a great asset to its communities. Further, both parties understand the benefits and advantages of collaboration and networking to meet the immediate, short and long term needs of this population. This agreement is purposed for Jefferson County, including all affected counties of South Texas affected by Hurricane Harvey Disaster #4332.
Furthermore, a Memorandum of Understanding is recommended by FEMA and the US Department of Homeland Security.

ARTICLE II

Background

As the result of Hurricane Harvey the Parties, have identified the need for coordination in order to expedite the conclusion of EHP reviews conducted to fulfill the requirements of the National Environmental Policy Act (NEPA), Section 106 of the National Historic Preservation Act (NHPA), and other applicable Federal, Tribal, state, and local regulations.

ARTICLE III

Responsibilities of Parties

Both parties recognize the importance of clearly defined roles, responsibilities and expectations. The scope of the collaborative activities are intended to (a) provide prompt respectable services in meeting needs (b) maximize resources (c) limit duplication of work effort (d) define expectation of each party and (e) avoid miscommunication and/or misrepresentation. services to Liberty Heights Community Center based on this background. Additionally, the Parties, acknowledge that establishing the MOU formalizes Federal Agencies' commitments to a UFR to expedite and unify the environmental and historic preservation reviews for disaster recovery projects, and is consistent with applicable law. Disaster recovery projects may involve funding, permitting, or approval from several Federal Agencies, in addition to Tribal, state, and local entities. Each Agency will be responsible for identifying issues that must be addressed to satisfy the National Environmental Protection Act and Section 106 of the National Historic Preservation Act and for coordinating with other Agencies as necessary. Each of the Parties to this MOU will be responsible for the following:
Texas Department of Emergency Management (TDEM) – will serve as a Lead Agency and coordinate all project reviews for projects funded under FEMA programs related to the disaster designated DR#4332, serve as a Cooperating Agency for NEPA projects funded under other authorities as appropriate, and provide technical assistance for National Flood Insurance Program related issues.

ARTICLE IV

Commitments of Agencies

The Parties hereby commit, to the extent practicable, to early involvement and cooperation to ensure timely decisions are made and that the responsibilities of each Party are met. The Parties commit to working together and as appropriate with Indian Tribes, multicounty entities, state Agencies, and other interested persons. In particular the Parties agree to:

A. Timely Coordination: Cooperating Agencies will submit reviews in accordance with the timeline for each project established by the Lead Agency with the concurrence of Cooperating Agencies.
B. Project Meetings: Parties will meet at agreed upon regularly schedule days to share project developments, project status, and project reviews.
C Project Development: Lead Agency, in conjunction with Cooperating Agency(ies), will provide recommendations for avoidance, minimization, and mitigation at the earliest stage possible in project development.

ARTICLE V

Duration

This MOU shall remain in effect for only as long as the FEMA Joint Field Office is in operation or for three (3) years, whichever comes first. Prior to such time, Parties may consult to reconsider the terms of this MOU and extend it for another term. Any extension should be made or captured in writing. Prior to such an extension the Parties may amend the MOU in accordance with Stipulation VI. below.

ARTICLE VI

Amendments

This MOU may be amended when such an amendment is agreed to in writing by all Parties. The amendment will be effective on the date a copy of the amended MOU has been signed by all of the Parties.

ARTILE VII

Termination

If any Party determines that the terms of the MOU will not or cannot be carried out, that Agency shall immediately consult with the other Parties to develop an amendment in accordance with Stipulation VI, above. If within thirty (30) days or a time period agreed to by all parties an amendment cannot be reached, any Party may terminate the MOU upon written notification to the other Parties.

ARTICLE VIII

Issue Elevation

Any issue or dispute that arises between or among the Parties during the course of the EHP review associated with a Disaster Recovery Project shall be addressed expeditiously to avoid delay in making the Federal Agency Decision(s) on a proposed project. This provision is intended to ensure that all Parties work as collaboratively and quickly as possible to resolve any issues or disputes that could delay a Federal Agency Decision. If there is a dispute resolution process established in an applicable law, regulation, or a legally binding agreement then it will be implemented using, to the maximum extent practicable, the timeframes in this provision.
Federal Agencies involved in reaching a Federal Agency Decision(s) for a proposed Disaster Recovery Project will seek to resolve issues or disputes at the earliest possible time through discussion at the lowest appropriate organizational level, i.e., project-level staff who have day-to-day involvement in a project. If an issue cannot be resolved through meetings among the project-level staff, then the staff will notify the appropriate Agency personnel having regional management responsibilities over this issue. The regional management staff will enter discussions to resolve the issue or dispute and will have ten days in which to do so, unless, at the end of the ten day period, all regional management staff involved in the issue or dispute agree that progress toward resolution is being made, in which case the discussions may be extended for an additional ten days. Where appropriate, the project Applicant should be engaged and its issues should also be addressed through this collaborative process.

Should discussions among those regional managers fail to achieve resolution within 20 days or where there are no such personnel with regional management responsibilities in an Agency involved, then the dispute will be elevated to a senior Agency official at the Agency's headquarters office. The senior Agency official will promptly contact his/her counterparts at the other Agencies involved in the dispute to expeditiously address the matter and to avoid delay in the timely completion of the Federal Agency Decision. If a resolution of the matter cannot be achieved at this level the matter will be elevated to the relevant signatories of this agreement for resolution.

If an Agency has vested, by regulation, the ultimate decision making authority for a Federal Agency Decision in a particular Agency official, then that official will participate as the senior Agency official, but will notify their headquarters office of the nature of the issue and their participation in this process.

In the event a matter is elevated to the signatories of this MOU and FEMA was not already a Party to the issue elevation process, then the FEMA Administrator will join the process.

As appropriate, the Agency whose Federal Agency Decision is the subject of the issue or dispute will provide the other Agencies involved in the issue or dispute with the necessary guidance and direction regarding the proper application of its relevant authorities. Nothing herein precludes any Party involved in the issue from consulting with relevant offices of other executive branch departments or Agencies.

VIIII.
Appendices

1.Definition: Appendix A
2.Point of Contacts: Appendix B
3.Brief Agency Description of funding and assistance programs being utilized during the event. Appendix C

SIGNATURES:

Jefferson County, Texas

_____

Signature of Elected County Official Date

Liberty Heights Community Center, Nonprofit

Digitally signed by Sharleen JeanBaptiste, President & CEO
DN: cn=Sharleen JeanBaptiste, President & CEO, o=Liberty Heights Community Center, Nonprofit, ou=Administration, email=libertyheightscc@msn.com, c=US
Date: 2018.08.08 17:46:18 -04'00'

8/8/2018

Sharleen JeanBaptiste, B.A.A.S, A.G.S. Date
President

APPENDIX A

Applicant - An individual, organization, or government who applies for direct Federal funding or assistance, can include any of the following: Federally recognized Native American Indian Tribes, Alaskan Native Tribal Governments, authorized Tribal organizations, Alaskan Native village or organizations, state Government Agencies, local governments and special districts, private non-profit organizations, or individual home and business owners.

Cooperating Agency - Any Federal Agency other than a Lead Agency that has jurisdiction by law or special expertise with respect to any environmental impact, involved in a proposal (or a reasonable alternative) for legislation or other major Federal action significantly affecting the quality of the human environment. A state or local Agency of similar qualifications or, when the effects are on a reservation, an Indian Tribe, may by agreement with the Lead Agency become a Cooperating Agency. Cooperating Agencies are selected in accordance with NEPA regulations (40 CFR 1501.6).

Disaster Recovery Project - An action taken after the immediate threat to life and property in a Presidentially-declared disaster has been addressed and which action (1) is subject to Federal involvement by reason of Federal funding (in whole or in part), Federal permitting, or other Federal approval; and, (2) is to (a) restore a community's facilities to pre-disaster condition or to pre-disaster capacity with such changes as may, for example, aid efficiency, resilience, or sustainability in those capabilities, or (b) provide hazard mitigation activities. Note: An action may be a disaster recovery project even while other "disaster response" actions continue to neutralize ongoing threats to the preservation of life and other property. There is no calendar deadline after which projects to restore a semblance of normal life in a disaster area are no longer considered disaster recovery projects. An action may be preliminary to actual restoration, such as providing debris removal or temporary housing. Furthermore, a community's facilities may include those that are man-made or part of the natural environment, whether in public or private ownership.

Disaster Response - Actions taken immediately after a Presidentially-declared disaster occurs to save lives, protect property and the environment, meet basic human needs, stabilize the incident, restore basic services and community functionality, and establish a safe and secure environment moving toward disaster recovery.

Environmental and Historic Preservation Reviews - The Federal review necessary to comply with environmental and historic preservation law.

Lead Agency - The Lead Agency is designated to supervise preparation of the environmental analysis and conduct any relevant historic preservation reviews that are applicable to the project. Federal Agencies, together with Tribal, state, or local Agencies, may act as joint Lead Agency.

Party - Agencies that have signed and committed to the roles and responsibilities outlined in this MOU.

Responsible Entity (or HUD RE) - A recipient of a Community Development Block Grant funding from the U.S. Department of Housing and Urban Development. Responsible entities may be an Indian Tribe, Alaskan Native village or organization, the Department of Hawaiian Home Lands, state, or unit of general local government, responsible entities assume the authority and responsibility of fulfilling Federal environmental and historic preservation requirements.

APPENDIX B

POINTS OF CONTACT:

If for Liberty Heights Community Center:

Mailing address:
Liberty Heights Community Center
c/o Sharleen Orphe-Jeanbaptiste, President
9842 Audelia Rd., #2002
Dallas, TX 75238-1969

Site address:
Port Arthur Site Address:
Liberty Heights Community
Center 2349 Memorial Blvd.
Suite B
Port Arthur, Texas 77642

If for Jefferson County, TX:

Jeff Branick, County Judge
Jefferson County
Courthouse 1149 Pearl
Street Beaumont, Texas
77701

APPENDIX C Exhibit 1

TEXAS DEPARTMENT OF PUBLIC SAFETY

5805 N LAMAR BLVD • BOX 4087 • AUSTIN, TEXAS 78773-0001
512/424-2000
www.dps.texas.gov

STEVEN C. McCRAW
DIRECTOR
DAVID G. BAKER
ROBERT J. BODISCH, SR.
SKYLOR HEARN
DEPUTY DIRECTORS

COMMISSION
STEVEN P. MACH, CHAIRMAN
MANNY FLORES
A. CYNTHIA LEON
JASON K. PULLIAM
RANDY WATSON

May 21, 2018

Ms. Sharleen JeanBaptiste
President
Liberty Heights Community Center
9842 Audelia Road, #2002
Dallas, TX 75238
libertyheightscc@msn.com

Re: DR-4332 Notices of Intent

Dear Ms. JeanBaptiste:

This letter is in response to your Notices of Intent (NOIs) for DR-4332 Hurricane Harvey submitted on May 2, 2018 listed below:

NOI No.	Proposed Project Description
388	Structural Elevation of Jefferson County Structures
389	Mitigation Reconstruction of Jefferson County Structures
390	Dry Flood Proofing of Jefferson County Structures
391	Education and Awareness Project

The Texas Division of Emergency Management (TDEM) staff reviewed your NOIs. After review of the information provided, it appears that you are an eligible applicant and your project may be eligible for funding under the Hazard Mitigation Grant Program (HMGP).

NOI 388-390 The projects referenced require jurisdictional control to manage open space restrictions and maintenance, jurisdictional planning and standards, design standards, inspections, building code enforcement and National Flood Insurance Program (NFIP) standards.

To be considered an eligible applicant for these projects a Memorandum of Agreement or Understanding between Liberty Heights Community Center and the City of Port Arthur or Jefferson County, Texas is required. You are strongly encouraged to coordinate activities with Jefferson County.

NOI 391 – Education Awareness: The Scope of Work (SOW) must define the intent of work proposed. A fully developed SOW, Cost Estimate, and other application components will be required for review.

The *TDEM Recovery, Mitigation, and Standards Hazard Mitigation Grant Program (HMGP) Application* is attached. TDEM requests that you submit your completed HMGP application to TDEM at your earliest convenience.

You may contact us by email at TDEM-Mitigation@dps.texas.gov or by telephone at 512-377-0023.

Respectfully,



512 424 7820

David Jackson
State Hazard Mitigation Officer
Hazard Mitigation Section Administrator
Recovery, Mitigation & Standards
Texas Division of Emergency Management

Attachment: *Section 404 Hazard Mitigation Grant Program (HMGP) Application Introduction, Instruction, and Information*

APPENDIX C Exhibit 2

GRANT TERMS AND CONDITIONS
FEMA-4332-DR-TX

This Grant Agreement (consisting of these terms and conditions and all exhibits) is made and entered into by and between the Department of Public Safety (DPS) / Texas Division of Emergency Management (TDEM), an agency of the State of Texas, hereinafter referred to as "DPS/TDEM," and the grant recipient, **LIBERTY HEIGHTS COMMUNITY CENTER**, hereinafter referred to as the "Subrecipient." Furthermore, DPS/TDEM and the Subrecipient are collectively hereinafter referred to as the "Parties." All subawards made under this grant agreement are subject to the same terms and conditions below.

Subrecipient may not assign or transfer any interest in this Grant without the express, prior written consent of TDEM and DHS/FEMA.

a. The term Recipient and pass-through entity have the same meaning as "Grantee," as used in governing statutes, regulations, and DHS/FEMA guidance.

b. A Recipient is also a "non-federal entity" for grants administration purposes.

c. A Subrecipient is also known as a "SubGrantee" as used in governing statutes regulations and DHS/ FEMA guidance.

d. A Subrecipient is also a "non-federal entity" for grants administration purposes.

e. The "Grant" referred to in this agreement is a subgrant to the Subrecipient passed thru from DPS/TDEM to the Subrecipient.

f. Certifying Official will be the Mayor, Judge, or Executive Director authorized to execute these grant terms and conditions, and to submit changes of Subrecipient Agents.

g. Projects and any subsequent versions for those projects accepted by the Subrecipient and subsequently obligated or deobligated by DHS/FEMA are considered subawards to this grant agreement.

A. **Standard of Performance**. Subrecipient shall perform all activities as approved by TDEM. Any change to a project shall receive prior written approval by TDEM and, if required, by FEMA. Subrecipient shall perform all activities in accordance with all terms, provisions and requirements set forth in this Grant, including but not limited to the following Exhibits:
   1. Assurances – Non-Construction Programs, hereinafter referred to as "Exhibit A"
   2. Assurances – Construction Programs, hereinafter referred to as "Exhibit B"
   3. Certifications for Grant Agreements, hereinafter referred to as "Exhibit C"
   4. State of Texas Assurances, hereinafter referred to as "Exhibit D"
   5. Environmental Review Certification, hereinafter referred to as "Exhibit E"
   6. Additional Grant Conditions, hereinafter referred to as "Exhibit F"
   7. Additional Grant Certifications, hereinafter referred to as "Exhibit G"
   8. Request for Information and Documentation referred to as "Exhibit H"

B. **Failure to Perform**. In the event Subrecipient fails to implement and complete the project(s) approved and awarded, or comply with any provision of this Grant, Subrecipient shall be liable to DPS/TDEM for an amount not to exceed the award amount of this Grant and may be barred from applying for or receiving additional DHS/FEMA grant program funds

or any other grant program funds administered by DPS until repayment to DPS/TDEM is made and any other compliance or audit finding is satisfactorily resolved, in addition to any other remedy specified in this Grant. Failure to timely implement and complete projects may reduce future funding in additional DHS/FEMA and/or other grant programs administered by DPS.

C. **Funding Obligations**. DPS/TDEM shall not be liable to Subrecipient for any costs incurred by Subrecipient that are not allowable costs.
   1. Notwithstanding any other provision of this Grant, the total of all payments and other obligations incurred by DPS/TDEM under this Grant shall not exceed the total cumulative award amounts listed on the Subawards (projects and subsequent versions).
   2. Subrecipient shall contribute the match funds listed on the subaward.

Subrecipient shall refund to DPS/TDEM any sum of these Grant funds that has been determined by DPS/TDEM or DHS/FEMA to be an overpayment to Subrecipient or that DPS/TDEM determines has not been spent by Subrecipient in accordance with this Grant. No refund payment(s) shall be made from local, state or federal Grant funds unless repayment with Grant funds is specifically permitted by statute or regulation. Subrecipient shall make such refund to DPS/TDEM within thirty (30) calendar days after DPS/TDEM requests such refund

D. **Performance Period**. The performance period for this Grant is listed on the subaward letter for each project. **All projects shall be completed within the performance period AND all reimbursement requests shall be submitted to TDEM within 60 days of the end of the performance period.** Subrecipient shall have expended all Grant funds and submitted reimbursement requests, invoices and any supporting documentation to DPS/TDEM within 60 days of the end of the performance period. DPS/TDEM shall not be obligated to reimburse expenses incurred after the performance period or submitted after the deadline.

E. **Uniform Administrative Requirements, Cost Principals and Audit Requirements**. Except as specifically modified by law or this Grant, Subrecipient shall administer this Grant through compliance with the most recent version of all applicable laws and regulations, including but not limited to DHS program legislation, Federal awarding agency regulations, and the terms and conditions of this Grant. A non-exclusive list is provided below [not all may apply in every projects]:
   - Ô Public Law 93-288, as amended (Stafford Act)
   - Ô 44 CFR, Emergency Management and Assistance
   - Ô Disaster Mitigation Act of 2000
   - Ô OMB Regulations 2 CFR, Grant and Agreements
   - Ô Executive Order 11988, Floodplain Management
   - Ô Executive Order 11990, Protection of Wetlands
   - Ô Executive Order 12372, Intergovernmental Review of Programs and Activities
   - Ô Executive Order 12549, Debarment and Suspension
   - Ô Executive Order 12612, Federalism
   - Ô Executive Order 12699, Seismic Design
   - Ô Executive Order 12898, Environmental Justice
   - Ô Coastal Barrier Resources Act, Public Law 97-348
   - Ô Single Audit Act, Public Law 98-502
   - Ô Sandy Recovery Improvement Act publications

Ô 16 U.S.C. § 470, National Historic Preservation Act
Ô 16 U.S.C. § 1531, Endangered Species Act References
Ô FEMA program publications, guidance and policies

F. **State Requirements for Grants**. Subrecipient shall comply with all other federal, state, and local laws and regulations applicable to this Grant including but not limited to the laws and the regulations promulgated in Texas Government Code, Chapter 783, Uniform Grant and Contract Management, (UGMS) at:
http://www.window.state.tx.us/procurement/catrad/ugms.pdf
and the program State Administrative Plan, available at:
http://www.txdps.state.tx.us/dem/GrantsResources/index.htm.
Subrecipient shall, in addition to the assurances and certifications, comply and require each of its subcontractors employed in the completion of the project to comply with all applicable statutes, regulations, executive orders, OMB circulars, terms and conditions of this Grant and the approved application.

Grant funds may not be awarded to or expended by any entity which performs political polling. This prohibition does not apply to a poll conducted by an academic institution as part of the institution's academic mission that is not conducted for the benefit of a particular candidate or party.

Grant funds may not be expended by a unit of local government unless the following limitations and reporting requirements are satisfied:

1. Texas General Appropriations Act, Art. IX, Parts 2 and 3, except there is no requirement for increased salaries for local government employees;
2. Texas Government Code Sections 556.004, 556.005, and 556.006, which prohibits using any money or vehicle to support the candidacy of any person for office, influencing positively or negatively the payment, loan, or gift to a person or political organization for a political purpose, and using Grant funds to influence the passage or defeat of legislation including not assisting with the funding of a lobbyist, or using Grant funds to pay dues to an organization with a registered lobbyist;
3. Texas Government Code Sections 2113.012 and 2113.101, which prohibits using Grant funds to compensate any employee who uses alcoholic beverages on active duty and Subrecipient may not use Grant funds to purchase an alcoholic beverage and may not pay or reimburse any travel expense for an alcoholic beverage;
4. Texas General Appropriations Act, Art. IX, Section 6.13, which requires Subrecipient to make every effort to attain key performance target levels associated with this Grant, including performance milestones, milestone time frames, and related performance reporting requirements; and
5. General Appropriations Act, Art. IX, Sections 7.01 and 7.02, and Texas Government Code §2102.0091, which requires that this Grant may only be expended if Subrecipient timely completes and files its reports.

G. **Restrictions and General Conditions**.

1. Use of Funds. DHS/FEMA Grant funds may only be used for the purposes set forth in this Grant, and shall be consistent with the statutory authority for this Grant. Grant funds may not be used for matching funds for other Federal grants/cooperative agreements, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition,

Federal funds may not be used to sue the Federal government or any other government entity.

2. Federal Employee Prohibition. Federal employees are prohibited from serving in any capacity (paid or unpaid) on any proposal submitted under this Grant. Federal employees may not receive funds under this Grant.
3. Points of Contacts. Within 10 calendar days of any change, Subrecipient shall notify DPS/TDEM of any change in designated of Subrecipient Agents as submitted during the execution of this agreement, and any subsequent changes submitted by Subrecipient. In the event a Subrecipient hires a consultant to assist them with managing its Public Assistance grants, they must be listed on the Designated Subrecipient Agent Form. TDEM will direct all correspondence to the Subrecipient but will cc: the consultant on all email exchanges. The Subrecipient will be responsible for sharing written communications with the consultant. The Subrecipient will remain the primary point of contact and must be included in all decision making activities.
4. DUNS Number. Subrecipient confirms its Data Universal Numbering Systems (DUNS) Number is accurate and is registered on Sams.gov . The DUNS Number is the nine digit number established and assigned by Dun and Bradstreet, Inc., at 866/705-5711 or http://fedgov.dnb.com/webform
5. Central Contractor Registration and Universal Identifier Requirements. Subrecipient maintains that it has registered on the System for Award Management (SAM) at www.sam.gov or other federally established site for contractor registration, and entered DPS/TDEM-required information. Subrecipient shall keep current, and then review and update the information at least annually. Subrecipient shall keep information current in the SAM database until the later of when it submits this Grant's final financial report or receives final Grant award payment. Subrecipient agrees that it shall not make any subaward agreement or contract related to this Grant without first obtaining the vendor/subawardee's mandatory DUNS number. See Section §200.32 of OMB 2 C.F.R.
6. Reporting Total Compensation of Subrecipient Executives. 2 C.F.R. §200.331; see FEMA Information Bulletin 350.
    a. Applicability and what to report: Subrecipient shall report whether Subrecipient received $25 million or more in Federal procurement contracts or financial assistance subject to the Transparency Act per 2 C.F.R. §200.331. Subrecipient shall report whether 80% or more of Subrecipient's annual gross revenues were from Federal procurement contracts or Federal financial assistance. If Subrecipient answers "yes" to both questions, Subrecipient shall report, along with Subrecipient's DUNS number, the names and total compensation (see 17 C.F.R. §229.402(c)(2)) for each of Subrecipient's five most highly compensated executives for the preceding completed fiscal year.
    b. Where and when to report: Subrecipient shall report executive total compensation at www.sam.gov or other federally established replacement site. By signing this Grant, Subrecipient certifies that, if required, Subrecipient's jurisdiction has already registered, entered the required information, and shall keep information in the SAM database current, and update the information at least annually for each year until the later of when the jurisdiction submits its final financial report or receives final payment. Subrecipient agrees that it shall not make any subaward agreement or contract without first obtaining the subawardee's mandatory DUNS number.
7. Debarment and Suspension. Subrecipient shall comply with Executive Order 12549 and 12689, which provide protection against waste, fraud, and abuse by debarring or

suspending those persons deemed irresponsible in their dealings with the Federal government.

8. Direct Deposit. A completed direct deposit form from Subrecipient shall be provided to DPS/TDEM, prior to receiving any payments under the provisions of this grant. The direct deposit form is currently available at grants.dps.texas.gov under Resources/Public Assistance.
9. Property Management and Inventory. Subrecipient shall maintain property/inventory records which, at minimum, shall include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, the cost of the property, the percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property Subrecipient shall develop and implement a control system to prevent loss, damage or theft of property and Subrecipient shall investigate and document any loss, damage or theft of property funded under this Grant.
10. Site Visits. DHS/FEMA and/or DPS/TDEM, through its authorized representatives, have the right at all reasonable times to make site visits to review project accomplishments and management control systems and to provide such technical assistance as may be required. If any site visit is made by DHS/FEMA on the premises of Subrecipient or a contractor under this Grant, Subrecipient shall provide and shall require its contractors to provide all reasonable facilities and assistance for the safety and convenience of the government representatives in the performance of their duties. All site visits and evaluations shall be performed in such a manner that will not unduly delay the work.

H. **Procurement and Contracting**.

1. Procurements. Subrecipient shall comply with all applicable federal, state, and local laws and requirements, including but not limited to proper competitive solicitation processes where required, for any procurement which utilizes federal funds awarded under this Grant in accordance with 2 C.F.R. 200. 318-326 and Appendix II to Part 200 (A-C) and (E-J)
2. Contract Provisions. All contracts executed using funds awarded under this Grant shall contain the contract provisions listed under 2 C.F.R. 200.326 and Appendix II (A), Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
3. Procurement activities must follow the most restrictive of Federal, State and Local procurement regulations:
    a. Procurement by micro purchase
    b. Procurement by small purchase
    c. Procurement by sealed bid
    d. Procurement by competitive proposal
    e. Procurement by non-competitive proposal, solely when the award of a contract is unfeasible under the other methods

The State must be contacted for approval to use a noncompetitive procurement method. Failure to follow eligible procurement methods will result in ineligible costs. Other types of agreements for services must have State approval prior to use or execution. A copy of the local procurement policy must be provided to the State before initial payment.

The **cost plus a percentage of cost** and **percentage of construction** cost methods of contracting **are ineligible**.

Must perform **cost/price analysis** for purchases over $3000.

Must negotiate profit as a separate element where required.

4. Evidence of non-debarment for vendors must be documented through http://www.sam.gov/portal/public/SAM and http://www.window.state.tx.us/procurement/prog/vendor_performance/debarred/ and submitted for review.
5. Comply with rules related to underutilized businesses (small and minority businesses, women's enterprises and labor surplus firms) at 2 CFR 200.321

I. **Monitoring.** Subrecipient will be monitored periodically by federal, state or local entities, both programmatically and financially, to ensure that project goals, objectives, performance requirements, timelines, milestone completion, budget, and other program-related criteria are met.

DPS/TDEM, or its authorized representative, reserves the right to perform periodic desk/office-based and/or on-site monitoring of Subrecipient's compliance with this Grant and of the adequacy and timeliness of Subrecipient's performance pursuant to this Grant. After each monitoring visit, if the monitoring visit reveals deficiencies in Subrecipient's performance under this Grant, a monitoring report will be provided to the Subrecipient and shall include requirements for the timely correction of such deficiencies by Subrecipient. Failure by Subrecipient to take action specified in the monitoring report may be cause for suspension or termination of this Grant pursuant to the Suspension and/or Termination Section herein.

J. **Audit**.

1. Audit of Federal and State Funds. Subrecipient shall arrange for the performance of an annual financial and compliance audit of funds received and performances rendered under this Grant as required by the Single Audit Act (OMB 2 C.F.R. 200.501, formerly A-133). Subrecipient shall comply, as applicable, with Texas Government Code, Chapter 783, the Uniform Grant Management Standards (UGMS), the State Uniform Administrative Requirements for Grants and Cooperative Agreements.
2. Right to Audit. Subrecipient shall give the United States Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), the Comptroller General of the United States, the Texas State Auditor, DPS/TDEM, or any of their duly authorized representatives, access to and the right to conduct a financial or compliance audit of Grant funds received and performances rendered under this Grant. Subrecipient shall permit DPS/TDEM or its authorized representative to audit Subrecipient's records. Subrecipient shall provide any documents, materials or information necessary to facilitate such audit.
3. Subrecipient's Liability for Disallowed Costs. Subrecipient understands and agrees that it shall be liable to DPS/TDEM for any costs disallowed pursuant to any financial or compliance audit(s) of these funds. Subrecipient further understands and agrees that reimbursement to DPS/TDEM of such disallowed costs shall be paid by Subrecipient

from funds that were not provided or otherwise made available to Subrecipient pursuant to this Grant or any other federal contract.

4. Subrecipient's Facilitation of Audit. Subrecipient shall take such action to facilitate the performance of such audit(s) conducted pursuant to this Section as DPS/TDEM may require of Subrecipient. Subrecipient shall ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through Subrecipient and the requirement to cooperate is included in any subcontract it awards.
5. State Auditor's Clause. Subrecipient understands that acceptance of funds under this Grant acts as acceptance of the authority of the State Auditor's Office to conduct an audit or investigation in connection with those funds. Subrecipient further agrees to cooperate fully with the State Auditor's Office in the conduct of the audit or investigation, including providing all records requested. Subrecipient shall ensure that this clause concerning the State Auditor's Office's authority to audit funds and the requirement to cooperate fully with the State Auditor's Office is included in any subgrants or subcontracts it awards. Additionally, the State Auditor's Office shall at any time have access to and the rights to examine, audit, excerpt, and transcribe any pertinent books, documents, working papers, and records of Subrecipient relating to this Grant.

K. **Retention and Accessibility of Records**.

1. Retention of Records. Subrecipient shall maintain fiscal records and supporting documentation for all expenditures of this Grant's funds pursuant to the applicable OMB 2 C.F.R. Subpart D – Post Federal Award Requirements, §200.333-337, and this Grant. Subrecipient shall retain these records and any supporting documentation for a minimum of three (3) years from the later of the completion of this project's public objective, submission of the final expenditure report, any litigation, dispute, or audit. Records shall be retained for three (3) years after any real estate or equipment final disposition. The DHS or DPS/TDEM may direct Subrecipient to retain documents or to transfer certain records to DHS/FEMA custody when DHS/FEMA determines that the records possess long term retention value.
2. Access to Records. Subrecipient shall give the United States Department of Homeland Security, the Comptroller General of the United States, the Texas State Auditor, DPS/TDEM, or any of its duly authorized representatives, access to and the right to examine all books, accounts, records, reports, files, other papers, things or property belonging to or in use by Subrecipient pertaining to this Grant including records concerning the past use of DHS/FEMA funds. Such rights to access shall continue as long as the records are retained by Subrecipient.

L. **Changes, Amendments, Suspension or Termination**

1. Modification. DHS/FEMA or DPS/TDEM may modify this Grant after an award has been made. Once notification has been made in writing, any subsequent request for funds indicates Subrecipient's acceptance of the changes to this Grant. Any alteration, addition, or deletion to this Grant by Subrecipient is not valid.
2. Effect of Changes in Federal and State Laws. Any alterations, additions, or deletions to this Grant that are required by changes in federal and state laws, regulations or policy are automatically incorporated into this Grant without written amendment to this Grant and shall become effective upon the date designated by such law or regulation. In the event DHS/FEMA or DPS/TDEM determines that changes are necessary to this Grant

after an award has been made, including changes to the period of performance or terms and conditions, Subrecipient shall be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate Subrecipient's acceptance of the changes to this Grant.

3. Suspension. In the event Subrecipient fails to comply with any term of this Grant, DPS/TDEM may, upon written notification to Subrecipient, suspend this Grant, in whole or in part, withhold payments to Subrecipient and prohibit Subrecipient from incurring additional obligations of this Grant's funds.
4. Termination. DPS/TDEM shall have the right to terminate this Grant, in whole or in part, at any time before the end of the Performance Period, if DPS/TDEM determines that Subrecipient has failed to comply with any term of this Grant. DPS/TDEM shall provide written notice of the termination and include:
   a. The reason(s) for such termination;
   b. The effective date of such termination; and
   c. In the case of partial termination, the portion of this Grant to be terminated.
   d. Appeal may be made to the Deputy Assistant Director of Texas Division of Emergency Management- Recovery Mitigation and Standards, Texas Department of Public Safety.

M. **Enforcement**. If Subrecipient materially fails to comply with any term of this Grant, whether stated in a federal or state statute or regulation, an assurance, in a state plan or application, a notice of award, or elsewhere, DPS/TDEM or DHS/FEMA may take one or more of the following actions, as appropriate in the circumstances:

1. Increased monitoring of projects and require additional financial and performance reports
2. Require all payments as reimbursements rather than advance payments
3. Temporarily withhold payments pending correction of the deficiency
4. Disallow or deny use of funds and matching credit for all or part of the cost of the activity or action not in compliance;
5. Request DHS/FEMA to wholly or partially de-obligate funding for a project
6. Temporarily withhold cash payments pending correction of the deficiency by subrecipient or more severe enforcement action by DPS/TDEM or DHS/FEMA;
7. Withhold further awards for the grant program
8. Take other remedies that may be legally available

In taking an enforcement action, DPS/TDEM will provide Subrecipient an opportunity for a hearing, appeal, or other administrative proceeding to which Subrecipient is entitled under any statute or regulation applicable to the action involved.

The costs of Subrecipient resulting from obligations incurred by Subrecipient during a suspension or after termination of this Grant are not allowable unless DPS/TDEM or DHS/FEMA expressly authorizes them in the notice of suspension or termination or subsequently.

Other Subrecipient costs during suspension or after termination which are necessary and not reasonably avoidable are allowable if:

Ô The costs result from obligations which were properly incurred by Subrecipient before the effective date of suspension or termination, are not in anticipation of it, and in the case of a termination, are non-cancellable; and

Ô The costs would be allowable if this Grant were not suspended or expired normally at the end of the funding period in which the termination takes effects.

The enforcement remedies identified in this section, including suspension and termination, do not preclude Subrecipient from being subject to "Debarment and Suspension" under E.O. 12549. 2 C.F.R., Appendix II to Part 200, (I).

N. **Conflicts of Interest**. The subrecipient will maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts and will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.

O. **Closing of this Grant**. DPS/TDEM will close each subaward after receiving all required final documentation from the Subrecipient. If the close out review and reconciliation indicates that Subrecipient is owed additional funds, DPS/TDEM will send the final payment automatically to Subrecipient. If Subrecipient did not use all the funds received, DPS/TDEM will recover the unused funds.

At the completion and closure of all Subrecipient's projects (subawards), DPS/TDEM will request the Subrecipient to Certify the completion of all projects (subawards) in accordance of the grants terms and conditions to state there are no further claims under this subgrant.
The closeout of this Grant does not affect:

1. DHS/FEMA or DPS/TDEM's right to disallow costs and recover funds on the basis of a later audit or other review;
2. Subrecipient's obligation to return any funds due as a result of later refunds, corrections, or other transactions;
3. Records retention requirements, property management requirements, and audit requirements, as set forth herein; and
4. Any other provisions of this Grant that impose continuing obligations on Subrecipient or that govern the rights and limitations of the parties to this Grant after the expiration or termination of this Grant.

P. **Notices.** All notices and other communications pertaining to this agreement shall be delivered in electronic format and/or writing and shall be transmitted by fax, e-mail, personal hand-delivery (and receipted for) or deposited in the United States Mail, as certified mail, return receipt requested and postage prepaid, to the other party.

GRANT TERMS AND CONDITIONS
FEMA-4332-DR-TX

EXHIBIT A

ASSURANCES - NON-CONSTRUCTION PROGRAMS See Standard Form 424B

As the duly authorized representative of Subrecipient, I certify that Subrecipient:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this Grant.

2. Will give the Department of Homeland Security, the Department of Public Safety, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to this Grant and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686 and 44 C.F.R. Part 19), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which agreement for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply or has already complied with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub-agreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190 as amended by 42 U.S.C. 4311 et seq. and Executive Order (EO) 11514) which establishes national policy goals and procedures to protect and enhance the environment, including protection against natural disasters. To comply with NEPA for DHS grant-supported activities, DHS-FEMA requires the environmental aspects to be reviewed and evaluated before final action on the application; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) comply with the Clean Air Act of 1977, (42 U.S.C. §§7401 et seq. and Executive Order 11738) providing for the protection of and enhancement of the quality of the nation's air resources to promote public health and welfare and for restoring and maintaining the chemical, physical, and biological integrity of the nation's waters; (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93- 205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

14. Will comply with P.L. 93-348, 45 C.F.R. 46, and DHS Management Directive 026-044 (Directive) regarding the protection of human subjects involved in research, development, and related activities supported by this Grant. "Research" means a systematic investigation, including research, development, testing, and evaluation designed to develop or contribute to general knowledge. See Directive for additional provisions for including humans in the womb, pregnant women, and neonates (Subpart B); prisoners (Subpart C); and children (Subpart D). See also state and local law for research using autopsy materials.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) which requires the minimum standards of care and treatment for vertebrate animals bred for commercial sale, used in research, transported commercially, or exhibited to the public according to the Guide for Care and Use of Laboratory Animals and Public Health Service Policy and Government Principals Regarding the Care and Use of Animals.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133 (now OMB 2 C.F.R. 200.500), "Audits of States, Local Governments, and Non-Profit Organizations."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, grant guidance, and policies governing this Grant.

GRANT TERMS AND CONDITIONS
FEMA-4332-DR-TX

EXHIBIT B

ASSURANCES - CONSTRUCTION PROGRAMS See Standard Form 424D

As the duly authorized representative of Subrecipient, I certify that Subrecipient:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this Grant.
2. Will give the Department of Homeland Security, the Department of Public Safety, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to this Grant and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of this Grant.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686 and 44 C.F.R. Part 19), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29) U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statue(s) under which agreement for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statue(s) which may apply to the agreement.
11. Will comply or has already complied with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327- 333) regarding labor standards for federally-assisted construction sub-agreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91- 190) as amended by 42 U.S.C. 4311 et seq. and Executive Order (EO) 11514 which establishes national policy goals and procedures to protect and enhance the environment, including protection against natural disasters; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) comply with the Clean Air Act of 1977, (42 U.S.C. §§7401 et seq. and Executive Order 11738) providing for the protection of and enhancement of the quality of the nation's air resources to promote public health and welfare and for restoring and maintaining the chemical, physical, and biological integrity of the nation's waters; (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133 (now OMB 2 C.F.R. 200.500), "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, grant guidance and policies governing this Grant.

GRANT TERMS AND CONDITIONS
FEMA-4332-DR-TX

EXHIBIT C

Certifications for Grant Agreements

The undersigned, as the authorized official, certifies the following to the best of his/her knowledge and belief.

A. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee or 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.

B. If any funds other than Federal appropriated funds have 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 or a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL Disclosure of Lobbying Activities, in accordance with its instructions.

C. The undersigned shall require that the language of this certification prohibiting lobbying be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

D. As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 C.F.R. Part 67, for prospective participants in primary covered transactions, as defined at 28 C.F.R. Part 67, Section 67.510. (Federal Certification), the Subrecipient certifies that it and its principals and vendors:

1. Are not debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency. Subrecipient can access debarment information by going to www.sam.gov and the State Debarred Vendor List at: www.window.state.tx.us/procurement/prog/vendor_performance/debarred.

2. Have not within a three-year period preceding this Grant 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;

3. 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 paragraph (D)(2) of this certification;

4. Have not within a three-year period preceding this Grant had one or more public transactions (Federal, State, or local) terminated for cause or default; or

5. Where Subrecipient is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this Grant. (Federal Certification).

E. Federal funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose. Subrecipient may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

F. Subrecipient will comply with 2 C.F.R. Part 180, Subpart C as a condition of receiving grant funds and Subrecipient will require such compliance in any subgrants or contract at the next tier.

G Subrecipient will comply with the Drug-free Workplace Act, as amended, 412 U.S.C. §701 et seq., which requires Subrecipient to publish a statement about its drug-free workplace program and give a copy of the statement to each employee (including consultants and temporary personnel) who will be involved in award-supported activities at any site where these activities will be carried out. Also, places where work is being performed under the award (i.e., street address, city, state, and zip code) must be maintained on file. Subrecipient will notify the Grants Officer of any employee convicted of a violation of a criminal drug statute that occurs in the workplace. For additional information, see 44 C.F.R. Part 17. Subrecipient shall comply with the requirements of the Drug-Free Workplace Act of 1988, which requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace.

H. Subrecipient is not delinquent on any Federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129 and form SF-424, item number 17 for additional information and guidance.

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I. Subrecipient will comply with all applicable requirements of all other federal laws, executive orders, regulations, program and administrative requirements, policies and any other requirements governing this Grant.

J. Subrecipient understands that failure to comply with any of the above assurances may result in suspension, termination or reduction of funds in this Grant.

GRANT TERMS AND CONDITIONS
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EXHIBIT D

State of Texas Assurances

As the duly authorized representative of Subrecipient, I certify that Subrecipient:

1. Shall comply with Texas Government Code, Chapter 573, by ensuring that no officer, employee, or member of the Subrecipient's governing body or of the Subrecipient's contractor shall vote or confirm the employment of any person related within the second degree of affinity or the third degree of consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person who shall have been continuously employed for a period of two years, or such other period stipulated by local law, prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.
2. Shall insure that all information collected, assembled, or maintained by the Subrecipient relative to a project will be available to the public during normal business hours in compliance with Texas Government Code, Chapter 552, unless otherwise expressly prohibited by law.
3. Shall comply with Texas Government Code, Chapter 551, which requires all regular, special, or called meetings of governmental bodies to be open to the public, except as otherwise provided by law or specifically permitted in the Texas Constitution.
4. Shall comply with Section 231.006, Texas Family Code, which prohibits payments to a person who is in arrears on child support payments.
5. Shall not contract with or issue a license, certificate, or permit to the owner, operator, or administrator of a facility if the Subrecipient is a health, human services, public safety, or law enforcement agency and the license, permit, or certificate has been revoked by another health and human services agency or public safety or law enforcement agency.
6. Shall comply with all rules adopted by the Texas Commission on Law Enforcement pursuant to Chapter 1701, Texas Occupations Code, or shall provide the grantor agency with a certification from the Texas Commission on Law Enforcement that the agency is in the process of achieving compliance with such rules if the Subrecipient is a law enforcement agency regulated by Texas Occupations Code, Chapter 1701.
7. Shall follow all assurances. When incorporated into a grant award or contract, standard assurances contained in the application package become terms or conditions for receipt of grant funds. Administering state agencies and subrecipients shall maintain an appropriate contract administration system to insure that all terms, conditions, and specifications are met. (See UGMS Section _.36 for additional guidance on contract provisions).
8. Shall comply with the Texas Family Code, Section 261.101, which requires reporting of all suspected cases of child abuse to local law enforcement authorities and to the Texas Department of Child Protective and Regulatory Services. Subrecipient shall also ensure that all program personnel are properly trained and aware of this requirement.
9. Shall comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352), which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps and the Americans with Disabilities Act of 1990 including Titles I, II, and III of the Americans with Disability Act which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities, 44 U.S.C. §§ 12101-12213; (d) the Age Discrimination Act of 1974, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to the nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to this Grant.
10. Shall comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally assisted construction subagreements.
11. Shall comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646), which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Shall comply with the provisions of the Hatch Political Activity Act (5 U.S.C. §§7321-29), which limit the political activity of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Shall comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act and the Intergovernmental Personnel Act of 1970, as applicable.

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14. Shall insure that the facilities under its ownership, lease, or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA (EO 11738).

15. Shall comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234. Section 102(a) requires the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition proposed for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards.

16. Shall comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

17. Shall comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

18. Shall assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

19. Shall comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) which requires the minimum standards of care and treatment for vertebrate animals bred for commercial sale, used in research, transported commercially, or exhibited to the public according to the Guide for Care and Use of Laboratory Animals and Public Health Service Policy and Government Principals Regarding the Care and Use of Animals.

20. Shall comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residential structures.

21. Shall comply with the Pro-Children Act of 1994 (Public Law 103-277), which prohibits smoking within any portion of any indoor facility used for the provision of services for children.

22. Shall comply with all federal tax laws and are solely responsible for filing all required state and federal tax forms.

23. Shall comply with all applicable requirements of all other federal and state laws, executive orders, regulations, and policies governing this program.

24. And its principals are eligible to participate and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state, or local governmental entity and it is not listed on a state or federal government's terrorism watch list as described in Executive Order 13224. Entities ineligible for federal procurement have Exclusions listed at https://www.sam.gov/portal/public/SAM/.

25. Shall adopt and implement applicable provisions of the model HIV/AIDS work place guidelines of the Texas Department of Health as required by the Texas Health and Safety Code, Ann., Sec. 85.001, et seq.

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EXHIBIT E

Environmental Review

As the duly authorized representative of Subrecipient, I certify that Subrecipient:

1. shall assess its federally funded projects for potential impact to environmental resources and historic properties.
2. shall submit any required screening form(s) as soon as possible and shall comply with deadlines established by DPS/TDEM. Timelines for the Environmental Planning and Historic Preservation (EHP) review process will vary based upon the complexity of the project and the potential for environmental or historical impact.
3. shall include sufficient review time within its project management plan to comply with EHP requirements. Initiation of any activity prior to completion of FEMA's EHP review will result in a non-compliance finding and DPS/TDEM will not authorize or release Grant funds for non-compliant projects.
4. as soon as possible upon receiving this Grant, shall provide information to DPS/TDEM to assist with the legally-required EHP review and to ensure compliance with applicable EHP laws and Executive Orders (EO) currently using the FEMA EHP Screening Form OMB Number 1660-0115/FEMA Form 024-0-01 and submitting it, with all supporting documentation, to DPS/TDEM for review. These EHP requirements include but are not limited to the National Environmental Policy Act, the National Historic Preservation Act, the Endangered Species Act, EO 11988 – Floodplain Management, EO 11990 – Protection of Wetlands, and EO 12898 – Environmental Justice. Subrecipient shall comply with all Federal, State, and local EHP requirements and shall obtain applicable permits and clearances.
5. shall not undertake any activity from the project that would result in ground disturbance, facility modification, or purchase and use of sonar equipment without the prior approval of FEMA. These include but are not limited to communications towers, physical security enhancements involving ground disturbance, new construction, and modifications to buildings.
6. shall comply with all mitigation or treatment measures required for the project as the result of FEMA's EHP review. Any changes to an approved project description will require re-evaluation for compliance with EHP requirements before the project can proceed.
7. if ground disturbing activities occur during project implementation, Subrecipient shall ensure monitoring of ground disturbance and if any potential archeological resources are discovered, Subrecipient shall immediately cease construction in that area and notify FEMA and the appropriate State Historical Preservation Office.

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EXHIBIT F

Additional Grant Conditions

1. Additional damage requiring a new Public Assistance project to be written must be reported within 60 days following the Project Scoping meeting with the State- Federal team.

2. All work must be done prior to the approved project completion deadline assigned to each Project (POP). Should additional time be required, a time extension request must be submitted which: a.) Identifies the projects requiring an extension. b.) Explains the reason for an extension. c.) Indicates the percentage of work that has been completed. d.) Provides an anticipated completion date. The reason for an extension must be based on extenuating circumstances or unusual project requirements that are beyond the control of your jurisdiction/organization. **Failure to submit a time extension request 60 days prior to the end of the period of performance may result in reduction or withdrawal of federal funds for approved work.**

3. Any significant change to a project's approved Scope of Work must be reported and approved through TDEM and FEMA before starting the project. Failure to do so will jeopardize grant funding. The Subrecipient shall submit requests for cost overruns requiring additional obligations to TDEM, who will forward to FEMA for review and approval prior to incurring costs.

4. The Project Completion and Certification Report must be submitted to TDEM within 60 days of all approved work being completed for each project. If any project requires the purchase of insurance as a condition of receiving federal funds, a copy of the current policy must be attached to this report, or Duplication of Benefits form certifying other funds were received to complete the project.

5. A cost overrun appeal on small ($123,100) Public Assistance projects must be reported to the Texas Division of Emergency Management (TDEM) within 60 days of completing the last small project in order to be considered for additional funding.

6. Appeals may be filed on any determination made by FEMA or TDEM. All appeals must be submitted to TDEM within 60 days from receiving written notice of the action you wish to appeal. Should you wish to appeal a determination contained in the project application, the 60 days will start the day the application is signed. Appeals for Alternative Projects will be subject to the terms of the signed agreement for the Alternative Project.

7. Public Assistance program projects will not receive funding until all of the requirements identified in the comments section of the Project Worksheet are met.

8. You may request a payment of funds on projects by initiating a Request for Reimbursement (RFR) in TDEM's Grant Management System (GMS) or an Advance of Funds Request (AFR), and including documentation supporting your request. Small Public Assistance projects are paid upon obligation and will be initiated by TDEM personnel. Payments for open projects must be requested at least quarterly if expenditures have been made in that quarter.

9. Subrecipients will be required to submit quarterly project reports (QPR) for open large projects using TDEM's GMS. Your assigned Grant Coordinator will coordinate the due date for your specific reporting. Public Assistance program small projects are typically exempt from quarterly reporting, however TDEM reserves the right to require QPRs on any smalls requiring a POP extension. The first quarterly report will be due at the end of the first full quarter following the quarter in which the project was obligated. No quarterlies are required for projects that Subrecipient has initiated a closeout request and has provided a

certificate of completion. **Failure to submit required quarterly reports for two or more quarters can result in withholding or deobligation of funding for Subrecipients until all reports are submitted and up-to-date.**

10. Subrecipients expending $750,000 or more in total Federal financial assistance in a fiscal year will be required to provide an audit made in accordance with OMB Uniform Guidance; Cost Principles, Audit, and Administrative Requirements for Federal Awards, Subpart F. A copy of the Single Audit must be submitted to your cognizant State agency or TDEM within nine months of the end of the subrecipient's fiscal year. Consult with your financial officer regarding this requirement. If not required to submit a single audit, a letter must be sent to TDEM certifying to this.

11. Completed record and cost documents for all approved work must be retained for a minimum of three (3) years from the later of the completion of this project's public objective, submission of the final expenditure report, any litigation, dispute, or audit. Records shall be retained for three (3) years after any real estate or equipment final disposition. The DHS or DPS/TDEM may direct Subrecipient to retain documents or to transfer certain records to DHS custody when DHS determines that the records possess long term retention value. During this time, all approved projects are subject to State and Federal audit/review.

12. Subrecipients will not make any award to any party which is debarred or suspended, or is otherwise excluded from participation in the Federal assistance programs (EO 12549, Debarment and Suspension). Subrecipient must maintain documentation validating review of debarment list of eligible contractors.

13. Subrecipients must keep record of equipment acquired by federal funds for the life cycle of the equipment. A life cycle for most equipment will be three years, but could be longer. If the fair market value of a piece of equipment is valued over $5,000, FEMA will have the right to a portion of proceeds if equipment is sold. If the fair market value of a piece of equipment is less than $5,000, the property can either be retained, sold or designated as surplus with no further obligation to FEMA.

14. TDEM will be using the new FEMA Public Assistance Delivery Model to facilitate the writing of project worksheets (Portal). Subrecipient will be responsible for establishing and maintaining an active account in the Portal and to provide and upload timely, all information requested that is needed to write accurate project worksheets. The Portal will provide the Subrecipient visibility of the entire project writing process.

15. TDEM will be using its new Grant Management System (GMS) for Subrecipient grant management functions. Subrecipient will access GMS to initiate Requests for Reimbursements (RFR), Advance of Funds Requests (AFR), Time Extensions, Scope and Cost changes requests, Quarterly Reports, Project Closeouts, Appeals, and other items deemed necessary by TDEM. Requested forms and processes may be adjusted and changed to accommodate GMS processes and requirements. Subrecipient agrees to monitor GMS as necessary to properly manage and complete awarded projects under this agreement.

16. 2 CFR 200.210(a)(15), 2 CFR 200.331(a)(1)(xiii) and (a)(4) make reference to indirect cost rates. The Subrecipient may use the negotiated Indirect Cost Rate approved by its cognizant agency, or may use the 10% de minimis rate of modified total direct costs (MTDC) (as per § 200.414) when receiving State Management Costs (SMC). Currently, TDEM reserves all SMC to manage the states roles in the disaster. Subrecipients are entitled to claim Direct Administrative Costs for each of the projects it manages.

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EXHIBIT G

Additional Grant Certifications

Match Certification

Subrecipient certifies that it has the ability to meet or exceed the cost share required for all subawards (Projects) and amendments (versions) under this Grant Agreement.

Duplication of Program Statement

Subrecipient certifies there has not been, nor will there be, a duplication of benefits for this project.

Match Certification

Federal Debt Disclosure

Subrecipient certifies that it is not delinquent on any Federal Debt.

For Hazard Mitigation Projects Only:

Maintenance Agreement

Applicant certifies that if there is a Maintenance Agreement needed for this facility copy of that agreement will be provided to TDEM.

Environmental Justice Statement

Federal Executive Order 12898 compliance requirements – If there are any concentrations of low income or minority populations in or near the HMGP project:

1. Applicant certifies that the HMGP project result will not result in a disproportionately high or adverse effect on low income or minority populations.

   OR

2. Applicant certifies that action will be taken to ensure achievement of environmental justice for low income and minority populations related to this HMGP project.

EXHIBIT H

Request for Information and Documentation Policy and Guidelines

It is crucial to the success of the overall Grant Program and to the timely completion and closure of awarded projects that timelines be established for providing information and documentation. TDEM has developed a framework to support this endeavor following a progressive series of communications for the Subrecipient (RFI). TDEM will work with you throughout the RFI process as communication is the key to your success.

RFI Timelines	
First Informal Request	The primary contact for the Subrecipient will receive the RFI via email with five business days to respond.
Second Informal Request	A second email to the primary contact will be sent with an additional five business days to respond.
Third Informal Request	A phone call will be made to the primary contact with a third email requesting the information to be provided within five business days. The Regional Section Administrator and State Coordinator will be copied.
Fourth Formal Request	The Supervising Program Director of Recovery will issue a certified letter to the highest ranking official highlighting previous requests and an additional ten days to provide the requested information.
Final Formal Request	A final request by certified letter will be issued by the Deputy Assistant Director of Recovery, Mitigation, and Standards, or the Assistant Director of the Texas Division of Emergency Management to the highest ranking official giving the final ten business days to respond or deobligation of the project will begin.
Final Action	If the RFI is not sufficiently answered, the project will be deobligated, and any previously paid funds must be returned to TDEM.

Reference: RMS Services Grant Program Request for Information and Documentation August 2017

GRANT TERMS AND CONDITIONS
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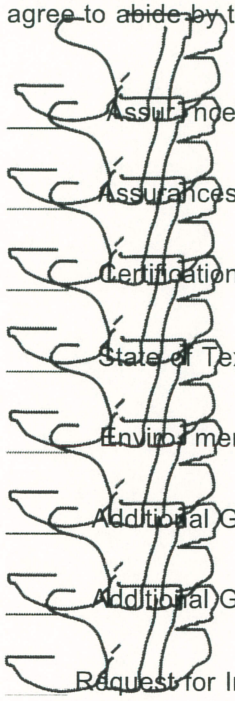
Please initial by each Exhibit, acknowledging you have received them, understand them, and agree to abide by them.



Assurances – Non-Construction Programs, hereinafter referred to as "Exhibit A"

Assurances – Construction Programs, hereinafter referred to as "Exhibit B"

Certifications for Grant Agreements, hereinafter referred to as "Exhibit C"

State of Texas Assurances, hereinafter referred to as "Exhibit D"

Environmental Review Certification, hereinafter referred to as "Exhibit E"

Additional Grant Conditions, hereinafter referred to as "Exhibit F"

Additional Grant Certifications, hereinafter referred to as "Exhibit G"

Request for Information and Documentation referred to as "Exhibit H"

Please sign below to acknowledged acceptance of the grant and all exhibits in this agreement, and to abide by all terms and conditions.

_____ - 11/21/2017

Signature of Certifying Official **Date**

Sharleen JeanBaptiste, President & CEO

Printed Name and Title

FEMA

RECOVERY POLICY

APPENDIX A: Agreement for Participation

This Agreement ("Agreement") is made by and between the Federal Emergency Management Agency ("FEMA"}, the State of Texas ("Recipient" or "State"), and participating Subrecipients, collectively "the Parties," as of the date of the executed Agreement. This Agreement is hereby incorporated into and made part of the disaster assistance processing for the Public As.sistance Alternative Procedures for Direct Administrative Cost for Subrecipient Administrative Costs for both non-fixed estimate grants provided under sections 403,406, and 407 of the Stafford Act, as wellasfixed estimate, cappedgrams underseclion 428 ofthe Stafford Act.Oncea Subrecipient agrees to pai licipate in the pilot, all direct administrative costs for their obligated PWs must be included.

Areemem Scipulations

A. Each Party acknov.ledges and agrees that the grant conditions of this Agreement constitute an agreement of FEMA, the Recipient, and the Subrecipient (by signature of the Recipient and Subrecipient) related to FEMA's discretionary eligibility detenninations reflected herein and in the administratt\'C cost PW.

B. The Parties agree that no additional documentation outside of that described in Section VIII.C.l. of the Recovery Policy for Public Assistance Alternative Procedures for Direct Administrative Costs will be required by FEMA to substantiate the fixed estimate DAC award, pursuant to the tenns of this Agreement.

C. The Parties agree that these conditions comport with the statutes, rules, and regulations that relate to and govern awards under FEM A's Public Assistance program and section 428 of the Stafford Act. The parties agree that these conditions do not create any liability on the part of FEMA that would be contrary to 42 U.S.C. § 514R.

D. FEMA will deobligate funding awarded in compliance with this Agreement and memorialized in the respective PW only (1) us a remedy for non-compliance with the closeout requirement al 2 CFR § 200.343(a) pursuam to Section IV of this policy; or (2) upon a determination of fraud, waste, or abuse. FEMA recognizes that any subsequent delennination that deobligates funding associated with the determinations made herein and memorialized in the respective PW could constitute a new dispute subject to appeal under 44 C.F.R. 206.206.

FEMA

RECOVERY POLICY

In consideration of the foregoing covenants, the Parties do hereby set forth their signatures:

Sandra Fulenwider

Sandra Fulenwider
Assistant Division Director
Texas Division of Emergency Management
Recovery, Mitigation, and Standards

1/19/18
Date

Traci L. Brasher

Traci LBrasher, TEM
Recovery Division Director
redcra l Emergency Management Agency

1/19/18
Date

Liberty Heights Community Center
Name of Subrecipient

Signature of Subrecipient's Authorized Representative

Date

Printed Name and Tit e

Date

Email your signed form to:
tdemrecovery. dac@dps.texas.gov

APPENDIX C - Exhibit 4

Brief Agency Description:
Federal Emergency Management Agency (FEMA)

The following programs, legal authorities, and staff roles are the primary means by which FEMA supports disaster recovery efforts.

PROGRAMS

1. Hazard Mitigation Grant Program (HMGP) – HMGP provides grants to Tribal Governments, states, Territories, local governments, and eligible private nonprofits to implement long-term hazard mitigation measures after a major disaster declaration declared by the President. HMGP includes Pre-Disaster Mitigation, Flood Mitigation, Severe Repetitive Loss, and Repetitive Flood Claims Grants. The purpose of the HMGP is to reduce the loss of life and property due to natural disasters and to enable mitigation measures to be implemented during the immediate recovery from a disaster.
2. Public Assistance (PA) Grant Program – This program helps Tribal, state, and local governments and eligible private nonprofits in their response and recovery to a disaster by providing financial assistance in the form of grants from major disasters or emergencies declared by the President. The program also encourages protection of damaged facilities from future events by providing assistance for hazard mitigation measures during the recovery process.
3. Individual Assistance (IA) Grant Program – This program provides temporary assistance for individuals to include temporary housing and financial assistance with other needs, such as emergency sheltering and minor home repairs.

LEGAL AUTHORITIES

1. Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended, 42 U.S.C. 5121-5207) – provides the statutory authority for Federal disaster response activities and for FEMA's disaster assistance programs. FEMA's emergency and disaster assistance programs are implemented at 44 CFR Part 206.
2. Executive Order 11988 *Floodplain Management*: FEMA is tasked with review of projects to ensure compliance with this executive order. Further guidance can be found at http://www.fema.gov/environmental-planning-and-historic-preservation-program/executive-order-11988-floodplain-management.
3. Executive Order 11990 *Protection of Wetlands* – Executive order 11990 require Federal Agencies to avoid, minimize, and mitigate harm to wetlands from Federal activities. FEMA maintains a floodplain Map Service Center with publicly available information about the location of floodplains. FEMA also maintains the National Flood Insurance Program, which provides insurance to homeowners, renters, and business owners.

STAFF & ROLES

1. Cadre of On-Call Response/Recovery Employees (CORE) – work full time for a specific, limited period (between two to four years) for a disaster.
2. Federal Disaster Recovery Coordinators (FDRCs) – coordinate disaster relief through field offices. FDRCs facilitate disaster recovery coordination and collaboration among the various stakeholders involved in disaster recovery, including Agencies, Tribes, and community organizations. FDRCs and Recovery Office Directors manage the Federal response and recovery to a disaster. The FDRC, FCO, and Recovery Office Directors coordinate relief through field offices and takes action to

provide Federal assistance.

3. Recovery Office Directors – oversee recovery operations for one or more disasters within a recovery office.
4. Federal Coordinating Officer (FCO) – manages the Federal response operations for each Presidentially-declared disaster or emergency. FCOs are responsible for government and intergovernmental coordination, assessing the needs of a disaster, establishing a Joint Field Office, and identifying staffing and other resource requirements. FCOs oversee disaster recovery efforts while the event is transitioning from disaster response to disaster recovery.
5. Environmental and Historic Preservation Advisor (EHAD) – acts as primary point of contact for coordinating EHP reviews and addressing questions and concerns at a disaster.
6. Regional Environmental Officer (REO) – directs the regional EHP program. REOs coordinate with, or act as, EHADs during a disaster declaration.
7. Deputy REO (DREO) – supports the REO with a range of EHP duties. The DREO assists with the completion of EHP reviews.
8. UFR Advisor–acts as a liaison and coordinator between Federal Agencies. The UFR Advisor is often a FEMA employee, but if FEMA is unable to fill the role during a disaster due to capacity issues, the UFR Advisor may come from other support Agencies of the NCR RSF. If the Federal disaster recovery leadership determines the need for a UFR Advisor, the UFR Advisor will deploy to support leadership in the Joint Field Office or other deployment locations. There may be multiple UFR Advisors if there are multiple Joint Field Offices. The UFR Advisor will make the determination whether to create disaster-specific mechanisms to support interagency coordination, such as a Disaster-Specific MOU.
9. Environmental and Historic Preservation Cadre- part-time staff that are deployed to disasters to work in the Recovery Offices, Regional Offices or a Joint Field Office to help assist with EHP reviews.

AGENDA ITEM **September 10, 2018**

Consider and possibly approve submission of DIR Shared Services Customer Form from Jefferson County to DIR (Department of Information Resources) to begin security assessment for elections systems, offered at no charge.

TEXAS Data Center Services

DIR Shared Services New Customer Form

- Please fill out the below information to establish your DIR Shared Services account.
- E-mail completed form (with W-9 if you are not a state agency) to DIRSharedServices@dir.texas.gov
- Upon receipt of your information, a DIR representative will contact you to set up your Interagency Contract (IAC) and gather any additional required information.

You may tab from one field to the next.

General Information and Eligibility

The DIR Shared Services Program is available to all state agencies and other governmental entities. If not a state agency, please attach W-9 with this form to confirm your eligibility.

Agency or Organization Name:	Jefferson County
Agency or Organization Acronym	
Comptroller Taxpayer ID Number:	17460002912
Type of Government Entity:	County Government
Six Digit Agency Code (if Applicable):	

Customer Contacts

IAC Contact

The IAC contact will be responsible for reviewing and signing the IAC between your organization and DIR.

Name:	Jeff Branick
Title:	County Judge
Address:	1149 Pearl Street – 4th Floor (Street/PO Box)
	Beaumont, TX 77701 (City),(State) (Zip)
Telephone Number:	409-835-8466 Ext:
E-mail:	jbranick@co.jefferson.tx.us

IT Operations Contact

The IT Operations Contact will be responsible for providing technical information to set up your services and will act as the day to day Customer Representative, including requesting/approving services through the online Portal, after services are established.)

☐Same as Main Contact

Name:	Paul Helegda
Title:	Director – MIS
Address:	1149 Pearl Street – 6th Floor (Street/PO Box)
	Beaumont, TX 77701 (City),(State) (Zip)
Telephone Number:	409-835-8447 Ext:
E-mail:	helegda@co.jefferson.tx.us

TEXAS Data Center Services

DIR Shared Services New Customer Form

Primary Finance Contact

The Primary Finance contact will be responsible for reviewing invoices, including accessing the online billing system, and ensuring payment is submitted timely.

☐Same as Main Contact

Name: Patrick Swain

Title: County Auditor

Address: 1149 Pearl Street – 7th Floor
(Street/PO Box)
Beaumont, TX 77701
(City),(State) (Zip)

Telephone Number: 409-835-8500 Ext:

E-mail: pswain@co.jefferson.tx.us

Backup Finance Contact

The Backup Finance Contact serves as the backup to the primary finance contact, with the same access to review invoices and ensure payment is submitted timely.

Name: Fran Lee

Title: 1st Assistant County Auditor

Address: 1149 Pearl Street – 7th Floor
(Street/PO Box)
Beaumont, TX 77701
(City),(State) (Zip)

Telephone Number: 409-835-8500 Ext:

E-mail: flee@co.jefferson.tx.us

DIR Shared Services

Select the DIR Shared Services you are currently interested in:

- ☐ Email (Microsoft Office 365)
- ☐ Microsoft Custom Support Agreement
- ☐ Managed Services – Server and Storage
- ☐ Managed Services – Application Development/Maint
- ☐ Disaster Recovery as a Service (DRaaS)
- ☐ Print/Mail
- ☐ Backup as a Service (BUaaS)
- ☒ Managed Services - Security

Indicate any additional DCS services you may be interested in:

- ☐ Email (Microsoft Office 365)
- ☐ Managed Services – Server and Storage
- ☐ Managed Services – Mainframe
- ☐ Print/Mail
- ☐ Google Imagery
- ☐ Backup as a Service (BUaaS)
- ☐ Disaster Recovery as a Service (DRaaS)
- ☐ Etc.

Thank you for your interest in the Texas Shared Services Program. Please email this form to DIRSharedServices@dir.texas.gov and we will contact you to set up your IAC, gather information about your environment, and discuss the steps to initiate service.

DIR Department of Information Resources

Joleen E. Fregia
Chief Deputy
E-Mail
joleen@co.jefferson.tx.us

Tim Funchess
County Treasurer
1149 Pearl Street – Basement
Beaumont, Texas 77701

Office (409) 835-8509
Fax (409) 839-2347
E-Mail
tfunchess@co.jefferson.tx.us

September 5, 2018

Judge Jeff R. Branick and
Commissioners Court
Jefferson County Courthouse
Beaumont, Texas 77701

Gentlemen:

Enclosed is the Investment Schedule as of August 31, 2018, including interest earnings.

The weighted average yield to maturity on the County's investments is 1.774%. The interest rate on funds invested in an investment account at Wells Fargo is currently .70%.

The 90 day Treasury discount rate on August 31, 2018 was 2.099% and the interest on your checking accounts for the month of August was .70%

Included in the attached report are the balances for the County's pledged collateral.

This report meets the requirements for investment officers in compliance with the Texas Government Code. Title 10, Section 2256.023.

This should be on the agenda September 10, 2018, to be received and filed.

Sincerely,

Tim Funchess

Tim Funchess, CCT, CIO
Enclosure

Agenda should read:
Receive and File Investment Schedule for August, 2018,
including the year to date total earnings on County funds.

JEFFERSON COUNTY
MONTH END AUGUST 31, 2018 INVESTMENT SCHEDULE

SECURITY DESCRIPTION	SETTLEMENT DATE	PAR AMOUNT	AMOUNT PAID	PRICE PAID	EXP. YIELD	MATURITY Date	CALL DATE	# Days to mat.	# Days Invested	CUSIP/C.D. NUMBER	BROKER DEALER	CURRENT VALUE	Current Price	ACCRUED FROM PURCHASE/COUPON	Coupon paid TO DATE	BOOK VALUE ACCRUED INT.)
POOLED CASH ACCOUNT																
INVESTMENT ACCT	01-Aug-18	$7,766.57	$7,766.57	100	0.700%	31-Aug-18	NONE	31	31	7580310386	WELLS FARGO	$7,766.57				$7,766.57
CDs and Securities																
FNMA 1.375%	21-Jun-16	$2,000,000.00	$2,000,000.00	100	1.375%	21-Jun-19	21-Dec-16	294	1095	3136G3RD9	WELLS SECURITIES	$1,982,720.00	$99.14	$5,347.22	$55,000.00	$1,988,067.22
FNMA 1.40%	21-Jun-16	$2,000,000.00	$2,000,000.00	100	1.400%	21-Jun-19	21-Dec-16	294	1095	3136G3RM9	NATIONAL ALLIANCE	$1,984,360.00	$99.22	$5,444.44	$56,000.00	$1,989,804.44
FHLMC 1.25%	30-Sep-16	$2,000,000.00	$2,000,000.00	100	1.250%	30-Sep-19	30-Mar-16	395	1095	3134GAHW7	NATIONAL ALLIANCE	$1,972,780.00	$98.64	$10,347.22	$37,500.00	$1,983,127.22
FHLMC 1.30%	18-Oct-16	$2,000,000.00	$2,000,000.00	100	1.300%	18-Oct-19	18-Jan-17	413	1095	3134GAPF5	NATIONAL ALLIANCE	$1,972,440.00	$98.62	$9,605.56	$39,000.00	$1,982,045.56
FNMA 1.80%	16-Oct-17	$2,000,000.00	$2,000,000.00	100	1.800%	16-Oct-20	16-Apr-17	777	1096	3136G4PQ0	COASTAL SECURITIES	$1,957,080.00	$97.85	$13,500.00	$18,000.00	$1,970,580.00
FHLB 1.95%	06-Nov-17	$2,000,000.00	$2,000,650.00	100	1.950%	05-Nov-20	05-Feb-18	797	1095	3130ACLP7	COASTAL SECURITIES	$1,963,120.00	$98.16	$11,266.67	$20,041.67	$1,974,386.67
FHLB 2.20%	29-Jan-18	$2,500,000.00	$2,500,000.00	100	2.200%	29-Jan-21	29-Jan-19	882	1096	3130ADC26	NATIONAL ALLIANCE	$2,460,550.00	$98.42	$20,013.89	$27,500.00	$2,480,563.89
FFCB 2.47%	12-Feb-18	$2,000,000.00	$2,000,000.00	100	2.470%	12-Feb-21	12-Feb-19	896	1096	3133EJCK3	NATIONAL ALLIANCE	$1,981,600.00	$99.08	$2,470.00	$24,700.00	$1,984,070.00
FHLMC 2.42%	28-Feb-18	$2,000,000.00	$2,000,000.00	100	2.420%	26-Feb-21	26-Feb-19	910	1094	3134GSDF9	FTN CAPITAL MARKETS	$1,982,060.00	$99.10	$24,603.33	$23,931.11	$2,006,663.33
FNMA 2.75%	30-Apr-18	$2,000,000.00	$1,999,100.00	99.955	2.750%	30-Apr-21	30-Oct-18	973	1096	3136G4SH7	HILLTOP SECURITIES	$1,985,460.00	$99.27	$18,486.11	$0.00	$2,003,946.11
FHLMC 1.30%	23-Aug-16	$4,000,000.00	$4,000,000.00	100	1.300%	23-Aug-19	23-Jan-17	357	1095	3134GAAF1	COASTAL SECURITIES	$3,953,160.00	$98.83	$1,155.56	$104,000.00	$3,954,315.56
FNMA 1.55%	27-Dec-16	$2,000,000.00	$2,000,000.00	100	1.550%	27-Dec-19	27-Jun-17	483	1095	3136G4JK0	NATIONAL ALLIANCE	$1,974,280.00	$98.71	$5,511.11	$46,500.00	$1,979,791.11
FHLMC 1.70%	30-Jun-17	$2,000,000.00	$2,000,000.00	100	1.700%	29-Jun-20	29-Sep-17	668	1095	3134GBVT6	NATIONAL ALLIANCE	$1,967,400.00	$98.37	$5,855.56	$33,905.56	$1,973,255.56
FHLMC 1.85%	24-Jul-17	$2,000,000.00	$2,000,000.00	100	1.850%	24-Jul-20	24-Oct-17	693	1096	3134GBZE5	NATIONAL ALLIANCE	$1,967,200.00	$98.36	$3,802.78	$37,000.00	$1,971,002.78
ICD-BMW Bank 1.35%*	12-Feb-16	$248,000.00	$248,000.00	100	1.350%	12-Feb-19	None	165	1096	05580ADT8	WELLS SECURITIES	$248,000.00	$100.00	$174.28	$8,365.41	$248,174.28
ICD-Discover Bk 1.60%*	13-Nov-15	$248,000.00	$248,010.87	100	1.600%	13-Nov-18	None	74	1096	254672WL8	WELLS SECURITIES	$248,000.00	$100.00	$1,195.84	$9,914.56	$249,195.84
ICD-Ally Bank 1.60%*	13-Nov-15	$248,000.00	$248,010.87	100	1.600%	13-Nov-18	None	74	1096	02006LVQ3	WELLS SECURITIES	$248,000.00	$100.00	$1,195.84	$9,914.56	$249,195.84
ICD-Goldman S. 1.65%*	13-Nov-15	$248,000.00	$248,011.21	100	1.650%	13-Nov-18	None	74	1096	38148JZ53	WELLS SECURITIES	$248,000.00	$100.00	$1,233.21	$10,224.39	$249,233.21
* (Investment CD's)														$141,208.62	$561,497.26	
		TOTAL PAR	AMT. INVESTED		WEIGHTED AVG. YLD	EQUIVALENT TREAS. RATE			WEIGHTED AVG.	MATURITY		TOTAL MARKET VALUE				TOTAL BOOK VALUE
INVESTMENT ACCT		$7,766.57	$7,766.57									$7,766.57				
CDs and Securities		$31,492,000.00	$31,491,782.95		1.774%	2.590%			601	DAYS		$31,096,210.00				
TOTALS ALL ACCTS:		**$31,499,766.57**	**$31,499,549.52**									**$31,103,976.57**				**$31,245,185.19**

PLEDGE COLLATERAL REPORT WELLS FARGO
ALL COUNTY FUNDS
AS OF AUGUST 31, 2018

MARKET VALUE OF PLEDGE SECURITIES	**$93,710,671.57**
BALANCE IN ALL ACCOUNTS:	**$55,737,664.96**
OVER OR (UNDER) AMOUNT:	**$37,973,006.61**
	168.13%

COMPLIANCE STATEMENT

This in an unaudited statement made in accordance with provisions of Government Code Title 10 Section 2256.023 The Public Funds Investment Act
The investment portfolios of Jefferson County comply with the strategies in the Jefferson County Investment Policy and Procedures.

Tim Funchess

Tim Funchess, Jefferson County Investment Officer

AUGUST, 2018, JEFFERSON COUNTY INVESTMENT MATURITIES
MATURED SECURITIES AND INTEREST EARNED

SECURITY DESCRIPTION	PURCHASE DATE	PAR AMOUNT	AMOUNT INVESTED	PRICE PAID	EXPECT. YIELD	MATURITY DATE	Coupon Pay DATE	# DAYS INVEST.	CUSIP/C.D. NUMBER	BROKER DEALER	INTEREST EARNINGS	
POOLED CASH ACCOUNT												
INVESTMENT ACCT	01-Aug-18	$7,766.57	$7,766.57		0.700%	31-Aug-18		31	7580310386	WELLS FARGO	$4.62	
ICD-BMW Bank 1.35%*	12-Feb-16	$248,000.00	$248,000.00	100	1.350%	12-Feb-19	13-Aug-18	1096	05580ADT8	WELLS SECURITIES	$1,660.24	COUPON
FFCB 2.47%	12-Feb-18	$2,000,000.00	$2,000,000.00	100	2.470%	12-Feb-21	13-Aug-18	1096	3133EJCK3	NATIONAL ALLIANCE	$24,700.00	COUPON
FHLMC 1.30%	23-Aug-16	$4,000,000.00	$4,000,000.00	100	1.300%	23-Aug-19	23-Aug-18	1095	3134GAAF1	COASTAL SECURITIES	$26,000.00	COUPON
FHLMC 2.42%	28-Feb-18	$2,000,000.00	$2,000,000.00	100	2.420%	26-Feb-21	27-Aug-18	1094	3134GSDF9	FTN CAPITAL MARKETS	$23,931.11	COUPON
												$76,295.97
CHECKING INTEREST												
POOLED CASH ACCT		AUGUST INTEREST			0.700%					WELLS FARGO	$25,213.16	
OTHER COUNTY ACCTS		AUGUST INTEREST			0.700%					WELLS FARGO	$2,222.97	
TAX LICENSE ACCT		JULY INTEREST			0.700%					WELLS FARGO	$422.89	$27,859.02
TOTAL		**$8,255,766.57**	**$8,255,766.57**								**$104,154.99**	**$104,154.99**

FISCAL YEAR 2017-2018

YIELD TO MATURITY AND INTEREST EARNINGS

MONTH	90 DAY T. BILL YIELD	INVESTMENT INTEREST EARNED	CHECKING ACCOUNT YIELD
OCTOBER	1.130%	$23,413.26	0.300%
NOVEMBER	1.239%	$15,349.08	0.300%
DECEMBER	1.420%	$71,947.03	0.300%
JANUARY	1.480%	$36,374.88	0.300%
FEBRUARY	1.570%	$48,601.52	0.300%
MARCH	1.680%	$20,248.36	0.300%
APRIL	1.800%	$62,724.85	0.300%
MAY	1.870%	$50,371.29	0.700%
JUNE	1.910%	$97,107.85	0.700%
JULY	2.018%	$79,492.16	0.700%
AUGUST	2.099%	$104,154.99	0.700%
SEPTEMBER			
ANNUAL TOTALS		**$ 609,785.27**	

AGENDA ITEM **September 10, 2018**

Consider, possibly approve, authorize the County Judge to execute, receive and file SPS VAR Services Agreement between Jefferson County, Texas and SPS VAR LLC as a recovery machine in cases of emergencies.

SPS VAR Services Agreement

Project Description

SPS VAR, L.L.C. (We) agree to provide Services described in a Statement of Work below or in an Attachment to our Customer (You) under the terms of this Agreement. You are responsible for project management and for any results achieved, unless specified otherwise in the Statement of Work. We do not provide Services under the terms of your purchase order.

Services are provided and billed either on an hourly ("Hourly Services") or on a fixed-price ("Fixed-Price Services") basis.

For Hourly Services, the Statement of Work specifies the hourly rate, the estimated hours and estimated expenses required to complete the project. This estimate is not a fixed-price commitment. Charges will equal the actual hours worked times the hourly rate, plus actual expenses and applicable sales taxes.

For Fixed-Price Services, the Statement of Work specifies the fixed-price and estimated expenses. This expense estimate is not a fixed-price commitment. Charges will equal the fixed-price plus actual expenses and applicable sales taxes.

Statement of Work

Project Name: Total Care Services – Custom Save Restore Test, Customer Led, (2) Tapes

Fixed-Price Services: $550.00 Invoiced Upon Product Start

Estimated Expenses: $ 0.00 Travel & Living Expenses

Estimated Start Date:_____ **End Date:**_____

Services: Equipment access and support services to perform a Save Restore Test using customer provided LTO5 Tapes. SPS VAR will load LIC and OS, enable VPN Access, and then allow customer to conduct a restore from a SAVSYS on LTO5 tape and an interim nightly save also on LTO5 tape. Customer will lead the restore test by accessing the equipment via VPN, and SPS VAR will support.

This Project Description, the Statement of Work and the Additional Terms on page 2 form our complete agreement (the "Agreement") regarding these Services and replace any prior oral or written communication between us. By signing below, both of us agree to these terms.

Agreed to:
Jefferson County
1149 Pearl Street
Beaumont, TX 77701

By:_____
Authorized Signature

Name (print):_____

Title:_____

Date:_____

Agreed to:
SPS VAR, LLC
P.O. Box 8869
Atlanta, GA 31106

_____
Authorized Signature

Name (print): T. H. Lewis

Title: President

Date: August 22, 2018

Agreement Number: 20180822TD01

SPS VAR Services Agreement

Additional Terms

Billing
For Hourly Services, the minimum billing increment is fifteen (15) minutes. However, there will be a one-hour minimum for each day in which Services are provided on-site and a fifteen (15) minute minimum for each day in which Services are provided by telephone. We may increase our hourly billing rate and minimums by giving you three (3) months' written notice.

Hourly Services are invoiced weekly as the work progresses. Fixed-Price Services are invoiced as specified in the Statement of Work. Travel and other expenses are invoiced weekly using IRS mileage allowances for automobile transportation and actual cost for all other expenses.

Charges for Services and expenses are due within 15 days from the invoice date. Amounts past due are subject to a late payment charge of 1.5% per month. You agree to pay accordingly.

You agree to pay applicable sales taxes or supply exemption documentation.

Project Completion and/or Termination
Hourly Services will end when we provide the estimated number of hours or upon the estimated project end date unless you authorize additional hours or an extension of the end date. In the event that additional hours are not authorized for incomplete project which is provided on an Hourly Services basis, we do not warrant that the Services will be completed. Fixed-Price Services will end when the tasks described in the Statement of Work are complete.

Either party may terminate this Agreement on written notice to the other if the other breaches any material provision of this Agreement, including nonpayment of any charges hereunder. Upon termination, we will stop our work in an orderly manner as soon as practical.

You agree to pay for all Services we provide, all materials (including programs, program listings, documentation, reports or other similar works of authorship) we deliver and all expenses we incur through the project's termination, including charges we incur in terminating subcontracts.

Customer Obligation
You agree to provide us reasonable access to the premises where Services will be provided during your business hours. You will also provide other onsite cooperation and assistance as may be reasonably requested by us. You agree to sign and deliver to us the Acknowledgment of Completion of Services when the tasks described in the Statement of Work are complete, or when we have provided the estimated number of hours of Services for Hourly Services (unless additional hours are authorized), whichever comes first.

Subcontractors
We have the right subcontract any part of the Services to a third party as we deem appropriate, provided that we will remain ultimately responsible for the Services, subject to the terms of this Agreement.

Changes to Statements of Work
The Statement of Work may only be changed by a written Change Authorization signed by both of us. The terms of the Change Authorization will prevail over those of the Project Description, the Statement of Work and any previous Change Authorizations.

Warranty
We warrant that we perform Services using reasonable care and skill in accordance with recognized standards in the industry. **WE DO NOT PROVIDE ANY OTHER WARRANTIES OR CONDITIONS, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. We do not warrant uninterrupted or error free operation of any Service.**

Limitation of Liability
In the event that you are entitled to recover damages from us, in each instance, regardless of the basis on which you are entitled to claim damages from us, we are liable only for an amount no greater than the sum of all payments you have made to us. This limit also applies to liabilities of any of our subcontractors. It is the maximum for which we and our subcontractors are collectively responsible. **Under no circumstances are we or our subcontractors responsible to you or third parties for 1) loss of, or damage to, your records or data; or 2) special, incidental, consequential or other indirect damages (including lost profits or savings), even if we are informed of their possibility.**

Disputes
The laws of the State of Texas govern this Agreement. Any controversy or claim rising out of or relating to this Agreement, or the breach of this Agreement, shall be settled by arbitration in accordance with the rules of the American Arbitration Association at a hearing in Beaumont, Texas. A judgment of a court having jurisdiction may be entered upon the arbitrator's award. All costs, including attorney's fees, incurred as a result of this dispute shall be borne by the party incurring the same and such are not recoverable by a prevailing party.

The arbitrator shall not have the power to add, to amend, modify, or subtract from the provisions of the Agreement in arriving at his/her decision on the issue or issues presented and shall confine his decision based on the Agreement. The parties retain the right to appeal the arbitrator's decision if the arbitrator lacks jurisdiction over the issue presented or exceeds his authority by amending, modifying or subtracting from the provisions of the Agreement. The arbitrator lacks jurisdiction on any issue wherein the arbitrator changes, questions or limits the budgetary power of the Jefferson County Commissioners' Court.

SPS VAR Services Agreement

Acknowledgement of Completion of Services

Customer hereby acknowledges that the Services required to be provided under Services Agreement No. 20180822TD01 have been completed, and such Services are hereby accepted.

Jefferson County, TX
[name of Customer]

By: _____

Name: Jeff Branick

Title: County Judge

Date: 9/10/18

AGENDA ITEM **September 10, 2018**

Consider, possibly approve, and authorize the County Judge to execute, receive and file SPS VAR Total Care Services Agreement between Jefferson County, Texas and SPS VAR LLC as an additional recovery machine in cases of emergencies.

SPS VAR Services Agreement

Project Description

SPS VAR, LLC. (We) agree to provide Services described in a Statement of Work below or in an Attachment to our Customer (You) under the terms of this Agreement. You are responsible for project management and for any results achieved, unless specified otherwise in the Statement of Work. We do not provide Services under the terms of your purchase order.

Services herein are provided on a fixed-price ("Fixed-Price Services") basis per annum as a retainer and for a fixed price if customer declares an outage and engages SPS VAR in a recovery of their system.

The Statement of Work specifies the fixed-price and estimated expenses. This expense estimate is not a fixed-price commitment. Charges will equal the fixed-price plus actual expenses and applicable sales taxes.

This Project Description, the Statement of Work and the Additional Terms on page 2 form our complete agreement (the "Agreement") regarding these Services and replace any prior oral or written communication between us. By signing below, both of us agree to these terms.

Agreed to: (Customer legal name & address)
Jefferson County
1149 Pearl Street
Beaumont, TX 77701

By: _____ Authorized Signature

Name (print): _____

Title: _____

Date: _____

Agreed to:
SPS VAR, LLC
P.O. Box 8869
Atlanta, GA 31106

_____ Authorized Signature

Name (print): T. H. Lewis

Title: President

Date: 9-5-18

Agreement Number: 20180822TD02

Installed Address for Location of Current System

_____

_____

System Machine Type and Model _____/ _____

OS Level _____ CUME and PTF Level _____ LIC Level _____

Installed Tape Drive Machine Type and Model _____/ _____

SPS VAR Services Agreement

Total Care Recovery Statement of Work

Project Name: Jefferson County Total Care Recovery

Fixed-Price Services:
$ 4,250 **Annual Contract** *Invoiced Upon Project Start
$ _____ Option: Initial Term may be priced prorata to align with certain dates
$ 350 for each **Save Restore Test** (at contract signing and once a year minimum)
$ _____ Option: Startup may require update of CUME, LIC, or PTFs on system
$ 2,000 for any **Declared Emergency**
$ 50 **Daily Charge** during declared emergency (up to 120 days)

Estimated Expenses: $ <100 Postage at Startup Real and Actual Expenses in case of a declared emergency

Estimated Start Date: 11/01/18 End Date: 10/31/19 Option to Renew: Y Minimum Renewal: One Year

Services: SPS VAR will provide an **Off Site** (In Atlanta) or **On-Site** (Customer Designated Location) recovery machine to meet or exceed the customer's specification (attached) in the case of a declared emergency during the period of this agreement. This agreement requires the customer provide a complete, Full System Save **(SAVE 21)** in the case of an emergency and for a **SAVE RESTORE TEST** at our facility at contract start. It is the customer's responsibility to provide the **SAVE 21** for testing at each anniversary of this contract if they chose the option to renew. Customer agrees to a SAVE 21 Restore Test each year of this agreement. In an emergency, SPS VAR can only restore a SAVE 21 to LTO Tape. No incremental saves or saves to other devices will be permitted. Incremental and Data Only saves will not be able to be restored.

Declare a Emergency: The customer must declare an emergency via email to recovery@spsvar.com, and by phone to (770) 216-4445. A charge of $2,000 will be due when a customer declares an emergency and a **Daily Charge** will be incurred for a period of up to 120 days until the customer no longer requires the machine.

On-Site Option: If the customer desires the machine be placed at a site designated by them, the customer is responsible for acceptance and all unpacking and setup at that designated location. Customer takes responsibility for providing required network, power, and IT personnel capable of basic assistance to SPS VAR to help manage on-site tasks to affect a system recovery onto the machine provided. SPS VAR will remotely provide services to restore the customer's tape and administer the environment for a period up to 120 days at the **Daily Charge**. Customer is responsible for any networking, printing, terminals, workstations required to sustain their application and meet their processing needs. Customer is responsible for securing and insuring the equipment while on site. Value = $50,000. Customer is responsible to transportation expenses in a declared emergency and up to 3 days living expenses for any required staff.

Remote Option: If the customer desires the machine be kept in Atlanta and the system recovered there, access will be provided via network. SPS VAR will provide services to restore the customer's tape and administer the environment for a period up to 120 days at the **Daily Charge.** SPS VAR will provide network access to the system for Unlimited users. Customer is responsible for any on-site networking, printing, terminals, workstations required to sustain their application and meet their processing needs.

Customer is responsible for compliance with all software product licensing and its use during the **SAVE RESTORE TEST** or during an **Declared Emergency** event.

SPS VAR is responsible for delivery of a machine to the customer within 4 business days following the declared disaster if customer choses the On-Site Option, or; SPS VAR will be responsible for restoring and providing network access with 48 hours of receipt of the SAVE 21 at its location in Atlanta if the customer choses the Remote Option.

The machine provided under this contract will have a tape drive capable of reading the customers LTO tape. Any printing will be done to a spool file and retained on the system or sent via email to designated customer contact. Memory and processor capability will meet requirements to support ten (10) users and the complete installed NaviLine system. Disk Storage capacity will meet or exceed customer specifications. This agreement does not contemplate providing any Windows-based application services.

SPS VAR Services Agreement

Additional Terms

Billing
Fixed-Price Services are invoiced as specified in the Statement of Work. Travel and other expenses are invoiced weekly using IRS mileage allowances for automobile transportation and actual cost for all other expenses.
Charges for Services and expenses are due within 15 days from the invoice date. Amounts past due are subject to a late payment charge of 1.5% per month. You agree to pay accordingly.
You agree to pay applicable sales taxes or supply exemption documentation.

Renewal
Renewal will be automatic at the end of the contract unless notice is received at least three days prior to contract end. You agree to a one year renewal at the annual contract rate. By renewing, you also agree to a new annual Save Restore Test at its contract rate and will supply the tape for the test within 60 days of renewal.

Project Completion and/or Termination
Fixed-Price Services will end when the tasks described in the Statement of Work are complete or the coverage period has ended.

Either party may terminate this Agreement on written notice to the other if the other breaches any material provision of this Agreement, including nonpayment of any charges hereunder. Upon termination, we will stop our work in an orderly manner as soon as practical.
You agree to pay for all Services we provide, all materials (including programs, program listings, documentation, reports or other similar works of authorship) we deliver and all expenses we incur through the project's termination, including charges we incur in terminating subcontracts.

Customer Obligation
You agree to provide us reasonable access to the premises where Services will be provided for the purpose of providing those services during your normal business hours. You will also provide other onsite cooperation and assistance as may be reasonably requested by us.

Subcontractors
We have the right subcontract any part of the Services to a third party as we deem appropriate, provided that we will remain ultimately responsible for the Services, subject to the terms of this Agreement.

Changes to Statements of Work
The Statement of Work may only be changed by a written Change Authorization signed by both of us. The terms of the Change Authorization will prevail over those of the Project Description, the Statement of Work and any previous Change Authorizations.

Warranty
We warrant that we perform Services using reasonable care and skill in accordance with recognized standards in the industry. **WE DO NOT PROVIDE ANY OTHER WARRANTIES OR CONDITIONS, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. We do not warrant uninterrupted or error free operation of any Service.**

Limitation of Liability
In the event that you are entitled to recover damages from us, in each instance, regardless of the basis on which you are entitled to claim damages from us, we are liable only for an amount no greater than the sum of all payments you have made to us. This limit also applies to liabilities of any of our subcontractors. It is the maximum for which we and our subcontractors are collectively responsible. **Under no circumstances are we or our subcontractors responsible to you or third parties for 1) loss of, or damage to, your records or data; or 2) special, incidental, consequential or other indirect damages (including lost profits or savings), even if we are informed of their possibility.**

Disputes
The laws of the State of Texas govern this Agreement. Any controversy or claim rising out of or relating to this Agreement, or the breach of this Agreement, shall be settled by arbitration in accordance with the rules of the American Arbitration Association at a hearing in Beaumont, Texas. A judgment of a court having jurisdiction may be entered upon the arbitrator's award. All costs, including attorney's fees, incurred as a result of this dispute shall be borne by the party incurring the same and such are not recoverable by a prevailing party.

The arbitrator shall not have the power to add, to amend, modify, or subtract from the provisions of the Agreement in arriving at his/her decision on the issue or issues presented and shall confine his decision based on the Agreement. The parties retain the right to appeal the arbitrator's decision if the arbitrator lacks jurisdiction over the issue presented or exceeds his authority by amending, modifying or subtracting from the provisions of the Agreement. The arbitrator lacks jurisdiction on any issue wherein the arbitrator changes, questions or limits the budgetary power of the Jefferson County Commissioners' Court.

Agreement Number: 20180822TD02

Jefferson County Sub-Courthouse
525 Lakeshore Drive
Port Arthur, Texas 77640

OFFICE: (409)983-8300
FAX: (409)983-8303
Email: msinegal@co.jefferson.tx.us

COMMISSIONER
MICHAEL SHANE SINEGAL
PRECINCT #3

September 10, 2018

Where as a proud Democrat who understands and support the complexities of our two party system (i.e. Democratic and Republican). I am extremely concerned about the seemingly destructive tone being set on the National level. A tone that has transcended down to the state level and now is trickling down to the county level. Where fairness, bi-partisanship, and respect seem to be a novelty and not a must, a negative and not a necessity for the survival of our nation.

As I have repeated in several conversations with citizens across our great state the biggest problem I see throughout the political genre of America is the lack of "Statesman," men and women who put our Nation, State, and County, etc. before self. With all that said, seemingly our local county level have been drawn into a partisan divide that's driven by do or die politics based in Tea Party threats. Honesty and Integrity are side words that are hypocritically used by those disguising their true motives of divide and conquer. Whereas we as a Court each have our base constitutes we must account for, we should all have common ground that should never be trampled nor compromised.

Therefore, where we have no legal ground nor control over the situation at hand I would ask that the same individuals that advised the Pct. 1 Interim to accept the nomination as a candidate would strongly encourage him to keep his word to this Court and not seek the office of Constable Pct. 1 or resign as Interim and in turn regain the appearance of respect and fairness. I can honestly say I have supported individuals of both parties and will continue to do so, yet make no mistakes that no matter what party affiliation a candidate decide to represent one characteristic that is a must for me is "Integrity"!

Thank you and God Bless Our County!

Regular, September 10, 2018

There being no further business to come before the Court at this time, same is now here adjourned on this date, September 10, 2018