



WESTERN MASSACHUSETTS REGIONAL HOMELAND SECURITY ADVISORY COUNCIL

for Berkshire, Franklin, Hampden and Hampshire Counties

WESTERN REGIONAL HOMELAND SECURITY ADVISORY COUNCIL TRAINING REQUEST GUIDANCE & APPLICATION FORM

The Western Regional Homeland Security Advisory Council (Council) continuously welcomes proposals for emergency preparedness trainings, from communities, public safety departments, Local or Regional Emergency Planning Committees, and other first responder agencies in the four Western Massachusetts Counties: Hampden, Hampshire, Franklin and Berkshire.

The purpose of any approved training must be to enhance Emergency Preparedness and Response capabilities in the Western Region. Trainings must be open to qualified first responders throughout the region. Trainings specific to only one department or agency *will not* be considered. The Council does not provide training funds for basic level trainings that are part of a job requirement (example – Basic EMT, Basic Firefighter, etc). The one exception to this rule is backfill/overtime reimbursement for required ICS/NIMS courses.

Proposals will be reviewed by the Training & Exercise Subcommittee on an ongoing basis as they are received, and must be submitted at least 60 days before the training date. The Training & Exercise subcommittee meets on the third Tuesday of every month at 9:30am, generally in Northampton, Ma. Training proposals are due the Wednesday prior to the third Tuesday of the month.

IMPORTANT: *A representative from the submitting agency must be available to attend the Training & Exercise subcommittee when the proposal is reviewed. Proposals will not be considered without agency representation.*

Send proposals (electronic copy preferred) to:

Susan L. Brown, Homeland Security Program Manager
Franklin Regional Council of Governments
425 Main St., Suite 20
Greenfield, MA 01301
sbrown@frcog.org

For additional information, contact Susan L. Brown at (413)774-3167 x 117.

Submittal Process

Agencies seeking funding for Training from the Council must submit their proposal utilizing the Training Request Application Form (see below). The Applicant must provide the following information:

1. Description of Training
 - a. Objective
 - b. Description of training
 - c. Targeted disciplines
 - d. DHS or Non-DHS approved course
 - e. Training facilitator

2. Process
 - a. Numbers of participants
 - b. Training date/s (date, place & time)
 - c. Training publication and registration procedure
 - d. Certification

3. Budget
 - a. Facilitation costs
 - b. Estimate of backfill/overtime costs for hourly personnel (note: straight time is not an allowable expense; only backfill or overtime can be reimbursed; however, volunteer emergency response personnel can be paid a stipend of \$15/hr)
 - c. Other costs: meeting room/facility, food, etc. (food can be provided if training is a minimum of 5 hours in duration)
 - d. If other funds will supplement the WRHSAC funds, please indicate the source and amount.

4. Applications are due the Wednesday prior to the third Tuesday of the month in order to be considered at the monthly Training & Exercise subcommittee meeting.

APPLICANT INFORMATION

Applicant (Agency/Dept)		
Applicant Address		
	Municipality	ZIP:
Applicant Contact	Name/Title:	
Contact Information	Phone:	Fax:
	Email:	
Applicant Signature		
Application Date		

TRAINING INFORMATION

Training Name		
Proposed Training Date		
Total Funding Request		
Training Level (awareness/ performance/ management)		
Mission Area (prevent/ protect/ respond/ recover)		
Targeted disciplines (fire, EMS, public health, etc)		
Number of participants allowed		
Is the course open to the region?		
If so, define region by listing all municipalities or counties eligible to participate.		
Target Capabilities (see attached Target Capabilities List)		
Training Facilitator (provide full contact information)	Name:	
	Address:	
	Phone:	Email:

Training Gap to be covered (why is the course needed)	
Brief Training Narrative (or attach a training description)	
DHS or Non-DHS Course (see Course Definitions attached) State or Federal Course?	
Describe how the course will be publicized. (flyers, web, agency newsletter, etc)	
Please attach a course syllabus / outline	

BUDGET DETAIL

Item:	Amount:
Facilitator / Consultant Cost(s)	
Estimated Municipal First Responder Backfill (BF) / Overtime (OT) Cost(s) <i>(Please specify discipline)</i>	
Facility Rental Cost(s)	
Supply Cost(s) [Specify]	
Food Cost(s) <i>(Only allowable for events 5 hours or longer)</i>	
Other Costs [Specify]	
Total:	

(See list of allowable expenses for further guidance)

Course / Training Definitions

- **DHS Provided Training*:** courses or programs developed for and/or delivered by institutions and organizations funded directly by DHS.
- **Training not provided by DHS:** courses that fall within the DHS mission scope to prepare state and local personnel to prevent, protect against, respond to, and recover from acts of terrorism or catastrophic events, but have not received DHS approval for direct funding.
- **Approved State or Federally Sponsored Course Catalog:** listing of state/territory and federally sponsored courses that fall within DHS mission scope and have been approved through DHS course review and approval process. The catalogs can be found at: <https://www.firstrespondertraining.gov/TEI/tei.do?a=home>

*A course does not have to be DHS approved to be considered, there are however, limitations on how many times a non-DHS course may be funded utilizing State Homeland Security Grant funds.

Allowable Expenses**

1. Costs to develop, deliver, and evaluate training, to include costs related to administering the training; planning, scheduling, facilities, materials and supplies, reproduction of materials, and equipment. Please note that there are significant and additional EOPSS and FEMA requirements/approvals necessary related to developing courses with HSGP funds.
1. Overtime and backfill costs associated with **attendance** at DHS-sponsored and/or approved training courses and programs. Overtime and backfill are generally allowable for municipal first responders. BF/OT are not allowable for travel time to/from the training course.
2. Costs associated with the certification and re-certification of instructors for DHS-sponsored and/or approved training courses.
3. Travel costs for out-of-state trainings.
4. Hiring of full or part time staff or contractors/consultants.

**While all costs listed are allowable it does not guarantee funding. The Council determines approved funding at the time of request consideration.

Target Capabilities List

Common Capabilities

Planning
Communications
Community Preparedness and Participation
Risk Management
Intelligence and Information Sharing and Dissemination

Prevent Mission Capabilities

Information Gathering and Recognition of Indicators and Warning
Intelligence Analysis and Production
Counter-Terror Investigation and Law Enforcement
CBRNE Detection

Protect Mission Capabilities

Critical Infrastructure Protection
Food and Agriculture Safety and Defense
Epidemiological Surveillance and Investigation
Laboratory Testing

Respond Mission Capabilities

On-Site Incident Management
Emergency Operations Center Management
Critical Resource Logistics and Distribution
Volunteer Management and Donations
Responder Safety and Health
Emergency Public Safety and Security
Animal Disease Emergency Support
Environmental Health
Explosive Device Response Operations
Fire Incident Response Support
WMD and Hazardous Materials Response and Decontamination
Citizen Evacuation and Shelter-in-Place Isolation and Quarantine
Search and Rescue (Land-Based)
Emergency Public Information and Warning
Emergency Triage and Pre-Hospital Treatment
Medical Surge
Medical Supplies Management and Distribution
Mass Prophylaxis
Mass Care (Sheltering, Feeding and Related Services)
Fatality Management

Recover Mission Capabilities

Structural Damage Assessment
Restoration of Lifelines
Economic and Community Recovery