NORTH TEXAS REGIONAL ADVISORY COUNCIL (NTRAC)

STANDARD OPERATING PROCEDURE

Regional Readiness Support Program

Document Number	FIN-008
Version	1.1
Status	Board Approved
Approval Authority	NTRAC Board of Directors
Reviewing Body	Finance Committee
Document Owner	CEO/Executive Director
Board Approval Date	October 1, 2026
Effective Date	October 1, 2026

DOCUMENT CONTROL

Official Document Title	Regional Readiness Support Program
Document Number	FIN-008
Document Classification	Board-approved standard operating procedure
Document Owner	CEO/Executive Director
Approval Authority	NTRAC Board of Directors
Reviewing Body	Finance Committee
Current Version	1.1
Board Approval Date	October 1, 2026
Effective Date	October 1, 2026
Official Format	Controlled electronic copy
Status	Board Approved

The official electronic version maintained by the CEO/Executive Director is the controlling version. Printed copies are uncontrolled unless specifically identified as controlled copies.

REVISION HISTORY

Version	Date	Description	Approved By
1.1	October 1, 2026	Renamed program; revised funding language, cost sharing, QR application, eligible examples, and controlled asset requirements.	NTRAC Board of Directors

1. Purpose

The Regional Readiness Support Program (RRSP) establishes a consistent and transparent process for providing financial assistance to eligible NTRAC member organizations for equipment, supplies, technology, and other approved resources that strengthen patient care, emergency response, healthcare preparedness, injury prevention, education, and regional system capabilities throughout Trauma Service Area C (TSA-C).

This SOP establishes uniform requirements for application, review, approval, reimbursement, cost sharing, controlled asset accountability, and compliance with applicable grant and NTRAC requirements.

2. Scope

This SOP applies to eligible NTRAC member organizations requesting assistance through the Regional Readiness Support Program, including hospitals, emergency medical service providers, fire departments, first responder organizations, public health agencies, educational institutions, and other organizations determined eligible by NTRAC.

Grant, contract, law, or funding-source requirements that are more restrictive than this SOP shall govern.

3. Authority

This SOP is adopted under the authority of the NTRAC Board of Directors and administered by the CEO/Executive Director. It shall be implemented in accordance with the NTRAC Financial Governance and Operations Manual (FIN-200), NTRAC Bylaws, applicable grant agreements, Procurement requirements, Record Retention requirements, and Uniform Guidance (2 CFR Part 200), when applicable.

4. Eligibility

- Be an NTRAC Member in Good Standing at the time of application and payment.
- Request equipment, supplies, technology, or other resources that directly support an eligible NTRAC program or regional system objective.
- Submit a complete application and all required supporting documentation by the announced deadline.
- Comply with applicable grant, procurement, controlled asset, and record-retention requirements.

Participation does not guarantee funding. Awards are subject to available funds, grant restrictions, program priorities, and NTRAC approval.

5. Funding Assistance and Cost Sharing

NTRAC may provide financial assistance of up to $1,200 per eligible member organization per NTRAC grant year, unless a different amount is authorized by the Board of Directors or required by the funding source. The phrase “up to $1,200” means the approved amount may be less than $1,200 based on the eligible cost, available funding, grant restrictions, and program review.

The RRSP may be used as a cost-share toward an eligible purchase that exceeds the approved NTRAC assistance amount. For example, an organization may purchase a $4,000 eligible item and request up to $1,200 from NTRAC, with the organization or another allowable funding source paying the remaining balance. NTRAC assistance shall not exceed the documented eligible cost actually incurred, and duplicate reimbursement of the same cost is prohibited.

When multiple funding sources are used, the applicant shall identify the total purchase price, amount requested from NTRAC, and other funding sources or organizational contribution as requested by NTRAC.

6. Eligible and Ineligible Purchases

Eligible purchases shall directly support one or more NTRAC programs or regional system functions, including Trauma, EMS, Stroke, Cardiac, Pediatric, Perinatal/Neonatal, Injury Prevention and Public Education, Emergency Preparedness, and Regional System Development. Appendix A provides illustrative examples and is not all-inclusive.

Items generally not eligible include salaries and employee benefits, travel, meals and refreshments, uniforms and apparel, routine office furniture, vehicle purchases or repairs, building construction or renovation, entertainment, promotional giveaways, and purchases prohibited by the applicable funding source.

The CEO/Executive Director may determine eligibility of an item not specifically listed in Appendix A when the purchase directly supports NTRAC’s mission and complies with applicable funding requirements. Material exceptions or policy questions may be referred to the Finance Committee or Board of Directors.

7. Controlled Assets

Certain equipment may be classified as a Controlled Asset even when the item is below NTRAC's capitalization threshold. Controlled Assets may include portable, sensitive, technology-related, communications, or operationally significant equipment, as well as any item designated for tracking by a funding agency or the CEO/Executive Director.

When NTRAC funds all or any portion of a Controlled Asset through reimbursement or cost sharing, the asset shall be entered and maintained on the NTRAC GC-11 Controlled Asset Inventory Reference. The GC-11 shall document, as applicable, the description, manufacturer, model, serial/asset number, acquisition date, total cost, NTRAC-funded amount, funding source/grant, location, custodian, condition, transfer history, disposition, and required approvals.

Controlled Assets funded in whole or in part by NTRAC remain subject to applicable grant monitoring, physical verification, record-retention requirements, and state or funding-agency audit. The recipient organization shall cooperate with NTRAC in inventory verification, monitoring, transfer, disposition, and audit activities for the applicable retention period.

Requests involving Controlled Assets should be submitted early enough to allow NTRAC to determine whether prior approval is required. Appendix B provides additional guidance.

8. Application and Documentation Process

Organizations shall apply through the NTRAC Regional Readiness Support Program Application using the QR code provided by NTRAC. The QR code will direct the applicant to the electronic application. A QR-code placeholder shall remain in the controlled SOP until the final application is published.

Regional Readiness Support Program – Fill out form

The electronic application should collect sufficient information to determine organizational eligibility, requested item(s), program purpose, total purchase cost, amount requested from NTRAC, cost-share information when applicable, and whether the request involves a Controlled Asset.

Applicants shall attach or submit, as directed in the application, the documentation necessary to support the request. Required documentation may include:

- Itemized quote, invoice, or receipt describing the item(s).
- Proof of payment.
- Documentation of total purchase cost and other cost-share funding, when applicable.
- Manufacturer, model, serial number, location, and custodian information for Controlled Assets.
- Prior approval or funding-agency documentation when required.
- Any additional documentation requested by NTRAC to establish eligibility, allowability, or compliance.

Incomplete applications may be held or returned until required information is received. Submission deadlines and application windows may be announced annually based on the applicable grant cycle and available funding.

9. Review and Approval

NTRAC shall review applications for member eligibility, program purpose, allowability, documentation, funding availability, grant compliance, cost-share information, and Controlled Asset requirements. The CEO/Executive Director may approve compliant requests within Board-approved program authority. Unusual circumstances, policy exceptions, or material eligibility questions may be referred to the Finance Committee or Board of Directors.

10. Payment and Cost-Share Procedures

Unless otherwise specifically authorized under an applicable grant or Board-approved arrangement, the RRSP is administered as a reimbursement program. The member organization is responsible for purchasing the approved item and providing required documentation before payment.

For cost-shared purchases, NTRAC will reimburse only the approved NTRAC share, up to the program limit. The member organization is responsible for the remaining purchase cost. Payment shall be made to the eligible member organization and shall be supported by the documentation required under this SOP.

11. Record Retention and Compliance

NTRAC and participating organizations shall retain records in accordance with FIN-200, applicable grant requirements, and NTRAC record-retention requirements. NTRAC may verify purchases, review supporting

financial records, verify Controlled Assets, conduct site visits, coordinate with DSHS or other funding agencies, and recover funds that were improperly reimbursed or unsupported.

12. Responsibilities

Board of Directors

Approves the SOP and program funding parameters and provides governance oversight.

Finance Committee

Reviews the program as part of financial governance and considers matters referred by the CEO/Executive Director.

CEO/Executive Director

Administers the program; interprets eligibility; approves compliant requests within authority; ensures grant compliance; maintains or delegates maintenance of program and GC-11 records; and reports material issues to the Finance Committee or Board.

Member Organizations

Submit complete applications, maintain supporting records, use funded items for their intended purpose, provide Controlled Asset information, and cooperate with monitoring, inventory verification, and audits.

13. Program Monitoring

NTRAC may conduct administrative and physical reviews to verify that funds and assets are used for approved purposes. Controlled Assets supported in whole or in part by NTRAC shall be physically verifiable and remain subject to applicable funding-agency or state audit and monitoring requirements.

14. References

- NTRAC Financial Governance and Operations Manual (FIN-200)
- NTRAC Bylaws
- Applicable DSHS grant contracts and funding requirements
- Uniform Guidance (2 CFR Part 200), when applicable
- Appendix A - Examples of Eligible Equipment & Supplies
- Appendix B - Controlled Asset Reference Guide

APPROVAL AND ADOPTION

This Standard Operating Procedure has been reviewed and recommended by the NTRAC Finance Committee and approved by the North Texas Regional Advisory Council Board of Directors.

Reviewed and Recommended By:

_____ _____

Finance Committee Chair Date

Printed Name: _____

Approved By:

_____ _____

Chair, NTRAC Board of Directors Date

Printed Name: _____

Effective Date: _____

Appendix A - Examples of Eligible Equipment & Supplies

Document Number	FIN-008-A
Version	1.1
Status	Board Approved
Approval Authority	NTRAC Board of Directors
Reviewing Body	Finance Committee
Document Owner	CEO/Executive Director
Board Approval Date	October 1, 2026
Effective Date	October 1, 2026

DOCUMENT CONTROL

Field	Information
Official Document Title	Appendix A - Examples of Eligible Equipment & Supplies
Document Number	FIN-008-A
Document Classification	Board-approved standard operating procedure
Document Owner	CEO/Executive Director
Approval Authority	NTRAC Board of Directors
Reviewing Body	Finance Committee
Current Version	1.1
Board Approval Date	October 1, 2026
Effective Date	October 1, 2026
Official Format	Controlled electronic copy
Status	Board Approved

The official electronic version maintained by the CEO/Executive Director is the controlling version. Printed copies are uncontrolled unless specifically identified as controlled copies.

REVISION HISTORY

Version	Date	Description	Approved By
1.1	October 1, 2026	Renamed program; revised funding language, cost sharing, QR application, eligible examples, and controlled asset requirements.	NTRAC Board of Directors

PURPOSE

This appendix provides illustrative examples of equipment and supplies that may be eligible for assistance through the NTRAC Regional Readiness Support Program. Eligibility remains subject to available funding, applicable grant requirements, NTRAC approval, and the requirements of FIN-008. Items do not need to cost $1,200 or less; NTRAC assistance may be used as an allowable cost share toward a more expensive eligible purchase.

EMS & First Response

- Airway bags and airway management equipment
- Bag-valve masks and oxygen delivery equipment
- Portable suction units and suction accessories
- Video laryngoscopes and compatible accessories
- Trauma bags and response packs
- Tourniquets, chest seals, hemostatic dressings, pressure dressings, and hemorrhage-control supplies
- Splints, pelvic binders, cervical immobilization devices, and patient-movement equipment
- IV and IO equipment and supplies
- Patient monitoring accessories, ECG cables/leads, blood pressure cuffs, pulse oximetry equipment, and capnography accessories
- AEDs and defibrillation accessories, when allowable
- Portable patient monitors/defibrillators, when allowable
- Mechanical CPR devices, when allowable
- Blood/fluid warming devices and temperature-management equipment
- Infusion pumps and pressure infusers, when allowable
- Pediatric and neonatal resuscitation equipment
- Medication and equipment organization systems
- PPE and responder safety equipment
- Portable lighting and scene-support equipment
- Training/task equipment that directly supports EMS readiness

Hospital & Clinical Programs

- Trauma resuscitation equipment and supplies
- Emergency airway equipment
- Difficult-airway carts or components
- Hemorrhage-control and massive transfusion supplies
- Rapid infusers, fluid warmers, and patient warming devices
- Patient monitoring equipment and accessories
- Defibrillation/AED equipment and accessories
- IV/IO equipment and supplies
- Emergency carts, trauma carts, and clinical response equipment when allowable
- Pediatric and neonatal resuscitation equipment
- Pediatric emergency carts, Broselow-type systems, and size-appropriate equipment
- Neonatal warming and stabilization equipment
- Stroke and cardiac emergency-care equipment that supports regional system goals
- Simulation manikins, task trainers, and clinical skills equipment
- Point-of-care or telehealth equipment when allowable by the funding source

Injury Prevention & Public Education

- Stop the Bleed kits and training supplies
- CPR/AED training equipment
- Helmet safety supplies
- Child passenger safety education equipment and supplies when allowable
- Community education and injury-prevention materials

Emergency Preparedness & Training

- Disaster response supplies

- MCI triage equipment and supplies
- ICS and command-post materials
- Portable communications equipment
- Simulation manikins and task trainers
- Moulage and exercise supplies
- Portable shelter, lighting, power, or response-support equipment when allowable

Technology & Communications

- Tablets, laptops, and desktop computers
- Portable printers and scanners
- Portable radios and communications equipment
- Projectors and presentation equipment
- Digital cameras used for approved program purposes
- Telehealth equipment
- Network equipment, servers, and approved connectivity equipment

CONTROLLED ASSET NOTICE

Some eligible items may be Controlled Assets. When NTRAC funds all or part of a Controlled Asset, including through cost sharing, the item shall be tracked on the NTRAC GC-11 and remains subject to applicable monitoring, physical verification, record-retention, and state or funding-agency audit requirements. See Appendix B.

ITEMS GENERALLY NOT ELIGIBLE

- Salaries and employee benefits
- Travel
- Meals and refreshments
- Uniforms and apparel
- Routine office furniture
- Vehicle purchases, maintenance, or repairs
- Building construction or renovation
- Entertainment expenses
- Promotional giveaways
- Any purchase prohibited by the applicable funding source

ITEMS NOT LISTED

The CEO/Executive Director may determine the eligibility of an item not specifically listed when it directly supports NTRAC's mission and complies with applicable funding requirements. This appendix is illustrative and not all-inclusive.

Appendix B - Controlled Asset Reference Guide

Document Number	FIN-008-B
Version	1.1
Status	Board Approved
Approval Authority	NTRAC Board of Directors
Reviewing Body	Finance Committee
Document Owner	CEO/Executive Director
Board Approval Date	October 1, 2026
Effective Date	October 1, 2026

DOCUMENT CONTROL

Field	Information
Official Document Title	Appendix B - Controlled Asset Reference Guide
Document Number	FIN-008-B
Document Classification	Board-approved standard operating procedure
Document Owner	CEO/Executive Director
Approval Authority	NTRAC Board of Directors
Reviewing Body	Finance Committee
Current Version	1.1
Board Approval Date	October 1, 2026
Effective Date	October 1, 2026
Official Format	Controlled electronic copy
Status	Board Approved

The official electronic version maintained by the CEO/Executive Director is the controlling version. Printed copies are uncontrolled unless specifically identified as controlled copies.

REVISION HISTORY

Version	Date	Description	Approved By
1.1	October 1, 2026	Renamed program; revised funding language, cost sharing, QR application, eligible examples, and controlled asset requirements.	NTRAC Board of Directors

PURPOSE

Provides guidance for identifying, approving, tracking, monitoring, and auditing Controlled Assets supported through the NTRAC Regional Readiness Support Program, consistent with FIN-200 and the NTRAC GC-11 Controlled Asset Inventory Reference.

WHAT IS A CONTROLLED ASSET?

A Controlled Asset is an item that may fall below NTRAC's $10,000 capitalization threshold but requires grant, operational, insurance, security, or stewardship tracking because it is portable, sensitive, technology-related,

operationally significant, assigned to a member or partner, required by a funding agency, or otherwise designated by the CEO/Executive Director.

COMMON EXAMPLES

- Desktop and laptop computers
- Tablets
- Servers and network equipment
- Portable radios and communications equipment
- Projectors
- Digital cameras
- Telehealth equipment
- Portable patient monitors/defibrillators and other sensitive medical equipment when designated for tracking
- Other portable, sensitive, or operationally significant equipment designated by NTRAC or the funding agency

NTRAC FUNDING OR COST SHARE

A Controlled Asset does not have to be fully paid for by NTRAC to be subject to tracking. If NTRAC provides any portion of the purchase cost through the RRSP, including a cost-share contribution, the item shall be entered on the NTRAC GC-11 when it meets Controlled Asset criteria.

GC-11 TRACKING REQUIREMENTS

The GC-11 is NTRAC's official controlled asset inventory record. Information should include, as applicable:

- Item description
- Manufacturer and model
- Serial number and NTRAC asset number
- Acquisition date
- Total acquisition cost
- Amount funded by NTRAC
- Funding source and grant number
- Physical location
- Custodian or responsible organization
- Condition
- Transfer history
- Disposition information
- Required approvals

APPLICANT / RECIPIENT RESPONSIBILITIES

- Provide requested asset-identification information to NTRAC.
- Affix or maintain identifying information when required by NTRAC or the funding source.
- Protect the asset from loss, theft, misuse, or unauthorized disposition.
- Notify NTRAC of loss, theft, transfer, change in location/custodian, or planned disposition.
- Make the asset and related records available for inventory verification, monitoring, and audit.
- Cooperate with NTRAC and DSHS or other funding agencies regarding required disposition or closeout procedures.

MONITORING AND AUDIT

Controlled Assets funded in whole or in part by NTRAC are subject to applicable state or funding-agency monitoring and audit. NTRAC may verify the existence, location, condition, use, and records of the asset and may conduct or coordinate site visits. Controlled Assets shall be physically verified at least annually when required by FIN-200 or the applicable funding source.

APPLICATION TIMING

Applicants should identify potential Controlled Assets in the QR-code application and submit requests early enough for NTRAC to determine whether prior approval is required. NTRAC may request manufacturer, model, quote, specifications, or other information before approving assistance.