



**Alamo Area Council of Governments
Regional Emergency Preparedness Advisory Committee
Policies and Procedures Guidelines**

**Adopted by AACOG Regional Emergency Advisory Committee
April 20, 2022**

REPAC Policy and Procedures Guidelines

Introduction

The AACOG Board of Directors and the REPAC have accepted responsibility for the effective and efficient utilization of the grants authorized by the Governor's Office – Homeland Security Division.

In addition to the REPAC bylaws, the Committee has authorized the establishment of these Policies and Procedures to serve as a guideline.

This document will be updated whenever the REPAC changes, amends, or revises its policies and procedures. Such changes, amendments and revisions will be distributed at any grant workshops held by the AACOG Public Safety Division.

Policy #1 AACOG Homeland Security Regional Project Priorities

The Regional Emergency Preparedness Advisory Committee (REPAC) will establish and update the regional priorities of funding for projects applying for the State Homeland Security Grant funds. The priorities will be based upon prior state guidelines and regional planning assessments conducted by the REPAC.

The AACOG Homeland Security Grant Project Priorities are established by the prescribed subcommittees that the REPAC will establish per the REPAC bylaws. These subcommittees are subject to change as the REPAC sees the region's needs and vulnerabilities change over time.

For the purpose of this policy, the AACOG Regional Emergency Preparedness Advisory Committee defines the term "regional" as the following:

1. A project that is primarily intended to support multiple agencies through mutual aid with the following criteria:
 - Level 1: AACOG Region-wide majority covered
 - Level 2: Multiple counties covered (more than 5)
 - Level 3: Multiple agencies in one county covered (3-5)
 - Level 4: Single agency covered
 - Level 5: Not recommended for funding
- a. The region is defined as counties within the AACOG state planning area.
- b. Effective FY 2017, any counties/jurisdictions shall have a current, signed AACOG Regional Mutual Aid Agreement on file in order to be eligible to submit and receive grant funding.
- c. The project should have an emphasis on existing gaps as identified in the AACOG THIRA, SPR, and HSSP Implementation Plan.
- d. The project should receive priority if it has the capability to extend services to all counties/jurisdictions in the event of an emergency and includes a multi-discipline approach.
- e. Project should be reasonable in scope and have a terrorism nexus.

Procedure: The AACOG HLS Planning staff will initiate the establishment or update discussion items for REPAC on an annual basis.

Procedure: The HLS Grant Project Priorities will also extend to jurisdictions applying for communications equipment or any emergency management equipment through the Office of the Governor – Criminal Justice Division.

Policy #2 Project Prohibitions

The AACOG Regional Emergency Preparedness Committee will establish prohibitions, in addition to the prohibitions defined by the Office of the Governor – Homeland Security Division and FEMA. These are disallowed costs, unless proven to be used in a

REPAC Policy and Procedures Guidelines

regional effort. The REPAC will make the determination if these costs are necessary and meet the qualifications of a regional asset and/or the business case is reasonable (operationally sound and improves interoperable communications) on a case by case basis. The current prohibitions are as follows:

1. Backfill and overtime for all projects that include personnel.
2. Subscriber units (mobile and portable radios) for all projects that can only support a single frequency band (VHF, UHF, 700/800 MHz) unless a solid business case describing the operational need and how they will enhance interoperable communications is documented.

Policy #3 Project Submission Procedures

A call for projects will be released annually. No late applications will be accepted.

Procedure: The HLS Staff will release a tentative SHSP timeline every October. Once the Office of the Governor releases their Request for Applications (RFA), the HLS Staff will make appropriate amendments and distribute the finalized timeline to REPAC and all eligible applicants.

Procedure: Applications must be submitted via email to HLS@aacog.com on the formatted application that is released by the AACOG HLS Planning staff.

Procedure: Applications that fail to meet the AACOG deadline, that do not undergo the AACOG process, and that are not properly completed will be ranked last and not recommended for funding to the Office of the Governor.

Policy #4 Project Review Procedures

All applications submitted will be reviewed by the REPAC Subcommittees prior to REPAC prioritization.

Procedure: The applications that met the submission deadlines will be provided to the members of the subcommittee(s) that align with the project's topic for initial review. The subcommittee(s) and the HLS Staff will meet to review the applications to assess if they meet the AACOG Regional Homeland Security Priorities and to provide feedback to applicants before they submit their projects to REPAC and the Office of the Governor.

Procedure: The subcommittees will evaluate and prioritize the applications per the Risk Informed Methodology, and subsequently provide a list of recommended applications for ranking to the Regional Emergency Preparedness Advisory Committee. The chair and/or co-chair of each subcommittee will explain to REPAC their committee's decisions and advocate for the projects that their group prioritized on the day that REPAC meets to rank applications.

REPAC Policy and Procedures Guidelines

Procedure: The Regional Emergency Preparedness Advisory Committee will meet to review the subcommittees' recommendations. The REPAC will rank the applications based on those recommendations and their own judgement.

Policy #5 Mandatory Grant Workshop Attendance

AACOG Homeland Security Planning staff will schedule and facilitate an annual grant workshop for jurisdictions applying for available funding through the Governor's Office – Homeland Security Grants Division.

In order for a grant application to be considered for approval, a representative from an applying agency **must attend** the grant workshop that pertains to the respective source of funds.

Procedure: Upon notification of the grant workshop dates, agencies that are planning to submit a grant application **must** attend the workshop. It is strongly recommended that the person who will actually be writing the grant application be the one that attends the grant workshop. Additionally, if the grant budget is going to be developed by a person other than the one writing the grant, it is strongly recommended that the fiscal/financial person from the applying agency also attend the grant workshop.

Policy #6 Mandatory Project Reporting

Any grantee receiving State Homeland Security Program funding in the AACOG Region shall submit biannual reports though the life of the grant as described in the REPAC Bylaws and Policies and Procedures. These biannual reports will include descriptions of grant activities performed including project status and financial status of project.

Procedure: These reports shall be given during the regularly scheduled REPAC meetings of the months of May and November. AACOG staff will gather the submitted biannual reports and keep record of each project's progress.

Policy #7 Benchmark definitions

The REPAC has the latitude to determine the amount to be recommended for funding, as approved by the AACOG Board of Directors, and submit to the Office of the Governor – Homeland Security Division. The amount recommended for funding by the REPAC may be different from the amount requested by the grant applicant.