

PERMIAN BASIN REGIONAL PLANNING COMMISSION GRANT APPLICATION SUBMISSION POLICIES

The Permian Basin Regional Planning Commission (PBRPC) issues a call for projects from their respective jurisdictions for submission. Projects are solicited in advance of the Homeland Security Grants Division of the Office of the Governor providing guidance regarding the State Homeland Security Program grant. Upon receipt of the guidance, the Homeland Security Program Specialist will distribute it to the jurisdictions for their project planning purposes.

Projects are entered into eGrants [eGrants Home \(texas.gov\)](https://www.texas.gov) when the grant cycle opens, and written with the support from the PBRPC Homeland Security Program Specialist, if needed. There are no limits on the number of projects or project cost; however, jurisdictions should be conscious of the funding limitations. All projects are considered based on:

- Regional priorities
- How the project corresponds to the regional Threat and Hazard Identification of Risk Assessment
- The regional Stakeholder Preparedness Review
- State and Federal priorities
- How it addresses the priorities identified in the funding opportunity's Request for Application issued by the Texas Office of the Governor
- How the project addresses National Priorities as requested by the federal government
- The cost and program effectiveness

PBRPC Homeland Security Program Specialist must be made aware of grants entered into eGrants for DPAC (Domestic Preparedness Advisory Committee) prioritization purposes.

PBRPC will utilize grant funding to maintain and sustain current capabilities through investments in training, exercise and updates to current planning/procedures and lifecycle replacement of equipment.

An All-Hazards approach to addressing risk, capabilities and gaps to prepare for disasters and emergencies, the Permian Basin Regional Planning Commission, through its' governance process of working groups – DPAC and the Board of Directors, will rely on federal methodology that factor threat, vulnerability, consequence, return-on-investment and effectiveness.

Any new capabilities using Homeland Security Grant Funding would be deployable if needed, to support regional, state and national efforts. All capabilities being built or sustained will have a clear linkage to the core capabilities in the National Preparedness Goal.

The following highlights PBRPC's project evaluation, recommendation and selection process:

- The DPAC evaluates and prioritizes proposed projects and makes recommendations to the PBRPC Board of Directors that will approve or adjust regional and individual jurisdiction allocations for the selected projects having region-wide benefit.
- Jurisdictions must provide discussion on risk and capability gaps for proposed projects.

Members of the DPAC include city and county Emergency Management Coordinators, Fire Chiefs, Law Enforcement representatives and 2 elected officials who serve as Chair and Vice-Chair.

Grant applicants will appear before the DPAC (Domestic Preparedness Advisory Committee) to give an overview of their program and to answer any questions the Committee may have. An applicant is not allowed to contact any member of the DPAC and lobby for their agency's application.

The Permian Basin Regional Planning Commission shall ensure that members of the governing body, the DPAC (Domestic Preparedness Advisory Committee), and Permian Basin Regional Planning Commission staff abstain from scoring and voting on any grant application, other than a grant application submitted by the Permian Basin Regional Planning Commission; during the prioritization process if the member or an individual related to the member within the third degree by consanguinity or within the second degree by affinity:

- is employed by the applicant agency and works for the unit or division that would administer the grant, if awarded
- serves on any board that oversees the unit or division that would administer the grant, if awarded
- owns or controls any interest in a business entity or other non-governmental organization that benefits directly or indirectly from activities with the applicant agency
- receives any funds, or a substantial amount of tangible goods, or routine services, from the applicant agency as a result of the grant, if awarded

If a DPAC member has a conflict of interest regarding a particular grant application, the Permian Basin Regional Planning Commission will ensure that the DPAC member is not assigned, and will not review, that application. A DPAC member that has a conflict of interest regarding a particular grant application must vacate the DPAC meeting room whenever that application is presented to or reviewed by the DPAC, and the member must not take part in or be present for any discussion on the application with any other member of the DPAC.

The Domestic Preparedness Advisory Committee members reviewing grant applications will use a standard scoring instrument to record scoring. The PBRPC Homeland Security Program Specialist will tabulate the scores and compile the Priority scoring sheets. When tabulating the scores, the PBRPC Homeland Security Specialist will discard the highest score and the lowest score of each application. Scores are derived by cumulative totals based on the number of members scoring each application. Each voting member's score will be averaged to provide a Committee ranking.

During the review of an application, the Public Safety Office/Office of the Governor may request that the applicant submit additional information necessary to complete the grant review. Such requests for information, do not serve as notice that the Public Safety Office intends to fund an application. The Public Safety Office may make the necessary corrections to an application to bring it into compliance with state or federal requirements. Any corrections to an applicant's budget will be reflected in the award documentation.

All funding decisions made by the Executive Director of the Public Safety Office/Office of the Governor are final and are not subject to appeal.

The Governor's Office has an Application Creation Guide link on eGrants to assist grantees in the application process. [PowerPoint Presentation \(texas.gov\)](#)

The Homeland Security Program Specialist will distribute Policies on Grant Application Submission and a copy of the DPAC (Domestic Preparedness Advisory

Committee) Scoring Sheet that includes the criteria to be used in the scoring of applications. Grant applicants must retain records for seven years following final payment by the Public Safety Office/Office of the Governor. Any records relating to dispute, litigation, or settlement of claim arising from audit exceptions shall be maintained for three years following the resolution.

The Public Safety Office and the Office of the Governor employees are assigned to each application/grant inside eGrants. Grantees may contact these personnel or the eGrants Help Desk for assistance with grant related questions and issues.

Grantees must comply with all applicable state and federal statutes, rules, regulations and guidelines. In instances where both federal and state requirements apply to a grantee, the more restrictive requirement applies.

Permian Basin Regional Planning Commission Policies and Procedures will also comply with Texas Government Code: Chapter 551 – Texas Open Meeting Act.

**PERMIAN BASIN REGIONAL PLANNING COMMISSION
DPAC SCORING SHEET**

Each grant application will be judged and scored based on the criteria described below. The total score for each application will be used to establish a rank order upon which funding recommendations will be based. Each question below can be scored between 0-10 points.

10	9 8	7 6	5 4	3 2	1	0
Excellent	Good	Average	Marginal	Unacceptable	Not Apparent	Missing

Applicant: _____

Project Title: _____

Rating Criteria	Score
Is the problem to be solved documented, real and tied to appropriate target group?	
Is approach sound and clearly address the problem?	
Does the organization have a documented track record of doing this type of work and have the right staff members to do so?	
Does the organization have a clear plan to generate, collect, and assess output and outcome measures to support evaluation of results?	
Has the organization shown progressive results in previously funding grants?	
How realistic and reasonable are the project costs?	
Are the budget items in the application adequately justified?	
Does the application clearly describe the activities that will be performed?	
Is the percentage of requested HLS amount combined to total agency budget reasonable?	
Was the agency representative able to provide adequate justification and answer questions?	
TOTAL	

Comments: _____

Signature of Committee Member or Designated Alternate

Printed Name of Committee Member or Designated Alternate

_____ I cannot score this application due to a conflict of interest

Date completed ____/____/____

PBRPC Grant Policies / Revised November 23, 2023