AUTHORIZED EXERCISE COST LIST
2003 ODP Exercise Grant

7/27/04

Michigan State Police, Emergency Management Division
2003 State Homeland Security Grant Program
Office for Domestic Preparedness
Department of Homeland Security

GENERAL INFORMATION

Allowable Cost Categories: Funds from the 2003 Office for Domestic Preparedness (ODP) exercise grant may be used to enhance the capabilities of state and local first responders, by covering the authorized costs for terrorist/chemical, biological, radiological, nuclear, and explosives (CBRNE) grant exercises. Cyber-Terrorism is also an eligible exercise element. Allowable exercise costs fall into six categories:

1. Hiring of full or part-time staff
2. Hiring of contractors or consultants to support exercise activities
3. Overtime for exercise design, development, conduct, evaluation, and after action reporting
4. Supplies consumed during the course of allowable exercises and activities
5. Other costs for exercise design, development, conduct, evaluation, and after action reporting
6. Travel associated with allowable exercises and activities

Documentation for Reimbursement: All reimbursements require a completed Request for Reimbursement form that lists items and services purchased; copies of receipts, or checks, or check numbers, and other applicable documentation, e.g., agreements or contracts, policies, payroll sheets, etc.; all labeled and organized in the same sequence as listed on the form, and securely fastened together.

Pre-Authorization Process for Unlisted Items:* The Authorized Exercise Items listed below are approved for reimbursement. Items that do not appear on this list must be pre-authorized by Emergency Management Division (EMD) to insure eligibility for reimbursement. Exercise items must be expended or consumed during the grant exercise or authorized activity. All pre-authorization requests must be made in writing to Laurie L. Raines, EMD Exercise Grant Coordinator, at rainesll@michigan.gov.

AUTHORIZED EXERCISE ITEMS

1. Full or Part-Time Staff - Full or part-time staff may be hired to support exercise-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the sub-grantee for the payment of authorized grant exercise activities. Please refer to the 2003 ODP Exercise Grant, Frequently Asked Questions for detailed information on wage reimbursement under, Comp Time, Overtime, Wages.

Note: Part-paid, paid-on-call and volunteer first responders do not qualify for reimbursement of wages. This decision was reaffirmed by ODP on June 29, 2004.

2. Contractors and Consultants - The services of contractors and consultants may be procured for the design, development, conduct, evaluation, and after action reporting of terrorist/CBRNE exercises. The sub-grantee's formal written procurement policy or Federal Acquisition Regulations must be followed. Contractors and consultants are held to the same terms and conditions as the sub-grantee. All exercises must be completed within the grant performance period and prior to submitting a request for reimbursement. A copy of the agreement or contract must be attached to the Request for Reimbursement form, along with proof of payment.

3. Overtime – Eligible overtime expenses will be reimbursed for work performed in excess of the established work week (usually 40 hours). Overtime payments must be in accordance with the policies of the sub-grantee for the payment of authorized grant exercise activities. In no case is dual compensation allowed, e.g., a government employee may not receive compensation from their employer AND from the exercise grant for the same hours or time period worked. Please refer to the 2003 ODP Exercise Grant, Frequently Asked Questions for more detailed information on overtime reimbursement.

Note: Compensatory time is not reimbursable.

4. Supplies - Supplies are items that are expended or consumed during the design, development, conduct, evaluation, and after action reporting of a grant exercise. These items should be purchased no more than 45 days in advance of an exercise and in no case after the actual date of the exercise, except for after action reporting purposes. All reimbursements require a completed Request for Reimbursement form that lists items and services purchased, copies of receipts, or checks, or check numbers, and other applicable documentation, e.g., agreements or contracts, policies, etc.; all labeled and organized in the same sequence as listed on the form, and securely fastened together.

a. **Charts**: damage assessment, resources, organizational, master scenario of events list, etc.
b. **Disposable cameras** and film development costs
c. **Disposable dishes**: paper plates, plastic utensils, etc.
d. **Disposable <u>protective clothing, mask filters</u>, gloves,** non-sterile masks, bandages, etc. (This grant does not allow for the purchase of reusable personal protective clothing or equipment.)
e. **Equipment Purchases**: Not allowed
f. **Equipment Rentals**: office furniture, equipment, tools, e.g., cell-phones, copy machines, easels, fax machines, file cabinets, laminating machines, LCD's and/or laptops, microphones, simulation devices, smoke machines, TV monitors, VHS machines, video or still cameras, white boards, etc. Rentals are not to exceed five (5) business days prior or post exercise.
g. **Fake smoke** disposable canisters
h. **Identification badges**, vests, armbands, hats, or t-shirts for exercise participants
i. **Maps**: streets and roads, sewer and water, electrical lines and grids, gas lines, contour, rail yards, plants and facilities, weather, GIS, flood, etc. No 3-D models are allowed.
j. **Moulage and first aid kits** for use in exercise(s). Multiple purchases will require justification to be attached to the Request for Reimbursement form: for example, "large number of victim players for moulage kits" or "multiple locations for exercise(s)", etc.
k. **Office supplies**: notebooks, binders, folders, pens, pencils, markers, clipboards, copy paper, copy costs, etc. for authorized grant exercise activities. (Staplers, scissors, hand tools and similar are considered equipment and are not approved for purchase.)
l. **Postage** costs for authorized exercise activities. Proof of payment is required. Please refer to the 2003 ODP Exercise Grant, Frequently Asked Questions for detailed information on the reimbursement process for in-house copying.
m. **Rolls of acetate** and safety marker tape for authorized grant exercise activities.
n. **<u>Software for exercise development</u>**: <u>Sub-grantees that wish to expend funds on models, games or simulations must first consult 'Review of Models, Simulations, and Games for Domestic Preparedness Training and Exercising, Vol. 1', which provides an overview and analysis of existing models, games and simulations. This report is available at: http://www.ojp.usdoj.gov/exercises.htm</u>
o. **Status or resources boards**: fire, law enforcement, public works, EMS, etc. Multiple purchases will require justification to be attached to the Request for Reimbursement form: for example, "various disciplines" or "multiple sites", etc.
p. **VHS tapes, cassette tapes**, CD ROMS, 3-1/2" diskettes, and photographic film for recording exercise information. (Training videos and materials are not authorized for reimbursement.)

6. Other Items

a. **Exercise signs**, various types: hanging, portable, table display, etc.
b. **Food and non-alcoholic beverages** consumed during grant exercises. Reimbursable for breaks if costs are within local or state allowable rates, whichever is less.
c. **Rental of buildings and site locations**: a copy of the agreement or contract and proof of payment must be attached to the Request for Reimbursement form.

5. Travel - Travel costs (airfare, mileage, per diem, lodging, meals, etc.) are allowable expenses for employees who are on travel status for authorized grant exercise activities. Reimbursement rates cannot exceed the allowable state or sub-grantee rates, whichever is less. Per Diem rates require a copy of the local jurisdiction's per diem policy to be submitted. All travel expenses must be documented and supported by proof of payment; receipt, or copy of check, or check number. Reimbursement requests must include the name of the individual, purpose of travel, miles traveled and mileage rate if applicable, and total amount. For State of Michigan current travel reimbursement rates, please refer to http://www.michigan.gov/dmb/0,1607,7-150-9141_13132---,00.html

* **Note**: The purpose of the 2003 ODP Exercise Grant is to cover the cost of authorized exercise items required for the design, development, conduct, evaluation, and after action reporting of ODP grant exercises. All ODP grant exercises must be progressive and based on realistic situations involving response to a terrorist/CBRNE incident, in accordance with EMD requirements and Homeland Security Exercise and Evaluation Program (HSEEP) guidelines.