Please email your completed form to GrantsAdmin@epcounty.com.

INTERNAL USE ONLY	
Date Approved:	11/14/2023

BUDGET AND FISCAL POLICY DEPARTMENT
GRANTS ADMINISTRATION DIVISION

GRANT APPLICATION SUBMISSION APPROVAL FORM

DEPARTMENT INFORMATION	
Date:	11/13/2023
Requesting Department/Division:	El Paso District Attorney's Office
Department/Division Contact:	[Silvia Serna, Grant Analyst, s.serna@epcounty.com
Anticipated Commissioners Court Meeting Grant Approval Date:	12/11/2023
Who from your department/division will speak on the agenda item?	Silvia Serna, Grant Analyst, s.serna@epcounty.com
Please list accompanying grant documents requiring the Authorized Official's signature.	The grant application detailing the program.

GRANT OPPORTUNITY INFORMATION	
Grant Opportunity Title (as provided by Grantor):	TxDot Traffic Safety Program FY 2025 General Grants
Grantor Agency:	Texas Department of Transportation (TxDot)
Type of Grant:	State, Public Safety
Is this a renewal grant?	Yes
CobbleStone Number for Most Recent Grant Award:	2023-0629
Grant Announcement Date:	11/10/2023
Grant Due Date:	01/04/2024
Grant Period:	10/01/2024-09/30/2025
Grant Proposal Summary (one paragraph or less):	In an effort to reduce the traffic fatalities caused by drunk drivers, provide the El Paso community an alternate to not driving home intoxicated, the opportunity to obtain transportation via a rideshare, i.e., Uber, Lyft, at no cost to them.

GRANT FINANCES	
A. Grant Funding to be Requested:	$49,600.00
B. Total Match Contribution (if applicable):	$13,563.39
I. Cash Match Amount and Description (i.e. County employee salaries, anticipated operating expenses, third-party monetary donations, etc.):	$13,563.39 cash match will be met from existing employee salary, Grant Analyst GF-DA-SALARY-FT-REGULAR COGF-1000-0000000-431-20-21002-00000-510011 Transferred to: GF-GADM-XFER-OUT-GRANT-MATCH COGF-1000-0000000-433-10-10000-0001-MATCH-800102
a. Match Source Account(s) (if applicable):	GF-GADM-XFER-OUT-GRANT-MATCHCOGF-1000-0000000-433-10-10000-0001-MATCH-800102
b. What fiscal year(s) will County match funding be needed in?	FY25
II. In-kind Match Amount and Description (i.e. donated supplies/equipment, volunteer hours, donated professional services, etc.):	N/A
C. Anticipated Program Income (if applicable):	N/A
D. Total Project Amount (A + B + C):	$63,163.39

FINANCIAL ASSESSMENT

1) What are the staffing requirements or needs for this grant? Please include salary and benefit amounts and anticipated salary and benefit increases for multi-year grants.

The Grant Analyst will be in charge of administering the grant from the inception to the end. The 20% match will be met from the Grant Analyst's salary. The Project Director will be spearheading the campaign to include all meetings to spread the information on the campaign.

2) What are the operational needs that will be requested through the grant (i.e. supplies, equipment, office space, travel, etc.)?

We are applying for funds to cover printing costs for posters/flyers to advertise the campaign. The Grant Analyst & Projects Director who is spearheading the campaign, are located in the District Attorney's offices and part of the DA's manning table.

3) Has this grant has been awarded in the past? If so, please provide the financial results of the most recently completed grant award cycle to include the award amount and the balance at the closing of the grant.

This grant was awarded FY24 in the amount of $49,600 and is currently active, but no expenditures have been made since the process to implement has been lengthy.

4) What is the sustainability plan for this grant and the services being provided if this funding is significantly reduced or is not awarded in future?

There is no sustainabilityplan for this grant as it provides customized services to the County of El Paso community and not essential services. The District Attorney's Office will apply yearly for this grant if available.

PROGRAMMATIC ASSESSMENT

1) Is this grant and its purpose(s) aligned with the County strategic plan? How will this grant benefit your department/division and communities in El Paso County?

This grant is aligned with the County of EL Paso's strategic plan under the Public Safety goal. DA is seeking funding to reduce the number of traffic fatalities caused by drunk drivers, by providing inebriated drivers an alternate transportation to get them home safe and protect the community at large.

2) Please explain the capacity of your department/division to administer this grant and complete all programmatic reporting requirements during the grant period.

The DA's office has a fulltime Grant Analyst & Project Director on the manning table that will administer the grant from the inception to the end and will prepare any maintenance to the grant during the year such as monthly reports and budget adjustments.

3) Will this grant require the use of contractual services? *If so, please contact the Purchasing Department, upon award acceptance to ensure your department is in compliance with applicable procurement policies and procedures.*

The DA will collaborate with the independent driving agency, such as Uber, Lyft, etc. In addition, the DA's office will ensure the necessary departments, such as Purchasing, County Auditors & County Attorney's, from the County are informed and enlisted to carry out whatever is necessary to activate, implement and be in compliance for this grant award.