

# Project Justification (PJ) Template Guide – DO NOT USE THIS FORM

Please use a blank PJ found on the CRHSAC website



## CENTRAL REGION HOMELAND SECURITY ADVISORY COUNCIL

### Funding/Project Request

The members of the Central Region Homeland Security Advisory Council (CRHSAC) have decision-making authority, within the 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).

CRHSAC develops its project and budget plan at the beginning of each grant cycle according to EOPSS' guidelines and through its committee and working group system. Non-Council members may, and are encouraged to participate in these discussions and offer suggestions on funding matters. The Council sets funding priorities and compiles projects into two categories: "A List" projects, which are determined to be highest priority for which 100% of available funding is allocated, and "B List" projects, which are lower priority and may be funded upon approval of the Council should funding from "A List" projects or other sources become available. This project and budget plan is approved through a vote of the full Council as well as EOPSS.

Occasionally, CRHSAC has extra funds that must be reallocated, or the Council receives additional funds from EOPSS. At these times, the Council votes at a regularly scheduled meeting on how to allocate or reallocate these funds.

Council members, Non-Council members and other approved entities within the region may submit funding suggestions or requests to the Council for consideration. Non-Council entities may also approach committees and request funds. It is up to the committee or Council whether or not to entertain and to fund these requests.

All requests must meet the following criteria:

1. Must provide a regional or sub-regional benefit.
2. Must fit into the overall CRHSAC *Homeland Security Plan*.
3. Must address one of more of the Commonwealth's Homeland Security Goals.
4. Must be submitted in writing to CRHSAC using the form attached.
5. Requesting parties must be NIMS compliant.

Additionally, the funding being requested must not constitute supplanting. Supplanting is when a unit of state, regional, or local government reduces or eliminates state or local funds for an activity specifically because federal funds are available (or expected to be available) to fund that same activity. Federal funds provided by CRHSAC must be used to *supplement* existing state or local funds for program activities and may not replace state or local funds that have been appropriated or allocated for the same purpose. Additionally, federal funding may not replace state or local funding that is required by law (e.g.: Funds from CRHSAC cannot be used to purchase a vehicle that was previously budgeted for by a municipality, or for an exercise that is required by a different state-funded grant stream).

To the best of my knowledge, the funding being requested for equipment and/or activities in this document does not constitute supplanting.

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Name (Printed)

Title

Organization

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Signature

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Date



**CENTRAL REGION HOMELAND SECURITY ADVISORY COUNCIL**

**EXAMPLE**

<b>Project Name:</b>	Fire District 7 Dive Team Equipment
<b>Project Contact Name/Phone Number/ Email:</b>	Project Point of Contact
<b>Requested Funding Amount:</b>	\$ This amount must match the quotes
<b>Regional Need for the Project:</b> <i>Please identify the Core Capability that will be sustained of the problem that will be addressed by this project.</i>  <i>Core Capability can be found here:</i> <a href="https://www.fema.gov/core-capabilities">https://www.fema.gov/core-capabilities</a>	Mass Search and Rescue Operations - This equipment will assist in large scale search and rescue operations in area water bodies or floods. D-7 Dive Team will be trained to respond to a variety of regional emergencies.
<b>Support for State Homeland Security Strategy:</b> <i>Please explain how this project supports the goals and objectives of the most recent Massachusetts State Homeland Security Strategy.</i> <a href="https://www.mass.gov/files/2017-07/massachusetts-state-homeland-security-strategy.pdf">https://www.mass.gov/files/2017-07/massachusetts-state-homeland-security-strategy.pdf</a>	This grant will assist with goal #3 and #5 by providing the appropriate equipment the team will be more coordinated and more effective. The gear will assure quickly/effectively response and recovery from a critical incident.
<b>Plan for Sustainability:</b> <i>Please describe plans for sustaining this project.</i>	Equipment maintenance/replacement shall be supported by the Fire District and the Host Communities
<b>Connection to Terrorism Prevention:</b> <i>Please explain how this project will address the identified planning, organization, equipment, training, and exercise needs to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events.</i>	This equipment will allow the district to have the appropriate equipment to effectively respond to swift water and flood emergencies within the district. Additionally, it will allow the district to enhance its safety and response capacity with dive team operations.
<b>Other Funding Sources:</b> <i>Please identify and explain other local, state, or federal funding sources available to the applicant for similar activities, training or equipment.</i>	There are no other funding sources available at this time.

Please note that all applicable federal and state laws regarding procurement will be followed. Procurement of all goods, services and equipment must be completed through the Metropolitan Area Planning Council as the statewide fiduciary for Council funds. For reimbursement projects, applicable laws and regulations must also be followed; failure to do so may result in withholding of all or part of any reimbursement.

Please return completed request to Conor McCormack at [cmccormack@cmrpc.org](mailto:cmccormack@cmrpc.org)

By checking this box, I attest that I have read and understand the CRHSAC Equipment Policy found at <http://cmrpc.org/sites/default/files/Documents/Homelandsecurity/Equipment%20Recovery/CRHSAC%20%20Equipment%20Policy%20%20Voted%2009-04-18.pdf>

Council Approval:  
Sent to EOPSS:  
EOPSS Approval:

## EXAMPLE

**Massachusetts Executive Office of Public Safety and Security  
Office of Grants and Research - Homeland Security Division  
Project Justification Template**

I. **Project Name and Number:** PJ18- CMRPC staff will assign project number and name

II. **Homeland Security Region:** Central

III. **Anticipated Project Date Range:** March 2019-August 2019

IV. **Project Description:**

**Proposed Activity:** Elaborate on the activity the project is proposing to accomplish, i.e. purchase dive equipment for the D-7 dive team, etc. BE SPECIFIC.

**Project Need:** All projects must meet a regional need. What gaps in the region's preparedness is this project filling?

**Measurable Outcomes:** How will you be able to measure the success of this project? What outcomes will demonstrate this project was worth funding?

**Background:** Describe why this project is relevant. What has happened in the past that might justify the need for this project?

**Funding Year, Source, and Justification Area (Prevention, Protection, Mitigation, Response, or Recovery):**

FFY2018, SHSP, Pick all that apply from the above Justification Areas

**Project Management and Participants:**

The person submitting the PJ and any other people involved with the project. I.e. POC for delivery, equipment hosting agency, etc.

V. **Milestones:**

Milestones	Tasks/Activities	Start Date	Completion Date	Estimated Cost
Approvals	Council & EOPSS approval	March 2019	April 2019	\$0.00
Procurement	Bidding and Purchasing	April 2019	May 2019	\$0.00
Delivery	Inventory and distribution	May 2019	June 2019	\$0.00
Payment	Invoices paid	June 2019	August 2019	\$10,000

# EXAMPLE

## VI. Budget Plan by Cost Category:

Planning	\$0.00
Equipment	\$8,000.00
Training	\$2,000.00
Exercises	\$0.00
Maintenance	\$0.00
Organization	\$0.00
Total	\$10,000.00

## VII. Budget Detail: Each individual item needs to be listed out, unless sold as a kit.

Cost Category	Description	AEL #	Quantity	Unit Cost	Total
From section VI.	List Item	Look up here	#	\$	\$2,000.00
					\$8,000.00
Quotes must be provided for each item in Budget Detail					
GRAND TOTAL					\$10,000.00

FEMA Authorized Equipment List numbers (AEL #) can be found [HERE](#).

How much of the above project total amount is for Law Enforcement Terrorism Prevention-oriented Activities?

\$0.00

CMRPC Staff will assign number

## VIII. Typed Resources: For FFY 2011 funds and beyond, for each equipment or training expense cited above, please provide the requested information in the table below:

Description (from above table)	Core Capability Supported	NIMS or State/Local Typed Resource Supported (if typing guidance exists at <a href="http://fema.gov/resource-management">fema.gov/resource-management</a> )
From section VII.	Look up here	

List of FEMA's 32 Core Capabilities can be found [HERE](#)

**IX. EHP Review:** Required for all Training, Exercise and Non-Portable Equipment. Must be approved before training or equipment is purchased. CMRPC Staff will complete EHP, assistance will be needed by PJ submitter.

**X. SIEC Review:** ALL radio/interoperability projects must be approved by SIEC.

**Fill out the ICIP Cover Sheet if submitting a radio/interoperability project**