

CT REGION 3
URBAN AREA WORKING GROUP
STANDARD OPERATING PROCEDURES

Approved: William H. Austin / March 27, 2008 /
UAWG Chairperson Date

1.0 PURPOSE

This document provides the basis for the Connecticut Department of Emergency Management and Homeland Security (DEMHS) Region 3 Urban Area Working Group (UAWG) and a comprehensive set of instructions detailing how the UAWG will function to develop and implement the Urban Areas Security Initiatives (UASI) grant.

2.0 REFERENCES

2.1 Applicable Fiscal Year *Homeland Security Grant Program, Guidance and Application Kit*

2.2 Current *Department of Homeland Security, National Preparedness Guidelines*

2.3 Current *State of Connecticut Homeland Security Strategy*

3.0 BACKGROUND

The Hartford Metropolitan Statistical Area (MSA) was identified as eligible for FY 2008 UASI funding through the Homeland Security Grant Program. To meet grant program requirements, the UAWG was put in place and will operate under the governance established with this procedure. While the Hartford MSA is used to identify areas eligible for UASI grant consideration, the UASI approach is regional in nature and the grant consideration is from a Region 3 capability perspective.

4.0 UAWG GOVERNANCE

4.1 MEMBERSHIP

The UAWG is comprised of the Capitol Region Emergency Planning Committee (CREPC), Regional Emergency Planning Team (REPT), Steering Committee. All other regional partners are invited to attend UAWG meetings and provide input on developing regional strategies aimed at enhancing regional capabilities, but only designated UAWG members have voting rights. Refer to Figure 1, UAWG Structure.

4.2 GRANT REQUIREMENTS

Per Reference 1 UAWG membership must provide “either direct or indirect representation for all the jurisdictions and response disciplines (including law enforcement) that comprise the defined Urban Area. *It must also be inclusive of local MMRS and Citizen Corps Council representatives.*” In addition, “wherever possible, previously established local working groups should be leveraged for this purpose to ensure that UASI resources are managed in the most efficient and effective manner possible.”

4.3 UAWG ALIGNMENT WITH GRANT REQUIREMENTS

The requirements of Reference 1 are met with the designation of the REPT Steering Committee as the UAWG. CREPC was established shortly after September 11, 2001 to respond to the shifting paradigm toward regional planning and preparedness to strengthen response capabilities. The need for planning at the regional level is critical given the lack of County Government in the State of Connecticut. Since 2004 CREPC has had primary responsibility in consolidating local HSGP grant funds into a larger regional strategy. In 2007 the CREPC was endorsed by the Ct Department of Emergency Management and Homeland Security as the Region 3 Regional Emergency Planning Team (REPT). The Region 3 REPT Steering Committee is comprised of all CREPC Regional Emergency Support Function (RESF) Chairpersons and two Capitol Region Council of Governments (CRCOG) Policy Board representatives. RESF Chairpersons provide direct representation for all response disciplines from multiple jurisdictions. The two Policy Board members provide representation indirectly for all jurisdictions as representatives of CEOs. MMRS representation is achieved via RESF 8 and Citizen Corps representation is achieved via RESF 16.

4.4 SCHEDULING UAWG MEETINGS

UAWG meetings will be scheduled and notice of meetings will be sent to UAWG members at least 24 hours in advance of the meeting. UAWG meetings will be held at least quarterly to review progress, update and adjust spending plans and make any other decisions needed.

4.5 QUORUM

At least 1/3 (7) of the UAWG must be present to conduct a valid decision process or vote. The UAWG Chairperson will determine if a quorum is present.

4.6 UAWG DECISIONS

Decisions of the UAWG are made by consensus. Consensus decision-making seeks the agreement of most participants, and attempts to resolve or mitigate the objections of the minority to achieve the most agreeable decision. The achieving of consensus is determined by the UAWG Chairperson.

4.7 UAWG CONSENSUS PROCESS

The UAWG consensus decision making process is as follows;

- Discuss the item with the goal of defining the problem, identifying opinions and collecting information in order to form a proposal. The general direction of the group and potential proposals should be identified.
- Form a proposal, based on the discussion, for consideration by the UAWG.
- Call for consensus on the proposal. Each UAWG member should state their agreement with the proposal to avoid interpreting silence as agreement.

- If the Chairperson determines consensus is not reached, identify and address concerns. This starts another round of discussion to address or clarify the concern with the hope of adequately addressing concerns to allow consensus.
- Modify the proposal: The proposal is amended or re-phrased in an attempt to address the concerns of the stakeholders. The process then returns to the call for consensus and the cycle is repeated until a satisfactory decision is made, or the Chairperson determines consensus is not possible on the issue.

If consensus cannot be achieved and a decision is necessary the Chairperson shall call for a vote. Each present UAWG member will be queried and the decision is reached by a simple majority agreement of those present.

4.8 VOTING RIGHTS

Each member of the UAWG gets one vote. As RESF representatives UAWG members should get input on all issues from their respective RESF membership, but each RESF only gets one vote. RESF Chairpersons may designate another individual to represent their RESF on the UAWG in the event they are unable to attend a UAWG meeting.

ADMINISTRATION AND RESPONSIBILITIES

5.1 UAWG MEMBERS

Each UAWG member should attend each UAWG meeting or designate a representative. RESF Chairs are expected to present the overarching concerns of other members of their RESF. UAWG members are expected to participate in working group discussions, participate in the consensus decision making process and vote on issues as needed. UAWG members will determine who will represent the UAWG as Chairperson and Co-Vice Chairpersons.

5.2 UAWG CHAIRPERSON

The UAWG Chairperson is responsible for establishing UAWG meeting dates/times, developing UAWG meeting agendas, calling UAWG meetings to order, ensuring consensus or voting decisions are conducted properly, determining when consensus is reached or cannot be reached on an issue, calling for votes on issues when consensus cannot be reached, ensuring minutes of UAWG meetings are taken, approving minutes of UAWG meetings, and facilitating the final UAWG approval of all grant documents. In the event the Chairperson is unable to conduct a meeting or carry out specific duties he may designate one of the Co-Vice Chairs to act in his/her behalf.

5.3 CRCOG STAFF

The Capitol Region Council of Governments Public Safety staff is responsible for assisting the UAWG in all aspects of UAWG meeting preparation and conduct, taking UAWG meeting notes and writing up formal meeting minutes, drafting materials needed for UAWG business, posting information regarding UAWG meeting schedules, minutes and decisions, coordinating with the State Administrative Agency, finalizing UASI grant application information including Investment Justifications, Strategic Plan and Grant Application, and assisting with any other administrative requirements of the UAWG.

6.0 GRANT MANAGEMENT

Policy decisions are the responsibility of the UAWG. Policy issues will be added to UAWG meeting agendas and documented in meeting minutes by the CRCOG staff. Other administrative issues will be addressed by the CRCOG staff.

7.0 FUNDING ALLOCATION METHODOLOGIES

The UAWG will formalize all funding allocation decisions as outlined in this SOP and in accordance with Reference 2.1.

8.0 UAWG DOCUMENTATION

The CRCOG will maintain all required UASI grant documentation, including all agendas, decisions and meeting minutes of the UAWG. CRCOG will use standard practices for distributing meeting notices and minutes.

9.0 UAWG INFORMATION SHARING

The UAWG will release all possible public information via meeting notices, meeting agendas and meeting minutes. Information that is not deemed appropriate for public release will be noted as “For Official Use Only (FOUO)” and distributed only to UAWG members as needed to complete grant requirements.

Information that is not deemed “For Official Use Only (FOUO)” shall be posted on the CRCOG website for all community and CREPC members to view.

Information deemed “For Official Use Only (FOUO)” shall not be posted on any public website. FOUO material may be shared via direct e-mail contact, hardcopy, or other electronic media storage device.