

FFY 2006 National Incident Management System (NIMS)
Training Grant Program
Guidance for Regional Homeland Security Planning Councils

I. Purpose:

The purpose of this document is to provide additional guidance as to how each Homeland Security Planning Region will provide National Incident Management System (NIMS) funding to the municipalities of their respective regions.

National Incident Management System (NIMS) Compliance

This year, each region will receive \$10,000 per community, in lieu of direct Local Preparedness Grants, for the ten first responder disciplines within each municipality to achieve compliance with the necessary NIMS training. The federal deadline for NIMS compliance is September 30, 2007. It will be the responsibility of each Homeland Security Regional Planning Council (Council) to manage this funding and reimburse each community up to \$10,000 for NIMS-related training expenses. Funding may be utilized for **backfill and overtime** to support the following ten first responder disciplines, as defined by DHS:

1. Emergency Management
2. Emergency Medical Services
3. Fire Service
4. Hazardous Materials
5. Governmental Administrative
6. Health Care
7. Law Enforcement
8. Public Health
9. Public Safety Communications
10. Public Works

Funding may be utilized for **backfill and overtime** for first responders to attend the following NIMS training courses:

1. IS-700 Introduction to the National Incident Management System*
2. IS-800 Introduction to the National Response Plan*
3. ICS-100 Introduction to the Incident Command System (ICS)*
4. ICS-200 Basic ICS*
5. ICS-300 Intermediate ICS*
6. ICS-400 Advanced ICS*
7. ICS-402 ICS for Executives**
8. NIMS Multi-agency Coordination Systems**
9. NIMS Public Information Systems**
10. NIMS Resource Management**
11. NIMS Resource Typing**
12. NIMS Mutual Aid**

13. NIMS Preparedness**
14. NIMS Communication and Information Management**
15. ICS-100 for Schools**
16. ICS-100 for Hospitals**
17. ICS-200 for Hospitals**
18. NIMS ICS All Hazards Position Specific Training**
19. Incident Management Team Training
20. Any future NIMS training deemed necessary by DHS

*Required Training

**Recommended training only

The above mentioned courses may be found at either the State training academies or online at the Emergency Management Institute of the Federal Emergency Management Agency (FEMA). The various training academies of the Commonwealth [MEMA, DFS, and the Municipal Police Training Committee (MPTC)] have the resources to provide training free of cost to municipalities when requested. If a municipality is interested in obtaining such training, please contact the Training Department in the respective agencies as follows:

MEMA: 508-820-2000

DFS: 978-567-3220

MPTC: 508-821-2644 x2115

Additionally:

1. The Homeland Security Regional Planning Council's Fiduciary is responsible to oversee the reimbursement process.
2. Each municipality shall be reimbursed up to \$10,000 for NIMS Compliance AND will be eligible to receive this reimbursement to cover backfill and overtime expenses incurred for attendance at NIMS trainings that occur during the period that begins with the start date of the Council's Fiduciary's FFY06 Homeland Security Grant Program contract with EOPS and ends on **June 30, 2007**. (This timeframe is to ensure that funds may be redirected to larger communities and others that may require additional funding for NIMS training.)
3. Once a municipality achieves full compliance with the NIMS training requirements, the municipality's Chief Executive Officer (CEO) must certify to the Region that all ten disciplines within the community are NIMS compliant. Moreover, each Council shall forward a copy of such documentation to EOPS on a monthly basis.

4. Municipalities must request reimbursement for their full eligibility amount of \$10,000 AND provide the Council's Fiduciary with the proper documentation by **July 10, 2007**.
5. After July 10, 2007, remaining funds may be used, per the Council's discretion, to reimburse larger municipalities and others in need of additional funds to attain NIMS compliance. Full NIMS compliance must be achieved by September 30, 2007. Reimbursement may be made to cover backfill and overtime expenses incurred for attendance at NIMS trainings that occur during the period that begins with the start date of the Council's Fiduciary's FFY06 Homeland Security Grant Program contract with EOPS and ends on **September 30, 2007**. Final reimbursement requests must be submitted by **October 10, 2007**.
6. Each Region must track the status of NIMS compliance for each community within the region and will provide EOPS with a monthly progress report of each municipality's compliance and reimbursement status.
7. The Homeland Security Planning Region's Fiduciary may use the reimbursement request attached to this document.
8. A municipality will not be eligible for reimbursement under this investment until its NIMS adoption certification and formal backup documentation are submitted to EOPS. EOPS will provide each Regional Council a weekly update as to the status of each municipality's certification.
9. Municipalities intending to conduct their own in-house training must seek prior approval from EOPS.
10. All ten disciplines listed above are eligible for reimbursement. NIMS compliance is and should be achieved as a community-wide effort. For any questions concerning who should receive what training, please contact Mike Russas at 617-725-3366, Michael.Russas@state.ma.us
11. Funding may not be used to purchase equipment.
12. Each Council shall follow the Reimbursement Guidance protocols as previously stated by EOPS.