OVERVIEW

As part of the Regional Catastrophic Preparedness Grant Program (RCPGP), the Regional Catastrophic Planning Team (RCPT) for each site must establish a formal governance structure and develop a charter (or other standard operating procedure (SOP) document). Each site is required to submit an updated copy of the RCPT Charter to the Department of Homeland Security (DHS) as part of the FY 2009 Grant Application Package.

RCPT CHARTER REQUIREMENTS

The RCPT Charter should be developed in Microsoft Word and must address, at a minimum, the following topics:

- Purpose of the RCPT

- Goals and objectives for the RCPT (e.g., enhance collaboration between Public Health and Emergency Management)

- Membership (to include, at a minimum, a list of members, their associated jurisdictions, and disciplines)

- Expectations of members (e.g., time commitment, providing timely responses)

- Membership attendance policy

- Frequency of meetings (e.g., bi-weekly, monthly, bi-monthly, etc.)

- Governance structure (e.g., which members have the authority for what)

- Voting rights (e.g., how decisions will be made)

- Grant management and administration responsibilities (e.g., who will be responsible for grant management and administration and how the funds will be allocated)

- Methodology for determining project priorities (e.g., how agreement will be reached on project priorities)

- Documentation and sharing of decisions (e.g., how decisions made at RCPT meetings will be documented and shared with RCPT members)

- Process for making changes to the charter

The RCPT Charter must be available to all RCPT members prior to submission to DHS to promote transparency in decision making related to RCPGP. Additionally, a new copy of the charter must be submitted to DHS after any updates.

RCPT Charters must be submitted as part of the Grant Application Package using *grants.gov* no later than **11:59PM DST** on **March 20, 2009**. Charters should be written and submitted in Microsoft Word using 12 pt. Times New Roman font and must address all criteria required above.