

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
CHERYL MacBRIDE
DEPUTY DIRECTORS



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A. CYNTHIA LEON, CHAIR
CARIN MARCY BARTH
ADA BROWN
ALLAN B. POLUNSKY
JOHN STEEN

SAA Information Bulletin

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To: All Regional Planning Commissions/Council of Governments
All Texas State Homeland Security Grant Program Points of Contact

From: Machele Pharr
Deputy Assistant Director

Subject: Councils of Governments' Statement of Work

FFY 2012 Award Statement of Work

Texas Local Government Code Chapter 391 regional planning commissions or councils of governments [COGs] are provided grant funding for Homeland Security planning, grant management, support and administration.

The tasks outlined below are to be performed by the COGs to comply with minimum planning and administrative requirements. Additional tasks may be assigned by the Texas Homeland Security State Administrative Agency (THSSAA) to meet new federal requirements. The THSSAA will consult with the COGs on the most cost effective means to implement any new federal requirements.

Grant Management and Administration

Provide guidance to local sub-recipients on the procedures for expenditures, reimbursements, and timely performance of project objectives.

Assist local jurisdictions, as needed, in using the selected state grant management system and equipment inventory system, currently the State Preparedness and Assessment Reporting System (SPARS) and Texas Regional Response Network (TRRN). Review and approve expenditure requests submitted by the local jurisdictions in SPARS in compliance with State and federal guidelines.

Enter data for Initial Strategy Implementation Plan (ISIP) and the Biannual Strategy Implementation Report (BSIR) as requested by the THSSAA.

Complete quarterly grant expenditure and programmatic progress reports for COG. Assist local jurisdictions with quarterly grant expenditure and programmatic progress reports as needed as determined by the region.

Participate in THSSAA conference calls

Respond to data calls

Disseminate information on homeland security grant programs, requirements, deadlines and Federal and state-issued guidance to local governments generally within 3 business days of receipt.

Notify jurisdictions concerning current grant eligibility status, and, as necessary, assist the jurisdictions in correcting any deficiencies.

Enter jurisdictions' projects, including milestones and project management information, into the grant management program to facilitate the timely distribution of funding to jurisdictions and obligation of funds to approved projects.

Monitor the jurisdictions' and the COG's financial and project performance including monitoring the entire region's management and administration of (M & A) allocation.

Provide a budget (as requested and in a format designated by the THSAA) for this Statement of Work that identifies planned expenditures by category and by specific AEL code.

Conduct grant administrative training for jurisdictions in accordance with THSSAA guidance.

Attend THSSAA grant administrative training in accordance with THSSAA guidance.

In person or by teleconference (when attendance is cost-prohibitive), attend entrance and exit conferences for on-site monitoring visits in the region as necessary as determined by the region. Provide technical assistance to monitored jurisdiction, as requested by the jurisdiction or THSSAA, to assist in implementing Technical Assistance/Corrective Action Plan.

Planning:

Provide to the THSSAA information on governance structure and charter for Regional Planning Commission/Council of Governments including advisory committees

Staff and support regional Emergency Management and Homeland Security Advisory committees.

Participate in advisory committee and working groups for local, regional and state planning. Work with local jurisdictions and subject matter experts to assess the risks and threats of man-made, technological and natural hazards and identify gaps in regional capabilities. Coordinate development of the region's annual Implementation Plan for the Texas Homeland Security Strategic plan in accordance with THSSAA guidance. Submit information as directed by the THSSAA.

Develop and implement a regional methodology for risk-informed allocation of DHS Homeland Security Grant Program funding for local jurisdiction projects. Submit the methodology, allocation

process, meeting minutes and any other required supporting documentation by the date specified by the THSSAA.

Respond to request for information from DHS, TDEM, THSSAA, the Texas Office of Homeland Security, and/or other homeland security programs.

Promote and disseminate information on the Citizen Corp Program.

Review, prioritize, approve and submit local projects to sustain and close gaps in capabilities at the direction of the THSSAA.

Facilitate the development of regional response and resource management plans, where applicable.

Assist jurisdictions, as needed as determined by the region, with development of local or interjurisdictional emergency operations plans

Assist jurisdictions, as needed, with:

- The adoption of mutual aid agreements
- Adopting and implementing NIMS
- Understanding and implementing State emergency planning requirements
- Identification of critical infrastructure and key resources
- Developing protection/prevention plans for critical infrastructure and key resources

Assist with regional Multi-Agency Coordination Centers (MACC) if identified in the regional response plan.

Where beneficial, purchase equipment for local and regional projects managed by the COGs.

Training and Exercise

As a local government, per 6 U.S.C 101(11) and Texas Government Code Chapter 391, adopt plan and implement the National Incident Management System (NIMS).

Assist in identifying shortfalls in local jurisdictions' training and exercise needs to sustain and close gaps in capabilities.

Promote, host or facilitate training and HSEEP-compliant exercises for local jurisdictions, officials and emergency responders.

Participate in homeland security training in accordance with THSSAA guidance.

Monitoring

The COGs will be monitored periodically to assure program goals and objectives and other program criteria are met. In addition, financial and program audits will be conducted to assure compliance with OMB Circular A-133; Texas Government Code, Chapter 783; 1 TAC 5.141.et. seq.; the Uniform Grant Management Standards; and, the State Uniform Administrative Requirements for Grants and Cooperative Agreements.