



## LEGISLATIVE BUDGET BOARD

Robert E. Johnson Bldg.  
1501 N. Congress Ave. - 5th Floor  
Austin, TX 78701

512/463-1200  
Fax: 512/475-2902  
<http://www.lbb.state.tx.us>

April 25, 2002

Agency ED  
Title  
Agency Name  
Address  
City, State Zip Code

Dear Agency ED:

We understand that your agency has received, or may receive, funds from the federal government related to bioterrorism, emergency preparedness, or homeland security. As you know, we share the concerns of all Texans that the state be fully prepared to respond to intentional or natural threats to our health and safety.

In many cases, the federal government is providing funds directly to agencies to address post-September 11th issues. While you may have already expended some funds provided for bioterrorism, emergency preparedness, or homeland security, we would request that prior to the future expenditure of new or increased funds for those purposes, each agency provide to the Legislative Budget Board (LBB) and the Governor's Office of Budget and Planning the following information. If funds have already been expended, please include similar data for amounts spent.

- Copies of award notification, including information on the amount awarded and any guidance and/or restrictions on the available funding (other than general reference material such as Office of Management and Budget (OMB) circulars).
- Detailed explanations regarding the proposed use of funding and the extent to which items of expense are to be used at the state level or, in turn, passed through to local entities. If items are to be passed through to local entities, information regarding allocation methodologies and planning information required from local recipients should also be included.
- An analysis of the extent to which the expenditure of funds complies with applicable restrictions in the FY 2002-03 *General Appropriations Act*, such as those relating to Full-Time Equivalent (FTEs) and capital expenditures.

April 25, 2002

Page 2

- A detailed analysis of all categories or items of spending indicating whether they qualify as one-time expenditures or possible continuing expenses to the state. This analysis would be required for items of expenditure at the local and state level. The federal government is under no legal obligation to continue funding bioterrorism, emergency preparedness, or homeland security efforts. Similarly, the state has no obligation to continue funding items if federal funds are discontinued at some point.
- Regular quarterly reports outlining the expenditure or encumbrance of such funds and the extent to which previously identified plans and methodologies might have changed. These reports should be detailed and include expenditure by strategy and Catalog of Federal Domestic Assistance (CFDA) number for each year of the FY 2002-03 biennium. A template will be made available on LBB's web site (see "On-line Reporting," at [www.LBB.State.TX.US](http://www.LBB.State.TX.US)).

If your agency does not anticipate receiving federal funds related to bioterrorism, emergency preparedness or homeland security, please notify our offices. If you have questions regarding this request, you may contact Gerry Dube, or the analyst assigned to your agency, at (512) 463-1200.

We appreciate your assistance in this important matter.

Sincerely,

Bill Ratliff,  
Lieutenant Governor

James E. "Pete" Laney  
Speaker of the House

Senator Rodney Ellis  
Chair, Senate Finance Committee

Representative Robert "Rob" Junell  
Chair, House Committee on  
Appropriations

xc: Mike Morrissey, Governor's Office of Budget and Planning