

AUTHORIZED EXERCISE COST LIST 2/13/2006

ODP Exercise Grant

Michigan State Police, Emergency Management Division
State Homeland Security Grant Program (SHSP)
Office for Domestic Preparedness (ODP)
Department of Homeland Security (DHS)

GENERAL INFORMATION

Exercise Requirements: All Office for Domestic Preparedness (ODP) grant exercises must be progressive and based on a realistic response to a terrorist attack involving Chemical, Biological, Radiological, Nuclear, Explosives (CBRNE) or cyber-terrorism. ODP exercises must be conducted in accordance with Emergency Management Division (EMD) requirements and Homeland Security Exercise and Evaluation Program (HSEEP) guidelines.

Allowable Cost Categories: ODP exercise grant funds have been provided to enhance the capabilities of state and local first responders, by covering authorized costs for exercising. Allowable exercise costs are restricted to the design, development, conduct, evaluation and after action reporting of ODP grant exercises. These HSGP funds may be used for the following exercise activities:

1. Exercise Planning Workshop
2. Hiring of full or part-time or Contractors/Consultants
3. Overtime and Backfill
4. Reimbursement for volunteer emergency response personnel
5. Travel
6. Supplies
7. Other items (rental of space for exercise planning and conduct, exercise signs, badges, etc.)

Reimbursement Documentation and Procedures: Before reimbursement requests can be processed, all corresponding exercise paperwork (including post-exercise reports) must be submitted electronically to the designated District Coordinator (DC) and approved by EMD. To request reimbursement, a separate *Reimbursement Coversheet (EMD-054)* must be completed for each exercise. The form and instructions are available at: http://www.michigan.gov/msp/0,1607,7-123-1593_3507-73723--,00.html. Exercise reimbursement requests must be sent to: Michigan State Police, Emergency Management Division, Attention: Fiscal Section, 4000 Collins Rd, Lansing, MI 48910.

Pre-Approval Process for Unlisted Items: Pre-approval for purchase of items not covered by this Authorized Exercise Cost List must be obtained in writing. Be sure to include adequate detail for review of your request. Please email requests to Terry Evans, Exercise Coordinator at evanstj@michigan.gov. You will receive an email response to your inquiry within 10 business days. A copy of the pre-approval must be attached to the *Reimbursement Coversheet (EMD-054)*.

AUTHORIZED EXERCISE ITEMS

Exercise Planning Workshop - Grant funds may be used to plan and conduct an Exercise Planning Workshop to include costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel and exercise plan development.

Full or Part-Time Staff or Contractors/Consultants - 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 state or local unit(s) of government and have the approval of the state or the awarding agency, whichever is applicable. The services of contractors/consultants may also be procured to support the design, development, conduct and evaluation of CBRNE exercises.

The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed.

Overtime and backfill costs – Overtime and backfill costs associated with the design, development and conduct of CBRNE exercises are allowable expenses. Payment of overtime expenses will be for work performed by award (SAA) or sub-award employees in excess of the established work week (usually 40 hours) related to the planning and conduct of the exercise project(s). Further, overtime payments and backfill costs associated with sending personnel to exercises are allowable, provided that the event being attended is an ODP sponsored exercise. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the state or local unit(s) of government and has the approval of the state or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 pm to 5:00 pm), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to FICA, Workers' Compensation and Unemployment Compensation.

Grantees may also use ODP grant funds to cover overtime and backfill expenses for part-time and volunteer emergency response personnel participating in ODP exercises. These covered expenses may be specifically used for part-time, paid-for-call, paid-on-call, and paid-per-call volunteer personnel, as well as stipends for volunteer firefighter personnel and reimbursement of wages for volunteer responder personnel. **Please see ODP Information Bulletin #141, located at <http://www.ojp.usdoj.gov/odp/docs/info141.htm>, for additional information and related requirements.**

Travel - Travel costs (i.e., airfare, mileage, per diem, hotel, etc.) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the exercise project(s). These costs must be in accordance with state law as highlighted in the *OJP Financial Guide*. States must also follow state regulations regarding travel. If a state or territory does not have a travel policy they must follow federal guidelines and rates, as explained in the *OJP Financial Guide*. For further information on federal law pertaining to travel costs please refer to <http://www.ojp.usdoj.gov/FinGuide>.

Supplies - Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise project(s) (e.g., copying paper, gloves, tape, non-sterile masks, and disposable protective equipment).

Other Items - These costs include the rental of space/locations for exercise planning and conduct, exercise signs, badges, etc.

Note: Except for EMPG, HSGP is not intended as a hiring program and funds may not be used to support the hiring of sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities.