



NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

NERAC FUNDING REQUEST PROCESS

Incident Command System (ICS) Training

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.

Each year since 2004, the Council has budgeted funding for backfill/overtime support for ICS training. In the past, funding support for these courses was approved without an application process. In order to ensure effective and fair distribution of the funding in the future, a system has now been implemented to require pre-approval for ICS Training support. **Effective December 27, 2012, all reimbursements for ICS training must be individually pre-approved by the NERAC Training and Exercise Committee using the form on the following page.**

This form must be filled out and returned to NERAC's Program Managers at NERAC@mapc.org prior to any ICS training taking place if backfill/overtime support will be requested. These funding requests will be reviewed and approved by the NERAC Training and Exercise Committee, which meets at 12:00 PM on the second Thursday of each month.

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.

Please contact NERAC's Program Managers at NERAC@mapc.org with any questions.

For Official Use Only



NERAC FUNDING REQUEST FORM

Incident Command System (ICS) Training

Please return this form to NERAC@mapc.org.

Name of Organization/Department	Organization/Department Contact	Contact Phone	Contact Email

Course Location:

Course Dates:

Course Provider:

Course Attendees:

RANK/TITLE	NAME	COURSE (ICS-300 or ICS-400)	COURSE DATES (enter BF or OT total for each day)					
			DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6

Please provide justification for the number of personnel attending this training in the space below:

REIMBURSEMENT REQUEST TOTAL: