

**SOUTHEAST NEBRASKA EM REGIONAL GOVERNANCE BOARD
HOMELAND SECURITY GRANT PROGRAMS**

~ REQUEST FOR FUNDING ~

County: Lancaster

Date Submitted: 24 Oct 2017

Jurisdiction/Agency: Hazardous Devices Technicians Group

Contact Person: Donald Gross

Contact Information — Phone: 402-441-6439 **Email:** dgross@lincoln.ne.gov

Project Area (check one) Communications Planning Training Exercise

PET-Related Projects: DHS-Approved Non-DHS Approved

DHS Course Name/Reference No. (i.e., AWR-140, etc.): Workshop

If Training, Names of Persons Attending: 9

****NOTE:** *If PET funding is being requested, this form and the NEMA PET spreadsheet form must be submitted to the Region 14 days before the next scheduled meeting **AND** at least 45 days prior to the event.*

Non- PET Project Name: HDT Workshop

Project Description (Equipment/Personnel/Supplies/Etc.): Workshop for Planning HDT Training, TEPW, Objectives, Equipment needs and Expenditures and 2018 IJ

AEL Numbers/Costs: 140.HF.02.COGT

How/why project/request supports approved regional

objectives (at least 3-4 sentences; be specific): Nebraska Hazardous Device Technicians Governing Group (shortened to HDT) the need to conduct a through review of the processes pertaining to State Homeland Security Grant Program (SHSP) and Threat Hazard Identification and Risk Assessment (THIRA) to ensure effective and efficient operation of the HDT group.

Total Funding Request (itemize by category): \$ Total not to exceed but equal \$1000, remaining balance of 2016 PET funds set aside for HDT. Meeting room \$200, Lodging for one \$91, Food for traveler \$97, Food for breaks and working lunch \$142, Facilitation \$379 by NE Public Policy Center, equals \$1000.

Grant Year: 2016

Additional Comments: None

I, the undersigned contact person, understand that the above-noted funds, if approved by the Governance Board, will be the total amount of funds allocated for allowable expenses only (for allowable lodging & travel costs, see www.gsa.gov/perdiem). Any additional costs associated with this request in excess of the approved amount will be the responsibility of the requesting agency/department or those attending. I also understand that it is my responsibility to determine expenses eligible under DHS & NEMA guidelines.

Donald Gross

Name

Signature

*** INVOICES/RECEIPTS MUST BE PROVIDED BEFORE ANY CLAIM IS PAID***

****Submit form to the Emergency Manager who will forward to the Secretary 14 days before the meeting****

— FOR REGIONAL BOARD USE ONLY —

Grant Year: FY2014 FY2015 _____

Date Request Received: _____

Board Action Approved Denied Amount Authorized: _____ Date: _____

Signatures: _____ (chairman) _____ (Executive Board)

Comments:

Instructions for Completing The Request For Funding Form (approved 2/5/2015)

- A. Fill out all applicable boxes on the form, including county, date submitted, jurisdiction agency, contact person, contact information, project area, project name, project description, total funding request, grant year and additional comments. Do not write below the double line.
- B. If the project is a PET project, check whether it is DHS approved or non-DHS approved.
- C. If request is for a DHS course, fill in the name and a reference number and list the names of the persons who will be attending the training, if applicable/available.
- D. Make sure your project description includes all equipment, personnel and supplies etc. for the project and insert the AEL number. This also applies to training, contracting, planning activities and/or equipment. **NOTE: Request will not be considered without AEL number(s).**
- E. Explain how and why the project request supports approved regional objectives . Be specific.
- F. If you have multiple items, itemize them by AEL category in the Total Funding Request box.
- G. SAVE the completed form under a new filename, sign and submit to the Emergency Manager who will forward it to the regional board secretary no less than **14 days** before the next scheduled board meeting. This will allow for distribution to the Executive Board, which must approve the request prior to the full board approval.
- H. The person submitting the request (NOT the emergency manager) must attend the next regional meeting to present the request and provide any additional information requested.
- I. If PET funding is being requested, the NEMA PET form **must be completed and submitted** through the emergency manager to the Regional Board secretary **with** the "Request For Funding" form. The board must approve the request at a meeting and will submit the PET form to the NEMA **30 days prior to the requested activity.**
- J. Once the Request For Funding is approved by the Regional Board, any project invoice(s) must be submitted to the Financial Point of Contact, who will enter it into GMS. When funds are received from NEMA, the invoice(s) will be paid.
- K. ALL purchases (contracts, equipment, classes, training, etc.) must go through the Lancaster County purchasing process in compliance with Title 44 CFR (Code of Federal Regulations).

LINCOLN/LANCASTER COUNTY PURCHASING PROCESS

Micro Purchase: Any item/service less than \$3,000

Requirements:

- Provide three (3) informal bids/proposals
- Provide completed regional Request For Funding form

Major Purchase: Any item/service \$3,000 to \$20,000

Requirements:

- Provide completed regional Request For Funding form
- Complete ICE form
- Complete price analysis form
- Complete sole-source form (if needed)
- Complete EPA-required documentation