



# NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

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## NERAC FUNDING REQUEST PROCESS Trainings and Exercises

The members of the Northeast Homeland Security Regional Advisory Council (NERAC) have decision making authority, within guidelines provided by the Executive Office of Public Safety and Security (EOPSS), to approve projects funded through Homeland Security Grants provided by the Department of Homeland Security (DHS).

NERAC develops its project budget at the beginning of each grant cycle according to EOPSS' guidelines and through its committee and working group system. This budget is approved through a vote of the Full Council. Non-Council members may participate in these discussions and offer suggestions on funding matters.

Once line items have been determined, Committees may make decisions about funds within their line items without a Full Council vote.

Occasionally, NERAC has extra funds that must be reallocated or the Council receives additional funds from EOPSS. At these times, the Council votes at its next regularly scheduled meeting on how to allocate or re-allocate these funds.

Non-Council members and other entities within the region may submit funding suggestions or requests to the Council for consideration. Non-Council entities may also approach committees and request funds. It is up to the committee or Council whether or not to entertain and to fund these requests.

All requests for training and exercise support **must** meet the following criteria:

1. Must provide a regional or sub-regional benefit.
2. Must address at least one Core Capability
3. Must address one or more of the state's homeland security goals.
4. Must be submitted in writing to MAPC using the NERAC Funding Request Form.
5. Requesting parties must be NIMS compliant.
6. Must utilize at least 3 NERAC resources (exercises only – must be documented in After-Action Report).\*
7. Must be HSEEP compliant (exercises only).

\*NERAC has trained Communications Unit Leaders (COMLs) and Communications Unit Technicians (COMTs) available for use in exercises. Use of either of these assets will be considered as use of a NERAC Resource.

**PLEASE NOTE:** Effective July 14, 2011 a set backfill/overtime rate of up to \$35/hour per participant, up to a maximum of 8 hours per day for overtime and 10 hours per day for backfill, for all individuals requesting backfill/overtime reimbursement for NERAC approved trainings and exercises is in effect.

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## NERAC FUNDING REQUEST PROCESS (cont.) Trainings and Exercises

Additionally, the funding being requested must not constitute supplanting. Supplanting is when a unit of state, regional, or local government reduces or eliminates state or local funds for an activity specifically because federal funds are available (or expected to be available) to fund that same activity. Federal funds provided by NERAC must be used to **supplement** existing state or local funds for program activities and may not replace state or local funds that have been appropriated or allocated for the same purpose. Additionally, federal funding may not replace state or local funding that is required by law.

Example – Funds from NERAC cannot be used to purchase a vehicle that was previously budgeted for by a municipality or for an exercise that is required by a different state-funded grant stream.

To the best of my knowledge, the funding being requested for equipment and/or activities in this document does not constitute supplanting.

\_\_\_\_\_  
NAME (Printed)

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
ORGANIZATION

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



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## NERAC Training and Exercise Funding Request Form

*Please return this form to Austin Murray at [amurray@mapc.org](mailto:amurray@mapc.org).*

<b>Project Name:</b>	
<b>Project Contact Name / Phone Number / Email:</b>	
<b>Funding Request:</b> <i>Please break down request by cost category (consultants, BF/OT, facility rental, supplies, food, other).</i>	\$
<b>Project Summary:</b>	
<b>Mission Area:</b> <i>(Prevent, Protect, Mitigate, Respond, Recover)</i>	
<b>Scenario:</b> <i>Chemical? Biological, Radiological? Nuclear? Explosive?</i>	
<b>Project Timeline:</b>	
<b>Regional Need for the Project:</b> <i>Please identify the core capability that will be sustained or the problem that will be addressed by this project.</i>	
<b>Intended Audience/Participants:</b> <i>Please explain who the intended audience/participants are, how they will benefit, and what qualifications they have that make this training/exercise appropriate for and relevant to their work, including the level of ICS training attained by key participants.</i>	
<b>Connection to Terrorism Prevention:</b> <i>Please explain how this project will address the identified planning, organization, equipment, training, and exercise needs to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events.</i>	
<b>Other Funding Sources:</b> <i>Please identify and explain any other local, state, or federal funding sources available to the applicant for similar activities/equipment.</i>	
<b>Documents to be Included with AAR (for exercises only):</b> <i>Check all documents that will be included with the AAR for this exercise.</i>	<input type="checkbox"/> Incident Action Plan <input type="checkbox"/> Tactical Action Plan <input type="checkbox"/> ICS-205 <input type="checkbox"/> ICS Organizational Chart

Procurement of all services and equipment must be completed through the Metropolitan Area Planning Council. If you have any questions please contact one of NERAC's Grants Management Coordinators, Austin Murray, at [amurray@mapc.org](mailto:amurray@mapc.org) or at 617-933-0755; or Caroline Graham, at [cgraham@mapc.org](mailto:cgraham@mapc.org) or at 617-933-0732.