



**REGIONAL EMERGENCY PREPAREDNESS ADVISORY COMMITTEE (REPAC)
STATE HOMELAND SECURITY PROGRAM (SHSP)
STANDARD OPERATING GUIDELINES (SOG)**

The Regional Emergency Preparedness Advisory Committee (REPAC) will oversee the administration of the State Homeland Security Program (SHSP) as defined below.

Section I: Set Regional Priorities

- 1) REPAC, in conjunction with NCTCOG EP, will develop a Regional Implementation Plan (RIP)
 - a) The RIP will outline the future strategy of REPAC to enhance the preparedness level of the North Central Texas (NCT) region through available grant funding
 - b) The RIP will be updated annually as required by the Texas State Administrative Agency (SAA)
- 2) Annually, REPAC will recommend regional priorities to the Emergency Preparedness Planning Council (EPPC)
 - a) Priorities will be based on the most pressing needs to enhance the preparedness level of the region
 - b) Priorities will take into consideration National and State guidance

Section II: SHSP Allocation

- 1) Annually, REPAC, in conjunction with NCTCOG EP, will accept project applications from the Regional Working Groups
 - a) Regional Working Groups determine their top priorities based on the biggest needs and gaps of the subject matter area.
 - i) When applicable, working groups will be expected to participate in the regional Threat and Hazard Identification Risk Assessment (THIRA), State Preparedness Report (SPR), and the Regional Implementation Plan (RIP) process to help determine priorities.
 - ii) Projects will go through REPAC and EPPC for review and approval; REPAC and EPPC will be able to make changes or modifications to the submitted projects.
 - iii) NCTCOG EP will work with the working groups to ensure eligibility of the jurisdictions involved
 - iv) REPAC will assign a grant writer to each working group to assist them in writing their project application
 - v) A member from each working group will be allowed up to five (5) minutes to discuss their project and answer any questions to REPAC.
 - b) REPAC will utilize a scoring method to help rank and prioritize projects.
 - i) Projects will be split up in different sections (i.e. law enforcement, carve out projects), and will be scored based on three factors: Public Safety, Regional Impact, and Sustainment.
 - ii) REPAC can change these factors depending on guidance and priorities.
 - iii) NCTCOG EP will prepare a scoring sheet for REPAC.
 - c) NCTCOG EP will create a grant timeline to be approved by REPAC

- i) Dates will take into consideration National and State timelines
- ii) Dates will allow adequate time for the working group committee to submit a project(s)
- d) Changes or extensions to the application period will only be considered under extenuating circumstances
 - i) Any request for changes or extension must be approved by the EPPC Chairperson, the REPAC Chairperson, and the NCTCOG EP Director
 - ii) Any changes or extensions must be announced three business days before they take effect
- e) NCTCOG EP will collect all project submissions
 - i) NCTCOG EP will maintain a database of all projects submitted
 - ii) NCTCOG EP will prepare projects for REPAC review
- f) EPPC retains the authority to determine if there are any regional projects that need to be funded off the top of the allocation

Section III: SHSP Maintenance

- 1) Project Changes
 - a) All project changes must be submitted to NCTCOG EP Department through the online form
 - b) Project changes under \$3,000 can be determined by NCTCOG EP staff. Project changes over \$3,000 will be determined by the REPAC Chairperson and Vice-Chairperson.
- 2) De-Obligated Funds
 - a) Funds, in excess of \$3,000, de-obligated by jurisdictions two months prior to end of performance period will be applied to the corresponding year's main project list
 - b) Funds, under \$3,000, de-obligated by jurisdictions will be held until a cumulative amount of \$3,000 is reached or funds will be held until close out

Section IV: Close Out Policy

- 1) Extensions
 - a) No jurisdiction will be approved an extension concerning SHSP funds past their original Sub Recipient Agreement without prior REPAC approval
 - b) Extension requests must be submitted in writing to the NCTCOG EP REPAC facilitator
 - c) Extension requests must be submitted by project and must include detailed rationale
- 2) Close Out Projects List
 - a) NCTCOG EP will develop a list of close out projects for REPAC's consideration
 - b) REPAC will conduct a vote no later than two months prior to grant close out to prioritize the close out projects list
- 3) Close Out
 - a) Grant close out will begin two months prior to the end of original performance period of the grant
 - i) All de-obligated or swept funds during grant close out will be allocated to NCTCOG EP to fund down NCTCOG EP Close Out Project List
 - ii) NCTCOG EP will report to REPAC regarding projects funded from NCTCOG EP Close Out Project List

- (1) Factors determining feasibility of projects include legal purchasing policies, deadlines, eligibility, and amount of funds
- 4) Exceptions
 - a) The EPPC Chairperson, REPAC Chairperson, and NCTCOG EP Director in full agreement have the authority to make exceptions to the Close Out Policy
 - i) Any changes to the Close Out Policy must be reported at the next EPPC and REPAC meetings