<p align="center">**Capital Area Council of Governments**
2024 State Homeland Security Program
Regional Grant Review Process Guidance</p>

I. General Information

Texas uses a regional approach for the Homeland Security Grant Program (HSGP), providing an allocation through each Council of Governments (COG) for regional projects, subject to approval by the State. The allocation to the Capital Area Council of Governments (CAPCOG) includes amounts for the State Homeland Security Program (SHSP). Specific use of SHSP funds is approved by the CAPCOG Executive Committee and awarded by the State for the selected regional projects.

II. Program Requirements

A. The SHSP is a core assistance program that provides funds to build and/or maintain capabilities at the state- and regional- levels. It is used to implement the goals and objectives included in *State Homeland Security Strategic Plan*, initiatives derived from gap identification in the *CAPCOG Stakeholder Preparedness Review* (SPR), the *Homeland Security Strategic Plan – Implementation Plan* (HSSP-IP), and target capabilities in the *CAPCOG Regional Threat and Hazard Identification and Risk Assessment* (THIRA).

B. Activities implemented under the SHSP must support efforts to build, sustain, and deliver the capabilities necessary to prevent, prepare for, protect against, and respond to acts of terrorism. However, many capabilities that support terrorism preparedness simultaneously support preparedness for other hazards. Grantees may demonstrate this dual use to qualify for any activities implemented under this program that are not solely focused on terrorism preparedness.

C. It is anticipated that the requirement that at least 25% of the regional allocation for SHSP programs must be spent on law enforcement activities will be increased to 35% in 2024.

D. DHS/FEMA continuously evaluates the national risk profile and sets priorities that help ensure appropriate allocation of scarce security dollars. In assessing the national risk profile for 2023, six priority areas attracted the most concern and were determined that they should be addressed by allocating specific percentages of HSGP funds to each of these six areas, for a total of 42 percent.

E. The six areas and the allocated percentage are proposed for each priority area in order to obtain a full allocation of HSGP funds:

1. Enhancing the protection of soft targets, crowded places – 3%

2. Enhancing information and intelligence sharing – 3%

3. Combating domestic violent extremism – 3%

4. Enhancing cybersecurity – no minimum percent

5. Enhancing community preparedness and resilience – 3%

6. Enhancing election security – no minimum percent

F. It is anticipated that the requirement to fund those six priority areas at the assigned amount will be continued in this fiscal year's allocation. Investment priority areas are subject to change when the *Notice of Funding Opportunity* (NOFO) is published.

G. The designated State Administrative Agency (SAA) for administering the Homeland Security Grant Program in Texas is the Office of the Governor (OOG) Public Safety Office (PSO), Homeland Security Grant Division (HSGD).

H. In 2018, FEMA established the annual requirement of completing the *National Cyber Security Review* (NCSR), a cybersecurity assessment in order to receive funding under the SHSP. Jurisdictions receiving funding through the SHSP must complete the NCSR during the time frame designated by FEMA and submit the certificate of submission to both the OOG and to the Homeland Security Division of CAPCOG. Jurisdictions that fail to complete the assessment will not be eligible for future SHSP funding through the grant cycle. The NCSR must be completed between October 1st and December 31st each year before the grant award and through its completion. NCSR is accessible through the *Multi-State Information Sharing and Analysis Center* (MS-ISAC) web portal. The OOG/FEMA will defund any program not in compliance.

III. <u>Eligibility</u>

A. According to current State of Texas guidelines, potential sub-recipients for SHSP grant funds include state agencies, regional councils of governments, units of local government, nonprofit organizations, universities or colleges, and Native American tribes.

B. Eligible applicants may submit projects that are consistent with the applicable state or regional *Threat and Hazard Identification and Risk Assessment* (THIRA), the *CAPCOG Stakeholder Preparedness Review* (SPR), and the *Homeland Security Strategic Plan – Implementation Plan* (HSSP-IP). Applicants must also meet the following eligibility requirements:

1. Grantees are required to maintain adoption and implementation of the *National Incident Management System (NIMS).*

2. Grantees must use standardized resource management concepts for resource typing, credentialing, and an inventory to facilitate the effective identification, dispatch, deployment, tracking and recovery of resources.

3. Cities and counties must have a current emergency management plan or be a legally established member of an inter-jurisdictional emergency management program with a plan on file with the Texas Division of Emergency Management (TDEM). Plans must be maintained throughout the entire grant performance period and must be at least at the Intermediate Level. If you have questions concerning your emergency management plan preparedness level, contact your city or county emergency management coordinator (EMC) or the Homeland Security Division of the CAPCOG. For questions concerning plan deficiencies, contact TDEM at Local Planning (texas.gov)

4. Entities receiving funds must be located in a county that has an average of 90% or above on both adult and juvenile dispositions entered into the computerized criminal history database maintained by the Texas Department of Public Safety (DPS) as directed in the Texas Code of Criminal Procedure, Chapter 66. This disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the computerized criminal history system. Counties applying for grant awards from the OOG must commit that the county will report at least 90 percent of convictions within five business days to the Criminal Justice Information System (CJIS) at the Department of Public Safety.

5. Eligible applicants operating a law enforcement agency must be current on reporting complete *Uniform Crime Report* (URC) data and the Texas specific reporting mandated by §411.042, Texas Government Code to the Texas Department of Public Safety (DPS) for inclusion in the annual *Crime in Texas* (CIT) publication. To be considered eligible for funding, applicants must have submitted a full twelve months of accurate data to DPS for the most recent calendar year by the deadline(s) established by DPS. Due to the importance of timely reporting, applicants are required to submit complete and accurate UCR data, as well as the Texas-mandated reporting, on a no less than monthly basis and respond promptly to requests from DPS related to the data submitted.

6. In accordance with §420.034, any facility or entity that collects evidence for sexual assault or other sex offenses or investigates or prosecutes a sexual assault or other sex offense for which evidence has been collected, must participate in the statewide electronic tracking system developed and implemented by the Texas DPS (Track-Kit) available at [Sexual Assault Evidence Tracking Program | Department of Public Safety (texas.gov)](#).

7. Additionally, pursuant to §420.042, "A law enforcement agency that receives evidence of a sexual assault or other sex offense…shall submit that evidence to a public accredited crime laboratory for analysis no later than the 30th day after the date on which that evidence was received. A law enforcement agency in possession of a significant number of *Sexual Assault Evidence Kits* (SAEK) where the 30-day window has passed may be considered noncompliant.

8. Eligible applicants must be registered in the federal *System for Award Management* (SAM) database located at https://www.sam.gov/ and have a Unique Entity ID (UEI) number assigned to its agency.

9. Eligible applicants must be compliant with the requirements of the *National Incident-Based Reporting System* (NIBRS)-

10. Local units of government, including cities, counties, and other general purpose political subdivision, as appropriate, and institutions of higher education that operate a law enforcement agency, must comply with all aspects of the programs and procedures utilized by the U.S. Department of Homeland Security (DHS) to:

    a. Notify DHS of all information requested by DHS related to illegal aliens in Agency's custody; and

    b. Detain such illegal aliens in accordance with requests by DHS.

11. Additionally, counties and municipalities may NOT have in effect, purport to have in effect, or make themselves subject to or bound by, any law, rule, policy, or practice (written or unwritten) that would:

    a. Require or authorize the public disclosure of federal law enforcement information in order to conceal, harbor, or shield from detection fugitives from justice or aliens illegally in the United States; or

    b. Impede federal officer from exercising authority under 8 U.S.C. §1226(a), §1226(c), §1231(a), §1357(a), §1366(1), or §1366(3).

12. Lastly, eligible applicants must comply with all provisions, policies, and penalties found in Chapter 752, Subchapter C of the Texas Government Code.

13. Local units of governments must comply with the Cybersecurity Training requirements described in §772.012 and §2054.5191 of the Texas Government Code. Local governments determined to not be in compliance with §2054.5191 are ineligible for OOG grant funds until the second

anniversary of the date the local government is determined ineligible. Government entities must annually certify their compliance with the training requirements using the Texas Department of Information (DIR) *Cybersecurity Training Certification for State and Local Governments* located at [CybersecurityTrainingCertification (site.com)](CybersecurityTrainingCertification).

14. Eligible applicants must attend the grant workshop outlining CAPCOG grant requirements.

15. Eligible new applicants must attend eGrants training provided by the Office of the Governor.

16. Eligible applicants MUST have a physical location within the 10-county CAPCOG region and participate in regional programs.

17. Eligible applicants must demonstrate the capacity to support and maintain their project's ability to act in a regional capacity. Regional capacity includes deployment, supplying, and staffing for the first 12-hour operational period within the CAPCOG region and to participate in annual CAPCOG exercises.

IV. Project Submission and Approval Process

A. Step 1: CAPCOG Executive Committee approves the *2024 Homeland Security Grant Program Regional Grant Review Process Guidance*

1. Upon recommendation of the CAPCOG Homeland Security Task Force (HSTF), the CAPCOG Executive Committee will approve the *2024 Homeland Security Grant Program Regional Grant Review Process Guidance*.

2. Planned completion date: November 8, 2023

B. Step 2: CAPCOG announces the approval of the *2023 Homeland Security Program Regional Grant Process*

1. Following Executive Committee approval of the *2024 Homeland Security Program Grant Program Regional Grant Review Process Guidance*, a copy of the process document will be posted on the CAPCOG website and a link to the posting will be e-mailed to all counties and cities within the CAPCOG region.

2. This notification is intended to:

    a. Identify requirements and deadlines for submission of applications for 2024 SHSP funding; and

    b. Invite interested jurisdictions to participate in the mandatory grant application workshops that will be scheduled for December 2023.

C. Step 3: CAPCOG completes the regional THIRA, SPR, and THSSP-IP

1. *CAPCOG Threat and Hazard Identification and Risk Assessment* (THIRA)

    a. The THIRA follows a three-step process, as described in FEMA's *Comprehensive Preparedness Guide 201, Third Edition*:

        1) Identify the Threats and Hazards of Concern. Based on a combination of past experience, forecasting, expert judgment, and other available resources, the region identifies a list of the threats and hazards of primary concern to the area.

        2) Give the Threats and Hazards Context. The Region describes the threats and hazards of concern, showing how they may affect the community.

        3) Establish Capability Targets. The Region assesses each threat and hazard in context to develop a specific capability target for each relevant core capability. The capability target defines success for the capability.

    b. The THIRA helps the region determine what is needed to prepare for, what resources are required to respond, and what current gaps exist in capability. Communities in the region can use this information to help them efficiently build and sustain preparedness capabilities.

    c. THIRA planned submission date: October 31, 2023

2. *CAPCOG Stakeholder Preparedness Review* (SPR)

    a. The SPR is a three-step process described in the FEMA *Comprehensive Preparedness Guide 201, Third Edition:*

        1) Assess Capabilities. Assess and describe the region's current capabilities.

        2) Identify and Address Gaps. Describe the capability gaps and the approaches the region will take to address the gaps.
        3) Describe Impacts of Funding Sources. Assess the impact of relevant funding sources on the capabilities identified in the SPR.

    b. For each core capability, the Region analyzes their ability to achieve the desired outcome in each of five elements: planning, organization, equipment, training, and exercises.

c. The Region provides context for their assessment by rating the priority they place on each core capability and describing their capability gaps and recent advances.

d. Together, the CAPCOG THIRA and SPR help communities determine what they need to prepare for and what the regional gaps are. Communities can use this information to help them build and sustain preparedness capabilities. These identified resource gaps will provide the basis, along with the *CAPCOG Homeland Security Strategic Plan – Implementation Plan*, for identifying and prioritizing projects for 20212 SHSP funding.

e. SPR planned submission date: October 31, 2023

3. CAPCOG's *Homeland Security Strategic Plan Implementation Plan* (HSSP-IP)

a. The document outlines how the jurisdictions and agencies within CAPCOG plan to implement the *Texas Homeland Security Strategic Plan 2021-2025.* The Implementation Plan further develops the THIRA/SPR capability targets and existing gaps by identifying current and proposed activities and their measurable objectives that align the region's priorities with the State's priorities and ultimately synchronizes homeland security activities across the State.

4. HSSP-IP planned submission date: November 30, 2023

D. Step 4: CAPCOG aligns projects with Regional and Department of Homeland Security Investment Areas

1. Anticipated investment areas and impact on overall funding – Investment Justifications (IJ's) must support all applications.

2. The *CAPCOG Homeland Security Task Force Strategic Planning Guide* identified several areas where collaboration is needed to address regional risks and hazards identified in the THIRA, SPR, and HSSP-IP, as well as the State's priorities identified by the Office of the Governor, Public Safety Division. Projects submitted under the 2024 State Homeland Security Program should seek to build regional capacity in the following areas:

a. Planning

1) Mitigation
2) Wildland Fire Response Planning
3) Auto/Mutual Aid / Regional Assistance Plan

       4) Medical Preparedness (Pre-hospital, hospital, surge, mass casualty, bioterrorism)
       5) Flood Forecasting

  b. Technology and Communications

       1) CAD Data Sharing Efforts
       2) EOC Data Sharing Efforts
       3) Regional 911 Regional Notification System
       4) Regional Data Network Interoperability and WebEOC
       5) Emerging New Technologies and Best Practices

  c. Response Coordination

       1) Regional Equipment Standardization Planning (RESET /LESET)
       2) Public Safety Unmanned Aerial Systems Team (PSURT)

  d. Recovery and Resiliency

       1) Pre- and Post-Disaster Mitigation

  e. Training and Outreach

       1) Public Information Coordination
       2) Training and Exercises
       3) Elected Official Briefings on Regional Strategies
       4) Regional Wildfire Protection Plan
       5) Flood Forecasting Initiative(s)

  f. CAPCOG Regional Interoperability Communications Committee (CRICC)

  g. CAPCOG Regional Cyber Task Force

       1) Cyber Protection / Ransom Ware

3. In addition to the Homeland Security/FEMA investment areas, the following priorities were identified by the state for 2023 and are expected to remain in effect for 2024.

  a. Regional Fusion Centers

       1) Funding support for a recognized fusion center (please refer to http://www.dhs.gov/fusion-center-locations-and-contact-information).

       2) Must directly align to and reference any capability gaps identified during the center's most recent individual *Fusion Center Assessment Report.*

3) Facilitating the implementation of plans and procedures to work in conjunction with the *Texas Joint Crime Information Center* and achieve and maintain baseline capabilities for Major Urban Area Fusion Centers.

4) Implementing suspicious activity reporting tools for the CAPCOG Region Fusion Center and providing training in every county.

5) *Urban Areas Security Initiative* (UASI) jurisdictions submit their request for the Regionally Recognized Fusion Center in their jurisdiction directly to HSGD.

b. Intelligence and Information Sharing (Non-Fusion Center requests)

1) Enabling interdiction and disruption of terrorist activity through enhanced understanding and recognition of pre-operational activity and other crimes that may be precursors or indicators of terrorist activity.

2) Reporting suspicious activity.

3) Implementing or sustaining public information and warning systems to relay information regarding terrorism threats.

c. Special Response Teams and First Responder Capabilities (including Border Security capabilities)

1) Detecting chemical, biological, radiological, nuclear and explosives (CBRNE) or weapons of mass destruction (WMD).

2) Sustaining and enhancing tactical teams including HAZMAT response and decontamination, Urban Search and Rescue, and SWAT.

3) Sustaining equipment needs, including personal protective equipment, WMD pharmaceuticals, calibration and maintenance for WMD-related detection and identification systems, and closely related investments to update or sustain current equipment.

4) Sustaining and enhancing border security detection, prevention, and response capabilities.

5) Planning, training, exercises, and equipment to enhance interdiction capabilities against border security threats.

d. State and Regional Planning

1) Developing state and regional risk and preparedness assessments.

2) Core capability development planning, to include typing and tracking of equipment and special response teams.

3) Planning and execution of training and exercises focused on terrorism prevention, protection, and response.

4) Multi-jurisdictional operational planning to include plans for regional operational coordination of terrorism prevention, protection, and response capabilities.

5) Maintaining or updating Emergency Operations Plans, consistent with guidance in the *Comprehensive Preparedness Guide (CPG) 101, Version.3.0* and the whole community approach to security and emergency management

6) Planning and implementation of initiatives to enhance the Citizen Corps Program and other community resilience initiatives.

7) Planning for continuity.

e. Operational Coordination

1) Establishing and maintaining a unified and coordinated operational structure and process that integrates critical stakeholders.

2) Implementing WebEOC and other situational awareness and decision support tools.

3) Conducting or participating in incident management training and/or exercises.

f. Critical Infrastructure

1) Identifying critical infrastructure, collecting, and maintaining data, and prioritizing critical infrastructure assets, clusters, and systems.

2) Assessing critical infrastructure vulnerabilities and interdependencies, particularly those involving multiple sites and/or sectors.

3) Planning, training, exercises, equipment, and modeling enabling responsible jurisdictions to mitigate threats to and vulnerabilities of critical infrastructure facilities, assets, networks, and systems.

4) Analyzing critical infrastructure threats and information sharing with private sector partners.

5) Enhancing public awareness education and communications and increasing reporting of suspicious activities related to critical infrastructure.

g. All capabilities being built or sustained must have a clear linkage to one or more of the Core Capabilities in the *National Preparedness Goal*.

h. Many capabilities which support terrorism preparedness simultaneously support preparedness for other hazards. Grantees may demonstrate this dual-use quality for any activities implemented under this program.

i. Activities implemented under SHSP must support terrorism preparedness by building or sustaining capabilities that relate to the prevention of, protection from, mitigation of, response to, and recovery from terrorism.

j. Projects submitted with M&A costs must contain a detailed budget along with the hours associated with management of the project.

k. Routine sustainment projects may lose priority due to lower funding levels or the need to achieve predetermined targets.

E. Step 5: CAPCOG conducts 2023 SHSP workshop

1. Attendance at this workshop is required for all applicants submitting projects to be prioritized for 2024 SHSP funding through CAPCOG. Projects submitted by applicants not represented at this workshop will not be considered for funding.

2. At this workshop, potential applicants will receive an explanation of:

    a. Who can apply,

    b. What activities are eligible,

    c. Requirements for problem statement with supporting data, goal statement, project activity explanations, current and target output and outcome measures, and budget categories & line items,

    d. Applicable rules, regulations, eligibility requirements, and certifications required for each funding opportunity,

    e. State strategies or funding priorities identified by the OOG,

    f. Threats, hazards, and capability gaps identified through the regional THIRA, SPR, and other assessments related to homeland security issues, as applicable,

    g. Local policies or procedures that affect CAPCOG's prioritization process,

    h. Process for creating, submitting, and certifying applications to the OOG; and important grant deadlines,

    i. The project period for each funding opportunity as stated in the *Request for Applications* (RFA) issued by the OOG, and

    j. Any prohibitions stated in the RFA issued by the OOG.

3. Planned date: Workshops will take place in December of 2023 for all applicants.

F. Step 6: Applicants submit project applications via eGrants and project worksheet to the COG

1. Project applications must be submitted using the eGrants web-based application.

2. Project worksheets must be submitted to CAPCOG and are available on CAPCOG website.

3. As time allows, CAPCOG Homeland Security staff will assist with submission process upon request prior to the close of the CAPCOG application period.

4. Key Dates:

   a. CAPCOG will make current funding opportunities publicly available on the CAPCOG website prior to any CAPCOG imposed application submission deadline pursuant to the OOG PSO guidance.

   b. eGrants Application Period opens on or about **December 14, 2023**.

   c. Applicants must submit the completed application to eGrants no later than **5:00 PM CST on January 31, 2024**.

   d. Applicants submit completed project worksheet to CAPCOG no later than **5:00 PM CST on January 31, 2024**.

   e. The last date for the Applicant Certifying Official to certify application in eGrants is **5:00 PM CST on February 9, 2024.**

   f. The last day to complete and submit the PSO *Cybersecurity Training Certification Form* signed by the COG Executive Director to the OOG PSO is **5:00 PM CST on August 31, 2024.**

5. All key dates are final. Applications submitted outside that window will not be considered for funding.

G. Step 7: HSTF Committees assign priorities to projects

1. CAPCOG Homeland Security staff will provide a list of project applications indicating which projects have been assigned to each committee.

2. Committee chairs may request that projects be reassigned to another committee.

a. Persons cannot participate in prioritizing projects for their jurisdiction.

b. Reassignment will require the concurrence of CAPCOG Homeland Security staff and the chairs of the involved committees.

3. Each standing committee of the HSTF will meet to discuss assigned projects within their area of interest and place them in a priority order by group consensus.

4. The committees will assign each project as follows:

a. Projects that align with investment areas identified in section IV.D (Step 4) of this process.

b. Projects eligible under HSGP grant program, but do not address any of the regional priorities identified in the CAPCOG THIRA, SPR and IP.

c. Projects that are not ranked because the applicant jurisdiction:

1) Did not attend the mandatory SHSP project application workshop,

2) Did not meet the requirements of this grant process, or

3) Did not submit a completed project worksheet.

5. Projected completion dates: February 10, 2024, to February 20, 2024.

H. Step 8. Organize prioritized projects

1. Committee chairs will submit reviewed projects to CAPCOG staff, who will work with an appointed team to prepare the project submittals for the HSTF final review, revision, and ranking meeting.

2. Priorities will be based on consensus informed by the most recent version of the CAPCOG THIRA, SPR and HSSP-IP.

a. A review of all projects will be conducted for potential prioritization as outlined in section IV.G.4 above.

b. Projects from all committees will be prioritized based upon the national investment areas and CAPCOG regional priorities.

3. Anticipated completion date: February 2024

I. **Step 9: Homeland Security Task Force approves prioritized project list**

1. The CAPCOG Homeland Security Task Force will review and may revise the prepared list of 2023 HSGP projects and will, by a vote of its members, approve a recommendation to the CAPCOG Executive Committee.

2. Planned completion date: March 7, 2024

J. **Step 10: CAPCOG Executive Committee approves prioritized project list**

1. The CAPCOG Executive Committee will review and may revise the prioritized list of 2024 HSGP projects and will, by a vote of its members, approve a recommendation to the OOG.

2. Planned completion date: March 13, 2024.

3. CAPCOG will notify applicants in writing of the Region's approved prioritization results within 14 calendar days of the decision.

K. **Step 11: Office of the Governor sends potential projects to CAPCOG**

1. Following an initial review, the OOG will forward the project applications to CAPCOG for final review and prioritization.

2. Planned completion date: Mid-March 2024.

L. **Step 12: CAPCOG staff reconciles project list and priorities and sends final prioritized list to the Office of the Governor**

1. Upon receipt of the list from the OOG of projects that have received preliminary approval, CAPCOG Homeland Security staff will verify project information, including recommended funding amount, assign priorities and return the final list to the OOG.

2. Planned completion date: On or before March 31, 2024.

M. **Step 13: Office of the Governor approves prioritized project list**

1. The OOG will review and approve projects for funding.

2. With the assistance of CAPCOG Homeland Security staff members, as determined by the OOG procedures, applicants with projects selected for funding will complete any required activities in eGrants.

3. Based upon the project application, the OOG will designate a performance period for each project.

4. Anticipated completion date: August 2024.

V. Performance Period and Closeout

A. Responsibilities

1. Sub-recipients of SHSP grant funds are responsible for attending grant workshops, meeting grant deadlines, ordering required equipment, reporting online or to data calls as requested by the State, complying with audits, maintaining records, and all other sub-recipient requirements as specified in the agreement with the State.

2. In addition to regional planning and grant administration duties as required by the State, CAPCOG staff members provide support to the sub-recipients to include informing them of state and federal guidance and deadlines, holding grant workshops, assisting with eligibility requirements, assisting with online reporting, providing liaison with the OOG, compiling information from or for data calls, supporting the HSTF and committees, and coordinating among projects and/or among jurisdictions involved in a project.

B. Reporting on Grant Progress

1. Sub-recipients will report grant progress to the OOG each quarter of the performance period: January, April, July, and October.

C. Unused Funds

1. At any point during the performance period, the sub-recipient may request to use uncommitted funds for another project. This may occur whether these funds remain from cost savings in an initial project or whether needs have changed and the initial project is unnecessary or of a lower priority.

2. Using grant funds for another purpose other than the project initially awarded will require approval of the HSTF and the CAPCOG Executive Committee.

3. Every six months during the performance period CAPCOG may request that uncommitted or unobligated funds be released to CAPCOG for reallocation to other projects in the region. This would not include such funds that are for planned future expenses, such as training or maintenance contracts where the funds cannot yet be obligated.

4. First priority for uncommitted funds will go to the next partial or unfunded project on the project funding list approved for the grant year.

5. For applicants requesting to use funds for a project not previously approved through the grant process:

   a. If the amount of proposed reallocation request is less than $1,000, CAPCOG's Director of Homeland Security is authorized to approve the proposed use of the funds.

   b. If the amount of unused funds is greater than or equal to $1,000 but less than $5,000, the HSTF is authorized to approve the proposed use of the funds.

   c. If the amount of unused funds is greater than or equal to $5,000, the HSTF shall make a recommendation to the CAPCOG Executive Committee for approval of the proposed use of the funds.