



Executive Committee Meeting | Agenda

10:00 a.m., Wednesday, November 9, 2022
CAPCOG Lantana Room
6800 Burleson Road, Bld. 310, Ste. 155
Austin, Texas 78744

Mayor Brandt Rydell, City of Taylor, **Chair**
Judge James Oakley, Burnet County, **First Vice Chair**
Mayor Lew White, City of Lockhart, **Second Vice Chair**
Secretary
Commissioner Debbie Ingalsbe, Hays County,
Mayor Jane Hughson, City of San Marcos, **Parliamentarian**
Judge Paul Pape, Bastrop County, **Immediate Past Chair**
Council Member Mackenzie Kelly, City of Austin
Mayor Connie Schroeder, City of Bastrop
Council Member Kevin Hight, City of Bee Cave
Judge Brett Bray, Blanco County
Commissioner Joe Don Dockery, Burnet County
Judge Hoppy Haden, Caldwell County
Judge Joe Weber, Fayette County
Council Member Ron Garland, City of Georgetown

Council Member Esmeralda Mattke Longoria, City of Leander
Commissioner Steven Knobloch, Lee County
Judge Ron Cunningham, Llano County
Mayor Pro Tem Doug Weiss, City of Pflugerville
Council Member Matthew Baker, City of Round Rock
Council Member Janice Bruno, City of Smithville
Commissioner Ann Howard, Travis County
Commissioner Brigid Shea, Travis County
Commissioner Russ Boles, Williamson County
Commissioner Cynthia Long, Williamson County
Representative John Cyrier
Representative Celia Israel
Representative Terry Wilson
Representative Erin Zwiener

1. **Call to Order and opening remarks by the Chair**
2. **Consider Approving Minutes for the October 12, 2022 Meeting**
3. **Consider Accepting the Quarterly Investment Report**
Silvia Alvarado, Director of Finance
4. **Consider Approving Contract with Eastern Research Group for Emissions Inventory Development and Assistance**
Charles Simon, Director of Regional Planning and Services
5. **Consider Adopting the 2023 CAPCOG Homeland Security Strategic Plan Implementation Plan (HSSP-IP)**
Martin Ritchey, Director of Homeland Security
6. **Consider Adopting the 2023 CAPCOG Integrated Preparedness Plan (IPP)**
Martin Ritchey, Director of Homeland Security
7. **Consider Approving CAPABLE Grant Contract Amounts and Vendor Selection Process**
Patty Bordie, Director of Aging Services
8. **Consider Approving Appointments to Advisory Committees**
Deborah Brea, Executive Assistant
9. **Staff Reports**
Betty Voights, Executive Director
10. **Adjourn**

A closed executive session may be held on any of the above agenda items when legally justified pursuant to Subchapter D of the Texas Open Meetings Act (Texas Government Code Chapter 551).



Executive Committee | Summary Minutes

10 a.m., Wednesday, October 12, 2022
6800 Bureson Road
Building 310, Suite 165
Austin, Texas 78744

Present (19)

Mayor Brandt Rydell, City of Taylor, **Chair**
Judge James Oakley, Burnet County, **1st Vice Chair**
Mayor Lew White, City of Lockhart, **2nd Vice Chair**
Commissioner Debbie Ingalsbe, Hays County, **Secretary**
Mayor Jane Hughson, City of San Marcos,
Parliamentarian
Judge Paul Pape, Bastrop County, **Immediate Past Chair**
Mayor Connie Schroeder, City of Bastrop
Council Member Kevin Hight, City of Bee Cave
Judge Brett Bray, Blanco County

Commissioner Joe Don Dockery, Burnet County
Judge Joe Weber, Fayette County
Council Member Ron Garland, City of Georgetown
Council Member Esme Mattke Longoria, City of Leander
Commissioner Steven Knobloch, Lee County
Judge Ron Cunningham, Llano County
Mayor Pro Tem Doug Weiss, City of Pflugerville
Council Member Matthew Baker, City of Round Rock
Council Member Janice Bruno, City of Smithville
Commissioner Russ Boles, Williamson County

Absent (9)

Council Member Mackenzie Kelly, City of Austin
Judge Hoppy Haden, Caldwell County
Commissioner Ann Howard, Travis County
Commissioner Brigid Shea, Travis County
Commissioner Cynthia Long, Williamson County

Representative John Cyrier
Representative Celia Israel
Representative Terry Wilson
Representative Erin Zwiener

1. **Call to Order and opening remarks by the Chair**

Mayor Rydell called the meeting to order at 10 a.m. and led the pledge of allegiance to the national and state flags.

2. **Consider Approving Minutes for the September 14, 2022 Meeting**

Mayor Rydell asked for a consideration on the minutes. A motion was made by Judge Oakley to approve the Sept. 14, 2022, minutes. Commissioner Ingalsbe seconded. The motion passed unanimously.

3. **Consider Adopting a Resolution Amending Authorized Representatives for the Capital Area Council of Governments TexPool Fund Accounts**

Silvia Alvarado, Director of Finance

Ms. Alvarado said TexPool requires a resolution to give access to perform inquiries to CAPCOG account for its new deputy executive director, Andrew Hoekzema.

A motion was made by Mayor Hughson to approve the Resolution Amending Authorized Representatives for the CAPCOG TexPool Accounts. Mayor White seconded the motion. The motion passed unanimously.

4. **Consider Adopting a Resolution Declaring November as CAPCOG Critical Infrastructure Security and Resilience Month**

Martin Ritchey, Director of Homeland Security

Mr. Ritchey said that CISA (the Cybersecurity and Infrastructure Security Agency) and the U.S. Department of Homeland Security are leading a national effort in November to bring awareness to protecting and strengthening the nations cyber and physical infrastructure. Mr. Ritchey said CAPCOG will participate in the effort distributing social media messaging and sending local governments other materials about

hardening infrastructure throughout the month.

Commissioner Ingalsbe made a motion to declare November as CAPCOG Critical Infrastructure Security and Resilience Month. Mayor Hughson seconded the motion. It passed unanimously.

5. Consider Adopting the 2022 CAPCOG Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR)

Martin Ritchey, Director of Homeland Security

Mr. Ritchey explained that a summary of changes to the Threat and Hazard Identification and Risk Assessment (THIRA) and the Stakeholder Preparedness Review (SPR) documents was included with their agenda packets, but the full documents were giving to them at the meeting. He said the THIRA and the SPR are disaster preparedness planning documents important for justifying State Homeland Security Program (SHSP) grant projects as well as for applying to other state and federal homeland security funding opportunities. Mr. Ritchey said the documents examine and identify capability gaps along with the FEMA designed investment areas. He said this year's plans were updated after many virtual and small group meetings conducted with stakeholders throughout the region.

A motion was made by Judge Cunningham to adopt the 2022 CAPCOG THIRA and SPR. Mayor White seconded the motion. The motion passed unanimously. Mayor Hughson requested a digital copy of the THIRA and SPR.

6. Consider Adopting a Proclamation Declaring November 2022 as National Family Caregivers Month

Patty Bordie, Director of Director of Aging Services

Ms. Bordie said people become caregivers by either gradually increasing the help they provide to their loved ones, or they are thrust into the role because of a health-related event. This year's theme for National Family Caregivers Month, Caregiving Happen, emphasizes that there is no one path to becoming a caregiver and that people need a variety of resources to help through their journey, Bordie said. Family caregivers need family, friends, neighbors, and organizations like AARP, and the Area Agency on Aging of the Capital Area to be successful caregivers.

A motion was made by Council Member Bruno to proclaim November 2022 as National Family Caregivers Month. Council Member Baker seconded the motion. The motion passed unanimously.

7. Consider Approving Conformance Review Finding for 130 Environmental Park's Application for Limited Expansion of Operating Hours

Charles Simon, Director of Regional Planning and Services

Mr. Simon explained this item was a follow up to a September item that reviewed the facility's original TCEQ application to expand its operating hours to 24x7 but revised its application to limit the hours to between 5 a.m. and 7 p.m. on weekdays and 6 a.m. to 5 p.m. on Saturdays just before the Executive Committee's September meeting. Simon said the Solid Waste Advisory Committee (SWAC) met as directed to review the amended application and found the proposed operational hours would conform with the Regional Solid Waste Management Plan. Mayor White said the city and the county did approve of the new hours.

Mayor Hughson asked if the Caldwell County Commissioner Court approved the agreement with the facility. Mr. Simon said yes by a vote of 4 to 1.

A motion was made by Mayor Hughson to approve the SWAC's conformance review finding of the 130 Environmental Park's application for a limited expansion of operating hours. Mayor White seconded the motion. The motion passed unanimously.

8. Consider Approving Appointments to Advisory Committees

Deborah Brea, Executive Assistant

Ms. Brea said Chief Wesley Hopkins with Austin-Travis County EMS resigned from the Homeland Security Task Force, and it was recommended that Division Chief Kevin Parker with Austin-Travis County EMS fill the vacancy. The Homeland Security Task Force approved the recommendation at its October meeting. Ms. Brea said there were no other committee appointments.

A motion was made by Commissioner Ingalsbe to approve the committee appointments. Mayor Hughson seconded the motion. The motion passed unanimously.

9. Staff Reports

Betty Voights, Executive Director

Ms. Voights said the CAPCOG's is hosting two criminal justice grant stakeholder workshops, one Thursday and one Friday, to gather input about the grants' priorities.

Mr. Simon reported that, while CAPCOG traditionally would be seeking to procure an aerial imagery project about this time of year; we instead are purchasing a subscription to the Texas Imagery Service which provide the regions emergency communications centers (EECs) with imagery captured during the winter. CAPCOG will seek to purchase imagery in March, which will allow for EECs to receive the aerial imagery twice a year so base maps can better reflect the region's growth.

10. Adjourn

Mayor Rydell adjourned the meeting at 10:21 a.m.

Commissioner Debbie Ingalsbe, Secretary
Executive Committee
Capital Area Council of Governments

Date

EXECUTIVE COMMITTEE MEETING

MEETING DATE: November 9, 2022

AGENDA ITEM: #3 Accept the Quarterly Investment Report

GENERAL DESCRIPTION OF ITEM:

The Public Funds Investment Act and the CAPCOG Investment Policy require that a quarterly investment report be prepared for the Executive Committee. This report is for the quarter ending September 30, 2022. All of CAPCOG's investments are in the Texas Local Government Investment Pool (TexPool).

The beginning and ending balances for each fund reflect the operating needs of the organization and not the performance of the investments. CAPCOG's use of TexPool as our investment pool is to provide ready access to idle funds for operating purposes while still earning a market interest rate for short term investments.

During the quarter the market interest rate earned was approximately 2.048%.

Total interest earnings for the quarter were \$162,131.60

THIS ITEM REPRESENTS A:

- New issue, project, or purchase
- Routine, regularly scheduled item
- Follow-up to a previously discussed item
- Special item requested by board member
- Other

PRIMARY CONTACT/STAFF MEMBER: Silvia Alvarado, Director of Finance

BUDGETARY IMPACT:

Total estimated cost: N/A

Source of Funds: N/A

Is item already included in fiscal year budget? Yes No

Does item represent a new expenditure? Yes No

Does item represent a pass-through purchase? Yes No

If so, for what city/county/etc.? _____

PROCUREMENT:

N/A

ACTION REQUESTED:

Accept the Quarterly Investment Report

BACK-UP DOCUMENTS ATTACHED:

1. Quarterly Investment Report (5 pages)

BACK-UP DOCUMENTS NOT ATTACHED (to be sent prior to meeting or will be a handout at the meeting):

None



Capital Area Council of Governments

Quarterly Investment Report Summary July 1, 2022 to September 30, 2022

All Investments are held in the Texas Local Government Investment Pool (TexPool)

	<u>Book Value</u> <u>Beginning</u>	<u>Book Value</u> <u>Ending</u>	<u>Market Value</u> <u>Beginning</u>	<u>Market Value</u> <u>Ending</u>	<u>Interest</u> <u>Earnings</u>
General Fund - Operating Fund	1,030,334.81	1,645,823.09	1,030,334.81	1,645,823.09	6,109.69
Solid Waste - TCEQ Grant Advances	230,509.23	231,689.41	230,509.23	231,689.41	1,180.18
Air Quality - Local Funds for Monitoring	57,874.94	58,171.28	57,874.94	58,171.28	296.34
CAECD 911 Funds	29,966,100.12	30,336,266.92	29,966,100.12	30,336,266.92	154,545.39
 Total All Investments	<u>31,284,819.10</u>	<u>32,271,950.70</u>	<u>31,284,819.10</u>	<u>32,271,950.70</u>	<u>162,131.60</u>
 Average Daily Balance	31,668,859.65				
 Average Yield	2.048%				

At September 30, 2022:

TexPool Average Weighted Average Maturity	24 Days
TexPool Average Daily Net Yield	2.4100%
6 Month US Treasury Bill Rate	3.9500%

TexPool's S&P Global Pool Rating is AAAM. The AAAM is the highest principal stability fund rating assigned by S&P Global. A fund rated AAAM demonstrates extremely strong capacity to maintain principal stability and to limit exposure to principal losses due to credit risk.

Book Value Equals Market Value because TexPool seeks to maintain a \$1.00 value per share as required by the Texas Public Funds Investment Act.

This quarterly report has been prepared in compliance with the investment policy and strategy as established for the Capital Area Council of Governments and the Public Funds Investment Act (Chapter 2256, Government Code).

Prepared by:

Silvia Alvarado
Director of Finance
Investment Officer

CAPITAL AREA COUNCIL OF GOVERNMENTS
General Fund
 Quarterly Investment Report
 July 1, 2022 to September 30, 2022

<i>TexPool Investment</i>	<u>Interest</u>	<u>Net Transactions</u>	<u>Account Balance</u>
Beginning Balance			1,030,334.81
July		47,286.36	1,077,621.17
Monthly interest	1,247.80		1,078,868.97
August		268,073.62	1,346,942.59
Monthly interest	2,095.21		1,349,037.80
September		294,018.61	1,643,056.41
Monthly interest	2,766.68		1,645,823.09
Activity for the Quarter	6,109.69		
Ending Balance			1,645,823.09

Average Daily Balance	July	963,169.93
	August	1,139,469.31
	September	1,388,332.50
Average Daily Balance for the Quarter		1,163,657.25
Average Annual Interest Rate		2.100%

CAPITAL AREA COUNCIL OF GOVERNMENTS
Solid Waste
 Quarterly Investment Report
 July 1, 2022 to September 30, 2022

<i>TexPool Investment</i>	<u>Interest</u>	<u>Net Transactions</u>	<u>Account Balance</u>
Beginning Balance			230,509.23
July		0.00	230,509.23
Monthly interest	297.67		230,806.90
August		0.00	230,806.90
Monthly interest	423.96		231,230.86
September		0.00	231,230.86
Monthly interest	458.55		231,689.41
Activity for the Quarter	1,180.18	0.00	231,689.41
Ending Balance			231,689.41

Average Daily Balance	July	230,538.04
	August	230,820.58
	September	231,246.15
Average Daily Balance for the Quarter		230,868.26
Average Annual Interest Rate		2.045%

CAPITAL AREA COUNCIL OF GOVERNMENTS
CAECD 911 Fund
 Quarterly Investment Report
 July 1, 2022 to September 30, 2022

<i>TexPool Investment</i>	<u>Interest</u>	<u>Net Transactions</u>	<u>Account Balance</u>
Beginning Balance			29,966,100.12
July		27,713.64	29,993,813.76
Monthly interest	38,693.60		30,032,507.36
August		481,926.38	30,514,433.74
Monthly interest	55,323.62		30,569,757.36
September		(294,018.61)	30,275,738.75
Monthly interest	60,528.17		30,336,266.92
Activity for the Quarter	154,545.39	215,621.41	
Ending Balance			30,336,266.92

Average Daily Balance	July	29,973,420.62
	August	30,143,114.08
	September	30,532,572.48
Average Daily Balance for the Quarter		30,216,369.06
Average Annual Interest Rate		2.046%

CAPITAL AREA COUNCIL OF GOVERNMENTS
Air Quality
 Quarterly Investment Report
 July 1, 2022 to September 30, 2022

<i>TexPool Investment</i>	<u>Interest</u>	<u>Net Transactions</u>	<u>Account Balance</u>
Beginning Balance			57,874.94
July		0.00	57,874.94
Monthly interest	74.75		57,949.69
August		0.00	57,949.69
Monthly interest	106.44		58,056.13
September		0.00	58,056.13
Monthly interest	115.15		58,171.28
Activity for the Quarter	296.34	0.00	
Ending Balance			58,171.28

Average Daily Balance	July	57,882.17
	August	57,953.12
	September	58,059.97
Average Daily Balance for the	Quarter	57,965.09
Average Annual Interest Rate		2.045%

EXECUTIVE COMMITTEE MEETING

MEETING DATE: November 9, 2022

AGENDA ITEM: #4 Consider Approving Contract with Eastern Research Group for Emissions Inventory Development and Assistance

GENERAL DESCRIPTION OF ITEM:

Staff in CAPCOG’s Air Quality Program issued a request for proposals (RFP) to develop updated mine and quarry equipment emissions inventories and received one proposal from Eastern Research Group (ERG). CAPCOG has contracted with ERG many times over the years for similar projects. The RFP also included two optional tasks that could further support CAPCOG’s ongoing air quality planning efforts.

The tasks and associated costs in the proposal are listed below.

Required Task:

- 1-5: Develop Mine and Quarry Equipment Emissions Inventories: \$79,981 (funded using TCEQ Rider 7 grant)

Optional Tasks:

- 6: Plan for Refinement of Nonpoint Mine and Quarry Particulate Matter (PM) Emissions Estimates: \$6,834 (would be funded under CAPCOG’s FY 2023 local air quality work plan if option is exercised)
- 7: Assistance with Other Emissions Inventory Projects: \$31,861 (would be funded using TCEQ Rider 7 grant if option is exercised).

Since Task 6 is not eligible to be funded under CAPCOG’s TCEQ Rider 7 grant, it would be funded out of local air quality funding raised by the Clean Air Coalition (CAC) if the CAC approves the use of the funding for this purpose as part of CAPCOG’s 2023 Air Quality Program Work Plan.

Updated mine and quarry emissions data is necessary because existing estimates of emissions from heavy duty diesel equipment used in mines and quarries in the region indicate that it is a significant source of ozone (O₃) -forming emissions, but those estimates are based on statewide surveys collected more than a decade ago. An updated emissions inventory would be helpful for the region’s air quality planning efforts. Under CAPCOG’s 2022-2023 “Near-Nonattainment”/Rider 7 grant from the Texas Commission on Environmental Quality (TCEQ), CAPCOG has access to state funding to conduct air monitoring and emissions inventory development related to ground-level O₃ for the Austin-Round Rock-Georgetown Metropolitan Statistical Area (MSA).

THIS ITEM REPRESENTS A:

- New issue, project, or purchase
- Routine, regularly scheduled item
- Follow-up to a previously discussed item
- Special item requested by board member
- Other

PRIMARY CONTACT/STAFF MEMBER: Charles Simon, Director of Regional Planning and Services

BUDGETARY IMPACT:

Total estimated cost: Up to \$111,842, including \$79,981 in required tasks and \$38,695 in optional tasks

Source of Funds: TCEQ Rider 7 “Near-Nonattainment” Grant; possibly local air quality funding

- | | | |
|---|---|--|
| Is item already included in fiscal year budget? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does item represent a new expenditure? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does item represent a pass-through purchase? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

If so, for what city/county/etc.? n/a

PROCUREMENT: Request for Proposals

ACTION REQUESTED:

Consider approval of entering into a contract with ERG for an amount not to exceed \$111,842 to develop and assist in the development of emissions inventories

BACK-UP DOCUMENTS ATTACHED:

ERG Proposal

BACK-UP DOCUMENTS NOT ATTACHED:

None

Organizational Information

Eastern Research Group, Inc. (ERG) is a multidisciplinary research and consulting firm with more than 500 staff supporting federal, state, and local air agencies in performing non-road mobile and stationary source regulatory support, emissions inventory development, and regulatory compliance and enforcement assessment, among other areas. In addition to our headquarters in Lexington, MA, we have offices in the Austin, TX; Sacramento, CA; Research Triangle Park, NC; and Washington, DC metropolitan areas. ERG does not conduct work for the regulated community, so we have no conflicts of interest when supporting work for CAPCOG.

ERG's required organizational information as specified in the RFP is as follows:

- Ownership information: ERG is a privately held company and is 100% owned by The ERG Group, LLC. In addition to ERG, The ERG Group, LLC owns 100% of PG Environmental, LLC (PG). The ERG Group, LLC is owned entirely by the current employees of ERG and PG and does not own any other entities, in whole or in part, other than ERG and PG. The ERG Group, LLC has no employees of its own and does not conduct any activity other than owning the two companies. ERG and PG are affiliates that maintain a prime/subcontract relationship. PG is a separate legal entity from ERG. ERG and PG have separate business operations, maintain separate accounting systems, and are managed separately on a day-to-day basis. ERG, as a wholly owned subsidiary of The ERG Group, LLC, continues to provide economic and environmental research, environmental engineering, analysis and laboratory services to U.S. Federal Government agencies and commercial organizations under various contracts. ERG continues to operate as a completely independent company with its own technical teams, management, accounting, and purchasing systems. Any resulting contract will be awarded to ERG.
- DUNS Number: 112947395
- Physical Address: 110 Hartwell Avenue, Lexington, MA 02421
- Mailing Address: same as Physical Address
- Primary Contact: Rick Baker (Vice President)
- Office Phone Number (Primary Contact): 512-407-1823
- Cell Phone Number (Primary Contact): 512-496-9910
- Fax Number (Primary Contact): not applicable
- Email Address (Primary Contact: rick.baker@erg.com

Proposed Work Plan

The Capital Area Council of Governments (CAPCOG) is seeking to update emission inventory model inputs and emissions inventories for non-road equipment used in the mining and quarrying sector for the 2020 through 2030 inventory years for the Austin-Round Rock-Georgetown Metropolitan Statistical Area (MSA) (i.e., Bastrop, Caldwell, Hays, Travis, and Williamson counties).

ERG's knowledge and expertise with similar non-road equipment emissions inventory model inputs and emissions inventories is unmatched. Led by our proposed Project Manager (Rick Baker), ERG has previously conducted non-road equipment inventories for CAPCOG, TCEQ, and U.S. EPA among others. Through various TexN2-related projects with TCEQ, ERG is also intimately familiar with the details of the model.

As required in the RFP, the following Work Plan sections describe the various tasks that ERG will conduct for this project. For each task, we present our proposed approach, the expected hours required to complete the work, as well as a detailed timeline (based upon an anticipated start date of contract on December 1, 2022).

Task 1: Updated TexN2 Inputs

CAPCOG seeks to update inputs to TCEQ’s TexN2 model for non-road equipment in the mining and quarrying sector. ERG will use a range of methods including surveys and published reports from federal or Texas state agencies to accomplish these updates. ERG will also obtain and apply updated growth factors for the mining and quarrying sector non-road equipment categories contained within the TexN2 utility to improve the accuracy of future activity and emission estimates out to 2030. Depending upon the year of collected survey data for individual mines and quarries, surrogates (i.e., historical pit hours) may also need to be used to back-cast to 2020. Deliverables will include TexN2 input files and spreadsheets with activity data/model input summaries.

This study focuses on diesel-powered equipment classifications for Surface Mining (i.e., Construction and Mining) (Source Classification Codes [SCC] 22-70-002-XXX). Equipment powered with other fuels (e.g., gasoline, compressed natural gas [CNG], liquefied petroleum gas [LPG], coal, etc.) will not be included.

The development of high-quality non-road diesel data used in TexN2 relies upon the collection of local, Texas-specific information. The ERG team will collect information regarding activity and operating behavior using surveys to provide accurate characterization of the targeted non-road diesel equipment populations within the 5-county Austin-Round Rock-Georgetown MSA.

Based upon the U.S. Mine Safety and Health Administration (MSHA) Mine Data Retrieval System, there are currently a total of 60 active and intermittent mines and quarries in the MSA (as of October 2022); ERG will conduct additional research to identify any abandoned mines that had production between January 1, 2020 and September 30, 2022. The distribution by county, mine status, and commodity is presented in the table below.

County	Sand/Gravel ^a		Nonmetal ^b		Stone ^c		Total
	Active	Intermittent	Active	Intermittent	Active	Intermittent	
Bastrop	3	2	0	2	0	0	7
Caldwell	0	0	0	0	0	0	0
Hays	2	0	0	0	3	0	5
Travis	5	0	0	0	1	0	6
Williamson	3	0	0	0	34	5	42
Total	13	2	0	2	38	5	60

^aIncludes construction sand and gravel, common sand.

^bIncludes ceramic and refractory mineral clay, common clay.

^cIncludes dimension stone, crushed/broken stone, dimension limestone, crushed/broken stone, cement, lime.

Due to the relatively small number of mines in the 5-county Austin-Round Rock-Georgetown MSA, ERG will attempt to contact all of the mines listed in Mine Data Retrieval System, rather than surveying just a sample of the total mines.

Depending upon data availability, these updated inputs will likely include the following parameters:

- Equipment populations (by SCC and horsepower [hp] range)

- Average hp (by hp range)
- Average annual hours of usage
- Age distribution
- Applicable emissions standard distributions
- Seasonal distribution of activity
- Weekday/weekend distribution of activity

Although all 60 mines and quarries in the 5-county Austin-Round Rock-Georgetown MSA will be contacted as part of ERG’s survey, we do not expect that all facilities will respond to the survey. As needed, different surrogates (e.g., labor hours for quarry/pit employees by commodity type) can be used to expand the sample responses to the entire MSA mine population.

ERG has previously developed survey questionnaires and administration procedures for other similar studies; these questionnaires and procedures will be modified as needed to meet the specific requirements of this project. Hardcopy mailers including an introductory letter explaining the purpose of the study, a survey form, and a self-addressed stamped envelope for returns will be sent in advance to all mines. ERG will attempt to establish contact with all mines by phone approximately 1 week after mailer packets are mailed. Phone introductions will explain the purpose of the survey, describe any support being received from trade associations, and clearly lay out all procedures used to maintain respondent confidentiality.

The specific wording of the introductory text and survey questions are designed to promote participation, minimize non-response, and ensure reporting accuracy and precision. Careful wording of questions can also help avoid certain types of reporting imprecisions commonly found in equipment use surveys. For instance, a rounding bias is often observed in activity estimates, with a large peak in responses seen at “40 hours per week”. ERG explicitly requests estimates of “engine-on” time rather than “hours of use” to minimize the incidence of such shorthand estimation errors, resulting in more accurate, continuous parameter distributions.

The following presents a generalized template for the survey call scripts and questionnaires. A modified version of the questionnaire will be deployed online using Qualtrics survey software.

DRAFT INTRODUCTORY SCRIPTS AND QUESTIONNAIRE

Cold Call (First Contact) Script –

Good Morning/Afternoon, I’m calling on behalf of the Capital Area Council of Governments.¹ My name is _____ and I work for Eastern Research Group. We have been hired to conduct a mining and quarrying diesel equipment survey for the 5-county Austin-Round Rock-Georgetown Metropolitan Statistical Area and _____ (name of business) is one of the mines they have asked us to contact. You may have received a survey packet from us in the mail recently. Do you have a few minutes to talk?

Alternative First Contact Voicemail Script –

Good Morning/Afternoon, I’m calling on behalf of the Capital Area Council of Governments. My name is _____ and I work for Eastern Research Group. We have been hired to conduct a mining and quarrying diesel equipment survey for the 5-county Austin-Round Rock-Georgetown Metropolitan Statistical Area and _____ (name of business) is one of the mines they have asked us to contact. You may have received a survey packet from us in the mail recently.

¹ ERG will modify the script to highlight trade association support if obtained.

Please give me a call at _____. I will also send an email to _____ (respondent's email address, if available) with a letter describing the purpose of the study. Please email me anytime or call back between the hours of 8 a.m. and 5 p.m., Monday through Friday if you have any questions. Thank you.

Screening Questions -

Before we begin note that the survey is anonymous and confidential, and no identifying information will be sent to the state. Do you have any questions?

[If no questions proceed to #1]

1. Do you operate one or more pieces of diesel-powered non-road equipment greater than 25 horsepower (hp)?
2. How many pieces of these equipment do you operate in the 5-county Austin-Round Rock-Georgetown Metropolitan Statistical Area (Bastrop, Caldwell, Hays, Travis, and Williamson counties)?

If not eligible, surveyor thanks respondent for the time and records status.

Summarize the available options for completing the survey including using the self-addressed stamped envelope provided in the packet, phone, online, Excel template (provided via email), or fax. If phone is selected, provide an estimate of the time to complete the survey before proceeding – roughly 5-7 minutes for the first piece of equipment, plus an additional 3-5 minutes for each successive unit.

Main Survey Questions – Mining and Quarrying Sectors²

3. What was the total diesel fuel consumption (in gallons) for non-road diesel equipment used at your mining and quarrying operations for the most recent year for which data is available (i.e., 2020, 2021, 2022)?
4. What was the primary county/counties of operation location for your equipment for the most recent data year?
5. [Ask for relevant surrogate information (will vary by survey type). For example, “How many pit workers did you employ in 2022?”]³
6. For each piece of equipment, please answer the following questions:
 - a. What is the equipment type?*
 - b. What is the equipment make?
[Provide examples appropriate to survey]
 - c. What is the equipment model?
 - d. What is the equipment horsepower?*
 - [Provide hp bins if they seem uncertain (e.g. 100-175)]*
 - e. What is the equipment model year?
 - f. Has the equipment received an exhaust retrofit to control emissions? (If Yes, specify diesel oxidation catalyst or particulate trap).
 - g. Has the equipment been repowered? (If Yes, specify model year or tier level of repowered engine).
 - h. What were the annual hours of engine on-time for the most recent data year?*
 - i. [If respondent is uncertain or provides a highly rounded estimate, request average hours per week and average weeks per year to derive estimate. If hours per week is “40” remind them we are looking for “engine on” time rather than time in the field.]
 - j. How were those hours typically split across weekdays and weekends?
[Ask for percentages, must sum to 100%]

² Mandatory questions marked with a *

³ Each survey will be tailored to ensure collection of surrogate data consistent with the data sources noted above, in order to expand and allocate the survey results.

k. How were the hours split across seasons?
[Ask for percentages, must sum to 100%; summer June-August, fall September-November, winter December-February, spring March-May]

- [Repeat questions for next piece of equipment until complete]
Thank you for the information. Just a couple more questions for you.
7. Is there any other information regarding your fleet that we should be aware of?
Thank you for your assistance and have a great morning/afternoon/evening!

The following provides additional detail regarding mining and quarrying surveys.

Equipment Types

This survey will collect population and activity information on all non-road diesel equipment operating at the mine. ERG anticipates the most common equipment types will include loaders, dozers, excavators, off-highway trucks, miscellaneous utility equipment (e.g., backhoes), and material handling equipment.

Sector-specific Surrogates

Ideally ERG would use productivity estimates for above ground mining operations (e.g., tons of material produced per year) as the surrogate most closely correlated with non-road equipment use. Since this information is not available from the MSHA database, ERG will use the MSHA's Yearly Employment/Production data set to obtain the number of employee hours worked at strips/quarries/open pits and other locations with significant non-road equipment use as a surrogate for this sector.⁴ This data can then be used to extrapolate the survey results to non-responding establishments.

Industry Support and Contacts

ERG will seek support from the Texas Aggregates and Concrete Association (TACA) for this survey. Because survey responses are not required, industry support from TACA is key to the collection of sufficient quantities of high quality data.

Survey Procedures

ERG has developed survey administration procedures to promote participation rates and ensure data quality. ERG will use a combination of in-house and subcontractor support to administer the survey questionnaires. We have extensive experience surveying "reluctant" respondents, and we will use the lessons learned to train survey support staff in conducting successful surveys. ERG will first provide our staff with background on the purpose of the study and familiarize them with the industry and equipment terminology they may encounter, allowing surveyors to engage equipment owners in a personal, familiar tone. ERG will also emphasize the need to avoid certain hot-button topics such as potential regulatory development. ERG has found this type of hands-on, respondent-focused surveyor training to be critical in obtaining effective response rates from non-road equipment operators.

Since the available hours of the respondents vary, surveys will be administered from as early as 7:00 a.m. to as late as 8:00 p.m. if requested, to maximize response rates. Mine contacts will be called, emailed, and/or faxed up to three times to establish phone contact. After three unsuccessful attempts, a phone number will be removed from the call list.

⁴ Only coal mining operations are required to report production levels.

Before initiating contact with a potential respondent, company websites will be reviewed to determine hours of operation, corporate structure, and where available, fleet manager name and types of equipment used in order to improve the efficiency of the survey. After initial contact is made, a variable contact interval schedule will be set up to optimize email open rates (email open rates drop to less than 5 percent after 4 hours and 1 percent after 24 hours), and to coordinate the emails and phone calls.

If a respondent callback responding to a voicemail is missed, calls will be returned as soon as possible.⁵

Once a respondent has been successfully contacted, ERG will first determine whether they are eligible to participate in the survey (i.e., whether they have owned/operated/used at least one piece of targeted equipment) before continuing with the survey. Eligible respondents will then be given the option to provide information via mail, phone, electronically using a Qualtrics link provided by the surveyor or using an Excel template delivered via email, or in selected cases by providing information directly from their company database reporting systems.

Emails will be sent shortly after phone calls to increase credibility and to provide context for follow-up contacts if necessary. An email application may be used to automatically send out emails at optimum times for response rates, either a time that has been requested by the business contact or early morning.

Data collected via phone will be entered electronically during phone interviews. The surveyor will enter a unique ID for each respondent. To ensure that the activity, hp, and model year data collected in the phone surveys are reasonable, these fields will have pre-defined range checks associated with them. This will allow the person conducting the survey to ask for qualifying information if the responses are not realistic or consistent—for example, if the reported engine-on time is greater than a predefined amount (e.g., 2,500 hours/year).

Notes will be kept on each call and any respondent concerns/objections regarding specific questions will be noted and responded to.

Data Processing and QA

Once surveys have been completed and received by ERG, they will be logged in a secure file to ensure respondent confidentiality. ERG will then clean survey responses of all identifying participant information for further processing, compile and store them in a standardized format, and subject them to comprehensive range checks and quality assurance measures to ensure the accuracy of the data sets. Evaluations will focus on assuring accurate assignment of equipment to appropriate SCCs, identification of missing hp values, refinement of equipment application assignments excluding any non-target equipment, and identification and treatment of suspected outliers (e.g., annual activity greater than “x” hours per year, with specific values to be determined after a distributional analysis of the raw data).

ERG will then review the survey data set to identify any missing key data elements. We will first attempt to resolve such issues directly with the respondent by email and phone, then draw on other resources as needed (e.g., equipment manufacturer websites or other publicly available web resources such as manufacturer websites to obtain hp estimates and/or model years).

⁵ According to market research, returned phone calls in response to initial cold calls must be returned within 10 minutes to prevent a drastic drop in response rates. Emphasis will be placed on immediate response—returned phone call rates drop off rates increase rapidly after the initial call.

The final, quality-assured, gap-filled data set will be stored in Microsoft (MS) Excel format. It will contain, at a minimum, data files that can be linked via a unique sample identifier assigned to each respondent. ERG will then determine the number of completed surveys, the total number of eligible respondents, and the total completion and refusal rates for each survey.

The final survey data will be merged with the corresponding surrogate data using MS Excel. Surrogates will be applied to equipment population data to develop county totals, allocated by MOVES-NONROAD hp bins, and individual records will be maintained for each piece of equipment surveyed. Detailed comment fields will be used when processing spreadsheets to document data sources, calculation methods, and assumptions.

The resulting data tables will include 2022 base year populations and activity information by equipment type (SCC), hp bin for each county. Population, activity, and temporal profile data will then be aggregated across application categories to establish a single equipment profile for each non-road diesel SCC.

Budget and Timeline

ERG's proposed budget for Task 1 activities is \$48,475. Task 1 will commence upon approval of the Task 4 QAPP (expected by December 15, 2022). The proposed timeline for completion of Task 1 is 8 months with an approximate completion date of August 15, 2023.

Task 2: Develop Mine and Quarry Emission Estimates

ERG will use the equipment input files developed under Task 1 to generate updated county-level non-road emissions estimates for the mining and quarry diesel construction equipment (DCE) subsector and any other equipment not currently included in this DCE within TexN2 for Bastrop, Caldwell, Hays, Travis, and Williamson Counties for 2020 to 2030. Based on the universe of equipment types found in this study, ERG will include a brief report section listing specific recommendations for changes to TexN2, for TCEQ consideration. ERG will use the latest versions of TexN2 and MOVES3 available at the start of the project to produce all inventories. We will forecast the year 2022 surveyed populations according to the existing growth trends in TexN2 by county over 2022 to 2030. ERG will back-cast the years 2020 and 2021 using historical MSHA pit-hour data.

General Approach

The RFP presents an option either to use the Task 1 inputs either directly in the model or outside with post-processing. We propose a hybrid approach. ERG strongly prefers to put all Task 1 input data directly into TexN2 to the greatest extent possible, because it increases the likelihood that the data will persist in Texas's inventories beyond this project. By formatting the data for use in the TexN2 utility, it will be straightforward for the TCEQ to evaluate and incorporate it later as a permanent addition. As the developers of the TexN2 utility, ERG is aware of the inner workings of the source code and database, as well as the nuances/limitations of MOVES3-Nonroad. Therefore, ERG is best suited to efficiently transform the data and recommend needed updates to TexN2 in the future to maximally use all survey results. ERG has performed numerous updates in the past decade to improve and update TexN2, under contract with both CAPCOG and the TCEQ.

The one exception to our proposed approach of putting all data into the model directly relates to a challenge associated with use of the model year (MY) information obtained from the Task 1 surveys. ERG will include the important effects of MY distributions on the emissions inventories by calculating emission factors off-model and building the final inventories in MS Excel or a database. MOVES-Nonroad does not allow input of age distributions. Scrapage curves are an allowable input to the model, and they have a large impact on the final MY distribution; however, we are not expecting to obtain enough data under the Task 1 surveys to prepare S-shaped logit functions as a set of new alternative scrapage curves for specific SCCs. Under our proposed hybrid approach, ERG would use other inputs directly to the greatest extent possible (including, crucially,

annual hours to ensure the proper deterioration effect on the diesel equipment emission factors by MY). The same TexN2 runs can be summarized directly from the outputs to show the impact of not accounting for MY distributions; these unadjusted emission inventories would also represent what TexN2 is currently capable of outputting by incorporating the rest of the Task 1 survey results. ERG will generate a baseline emissions inventory for the mining and quarry DCE subsector to quality assure the emissions inventories that incorporate new data. We will ensure that the changes to the modeled population, fuel consumption, and emissions are changing in the correct direction and magnitude consistent with the changes in the inputs.

Pollutants

ERG will include all pollutants listed in the RFP in our deliverables. Most of these will be selected directly as pollutants to be included in the TexN2/MOVES3-Nonroad runs. However, some pollutants on the list are not available from the MOVES3-Nonroad model; they are only options for on-road MOVES runs. ERG can compute total energy consumption (an on-road-only output element) from the brake-specific fuel consumption available from MOVES-Nonroad and fuel energy content. For nitrous oxide (N₂O) we can use Intergovernmental Panel on Climate Change (IPCC) emission factors, or information from another source. ERG will recommend approaches for these and the nitrogen oxide species (i.e., HONO, NO, and NO₂) as part of the Task 2 work. The pollutants identified in the RFP that ERG will estimate within the MOVES-Nonroad model, along with the pollutants that we would estimate external to the model, are presented below.

Included in MOVES-Nonroad:

- Atmospheric carbon dioxide (CO₂)
- Carbon monoxide (CO)
- Methane (CH₄)
- Nitrogen oxides (NO_x)
- Particulate matter 10 micrometers or smaller (PM₁₀)
- Particulate matter 2.5 micrometers or smaller (PM_{2.5})
- Sulfur dioxide (SO₂)
- Total hydrocarbons (THC)
- Volatile organic compounds (VOC)

Not included in MOVES-Nonroad (nor TexN2), to be generated off-model:

- Nitric oxide (HONO)
- Nitrogen oxide (NO)
- Nitrogen dioxide (NO₂)
- Nitrous oxide (N₂O)
- Total energy consumption (TEC)

Emission Controls

ERG will include all EPA-approved federal and state controls, including Texas low-emission diesel (TxLED) where it applies. TexN2 includes all approved controls and ERG will ensure they are selected and functioning properly for the five-county emissions inventories.

Time Periods

ERG will model three time periods for each calendar year, as specified by the RFP – annual, ozone season day (OSD) weekday, and OSD weekend day. TexN2 defines OSD as June through August in terms of the MOVES

runs performed. ERG advises against adding the months of May and September to the average but will consult with the CAPCOG Project Manager on this issue. Our initial assessment is that adding May and September makes the inventories less readily repeatable within a TexN2 framework, requiring additional runs and processing outside of the models, without much impact on the daily averages. ERG expects the impacts of including these extra months to be minimal and limited to possibly only minor SO₂ emissions differences.

Meteorology, Fuels, and Other Inputs not from Task 1

ERG proposes to use the latest available meteorology and fuel year data in TexN2 for all years. Any fleet descriptions or activity inputs specific to the mining and quarry DCE subsector that are not covered by Task 1 survey results will come from TexN2 or MOVES3 default information. For example, we are not expecting to obtain load factor (LF) or enough information for scrappage curves from the surveys. ERG will clearly summarize all data sources behind the Task 2 emissions inventories.

Output Detail

ERG will include all detail requested in the RFP for the mining and quarry DCE subsector. The outputs will be delivered using MS Excel with detail by county, SCC, time period represented, year, horsepower range, MY, and control technology. All identification codes will be labeled for readability and understanding.

Budget and Timeline

ERG's proposed budget for Task 2 activities is \$13,029. Task 2 will commence upon completion of the Task 1 activities (approximately August 15, 2023). The proposed timeline for completion of Task 2 is 3.5 months with submittal of draft data to CAPCOG no later than October 31, 2023 and submittal of final data to CAPCOG no later than November 27, 2023. The Task 2 work will be conducted concurrently with the Task 3 and Task 5 work.

Task 3: Sub-County Spatial Allocation Factors

ERG will research publicly available data to assist in mapping mining and quarry footprints. All mines and quarries in the five-county Austin-Round Rock-Georgetown MSA (i.e., Bastrop, Caldwell, Hays, Travis, and Williamson Counties) in the MSHA Mine Data Retrieval System⁶ will be geocoded to obtain point locations where possible. Additional internet searches and research may be required to obtain accurate physical addresses, for example, for those that provide mailing addresses only (e.g., P.O. Box). ERG will use these data in coordination with other available data layers such as parcel boundaries and satellite or other remote sensing data to delineate polygon boundaries of the mine and quarry footprints. Where possible, the portion of the footprint where activity seems to be presently occurring will be identified to further refine the spatial resolution of activity.

ERG will create a custom polygon feature class of mine and quarry boundaries with unique identifiers and available attribute data including site name, address, centroid coordinates, SCC, MSHA commodity types, and other characteristics as specified by CAPCOG. ERG will use the results from Task 1 to update activity data, with additional gap-filling as necessary using averages from related data, appropriate surrogates, or other CAPCOG-approved defaults. Site-provided activity from survey results will be prioritized over defaults or other assumptions, and additional data fields may be added to include other measures of activity, data sources, and labor hours (pit hours) as needed to assist in future review cycles and modeling efforts.

⁶ <https://www.msha.gov/mine-data-retrieval-system>

Once the polygon feature is finalized, ERG will work with CAPCOG to confirm the grids required for photochemical modeling and clarify attribute data required. A fishnet (polygon grid) will be generated for each domain including CAMx 36x36 km, CAMx 12x12 km, and WRF 4x4 km.⁷ ERG's GIS analysts will intersect the mine and quarry polygons with each of these three grids. In lieu of more refined data, activity is assumed to be evenly distributed through a single polygon such that polygon area can be used to divide activity between adjacent grid cells. To ensure accurate calculations, all work will be done in the Lambert Conformal Conic map projection. Once activity from each polygon has been allocated to grid cells, cell-level activity totals will be used to create a table indicating the percentage of SCC-specific total activity and emissions that should be allocated to each grid cell. This information will be stored both in the database and in an Excel spreadsheet, using grid cell ID as the primary key to link to the gridded polygon layer.

All layers will be stored in a single file geodatabase for ease of use and sharing. Metadata will include brief layer descriptions and auto-generated fields, and more detailed processing information will be included in the accompanying documentation.

Budget and Timeline

ERG's proposed budget for Task 3 activities is \$10,393. Task 3 will commence upon completion of the Task 1 activities (approximately August 15, 2023); however, some preliminary preparation may occur earlier. The proposed timeline for completion of Task 3 is 3.5 months with submittal of draft data to CAPCOG no later than October 31, 2023, and submittal of final data to CAPCOG no later than November 27, 2023. The Task 3 work will be conducted concurrently with the Task 2 and Task 5 work.

Task 4: Quality Assurance Program Plan (QAPP)

Prior to the commencement of Task 1, ERG will develop a QAPP that describes the steps that ERG (and CAPCOG) will take to ensure data quality for this project. ERG has worked on numerous Work Orders for TCEQ and nearly all of these Work Orders have required QAPP development. As with the TCEQ QAPPs, ERG will develop the QAPP for this project in accordance with the U.S EPA's National Risk Management Research Laboratory (NRMRL) guidelines.

Budget and Timeline

ERG's proposed budget for Task 4 activities is \$1,250. Task 4 will commence upon start of the contract (anticipated December 1, 2022). The proposed timeline for completion of Task 4 is 2 weeks with submittal of the QAPP document to CAPCOG by December 15, 2022.

Task 5: Final Report

Based upon the deliverables and data produced by ERG for Tasks 1 through 3, ERG will prepare a final report that thoroughly documents the development steps and associated quality control measures. Prior to development of the draft report, ERG will provide CAPCOG with a proposed report outline. Per the specified RFP milestones, ERG will deliver a draft report and associated data to CAPCOG no later than October 31, 2023. Following timely CAPCOG review of the draft report, ERG will address all CAPCOG comments and provide a final report and associated data no later than November 27, 2023.

A hallmark of ERG project reports is complete transparency of data collection and calculational methods. The Task 5 project report will clearly document the Task 1 mine and quarry survey, Task 2 emission estimation using Tex2N, and Task 3 development of sub-county spatial allocation factors. The project report and the

⁷ <https://www.tceq.texas.gov/airquality/airmod/data/rh/rh2021>

associated data will be entirely transparent without any “black boxes.” The Task 5 project report will also include suggestions for future work, along with approximate cost estimates for completing the identified future work.

Budget and Timeline

ERG’s proposed budget for Task 5 activities is \$6,834. Task 5 will commence upon completion of the Task 1 activities (approximately August 15, 2023). The proposed timeline for completion of Task 5 is 3.5 months with submittal of a draft report to CAPCOG no later than October 31, 2023 and submittal of a final report to CAPCOG no later than November 27, 2023. The Task 5 work will be conducted concurrently with the Task 2 and Task 3 work.

Task 6: Plan for Refinement of Nonpoint Mine and Quarry Emissions Estimates (Optional)

The central tasks of the project (Tasks 1 through 5) are focused on the direct exhaust emissions from diesel mining and quarrying non-road equipment. Optional Task 6 would expand upon the scope of Tasks 1 through 5 and considers other area/nonpoint PM₁₀ and PM_{2.5} emissions from mines and quarries.

ERG would review the 2017 and 2020 National Emissions Inventory documentation for SCC 2325000000 (Industrial Process: Mining and Quarrying), as well as the underlying research studies and other relevant research. ERG would identify potential emission inventory improvements relying upon publicly available data sources, survey work, proprietary information, or other approaches. ERG would provide recommendations for future work, including potential cost estimates.

Budget and Timeline

ERG’s proposed budget for Optional Task 6 activities is \$8,677. The work for Optional Task 6 is time-independent of Tasks 1 through 5. The proposed timeline for completion of Optional Task 6 is 2 months.

Task 7: Assistance with Other Emissions Inventory Project

Optional Task 7 is entirely unrelated to the focus on mining and quarrying covered in the central tasks of the project (Tasks 1 through 5), as well as Optional Task 6. Optional Task 7 identifies three possible areas of emission inventory assistance to CAPCOG:

- **Review of 2021 and 2022 Point Source Emissions Inventory** – Following release of the TCEQ 2021 point source emissions inventory data (January 2023) and EPA’s 2022 electric generating unit (EGU) emissions inventory data (1st Quarter 2023), ERG would review the inventory data and provide summaries and comparisons requested by CAPCOG
- **Refinements to Select Point Source Emissions Inventories** – As indicated in CAPCOG’s 2022-2023 Statement of Work, provide more accurate hourly NO_x emissions estimates at the eight turbine units located at Decker Creek Power Plant and provide more accurate day-specific hourly NO_x emissions estimates at Texas Lehigh Cement Company. Revised emission estimates will be provided in TCEQ modeling format.
- **Review of the 2020 National Emissions Inventory (NEI) Public Release** – Following release of the 2020 NEI in February/March 2023, ERG would review the data and compare to data submitted by TCEQ for the Austin-Round Rock-Georgetown MSA.

Budget and Timeline

ERG’s proposed total budget for the three possible areas of emission inventory assistance under Optional Task 7 is \$31,861 (i.e., \$9,640 each for both the point source emissions inventory reviews and the point source emissions inventory refinements and \$12,581 for the 2020 NEI review). The work for Optional Task 7 is time-independent of Tasks 1 through 5 and Optional Task 6. The actual timeline dates are subject to TCEQ and EPA data release schedules. The proposed timeline completion for each area of assistance is 2 months; the three possible areas of emission inventory assistance could be worked on concurrently.

Organizational Experience

ERG has completed a number of similar projects that are relevant to the scope identified by CAPCOG in the RFP. Note that Rick Baker (Project Manager) and Allison DenBleyker (Task 2 Task Leader) were either Project Manager or Task Leader for all of the ERG reports listed as References in the RFP. A subset of ERG’s relevant projects are presented below along with contact information for references. Specific organizational experience for the specific criteria identified in the RFP are identified by numerical codes, as shown below.

- 1 – Non-road equipment generally
- 2 – Construction and mining equipment specifically
- 3 – Mine and quarry equipment specifically
- 4 – The use of EPA’s MOVES3 mode to produce non-road emissions inventories
- 5 – The use of the Texas Nonroad (TexN2) model to produce non-road emissions inventories
- 6 – Emissions inventory work of any kind in the State of Texas
- 7 – Emissions inventory work of any kind for the Austin-Round Rock-Georgetown MSA

Oregon Nonroad Diesel Equipment Survey and Emissions Inventory		
Agency – Oregon Department of Environmental Quality (ODEQ)	Contact – Lazarev Svetlana (503-229-5973; svetlana.lazarev@state.or.us)	Organizational Experience Criteria – 1, 2, 3, 4

ERG, with the assistance of contractor Len Boatman, developed a bottom-up emissions inventory for many non-road equipment categories, including: surface mining, airport ground support, agricultural, commercial, construction, industrial, lawn and garden, logging, oilfield, railway maintenance, recreational marine, and recreation vehicles. Relevant data were collected using detailed surveys of equipment operators, extensive input from industry experts and public agencies, and published literature.

Agricultural Equipment Emission Inventory Survey		
Agency – Capital Area Council of Governments (CAPCOG)	Contact – Andrew Hoekzema (512-916-6043; ahoekzema@capcog.org)	Organizational Experience Criteria – 1, 6, 7

ERG, with the assistance of contractor Len Boatman, developed a bottom-up emissions inventory of targeted agricultural equipment for the immediate 11-county CAPCOG area. The inventory included six types of agricultural equipment (i.e., 4-wheel agricultural tractors, combines, forage harvesters, balers, swathers, cotton strippers) across three different engine size stratifications (i.e., <40 hp, 40-99 hp, 100+ hp). Data were collected using a telephone survey.

Mobile Source Emissions Inventory Development for 2020 National Emissions Inventory and National Modeling Platforms		
Agency – U.S. EPA, Office of Transportation and Air Quality (OTAQ)	Contact – Sarah Roberts (734-214-4615; Roberts.sarah@epa.gov)	Organizational Experience Criteria – 1, 2, 3, 4

As part of a larger project, ERG ran MOVES to generate non-road emissions inventories for all U.S. states, Puerto Rico, and U.S. Virgin Islands for eight calendar years’ model runs. ERG used existing input databases as a starting point and incorporated state/local input data updates where those are provided.

Development of Texas Nonroad Model Mobile Source Air Emissions Reporting Requirements, Reasonable Further Progress, and Redesignation and Maintenance Emissions Inventories		
Agency – Texas Commission on Environmental Quality (TCEQ)	Contact – Cody McLain (512-239-1144; cody.mclain@tceq.texas.gov)	Organizational Experience Criteria – 1, 2, 5, 6

ERG developed a set of statewide and area-specific emissions inventories (EI) for all non-road model mobile sources operating in Texas to fulfill EPA’s Air Emissions Reporting Requirements (AERR) and to support potential state implementation plan (SIP) development. ERG developed annual (tons per year) and average ozone season weekday (tons per day) EI estimates of criteria air pollutants (CAP), CAP precursors, and hazardous air pollutants (HAP) using the latest version of the Texas NONROAD (TexN) 2.1 utility. In addition to developing the 2020 AERR EI, ERG also developed area-specific EIs necessary to support reasonable further progress (RFP) and redesignation and maintenance (RDM) analyses for multiple-county areas in Houston and Dallas, as well as Bexar County, and the City of El Paso corresponding to nonattainment areas for various National Ambient Air Quality Standards (NAAQS).

Update to Reporting of Automated RFP results in TexN2.2 and Update to Pollutant Selection in Graphical User Interface		
Agency – Texas Commission on Environmental Quality (TCEQ)	Contact – Palak Paul (512-239-5274; palak.paul@tceq.texas.gov)	Organizational Experience Criteria – 1, 5, 6

ERG updated TCEQ’s Texas NONROAD (TexN) 2.2 utility to streamline the reporting of automated Reasonable Further Progress (RFP) results and to allow the user to specify pollutant(s) for model runs. ERG identified and implemented all code updates to create a new “Automated RFP” report that contains all the individual RFP scenarios and a summary. In addition, ERG added a new pollutant selection function to the utility Graphical User Interphase (GUI) allowing the user to custom-select the pollutants for model runs. The updates applied to the TexN2.2 utility produced an updated version of the utility, TexN2.3.

Emissions Inventories TexN2.1 Utility Updates for Compatibility with the U.S. EPA MOVES3 Model		
Agency – Texas Commission on Environmental Quality (TCEQ)	Contact – Cody McLain (512-239-1144; cody.mclain@tceq.texas.gov)	Organizational Experience Criteria – 1, 5, 6

ERG updated TCEQ’s Texas NONROAD (TexN) 2.1 utility to be compatible with the latest United States Environmental Protection Agency (EPA) Motor Vehicle Emission Simulator (MOVES) model (MOVES3). ERG identified and implemented all code updates required to ensure that the TexN2.1 utility is fully compatible with MOVES3. In addition, ERG included updates to the TexN2.1 utility to automate the splitting of the MOVES model

runs, allowing for the user to apply different scrappage rates to different SCCs within the same run and ensure the split run results are then combined into the emissions totals associated with the aggregate output.

Management Plan and Key Personnel

ERG's proposed management plan is built upon an overall project manager who oversees the overall project, assisted by task leaders who oversee the details of individual technical tasks. The project manager, task managers, and other supporting staff are presented below.

Rick Baker is the overall Project Manager. Mr. Baker is an ERG Vice President in ERG's Austin, Texas office and has more than 30 years' experience in non-road mobile and on-road motor vehicle emission inventory development and control evaluations. He has worked closely with state and local agencies in Texas, California, Oregon, and other states for many years. **Marty Wolf** is the Deputy Project Manager. Mr. Wolf is a Senior Engineer in ERG's Sacramento, California office and has 28 years' experience in emissions inventory development (point, area, on-road motor vehicle, and non-road mobile sources). In the event that Mr. Baker is unavailable, Mr. Wolf will provide continued project management. Both Mr. Baker and Mr. Wolf will be contributors to Task 4 (Quality Assurance Project Plan [QAPP]) and Task 5 (Final Report). Overall project documentation will be supported by **Kelly Martin**.

In addition to serving as overall Project Manager, Mr. Baker will also be the Task Leader for Task 1 (Updated TexN2 Inputs) and will direct the Task 1 survey activities. In particular, he will oversee the critical mine and quarry surveys conducted by our subcontractor **Len Boatman**. The data management associated with the mine and quarry survey responses will be conducted by **Nyssa Ackerley**.

The ERG Task Leader for Task 2 (Develop Mine and Quarry Emissions Estimates) will be **Allison DenBleyker**. Ms. DenBleyker has an extensive history non-road mobile source and on-road motor vehicle modeling with both MOVES and TexN2 modeling. She will lead the modeling of mining and quarry emission estimates. She will be assisted by **Ken Zhao**. Mr. Zhao will provide continued non-road mobile source modeling support for Task 2 in the event that Ms. DenBleyker is not available. Both Ms. DenBleyker and Mr. Zhao are located in ERG's Austin, Texas office.

The ERG Task Leader for Task 3 (Sub-County Spatial Allocation Factors) will be **Heather Perez**. Ms. Perez is ERG's GIS Manager and has considerable experience developing spatial allocation factors in support of photochemical modeling. She will be assisted by **Tyler Richman** and **Mark Fowler**. Mr. Richman and Mr. Fowler will provide continued GIS support for Task 3 in the event that Ms. Perez is not available. Ms. Perez, Mr. Richman, and Mr. Fowler are all located in ERG's Morrisville, North Carolina office.

In addition to serving as the Deputy Project Manager, Mr. Wolf will also be the Task Lead for Optional Task 6 (Plan for Refinement of Nonpoint Mine and Quarry Emissions Estimates) and Optional Task 7 (Assistance with Other Emissions Inventory Projects). His overall emissions inventory development experience will be invaluable for these two optional tasks which are different in scope than the non-road mobile source focus in Tasks 1 through 5. He will be assisted by **Gopi Manne** who is also located in ERG's Sacramento, California office.



Budget

ERG's budget is provided in the table below.

Eastern Research Group, Inc.
 Client: Capital Area Council Of Governments
 Title: Mine and Quarry Equipment Emissions Inventories
 Date: 14-Oct-22
 ERG B&P #: 0023.01.003.792
 Contract Type: FIXED PRICE

CONFIDENTIAL & PROPRIETARY INFORMATION

Proposed Cost Budget

Cost Element	Labor Category	Task 1	Task 2	Task 3	Task 4	Task 5	Total	(Optional Task) Task 6	(Optional Task) Task 7a	(Optional Task) Task 7b	(Optional Task) Task 7c
		Updated TexN2 Inputs	Develop Mine and Quarry Emissions Estimates	Sub-County Spatial Allocation Factors	Quality Assurance Project Plan (QAPP)	Final Report	Tasks 1 to 5	Plan for Refinement of Nonpoint Mine and Quarry Emissions Estimates	Reviews of 2022 and 2021 point source emissions inventories from EPA and TCEQ (Task 3.1.3 in the Statement of Work)	Refinements to selected point source emissions inventories (Task 3.1.4 in the Statement of Work)	A review of the 2020 National Emissions Inventory (NEI) for the Austin- Round Rock- Georgetown MSA (Task 3.1.6 in the Statement of Work)
		Dollars	Dollars	Dollars	Dollars	Dollars	Dollars	Dollars	Dollars	Dollars	Dollars
Labor*	Professional Level 4 (P4)	\$19,010.92	\$937.21	\$3,343.18	\$953.81	\$5,448.20	\$29,693.31	\$3,815.26	\$4,253.93	\$4,253.93	\$4,785.68
	Professional Level 3 (P3)	\$0.00	\$4,626.96	\$0.00	\$0.00	\$257.05	\$4,884.01	\$0.00	\$0.00	\$0.00	\$0.00
	Professional Level 2 (P2)	\$0.00	\$6,008.26	\$3,737.91	\$0.00	\$0.00	\$9,746.17	\$3,744.52	\$4,160.58	\$4,160.58	\$6,240.87
	Professional Level 1 (P1)	\$0.00	\$0.00	\$2,084.60	\$159.00	\$397.51	\$2,641.12	\$159.00	\$159.00	\$159.00	\$159.00
	Total Labor	\$19,010.92	\$11,572.43	\$9,165.69	\$1,112.82	\$6,102.76	\$46,964.61	\$7,718.78	\$8,573.52	\$8,573.52	\$11,185.55
Other Direct Costs**	Computer supplies & equipment (WPS)	\$276.23	\$228.75	\$237.38	\$19.42	\$92.79	\$854.58	\$142.43	\$159.69	\$159.69	\$211.49
	Telephone (Local Access)	\$52.18	\$43.21	\$44.84	\$3.67	\$17.53	\$161.42	\$26.90	\$30.16	\$30.16	\$39.95
	Total ODCS	\$328.40	\$271.96	\$282.22	\$23.09	\$110.32	\$1,016.00	\$169.33	\$189.86	\$189.86	\$251.43
Subcontractors **	Len Boatman	\$24,728.93	\$0.00	\$0.00	\$0.00	\$0.00	\$24,728.93	\$0.00	\$0.00	\$0.00	\$0.00
	Total Subcontractors	\$24,728.93	\$0.00	\$0.00	\$0.00	\$0.00	\$24,728.93	\$0.00	\$0.00	\$0.00	\$0.00
Total Costs		\$44,068.25	\$11,844.39	\$9,447.91	\$1,135.91	\$6,213.08	\$72,709.54	\$7,888.12	\$8,763.38	\$8,763.38	\$11,436.99
Fixed Fee on Labor, ODCS, Subcontractors	10%	\$4,406.83	\$1,184.44	\$944.79	\$113.59	\$621.31	\$7,270.95	\$788.81	\$876.34	\$876.34	\$1,143.70
Total Fixed Price		\$48,475.08	\$13,028.82	\$10,392.70	\$1,249.50	\$6,834.39	\$79,980.50	\$8,676.93	\$9,639.72	\$9,639.72	\$12,580.68

Notes:
 * ERG labor includes direct labor rates plus government approved indirect costs.
 ** ODCs/Subcontractors include direct costs plus government approved indirect costs.
 Confidential - Information is proprietary - request that information be treated as confidential if disclosure is requested under the Texas Public Information Act.

Forms

Contractor – Eastern Research Group, Inc. (ERG)

- Certification of Compliance with Small Disadvantaged, Minority, Women-Owned, and Historically Underutilized Business Policy
 - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Lower-Tier Covered Transactions
 - Certification Regarding Lobbying
 - Prohibition on Contracts with Companies Boycotting Israel
 - Conflict of Interest Questionnaire (Not included per answer to RFP Question #3 – not applicable)
 - Certificate of Interested Parties – Form 1295 (Not included – electronically filed with the Texas Ethics Commission)
-

CERTIFICATION OF COMPLIANCE WITH SMALL, DISADVANTAGED, MINORITY, WOMEN-OWNED, AND HISTORICALLY UNDERUTILIZED BUSINESS POLICY

The undersigned certifies on behalf of the Contractor or Subcontractor that he or she has read Article VI of CAPCOG's Procurement Policy, "Small, Disadvantaged, Minority, Women-Owned and Historically Underutilized Businesses: Federal Assistance or Contract Procurement Requirements," a copy of which is attached to this Exhibit. In addition, the Contractor or Subcontractor agrees to make and demonstrate a good faith effort to include small and minority businesses, women's business enterprises, and labor surplus area firms' participation under a contract in accordance with federal procurements requirements of 2 CFR §200.321. A good faith effort must include the following affirmative steps:

- 1) Placing qualified small and minority businesses and women's business enterprises on solicitation list;
- 2) Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
- 3) Dividing total requirements, when economically feasible, into smaller task or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- 4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and
- 5) Using the services and assistance as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

Nothing in this provision will be construed to require the utilization of any firm that is either unqualified or unavailable. comply with that policy if it procures goods or services with funds made available under this contract.

Eastern Research Group, Inc.

Contractor or Subcontractor

By Laura Harwood

Laura Harwood, Vice President, Small Business Liaison Officer

Name and Title

Date 10/16/2022

CAPCOG'S AFFIRMATIVE ACTION PROCUREMENT POLICY

Small, Disadvantaged, Minority, Women-owned and Historically Underutilized Businesses: Federal Assistance or Contract Procurement Requirements

PART A: POLICIES

6-101 Policy Statement:

It shall be the policy of CAPCOG to assist small, DBE, MBE, women-owned businesses and HUBs in learning how to do business with CAPCOG. It shall be the further policy of CAPCOG that these sources shall have the maximum feasible opportunity to compete.

6-102 Bidder/Offeror Statement:

Every solicitation for procurement must require that each bidder or offeror include a statement that the bidder or offeror will comply with this Policy.

6-103 To ensure that CAPCOG's policy to assure that small, MBEs, DBEs, women-owned businesses, and HUBs are utilized, CAPCOG and its contractors and subcontractors should take the following affirmative steps:

1. Include qualified small, MBEs, DBEs, women-owned businesses, and HUBs on the Bidders' List. State lists may be utilized to locate such businesses by contacting the General Services Commission;
2. Assure that small, MBEs, DBEs, women-owned businesses, and HUBs are solicited whenever they may be potential sources. In this regard, CAPCOG should investigate new sources and advertise when feasible in minority publications;
3. When economically feasible, and where not in contravention of competitive bidding requirements, CAPCOG should divide the total requirements into smaller tasks or quantities so as to permit maximum small, MBE, DBE, women-owned businesses and HUB participation;
4. Use the services and assistance of the Small Business Administration, the Office of Minority Business Enterprise of the Department of Commerce, the Minority Business Development Agency in the Department of Labor, the Texas General Services Commission and other similar agencies for locating such businesses;
5. Require that prime contractors take affirmative and meaningful steps towards retaining small, MBE, DBE, women-owned businesses and HUB subcontractors;
6. Procure goods and services from labor surplus areas;
7. If feasible, establish delivery schedules that encourage small, MBEs, DBEs, women-owned businesses, and HUBs to participate; and,
8. Advertise, at least annually, in a newspaper of general circulation for small, MBEs, DBEs, women-owned businesses and HUBs to be added to the Bidders' List.

6-104 For such affirmative steps to be meaningful, CAPCOG should review all solicitations, offers and bids to confirm that such affirmative action steps have been taken. In addition, steps should be

taken to ensure that once a contract is awarded to a small, MBE, DBE, women-owned business, and/or HUB, or that the award is given to a contractor with such a subcontractor, that such business is retained during the entire performance of the contract.

- 6-105 Failure of a contractor to take meaningful affirmative steps at soliciting and retaining small, MBEs, DBEs, women-owned businesses and HUBs may be considered as a factor in evaluating future bids under non-compliance with public policies; however, this factor may not be a consideration in procurements involving purely state or local funds as Texas law requires awards to be made to the lowest responsible bidder.
- 6-106 For procurements costing more than \$3,500 but less than \$50,000 the Division Director shall contact at least two HUBs on a rotating basis, based on information provided by the Texas General Services Commission. If the list fails to identify a historically underutilized business in the area, the CAPCOG is exempt from this section.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR LOWER-TIER COVERED TRANSACTIONS

Instructions for Certification

1. By signing and submitting this Certification, the lower-tier participant (the "Contractor" or "Subcontractor") is providing the certification set out below.
2. This certification is a material representation of fact upon which reliance was placed when the contract was signed. If it is later determined that the Contractor or Subcontractor knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue all available remedies, including suspension and/or debarment.
3. The Contractor or Subcontractor shall provide immediate written notice to CAPCOG if at any time the Contractor or Subcontractor learns that its certification was erroneous when signed or has become erroneous because of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower-tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this Certification, have the meanings set out in the Definitions and Coverages sections of regulations implementing Executive Order 12549. You may contact CAPCOG for assistance in obtaining a copy of those regulations.
5. The Contractor or Subcontractor agrees not to knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participating in this contract, unless authorized by the department or agency with which this transaction originated.
6. The Contractor or Subcontractor also agrees to include this Certification without modification in all lower-tier covered transactions and solicitations for lower-tier covered transactions.
7. The Contractor or Subcontractor may rely upon the certification of a prospective participant in a lower-tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. The Contractor or Subcontractor may decide the method and frequency by which it determines the eligibility of its principals. The Contractor or Subcontractor may, but is not required to, check the Nonprocurement List.
8. Paragraph 7 does not require establishment of a system of records in order to render in good faith the required Certification. The knowledge and information of the Contractor

or Subcontractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5, if the Contractor or Subcontractor knowingly enters into a lower-tier covered transaction with a person who is debarred, suspended, ineligible, or voluntarily excluded from participating in this contract, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue any available remedies, including suspension and/or debarment.

Certification

The Contractor or Subcontractor certifies, by participating in this contract, that neither it nor any of its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any federal department or agency.

If the Contractor or Subcontractor is unable to certify to any of the statements in this Certification, the Contractor or Subcontractor shall furnish CAPCOG a written explanation of its inability.

Eastern Research Group, Inc.
Contractor or Subcontractor

By Rick Baker

Rick Baker, Project Manager, Vice President
Name and Title

Date 10/16/22

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee or a member of Congress in connection with the award of any federal contract, the making of any federal grant or loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit to CAPCOG Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- The undersigned shall require that this Certification be included in all subcontracts under this contract, and that all subcontractors sign and submit to CAPCOG the Certification.

Eastern Research Group, Inc.

Contractor or Subcontractor

By Rick Baker

Rick Baker, Project Manager, Vice President

Name and Title

Date 10/16/22

PROHIBITION ON CONTRACTS WITH COMPANIES BOYCOTTING ISRAEL

Texas Local Government Code Section 1. Subtitle F, Title 10, Government Code, Chapter 2270 states that a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

- 1) does not boycott Israel; and
- 2) will not boycott Israel during the term of the contract

Pursuant to Section 2270.001, Texas Government Code:

- “Boycott Israel” means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
- “Company” means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

I, (authorized official) Rick Baker, do hereby depose and verify the truthfulness and accuracy of the contents of the statements submitted on this certification under the provisions of Subtitle F, Title 10, Government Code Chapter 2270 and that the company named below:

- 1) does not boycott Israel currently; and
- 2) will not boycott Israel during the term of the contract; and
- 3) is not currently listed on the State of Texas Comptroller’s Companies that Boycott Israel List located at <https://comptroller.texas.gov/purchasing/publications/divestment.php>

Eastern Research Group, Inc.

Contractor or Subcontractor

By Rick Baker

Rick Baker, Project Manager, Vice President
Name and Title

Date 10/16/22

Forms

Subcontractor – Leonard Boatman (Lead Surveyor)

- Certification of Compliance with Small Disadvantaged, Minority, Women-Owned, and Historically Underutilized Business Policy
 - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Lower-Tier Covered Transactions
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Contractor or **Subcontractor**

By Leonard Langston Boatman Jr.

Leonard Boatman, Lead Surveyor

Name and Title

Date 10-13-2022

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3. The Contractor or Subcontractor shall provide immediate written notice to CAPCOG if at any time the Contractor or Subcontractor learns that its certification was erroneous when signed or has become erroneous because of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower-tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this Certification, have the meanings set out in the Definitions and Coverages sections of regulations implementing Executive Order 12549. You may contact CAPCOG for assistance in obtaining a copy of those regulations.
5. The Contractor or Subcontractor agrees not to knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participating in this contract, unless authorized by the department or agency with which this transaction originated.
6. The Contractor or Subcontractor also agrees to include this Certification without modification in all lower-tier covered transactions and solicitations for lower-tier covered transactions.
7. The Contractor or Subcontractor may rely upon the certification of a prospective participant in a lower-tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. The Contractor or Subcontractor may decide the method and frequency by which it determines the eligibility of its principals. The Contractor or Subcontractor may, but is not required to, check the Nonprocurement List.
8. Paragraph 7 does not require establishment of a system of records in order to render in good faith the required Certification. The knowledge and information of the Contractor

or Subcontractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5, if the Contractor or Subcontractor knowingly enters into a lower-tier covered transaction with a person who is debarred, suspended, ineligible, or voluntarily excluded from participating in this contract, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue any available remedies, including suspension and/or debarment.

Certification

The Contractor or Subcontractor certifies, by participating in this contract, that neither it nor any of its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any federal department or agency.

If the Contractor or Subcontractor is unable to certify to any of the statements in this Certification, the Contractor or Subcontractor shall furnish CAPCOG a written explanation of its inability.

Contractor or **Subcontractor**

By Leonard Langston Boatman Jr.

Leonard Boatman, Lead Surveyor

Name and Title

Date 10-13-2022

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee or a member of Congress in connection with the award of any federal contract, the making of any federal grant or loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit to CAPCOG Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- The undersigned shall require that this Certification be included in all subcontracts under this contract, and that all subcontractors sign and submit to CAPCOG the Certification.

Contractor or **Subcontractor**

By Leonard Langston Boatman Jr.

Leonard Boatman, Lead Surveyor

Name and Title

Date 10-13-2022

PROHIBITION ON CONTRACTS WITH COMPANIES BOYCOTTING ISRAEL

Texas Local Government Code Section 1. Subtitle F, Title 10, Government Code, Chapter 2270 states that a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

- 1) does not boycott Israel; and
- 2) will not boycott Israel during the term of the contract

Pursuant to Section 2270.001, Texas Government Code:

- “Boycott Israel” means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
- “Company” means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

I, (authorized official) Leonard Langston Boatman Jr., do hereby depose and verify the truthfulness and accuracy of the contents of the statements submitted on this certification under the provisions of Subtitle F, Title 10, Government Code Chapter 2270 and that the company named below:

- 1) does not boycott Israel currently; and
- 2) will not boycott Israel during the term of the contract; and
- 3) is not currently listed on the State of Texas Comptroller’s Companies that Boycott Israel List located at <https://comptroller.texas.gov/purchasing/publications/divestment.php>

Contractor or **Subcontractor**

By Leonard Langston Boatman Jr.

Leonard Boatman, Lead Surveyor

Name and Title

Date 10-13-2022

EXECUTIVE COMMITTEE MEETING

MEETING DATE: November 9, 2022

AGENDA ITEM: #5 Consider Adopting the 2023 CAPCOG Homeland Security Strategic Plan Implementation Plan (HSSP-IP)

GENERAL DESCRIPTION OF ITEM:

Each year the Homeland Security staff, Regional Planning Subcommittee, and regional stakeholders review and revise the *CAPCOG Homeland Security Strategic Plan - Implementation Plan (HSSP-IP)*. The CAPCOG HSSP-IP is the regional framework for establishing homeland security priorities and focused efforts to develop, sustain, and employ homeland security regional capabilities.

Prior to submission for Executive Committee review, the 2023 CAPCOG HSSP-IP will have been vetted and approved by the Homeland Security Task Force during its November 3, 2022, meeting.

This year’s planning efforts included virtual and small group meetings. Our implementation plan includes planning, organizational, equipment, training, and exercise needs identified as a result of these meetings and relevant after-action reports and recommendations from HSTF committees.

THIS ITEM REPRESENTS A:

- New issue, project, or purchase
- Routine, regularly scheduled item
- Follow-up to previously discussed item
- Special item requested by board member
- Other

PRIMARY CONTACT/STAFF MEMBER: **Martin Ritchey, Director of Homeland Security**

BUDGETARY IMPACT:

Total estimated cost: N/A

Source of Funds: N/A

Is item already included in fiscal year budget? Yes No

Does item represent a new expenditure? Yes No

Does item represent a pass-through purchase? Yes No

If so, for what city/county/etc.? _____

PROCUREMENT: N/A

ACTION REQUESTED:

Consider adoption of the *2023 CAPCOG Homeland Security Strategic Plan - Implementation Plan (HSSP-IP)*.

BACK-UP DOCUMENTS ATTACHED:

1. Summary of Changes *2023 CAPCOG Homeland Security Strategic Plan - Implementation Plan (HSSP-IP)*

BACK-UP DOCUMENTS NOT ATTACHED (to be sent prior to meeting or will be a handout at the meeting):

1. *2023 CAPCOG Homeland Security Strategic Plan - Implementation Plan (HSSP-IP)*.

CAPCOG 2023 Homeland Security Strategic Plan Implementation Plan (HSSP-IP) Summary

Document Purpose: The HSSP-IP establishes how CAPCOG activities support the overarching strategic goals of the state in the realm of Homeland Security. The Implementation Plan utilizes information from the CAPCOG Threat and Hazard Identification Analysis (THIRA), CAPCOG Stakeholder's Preparedness Review (SPR), and other documents to show what activities and projects the CAPCOG region has accomplished in the last year, and has planned for the next year, that tie into the goals and objectives established by the Governor's *Texas Homeland Security Strategic Plan for 2021-2025*. This document most closely ties into the grant funding/investment areas established at the state level and is an opportunity for the CAPCOG Region to make a note of homeland-security related goals, needs, and projects. This document is submitted annually to the Texas Office of Homeland Security in December.

Document Summary: The CAPCOG 2023 HSSP-IP (Calendar Year) emphasizes those regional projects and initiatives that specifically support the state homeland security goals and objectives, and which also may meet specific grant-related investment areas, as identified by the Office of the Governor. The THIRA and SPR documents support the core capabilities and priorities tied to these goals, objectives, and investment areas, and are reference accordingly. The investment area priorities identified in the IP include:

- Enhancing Cybersecurity
- Combatting Violent Domestic Extremism
- Enhancing the Protection of Soft Targets/Crowded Places
- Enhancing Election Security
- Enhancing Information and Intelligence Sharing and Analysis
- Addressing Cascading Infrastructure/Supply Chain Failure

These may tie to specific projects or activities sponsored by CAPCOG or individual jurisdictions in the next year.

The CAPCOG HSSP-IP identifies which objectives under the five total goals set by the Texas Homeland Security Strategic Plan for 2021-2025 the COG is actively working to support, through recent achievements and projects or initiatives within the POETE (Planning, Organization, Equipment, Training, and Exercise) elements identified by the region. The CAPCOG HSSP-IP only notes those goals and objectives from the Texas HSSP for which CAPCOG has completed or is planning applicable activities and projects.

The goals and objectives identified for this year are as follows:

Goal 1: Prevent: Prevent terrorist attacks and organized criminal activity in Texas.

- Objective 1.1: Expand and enhance the statewide intelligence capability that reduces the threat of terrorism and criminal enterprises, with an emphasis on proactive intelligence.
- Objective 1.2: Combat the activities of criminal enterprises through coordinated law enforcement operations, investigations, and supporting programs.
- Objective 1.4: Increase public awareness and reporting of suspicious activities related to crime and terrorism.

Goal 2: Protect: Reduce the State’s vulnerability to terrorist and criminal attacks and natural and technological disasters.

- Objective 2.2: Reduce the risk of chemical, biological, radiological, nuclear, and high-yield explosives (CBRNE) incidents by enhancing control and early detection capabilities.
- Objective 2.5: Enhance the safety of Texas schools against all threats and hazards.
- Objective 2.6: Enhance statewide cybersecurity efforts to protect information assets.

Goal 3: Mitigate: Minimize the impact of terrorist and criminal attacks and natural and technological disasters through proactive mitigation planning and programs.

- Objective 3.3: Enhance the social resilience of Texas communities.

Goal 4: Respond: Increase the capability of the State’s response system to minimize damage and loss of life from terrorist and criminal attacks and natural and technological disasters.

- Objective 4.1: Enhance the systems and organizational structures that coordinate and manage response operations to ensure unified, efficient effort.
- Objective 4.2: Build and maintain the response teams and qualified personnel essential to all-hazard response operations.
- Objective 4.3: Achieve statewide communications operability and interoperability in Texas.
- Objective 4.4: Ensure continued enhancement of public health and medical emergency response systems.
- Objective 4.5: Expand statewide capacity to rapidly and effectively assist government agencies in responding to cyberattacks.
- Objective 4.6: Integrate and coordinate multiple methods to warn and keep the public and local leaders informed about emergencies in their communities.
- Objective 4.7: Ensure updated and validated emergency plans are in place at public agencies that provide vital services and encourage such planning within private entities.
- Objective 4.8: Ensure access to and adequate support for homeland security and emergency preparedness and response training across all agencies, jurisdictions, and disciplines.
- Objective 4.9: Conduct exercises across the state that include tribal, regional, and local entities and support the National Exercise Program (NEP) Principals’ Objectives.

Goal 5: Recover: Ensure rapid, effective, and comprehensive community recovery following terrorist or criminal attacks and natural or technological disasters.

- Objective 5.2: Strengthen preparedness for whole community recovery through outreach programs, training, and exercise.

Several regional projects and initiatives support multiple goals and objectives simultaneously. The majority of projects are centered around response-related capabilities.

EXECUTIVE COMMITTEE MEETING

MEETING DATE: November 9, 2022

AGENDA ITEM: #6 Consider Adopting the 2023 CAPCOG Integrated Preparedness Plan (IPP)

GENERAL DESCRIPTION OF ITEM:

Each year, the Homeland Security staff, Regional Planning Subcommittee, and regional stakeholders review and revise the CAPCOG Integrated Preparedness Plan (IPP). The 2023 CAPCOG IPP, formerly known as the Multi-Year Training and Exercise Plan (MYTEP), consolidates the training and exercise-related information in the THIRA and SPR to enhance the capabilities of CAPCOG jurisdictions to respond to threats and hazards across the preparedness cycle.

The 2023 CAPCOG IPP was vetted and approved by the Homeland Security Task Force at its October 6, 2022, meeting.

This year’s planning efforts continued as a combination of virtual meetings and small group meetings that were conducted around the region.

THIS ITEM REPRESENTS A:

- New issue, project, or purchase
- Routine, regularly scheduled item
- Follow-up to previously discussed item
- Special item requested by board member
- Other

PRIMARY CONTACT/STAFF MEMBER: **Martin Ritchey, Director of Homeland Security**

BUDGETARY IMPACT:

Total estimated cost: N/A

Source of Funds: N/A

Is item already included in fiscal year budget? Yes No

Does item represent a new expenditure? Yes No

Does item represent a pass-through purchase? Yes No

If so, for what city/county/etc.? _____

PROCUREMENT: N/A

ACTION REQUESTED:

Consider adoption of the 2023 CAPCOG Integrated Preparedness Plan (IPP).

BACK-UP DOCUMENTS ATTACHED:

1. Summary of Changes 2023 CAPCOG Integrated Preparedness Plan (IPP)
2. 2023 CAPCOG Integrated Preparedness Plan (IPP).

BACK-UP DOCUMENTS NOT ATTACHED (to be sent prior to meeting or will be a handout at the meeting):

None

2023 CAPCOG Integrated Preparedness Plan (IPP) Summary of Changes

Overall:

- Substantive changes were made via track changes
- Formatting and grammatical changes were made throughout the document
- Updated Integrated Planning Team members list
- Added relevant acronyms and definitions
- Changed document footer to reflect HSTF meeting date (will revise to reflect CAPCOG Executive Committee adoption date in final copy)

Preparedness Priorities:

Changes were made to reflect changes in State Homeland Security Grant Program (SHSP) priority areas:

- *Addressing Emergency Threats* was deleted
- *Enhancing Community Preparedness and Resilience* was added
- *Enhancing Election Security* was added

Corresponding Capabilities:

- Revised listed capabilities to reflect the SHSP documents

Rationale:

- Revised to reflect SHSP documents, where applicable

Planning Factors:

- Revised to include changes in SHSP priority areas

Organization and Equipment Factors:

- Revised to include changes in SHSP priority areas, where applicable

Supporting Training Courses:

- Revised to include new training information and recommendations

Supporting Exercises:

- Deleted FY 2022 exercise information
- Added FY 2023-2025 known exercise information

Program Reporting:

- Added Critical Incident Stress Relief

Multi-Year Schedule of Preparedness Activities:

- Deleted FY 2022 activities
- Revised FY 2023 – 2025 activities

Identified Training List:

- Added additional training information



Capital Area Council of Governments

Integrated Preparedness Plan

2023

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Acronyms and Key Terms

Acronyms

AAR	After Action Report
AHA	American Hospital Association
AHIMT	All-Hazard Incident Management Team
AHJ	Authority Having Jurisdiction
ARIC	Austin Regional Intelligence Center
ASPR	Administration for Strategic Preparedness and Response
CAPCOG	Capital Area Council of Governments
CATRAC	Capital Area Trauma Regional Advisory Council
CBRNE	Chemical, Biological, Radiological, Nuclear, Explosive
CCTA	Complex Coordinated Terrorist Attack
CDP	Center for Domestic Preparedness
CERT	Community Emergency Response Team
CIKR	Critical Infrastructure Key Resources
CISA	Cybersecurity and Infrastructure Security Agency
CISM	Critical Incident Stress Management
CLO	County Liaison Officer
COBRA	Chemical, Ordinance, Biological and Radiological
COTA	Circuit of the Americas
CPT	Collaborative Planning Team
CRICC	CAPCOG Regional Interoperable Communications Committee
CSF	Cybersecurity Framework
DC	District Coordinator (TDEM)
DDC	Disaster District Chair/Coordinator
DFPS	Department of Family and Protective Services (Texas)
DHS	Department of Homeland Security
DIR	(Texas) Department of Information Resources
DSHS	(Texas) Department of State Health Services

EAS	Emergency Alert System
ECC	Emergency Communications Center (formerly PSAP)
EMAP	Emergency Management Accreditation Program
EMPG	Emergency Management Performance Grant
EMI	Emergency Management Institute
EOC	Emergency Operations Center
ERCOT	Electric Reliability Council of Texas
ESAR-VHP	Emergency System for Advance Registration of Volunteer Health Professionals
FEMA	Federal Emergency Management Agency
FEX	Functional Exercise
FSA	Farm Service Agency
FOUO	For Official Use Only
FSX	Full-scale Exercise
GSA	General Services Administration
HazMat	Hazardous Materials
HCID	High Consequence Infectious Disease
HEI	Higher Education Institution
HHSC	Texas Health and Human Services Commission
HPP	Hospital Preparedness Program
HSEEP	Homeland Security Exercise and Evaluation Program
HSGP	Homeland Security Grant Program
HSTF	Homeland Security Task Force
ICP	Incident Command Post
ICS	Incident Command System
IMAT	Incident Management Assistance Team
IMT	Incident Management Teams
IP	Improvement Plan
IPAWS	Integrated Public Alert and Warning System
IPP	Integrated Preparedness Plan
IPPPG	Integrated Preparedness Plan Planning Group

IPPW	Integrated Preparedness Plan Workshop
IRIS	Incident Resource Inventory System (now RIS)
ISAO	Information Sharing and Analysis Organization
ISD	Independent School District
JCO	Joint Commission
JIC	Joint Information Center
JIS	Joint Information System
LMS	Learning Management System
MIST	Medical Incident Support Team
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MS-ISAC	Multi-State Information Sharing and Analysis Center
MUD	Municipal Utility District
NCIRP	National Cyber Incident Response Plan
NCSR	Nationwide Cybersecurity Review
NCTSN	National Child Traumatic Stress Network
NDRF	National Disaster Recovery Framework
NFPA	National Fire Protection Association
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NIST	National Institute of Standards and Technology
NMF	National Mitigation Framework
NOAA	National Oceanic and Atmospheric Administration
NOFO	Notice of Funding Opportunity
NPF	National Prevention Framework
NPF	National Protection Framework
NPS	National Preparedness System
NQS	National Qualification System
NRF	National Response Framework
NWCG	National Wildfire Coordinating Group

NWS	National Weather Service
P3	Public-Private Partnership
PCII	Protected Critical Infrastructure Information
PHEP	Public Health Emergency Preparedness
PHI	Protected Health Information
POD	Point of Distribution
PSAP	Public Safety Answering Point (now ECC)
PSURT	Public Safety Unmanned Response Team
PTB	Position Task Book
RDPC	Rural Domestic Preparedness Consortium
RIS	Resource Inventory System (formerly IRIS)
RNS	Regional Notification System
RTL	Resource Typing Library Tool
SFFMA	State Firefighters and Fire Marshals Association of Texas
SHSP	State Homeland Security Program
SPR	Stakeholder Preparedness Review
STAR	State of Texas Assistance Request
STEAR	State of Texas Emergency Assistance Registry
TAHC	Texas Animal Health Commission
TCEQ	Texas Commission on Environmental Quality
TCFP	Texas Commission on Fire Protection
TCJS	Texas Commission on Jail Standards
TCOLE	Texas Commission on Law Enforcement
TDEM	Texas Division of Emergency Management
TDMS	Texas Disaster Medical System
TEA	Texas Education Agency
TEEX	Texas Engineering Extension Service
THECB	Texas Higher Education Coordinating Board
THIRA	Threat and Hazard Identification and Risk Analysis
TISR	Traumatic Incident Stress Relief

TJJD	Texas Juvenile Justice Department
TSA	Trauma Service Area
THSSP	Texas Homeland Security Strategic Plan
THSSP-IP	Texas Homeland Security Strategic Plan Implementation Plan
TTX	Tabletop Exercise
TxDOT	Texas Department of Transportation
TX EMTF	Texas Emergency Medical Task Force
VDE	Violent Domestic Extremism
VTTX	Virtual Tabletop Exercise
UAS	Uncrewed Aerial System
UASI	Urban Area Security Initiative
UAV	Uncrewed Aerial Vehicle
USDA	United States Department of Agriculture
WEA	Wireless Emergency Alert
WMD	Weapons of Mass Destruction
WUI	Wildland Urban Interface

Key Terms

After Action Report (AAR): A summary of key exercise-related information, including the exercise overview and analysis of objectives and core capabilities. It is usually developed in conjunction with an Improvement Plan (IP).

Authority Having Jurisdiction (AHJ): An entity with the authority and responsibility for the development, implementation, maintenance, and oversight of the qualification process within its organization or jurisdiction. This may be a state or Federal agency, a training commission, or a local agency such as a police or fire department. In some cases, the AHJ may provide support to multiple disciplines that collaborate as a part of a team (e.g., an Incident Management Team).

Collaborative Planning Team (CPT): Personnel who will implement, exercise, and conduct training based on plans.

Capabilities-Based Planning: Planning, under uncertainty, to provide capabilities suitable for a wide range of threats and hazards while working within an economic framework that necessitates prioritization and choice. Capabilities-based planning addresses uncertainty by analyzing a wide range of scenarios to identify required capabilities.

Climate Resilience: The ability to anticipate, prepare for, and respond to hazardous events, trends, or disturbances related to climate. Improving climate resilience involves assessing how climate change will create new, or alter current, climate-related risks, and taking steps to better cope with these risks.

Community: A political or geographical entity that has the authority to adopt and enforce laws and ordinances for the area under its jurisdiction. In Texas, the community may be either a political subdivision or a political entity or any part thereof.

Community Lifeline: A fundamental service that enables the continuous operation of critical government and business functions and is essential to human health and safety or economic security. When stabilized, it enables all other aspects of society to function.

Community Resilience: The ability of a community to prepare for anticipated natural hazards, adapt to changing conditions, and withstand and recovery rapidly from disruptions.

Continuity: The ability to provide uninterrupted services and support while maintaining organizational viability, before, during and after an incident that disrupts normal operations.

Critical Infrastructure: Assets, systems, and networks, whether physical or virtual, so vital to the United States that their incapacitation or destruction would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Critical Infrastructure and Key Resources (CIKR): Any system or asset vital to the CAPCOG region whose destruction or incapacitation would cause a devitalizing impact on physical, psychological, or economic security, public safety, or public health of the region.

Capability: An element to be planned, organized, equipped, trained, and exercise through personnel or resources to achieve an intended target.

Capability Target: A performance threshold established by the jurisdiction / agency / organization for each capability.

Consequence Management: Measures to alleviate the damage, loss, hardship, or suffering caused by emergencies, incidents, or disasters, including measures to restore essential government services, protect public health and safety, and provide emergency relief to affected governments, businesses, and individuals affected by the consequences of terrorism.

Core Capabilities: Distinct critical elements necessary to achieve the specific mission areas of prevention, protection, mitigation, response, and recovery as outlined in the *National Preparedness Goal*.

Corrective Action: An item outlined in an Improvement Plan (IP) that is intended to resolve areas for improvement.

Crisis Management: Measures to identify, acquire, and plan the use of resources in anticipation, prevention, and/or resolution of a threat or act of terrorism.

Cybersecurity: The art of protecting networks, devices, and data from unauthorized access or criminal use and the practice of ensuring confidentiality, integrity, and availability of information.

Cyber Terrorism: Malicious conduct in cyberspace to commit or threaten to commit acts dangerous to human life, or against critical infrastructure, such as energy, transportation, or government operations to intimidate or coerce a government or civilian population, or any sequence thereof, in furtherance of political or social objectives.

Drill: An operations-based exercise employed to validate a single operation or function.

Exercise: An event or activity delivered through discussion or action to develop, assess, or validate capabilities to achieve planned objectives.

Facilitated Discussion; A method that uses a facilitator with functional or subject-matter expertise and awareness of appropriate plans and procedures for discussion-based exercises.

Full-Scale Exercise (FSX): An operations-based exercise that is typically the most complex and resource-intensive of the exercise types and often involves multiple agencies, jurisdictions/agencies/organizations, and real-time movement of resources.

Functional Exercise (FEX): An operations-based exercise designed to assess and evaluate capabilities and functions while in a realistic, real-time environment; however, movement of resources is usually simulated.

Game: A discussion-based exercise that is a structured form of play designed for individuals or teams in a competitive or noncompetitive environment. It is an event experienced by the players and guided by clear rules, data, and procedures for its execution. Games are designed to depict an actual or hypothetical situation to ensure that the participants make decisions and take actions that would be plausible. Games can be used to reinforce training, stimulate team building, or enhance operational and tactical capabilities.

High Consequence Infectious Disease (HCID): A disease that includes any confirmed or suspected infection with a pathogen that meets either of the following criteria: Pathogens for which all forms of medical waste (including patient excreta, secretions, blood, tissue, tissue swabs, and specimens in transport media) are classified as category A infectious substances (UN2814) by the U.S. Department of Transportation; or a pathogen with the potential to cause a high mortality rate among otherwise healthy people; and at least some types of direct clinical specimens pose generalized risks to laboratory personnel; and known risk of secondary airborne spread within health care settings or unknown mode of transmission; and no routine vaccine exists.

Homeland Security Exercise and Evaluation Program (HSEEP): A document that provides a set of guiding principles for exercise programs, as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning.

Improvement Plan (IP): A document that includes a consolidated list of corrective actions, responsible parties, and a timeline for completion.

Integrated Preparedness Plan (IPP): A document for combining efforts across components of the Integrated Preparedness Cycle to make sure that a jurisdiction/organization has the capabilities to handle threats and hazards.

Integrated Preparedness Planning Workshop (IPPW): A meeting that establishes the strategy and structure for an exercise program and preparedness efforts while setting the foundation for the planning, conduct, and evaluation of individual exercises.

Integrated Public Alert and Warning System (IPAWS): The national system for local alerting that provided authenticated emergency and life-saving information to the public through mobile phones using Wireless Emergency Alerts, to radio and television via the Emergency Alert System (EAS), and on the National Oceanic and Atmospheric Administration's (NOAA) Weather Radio.

Incident Command System (ICS): The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure and designed to aid in the management of resources during incident response.

Joint Information Center (JIC): A facility in which personnel coordinate incident-related public information activities. It serves as the central point of contact for all news media. Public information officials from all participating agencies co-locate at, or virtually coordinate through, the joint information center.

National Incident Management System (NIMS): A systematic, proactive approach to guide all levels of government, Non-Government Organizations (NGO)s, and the private sector to work together to prevent, protect against, mitigate, respond to, and recover from the effects of incidents. The NIMS provides stakeholders across the whole community with the shared vocabulary, systems, and processes to successfully deliver the capabilities described in the National Preparedness System. NIMS provides a consistent foundation for dealing with all incidents, ranging from daily occurrences to incidents requiring a coordinated Federal response.

National Preparedness Goal (NPG): A document that defines what it means for the whole community to be prepared for all types of disasters and emergencies. The NPG describes 32 core capabilities that address the greatest risks to the nation.

National Preparedness System: A method that outlines an organized process for everyone in the whole community to move forward with preparedness activities and achieve the National Preparedness Goal.

National Qualification System (NQS): A nationwide approach and best practice for Authorities Having Jurisdiction (AHJ)s to use in qualifying, certifying, and credentialing incident management and support personnel.

National Special Security Event: Planned major events, designated by the Department of Homeland Security, that warrant the full protection, incident management and counterterrorism capabilities of the federal government.

Nationwide Cybersecurity Review (NCSR): A free, anonymous, annual self-assessment designed to measure gaps and capabilities of state, local, tribal, and territorial governments' cybersecurity programs. It is based on the National Institute of Standards and Technology (NIST) Cybersecurity Framework (CSF) and is sponsored by the Department of Homeland Security (DHS) and the Multi-State Information Sharing and Analysis Center (MS-ISAC).

OneResponder Network: A web-based master qualifications system that provides a common language and approach to quickly qualify and certify emergency personnel.

Position-Specific Training: Advanced level training needed by personnel responsible for managing incidents of greater complexity than those typically encountered during routine operations. This training is designed to provide all-hazards competencies and behaviors for Command and General Staff and selected Unit Leader positions within a Type III and/or Type IV Incident Management Team (IMT) environment. Competencies in the training are focused on the ability of the student to assume specific position responsibilities, lead assigned personnel, communicate effectively, and to ensure the completion of assigned tasks to meet identified objectives for the position.

Position Task Book (PTB): A document that describes the minimum competencies, behaviors, and tasks to qualify or recertify for a position and documents a trainee's performance of given tasks.

Public-Private Partnership (P3): Any type of mutually beneficial cooperative arrangement, informal or formal, between two or more organizations of private industry and the public sector to enhance life safety, economic security, and the resilience of jurisdictions.

Resilience: The capacity of individuals, communities, businesses, institutions, and governments to adapt to changing conditions and to prepare for, withstand, and rapidly recover from disruptions to everyday life, and the ability of systems to withstand and/or adapt to changing conditions and continue to perform after disruptions, damage, or loss of infrastructure.

Resource Inventory System (RIS): A centralized, secure, and cloud-hosted resource inventory solution designed to assist organizations implement the National Incident

Management System (NIMS) by supporting both resource inventorying and typing practices. Formerly known as the Incident Resource Inventory System (IRIS).

Seminar: A discussion-based exercise that orients participants to or provides an overview of authorities, strategies, plans, policies, procedures, protocols, resources, concepts, and ideas.

Stakeholder Preparedness Review (SPR): An annual self-assessment of a jurisdiction's current capability levels against the targets identified in the Threat and Hazard Identification and Risk Assessment (THIRA). Using the targets from the THIRA, jurisdictions identify their current capability and how that capability changed over the last year, including capabilities lost, sustained, and built.

Strike Team: A specified combination of the same kind and type of resources, with common communications, and a designated leader.

Tabletop Exercise (TTX): A discussion-based exercise in response to a scenario intended to generate a dialogue of various issues to facilitate a conceptual understanding, identify strengths and areas for improvement, and/or achieve changes in perceptions about plans, policies, or procedures.

Task Force: Any combination of single resources, but typically two to five, assembled meet a specific mission or operational need. A Task Force will contain resources of different kinds and types.

Threat and Hazard Identification and Risk Assessment (THIRA): A three-step risk assessment process that helps communities understand their risks and what they need to do to address those risks. The outputs from the THIRA process are the foundation for determining a community's capability gaps as part of the Stakeholder Preparedness Review.

Wildland Urban Interface (WUI): The zone of transition between unoccupied land and human development. It is the line, area, or zone where structures and other human development meet or intermingle with undeveloped wildland or vegetative fuels.

Workshop: A discussion-based exercise often employed to develop policy, plans, or procedures.

PURPOSE

The purpose of the CAPCOG *Integrated Preparedness Plan (IPP)*, formerly known as the *Multi-year Training and Exercise Plan (MYTEP)* or *Training and Exercise Plan (TEP)*, is to document the elements necessary to strengthen and sustain the core capabilities of the CAPCOG jurisdictions and to reflect the priorities established by the Governor's Public Safety Office, the Texas Department of Homeland Security, and the CAPCOG Strategic Advisory Committee.

The Plan is a collaborative effort of the CAPCOG Homeland Security Task Force (HSTF) Training and Outreach Committee and other committees. It is designed to promote communication and coordination of training and exercises among CAPCOG partners and stakeholders and reduce duplication of efforts.

Maintenance

The CAPCOG Homeland Security Division is the primary organization responsible for maintaining and distributing the IPP and its associated documents in coordination with the HSTF committees. The Division also establishes and coordinates the annual review and revision activities of the Plan.

Integrated Preparedness Plan Workshop (IPPW)

The CAPCOG Homeland Security Division hosts an annual *Integrated Preparedness Plan Workshop* (IPPW) to review and revise the CAPCOG IPP. The Division provides a collaborative environment where representatives of regional jurisdictions, stakeholders, and partners can deliberate and collaborate on the region's training and exercise efforts. The IPPW is led by the Chair of the CAPCOG Training and Exercise Committee, assisted by the Homeland Security Division staff, and other CAPCOG Homeland Security Task Force Committee Chairs. The IPP outlines the cycle of training and exercise activities that will provide the most value in strengthening the identified core capabilities and priority. It is adopted by the members of the Homeland Security Task Force at the meeting following the IPPW.

PREPAREDNESS ACTIVITY CONSIDERATIONS

As part of the annual review, the Integrated Preparedness Plan Planning Group (IPPPG), comprised of members of CAPCOG Training and Outreach committee, members of other committees, and Homeland Security Staff identify the top potential threats and hazards that can adversely impact the CAPCOG 10-county region. The IPPPG considers many sources during the identification process; including but not limited to the CAPCOG Threat and Hazard Identification and Risk Analysis (THIRA) and Stakeholder Preparedness Review (SPR); the Texas Hazard Analysis; the Hazard Analyses and THIRAs of each County in the CAPCOG region; local, state, national, and global historical events, emergencies, incidents, and disasters and their respective After-Action Reports (AARs) and Improvement Plans (IP). The CAPCOG IPP establishes priorities and goals that will guide regional efforts to build, improve, and sustain regional capabilities across mission areas.

Threats, Hazards, and Risks

The CAPCOG region uses the CAPCOG THIRA process to identify the most likely hazards that may impact the 10-county region. The identified hazards are not an all-inclusive list as not every possible hazardous event can impact a jurisdiction in the same way. The IPP reflects incidents that have challenged current regional capacities and capabilities, beginning with those posing the highest risk and highest impact followed by those with lesser risk and impacts. The 2022 CAPCOG THIRA identified the following hazards most likely to impact the region (listed in alphabetical order):

1. Cascading Infrastructure/Supply Chain Failure
2. Cyber Attack
3. Flash Flooding and Riverine Flooding
4. Hazardous Materials Release, both fixed facility and transportation
5. Infectious Disease Outbreak, including Pandemic and High Consequence Infectious Disease (HCID)
6. Severe/Extreme Winter Weather
7. Wildland/Wildland Urban Interface Fires, including Asymmetric attack and Pyro-terrorism

Capability Assessments, Corrective Actions, and Improvement Plans

Using the CAPCOG 2022 THIRA results, CAPCOG performed a capabilities assessment to assess our current capabilities against THIRA targets via the CAPCOG 2022 Stakeholders Preparedness Report (SPR). The SPR identified key gaps in the following regional capabilities:

1. Planning:
 - Existing regional plans need to be reviewed and or updated
 - Additional regional plans need to be developed
2. Organization:
 - Current CAPCOG HSTF and committee vacancies need to be filled
 - Membership in various CAPCOG committees and work groups need to be increased
3. Equipment:
 - Microsoft Hubs need software updates and possible reinstall
 - Continue expanding regional functionality/capacity of Microsoft Teams, WebEOC, and other related platforms
4. Training:
 - Coordination of training opportunities across the region is needed
 - Continue assessment of regional training gaps and refining the CAPCOG IPP as needed
5. Exercises:
 - Progressive regional exercises need further development
 - Both discussion- and operations-based regional exercises are needed

External Sources and Requirements

CAPCOG is a recipient of the State Homeland Security Grant Program (SHSP), and current requirements include six priority areas:

1. Enhancing cybersecurity
2. Combating domestic violent extremism
3. Enhancing the protection of soft targets/crowded places

4. Enhancing information and intelligence sharing and analysis
5. Enhancing community preparedness and resilience
6. Enhancing election security

However, due to the impact of the February 2021 severe winter weather on the CAPCOG region and the State of Texas, two additional priority areas were included, to wit: Cascading Infrastructure/Supply Chain Failure and Severe/Extreme Winter Weather

Accreditation Standards and Regulations

1. Regional public health care facilities continue to conform to applicable American Hospital Association (AHA), and Joint Commission (JCO) accreditation standards.
2. TDEM Region 6 Incident Management Team (IMT) comply with the requirements of the All-Hazards Incident Management Teams Association (AHIMTA).
3. CAPCOG has adopted the multi-year cycle to prepare for future Emergency Management Accreditation Program (EMAP) accreditation by jurisdictions in the CAPCOG 10-county region.
4. CAPCOG region fire service agencies and departments comply with the applicable requirements of the National Fire Protection Association (NFPA), the State Firefighters' and Fire Marshals Association of Texas (SFFMA), and the Texas Commission on Fire Protection (TCFP).
5. CAPCOG region correctional facilities comply with requirements of the Texas Commission on Jail Standards (TCJS).
6. CAPCOG region Independent/Consolidated School Districts conform to Texas Education Agency (TEA) Standards.
7. CAPCOG region law enforcement agencies and departments comply with the requirements of the Texas Commission on Law Enforcement (TCOLE).
8. CAPCOG region Colleges and Universities conform to Texas Higher Education Coordinating Board (THECB) standards.
9. CAPCOG region jurisdictions have adopted and comply with the National Incident Management System (NIMS) and the National Qualifications System (NQS).

PREPAREDNESS PRIORITIES

Based on the above-mentioned considerations, the Integrated Preparedness Planning Workshop (IPPW) participants determined the following priorities will be the focus for the multi-year cycle of preparedness:

Preparedness Priorities
• <i>Enhancing Cybersecurity</i>
• <i>Combatting Violent Domestic Extremism</i>
• <i>Enhancing the Protection of Soft Targets/Crowded Places</i>
• <i>Enhancing Community Preparedness and Resilience</i>
• <i>Enhancing Information and Intelligence Sharing and Analysis</i>
• <i>Enhancing Election Security</i>
• <i>Addressing Cascading Infrastructure/Supply Chain Failure</i>
• <i>Severe/Extreme Winter Weather</i>

Several CAPCOG jurisdictions have seen turnover in the Emergency Management Coordinator position and there have been several senior leadership retirements. Additional turnover in staffing due to deaths, fatigue, and retirements after extensive COVID-19 Pandemic activations and operations continues to impact the availability of experienced emergency management leadership and staff.

CAPCOG preparedness activities must support efforts to build, sustain, and deliver the capabilities necessary to prevent, prepare for, protect against, respond to and mitigate natural, human-caused, and technological hazards and acts of terrorism. However, many capabilities simultaneously support preparedness and resiliency for other hazards or acts of terrorism.

Enhancing Cybersecurity

Multiple CAPCOG agencies, organizations, stakeholders, and private-sector partners have been victimized by cybersecurity attacks, including but not limited to denial-of-service attacks, malware, phishing, and ransomware. These attacks have highlighted the vulnerabilities and impacts of a breach of cybersecurity. CAPCOG has made efforts to establish cybersecurity-related protocols at the jurisdictional level, but there are some areas where staffing and infrastructure are not robust and present vulnerabilities that could threaten the stability of the region. According to the *National Preparedness Goal*, the core capability of cybersecurity is to protect (and, if needed, restore) electronic communications systems, information, and services from damage, unauthorized use, and exploitation,

CAPCOG is committed to increasing, developing, and coordinating cyber response capacity across the region with federal-, state-, and local-level partners and stakeholders. This may involve the Continuous Diagnostics and Mitigation (CDM) of cybersecurity platforms. CDM is a dynamic approach to fortifying the cybersecurity of government networks and systems available to State, Local, Territorial, and Tribal governments through the Department of Homeland Security (DHS) and the General Services Administration (GSA).

Corresponding Capabilities (listed in alphabetical order):

- Access Control and Identity Verification
- Cybersecurity
- Economic Recovery
- Intelligence and Information Sharing
- Infrastructure Systems
- Logistics and Supply Chain Management
- Long-term Vulnerability Reduction
- Operational Communications
- Operational Coordination
- Planning
- Public Information and Warning
- Risk Management for Protection Programs and Activities
- Screening, search, and Detection
- Situational Assessment
- Supply Chain Integrity and Security

Rationale:

Cyber intrusions, malware, and ransomware attacks are increasing exponentially across all sectors of critical infrastructure at all levels of government and the private sector. The CAPCOG SPR identified a gap in knowledge and capacity for cybersecurity. The Texas Department of Information Resources (DIR) and the HSGP mandate jurisdictions and agency annually complete and submit the Nationwide Cybersecurity Review (NCSR). Additionally, SHSP grant requirements include cybersecurity actions be included in funded activities.

Planning Factors:

- Integrate cybersecurity best practices into existing regional plans.

- Develop regional-level cybersecurity plan(s) that mirror federal-and state-level plans.
- Partner with Region 6 Cybersecurity and Infrastructure Agency (CISA) state representatives to develop regional cyber security best practices and protocols to improve community cyber recover and resiliency.
- Revise and execute Regional Response, Recovery and Resiliency, and/or Mutual Aid Plans or Agreements, as necessary.
- Integrate critical incident stress reduction, behavioral health training, skills, and techniques into to existing regional plans and polices, to the extent possible.

Organization and Equipment Factors:

- Continue local and regional assessments to identify existing and potential cyber resources.
- Continue distributing advisories from local-, regional-, state-, and federal-level cybersecurity and law enforcement agencies and organizations.

Supporting Training Courses*:

Course #	Course Title	Course Length
AWR-136	Essentials of Community Cybersecurity	4 hours
AWR 381-W	Establishing an Information Sharing & Analysis Organization	8 hours
AWR 398-W	Introduction to ISAOs	1.5 hours
MGT 384	Community Preparedness for Cyber Incidents	6 hours

*See the *Identified Training List* for additional training courses

Supporting Exercises:

- 2022 FEMA Cybersecurity Virtual Tabletop Exercise (VTTX)
- 2022 CISA Operation SafeNet Virtual Tabletop Exercise (VTTX)
- 2023 CAPCOG CyberX Exercise
- 2024 CAPCOG DVEX Exercise
- 2025 CAPCOG DryChain Exercise
- Monthly WebEOC User Drills
- Monthly Regional Notification System (RNS) tests

Combatting Violent Domestic Extremism (VDE)

The CAPCOG region is at risk for violent, criminal acts committed by individuals and/or groups pursuant to ideological goals stemming from domestic influences, such as those of a political, religious, social, racial, or environmental nature. Rapidly changing and improving technology presents new threats and risks to the CAPCOG region. Terrorist and extremist groups, sympathizers; and collaborators; lone-wolf, state-sponsored, and rogue nation actors remain intent on acquiring weapons that can be used against this nation. Biological and chemical materials and technologies with dual use capabilities are easily accessible through retail outlets and the internet. The proliferation of inexpensive uncrewed arial vehicles (UAVs), artificial intelligence, and biotechnology increase the opportunity for threat actors to acquire and use these against the residents of the CAPCOG region. The Austin serial bombings in March 2018, resulted in the death of two people and injured five others over a 20-day period. Other large-scale incidents of civil unrest, looting, and mass protests in the Spring and Summer of 2020, such as those following the in-custody deaths of George Floyd and Javier Ambler, and the shooting of Garrett Foster, can quickly overwhelm local public safety responders and agencies. The January 6 insurrection, the *Dobbs v Jackson Women's Health Organization* Supreme Court decision and subsequent related local protests can also overwhelm public safety resources and endanger local, state, and federal public safety and judicial personnel and infrastructure. Considering the rise in various violent domestic extremist groups and given the region's transportation corridors, geography, and abundance of fire fuels in the wildland urban interface (WUI), the potential for pyro-terrorism or the use of fire as a weapon or hazardous materials transportation as targets are also a consideration.

CAPCOG is committed to increasing, developing, and coordinating efforts to combatting VDE with our state and local partners and stakeholders. These efforts may involve providing more training and exercise opportunities related to combatting VDE and providing technical assistance to local partners and stakeholders in identifying assessing their risks and vulnerabilities to VDE.

Corresponding Capabilities (listed in alphabetical order):

- Community Resilience
- Fire Management and Suppression
- Intelligence and Information Sharing
- Interdiction and Disruption
- On-Scene Security, Protection, and Law Enforcement
- Operational Communications
- Operational Coordination
- Physical Protective Measures
- Planning
- Public Information and Warning
- Risk Management for Protection Programs and Activities
- Situational Assessment

Rationale:

The CAPCOG SPR identified a gap in knowledge and capacity for Combatting Violent Domestic Extremism. Additionally, federal SHSP grant requirements include combatting VDE actions be included in funded activities. Unforeseen incidents, such as complex coordinated terrorist attacks (CCTAs) and asymmetrical terrorism would overwhelm the capabilities and resources of CAPCOG jurisdictions, stakeholders, and partners.

Planning Factors:

- Integrate VDE identification, prevention, and protection best practices into existing regional plans and policies, specifically regional response plans, to the extent possible.
- Develop and execute regional-level VDE plan(s) that mirror federal-and state-level plans, as appropriate.
- Integrate critical incident stress reduction, behavioral health training, skills, and techniques into to existing regional plans and polices, to the extent possible.
- Revise and execute Regional Response, Recovery and Resiliency, and/or Mutual Aid Plans and Agreements, as necessary.

Organization and Equipment Factors:

- Continue local and regional threat and/or behavioral health assessments to identify existing and potential VDE prevention and response resources, to the extent possible.
- Expand membership opportunities in the Austin Regional Intelligence Center (ARIC) to additional jurisdictions.
- Continue distribution of advisories from local, state, regional, and federal level law enforcement, public safety, public health and medical, and animal health agencies and organizations.

Supporting Training Courses*:

Course #	Course Title	Course Length
ARIC TLO	Public Safety Threat Liaison Officer Basic Course	4 hours
ARIC TLO -G	Threat Liaison Officer Training – non-sworn officers	4 hours
AAIR	Active Attack Integrated Response Course	16 hours
LET 221	Active Attack Event Response Leadership Online	4 hours
SPR	NCTSN Skills for Psychological Recovery (SPR) Online	5 hours

*See the *Identified Training List* for additional training courses

Supporting Exercises:

- 2022 FEMA Cybersecurity Virtual Tabletop Exercise (VTTX)
- 2022 CISA Operation SafeNet Virtual Tabletop Exercise (VTTX)
- 2023 CAPCOG CyberX Exercise
- 2024 CAPCOG DVEX Exercise
- 2025 CAPCOG DryChain Exercise
- Quarterly Active Attack Drills – hosted/sponsored by Austin PD and FD
- Monthly CAPCOG WebEOC User Drills
- Monthly Regional Notification System (RNS) testing

Enhancing the Protection of Soft Targets/Crowded Places

Jurisdictions across the CAPCOG region host numerous high-profile conferences, music festivals, competitions, livestock shows, rodeos, parades, and fairs all year long, in addition to professional, semi-professional, collegiate, and high school sporting and extra-curricular events. The region is home to the Circuit of the Americas (COTA), the outlet malls in San Marcos, the Domain, and other large shopping malls, public and private colleges and universities, and numerous tourist destinations, parks, recreational rivers, and lakes. As such, all these facilities and events are soft targets and crowded places,

CAPCOG is committed to increasing, developing, and coordinating efforts to enhance the protection of soft targets/crowded places across the region with state and local partners and stakeholders. These efforts may involve providing more training and exercise opportunities related to protecting soft targets/crowded places and providing technical assistance to local partners and stakeholders in identifying assessing the risks and vulnerabilities of soft targets in their jurisdictions

Corresponding Capabilities:

- Access Control and Identity Verification
-
- Intelligence and Information Sharing
- Interdiction and Disruption
- On-Scene Security, Protection, and Law Enforcement
- Operational Communications
- Operational Coordination
- Physical Protective Measures
- Planning
- Public Information and Warning
- Risk Management for Protection Programs and Activities
- Screening, Search, and Detection
- Situational Assessment

Rationale:

- The CAPCOG SPR identified a gap in knowledge and capacity for enhancing the protection of soft targets/crowded places. Additionally, federal SHSP grant requirements include enhancing the protection of soft targets and crowded places be included in funded activities.
- Unforeseen incidents, such as the Austin bombings, recent civil disturbances, active shooter, complex coordinated terrorist attacks (CCTAs), and/or asymmetrical terrorism attacks would overwhelm the capabilities and resources of CAPCOG

jurisdictions, stakeholders, and partners. Large-scale incidents of civil unrest, looting, and mass protests in the Spring and Summer of 2020, such as those following the in-custody deaths of George Floyd and Javier Ambler, the shooting of Garrett Foster can quickly overwhelm local public safety responders and agencies. The January 6 insurrection, the *Dobbs v Jackson Women's Health Organization* Supreme Court decision, the rise in various violent domestic extremist groups, and subsequent related local protests can also overwhelm public safety resources and endanger local, state, and federal public safety and judicial personnel and infrastructure.

Planning Factors:

- Integrate soft target identification and protection best practices into existing regional plans, as appropriate.
- Develop regional-level mass casualty/fatality plan(s) that mirror federal-and state-level plans, as appropriate.
- Integrate critical incident stress reduction and behavioral health training, skills, and techniques into to existing regional plans and polices, to the extent possible.
- Revise and execute Regional Response, Recovery and Resiliency, and/or Mutual Aid Plans and/or Agreements, as necessary.
- Integrate and develop mass evacuation, unaccompanied minors, family reunification, and evacuation tracking and reentry planning.
- Develop pre-plans for soft targets across the region.
- Support NQS and NWCG qualifications and documentation during planned events held at or in proximity to soft targets/crowded places.

Organization and Equipment Factors:

- Continue local and regional assessments to identify existing and potential soft target/crowded places response and/or recovery resources.
- Continue local and regional assessments to identify existing and potential soft target/crowded places prevention and response resources, to the extent possible.
- Continue distribution of advisories from local, state, regional, and federal level law enforcement, public safety, public health and medical, and animal health agencies and organizations relevant to this capability.
- Continue to enhance and standardize regional hazardous materials and response equipment and training.

Supporting Training Courses*:

Course #	Course Title	Course Length
ETN 200	Emergency Tracking Network	4 hours
E/L/G 386	Mass Fatalities Incident Response	20 hours
MGT 404	Sports and Special Events Incident Management	16 hours
O-305	Type 3 All-Hazards Incident Management Team Introduction	40 hours
MGT 314	Advanced Incident Management Unified Command (EIMUC)	28 hours
AWR 232	Mass Fatality Planning & Response for Rural Communities	8 hours

*See the *Identified Training List* for additional training courses

Supporting Exercises:

- Annual TDEM State and Regional Hurricane Exercises
- Quarterly Active Attack Drills – hosted/sponsored by Austin PD and FD
- Monthly CAPCOG WebEOC User Drills
- Monthly CAPCOG Regional Notification System (RNS) testing
- 2023 CAPCOG CyberX Exercise
- 2024 CAPCOG DVEX Exercise
- 2025 CAPCOG DryChain Exercise

Enhancing Community Preparedness and Resilience

CAPCOG jurisdictions, agencies, organizations, partners, and stakeholders have been impacted by natural and human-caused emergencies, incidents, and disasters; to wit: Hurricanes Ike, Harvey, and Laura; numerous tropical storms, floods and flashfloods, extreme drought conditions, winter storms, wildland fires, and on-going high consequence infectious disease (HCID) outbreaks. Each of these, in concert with business and supply chain interruptions and disruptions, take an ever-increasing toll on regional community lifelines, emergency responders, organizations, infrastructure, and residents.

CAPCOG is committed to increasing, developing, and coordinating efforts to enhance community preparedness and resilience across the region with state and local partners, organizations, and stakeholders. These efforts may include providing additional training and exercise opportunities related to recovery and resilience and providing technical assistance to local partners, organizations, and stakeholders.

Corresponding Capabilities:

- Community Resilience
- Intelligence and Information Sharing
- Long-term Vulnerability Reduction
- MassCare Services
- Planning
- Public Information and Warning
- Risk and Disaster Resilience Assessment
- Risk Management for Protection Programs and Activities

Rationale:

The CAPCOG SPR identified a gap in knowledge and capacity for enhancing community preparedness and resilience. Additionally, federal SHSP grant requirements include actions to address emergent threats be included in funded activities. Concurrent incidents and disasters and long-term response and recovery activities can create community and responder stressors that may not have been previously experienced and overwhelm the capabilities and resources of local, state, and regional jurisdictions. .

Planning Factors:

Integrate community preparedness and resiliency best practices into existing regional plans and policies, specifically regional response plans, to the extent possible.

- Develop regional-level community recovery plan(s) that mirror federal-, and state-level plans, as appropriate.
- Revise and execute Regional Response, Recovery and Resiliency, and/or Mutual Aid Plans and/or Agreements, as necessary.
- Integrate and develop, evacuation, unaccompanied minors, and emergency tracking, and reentry planning, as appropriate.
- Integrate critical incident stress reduction, behavioral health training, skills, and techniques into to existing regional plans and polices, to the extent possible.
- Develop pre-plans for unaccompanied minors and reunification across the region.
- Support NQS and NWCG qualifications and documentation during planned events and incidents.

Organization and Equipment Factors:

- Continue local and regional assessments to identify regional community preparedness, resiliency, and/or recovery resources.
- Continue distributing advisories from local, state, regional, and federal level law enforcement, public safety, public health and medical, and animal health agencies and organizations relevant to his capability.

Supporting Training Courses*:

Course #	Course Title	Course Length
AWR 213	Critical Infrastructure Security and Resilience Awareness	8 hours
E/L/G 386	Mass Fatalities Incident Response	20 hours
E/L/G 489	Management of Spontaneous Volunteers in Disasters	7 hours
G 358	Evacuation and Reentry Course	16 hours
MHFA	Mental Health First Aid	8 hours
U 381	USFA Empowering Responder Wellness (online)	2 hours

*See the *Identified Training List* for additional training courses

Supporting Exercises:

- 2022 FEMA Cybersecurity Virtual Tabletop Exercise (VTTX)
- 2022 CISA Operation SafeNet Virtual Tabletop Exercise (VTTX)
- Quarterly Active Attack Drills – hosted/sponsored by Austin PD and FD
- Monthly CAPCOG WebEOC User Drills
- Monthly Regional Notification System (RNS) testing
- 2023 CAPCOG CyberX Exercise
- 2024 CAPCOG DVEX Exercise
- 2025 CAPCOG DryChain Exercise

Enhancing Information and Intelligence Sharing and Analysis

Effective homeland security operations rely on access to, analysis of, and the timely sharing of open source, unclassified and classified information, suspicious activity reports, tips/leads, and actionable intelligence on indicators and behaviors to accurately identify, assess, and mitigate a wide array of threats against the nation, the State of Texas, and the CAPCOG region: including terrorism, threats to life, targeted violence, and innumerable others. Accordingly, CAPCOG partners and stakeholders work diligently to enhance intelligence collection, integration, analysis, and information sharing capabilities to ensure partners, stakeholders, and senior leaders receive actionable intelligence and information necessary to inform their decisions and operations.

CAPCOG is committed to increasing, developing, and coordinating efforts to enhance information and intelligence sharing and analysis across the region with state and local partners and stakeholders. These efforts may include providing more training and exercise opportunities related to information and intelligence sharing and analysis and providing technical assistance to local partners and stakeholders in identifying assessing their capabilities related to this.

Corresponding Capabilities (in alphabetical order):

- Intelligence and Information Sharing
- Interdiction and Disruption
- Operational Communications
- Operational Coordination
- Planning
- Public Information and Warning
- Risk Management for Protection Programs and Activities

Rationale:

The CAPCOG SPR identified a gap in knowledge and capacity for information and intelligence sharing and analysis. Additionally, federal SHSP grant requirements include actions to address this gap be included in funded activities. Rapidly changing technology and the burgeoning use of social media by lone-wolf and/or rogue nation actors can create previously unforeseen incidents that would overwhelm the capabilities and resources of CAPCOG jurisdictions, stakeholders, and partners. Thus, information and intelligence sharing and analysis become critical.

Planning Factors:

- Integrate potential information and intelligence sharing and analysis best practices into existing regional plans and polices, specifically regional response plans, to the extent possible.

- Develop regional-level information and intelligence sharing and analysis plan(s) that mirror federal- and state-level plans, as appropriate.
- Revise and execute Regional Response, Recovery and Resiliency, Mutual Aid Plans and/or Agreements, as necessary.
- Develop pre-plans for soft targets across the region, as appropriate.

Organization and Equipment Factors:

- Continue local and regional assessments to identify opportunities for information and intelligence sharing and analysis preparedness, response, and/or recovery resources.
- Continue distribution of advisories from local, state, regional, and federal level law enforcement, public safety, public health and medical, and animal health agencies and organizations relevant to this capability.
- Continue to enhance and standardize regional information and intelligence sharing and analysis response equipment and training , as appropriate.

Supporting Exercises:

- 2022 FEMA Cybersecurity Virtual Tabletop Exercise (VTTX)
- 2022 CISA Operation SafeNet Virtual Tabletop Exercise (VTTX)
- 2023 CAPCOG CyberX Exercise
- 2024 CAPCOG DVEX Exercise
- 2025 CAPCOG DryChain Exercise
- Quarterly Active Attack Drills – hosted/sponsored by Austin PD and FD
- Monthly WebEOC User Drills
- Monthly Regional Notification System (RNS) testing

Supporting Training Courses*:

Course #	Course Title	Course Length
ARIC TLO	Threat Liaison Officer Training	4 hours
AWR 122	Law Enforcemtn Prevention & Deterrence of Terrorist Acts	14
AWR 219	Site Protection through Observational Techniques (SPOT)	7 hours
AWR 315	Fundamentals of Criminal Intelligence	20 hours
AWR 381W	Establishing an Information Sharing & Analysis Organization	8 hours
O-305	NFPA Type 3 All-Hazards Incident Management Team Introduction	40 hours

*See the *Identified Training List* for additional training courses

Enhancing Election Security

The infrastructure used to administer elections has been designated as critical infrastructure since 2017. Securing election infrastructure and ensuring an election free from foreign interference are priorities across all levels of government. Threats to election systems are constantly evolving and have included virtual threats, such as cyber-attacks, cyber intrusion, and social media-based misinformation and disinformation campaigns, in addition to physical threats such as vandalism, protests, demonstrations, and civil unrest fomented by violent domestic extremist groups and individuals. Thus, defending these systems require constant vigilance, innovation, and adaption.

Corresponding Capabilities (listed in alphabetical order):

- Cybersecurity
- Infrastructure Systems
- Intelligence and Information Sharing
- Long-term Vulnerability Reduction
- On-Scene Security, Protection, and Law Enforcement
- Operational Communications
- Operational Coordination
- Planning
- Situational Assessment

Rationale:

The CAPCOG SPR identified a gap in knowledge and capacity to enhance election security threats. Additionally, federal SHSP grant requirements include actions to enhance election security to be included in funded activities. Rapidly changing technology and the burgeoning use of social media by rogue nation actors and violent domestic extremist groups and individuals can create previously unforeseen incidents that would overwhelm the capabilities and resources of CAPCOG jurisdictions, stakeholders, and partners.

Planning Factors:

- Integrate potential election security threat identification, prevention, and protection lessons learned and best practices into existing regional plans and policies, specifically regional response plans, to the extent possible.
- Develop regional-level election security plans that mirror federal- and state-level plans, as appropriate.
- Revise and execute Regional Response, Recovery and Resiliency, and/or Mutual Aid Plans and/or Agreements, as necessary.
- Develop pre-plans for election facilities/soft targets across the region.

Organization and Equipment Factors:

- Continue local and regional assessments to identify existing and potential election security resources.
- Continue to identify and improve election security threat intelligence and information gathering and sharing, response and/or recovery assets and resources.
- Develop and deploy Uncrewed Aerial System (UAS) identification and interdiction equipment across the CAPCOG region, as appropriate to enhance election security.
- Continue distributing advisories from local, state-, regional-, and federal-level law enforcement, public safety agencies, and organizations relevant to election security.
- Enhance and standardize regional hazardous materials and response equipment and training relevant to threats to election security.

Supporting Training Courses*:

Course #	Course Title	Course Length
AWR 340	Protective Measures Awareness	1 hour
AWR 345	Unmanned Aircraft Systems in Disaster Management	8 hours
PER 335	Critical Decision Making for Complex Coordinated Attacks	16 hours

*See the *Identified Training List* for additional training courses

Supporting Exercises:

- 2022 FEMA Cybersecurity Virtual Tabletop Exercise (VTTX)
- 2022 CISA Operation SafeNet Virtual Tabletop Exercise (VTTX)
- 2023 CAPCOG CyberX Exercise
- 2024 CAPCOG DVEX Exercise
- 2025 CAPCOG DryChain Exercise
- Quarterly Active Attack Drills – hosted/sponsored by Austin PD and FD
- Monthly WebEOC User Drills
- Monthly Regional Notification System (RNS) testing

Addressing Cascading Infrastructure/Supply Chain Failure

The SARS-CoV-2 (COVID-19) pandemic and February 2021 extreme winter weather highlighted the interdependent nature of, critical supply chains, critical infrastructure systems, and community lifelines. Any impediment of these systems and structures can potentially cause catastrophic impacts upon community lifelines. These incidents highlighted critical supply chain failures as the outbreak of the COVID-19 virus shuttered manufacturing facilities and retail outlets across the state. The long-lasting economic impact of the pandemic on local businesses, manufacturers, retail outlets, workers, homeowners, and tax bases has yet to be fully explored and identified.

The February 2021 extreme winter weather exposed critical transportation needs in the region as icy road conditions prevented the timely resupply and movement of critical resources and assets. CAPCOG has engaged in efforts to identify critical infrastructure in the region. The state-wide impact of the February 2021 extreme winter weather was the unprecedented catastrophic failure of infrastructure that required a scale of response that overwhelmed critical state and local resources following a year of COVID-19 pandemic response. As a result, local, regional, and state personnel and resources were critically depleted and frequently unavailable to respond to or assist jurisdictions throughout CAPCOG. The economic impact of the catastrophic failure of utility services during the 2021 February extreme winter weather on critical community lifelines and infrastructure is still ongoing. The standard protocol of pipeline shutdown to prevent total loss of natural gas/electricity to residential, commercial, and critical infrastructure are not typically a part of local or regional planning, training, and/or exercises. The impact on continuing supply chain disruption and critical infrastructure is still being calculated and will remain an area of focus for CAPCOG jurisdictions.

Corresponding Capabilities (listed in alphabetical order):

- Community Resilience
- Critical Transportation
- Intelligence and Information Sharing
- On-Scene Security, Protection, and Law Enforcement
- Operational Communications
- Operational Coordination

- Physical Protective Measures
- Planning
- Public Information and Warning
- Risk Management for Protection Programs and Activities
- Situational Assessment
- Supply Chain Integrity and Security

Rationale:

The CAPCOG SPR identified a gap in knowledge and capacity for preparing for, responding to, and recovering from supply chain and cascading infrastructure failure. The potential for increasingly adverse impacts of climate change and cyber-attacks by nation states and/or other terrorism-related groups or sympathizers continue to put CAPCOG region residents at risk. Such cascading failures would overwhelm the capabilities and resources of CAPCOG jurisdictions, stakeholders, partners, and residents.

Planning Factors:

- Integrate supply chain disruption/failure identification, prevention, and protection best practices into existing regional plans and policies; specifically regional response plan(s), to the extent possible.
- Integrate cascading infrastructure failure trigger identification, prevention, and protection best practices into existing regional plans and policies, specifically regional response plans, to the extent possible.
- Develop regional-level supply chain disruption/failure plans that mirror federal- and state-level plans, as appropriate.
- Develop regional-level cascading infrastructure failure plans that mirror federal- and state-level plans, as appropriate.
- Integrate critical incident stress reduction and behavioral health training, skills, and techniques into existing regional plans and policies, to the extent possible.
- Revise and execute Regional Response, Recovery and Resiliency, and/or Mutual Aid Plan(s) and/or Agreement(s), as necessary

Organization and Equipment Factors:

- Continue local and regional assessments to identify potential supply chain disruptions and/or failure prevention, response, recovery, and/or mitigation resources.
- Continue local and regional assessments to identify potential cascading infrastructure and/or community lifelines failure prevention, response, recovery, and/or mitigation resources.
- Continue distributing advisories from local-, state-, regional-, and federal-level law enforcement, public safety, public health and medical, and animal health agencies and organizations relevant to supply chain, infrastructure, and/or community lifelines, disruptions and or failures.
- Continue to enhance and standardize regional hazardous materials and response equipment and training relevant to supply chain, critical infrastructure, and community lifelines, to the extent possible.

Supporting Training Courses*:

Course #	Course Title	Course Length
E/L/G 386	Mass Fatalities Incident Response	20 hours
O-305	NFPA Type 3 All-Hazards Incident Management Team Introduction	40 hours
MGT 314	Advanced Incident Management Unified Command (EIMUC)	28 hours
MGT 315	Critical Asset Risk Management	16 hours
MGT 317	Disaster Management for Public Services	16 hours
AWR 213	Critical Infrastructure Security and Resilience Awareness	8 hours
MGT 341	Disaster Preparedness for Hospitals and Healthcare Organizations within the Community Infrastructure	16 hours
MGT 343	Disaster Management for Water and Wastewater Utilities	16 hours
MGT 345	Disaster Management for Electric Power Systems	16 hours
MGT 414	Critical Infrastructure Resilience and Community Lifelines	8 hours

*See the *Identified Training List* for additional training courses

Supporting Exercises:

- Quarterly Active Attack Drills – hosted/sponsored by Austin PD and FD
- Monthly WebEOC User Drills
- Monthly Regional Notification System (RNS) Testing
- Annual Severe/Extreme Weather Tabletop Exercise
- Annual Regional State Hurricane Exercise
- 2022 FEMA Cybersecurity Virtual Tabletop Exercise (VTTX)
- 2022 CISA Operation SafeNet Virtual Tabletop Exercise (VTTX)
- 2023 CAPCOG CyberX Exercise
- 2024 CAPCOG DVEX Exercise
- 2025 CAPCOG DryChain Exercise

PROGRAM REPORTING

By continuously monitoring improvement actions, jurisdictions, organizations, stakeholders, and private-sector partners in the CAPCOG region can periodically examine capabilities to ensure they are sufficient, accurate, and effective to handle the threats, hazards, and risks facing the jurisdictions and organizations in the region and can inform future Integrated Preparedness Cycle activities. The CAPCOG Homeland Security Task Force has identified the following areas to build and/or enhance regional capacity (listed in alphabetical order):

- CAPCOG Regional Interoperable Communications Committee (CRICC)
- Supply Chain/Cascading Infrastructure Failure
- Critical Incident Stress Relief
- Critical Infrastructure Protection
- Cyber Attack Identification/Protection
- Cyber Ransomware/Malware Identification/Protection
- Flash Flooding and Riverine Flooding Detection and Warning
- Hazardous Materials Response (Fixed and Transportation)
- Infectious Disease Outbreak/Pandemic (Public and Behavioral Health)
- NIMS Resource Inventory System (RIS)
- NIMS One Responder Network (Teams Typing and National Qualification System)
- Regional Cybersecurity Task Force
- Regional Data Network Interoperability and WebEOC
- Regional Information Sharing
- Regional Mutual Aid Assistance and Planning
- Regional Notification System (RNS)
- Regional Training and Exercise
- Severe/Extreme Weather Detection, Mitigation, and Warning
- Wildland/Wildland Urban Interface Fires (including Asymmetric Attack and Pyro terrorism)

MULTI-YEAR SCHEDULE OF PREPAREDNESS ACTIVITIES

NOTE: All items following are subject to change, based on changes in and/or improved regional capabilities and/or recurrence of SARS-CoV-2 (COVID-19) virus or a variant thereof or other incident.

Integrated Preparedness Schedule: **2023**

1Q: October - December-2022

Date(s)	Planning	Training	Exercise
October 12, 2022			WebEOC User Drill
October 19-17, 2022		FEMA K8515 Virtual Cybersecurity Symposium	
October 20 – 23, 2022		Hotzone Conference	
October 20, 2022			CISA Operation SafeNet VTTX
November 9, 2022			WebEOC User Drill
November 11 – 17, 2022		IAEM Annual Conference and EMEX	
November TBD	CAPCOG THIRA, SPR, IP		
Nov 20 – 23, 2022		Texas EMS Conference	
December 14, 2022			WebEOC User Drill

2Q: January - March-2023

Date(s)	Planning	Training	Exercise
January 11, 2023			WebEOC User Drill
January 31, 2023	CAPCOG IPP		
February 8, 2023			WebEOC User Drill
February 12 – 15, 2023		EMAT Symposium	
March 4 – 9, 2023		AHIMTA Symposium	
March 8, 2023			WebEOC User Drill

3Q: April – June 2023

Date(s)	Planning	Training	Exercise
April 12, 2023			WebEOC User Drill
May 10, 2023			WebEOC User Drill
May TBD			CAPCOG CyberX Exercise
May TBD			TDEM State / Regional Hurricane Exercise
May TBD		Texas Emergency Management Conference	
June 14, 2023			WebEOC User Drill
June 30, 2023	2024 CAPCOG THIRA, SPR, IP starts		

4Q: July - September 2023

Date(s)	Planning	Training	Exercise
July 12, 2023			WebEOC User Drill
July TBD			CISA Cyber Resilience Workshop
August 9, 2023			WebEOC User Drill
September 13, 2023			WebEOC User Drill

Integrated Preparedness Schedule: 2024

1Q: October - December-2023

Date(s)	Planning	Training	Exercise
October 11, 2023			WebEOC User Drill
October TBD			CISA Cyber Incident Management Workshop
October TBD		Hotzone Conference	
November 8, 2023			WebEOC User Drill
November 20 - 22, 2023		Texas EMS Conference	
December 13, 2023			WebEOC User Drill

2Q: January - March-2024

Date(s)	Planning	Training	Exercise
January 10, 2024			WebEOC User Drill
January 31, 2024	CAPCOG IPP		
January TBD			CISA Cyber Resilience Workshop
February TBD		EMAT Symposium	
February 14, 2024			WebEOC User Drill
March 13, 2024			WebEOC User Drill
TBD			CISA CyberStorm IX

3Q: April - June 2024

Date(s)	Planning	Training	Exercise
April 10, 2024			WebEOC User Drill
May 8, 2024			WebEOC User Drill
May TBD		Texas Emergency Management Conference	
TBD			TDEM State / Regional Hurricane Exercise
May TBD			CAPCOG DVEX Exercise
June 12, 2024			WebEOC User Drill
June 30, 2024	CAPCOG THIRA, SPR, IP		

4Q: July - September 2024

Date(s)	Planning	Training	Exercise
July 10, 2024			WebEOC User Drill
August 14, 2024			WebEOC User Drill
September 11, 2024			WebEOC User Drill

Integrated Preparedness Schedule: 2025

1Q: October - December-2024

Date(s)	Planning	Training	Exercise
October 9, 2024			WebEOC User Drill
October TBD		Hotzone Conference	
November 13, 2024			WebEOC User Drill
November 25 - 27, 2024		Texas EMS Conference	
December 11, 2024			WebEOC User Drill

2Q: January - March-2025

Date(s)	Planning	Training	Exercise
January 8, 2025			WebEOC User Drill
January 31, 2025	CAPCOG IPP		
February TBD		EMAT Symposium	
February 12, 2025			WebEOC User Drill
March 12, 2025			WebEOC User Drill

3Q: April – June 2025

Date(s)	Planning	Training	Exercise
April 16, 2025			WebEOC User Drill
May 14, 2025			WebEOC User Drill
May TBD		Texas Emergency Management Conference	
May TBD			TDEM State / Regional Hurricane Exercise
May TBD			CAPCOG DryChain Exercise
June 11, 2025			WebEOC User Drill
June 30, 2025	CAPCOG THIRA, SPR, IP		

4Q: July - September 2025

Date(s)	Planning	Training	Exercise
July 9, 2025			WebEOC User Drill
August 13, 2025			WebEOC User Drill
September 10, 2025			WebEOC User Drill

IDENTIFIED TRAINING LIST

NOTE: All training courses listed below are subject to change, based on changes in and/or to curriculum.

Course ID/ #	# Hrs	Training Course Title	Instructor Vendor
AWR 118	7	Biological Incidents Awareness	LSU NCBRT
AWR 122	14	Law Enforcement Prevention & Deterrence of Terrorist Acts	LSU NCBRT
AWR 122 C	4	Law Enforcement Prevention & Deterrence of Terrorist Acts - Customized	LSU NCBRT
AWR-136	4	Essentials of Community Cybersecurity	UTSA
AWR-138 W	5	Network Assurance	TEEX
AWR-139 W	7	Digital Forensics Basics	TEEX
AWR-168 W	10	Foundations of Cyber Crimes	TEEX
AWR 169 W	10	Cyber Incident Analysis and Response	TEEX
AWR 173 W	13	Information Security Basics	TEEX
AWR-174 W	13	Cyber Ethics	TEEX
AWR 176 W	10	Disaster Recovery for Information Systems	TEEX
AWR 177 W	13	Information Risk Management	TEEX
AWR-178 W	9	Secure Software	
AWR 213	8	Critical Infrastructure Security & Resilience Awareness	TEEX
AWR 219	7	Site Protection through Observational Techniques (SPOT)	LSU NCBRT
AWR 219 C	4	Site Protection through Observational Techniques - Customized	LSU NCBRT
AWR 222	2	Cyber Incident Awareness Training (web-based)	NUARI
AWR 232	8	Mass Fatality Planning & Response for Rural Communities	RDPC
AWR 304 W	5	Shopping Center Security Terrorism Awareness Training Program (web-based)	LSU NCBRT
AWR 315	20	Fundamentals of Criminal Intelligence	LSU NCBRT
AWR 324	4	Biological Incidents Awareness: Coronavirus Disease 2019	LSU NCBRT
AWR-333	1	Improvised Explosive Device (IED) Construction & Classification (VLT)	CDP-COBRA
AWR-334	1.5	Introduction to the Terrorist Attack Cycle (VLT)	CDP-COBRA
AWR-335	1	Response to Suspicious Behaviors and Items (VLT)	CDP-COBRA
AWR-337	1	Improvised Explosive Device (IED) Explosive Effects Mitigation (VLT)	CDP-COBRA
AWR-338	1	Homemade Explosives (HME) and Precursor Awareness (VLT)	CDP-COBRA
AWR-340	1	Protective Measures Awareness (VLT)	CDP-COBRA
AWR 341	1	IED awareness and Safety Procedures (online)	CDP
AWR 345	8	Unmanned Aircraft Systems in Disaster Management	NDPTC
AWR-348	8	Bombing Prevention Awareness	CDP-COBRA
AWR 349	1	Homemade Explosives (HME) & Precursor Awareness for Public Safety (online)	CDP
AWR=353 W	2	Using the Community Cyber Security Maturity Model to Develop a Cyber Security Program	CDP-COBRA
AWR 358 DL	8	Hazardous Materials Awareness Distance Learning (online)	CDP

AWR 358 DL R	4	Hazardous Materials Awareness Refresher (online)	CDP
AWR-366 W	6	Developing a Cyber Security Annex for an Incident Response Plan	CDP-COBRA
AWR-367 W	8	Understanding Social Engineering Attacks	U Memphis
AWR-368 W	7.5	Introduction Basic Vulnerability Assessment Skills	CDP-COBRA
AWR-376	8	Understanding Targeted Cyber Attacks	TEEX
AWR-381 W	8	Establishing an Information Sharing and Analysis Organization	UTSA
AWR 383	4	Cybersecurity Risk Awareness for Officials and Senior Management	TEEX
AWR-384 W	6	Cyber Identity and Authentication	CDP-COBRA
AWR-385 W	6.5	Mobile Device Security & Privacy	U Memphis
AWR-388-W	2	Cybersecurity Awareness for Municipal, Police, Fire, and EMS IT Personnel	Norwich U ARI
AWR-389 W	2	Incident Response for Municipal, Police, Fire, and EMS IT Personnel	CDP-COBRA
AWR 393 W	0.75	COVID-19 Targeted Violence and Terrorism Prevention Awareness (web-based)	LSU NCBRT
AWR-395 W	2	Cybersecurity in the Workplace	TEEX
AWR—396 W	2	Network Security for Homes and Small Businesses	TEEX
AWR-397 W	4	Cybersecurity for Everyone	TEEX
AWR-398 W	2	Introduction to ISAOs	UTSA
AWR-399 W	4	Detecting and Responding to a Cyber Attack	TEEX
AWR-402 W	2	Introduction to Internet of Things (IoT) Devices	TEEX
AWR-403 W	4	Examining Advanced Persistent Threats	CDP-COBRA
AWR-418 W	4	Cybersecurity Fundamentals	CJI_U Ark
AWR 903	1	Bomb Threat Preparedness and Response (online)	CDP
AWR 911	1	Bomb-Making Materials Awareness: Your Role (online)	CDP
AWR 912	1	Chemical Sector Security Awareness Training (online)	CDP
AWR 914	0.5	Personal Protective Equipment Considerations for Infectious Agents (online)	CDP
AWR 915	1	Response Considerations During an Outbreak or Pandemic (online)	CDP
AWR 921	1	Bomb-Making Materials Awareness Employee Training (online)	CDP
AWR 922	8	Environmental Health Training in Emergency Response Awareness Course (online)	CDP
AWR 923	7	Radiological Emergency Management (online)	CDP
AWR 925	16	Radiological Accident Assessment Concepts (online)	CDP
AWR 928	2	Nuclear/Radiological Incident Annex (online)	CDP
AWR 929	1	Introduction to NUREG-0654/FEMA-REP-1, Revision 2 (online)	CDP
AWR 930	8	REP Decision Makers Course (online)	CDP
AWR 933 V1	1	A Deadly Dose: Fentanyl, Opioids, and the First Responder - VILT (Virtual Instructor-Led Training)	CDP
AWR 933 V2	1	Critical Incident Stress Debriefing (CISD): We Need it More than We Know - VILT (Virtual Instructor-Led Training)	CDP
AWR 933 V3	1	Hazmat and Decontamination during Storm Response - How it Affects us All - VILT (Virtual Instructor-Led Training)	CDP
AWR 933 V4	1	Hospital Planning for Mass Casualty Incident Surges: Natural Disasters - VILT (Virtual Instructor-Led Training)	CDP
AWR 933 V6	1	Opioids in America - The Epidemic - VILT (Virtual Instructor-Led Training)	CDP

AWR 933 V7	1	Psychological Preparedness for Responders - VILT (Virtual Instructor-Led Training)	CDP
AWR 933 V8	1	The Effective Use of Social and Traditional Media During Emergencies - VILT (Virtual Instructor-Led Training)	CDP
AWR 933 V9	1	Active Shooter/Assailant: Behavioral Indicators and How to Respond - VILT (Virtual Instructor-Led Training)	CDP
AWR 933 V10	1	Elastomeric Reusable Respirators - VILT (Virtual Instructor-Led Training)	CDP
AWR 933 V11	1	Emergency Response to Chemical Suicides - VILT (Virtual Instructor-Led Training)	CDP
AWR 933 V12	1	Emerging and Resurging Infectious Diseases - VILT (Virtual Instructor-Led Training)	CDP
AWR 933 V13	1	Field Medical Tactics during an Emergency Response to an Active Assailant Incident - VILT (Virtual Instructor-Led Training)	CDP
AWR 933 V14	1	Lone Wolf Threat in Every Town USA - VILT (Virtual Instructor-Led Training)	CDP
AWR 933 V15	1	Mass Violence Toolkit (MVT) Preplanning, Response, and Recovery - VILT (Virtual Instructor-Led Training)	CDP
AWR 933 V16	1	Partnering with Voluntary Organizations Active in Disasters (VOAD) for Disaster Response and Recovery - VILT (Virtual Instructor-Led Training)	CDP
AWR 933 V17	1	Rescue Task Force During an Emergency Response to an Active Assailant Event - VILT (Virtual Instructor-Led Training)	CDP
AWR 933 V18	1	Suspicious Activity Reporting - Working with your Fusion Center - VILT (Virtual Instructor-Led Training)	CDP
AWR 933 V19	1	Autism Awareness for Emergency Services - VILT (Virtual Instructor-Led Training)	CDP
AWR 933 V20	1	Tactical Decontamination for Law Enforcement - VILT (Virtual Instructor-Led Training)	CDP
AWR 934 V13	1.3	Healthcare Facility Mass Fatality Management - VILT (Virtual Instructor-Led Training)	CDP
AWR 934 V3	1	Special Needs Population Considerations During Emergency Response - VILT (Virtual Instructor-Led Training) C	CDP
AWR 934 V4	2	Medical Surge Management - VILT (Virtual Instructor-Led Training)	CDP
AWR 934 V5	1	Federal, State, and Local Roles in Medical Emergency Response - VILT (Virtual Instructor-Led Training)	CDP
AWR 934 V7	2	Hospital Incident Command System - VILT (Virtual Instructor-Led Training)	CDP
AWR 934 V8	1.25	Healthcare Facility Preparedness - VILT (Virtual Instructor-Led Training)	CDP
AWR 935 V1	2	Hazardous Materials Response Planning and Management - VILT (Virtual Instructor-Led Training)	CDP
AWR 935 V2	1	Hazardous Materials Personal Protective Equipment Determination and Considerations - VILT (Virtual Instructor-Led Training)	CDP
AWR 935 V3	1.5	Hazardous Materials Decontamination Determination & Operations - VILT (Virtual Instructor-Led Training)	CDP
AWR 935 V4	2	Planning, Response, and Management of Radiological and Nuclear Incidents - VILT (Virtual Instructor-Led Training)	CDP
AWR 935 V5	1	Planning, Response, and Management of Biological Pathogen or Agent Incident - VILT (Virtual Instructor-Led Training)	CDP
AWR 935 V6	2	Target Analysis & Community Planning for Hazardous Materials - VILT (Virtual Instructor-Led Training)	CDP
AWR 935 V7	2	Hazardous Materials Technology	CDP

AWR 936 V1	1	Survey of Community Policing - VILT (Virtual Instructor-Led Training)	CDP
AWR 936 V2	1	The Right to Protest and Law Enforcement Response - VILT (Virtual Instructor-Led Training)	CDP
AWR 936 V3	1	Social Media Strategies for Law Enforcement - VILT (Virtual Instructor-Led Training)	CDP
AWR 936 V4	1.5	Law Enforcement Response to Recent Protest Movements: Key Findings and Lessons Learned - VILT (Virtual Instructor-Led Training)	CDP
AWR-940	4	Surveillance Detection Principles	CDP-COBRA
EOT 225		Hazwoper for Cleanup Operations Training	TEEX
F/O/W	15	Fire Service Safety Culture: Who Protects Firefighters from Firefighters?	USFA
F/O/W-0549	14	Emergency Response to Terrorism: Strategic Considerations	USFA
MGT 310	16	Jurisdictional Threat and Hazard Identification and Risk Assessment	TEEX
MGT 314	28	Advanced Incident Management Unified Command (EIMUC)	TEEX
MGT 315	16	Critical Asset Risk Management	TEEX
MGT 323	24	Instructor Development Workshop	LSU NCBRT
MGT 324	16	Campus Emergencies, Prevention, Response, and Recovery	LSU NCBRT
MGT 324 C	8	Campus Emergencies, Prevention, Response, and Recovery - Customized	LSU NCBRT
MGT 345	16	Disaster Management for Electric Power Systems	TEEX
MGT 343	16	Disaster Management for Water and Wastewater Utilities	TEEX
MGT 348	16	Medical Preparedness for Bombing Incidents	TEEX
MGT-384	12	Community Preparedness for Cyber Incidents	TEEX
MGT 404	16	Sports and Special Events Management	TEEX
MGT 406	8	Community Threat Group Identification, Assessment, and Information Reporting for Rural Law Enforcement Officers	RDPC
MGT 409	16	Community Healthcare Planning and Response to Disasters	LSU NCBRT
MGT 414	8	Critical Infrastructure Resilience and Community Lifelines	TEEX
MGT 418	16	Readiness: Training Identification and Preparedness Planning	LSU NCBRT
MGT 445	8	REP Plan Reviews	CDP
MGT 447	16	Managing Food Emergencies: Strategies for a Community Response	LSU NCBRT
MGT-450	8	Bomb-Making Materials Awareness Program (BMAP) Community Liaison	CDP-COBRA
MGT 451	7.5	Bomb Threat Management (BTM) Planning	CDP-COBRA
MGT-452	8	Physical and Cybersecurity for Critical Infrastructure	TEEX
MGT 453	20	REP Post-Plume Plan Review Course	CDP-COBRA
MGT-456	24	Integration of Cybersecurity Personnel into the EOC for Cyber Incidents	TEEX
MGT 461	8	Evacuation Planning Strategies & Solutions	NDPTC
MGT 465	16	Recovering from Cybersecurity Incidents	TEEX
MGT-473	16	Organizational Cybersecurity Information Sharing	UTSA
MGT-478	16	Community Cybersecurity Information Sharing Integration Discussion	UTSA
MGT 902 V1	2	Public Information for All Hazard Incidents - VILT (Virtual Instructor-Led Training)	CDP
MGT 902 V2	1	Emergency Management and the Public Information Officer VILT (Virtual Instructor-Led Training)	CDP

MGT 902 V3	2.5	Emergency Communication Methods - VILT (Virtual Instructor-Led Training)	CDP
MGT 902 V4	1	Media Relations and Press Conferences - VILT (Virtual Instructor-Led Training)	CDP
MGT 902 V6	1.5	Interpersonal Skills for Public Information Officers - VILT (Virtual Instructor-Led Training)	CDP
MGT 902 V7	1.5	Communicating Effectively in an Emergency - VILT (Virtual Instructor-Led Training)	CDP
MGT 902 V8	2	Writing Exercise - VILT (Virtual Instructor-Led Training)	CDP
MGT 902 V9	4	Legal Issues in Public Information - VILT (Virtual Instructor-Led Training)	CDP
MGT 902 V10	1.5	Public Information Functions - VILT (Virtual Instructor-Led Training)	CDP
PER 211	16	Medical Management of CBRNE Events	TEEX
PER 219	20	A Prepared Jurisdiction: Integrated Response to a CBRNE Incident	LSU NCBRT
PER 220	16	Emergency Response to Domestic Biological Incidents	LSU NCBRT
PER 221	24	Tactical Operations for CBRNE Incidents	LSU NCBRT
PER 222	24	Public Safety CBRNE Response - Sampling Techniques & Guidelines	LSU NCBRT
PER 228	32	Advanced Forensic Investigations for Hazardous Environments	LSU NCBRT
PER 229	24	Introduction to Computer-Aided Management of Emergency Operations (CAMEO) Suite	LSU NCBRT
PER-256	32	Comprehensive Cyber Defense	CDP-COBRA
PER-257	32	Cybersecurity First Responder	CDP-COBRA
PER 264	8	Law Enforcement Protective Measures for CBRNE Incidents	CDP
PER 265	8	Law Enforcement Response Actions for CBRNE Incidents	CDP
PER 268	8	Incident Complexities - Responder Actions for CBRNE Incidents	CDP
PER 271	8	Emergency Medical Response Awareness for CBRNE Incidents (online)	CDP
PER 275	24	Law Enforcement Active Shooter Emergency Response	LSU NCBRT
PER 298	16	Team Approach to Foodborne Outbreak Response	LSU NCBRT
PER-312	8	Vehicle-Borne IED (VBIED) Detection	CDP-COBRA
PER 321 V13	1.45	Barrier Precautions and Controls - VILT (Virtual Instructor-Led Training)	CDP
PER 321 V2	1.15	Pathogens of Special Concern - VILT (Virtual Instructor-Led Training)	CDP
PER 321 V3	1.45	Patient Management Receiving a Highly Infectious Disease Patient - VILT (Virtual Instructor-Led Training)	CDP
PER 321 V4	3	Patient Management: Management of a Highly Infectious Disease Patient in a Health Care Facility - VILT (Virtual Instructor-Led Training)	CDP
PER 335	16	Critical Decision Making for Complex Coordinated Attacks	LSU NCBRT
PER-336	8	Protective Measures	CDP-COBRA
PER-339	8	IED Search Procedures	CDP-COBRA
PER 340	24	Active Threat Integrated Response Course	LSU NCBRT
PER-346	8	Surveillance Detection (SD) for Bombing Prevention	CDP-COBRA
PER-371	24	Cybersecurity Incident Response for IT Personnel	TEEX
PER 374	8	Active Threats on Campuses: Protective Measures and Response	LSU NCBRT
PER 375	8	Surviving an Active Threat: Run. Hide. Fight.	LSU NCBRT
PER-377	32	Cybersecurity Proactive Defense	CJI-U Ark
PER 380	16	Campus Active Shooter Integrated Response	LSU NCBRT
PER-382	32	Malware Prevention, Discovery, and Recovery	CJI-U Ark

PER-398	8	Cybersecurity Resiliency in Industrial Control Systems	TEEX
Q-0890	6	Introduction to Emergency Response to Terrorism (online)	USFA
E/L/G 191	7.3	Emergency Operations Center/ICS Interface	TDEM/EMI
G 200	2	Texas Public Officials Workshop	TDEM
G 202	24	Debris Management	TDEM
G 272	12	Warning Coordination	TDEM
G 290	14	Basic Public Information Officer	EMI/TDEM
G 300	21	Intermediate ICS for Expanding Incidents	EMI/TDEM
G305	40	O-305 Type III All Hazards Incident Management	TFS
G 358	16	Evacuation & Reentry Planning Course	EMI/TDEM
E/L/G 386	14	Mass Fatalities Incident Response	EMI/TDEM
E/L/G 400	15	Advanced ICS: Command & General Staff	EMI/TDEM
G 402	4	NIMS Overview for Senior Officials	EMI/TDEM
E/G/L 418	17.5	Mass Care Emergency Assistance Planning and Operations	EMI/TDEM
E/G/L 489	7	Management of Spontaneous Volunteers in Disasters	EMI/TDEM
E/L/G 449	34	Incident Command System Curricula Train-the-Trainer	EMI/TDEM
IS 1300	**	Introduction to Continuity of Operations (COOP) (replaces IS-546 & IS-547)	EMI
IS 545	**	Reconstitution Planning Course	EMI
IS 551	**	Devolution Planning Workshop	EMI
E/L/G/K 557	12	Mission Essential Functions (MEF) Workshop	EMI
E/L/K 1301	16	Continuity of Operations Planner Course	EMI
E/L/K 1302	16	Continuity of Operations Program Manager Course	EMI
G 2300	24	Intermediate Emergency Operations Center Functions	EMI
K8515	20	Virtual Cybersecurity Symposium	EMI
U-0381		Empowering Responder Wellness	USFA
		ENS Training	Everbridge
ETN-100	1	Texas Emergency Tracking Network (ETN) Awareness (online)	TDEM
ETN-200	4	Texas Emergency Tracking Network (ETN) Operator Course	TDEM
		Everbridge ProServe training	Everbridge
		WebEOC STARS	M & M
		WebEOC advanced	M & M
		WebEOC basic	M & M
H-500	80	HazMat Technician	TCFP
SkyWarn	4	SkyWarn Weather Spotter	NWS
		Advanced CAMEO	LSU NCBRT
		Mobile Field Force Training	
		PEAC Tier II	Vendor
PFA	8	NCTSN Psychological First Aid – Basic	CAPCOG
SPR	5	NCTSN Skills for Psychological Recovery (SPR online)	CAPCOG
MHFA	8	Mental Health First Aid for Public Safety	NAMI
		Family Assistance Center Ops	FBI, DOJ, DPS

		Family Reception Center	NTSB
E/L/G 288	10	Donations and Volunteer Management	TDEM
		Shelter Decontamination	CATRAC
		Animal Decontamination	TAHC, TAMU VET
		Hospital Decontamination	CATRAC
FFO PER 200	24	Field Force Operations (Pre-Req: 100, 700, AWR 160)	CDP
ICAT PER 922	12	FFO - Integrating Communications, Assessment & Tactics (ICAT)	CDP
BPAC AWR 348	7	Bombing Prevention Awareness	CDP
E/L/G 949	21	All Hazards Communications Leader Train-the-Trainer Course (pre-Reqs: 100, 200, 300, 400, 700, & 800; O-305; E/L/G 141; E/L/G 969; completed PTB; + AHIMT experience)	EMI
E/G/L 950	30	All Hazards Incident Commander Course (pre-Reqs: 100, 200, 300, 400, 700, & 800) (Rec: O-305; E/L/G 191; O-337)	EMI
E/L/G 951	35	All Hazards Incident Commander Course Train-the-Trainer (pre-Reqs: 100, 200, 300, 400, 700, & 800; E/L/G 950, E/L/G/ 141; completed IC PTB; + AHIMT experience) (Rec: O-305; E/L/G 191; O-337)	EMI
E/L/G 952	31	NIMS ICS All-Hazards Public Information Officer Course (pre-Reqs: 100, 200, 300, 400, 700, & 800) (Rec: O-305)	EMI
E/L/G 953	35	NIMS ICS All-Hazards Public Information Officer Train-the-Trainer (pre-Reqs: 100, 200, 300, 400, 700, & 800; E/L/G 141, E/L/G 952; completed PIO PTB; + AHIMT experience)	EMI
E/L/G 954	28.75	NIMS ICS All-Hazards Safety Officer Course (pre-Reqs: 100, 200, 300, 400, 700, & 800; E/L/G 191; O-305; O-337)	EMI
E/L/G 955	28	NIMS ICS All-Hazards Safety Officer Train-the-Trainer (pre-Reqs: 100, 200, 300, 400, 700, & 800; E/L/G 141, E/L/G 954; completed SOFR PTB; + AHIMT experience)	EMI
E/L/G 956	13	NIMS ICS All-Hazards Liaison Officer Course (pre-Reqs: 100, 200, 300, 400, 700, & 800) (Rec: E/L/G 191; O-305; O-337)	EMI
E/L/G 957	14	NIMS ICS All-Hazards Liaison Officer Train-the-Trainer (pre-Reqs: 100, 200, 300, 400, 700, & 800; E/L/G 141, E/L/G 956; completed LOFR PTB, + AHIMT experience)	EMI
E/L/G 958	22	NIMS ICS All-Hazards Operations Section Chief Course (pre-Reqs: 100, 200, 300, 400, 700, & 800; E/L/G 191; O-305; O-337)	EMI
E/L/G 959	28	NIMS ICS All-Hazards Operations Section Chief Train-the-Trainer (pre-Reqs: 100, 200, 300, 400, 700, & 800; E/L/G 141, E/L/G 958; completed OSC PTB, + AHIMT experience)	EMI
E/L/G 960	18.45	NIMS ICS All-Hazards Division/Group Supervisor Course (pre-Reqs: 100, 200, 300, 400, 700, & 800) (Rec: E/L/G 191; O-337)	EMI
E/L/G 962	25	NIMS ICS All-Hazards Planning Section Chief Course (pre-Reqs: 100, 200, 300, 400, 700, & 800) (Rec: E/L/G 191; O-337)	EMI
E/L/G 963	28	NIMS ICS All-Hazards Planning Section Chief Train-the-Trainer (pre-Reqs: 100, 200, 300, 400, 700, & 800; E/L/G 191, ELG 962; completed PSC PTB + AHIMT exp) (Rec: O-305; O-337)	EMI
E/L/G 964	31.25	NIMS ICS All-Hazards Situation Unit Leader (SITL) Course(pre-Reqs: 100, 200, 300, 400, 700, & 800) (Rec: E/L/G 191)	EMI

E/L/G 965	23.5	NIMS ICS All-Hazards Resources and Demobilization Unit Leaders Course (pre-Reqs: 100, 200, 300, 400, 700, & 800) (Rec: E/L/G 191, O-305; O-337)	EMI
E/L/G 967	30	NIMS ICS All-Hazards Logistics Section Chief (LSC) Course (pre-Reqs: 100, 200, 300, 400, 700, & 800) (Rec: E/L/G 191; O-305; O-337)	EMI
E/L/G 968	35	NIMS ICS All-Hazards Logistics Section Chief (LSC) Train-the-Trainer (pre-Reqs: 100, 200, 300, 400, 700, & 800; E/L/G 141, E/L/G 954; completed LSC PTB; + AHIMT experience)	EMI
E/L/G 969	25	NIMS ICS All-Hazards Communications Unit Leader (COML) (pre-Reqs: 100, 200, 300, 400, 700, & 800) (Rec: E/L/G 191)	EMI
E/L/G 970	31.5	NIMS ICS All-Hazards Supply Unit Leader Course (pre-Reqs: 100, 200, 300, 400, 700, & 800) (Rec: E/L/G 191)	EMI
E/L/G 971	30	NIMS ICS All-Hazards Facilities Unit Leader Course (pre-Reqs: 100, 200, 300, 400, 700, & 800) (Rec: E/Pre-Reqs: 100, 200, 300, 400, 700, & 800; E/L/G 986; completed ASGS PTB, + AHIMT experience) (Rec: O-305, O-337; L/G 191)	EMI
E/L/G 973	18	NIMS ICS All-Hazards Finance/Administration Section Chief (FASC) Course (pre-Reqs: 100, 200, 300, 400, 700, & 800) (Rec: E/L/G 191; O-305; O-337)	EMI
E/L/G 974	21	NIMS ICS All-Hazards Finance/Administration Section Chief (FASC) Train-the-Trainer (pre-Reqs: 100, 200, 300, 400, 700, & 800; E/L/G 973; E/L/G/ 141; completed FASC PTB, + AHIMT experience) (Rec: E/L/G 191; O-305; O-337)	EMI
E/L/G 975	19	NIMS ICS All-Hazards Finance/Administration Unit Leader Course (pre-Reqs: 100, 200, 300, 400, 700, & 800) (Rec: E/L/G 191)	EMI
E/L/G 978	35	NIMS ICS All-Hazards Situation Unit Leader Train-the-Trainer (pre-Reqs: 100, 200, 300, 400, 700, & 800; E/L/G 964; E/L/G/ 141; completed SITL PTB, + AHIMT experience) (Rec: O-305; O-337)	EMI
E/L/G 984	19	NIMS ICS All-Hazards Task Force/Strike Team Leader (pre-Reqs: 100, 200, 300, 400, 700, & 800) (Rec: E/L/G 191)	EMI
E/L/G 986	22	NIMS ICS All-Hazards Air Support Group Supervisor (pre-Reqs: 100, 200, 300, 400, 700, & 800) (Rec: E/L/G 191; O-305; O-337)	EMI
E/L/G 987	15.5	NIMS ICS All-Hazards Introduction to Air Operations (pre-Reqs: 100, 200, 300, 400, 700, & 800) (Rec: E/L/G 191; O-305; O-337)	EMI
E/L/G 988	21	NIMS ICS All-Hazards Air Group Supervisor (ASGS) Train-the-Trainer (pre-Reqs: 100, 200, 300, 400, 700, & 800; E/L/G 986; completed ASGS PTB, + AHIMT experience) (Rec: O-305, O-337)	EMI
E/L/G 989	14	NIMS ICS All-Hazards Introduction to Air Operations Train-the-Trainer (pre-Reqs: 100, 200, 300, 400, 700, & 800; E/L/G 986 & 987; completed ASGS PTB, + AHIMT experience) (Rec: O-305, O-337)	EMI
G2300	24	Intermediate EOC Functions	
E/K 136		Master Exercise Practitioner (MEP) Capstone Course	EMI
TX 975.1		EOC Operations & ICS Interface Workshop	TDEM
UAV		FAA Required Class Part **	
UAV		Starting Public Safety Program	
UAV		Public Safety UAV Pilot	

EXECUTIVE COMMITTEE MEETING

MEETING DATE: November 9, 2022

AGENDA ITEM: #7 Consider Approving CAPABLE Grant Contract Amounts and Vendor Selection Process

GENERAL DESCRIPTION OF ITEM:

Going into the fourth year of the St. David's CAPABLE Grant, CAPCOG staff in the Aging Services division procured service providers that can provide in-home services for clients including health care needs, nursing, and home repair. This grant began with Bastrop County in its pilot phase, expanded to Caldwell County and in 2023, may also include referrals for Hays County and eastern Williamson County. While the grant does not cover all 10 counties, Aging Division staff intend to use the lessons and practices developed from this project in future work across the entire region.

The Aging Services division staff solicited qualified vendors to provide services to clients and coordinate the assignment of vendors to clients throughout the year based on availability, geographic area covered, and other factors. Current vendor agreements expire at the end of 2022, and the Aging Services division staff is seeking to extend contracts with current vendors and add additional vendors to the pool of qualified vendors.

For 2023, the Aging Division staff is seeking Executive Committee approval for the following aspects of these contracts:

1. Approve rates, hours, and not-to-exceed amounts for each 1-year contract for calendar year 2023;
2. Authorize a total limit of \$160,000 for contracted services; and
3. Delegate Executive Committee approval authority of contracts valued at \$25,000 or more (under Section 2-106 of the Procurement Policy) to the Executive Director for these specific contracts.

The four contracted positions under this grant, along with proposed rates, hours per week, and not-to-exceed amounts are listed below:

- Occupational Therapists:
 - Rate: \$61.00 per hour;
 - Hours: 20-30 per week;
 - Max. amount possible for any one vendor: \$95,160 (\$61/hour x 30 hours/week x 52 weeks);
- Registered Nurses:
 - Rate: \$52.00 per hour;
 - Hours: 20-30 hours per week;
 - Max. amount possible for any one vendor: \$81,120 (\$52/hour x 30 hours/week x 52 weeks);
- Home Repair Contractors:
 - Rate for Chore Maintenance: \$30.00
 - Hours: based on client needs;
 - Max. amount possible for any one vendor: \$80,000
- Client Services Program Coordinators/Administrators:
 - Rate: \$23.55 - \$25.50 per hour based on qualifications;
 - Hours: 20-40 hours per week;
 - Max. amount possible for any one vendor: \$53,040 (\$25.50/hour x 40 hours/week x 52 weeks)

This action will enable the Aging Services staff to re-sign existing vendors and add vendors as applications are received throughout the year without needing to bring each vendor back to the Executive Committee to for approval, which would add major operational hurdles to this program. This process would then be re-authorized next year for 2024 if the grant is continued into 2024.

THIS ITEM REPRESENTS A:

- New issue, project, or purchase
- Routine, regularly scheduled item
- Follow-up to a previously discussed item
- Special item requested by board member
- Other – Review of contracts & purchasing process for ongoing

PRIMARY CONTACT/STAFF MEMBER: Patty Bordie, Director of Aging Services

BUDGETARY IMPACT:

Total estimated cost: \$160,000 for Calendar Year 2023

Source of Funds: St. David's CAPABLE Grant

Is item already included in fiscal year budget? Yes No

Does item represent a new expenditure? Yes No

Does item represent a pass-through purchase? Yes No

If so, for what city/county/etc.? n/a

PROCUREMENT: Bidder's List

ACTION REQUESTED:

Consider approval of contracting for up to \$160,000 with qualified vendors for the CAPABLE grant for calendar year 2023 and delegation of authority for approving purchase orders of \$25,000 or more to the Executive Director

BACK-UP DOCUMENTS ATTACHED:

Proposed contracts for occupational therapist, registered nurse, home repair contractors, and client services program coordinator.

BACK-UP DOCUMENTS NOT ATTACHED:

None



**Capital Area Council of Governments
Area Agency on Aging**

OCCUPATIONAL THERAPIST CONTRACT FOR DIRECT PURCHASE OF SERVICES

_____, hereinafter referred to as Contractor, and the Capital Area Council of Governments (CAPCOG)/Area Agency on Aging of the Capital Area (AAACAP), do hereby agree to provide services effective beginning **January 1, 2023**, in accordance with St David's Foundation, the AAA Direct Purchase of Services Program and the stated Scope of Services and Work - Attachment A.

The CAPCOG/AAACAP Direct Purchase of Services program is designed to promote the development of a comprehensive and coordinated service delivery system to meet the needs of older individuals (60 years of age or older). This agreement provides a mechanism for the creation of an individualized network of community resources accessible to a program participant in compliance with the Assistance guidelines AAA Direct Purchase of Services procedures and St. David's Foundation CAPABLE Central Texas: Successful Aging in Place Project guidelines and deliverables.

The Capital Area Council of Governments (CAPCOG), in accordance with the requirement in the Older Americans Act, Section 102 (42 U.S.C. 3001) and Section 306 (42 U.S.C. 3026), 45 CFR §1321, and the Texas Administrative Code, designates the Area Agency on Aging of the Capital Area as the focal point for comprehensive service delivery and coordination of services for older individuals in State Planning Region 12.

The purpose of the system of Access and Assistance is to develop cooperative working relationships with service providers to build an integrated service delivery system that ensures broad access to and information about community services, maximizes the use of existing resources, avoids duplication of effort, identifies gaps in services, and facilitates the ability of people who need services to easily find the most appropriate Contractor.

I. SCOPE OF SERVICES

- a. The Contractor agrees to provide the following service(s) as identified below to program participants authorized by the CAPCOG/AAACAP staff, in accordance with the contractor application, all required assurances, licenses, certifications, rate setting documents, and HHS services definitions, as applicable.

Service: EVIDENCE-BASED INTERVENTION – Community Aging in Place – Advancing Better Living for Elders (CAPABLE)

Providing an intervention to an older individual based upon the principles of Evidence-Based Intervention (EBI) programming, specifically related to Occupational Therapy components of the CAPABLE Intervention.

Service Area: Bastrop, Caldwell and any other county approved for CAPABLE Program

- b. Services & Reimbursement Methodology:

Service	Fixed Rate (Include Rate)
Evidence-Based Intervention with service authorization from AAACAP staff (includes home visits, telephone support, service coordination, documentation and other activities related to care planning and oversight)	61.00 per hour
AAACAP CAPABLE Team Meetings	61. per hour
New hire JHU CAPABLE Training	61.00 per hour
CAPABLE Care Partner Training	61.00 per hour
OT Live Office Hours with JHU – 2 per month	61.00 per hour
Mileage as allowed	0.625 per mile

- c. The maximum amount allowed for payment per fiscal year will not exceed for any one occupational health therapist: \$95,160 (\$61/hour x 30 hours/week x 52 weeks).

II. TERMS OF AGREEMENT

- a. The Contractor agrees to:
- i. Provide services in accordance with ST David’s Foundation, Capital Area Initiatives Foundation, the AAA Direct Purchase of Services Program, stated Scope of Services and current or revised CAPABLE Policies, licensure, training requirements, procedures and fidelity.
 - ii. Submit billings with appropriate documentation as required by the CAPCOG/AAACAP by the close of business on the fifth (5th) day of each month following the last day of the month in which services were provided.
 1. If the fifth (5th) day falls on a weekend or holiday, the information shall be delivered by the close of business on the preceding business day.
 2. The AAA cannot guarantee payment of a reimbursement request received for less than 45 calendar days from the contractor payment invoices are received at CAPCOG.
 3. No reimbursement for services provided will be made if contractor payment invoices are not submitted to the CAPCOG/AAACAP within 45 days of service delivery.
 - iii. Notify the CAPCOG/AAACAP CAPABLE Project Coordinator Director within 24 hours if, for any reason, the Contractor becomes unable to provide the service(s).
 - iv. Maintain communication and correspondence concerning program participants’ status to CAPABLE Team members (Grant Administrator, Program Administrator, Occupational Therapists, Registered Nurses and Home Repair Professional).

- v. Establish a method to guarantee the confidentiality of all information relating to the program participant in accordance with applicable federal and state laws, rules, and regulations. This provision shall not be construed as limiting CAPCOG/AAACAP or any federal or state authorized representative's right of access to program participant case records or other information relating to program participants served under this agreement.

- vi. To abide by the terms and conditions as previously agreed and signed in the Data Usage Agreement (DUA) Attachment 1, Subcontractor Agreement Form, which is attached to this contract and on file at the Agency:
 - 1. **Data Use Agreement** The Health and Human Services (HHS) Data Use Agreement (DUA), Attachment 1, is hereby incorporated by reference and made therefore, a part of the Contract. The DUA, will, as of the effective date of this contract, govern the handling of "Confidential Information," as that term is defined in the DUA, under the Contract.
 - 2. **Liability** By signature and acceptance of this amendment and the Data Use Agreement, Contractor agrees to fully cooperate with the direction of the HHS and the Office of the Attorney General of Texas in any claim arising from a disclosure of information subject to this DUA. To the extent permitted by the Texas Constitution, laws and rules, Contractor will hold harmless CAPCOG/AAACAP and its workforce against all actual and direct losses, suffered by the Contractor and its workforce arising from or in connection with any breach of this DUA or from any acts or omissions related to this DUA by Contractor or its employees, directors, officers, subcontractors, or agents or other members of its workforce, including, without limitation the costs of reasonable attorneys' fees, required notices and mitigation of a breach and any fines or penalties imposed on CAPCOG/AAACAP by any regulatory authority. Contractor will be solely responsible for any damages resulting from its disclosure of information made in violation of this DUA.
 - 3. **Insurance** Contractor either maintains commercial insurance or self-insures with policy limits in an amount sufficient to cover Contractor's liability arising under this DUA and under which policy CAPCOG/AAACAP is a beneficiary. Contractor shall identify the CAPCOG as an additional insured under any and all insurance policies used to satisfy this provision and provide proof that required insurance coverage is in effect, at the request of the Agency.

- vii. Keep financial and program supporting documents, statistical records, and any other records pertinent to the services for which a claim for reimbursement was submitted to the CAPCOG/AAACAP. The records and documents will be kept for a minimum of five years after close of contractor's fiscal year.

- viii. Make available at reasonable times and for required periods all fiscal and program participant records, books, and supporting documents pertaining to services provided under this agreement, for purposes of inspection, monitoring, auditing, or evaluations by CAPCOG/AAACAP staff, the Comptroller General of the United States and the State of Texas, through any authorized representative(s).
 - ix. If applicable, comply with the HHS process for Centers for Medicare and Medicaid Services (CMS) screening for excluded individuals and entities involved with the delivery of the Legal Assistance and Legal Awareness services.
- b. The Contractor further agrees:
- i. The agreement may be terminated for cause or without cause upon the giving of thirty (30) days advance written notice.
 - ii. The agreement does not guarantee a total level of reimbursement other than for individual units/services authorized, contingent upon receipt of funds.
 - iii. Contractor is an independent provider, NOT an agent of the CAPCOG/AAACAP. Thus, the Contractor indemnifies, saves and holds harmless CAPCOG/AAACAP against expense or liability of any kind arising out of service delivery performed by the Contractor. Contractor must immediately notify the CAPCOG/AAACAP if the Contractor becomes involved in or is threatened with litigation related to program participants receiving services funded by the CAPCOG/AAACAP.
 - iv. Employees of the Contractor will not solicit or accept gifts or favors of monetary value by or on behalf of program participants as a gift, reward or payment.
 - v. This contract may not be sub-contracted without express permission from CAPCOG.
 - vi. Contractor must submit to and be cleared with a Criminal Background Check conducted by CAPCOG.
- c. Through the Direct Purchase of Services program, the **Capital Area Council of Governments (CAPCOG) Area Agency on Aging of the Capital Area (AAACAP)** agrees to:
- i. Review program participant intake and assessment forms completed by the Contractor, as applicable, to determine program participant eligibility. Service authorization is based on program participant need and the availability of funds.
 - ii. Provide timely written notification to Contractor of program participant's eligibility and authorization to receive services.
 - iii. Maintain communication and correspondence concerning the program participants' status.
 - iv. Provide timely technical assistance to Contractor as requested and as available.

- v. Conduct quality-assurance procedures, which may include on-site visits, to ensure quality services are being provided and if applicable, CMS exclusion reviews are conducted.
- vi. Provide written policies, procedures, and standard documents concerning program participant authorization to release information (both a general and medical/health related release), client rights and responsibilities, contributions, and complaints/grievances and appeals to all program participants.
- vii. Contingent upon the CAPCOG/AAACAP's receipt of funds authorized for this purpose from HHS, reimburse the Contractor based on the agreed reimbursement methodology, approved rate(s), service(s) authorized, and in accordance with subsection (A)(2) of this document, within 45 days of the CAPCOG/AAACAP's receipt of Contractor's invoice.

III. **ASSURANCES**

The Contractor shall comply with:

- a. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d et.seq.)
- b. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794)
- c. Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et seq.)
- d. Age Discrimination in Employment Act of 1975 (42 U.S.C. §§6101-6107)
- e. Title IX of the Education Amendments of 1972 (20 U.S.C. §§1681-1688)
- f. Food and Nutrition Act 01'2008 (7 U.S.C. §2011 et. seq.);
- g. Drug Free Workplace Act of 1988, 41 U.S.C. §§701-704, and 28 TAC Chapter 169, as applicable.
- h. Texas Senate Bill 1 - 1991, as applicable
- i. The HHS agency's administrative rules, as set forth in the Texas Administrative Code, to the extent applicable to this Agreement
- j. Certification Regarding Debarment - 45CFR §92.35 Subawards to debarred and suspended parties; this document is required annually as long as this agreement is in effect

Centers for Medicare and Medicaid Services (CMS) State Medicaid Director Letter SMDL #09-001 regarding Individuals or Entities Excluded from Participation in Federal Health Care Programs

IV. **ACCEPTANCE OF CONTRACT**

Electronically transmitted (e-mailed documents) containing signatures will be deemed originals for all purposes related to the Contract (2 CFR Part 200.335).

The Parties acknowledge that their respective representatives have read this Contract and understand its terms. The Parties further acknowledge that the representatives below are authorized to sign and agree to this Contract on behalf of their respective Party.

This contract expires 12/31/2023 (unless extended by agreement of both parties) to the agreement.

This contract states the entire agreement of the parties, and an amendment to it is not effective unless in writing and signed by all parties.

This contract is binding on and inures to the parties' successors in interest.

Authorized Vendor Signature

Print Name

Title

Date

Authorized Signature/CAPCOG Executive Director

Capital Area Council of Governments

Agency

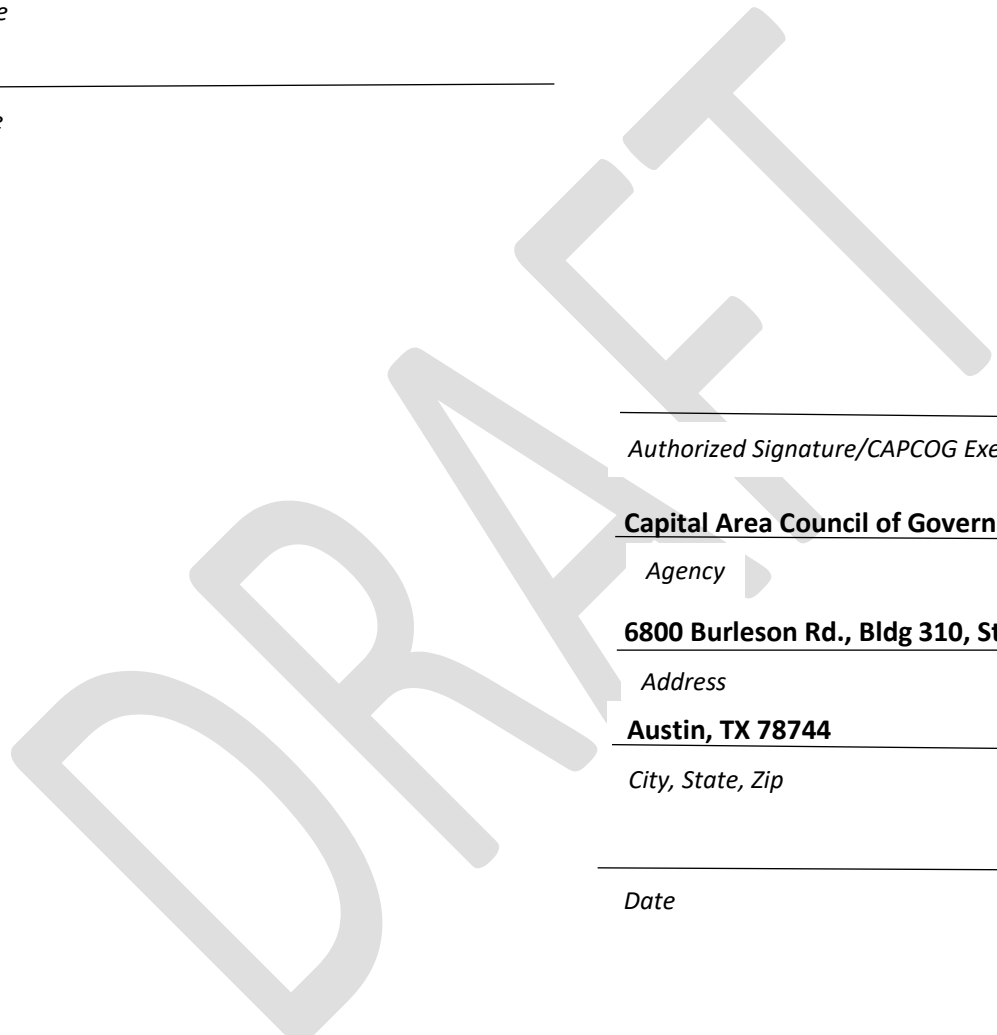
6800 Burleson Rd., Bldg 310, Ste. 165

Address

Austin, TX 78744

City, State, Zip

Date



**Capital Area Council of Governments
Area Agency on Aging of the Capital Area
Attachment A**

I. Scope of Work

a. As a CAPABLE Project Occupational Therapist Contractor agrees to:

- i. Use all forms and follow procedures established by the Area Agency on Aging of the Capital Area and Evidence-based process of the CAPABLE program as per John Hopkins University School of Nursing.
- ii. OT will Conduct six (6) home visits per participant in CAPABLE Program per CAPABLE fidelity.
- iii. Identify and explain to participants with Care Partners (Caregivers) who may want to participant in the JHC CAPABLE Support to Care Partners pilot study.
- iv. New OT Vendor Hire JHU CAPABLE Training: Five 60 minute online learning modules, read disciple specific Training Manuals, Complete CAPABLE Home Stimulations for both RN and OT, View whiteboard videos, view Vimeo Clips or visit scenarios, attend or view CAPABLE webinars, access other CAPABLE site's outcome and experiences through an online user group (Yammer group). Any other training will need prior approval.
- v. Attend two live CAPABLE OT Office hour per month. JHU offers two a month (1 hour each).
- vi. Provide required documentation following CAPABLE Policies and Procedures, Fidelity Guidelines and AACAP protocols and requirements including but not limited to, home visit start and end times, Care plan development, case notes, mileage calculations as allowed.
 1. Documentation requirements including but not limited to, home visit start and end times, Care plan development, case notes will be done within **72 hours** – all will be uploaded in Google Workspace in the proper location in the Participant's File.
 2. Will update the CAPABLE Team Visit Schedule within **72 hours** after home Participant Home visit.
- vii. Attend scheduled AACAP CAPABLE Team – Google Workspace Meeting. If unable to attend decline the Google Workplace Meeting.
- viii. **Google Calendar:** all participant visits must be placed on the **CAPABLE Google Calendar** as soon as appointment has been made.
 1. Participant ID, date and time and OT initials only

- ix. Submit all Work Order estimates and modifications to AAACAP Staff/CAPABLE Program Administrator for approval.
 1. **Work Authorization form** must be completed before repairs/installation can be started
 - a. Participant, Occupational Therapist, AAACAP Staff, HRP and Landlord (if applicable) must sign and date
 - b. Program Administration must be notified through email the Work Authorization is signed and dated by all and in Participant's File
 2. **HRP Quote** must be approved by AAACAP Social Services Project Coordinator prior to any repairs or modifications are made
 3. **Work Order** must be filled in with all participant's goals, Project Description, Construction Comments, HRP repairs, HRP installations of equipment, etc...
 - a. The following must be filled in before approval is given for Work Authorization and HRP Quote: Participant Goals, Project Description and Construction Comments.
 - b. Needs to be signed by participant no later than the last home visit for all completed projects, services and purchase items received (Assistive Devices, Inc., items purchased from other sources)
 4. **Participant Receipt** for item/s delivered or other services: If OT delivers any item/s a Participant Receipt must be signed by the participant stating they received item/s and/or services.
 - a. Items purchased that OT delivers such items not bought through Assistive Devices, Inc., such as Amazon, furniture stores, etc.....
 - b. Other services CAPABLE Program paid for such as junk removal, etc...
- x. Obtain prior approval by AAACAP Social Services Project Coordinator/CAPABLE Grant Administrator or the AAACAP Program Administrator of participant Work Order/s before any item, services are purchased or started.
 1. If item/s (such as a recline) or services (such as junk removal) a quote is required and W-9 form from the business.
 - a. Submit to AAACAP CAPABLE Staff
 2. Invoice from business will be submitted for payment to AAACAP after item/s is purchase and delivered or service/s is completed.
- xi. Adhere to all AAACAP and CAPABLE protocols to ensure HIPPA compliance, of both hard copy and electronic versions of participant's files, charts, documents, authorizations and other protected health or sensitive personal data.
- xii. Encrypt all emails containing any participant's information.
- xiii. Adhere to all AAACAP/CAPABLE Team tracking process, including but not limited to timely intervention visits/scheduling, documentation, CAPABLE Team Visit Schedule, CAPABLE Calendar, participant progress, referrals, care coordination.

- xiv. Submit completed paperwork to C-CAP OT to AAACAP Social Services Project Coordinator/CAPABLE Grant Administrator or AAACAP Program Administrator within prescribed time frames for data entry for data entry after completion for data collection.
- xv. When Participant has had last OT home visit, OT will notify AAACAP Social Services Project Coordinator/CAPABLE Grant Administrator or AAACAP Program Administrator of OT last Visit through email using only the participant's ID.
- xvi. Assist in the recruitment of referrals for CAPABLE Participants.
- xvii. Adhere to all JHU CAPABLE Fidelity and AAACAP/Capable Team tracking processes, including but not limited to scheduling visits for home modification, repair/s, equipment set up.
- xviii. Complete required HIPPA Privacy Training each fiscal year (following AAACAP prescribed materials) and submit certification.
- xix. Submit all forms required by the Area Agency on Aging of the Capital Area and reimbursement requests to the AAACAP using required processes. Required forms included:
 - 1. Invoices and mileage forms
- xx. AAACAP and CAPABLE required forms – Consent and Consumer Rights and Responsibilities, C-CAP OT, Sessions Forms 1-6, Acton Plans, Brainstorming Worksheets, Referrals, Assessments, Work Authorization Form, Work Order form Surveys and others as project develops. Ensure no conflict of interest occur. A conflict of interest, whether real or perceived, occurs in which someone in a position of trust has competing professional or personal interests. A conflict of interest includes:
 - 1. Having a substantial financial interest, directly or indirectly, in the profits of any entity from which services or goods are contracted or otherwise procured by the AAA; and
 - 2. Deriving a personal profit, directly or indirectly, from any entity that would conflict in any manner or degree with the performance of responsibilities of the board member, employee advisory committee member or volunteer.

A. Area Agency on Aging of the Capital Area (AAACAP) agrees to:

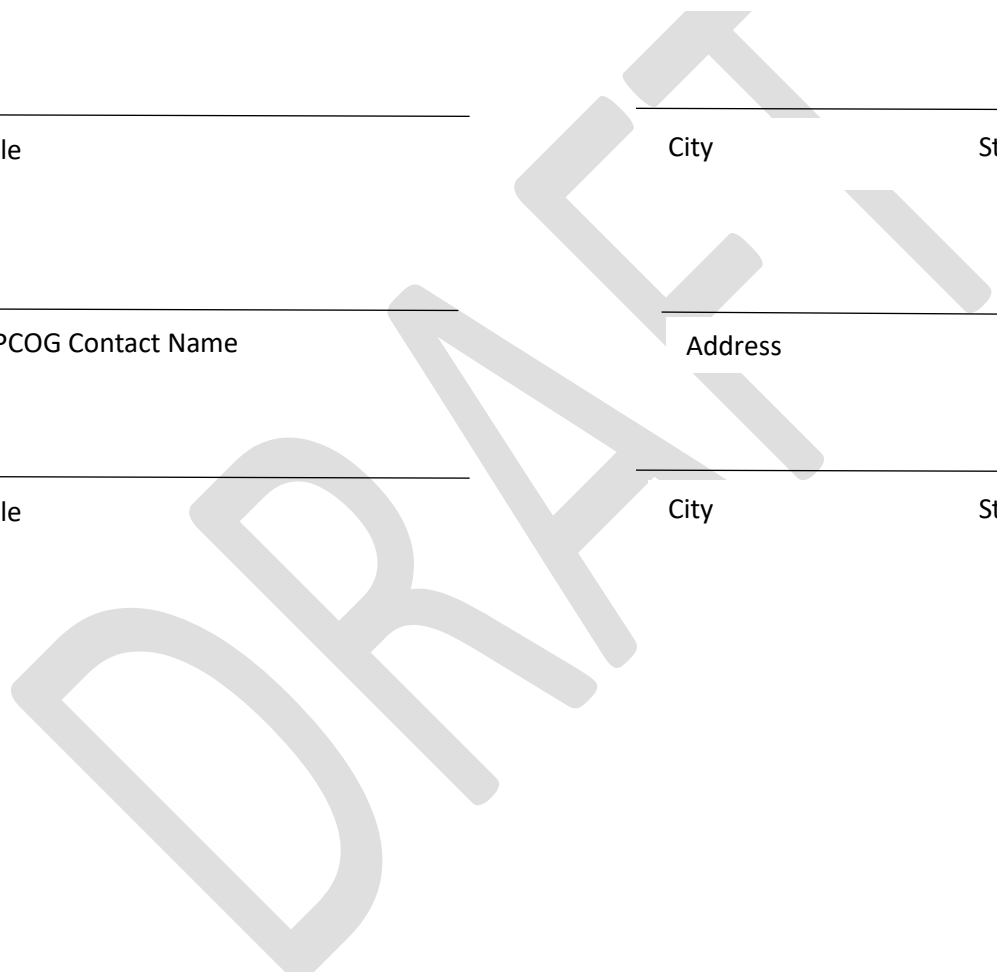
- a. Provide the Occupational Therapist all required CAPABLE Materials and forms including: CAPABLE online access to forms and information, manuals, CAPABLE Team Progression Visit Schedule, CAPABLE Calendar, etc.
- b. Provide technical assistance as requested.
- c. Area Agency on Aging of the Capital Area and the CAPABLE Program mutually agree that:

Any notice, acknowledge or disclosure required to be given to Area Agency on Aging of the Capital Area by the Occupational Therapist under this Agreement will be delivered to the following person and address:

**Area Agency on Aging of the Capital Area
CAPABLE Program Coordinator
6800 Burleson Rd., Bldg. 310, Suite 165
Austin, TX 78744
512-916-6183**

Any notice required to be given to the CAPABLE Occupational Health Therapist by the Area Agency on Aging of the Capital Area under this understanding will be delivered to the following person and address:

_____	_____
Contact Name	Address
_____	_____
Title	City State/Zip
_____	_____
CAPCOG Contact Name	Address
_____	_____
Title	City State/Zip



Service	Fixed Rate (Include Rate)
Evidence-Based Intervention with service authorization from AAACAP staff (includes home visits, telephone support, service coordination, documentation and other activities related to care planning and oversight)	52.00 per hour
AAACAP CAPABLE Team Meetings	52.00 per hour
New Vendor Hire CAPABLE JHU Training	52.00 per hour
CAPABLE Care Partner Training	52.00 per hour
RN live Office Hours with JHU - 2 per month	52.00 per hour
Mileage as allowed	0.625 per mile

- d. The maximum amount allowed for payment per fiscal year will not exceed: \$81,120 (\$52/hour x 30 hours/week x 52 weeks) for any one contractor for Registered Nursing Services.

II. TERMS OF AGREEMENT

- a. The Contractor agrees to:
- i. Provide services in accordance with ST David's Foundation, Capital Area Initiatives Foundation, the AAA Direct Purchase of Services Program, stated Scope of Services and current or revised CAPABLE Policies, licensure, training requirements, procedures and fidelity.
 - ii. Submit billings with appropriate documentation as required by the CAPCOG/AAACAP by the close of business on the fifth (5th) day of each month following the last day of the month in which services were provided.
 1. If the fifth (5th) day falls on a weekend or holiday, the information shall be delivered by the close of business on the preceding business day.
 2. The AAA cannot guarantee payment of a reimbursement request received for less than 45 calendar days from the contractor payment invoices are received at CAPCOG.
 3. No reimbursement for services provided will be made if contractor payment invoices are not submitted to the CAPCOG/AAACAP within 45 days of service delivery.
 - iii. Notify the CAPCOG/AAACAP CAPABLE Project Coordinator Director within 24 hours if, for any reason, the Contractor becomes unable to provide the service(s).
 - iv. Maintain communication and correspondence concerning program participants' status to CAPABLE Team members (Grant Administrator, Program

Administrator, Occupational Therapists, Registered Nurses and Home Repair Professional).

- v. Establish a method to guarantee the confidentiality of all information relating to the program participant in accordance with applicable federal and state laws, rules, and regulations. This provision shall not be construed as limiting CAPCOG/AAACAP or any federal or state authorized representative's right of access to program participant case records or other information relating to program participants served under this agreement.
- vi. To abide by the terms and conditions as previously agreed and signed in the Data Usage Agreement (DUA) Attachment 1, Subcontractor Agreement Form, which is attached to this contract and on file at the Agency:
 - 1. **Data Use Agreement** The Health and Human Services (HHS) Data Use Agreement (DUA), Attachment 1, is hereby incorporated by reference and made therefore, a part of the Contract. The DUA, will, as of the effective date of this contract, govern the handling of "Confidential Information," as that term is defined in the DUA, under the Contract.
 - 2. **Liability** By signature and acceptance of this amendment and the Data Use Agreement, Contractor agrees to fully cooperate with the direction of the HHS and the Office of the Attorney General of Texas in any claim arising from a disclosure of information subject to this DUA. To the extent permitted by the Texas Constitution, laws and rules, Contractor will hold harmless CAPCOG/AAACAP and its workforce against all actual and direct losses, suffered by the Contractor and its workforce arising from or in connection with any breach of this DUA or from any acts or omissions related to this DUA by Contractor or its employees, directors, officers, subcontractors, or agents or other members of its workforce, including, without limitation the costs of reasonable attorneys' fees, required notices and mitigation of a breach and any fines or penalties imposed on CAPCOG/AAACAP by any regulatory authority. Contractor will be solely responsible for any damages resulting from its disclosure of information made in violation of this DUA.
 - 3. **Insurance** Contractor either maintains commercial insurance or self-insures with policy limits in an amount sufficient to cover Contractor's liability arising under this DUA and under which policy CAPCOG/AAACAP is a beneficiary. Contractor shall identify the CAPCOG as an additional insured under any and all insurance policies used to satisfy this provision and provide proof that required insurance coverage is in effect, at the request of the Agency.
- vii. Keep financial and program supporting documents, statistical records, and any other records pertinent to the services for which a claim for reimbursement was submitted to the CAPCOG/AAACAP. The records and documents will be kept for a minimum of five years after close of contractor's fiscal year.

- viii. Make available at reasonable times and for required periods all fiscal and program participant records, books, and supporting documents pertaining to services provided under this agreement, for purposes of inspection, monitoring, auditing, or evaluations by CAPCOG/AAACAP staff, the Comptroller General of the United States and the State of Texas, through any authorized representative(s).
 - ix. If applicable, comply with the HHS process for Centers for Medicare and Medicaid Services (CMS) screening for excluded individuals and entities involved with the delivery of the Legal Assistance and Legal Awareness services.
- b. The Contractor further agrees:
- i. The agreement may be terminated for cause or without cause upon the giving of thirty (30) days advance written notice.
 - ii. The agreement does not guarantee a total level of reimbursement other than for individual units/services authorized, contingent upon receipt of funds.
 - iii. Contractor is an independent provider, NOT an agent of the CAPCOG/AAACAP. Thus, the Contractor indemnifies, saves and holds harmless CAPCOG/AAACAP against expense or liability of any kind arising out of service delivery performed by the Contractor. Contractor must immediately notify the CAPCOG/AAACAP if the Contractor becomes involved in or is threatened with litigation related to program participants receiving services funded by the CAPCOG/AAACAP.
 - iv. Employees of the Contractor will not solicit or accept gifts or favors of monetary value by or on behalf of program participants as a gift, reward or payment.
 - v. This contract may not be sub-contracted without express permission from CAPCOG.
 - vi. Contractor must submit to and be cleared with a Criminal Background Check conducted by CAPCOG.
- c. Through the Direct Purchase of Services program, the **Capital Area Council of Governments (CAPCOG) Area Agency on Aging of the Capital Area (AAACAP)** agrees to:
- i. Review program participant intake and assessment forms completed by the Contractor, as applicable, to determine program participant eligibility. Service authorization is based on program participant need and the availability of funds.
 - ii. Provide timely written notification to Contractor of program participant's eligibility and authorization to receive services.
 - iii. Maintain communication and correspondence concerning the program participants' status.

- iv. Provide timely technical assistance to Contractor as requested and as available.
- v. Conduct quality-assurance procedures, which may include on-site visits, to ensure quality services are being provided and if applicable, CMS exclusion reviews are conducted.
- vi. Provide written policies, procedures, and standard documents concerning program participant authorization to release information (both a general and medical/health related release), client rights and responsibilities, contributions, and complaints/grievances and appeals to all program participants.
- vii. Contingent upon the CAPCOG/AAACAP's receipt of funds authorized for this purpose from HHS, reimburse the Contractor based on the agreed reimbursement methodology, approved rate(s), service(s) authorized, and in accordance with subsection (A)(2) of this document, within 45 days of the CAPCOG/AAACAP's receipt of Contractor's invoice.

III. ASSURANCES

The Contractor shall comply with:

- a. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d et.seq.)
- b. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794)
- c. Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et seq.)
- d. Age Discrimination in Employment Act of 1975 (42 U.S.C. §§6101-6107)
- e. Title IX of the Education Amendments of 1972 (20 U.S.C. §§1681-1688)
- f. Food and Nutrition Act 01'2008 (7 U.S.C. §2011 et. seq.).
- g. Drug Free Workplace Act of 1988, 41 U.S.C. §§701-704, and 28 TAC Chapter 169, as applicable.
- h. Texas Senate Bill 1 - 1991, as applicable
- i. The HHS agency's administrative rules, as set forth in the Texas Administrative Code, to the extent applicable to this Agreement
- j. Certification Regarding Debarment - 45CFR §92.35 Subawards to debarred and suspended parties; this document is required annually as long as this agreement is in effect

Centers for Medicare and Medicaid Services (CMS) State Medicaid Director Letter SMDL #09-001 regarding Individuals or Entities Excluded from Participation in Federal Health Care Programs

IV. ACCEPTANCE OF CONTRACT

Electronically transmitted (e-mailed documents) containing signatures will be deemed originals for all purposes related to the Contract (2 CFR Part 200.335).

The Parties acknowledge that their respective representatives have read this Contract and understand its terms. The Parties further acknowledge that the representatives below are authorized to sign and agree to this Contract on behalf of their respective Party.

This contract expires 12/31/2023 (unless extended by agreement of both parties) to the agreement.

This contract states the entire agreement of the parties, and an amendment to it is not effective unless in writing and signed by all parties.

This contract is binding on and inures to the parties' successors in interest.

Authorized Vendor Signature

Print Name

Title

Date

Authorized Signature/CAPCOG Executive Director

Capital Area Council of Governments

Agency

6800 Burleson Rd., Bldg 310, Ste. 165

Address

Austin, TX 78744

City, State, Zip

Date

**Capital Area Council of Governments
Area Agency on Aging of the Capital Area
Attachment A**

I. Scope of Work

a. As a CAPABLE Project Registered Nurse Contractor agrees to:

- i. Use all forms and follow procedures established by the Area Agency on Aging of the Capital Area and Evidence-based process of the CAPABLE program as per John Hopkins University School of Nursing.
- ii. RN will Conduct four (4) home visits per participant in CAPABLE Program per JHU CAPABLE Fidelity.
- iii. Identify and explain to participants with Care Partners (Caregivers) who may want to participant in the JHC CAPABLE Support to Care Partners pilot study.
- iv. New RN Vendor Hire JHU CAPABLE Training: Five 60-minute online learning modules, read disciple specific Training Manuals, Complete CAPABLE Home Stimulations for both RN and OT, View whiteboard videos, view Vimeo Clips or visit scenarios, attend or view CAPABLE webinars, access other CAPABLE site's outcome and experiences through an online user group (Yammer group). Any other training will need prior approval.
- v. Attend two live CAPABLE OT Office hour per month. JHU offers two a month (1 hour each).
- vi. Provide required documentation following CAPABLE Policies and Procedures, Fidelity Guidelines and AACAP protocols and requirements including but not limited to, home visit start and end times, Care plan development, case notes, mileage calculations as allowed.
 1. Documentation requirements including but not limited to, home visit start and end times, Care plan development, case notes will be done within **72 hours** – all will be uploaded in Google Workspace in the proper location in the Participant's File.
 2. Will update the CAPABLE Team Visit Schedule within **72 hours** after Participant home visit.
- vii. Attend scheduled AACAP CAPABLE Team – Google Workspace Meeting. If unable to attend decline the Google Workplace Meeting.
- viii. **Google Calendar:** all participant visits must be placed on the **CAPABLE Google Calendar** as soon as appointment has been made.
 1. Participant ID, date and time and RN initials only

- ix. Fill out the Work Order RN section for approval.
1. **Work Order** RN section must be filled in with all RN purchases.
 - a. The RN will fill in the RN section of Work Order.
 - b. The following sections must be filled in: Participant goal/s, Project Description and Construction Comment for approval of items to be purchased for goal/s
 2. **Participant Receipt** for item/s delivered or other services: If RN delivers any item/s or service a Participant Receipt must be signed by the participant stating they received item/s and/or services.
 - a. Items purchased that RN delivers such items not bought through Assistive Devices, Inc., such as Amazon, furniture stores, etc.
 - b. Other services CAPABLE Program paid for such as junk removal, etc....
- x. Obtain prior approval by AAACAP Social Services Project Coordinator/CAPABLE Grant Administrator or the AAACAP Program Administrator of participant Work Order/s before any item, services are purchased or started.
1. If item/s (such as a recline) or services (such as junk removal) a quote is required, and W-9 form from the business.
 - a. Submit to AAACAP CAPABLE Staff
 2. Invoice from business will be submitted for payment to AAACAP after item/s is purchase and delivered or service/s is completed.
- xi. Adhere to all AAACAP and CAPABLE protocols to ensure HIPPA compliance, of both hard copy and electronic versions of participant's files, charts, documents, authorizations and other protected health or sensitive personal data.
- xii. Encrypt all emails containing any participant's information.
- xiii. Adhere to all AAACAP/CAPABLE Team tracking process, including but not limited to timely intervention visits/scheduling, documentation, CAPABLE Team Visit Schedule, CAPABLE Calendar, participant progress, referrals, care coordination.
- xiv. Submit completed paperwork to C-CAP RN to AAACAP Social Services Project Coordinator/CAPABLE Grant Administrator or AAACAP Program Administrator within prescribed time frames for data entry for data entry after completion for data collection.
- xv. When Participant has had last RN home visit, RN will notify AAACAP Social Services Project Coordinator/CAPABLE Grant Administrator or AAACAP Program Administrator of RN last Visit through email.
- xvi. Assist in the recruitment of referrals for CAPABLE Participants.
- xvii. Adhere to all AAACAP/Capable Team tracking processes, including but not limited to scheduling visits for home modification, repair/s, equipment set up.

- xviii. Complete required HIPPA Privacy Training each fiscal year (following AAACAP prescribed materials) and submit certification.

- xix. Submit all forms required by the Area Agency on Aging of the Capital Area and reimbursement requests to the AAACAP using required processes. Required forms included:
 - 1. Invoices and mileage forms

- xx. AAACAP and CAPABLE required forms – Consent and Consumer Rights and Responsibilities, C-CAP RN, Sessions Forms 1-6, Acton Plans, Brainstorming Worksheets, Referrals, Assessments, Work Authorization Form, Work Order Form, Surveys and others as project develops. Ensure no conflict of interest occur. A conflict of interest, whether real or perceived, occurs in which someone in a position of trust has competing professional or personal interests. A conflict of interest includes:
 - 1. Having a substantial financial interest, directly or indirectly, in the profits of any entity from which services or goods are contracted or otherwise procured by the AAA; and
 - 2. Deriving a personal profit, directly or indirectly, from any entity that would conflict in any manner or degree with the performance of responsibilities of the board member, employee advisory committee member or volunteer.

A. Area Agency on Aging of the Capital Area (AAACAP) agrees to:

- a. Provide the Registered Nurse all required CAPABLE Materials and forms including CAPABLE online access to forms and information, manuals, CAPABLE Team Progression Visit Schedule, CAPABLE Calendar, etc.
- b. Provide technical assistance as requested.
- c. Area Agency on Aging of the Capital Area and the CAPABLE Program mutually agree that:

Any notice, acknowledge or disclosure required to be given to Area Agency on Aging of the Capital Area by the Registered Nurse under this Agreement will be delivered to the following person and address:

**Area Agency on Aging of the Capital Area
CAPABLE Program Coordinator
6800 Burleson Rd., Bldg. 310, Suite 165
Austin, TX 78744
512-916-6183**

Any notice required to be given to the CAPABLE Registered Nurse by the Area Agency on Aging of the Capital Area under this understanding will be delivered to the following person and address:

This contract states the entire agreement of the parties, and an amendment to it is not effective unless in writing and signed by all parties.

This contract is binding on and inures to the parties' successors in interest.

This contract will expire 12/31/2023 unless extended by agreement of both parties.

Contact Name

Address

Title

City

State/Zip

CAPCOG Contact Name

Address

Title

City

State/Zip

DRAFT



**Capital Area Council of Governments
Area Agency on Aging**

HOME REPAIR PROFESSIONAL CONTRACT FOR DIRECT PURCHASE OF SERVICES

_____, hereinafter referred to as Contractor, and the Capital Area Council of Governments (CAPCOG)/Area Agency on Aging of the Capital Area (AAACAP), do hereby agree to provide services effective beginning **January 1, 2023**, in accordance with the Older Americans Act of 1965 (OAA), as amended, regulations of the Texas Health and Human Services (HHS), the AAA Direct Purchase of Services program, St David's Foundation, the AAA Direct Purchase of Services Program and the stated Scope of Services and Work - Attachment A.

The CAPCOG/AAACAP Direct Purchase of Services program is designed to promote the development of a comprehensive and coordinated service delivery system to meet the needs of older individuals (60 years of age or older) and their caregivers. This agreement provides a mechanism for the creation of an individualized network of community resources accessible to a program participant in compliance with the OAA, HHS-AAA Access and Assistance guidelines AAA Direct Purchase of Services procedures and St. David's Foundation CAPABLE Central Texas: Successful Aging in Place Project guidelines and deliverables.

The Capital Area Council of Governments (CAPCOG), in accordance with the requirement in the Older Americans Act, Section 102 (42 U.S.C. 3001) and Section 306 (42 U.S.C. 3026), 45 CFR §1321, and the Texas Administrative Code, designates the Area Agency on Aging of the Capital Area as the focal point for comprehensive service delivery and coordination of services for older individuals in State Planning Region 12.

The purpose of the system of Access and Assistance is to develop cooperative working relationships with service providers to build an integrated service delivery system that ensures broad access to and information about community services, maximizes the use of existing resources, avoids duplication of effort, identifies gaps in services, and facilitates the ability of people who need services to easily find the most appropriate Contractor.

I. SCOPE OF SERVICES

- a. The Contractor agrees to provide the following service(s) as identified below to program participants authorized by the CAPCOG/AAACAP staff, in accordance with the contractor application, all required assurances, licenses, certifications, rate setting documents, and HHS services definitions, as applicable.

Service: Residential Repair

Service Definition: Services consist of repairs, modifications and/or equipment set up of dwellings occupied by older individuals that are essential for the health and safety of the occupant(s).

Unit of Service: One unduplicated dwelling unit occupied by older individuals and may include all the services committed to repairing, modifying one unit in one program year, not to exceed a total of \$5,000 for AACAP Note: Caregivers may serve more than one care recipient, resulting in more units of service than the number of unduplicated persons.

Service Area: Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis and Williamson

Service: Chore Maintenance

Service Definition: Performing household chores an older individual is not able to handle on his own, such as heavy cleaning (e.g., scrubbing floors, washing walls and windows [inside and outside]), moving heavy furniture, and maintenance such as yard/sidewalk maintenance.

Unit of Service: One Hour

Service Area: Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis and Williamson

- b. The maximum amount allowed for payment per fiscal year will not exceed for any one contracted home repair professional: \$80,000.

All Texas Administrative Code standards are located at the Texas Secretary of State website:

<http://www.sos.state.tx.us/tac/index.shtml>

All Older Americans Act and other required rules and regulations are located at

http://www.aoa.gov/AoARoot/About/Authorizing_Statutes/index.aspx

Targeting: CAPCOG/AAACAP services are designed to identify eligible program participants, with an emphasis on high-risk program participants and to serve older individuals with special emphasis on: (1) older individuals residing in rural areas, (2) older individuals with greatest economic need (with particular attention to low-income minority and older individuals residing in rural areas), (3) older individuals who have greatest social need (with particular attention to low-income minority individuals and residing in rural areas), (4) older individuals with severe disabilities, (5) older individuals with limited English proficiency, (6) older individuals with Alzheimer's disease and related disorders with neurological and organic brain dysfunction and the caretakers of such individuals, and (7) older individuals at risk for institutional placement.

- c. The Contractor agrees to provide the following service(s) as identified below to program participants authorized by the CAPCOG/AAACAP staff and CAPABLE, in accordance with the contractor application, all required assurances, licenses, certifications, rate setting documents, and HHS services definitions, as applicable.

Service: EVIDENCE-BASED INTERVENTION – Community Aging in Place- Advancing Better Living For Elders (CAPABLE)

Providing an intervention to an older individual based upon the principles of Evidence-Based Intervention (EBI) programming, specifically related to Home Repair Professional components of the CAPABLE intervention which would include: Repairing, Home Modification and/or Equipment Set Up for AAACAP/CAPABLE Program.

Service Definition: Services consist of repairs, modifications and/or equipment set up of dwellings occupied by older individuals that are essential for the health and safety of the occupant(s).

Unit of Service: One unduplicated dwelling unit occupied by older individuals and may include all the services committed to repairing, modifying and/or equipment set up one unit in one program year, not to exceed a total of \$1,500 (AAACAP/CAPABLE Program).

- d. Service Area: Bastrop, Caldwell and any other county approved for CAPABLE Program
- e. Services & Reimbursement Methodology:

Service	Fixed Rate (Include Rate)	Variable Rate (identify range)
Residential Repair		Based on individual project(s); meet consumer need for health and safety. (not to exceed \$5,000 per household)
Chore Maintenance	\$30.00/hour	
CAPABLE Home Repair		Based on individual project(s); meet consumer need for health and safety. (not to exceed \$1,500 per household)
CAPABLE Equipment Set Up		Based on individual project(s); meet consumer need for health and safety. (not to exceed \$1,500 per household)
CAPABLE Mileage as allowed	0.625/per mile	Mileage paid from home to participant's home and/or supply stores for items

II. TERMS OF AGREEMENT

- a. The Contractor agrees to:
 - i. Provide services in accordance with current or revised HHS policies and standards and the OAA.
 - ii. Submit billings with appropriate documentation as required by the CAPCOG/AAACAP by the close of business on the fifth (5th) day of each month following the last day of the month in which services were provided.
 - 1. If the fifth (5th) day falls on a weekend or holiday, the information shall be delivered by the close of business on the preceding business day.
 - 2. The AAA cannot guarantee payment of a reimbursement request received for less than 45 calendar days from the contractor payment invoices are received at CAPCOG.

3. No reimbursement for services provided will be made if contractor payment invoices are not submitted to the CAPCOG/AAACAP within 45 days of service delivery.
- iii. Encourage program participant contributions (program income) on a voluntary and confidential basis. Such contributions will be properly safeguarded and accurately accounted for as receipts and expenditures on Contractor's financial reports if contributions are not required to be forwarded to the CAPCOG/AAACAP. Client contributions (program income) will be reported fully, as required, to the CAPCOG/AAACAP. Contractor agrees to expend all program income to expand or enhance the program/service under which it is earned, in the same month it is earned.
 - iv. Notify the CAPCOG/AAACAP Director within 24 hours if, for any reason, the Contractor becomes unable to provide the service(s).
 - v. Maintain communication and correspondence concerning program participants' status.
 - vi. Establish a method to guarantee the confidentiality of all information relating to the program participant in accordance with applicable federal and state laws, rules, and regulations. This provision shall not be construed as limiting CAPCOG/AAACAP or any federal or state authorized representative's right of access to program participant case records or other information relating to program participants served under this agreement.
 - vii. To abide by the terms and conditions as previously agreed and signed in the Data Usage Agreement (DUA) Attachment 1, Subcontractor Agreement Form, which is attached to this contract and on file at the Agency:
 1. **Data Use Agreement** The Health and Human Services (HHS) Data Use Agreement (DUA), Attachment 1, is hereby incorporated by reference and made therefore, a part of the Contract. The DUA, will, as of the effective date of this contract, govern the handling of "Confidential Information," as that term is defined in the DUA, under the Contract.
 2. **Liability** By signature and acceptance of this amendment and the Data Use Agreement, Contractor agrees to fully cooperate with the direction of the HHS and the Office of the Attorney General of Texas in any claim arising from a disclosure of information subject to this DUA. To the extent permitted by the Texas Constitution, laws and rules, Contractor will hold harmless CAPCOG/AAACAP and its workforce against all actual and direct losses, suffered by the Contractor and its workforce arising from or in connection with any breach of this DUA or from any acts or omissions related to this DUA by Contractor or its employees, directors, officers, subcontractors, or agents or other members of its workforce, including, without limitation the costs of reasonable attorneys' fees,

required notices and mitigation of a breach and any fines or penalties imposed on CAPCOG/AAACAP by any regulatory authority. Contractor will be solely responsible for any damages resulting from its disclosure of information made in violation of this DUA.

3. **Insurance** Contractor either maintains commercial insurance or self-insures with policy limits in an amount sufficient to cover Contractor's liability arising under this DUA and under which policy CAPCOG/AAACAP is a beneficiary. Contractor shall identify the CAPCOG as an additional insured under any and all insurance policies used to satisfy this provision and provide proof that required insurance coverage is in effect, at the request of the Agency.
- viii. Keep financial and program supporting documents, statistical records, and any other records pertinent to the services for which a claim for reimbursement was submitted to the CAPCOG/AAACAP. The records and documents will be kept for a minimum of five years after close of contractor's fiscal year.
 - ix. Make available at reasonable times and for required periods all fiscal and program participant records, books, and supporting documents pertaining to services provided under this agreement, for purposes of inspection, monitoring, auditing, or evaluations by CAPCOG/AAACAP staff, the Comptroller General of the United States and the State of Texas, through any authorized representative(s).
 - x. If applicable, comply with the HHS process for Centers for Medicare and Medicaid Services (CMS) screening for excluded individuals and entities involved with the delivery of the Legal Assistance and Legal Awareness services.
- b. The Contractor further agrees:
 - i. The agreement may be terminated for cause or without cause upon the giving of thirty (30) days advance written notice.
 - ii. The agreement does not guarantee a total level of reimbursement other than for individual units/services authorized, contingent upon receipt of funds.
 - iii. Contractor is an independent provider, NOT an agent of the CAPCOG/AAACAP. Thus, the Contractor indemnifies, saves and holds harmless CAPCOG/AAACAP against expense or liability of any kind arising out of service delivery performed by the Contractor. Contractor must immediately notify the CAPCOG/AAACAP if the Contractor becomes involved in or is threatened with litigation related to program participants receiving services funded by the CAPCOG/AAACAP.
 - iv. Employees of the Contractor will not solicit or accept gifts or favors of monetary value by or on behalf of program participants as a gift, reward or payment.
 - v. This contract may not be sub-contracted without express permission from CAPCOG.

- vi. Contractor must submit to and be cleared with a Criminal Background Check conducted by CAPCOG.
- c. Through the Direct Purchase of Services program, the **Capital Area Council of Governments (CAPCOG) Area Agency on Aging of the Capital Area (AAACAP)** agrees to:
 - i. Review program participant intake and assessment forms completed by the Contractor, as applicable, to determine program participant eligibility. Service authorization is based on program participant need and the availability of funds.
 - ii. Provide timely written notification to Contractor of program participant's eligibility and authorization to receive services.
 - iii. Maintain communication and correspondence concerning the program participants' status.
 - iv. Provide timely technical assistance to Contractor as requested and as available.
 - v. Conduct quality-assurance procedures, which may include on-site visits, to ensure quality services are being provided and if applicable, CMS exclusion reviews are conducted.
 - vi. Provide written policies, procedures, and standard documents concerning program participant authorization to release information (both a general and medical/health related release), client rights and responsibilities, contributions, and complaints/grievances and appeals to all program participants.
 - vii. Contingent upon the CAPCOG/AAACAP's receipt of funds authorized for this purpose from HHS, reimburse the Contractor based on the agreed reimbursement methodology, approved rate(s), service(s) authorized, and in accordance with subsection (A)(2) of this document, within 45 days of the CAPCOG/AAACAP's receipt of Contractor's invoice.

III. **ASSURANCES**

The Contractor shall comply with:

- a. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d et seq.)
- b. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794)
- c. Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et seq.)
- d. Age Discrimination in Employment Act of 1975 (42 U.S.C. §§6101-6107)
- e. Title IX of the Education Amendments of 1972 (20 U.S.C. §§1681-1688)
- f. Food and Nutrition Act 01'2008 (7 U.S.C. §2011 et. seq.);
- g. Drug Free Workplace Act of 1988, 41 U.S.C. §§701-704, and 28 TAC Chapter 169, as applicable.
- h. Texas Senate Bill 1 - 1991, as applicable

- i. The HHS agency’s administrative rules, as set forth in the Texas Administrative Code, to the extent applicable to this Agreement
- j. Certification Regarding Debarment - 45CFR §92.35 Subawards to debarred and suspended parties; this document is required annually as long as this agreement is in effect

Centers for Medicare and Medicaid Services (CMS) State Medicaid Director Letter SMDL #09-001 regarding Individuals or Entities Excluded from Participation in Federal Health Care Programs

IV. ACCEPTANCE OF CONTRACT

Electronically transmitted (e-mailed documents) containing signatures will be deemed originals for all purposes related to the Contract (2 CFR Part 200.335).

The Parties acknowledge that their respective representatives have read this Contract and understand its terms. The Parties further acknowledge that the representatives below are authorized to sign and agree to this Contract on behalf of their respective Party.

This contact expires 12/31/2023 (unless extended by agreement of both parties) to the agreement.

This contract states the entire agreement of the parties, and an amendment to it is not effective unless in writing and signed by all parties.

This contract is binding on and inures to the parties' successors in interest.

Authorized Vendor Signature

Print Name

Title

Date

Authorized Signature/CAPCOG Executive Director

Capital Area Council of Governments

Agency

6800 Burleson Rd., Bldg 310, Ste. 165

Address

Austin, TX 78744

City, State, Zip

**Capital Area Council of Governments
Area Agency on Aging of the Capital Area
Attachment A**

I. Scope of Work

a. As a CAPABLE Project Home Repair Professional agrees to:

- i.** Use all forms and follow procedures established by the Area Agency on Aging of the Capital Area and Evidence-based process of the CAPABLE program as per John Hopkins University School of Nursing.
- ii.** Follow the CAPABLE Guidelines for Home Repair Professional.
- iii.** Complete work orders on the CAPABLE work order form at the direction of the CAPABLE OT and AAACAP Staff/CAPABLE Program Administrator.
- iv.** Submit all estimates and modifications to planned work to AAACAP Staff/CAPABLE Program Administrator for approval.
- v.** Obtain prior approval by AAACAP Social Services Project Coordinator/CAPABLE Grant Administrator or AAACAP CAPABLE Program Administrator of participant Work Authorization, HRP Quote and work order/s before starting planned work.
- vi.** Maintain documentation of work completed, including, invoice and receipts for any materials purchased.
- vii.** Payment of HRP Project will be made after project is completed and invoice is submitted to AAACAP CAPABLE Staff.
- viii.** Provide require documentation following CAPABLE policies and Procedures, Fidelity Guidelines and AAACAP protocols and requirements including, but not limited to home visit start and end time, Work Order Authorization, Work order, travel time, mileage calculation as allowed.
- ix.** Assist in resolving complaints from participants related to Home repairs/modifications and equipment.
- x.** Communicate and coordinate with CAPABLE Occupational Therapist, Registered Nurse and AAACAP Staff/CAPABLE Program Administrator for participant projects.
- xi.** Adhere to all AAACAP/Capable Team tracking processes, including but not limited to scheduling visits for home modification, repair/s, equipment set up.

- xii. Adhere to all AAACAP and CAPABLE protocols to ensure HIPPA Compliance, of both hard copy and electronic versions of participant’s files, charts authorizations and other protected health or sensitive personal data.

- xiii. Encrypt all emails containing any participant’s information.

- xiv. Submit all forms required by the Area agency on Aging of the Capital Area and reimbursement requests to the AAACAP using required processes. Required forms included:
 - 1. Invoices, mileage and time tracking forms
 - 2. Signed Participant Work Authorization Forms, HRP quotes for participant projects

- xv. AAACAP and CAPABLE required forms – Participant Work Authorization Form, Participant Work Order form, Participant Invoices, HRP Quotes. Ensure no conflict of interest occur. A conflict of interest, whether real or perceived, occurs in which someone in a position of trust has competing professional or personal interests. A conflict of interest includes:
 - 1. Having a substantial financial interest, directly or indirectly, in the profits of any entity from which services or goods are contracted or otherwise procured by the AAA; and
 - 2. Deriving a personal profit, directly or indirectly, from any entity that would conflict in any manner or degree with the performance of responsibilities of the board member, employee advisory committee member or volunteer.

A. Area Agency on Aging of the Capital Area (AAACAP) agrees to:

- a. Provide the Home Repair Professional all required CAPABLE Materials and forms including: CAPABLE online access to forms and information, manuals, CAPABLE Team Progression Visit Schedule, CAPABLE Calendar, etc....

Any notice, acknowledge or disclosure required to be given to Area Agency on Aging of the Capital Area by the Home Repair Professional under this Agreement will be delivered to the following person and address:

**Area Agency on Aging of the Capital Area
 CAPABLE Program Coordinator
 6800 Burleson Rd., Bldg. 310, Suite 165
 Austin, TX 78744
 512-916-6183**

Any notice required to be given to the CAPABLE Home Repair Professional by the Area Agency on Aging of the Capital Area under this understanding will be delivered to the following person and address:

Contact Name	Address
Title	City State/Zip

CAPCOG Contact Name

Address

Title

City

State/Zip

DRAFT



**Capital Area Council of Governments
Area Agency on Aging**

**CLIENT SERVICES PROGRAM COORDINATOR/ADMINISTRATOR
CONTRACT FOR DIRECT PURCHASE OF SERVICES**

_____, hereinafter referred to as Contractor, and the Capital Area Council of Governments (CAPCOG)/Area Agency on Aging of the Capital Area (AAACAP), do hereby agree to provide services effective beginning **January 1, 2023**, in accordance with St David's Foundation, the AAA Direct Purchase of Services Program and the stated Scope of Services and Work - Attachment A.

The CAPCOG/AAACAP Direct Purchase of Services program is designed to promote the development of a comprehensive and coordinated service delivery system to meet the needs of older individuals (60 years of age or older). This agreement provides a mechanism for the creation of an individualized network of community resources accessible to a program participant in compliance with the Assistance guidelines AAA Direct Purchase of Services procedures and St. David's Foundation CAPABLE Central Texas: Successful Aging in Place Project guidelines and deliverables.

The Capital Area Council of Governments (CAPCOG), in accordance with the requirement in the Older Americans Act, Section 102 (42 U.S.C. 3001) and Section 306 (42 U.S.C. 3026), 45 CFR §1321, and the Texas Administrative Code, designates the Area Agency on Aging of the Capital Area as the focal point for comprehensive service delivery and coordination of services for older individuals in State Planning Region 12.

The purpose of the system of Access and Assistance is to develop cooperative working relationships with service providers to build an integrated service delivery system that ensures broad access to and information about community services, maximizes the use of existing resources, avoids duplication of effort, identifies gaps in services, and facilitates the ability of people who need services to easily find the most appropriate Contractor.

I. SCOPE OF SERVICES

- a. The Contractor agrees to provide the following service(s) as identified below to program participants authorized by the CAPCOG/AAACAP staff, in accordance with the contractor application, all required assurances, licenses, certifications, rate setting documents, and HHS services definitions, as applicable.

Service: EVIDENCE-BASED INTERVENTION – Community Aging in Place – Advancing Better Living for Elders (CAPABLE)

Providing an intervention to an older individual based upon the principles of Evidence-Based Intervention (EBI) programming, specifically related to Occupational Therapy components of the CAPABLE Intervention.

Service Area: Bastrop, Caldwell and any other county approved for CAPABLE Program

- b. Services & Reimbursement Methodology:

Service	Fixed Rate (Include Rate)
Evidence-Based Intervention with service authorization from AAACAP staff (includes home visits if applicable, telephone support, service coordination, documentation, referrals, intake, screening, Pre/Post Baseline, AAACAP Six Month Survey and other activities related to care planning and oversight)	\$23.50 - \$25.50 per hour
Team Meetings, CAPABLE Office Hours	\$23.50 - \$25.50 per hour
Meetings with AAACAP CAPABLE Staff as needed	\$23.50 - \$25.50 per hour
New Hire JHU CAPABLE Training	\$23.50 - \$25.50 per hour
CAPABLE Care Partner Training – if applicable	\$23.50 - \$25.50 per hour
CAPABLE Training with Prior Approval from AAACAP CAPABLE staff	\$23.50 - \$25.50 per hour
Collection of data information	\$23.50 - \$25.50 per hour
Mileage as allowed	0.625 per mile

- c. The maximum amount allowed for payment per fiscal year will not exceed for any one contracted client services program coordinator/administrator \$53,040 (\$25.50/hour x 40 hours/week x 52 weeks)

II. TERMS OF AGREEMENT

- a. The Contractor agrees to:
 - i. Provide services in accordance with ST David’s Foundation, Capital Area Initiatives Foundation, the AAA Direct Purchase of Services Program, stated Scope of Services and current or revised CAPABLE Policies, licensure, training requirements, procedures and fidelity.
 - ii. Submit billings with appropriate documentation as required by the CAPCOG/AAACAP by the close of business on the fifth (5th) day of each month following the last day of the month in which services were provided.
 - 1. If the fifth (5th) day falls on a weekend or holiday, the information shall be delivered by the close of business on the preceding business day.
 - 2. The AAA cannot guarantee payment of a reimbursement request received for less than 45 calendar days from the contractor payment invoices are received at CAPCOG.
 - 3. No reimbursement for services provided will be made if contractor payment invoices are not submitted to the CAPCOG/AAACAP within 45 days of service delivery.
 - iii. Notify the CAPCOG/AAACAP CAPABLE Program Administrator within 24 hours if, for any reason, the Contractor becomes unable to provide the service(s).

- iv. Maintain communication and correspondence concerning program participants' status to CAPABLE Team members (Grant Administrator, Program Administrator, Occupational Therapists, Registered Nurses and Home Repair Professional).
- v. Establish a method to guarantee the confidentiality of all information relating to the program participant in accordance with applicable federal and state laws, rules, and regulations. This provision shall not be construed as limiting CAPCOG/AAACAP or any federal or state authorized representative's right of access to program participant case records or other information relating to program participants served under this agreement.
- vi. To abide by the terms and conditions as previously agreed and signed in the Data Usage Agreement (DUA) Attachment 1, Subcontractor Agreement Form, which is attached to this contract and on file at the Agency:
 - 1. **Data Use Agreement** The Health and Human Services (HHS) Data Use Agreement (DUA), Attachment 1, is hereby incorporated by reference and made therefore, a part of the Contract. The DUA, will, as of the effective date of this contract, govern the handling of "Confidential Information," as that term is defined in the DUA, under the Contract.
 - 2. **Liability** By signature and acceptance of this amendment and the Data Use Agreement, Contractor agrees to fully cooperate with the direction of the HHS and the Office of the Attorney General of Texas in any claim arising from a disclosure of information subject to this DUA. To the extent permitted by the Texas Constitution, laws and rules, Contractor will hold harmless CAPCOG/AAACAP and its workforce against all actual and direct losses, suffered by the Contractor and its workforce arising from or in connection with any breach of this DUA or from any acts or omissions related to this DUA by Contractor or its employees, directors, officers, subcontractors, or agents or other members of its workforce, including, without limitation the costs of reasonable attorneys' fees, required notices and mitigation of a breach and any fines or penalties imposed on CAPCOG/AAACAP by any regulatory authority. Contractor will be solely responsible for any damages resulting from its disclosure of information made in violation of this DUA.
 - 3. **Insurance** Contractor either maintains commercial insurance or self-insures with policy limits in an amount sufficient to cover Contractor's liability arising under this DUA and under which policy CAPCOG/AAACAP is a beneficiary. Contractor shall identify the CAPCOG as an additional insured under any and all insurance policies used to satisfy this provision and provide proof that required insurance coverage is in effect, at the request of the Agency.
- vii. Keep financial and program supporting documents, statistical records, and any other records pertinent to the services for which a claim for reimbursement was

submitted to the CAPCOG/AAACAP. The records and documents will be kept for a minimum of five years after close of contractor's fiscal year.

- viii. Make available at reasonable times and for required periods all fiscal and program participant records, books, and supporting documents pertaining to services provided under this agreement, for purposes of inspection, monitoring, auditing, or evaluations by CAPCOG/AAACAP staff, the Comptroller General of the United States and the State of Texas, through any authorized representative(s).
 - ix. If applicable, comply with the HHS process for Centers for Medicare and Medicaid Services (CMS) screening for excluded individuals and entities involved with the delivery of the Legal Assistance and Legal Awareness services.
- b. The Contractor further agrees:
- i. The agreement may be terminated for cause or without cause upon the giving of thirty (30) days advance written notice.
 - ii. The agreement does not guarantee a total level of reimbursement other than for individual units/services authorized, contingent upon receipt of funds.
 - iii. Contractor is an independent provider, NOT an agent of the CAPCOG/AAACAP. Thus, the Contractor indemnifies, saves and holds harmless CAPCOG/AAACAP against expense or liability of any kind arising out of service delivery performed by the Contractor. Contractor must immediately notify the CAPCOG/AAACAP if the Contractor becomes involved in or is threatened with litigation related to program participants receiving services funded by the CAPCOG/AAACAP.
 - iv. Employees of the Contractor will not solicit or accept gifts or favors of monetary value by or on behalf of program participants as a gift, reward or payment.
 - v. This contract may not be sub-contracted without express permission from CAPCOG.
 - vi. Contractor must submit to and be cleared with a Criminal Background Check conducted by CAPCOG.
- c. Through the Direct Purchase of Services program, the **Capital Area Council of Governments (CAPCOG) Area Agency on Aging of the Capital Area (AAACAP)** agrees to:
- i. Review program participant intake, screening, pre/post baseline, AAA Six Month Survey and assessment forms completed by the Contractor, as applicable, to determine program participant eligibility. Service authorization is based on program participant need and the availability of funds.
 - ii. Provide timely written notification to Contractor of program participant's eligibility and authorization to receive services.

- iii. Maintain communication and correspondence concerning the program participants' status.
- iv. Provide timely technical assistance to Contractor as requested and as available.
- v. Conduct quality-assurance procedures, which may include on-site visits, to ensure quality services are being provided and if applicable, CMS exclusion reviews are conducted.
- vi. Provide written policies, procedures, and standard documents concerning program participant authorization to release information (both a general and medical/health related release), client rights and responsibilities, contributions, and complaints/grievances and appeals to all program participants.
- vii. Contingent upon the CAPCOG/AAACAP's receipt of funds authorized for this purpose from HHS, reimburse the Contractor based on the agreed reimbursement methodology, approved rate(s), service(s) authorized, and in accordance with subsection (A)(2) of this document, within 45 days of the CAPCOG/AAACAP's receipt of Contractor's invoice.

III. ASSURANCES

The Contractor shall comply with:

- a. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d et seq.)
- b. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794)
- c. Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et seq.)
- d. Age Discrimination in Employment Act of 1975 (42 U.S.C. §§6101-6107)
- e. Title IX of the Education Amendments of 1972 (20 U.S.C. §§1681-1688)
- f. Food and Nutrition Act 01'2008 (7 U.S.C. §2011 et. seq.).
- g. Drug Free Workplace Act of 1988, 41 U.S.C. §§701-704, and 28 TAC Chapter 169, as applicable.
- h. Texas Senate Bill 1 - 1991, as applicable
- i. The HHS agency's administrative rules, as set forth in the Texas Administrative Code, to the extent applicable to this Agreement
- j. Certification Regarding Debarment - 45CFR §92.35 Subawards to debarred and suspended parties; this document is required annually as long as this agreement is in effect

Centers for Medicare and Medicaid Services (CMS) State Medicaid Director Letter SMDL #09-001 regarding Individuals or Entities Excluded from Participation in Federal Health Care Programs

IV. ACCEPTANCE OF CONTRACT

Electronically transmitted (e-mailed documents) containing signatures will be deemed originals for all purposes related to the Contract (2 CFR Part 200.335).

The Parties acknowledge that their respective representatives have read this Contract and understand its terms. The Parties further acknowledge that the representatives below are authorized to sign and agree to this Contract on behalf of their respective Party.

This contract expires 12/31/2023 (unless extended by agreement of both parties) to the agreement.

This contract states the entire agreement of the parties, and an amendment to it is not effective unless in writing and signed by all parties.

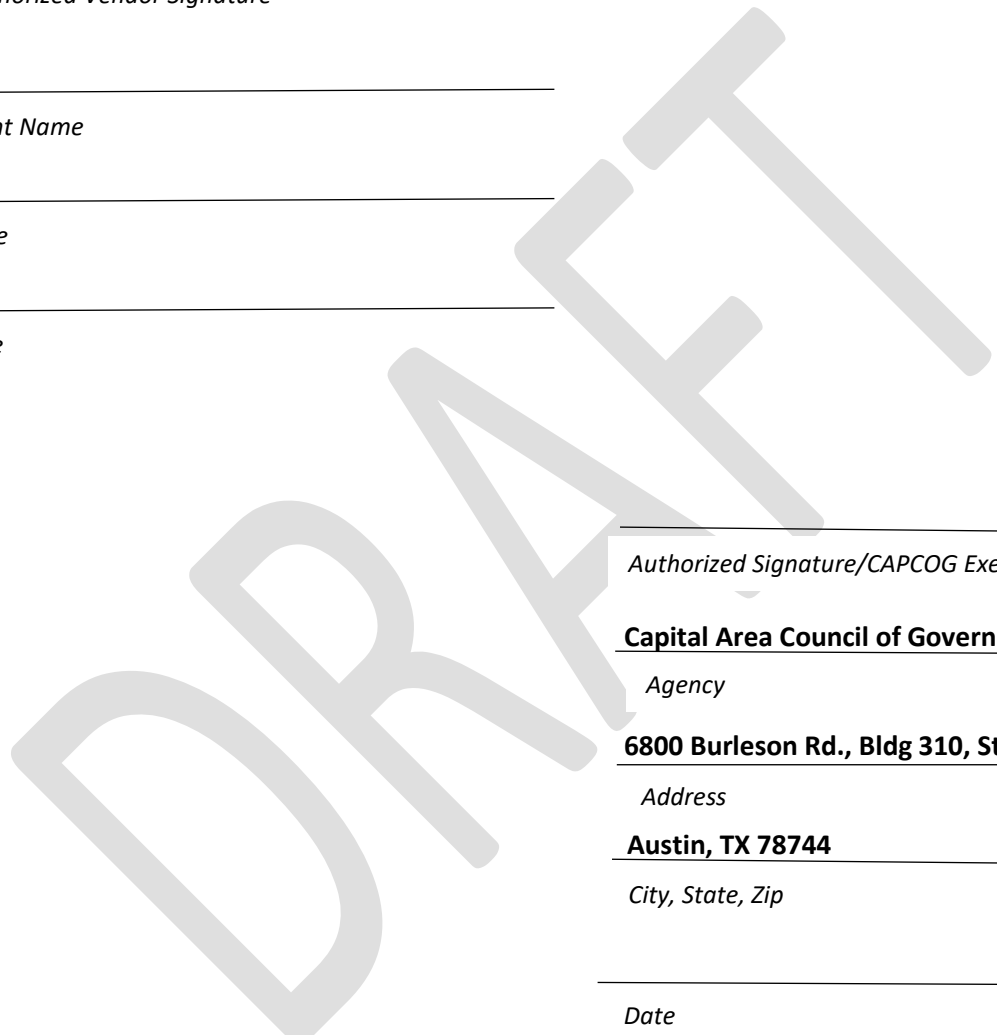
This contract is binding on and inures to the parties' successors in interest.

Authorized Vendor Signature

Print Name

Title

Date



Authorized Signature/CAPCOG Executive Director

Capital Area Council of Governments

Agency

6800 Burleson Rd., Bldg 310, Ste. 165

Address

Austin, TX 78744

City, State, Zip

Date

**Capital Area Council of Governments
Area Agency on Aging of the Capital Area
Attachment A**

I. Scope of Work

a. As a CAPABLE Client Services Program Coordinator/Administrator Contractor agrees to:

- i. Use all forms and follow procedures established by the Area Agency on Aging of the Capital Area and Evidence-based process of the CAPABLE program as per John Hopkins University School of Nursing.
- ii. Supervise the work of OTs, RN and HRP engaged in the CAPABLE Program.
- iii. Monitor participant files to ensure JHU CAPABLE Fidelity
- iv. Conduct phone or in person interviews of referral to determine eligibility through Intake, screening process.
- v. Explain the CAPABLE Program and eligibility criteria to referrals
- vi. Participant in JHU CAPABLE Training if applicable
- vii. Attend monthly CAPABLE Program Administrator Office Hours.
- viii. Provide required documentation following CAPABLE Policies and Procedures, Fidelity Guidelines and AACAP protocols and requirements including but not limited to, intake, screening, pre/post baseline, AAA Six Month Survey, participant documentation notes, mileage calculations as allowed.
 1. Documentation requirements including but not limited to, referral, screening, pre/post baseline, AAA Six Month Survey, Participant Documentation notes – all will be uploaded in Google Workspace in the proper location in the Participant's File.
- ix. Lead AACAP CAPABLE Team – Google Workspace Meeting – weekly. Keep tract of OT and RN attendance.
- x. Provide needed resources to OT and RN as needed.
- xi. Meet with CAPABLE Program Administrator as needed or required.
- xii. Assist the CAPABLE Program Administrator with reporting grant deliverables and outcomes as required by AACAP and grantor agency.
- xiii. Ensure documentation of referrals, intake, screening, pre/post baseline and AAA Six Month Survey done as required by AACAP and JHU CAPABLE Protocol.

- xiv. Assign eligible participants to OT and RN. Notify OT/RN of new case, date to be seen by per CAPABLE protocol.

- xv. **Google Calendar:** placed appointments for referral intake, screening, pre/post baseline and AAA Six-month Survey on the **CAPABLE Google Calendar** as soon as appointment has been made.
 - 1. Participant ID, date and time and your initials only
 - 2. Monitor OT and RN Participant appointments on Google Calendar

- xvi. Review all estimates and modifications to Work Authorization, Work Orders to AAACAP CAPABLE Staff for approval by Program Administrator.
 - 1. **Work Authorization form** must be completed before repairs/installation can be started
 - a. Participant, Occupational Therapist, AAACAP Staff, HRP and Landlord (if applicable) must sign and date
 - b. OT must inform CAPABLE Client Services Program Coordinator/Administrator through email the Work Authorization is signed and dated by all.
 - c. The CAPABLE Client Services Coordinator will ensure all information is correct and completed Work Authorization and in Participant file.
 - 2. **Work Order** must be filled in with the following: OT & RN Participant goal/s, Project Description and Construction Comments, HRP repairs, HRP installations of equipment, etc.... for approval.
 - a. Work order needs to be signed by participant after all projects are completed, services and received purchases of items (Assistive Devices, Inc., items purchased from other sources)
 - b. CAPABLE Client Services Coordinator needs to ensure Work Order is completed correctly and in Participant file.
 - c. Approve Participant Work Order
 - 3. **Participant Receipt** for item/s delivered or other services: If OT or RN delivers any item/s a Participant Receipt must be signed by the participant stating they received item/s and/or services.
 - a. Items purchased that OT or RN delivers such items not bought through Assistive Devices, Inc.
 - b. Other services, will be services CAPABLE Program paid for such as junk removal, decluttering services, etc....

- xvii. Approve Quote from HRP, making sure it does not exceed Participant Budget for HRP Projects. If HRP Quote exceeds HRP Project budget must get approval from Program Administrator before approving. Will need Program Administrator to sign off on approval.

- xviii. Approve Adaptive equipment, services the OT and RN are ordering for the participant and making sure the order/s do not exceed the Participant Budget for OT and RN orders. If OT or RN order/s exceed participant budget for orders must get approval from Program Administrator before approving. Will need Program Administrator to sign off on approval.

- xix. Adhere to all AAACAP and CAPABLE protocols to ensure HIPPA compliance, of both hard copy and electronic versions of participant's files, charts, documents, authorizations and other protected health or sensitive personal data.
- xx. Encrypt all emails containing any participant's information.
- xxi. Adhere to all AAACAP/CAPABLE Team tracking process, including but not limited to timely intervention visits/scheduling of OT, RN & HRP, documentation, CAPABLE Team Visit Schedule, CAPABLE Calendar, intake/screening, participant progress, referrals, care coordination.
- xxii. Complete data entry for intake, screening, pre/post baseline and AAA Six Month Survey. Gather data collection needed from submit completed paperwork to C-CAP OT within prescribed time frames for data entry of required grantor agency.
- xxiii. Ensure all documentation of OT, RN, HRP have been completed next to last visit and all documents have been done, signed and dated.
- xxiv. Adhere to AAACAP/CAPABLE Program process in closing a case – all documents are uploaded to Participant file folder.
- xxv. Assist in the marketing and recruitment of referrals for CAPABLE Participants.
- xxvi. Adhere to all AAACAP/Capable Team tracking processes, including but not limited to scheduling intake, screening, pre/post baseline and AAA Six-month Survey.
- xxvii. Complete required HIPPA Privacy Training each fiscal year (following AAACAP prescribed materials) and submit certification.
- xxviii. Submit all forms required by the Area agency on Aging of the Capital Area and reimbursement requests to the AAACAP using required processes. Required forms included:
 - 1. Invoices, mileage and time tracking forms
- xxix. AAACAP and CAPABLE required forms – Consent/s and Consumer Rights and Responsibilities, C-CAP OT, C-CAP RN, OT Session Forms 1-6, RN Sessions Forms 1-4, Acton Plans, Brainstorming Worksheets, Referrals, Assessments, Work Authorization Form, Work Order Form, OT/RN Receipts Form, Surveys (Participant Satisfaction Survey, Pre/Post Baseline and AAACAP Six Month Survey) and others as project develops. Ensure no conflict of interest occur. A conflict of interest, whether real or perceived, occurs in which someone in a position of trust has competing professional or personal interests. A conflict of interest includes:
 - 1. Having a substantial financial interest, directly or indirectly, in the profits of any entity from which services or goods are contracted or otherwise procured by the AAA; and

2. Deriving a personal profit, directly or indirectly, from any entity that would conflict in any manner or degree with the performance of responsibilities of the board member, employee advisory committee member or volunteer.

A. Area Agency on Aging of the Capital Area (AAACAP) agrees to:

- a. Provide the Occupational Therapist, Registered Nurse and Home Repair Professional all required CAPABLE Materials and forms including CAPABLE online access to forms and information, manuals, CAPABLE Team Progression Visit Schedule, CAPABLE Calendar, etc....
- b. Provide technical assistance as requested.
- c. Area Agency on Aging of the Capital Area and the CAPABLE Program mutually agree that:

Any notice, acknowledge or disclosure required to be given to Area Agency on Aging of the Capital Area by the CAPABLE Client Services Program Coordinator/Administrator under this Agreement will be delivered to the following person and address:

**Area Agency on Aging of the Capital Area
CAPABLE Program Coordinator
6800 Burleson Rd., Bldg. 310, Suite 165
Austin, TX 78744
512-916-6183**

Any notice required to be given to the CAPABLE Home Repair Professional by the Area Agency on Aging of the Capital Area under this understanding will be delivered to the following person and address:

Contact Name	Address
Title	City State/Zip
CAPCOG Contact Name	Address
Title	City State/Zip

EXECUTIVE COMMITTEE MEETING

MEETING DATE: November 9, 2022

AGENDA ITEM: #8 Consider Approving Appointments to Advisory Committees

GENERAL DESCRIPTION OF ITEM:

This is the monthly item for filling positions on our Advisory Committees; please let us know if our staff can assist in identifying interested persons to serve. It is presumed that both city and county representatives will collaborate when making appointments.

THIS ITEM REPRESENTS A:

- New issue, project, or purchase
- Routine, regularly scheduled item
- Follow-up to a previously discussed item
- Special item requested by board member
- Other

PRIMARY CONTACT/STAFF MEMBER: **Deborah Brea, Executive Assistant**

BUDGETARY IMPACT:

Total estimated cost: N/A

Source of Funds: N/A

Is item already included in fiscal year budget? Yes No

Does item represent a new expenditure? Yes No

Does item represent a pass-through purchase? Yes No

If so, for what city/county/etc.? _____

PROCUREMENT: N/A

ACTION REQUESTED:

Approve any advisory committee recommendations.

BACK-UP DOCUMENTS ATTACHED:

1. Summary memo with recommended appointments and vacancies

BACK-UP DOCUMENTS NOT ATTACHED (to be sent prior to meeting or will be a handout at the meeting):

1. Executive Committee attendance roster
2. Advisory Committee attendance rosters



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Austin, Texas 78744-2306
6800 Burleson Road, Building 310, Suite 165
Austin, Texas 78744-2306
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www.capcog.org

BASTROP BLANCO BURNET CALDWELL FAYETTE HAYS LEE LLANO TRAVIS WILLIAMSON

MEMORANDUM
October 24, 2022

TO: Executive Committee Members

FROM: Deborah Brea, Executive Assistant

RE: Advisory Committee Recommendations

This memo identifies current recommendations to CAPCOG Advisory Committees and serves as a reminder of vacancies that still need to be filled. Please see the Attendance Rosters for the Requirements & Responsibilities. For questions, please contact the Advisory Committee staff liaison.

Blanco County

- The Aging Advisory Council (AAC) has a representative vacancy.

Burnet County

- The Aging Advisory Council (AAC) has a representative vacancy.
- The Criminal Justice Advisory Committee (CJAC) has a representative vacancy.

City of Austin

- The Aging Advisory Council (AAC) has two representative vacancies.
- The Criminal Justice Advisory Committee (CJAC) has a representative vacancy.

Law Enforcement Education Committee (LEEC)

- One citizen representative vacancy

Williamson County

- The Aging Advisory Council (AAC) has a representative vacancy.