



TEXAS DEPARTMENT OF PUBLIC SAFETY STATE ADMINISTRATIVE AGENCY

Statement of Work for Planning Regions

Councils of government (COGs), regional planning commissions, and other regional entities delineated under Local Government Code Chapter 391 are provided homeland security grant funds to perform homeland security planning and related activities as funding is available through the State of Texas. Homeland Security Grant Program funds are administered by the Department of Public Safety (DPS) and the designated State Administrative Agency (SAA) to support these activities.

The tasks outlined below are to be performed by the COGs to meet planning and administrative requirements set forth by the Department of Public Safety/State Administrative Agency.

This Statement of Work is intended to serve as a guide and is not to be considered a comprehensive list of tasks performed by the COGs. Reimbursements for any task performed outside of the scope of this list but within the scope of Homeland Security Grant Program guidelines are subject to approval by the State Administrative Agency.

1. State/Regional Planning

- A. Staff and support regional Emergency Management and Homeland Security Advisory Committees.
- B. Facilitate the distribution of homeland security program funding to jurisdictions within the required timeline listed by the SAA to meet federal rule for obligating funds for approved projects.
- C. Provide input for state, regional, and local homeland security strategies annually, not to include Urban Area Security Initiative (UASI) strategies. This includes the development of annual Investment Justifications (IJs) in support of the State's Homeland Security Strategic plan.
- D. Facilitate the development of regional response and resource management plans and other specialized operational plans.
- E. Participate in regional homeland security needs and capability assessment activities (i.e. State Preparedness Report (SPR), data calls, etc).
- F. Participate in state working groups to contribute toward statewide planning (i.e. future grant process planning, SPR, state strategy input/drafting).
- G. Promote and disseminate information on the Citizen Corps Program (CCP) within the region.
- H. Coordinate with federal and state agencies that are active within regions to ensure efficient and effective utilization of assets to include NGO's.
- I. Monitor Texas Regional Response Network (TRRN), National Incident Management System (NIMS), and Critical Asset Survey Mapping (CASM) compliance status for jurisdictions within region.

2. Local Planning Assistance

- A. Aid local governments and response organizations in adopting local and regional mutual aid agreements.
- B. Aid local governments and response organizations in meeting requirements for adopting and implementing the NIMS.
- C. Assist cities, counties, tribes, and interjurisdictional emergency management or homeland security organizations in understanding and implementing State emergency planning requirements.
- D. Assist local governments with local or interjurisdictional emergency plans and in preparing specialized emergency plans as needed.
- E. Notify jurisdictions of current grant eligibility status as necessary and assist the jurisdictions in correcting any deficiencies they may have.
- F. Assist local governments in identifying and maintaining a database of Critical Infrastructure and Key Resources that are pertinent to the continuity of operations at the local, State, and Federal levels and assist with statewide data calls.
- G. Assist local governments in developing protection/prevention plans for critical infrastructure and key assets as required.
- H. Advise cities, counties, tribes, and local response organizations of the State requirement to register as users of the TRRN and update resource data annually as required by most grant conditions.
- I. Assist DPS/SAA in coordinating audit and compliance visits with local jurisdictions.
- J. Assist region with development, coordination, and/or staffing of regional Multi Agency Coordination Centers (MACC) as identified within a regional response plan.

3. Grant Planning Support

- A. Disseminate information on homeland security grant programs, requirements, and deadlines to regional entities and local governments.
- B. Assist in development and prioritization of local and regional homeland security or emergency management projects and programs through various homeland security advisory committees.
- C. Assist in the distribution of homeland security grant funds.
- D. Promote and disseminate information on the CCP within the region.
- E. Review and prioritize CCP applications originating in the region.
- F. Provide assistance to local and regional officials in using the state grant management system.
- G. Assist each jurisdiction in updating regional capability assessments, as required.
- H. Review and approve local investment projects to ensure compliance with regional and state strategies and goals.
- I. Monitor grants program expenditures ensuring compliance with directives, strategies, and timely performance of project objectives.
- J. If additional State of Work Allocation (SOWA) funding is required to sustain operations, the planning regions or COGs will have to request for additional funds from their executive councils. The SAA must be provided with supporting documentation to approve any changes. Examples of supporting documentation would include a signed resolution stating the increased amount and justification, and a budget worksheet.

4. Exercise Planning

- A. Facilitate scheduling activities for local and regional homeland security exercises that meet Homeland Security Exercise and Evaluation Program (HSEEP) requirements.
- B. Assist in identifying exercise needs, scenarios, and participants for regional homeland security and radio interoperability exercises.

C. Provide DPS/SAA information on planned local exercises.

5. Reporting

- A. Assist DPS/SAA in responding to data calls from DHS and the Texas Office of Homeland Security, and other inquiries relating to homeland security programs.
- B. Participate and assist local jurisdictions in required homeland security grant reporting activities, including providing and entering data for the Initial Strategy Implementation Plan (ISIP), Biannual Strategy Implementation Report (BSIR), and the Quarterly Reports on the state grant management system.
- C. Provide governance structure and charter for Planning Region to include advisory committees.

6. Training Planning

- A. Assist local officials and emergency responders in identifying homeland security/emergency management/all-hazards training needs.
- B. Assist in identifying shortfalls in existing local, tribal, regional, state, and federal homeland security training to DPS/SAA.
- C. Host or facilitate training for local jurisdictions.
- D. As appropriate, coordinate local/regional training with TDEM, TEEEX, or other training providers.
- E. Assist DPS/SAA promote awareness of available training programs.

7. Program Coordination Activities

- A. Participate in weekly conference calls with DPS/SAA to exchange information relating to grant programs, projects, and administrative issues.
- B. Participate in program meetings, workshops, planning conferences, and other activities relating to planning for homeland security programs, projects, and grants.
- C. Participate in training offered by DHS or TDEM, or other specialized training related to implementation of homeland security programs and grants management.
- D. Provide Grant Expenditure and Programmatic Progress Reports to DPS/SAA and notify jurisdictions of current status via web-based tool that is being utilized by the SAA for each calendar quarter.
- E. Purchase equipment for regional projects that are managed by COG, where necessary.
- F. Assist with the purchase of equipment for local projects upon request and agreement of local governments or advisory committee.
- G. Provide guidance to local sub-recipients on the procedures for expenditures, reimbursements, and related activity.

8. SOWA Funding

- A. If additional State of Work Allocation (SOWA) funding is required to sustain operations, the planning regions or COGs will have to request for additional funds from their executive councils.
- B. The SAA must be provided with supporting documentation to approve any changes. Examples of supporting documentation would include a signed resolution stating the increased amount and justification, and a budget worksheet.

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