

Training, Conference and/or Travel Requests Utilizing Grant Funds

Type of Request:

Non-DHS Approved Training

Conference

Out of State Travel

Date of Request

Requestor Information

Name/Title:

County/Agency:

Phone/Email:

Grant Details

Grant Program/Year:

Dates of Travel:

Total Projected Cost:

Location:

Breakdown of Total Projected Costs, which may include per diem, airfare, hotel, OT/Backfill, etc:

Conference/Out of State Travel Justification (how will this Conference benefit the region or jurisdiction in relation to terrorism/all hazards prevention, protection, response or recovery):

If you are utilizing targeted grant funding for this request, please describe how this request supports the objectives of the specific targeted grant program.

Website Link for Requested Conference/Training or indicate Attached Brochure if applicable:

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***Please complete the following for Training Requests Only**

Course Title and Date of Training/Conference:

Course Description:

Disciplines to be Trained (Number of Individuals)

Law Enforcement
Emergency Medical Services
Emergency Management Agency
Fire Service
Hazardous Material
Public Works
Governmental Administrative
Public Safety Communications
Health Care
Public Health
Other (including other jurisdictions participating)
Please Specify:

Total Number of Participants

Mission Area:

Prevent
Protect
Respond
Recover
Mitigate
Common

Level of Training:

Awareness
Performance-Defensive (OSHA Operations)
Performance-Offensive (OSHA Technician)
OSHA Specialist
Planning/Management (OSHA Incident Command)
Not Applicable

Training Provider:

***Please attach detailed Program of Instruction (POI), Agenda, Course Manual, etc. as well.**

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Linkages to Capability Assessments, the Strategy and Other Plans

List the applicable NYS Critical Capabilities below and identify the specific capabilities that you have identified as a performance gap that you will address with this training. Attach additional sheets if needed. The NYS Critical Capabilities List can be accessed online at: <https://www.fema.gov/core-capabilities>

Does this training support the 2017-2020 New York State Homeland Security Strategy? The Strategy can be accessed online at: <http://www.dhSES.ny.gov/media/documents/NYS-Homeland-Security-Strategy.pdf>

Yes

No

If yes, list which goal(s) this training applies to:

Was this gap identified by an exercise?

Yes

No

Additional Information if necessary:

Will this capability be evaluated by an exercise after completion of the training?

Yes

No

Additional Information if necessary:

Will this training support the development or testing of your jurisdiction's Emergency Operations Plan, Comprehensive Emergency Operations Plan or specific annexes?

Yes

No

If yes, identify the name of the plan:

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FEMA Guidelines

Grant recipients intending to use federal homeland security funds to support attendance at qualified State sponsored training courses must meet the following guidelines:

1. Fall within the mission scope of the grant to prepare State and local personnel to prevent, respond to, and recover from acts of terrorism and catastrophic events
2. Build additional capabilities that 1) meet a specific need identified through the homeland security assessment process, and 2) aligns with the State Homeland Security Strategy
3. Address the specific tasks and capabilities articulated in NYS Critical Capabilities List (or the federal Core Capabilities, which are available online at: <http://www.dhSES.ny.gov/grants/forms-egrants.cfm>)
4. Comport with applicable Federal, State, and/or local certification, regulatory, and policy requirements deemed appropriate for this type and level of training

The funds are used to supplement, not supplant, existing funds that have been appropriated for the same purpose.

Certification

I certify that the above listed course meets the requirements of the Department of Homeland Security as outlined above to the best of my knowledge.

Name

Title

Date

Return completed form to your Grants Representative in DHSES's Grant Programs Administration Unit.