



# NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

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## NERAC Project Request Form

Please submit this completed form and supporting documentation to [NERAC@mapc.org](mailto:NERAC@mapc.org).

Each year, the Northeast Homeland Security Regional Advisory Council (NERAC) receives funding from the Department of Homeland Security's (DHS) Federal Emergency Management Agency (FEMA) through the Executive Office of Public Safety and Security (EOPSS), Office of Grants and Research (OGR). The goal of this funding is to improve the capabilities of the [85 municipalities in the Northeast Region](#) to prevent, respond to, and recover from acts of terrorism and other public safety emergencies.

As part of NERAC's strategic budgeting process, the Council invites regional stakeholders to submit project requests at the beginning of each grant cycle. Budget plans are then set for that year's funding, but occasionally funding becomes available for NERAC to re-allocate between grant cycles. Therefore, stakeholders may submit project requests to NERAC and its Committees for consideration at any time by submitting a NERAC Project Request Form, though there is no guarantee that funding will be available or that NERAC will vote to fund the request.

The Metropolitan Area Planning Council (MAPC) serves as fiduciary for NERAC funding, and therefore will handle all procurement and financial processes for NERAC funded projects. MAPC will work closely with stakeholders to ensure project outcomes will meet their needs, but funds will not be directly given to those with approved projects.

### **In order to be considered, all projects MUST:**

1. Provide a regional benefit to a minimum of 3 NERAC municipalities.
2. Have a clear connection to homeland security/anti-terrorism (projects may serve a dual-purpose of improving preparedness for other disasters as well but must also have a clear connection to terrorism).
3. Have the primary purpose of supporting homeland security needs for non-routine events, rather than day-to-day operational needs.

### **Additional Considerations:**

- Eligible projects may include trainings, exercises, equipment purchases, consulting services, planning efforts, and infrastructure development.
- Organizations or municipalities requesting NERAC funding must be able to demonstrate that the Massachusetts Tactical Channel Plan has been implemented into their radio systems, to the extent possible based on the technical capabilities of the system.
- Per NERAC policy, backfill/overtime reimbursement requests are capped at \$35/hour per training/exercise participant. Select municipal instructors may request full backfill/overtime reimbursement within the same timeframes.
- Exercises must be HSEEP compliant and utilize at least 3 NERAC resources.
- Requested funding may supplement but not supplant state, local, or other funding sources.
- NERAC reserves the right to partially fund or reject any and all requests.

**I have read and understood the NERAC Project Request process as described above. To the best of my knowledge, the project being requested meets all criteria above and the funding requested does not constitute supplanting.**

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NAME (Printed)

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TITLE

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ORGANIZATION

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SIGNATURE

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DATE

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PROJECT NAME



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<b>Project Name</b>	
<b>Project Lead Contact Information</b>	<b>Name:</b> <b>Title/Agency:</b> <b>Phone Number:</b> <b>Email Address:</b>
<b>Project Summary</b>  <i>Explain in detail the purpose of this project and how it will be implemented, including all equipment and services that will be funded.</i>  <i>*If this project involves an equipment purchase, attach equipment specifications.</i>  <i>*For training and exercise requests, describe the level of training or exercise type, anticipated scenarios (for exercises), and suggested location.</i>	
<b>Project Cost</b>  <i>Outline the total cost of the project and include a breakdown of the cost of each component that NERAC funding is being requested for (i.e. equipment, BF/OT, consultant fees, etc.).</i>	
<b>Regional Need &amp; Connection to Terrorism Prevention</b>  <i>Describe how a regional homeland security capability will be sustained or improved as a result of this project, what documented gap is being addressed, and how it will help the region to prevent, respond to, and/or recover from acts of terrorism specifically.</i>	



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<p><b>Supporting Documentation</b></p> <p><i>Describe and attach any after-action reports, state/federal guidance, or other professional guidance/endorsements that support the need for this investment.</i></p>	
<p><b>Regional Impact &amp; Intended Participants</b></p> <p><i>Explain the geographical area and/or which NERAC municipalities (minimum of 3) will directly benefit from this investment.</i></p> <p><i>*For Training and Exercise requests, identify the intended participants and how they will benefit.</i></p>	
<p><b>Plan for Sustainability</b></p> <p><i>Address plans for sustaining the capabilities developed through this project, its expected lifespan (if applicable), and funding sources other than NERAC that will be used for maintenance and upkeep (if applicable).</i></p>	
<p><b>Need for Supplemental Funding</b></p> <p><i>Describe any other funding sources identified for this project, including other grant programs, contributions from key stakeholders, and/or internal contributions. Please justify the necessity of NERAC grant funding for this project by explaining why it cannot be fully implemented using other funding sources.</i></p>	