DEEP EAST TEXAS COUNCIL OF GOVERNMENTS
HOMELAND SECURITY ADVISORY COMMITTEE

2022-2023

COMBINED RISK INFORMED METHODOLOGY & PROCEDURES

The following procedures and guidelines are established for the purpose of defining The Risk Informed Methodology that will govern funding streams controlled by the Public Safety Office – Homeland Security Grant Division, Office of the Governor (OOG). All policies and guidelines outlined are based on requirements of the Department of Homeland Security (DHS), the Federal Emergency Management Agency (FEMA), Office of The Governor (OOG) Public Safety Office (PSO) and the Deep East Texas Council of Governments (DETCOG).

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I. Grant Applicant Eligibility:

Grant Workshops are no longer required by the OOG/PSO Contract and will no longer be considered ineligible if not attended.

Texasrisdiction, agency or entity that has Law Enforcement or Emergency Management responsibilities and is based in the DETCOG Region including Angelina, Houston, Nacogdoches, Newton, Polk, Sabine, San Augustine, San Jacinto, Shelby, Trinity, Tyler Counties, and the Alabama Coushatta Tribe of Texas, will be eligible to apply for State Homeland Security Program Grant Funding.

The DETCOG PSP (Public Safety Program) Staff may make recommendations, but it will be the sole responsibility of the HSAC (Homeland Security Advisory Committee) to have final determination as to weather a Grant Application qualifies as to the applications eligibility at the Scoring & Prioritization Meeting.

II. TECHNICAL ASSISTANCE:

Current or potential grantees may request a technical assistance visit, either in person, by phone or online conference, with the DETCOG Public Safety Program Staff during the drafting of applications prior to submission as time permits.

You may also contact the OOG if need assistance in accessing this website, please contact the eGrants Help Desk via email at: eGrants@gov.texas.gov , or via telephone at: (512) 463-1919. The OOG/PSO will post links of the eGrants website to instruct Grant Applicants to better prepare and submit applications. The COG will also post this RIM & the HSAC Bylaws on the DETCOG website at www.detcog.gov under the Public Safety tab.

III. STRATEGIC PLANNING AND REQUIREMENTS:

1. The Request for Applications (RFA), available on the Office of the Governor's Funding Schedule Calendar, identifies federal criteria that must be met by a project to be considered eligible for funding. To further strengthen a project application, applicants should use the following to draft their grants:

   ➢ Federal Notice of Funding Announcements (NOFA)
   ➢ Threat and Hazard Identification and Risk Assessment (THIRA)
   ➢ Stakeholder Preparedness Report (SPR)

- ➢ Implementation Plan (IP)
- ➢ Regional Methodology Plan
- ➢ Cost Effectiveness
- ➢ Regional Impact and Gaps

Projects must meet a need or fill gaps as identified within these plans. DETCOG PSP will provide these documents to the Applicant.

2. Because DETCOG PSP is seeking millions from multiple funding sources to construct Regional Communications Infrastructure. Therefore, for the next 3-5 years any Grantee or Jurisdiction who applies for funding through HSGD (Homeland Security Grant Division) that are scored by the HSAC for Communications Equipment must apply for equipment that is P25 Compliant and will operate on 700/800 mhz, compatible with the Regional TxWARN Motorola Infrastructure.

3. In 2022, the PSO announced changes in the National Priorities which must be considered by each region for the region to qualify for SHSP Funding which include:
   1. Enhancing the protection of Soft Targets / Crowded Places 3%
   2. Enhancing Information and Intelligence Sharing and analysis 3%
   3. Combating Domestic Violent Extremism 3%
   4. Enhancing Cybersecurity – No minimum percent
   5. Enhancing Community Preparedness and resilience 3%
   6. LETPA 35%
   7. Enhancing Election Security – No minimum percent (The State of Texas has taken this one)

Examples of these Projects and they will be provided to Grantees and Potential Grantees upon request.

If there are changes made to the National Priorities, DETCOG PSP will make an announcement and they will be automatically adopted.

The PSO is emphasizing that regions try to develop "Regional Grant Applications" that would benefit the entire DETCOG region rather than smaller individual grants.

IV. APPLICATION & DEADLINES:

The Public Safety Office (PSO), HSGD sets application deadline dates for local and regional applications for submission to the Texas Homeland Security State Grant Division. Deadlines for SHSP Regular or SHSP-Law Enforcement Terrorism Preparedness Activity (LETPA) and projects are found in the respective RFAs, which are available on the Office of Governor's Funding Schedule Calendar on the eGrants website https://egrants.gov.texas.gov

All Grants must be submitted to the eGrant System website by the deadline for consideration. **NO** late applications will be accepted. A submitted Grant Application **MUST** be Certified by the agency's Authorizing Official or it will not be accepted. The PSO will review all applications for eligibility within federal guidance and will "batch" or release for further review, all eligible projects to DETCOG Public Safety Program.

All batched applications submitted to the DETCOG Public Safety Program will then be verified that all applications have met the requirements for Scoring and Prioritization by the HSAC. Any ineligible applications deemed by PSO or the DETCOG Public Safety Staff will not be eligible for funding.

All eligible applicants will be notified by the COG of the HSAC Scoring and Prioritization Meeting date and time to present their application. The COG's Public Safety Program Staff may adjust dates, as necessary. Following presentation of all eligible applications, the HSAC will Score and Rank applications for funding recommendations.

It is the responsibility of each Grant Applicant to do their due diligence to research information concerning the applications that they submit.

V. APPLICATION PRESENTATIONS:

All eligible applicants will be invited to attend and present their applications to the Homeland Security Advisory Committee (HSAC) Scoring / Prioritization Meeting, at which time they will present their applications to the HSAC.

Applicants will be grouped by each eligible investment justification as outlined by DHS/FEMA and OOG/HSGD in the program RFA and should be compliant with the Regions' Homeland Security Strategic Plan (HSSP) Implementation Plan, including the core capabilities as identified in the Threat and Hazard Identification and Risk Assessment (THIRA) and the State Preparedness Report (SPR).

Presenters should consider including the number of Specialized Team Members, number of "call outs," and/or deployments of resource/teams and challenges faced by applicant response agencies as applicable to each proposed project.

Each applicant will be allowed three (3) to five (5) minutes to summarize their project and EPTF members to clarify or address their questions or concerns.

All applicants for both continuation and new projects, are highly advised to attend the application Scoring / Prioritization meeting but it is not required.

VI.   SCORING AND RANKING OF APPLICATIONS:

Prior to the Scoring and Prioritization Meeting with the HSAC, the DETCOG Public Safety Program Staff shall contact grantees that are delinquent in the submission progress and/or financial reports and shall provide this information to the HSAC Members.

Prior to each year's Grant Scoring and Prioritization meeting, HSAC members will receive Snapshots of the eligible Grant Applications and the Threat and Hazard Identification and Risk Assessment (THIRA) and the Stakeholder Preparedness Report (SPR) which indentifies Gaps for the region. These documents will be utilized by HSAC members to assist with recommending projects for funding, but it will not preclude HSAC from using their own personal knowledge of the region's needs.

After each application presentation, each HSAC member will complete a score sheet. The scoring sheets will be collected after each presentation and DETCOG Public Safety Program Staff will tabulate each applications score. Following the conclusion of all applications presentations, the meeting will break to allow the DETCOG Public Safety Program Staff to compile the scores and ranking of applications.

Applications will be ranked in order of highest average score to lowest as determined by scoring of applications within the SHSP-Regular and National Priorities.

Applicants who have submitted more than one application under a funding subcategory (ie. two or more SHSP-Regular or SHSP-LEPTA) will be asked to place a priority on one and receive an automatic 15-point reduction in score on the second application for not combining projects.

The DETCOG Public Safety Program Staff will display the overall rankings and scores of the projects. In the event of a tie, the HSAC will take a vote to break the tie, with a simple majority vote. Following the finalized rankings, the HSAC will discuss and draft Funding Recommendations for the applications based on rank, the funding requested in each application, the region's historical SHSP awards, Jurisdictional need, and scalability of projects. During the Funding Recommendation process, the HSAC will consider the possibilities of an increase or decrease of regional awards. As such all, all projects and Funding Recommendations will be scalable to ensure that the region is able to utilize the entirety of its allocations. The HSAC will first make funding recommendations so that National Priorities are met. Following this, the HSAC will establish funding recommendations for SHSP-Regular projects. Once finalized by the HSAC, these recommendations will constitute a draft Funding Recommendations for further review and formalization by the DETCOG Board of Directors and then approved by the OOG/PSO.

Applicants will be notified within ten (14) calendar days of the prioritization ranking after the Funding Recommendations have been presented to and approved by the DETCOG Board of Directors. The notice will state: "Pursuant to the provisions of the *Texas Administrative Code*, after the HSAC reviews and prioritizes the grant applications and the COG's governing body approves the priority listing, the COG submits the written priority listing and the grant applications to HSGD. Based upon the COG's priority listing, HSGD will verify the eligibility, reasonableness and cost-effectiveness of the proposed project, and the availability of funding, and will render final funding decision on these grant applications. The DETCOG Public Safety Program will notify grantees of any changes in the funding recommendations.

Upon submission of the project rankings and Funding Recommendations, DETCOG Public Safety Programs Staff will upload to the eGrant website to the PSO/HSGD that in the instance a project is recommended for funding on the level but denied funding by the HSGD, the project should be "skipped" and the applications that follow in ranking behind the unfunded project should automatically move up in standing and be recommended for funding up to the requested amount or the amount that funding is available. If there are no other applications, the HSAC may authorize the DETCOG Public Safety Program to prepare a Regional Equipment Application. If the HSAC does not opt to increase a conditionally funded project's budget to utilize remaining funds, the HSGD will redistribute any remaining funds to another region if insufficient projects are proposed by DETCOG.

VII.   CONFLICT OF INTEREST & CONDUCT:

The COG shall ensure that the members of the COG's governing body, the HSAC, the COG Staff abstains from Scoring & Voting on any Grant Application, other than the Grant Application submitted by the COG, during the Prioritization Process if the member or an individual related to the member within the third degree by consanguinity (blood) or within the second degree by affinity (marriage):

  a. Is employed by the applicant agency and works for the unit or division that would administer the grant, if awarded;

  b. Serves on any board that oversees the jurisdiction that would administer the grant, if awarded; or

  c. Receives any funds, or substantial amount of tangible goods or service, from the applicant agency as a result of the grant, if awarded.

If a HSAC member has a conflict of interest regarding a particular grant application, the COG Staff will ensure that the committee member abstains from voting, commenting or otherwise influencing the prioritization process for the application.

If any applicant, HSAC member, COG Personnel or other individual has reason to believe that favoritism or inappropriate actions occurred during the Scoring or Prioritization of the PSO/HSGD Projects, the COG shall ensure that the concern(s) are shared with the PSO/HSGD as soon as possible.

Any HSAC Member or COG employee who violates this section may be disqualified from the scoring process and/or their application may be disqualified from consideration.

VIII.   Additional Considerations:

In an instance where a budget cut is determined by PSO/HSGD, allocations on a continuation / new applicant, projects will be funded based on funding recommendations as prepared by PSO/HSGD after the RBEs are released. If the allocation is not enough to fully fund all projects, it is understood that PSO/HSGD will fund projects in accordance with prioritization until funds are depleted, and as such, lower ranked projects may receive decreased or no funding.

IX.   Verification:

The DETCOG Homeland Security Advisory Committee (HSAC) recommends that the updated 2022-2023, Combined Risk Informed Methodology & Procedures be approved for the FY2024 Grant Season by the DETCOG Board or Directors.

Prepared by : <u>Mike Claude</u>

HSAC Approval : <u>10.21.2022</u>

Presented by : <u>Mike Claude</u>

DETCOG BOD Approval : <u>11.22.2022</u>