

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
777 NORTH CAPITOL STREET, NE
WASHINGTON, DC 20002-4239**

**RESOLUTION AUTHORIZING COG TO PROCURE AND ENTER INTO A CONTRACT TO DEVELOP A DISTRICT
PREPAREDNESS PLANNING TOOLKIT**

WHEREAS, the Metropolitan Washington Council of Governments (COG) serves as the Secretariat for the Urban Area Security Initiative (UASI) for the National Capital Region; and

WHEREAS, COG has been requested by the District of Columbia Homeland Security and Emergency Management Agency (HSEMA) to procure a contractor to develop a District Preparedness Planning Toolkit that will provide tools and templates to facilitate each phase of the planning process to include worksheets, meeting minutes, presentations, format and content guidance, planning questions/considerations, and plan outlines; and

WHEREAS, the purpose of the contract will be to provide District personnel tasked with responsibilities to complete emergency preparedness plans the resources and guidance needed to lead these efforts and make use of DC HSEMA personnel subject matter expertise; and

WHEREAS, the toolkit will build off of best practices and standards established by FEMA and Federal Plan Development Process guidance, but will be specific to the processes and considerations of emergency management and planning in the District; and

WHEREAS, funding for the procurement and contract has been provided to COG by State Administrative Agent (SAA) for the National Capital Region.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN
WASHINGTON COUNCIL OF GOVERNMENTS THAT:**

The Executive Director, or his designee, is authorized to receive and expend up to \$168,000 for a contract to develop the District Preparedness Planning Toolkit for the District of Columbia.

Funding for this effort will be provided through a subgrant from the SAA for the National Capital Region. No COG matching funds are required.

**I HEREBY CERTIFY THAT the foregoing resolution was adopted by the COG Board of Directors on
November 12, 2015.**

**Monica Beyrouti
Clerk to the Board of Directors**