



PROJECT, TRAINING, AND EXERCISE REQUEST SUBMISSION POLICY

September 5, 2017

This policy shall govern the submission of any and all requests for Projects, Trainings, and/or Exercises submitted to the Central Region Homeland Security Advisory Council (CRHSAC).

1. All requests to CRHSAC Statewide Homeland Security Program (SHSP) funded projects for other than training and exercises shall be submitted in writing on the appropriate Massachusetts Executive Office of Public Safety and Security (EOPSS) approved Project Justification (PJ) form.
2. All requests to CRHSAC SHSP-funded training and exercises requests shall be submitted in writing on the appropriate EOPSS approved Project Justification (PJ) form.
3. All forms and guidance can be found on the CRHSAC webpage at: <http://cmrpc.org/homeland-security-resources-and-documents> or by contacting Conor McCormack (cmccormack@cmrpc.org) or Peter Peloquin (Ppeloquin@cmrpc.org).
4. All project, training and exercise requests shall meet the following criteria:
 - a. Provide a regional benefit,
 - b. Address one or more of the Commonwealth of Massachusetts' Homeland Security Goals,
 - c. Fit within the current CRHSAC EOPSS approved plan(s),
 - d. Be submitted on appropriate forms,
 - e. Meet all reporting, inventory, and maintenance requirements set forth by CRHSAC, EOPSS, and the Federal Emergency Management Agency (FEMA).
5. All requests shall be submitted (electronically preferred) no later than fourteen (14) calendar days prior to the next regularly-scheduled CRHSAC subcommittee meetings in order to be placed on the agenda.
 - a. This will allow for review of submissions as well as any revisions required, and allow enough time for the proposal to be reviewed by the members of the appropriate CRHSAC subcommittee.
 - b. Improper submissions will be returned to proponent and may not be included on the agenda for the next meeting.
 - c. CRHSAC Subcommittees generally meet on the first Tuesday of each month, however, this is subject to change. The meeting date can be found here: <http://cmrpc.org/subcommittees>
6. A proponent shall meet with the appropriate CRHSAC subcommittee and provide any and all documentation requested to support their proposal. The subcommittee may

review the request and take action as the subcommittee sees fit. The proponent may be requested to provide additional information and attend more than one meeting.