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ACRONYMS

- CBRNE** Chemical, Biological, Radiological, Nuclear, and Explosives (includes Cyber-Terrorism)
EMD Emergency Management Division, Michigan State Police
EOC Emergency Operations Center
ODP Office for Domestic Preparedness, Department of Homeland Security
SAA State Administrative Agency (Emergency Management Division, Michigan State Police)

ASSISTANCE

Contact Information

- Q:** Who do I contact for assistance regarding the ODP Training Grants?
A: Each sub-grantee has a designated District Coordinator who should be the first point of contact. The second point of contact for training related issues should be the Hazardous Materials Training Center at 517-322-1190.

AUDITS

Audits

- Q:** Will our ODP grant training program and information be audited?
A: Yes. ODP requires that all grant information be maintained on file by the sub-grantee and available for audit for a minimum of three (3) years from the closing date of the grant.

EQUIPMENT

Equipment Purchases

- Q:** May I purchase equipment to use in my training with ODP training grant funds?
A: No. Equipment purchases are not authorized. Equipment such as computer software, computers, copiers, fax machines, cameras, and smoke simulators, may be rented for use in ODP training, not to exceed five (5) business days pre- or post-training.

Equipment Rentals

- Q:** May I rent equipment to use during my ODP grant training?
A: Yes. Equipment such as copiers, LCD projectors, fax machines, cameras, and smoke simulators, may be rented for use in ODP training, not to exceed five (5) business days pre- or post-training.

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FORMS

EMD-054 Reimbursement Coversheet

The new *Reimbursement Coversheet (EMD-054)* (replaces all previous request forms and must have the following revised forms attached as appropriate)

- Payroll Reimbursement Detail (EMD-055)
- *Supplies and Other Items Reimbursement Detail (EMD-056)*
- *Travel Reimbursement Detail (EMD-057)*

The above forms are available online at:

[http://www.michigan.gov/documents/REIMBURSEMENT_COVERSHEET_EMD-054_\(03-28-2005\)_120328_7.xls](http://www.michigan.gov/documents/REIMBURSEMENT_COVERSHEET_EMD-054_(03-28-2005)_120328_7.xls)

EMD-055 Payroll Reimbursement Detail

This form must be submitted to request reimbursement for personnel costs. It is available at:

http://www.michigan.gov/documents/3_-_Payroll_Reimbursement_Form_1-05_113998_7.xls

EMD-056 Supplies and Other Items Reimbursement Detail

This form must be submitted to request reimbursement for supplies and other items. It is available at:

[http://www.michigan.gov/documents/SUPPLIES_AND_OTHER_EXPENSES_DETAIL_EMD-056_\(03-28-2005\)_120326_7.xls](http://www.michigan.gov/documents/SUPPLIES_AND_OTHER_EXPENSES_DETAIL_EMD-056_(03-28-2005)_120326_7.xls)

EMD-057 Travel Reimbursement Detail

This form must be submitted to request reimbursement for travel costs. It is available at:

http://www.michigan.gov/documents/6_-_Travel_Reimbursement_Form_1-05_F_114005_7.xls

EMD-058 Reimbursement of Lost Wages for Volunteer Responders

This form must be submitted to request reimbursement of lost wages for volunteer responders. It is available at:

http://www.michigan.gov/documents/1_-_Reimbursement_of_Lost_Wages_1-05_1_113996_7.doc

Equal Employment Opportunity Plan (EEOP)

Q: Do we have to complete the EEOP form and fax it to Washington, DC?

A: No. Effective January 20, 2004, this form is no longer required for sub-grantees under the 2003, 2004, or 2005 ODP training dollars.

Forms Signatures

Q: Are authorized signatures required on forms?

A: Yes, forms that require a signature must be signed and the **originals** sent to EMD.

W-9 Tax Form

Q: Do we have to file a W-9 Tax Form with EMD?

A: Yes. Each new grant requires the sub-grantees to file an updated W-9 form. This form insures that the reimbursement check goes to the correct office within the sub-grantee's organization. The W-9 form is available at:

http://www.michigan.gov/documents/2_-_Form_W-9_113997_7.pdf

State Agencies are required to submit R-Stars accounting information for direct account transfers, in lieu of the W-9 Tax Form.

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FUNDING

Commingling Grant Funds

- Q:** May sub-grantees divide expenses between two different grants for one training session?
- A:** No. Tracking and reporting of grant funds and related activities must be reported separately for each grant.

Unspent Funds

- Q:** May I reserve unspent funds from my original allocation for use at a later date?
- A:** No. Any unspent funds at the end of the grant period must be returned to ODP. Near the end of the grant period unexpended allocations will be redistributed by the SAA to insure full use of grant monies.

MISCELLANEOUS

Attorney Fees – Disallowed

- Q:** Can we be reimbursed for the cost of having our attorney review our grant agreement before signing?
- A:** No. Attorney fees are considered an administrative expense and are not eligible for reimbursement under the ODP Training Grants

Food and Refreshments

- Q:** Are food and non-alcoholic beverages authorized training items?
- A:** Yes. Reasonable expenses for food and non-alcoholic beverages consumed during the training session will be reimbursed; not to exceed local or state allowable rates, whichever is less.

PERSONNEL COSTS REIMBURSEMENTS

Backfill

- Q:** Is backfill a reimbursable expense for full-time employees under the ODP Training Grants?
- A:** Yes. There are provisions in the grant to cover backfill costs for full-time employees. However, an agency may not submit for both overtime and backfill.

Compensatory (COMP) Time

- Q:** May we be reimbursed for compensatory time earned?
- A:** No. This is a reimbursement only grant. Comp time does not constitute an actual expenditure of funds, thus there is no basis for reimbursement.

Overtime for Full-time Employees

- Q:** May full-time employees be reimbursed for overtime pay with ODP exercise grant funds?
- A:** Yes, if it is for work performed in excess of the established work week (usually 40 hours) OT must be permitted as part of one's regular terms and conditions of employment to qualify for grant reimbursement. Fringes for overtime are limited to FICA (Social Security and Medicare), workers compensation and unemployment compensation. **Note: The addition of pension costs as an allowable fringe is effective for exercise activities conducted on or after April 25, 2005.** When requesting reimbursement for overtime costs, the *Payroll*

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Reimbursement Detail (EMD-055) must be completed. The form and instructions are available at:

Overtime for Part-time Employees

- Q:** Are part-time employees eligible for overtime when attending and traveling to and from ODP approved exercises?
- A:** Yes. A recent clarification from ODP (Bulletin #141 issued 1/13/05 applies to current and previous fiscal year funding for ODP grant programs) authorizes EMD to reimburse limited overtime payment for part-time employees as defined below. If an agency has budgeted eligible employees to work less than a full-time schedule, the time that these employees spend attending and traveling to and from ODP approved training, above and beyond their regularly scheduled hours, can be considered overtime and is eligible for reimbursement using ODP grant funds. When requesting reimbursement for overtime costs, the *Payroll Reimbursement Detail (EMD-055)* must be completed. The form and instructions are available at: <http://www.michigan.gov/documents/3 - Payroll Reimbursement Form 1-05 113998 7.xls>

Paid-For-Call, Paid-On-Call, and Paid-Per-Call Volunteer Reimbursement

- Q:** May we reimburse paid-for-call, paid-on-call, and paid-per-call volunteer personnel for their participation in ODP training using grant funds?
- A:** Yes. A recent clarification from ODP (Bulletin #141 issued 1/13/05 applies to current and previous fiscal year funding for ODP grant programs) authorizes EMD to reimburse paid-for call, paid-on-call, and paid-per-call volunteer personnel; if their agency relies upon them and opts to include them in ODP approved training. Sub-grantees can be reimbursed for their participation in accordance with local established policies, to include hourly and/or flat-rate payment, using ODP grant funds. Supplanting is prohibited. When requesting reimbursement for volunteer costs, the *Payroll Reimbursement Detail (EMD-055)* must be completed. The form and instructions are available at: <http://www.michigan.gov/documents/3 - Payroll Reimbursement Form 1-05 113998 7.xls>

Reimbursement of Lost Wages for Volunteers

- Q:** If volunteer responders are required to take time off work to participate in ODP approved training, may grant funds be used to reimburse their lost wages?
- A:** Yes. A recent clarification from ODP (Bulletin #141 issued 1/13/05 applies to current and previous fiscal year funding for ODP grant programs) authorizes EMD to use grant funds to reimburse lost wages for volunteer responders who were required to take time off work to participate in ODP approved training. Reimbursement will be made within the following parameters:
- The volunteer responder may not receive payment for training participation from any other source if requesting reimbursement of lost wages from ODP training grant funds.
 - EMD has set a maximum reimbursement rate of **\$18.57 per hour**. The **actual amount** of lost wages will be reimbursed up to this amount (the average hourly rate for all occupations in the State of Michigan, as reported by the U.S. Bureau of Labor Statistics).
 - The employer of the volunteer responder must complete the EMD-058 Reimbursement of Lost Wages form furnished by EMD for necessary

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information; including employee name, number of lost work hours, rate of pay, lost wages, date(s) of participation, etc.

- The employer must agree to receive the employee's reimbursement for the lost wages from EMD for pass-through to the employee/volunteer responder, and complete Form W-9, Request for Taxpayer identification Number and Certification, available at : <http://www.michigan.gov/documents/2 - Form W-9 113997 7.pdf>
- The employee/volunteer responder must complete the last section of the *Reimbursement of Lost Wages EMD-058* form and forward it to the participating local emergency management program (sub-grantee) for submittal with other related training documents.

Reimbursement of Lost Wages for Volunteers - (business owner eligible)

Q: If volunteer responders are required to take time off from work to participate in ODP training and exercises, grant funds may be used to reimburse lost wages. Does this apply to a volunteer responder who is also the business owner?

A: Yes. However, in that circumstance, the Employer Information Section of the Reimbursement of Lost Wages Form must be completed and signed by the business' authorized financial representative or auditor.

Reimbursement of Lost Wages for Volunteers – (dual compensation denied)

Q: If a volunteer responder is required to make use of paid vacation, paid personal leave, etc. for time off from work to participate in ODP training and exercises, does he or she qualify for reimbursement of lost wages?

A: No. To qualify for reimbursement of lost wages, the volunteer responder may not receive any form of payment or compensation for the hours taken off from work to participate in ODP training or exercises.

Stipends for Non-Paid Volunteers – (does not include Red Cross or CERT members)

Q: May we reimburse non-paid volunteers for their participation in ODP approved training using grant funds?

A: Yes. Recent clarifications from ODP (Bulletin #141 issued 1/13/05 and expanded by Bulletin #157 issued 3/30/05, apply to current and previous fiscal year funding for ODP grant programs) authorize EMD to reimburse stipends for all non-paid volunteers such as firefighters, urban search and rescue teams medical service volunteers, Amateur Radio Emergency Service (ARES), Radio Amateur Civil Emergency Service (RACES), for their participation in ODP approved training, when volunteers are completely unpaid and no legal agreement exists to support pay for training activities. (Please be aware this does not include volunteers such as American Red Cross or Community Emergency Response Teams.) The authorized reimbursement rate for non-paid volunteers participating in ODP exercises is **\$12.38 per hour**. When requesting reimbursement for non-paid volunteer costs, the *Payroll Reimbursement Detail (EMD-055)* must be completed. The form and instructions are available at: <http://www.michigan.gov/documents/3 - Payroll Reimbursement Form 1-05 113998 7.xls>

Wage Reimbursement for Regular Hours - Disallowed

Q: May we reimburse government agency participants for regular work hours spent attending ODP approved training?

A: No. This would be considered dual compensation and is prohibited by ODP grant guidelines.

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PURCHASES

Unauthorized Training Purchases

- Q:** May we use ODP training grant funds to stock general office supplies and EOC materials in addition to the supplies needed for the training?
- A:** No. Items purchased with ODP training grant funds must be consumed or expended during the training session.

REIMBURSEMENTS

Documentation of Expenditures

- Q:** Do we have to document our expenditures?
- A:** Yes. Allowable training costs are restricted to the training session. Allowable costs fall into seven categories:
1. Backfill
 2. Overtime
 3. Reimbursement for volunteer emergency response personnel
 4. Hiring of contractors or consultants
 5. Supplies
 6. Travel
 7. Other costs
- The sub-grantee must document all reimbursable expenditures and make the documentation available at time of audit.

Reimbursement Requirements

- Q:** May we just complete a *Reimbursement Coversheet (EMD-054)* to get reimbursed?
- A:** No. To request reimbursement, a *Reimbursement Coversheet (EMD-054)*, and related forms of supporting documentation, must be completed. The form and instructions are available at: [http://www.michigan.gov/documents/REIMBURSEMENT_COVERSHEET_EMD-054_\(03-28-2005\)_120328_7.xls](http://www.michigan.gov/documents/REIMBURSEMENT_COVERSHEET_EMD-054_(03-28-2005)_120328_7.xls). Exercise reimbursement requests must be sent to: Emergency Management Division, Attn: Fiscal Section, 4000 Collins Rd, Lansing, MI 48910.

Supporting Documentation

- Q:** What type of supporting documentation is required for reimbursement under the ODP Training Grants?
- A:** To request reimbursement, a *Reimbursement Coversheet (EMD-054)*, and all related forms must be completed. The forms and instructions are available at: [http://www.michigan.gov/documents/REIMBURSEMENT_COVERSHEET_EMD-054_\(03-28-2005\)_120328_7.xls](http://www.michigan.gov/documents/REIMBURSEMENT_COVERSHEET_EMD-054_(03-28-2005)_120328_7.xls). Training reimbursement requests must be sent to: Michigan State Police, Emergency Management Division, Attn: Fiscal Section, 4000 Collins Rd, Lansing, MI 48910. In addition to completing the reimbursement forms, sub-grantees must document all authorized grant expenditures and make this documentation available at time of audit.

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REPORTING

Reporting Guidelines and Requirements

- Q:** What reporting guidelines are we required to follow?
- A:** Federal Acquisition Regulations and EMD guidelines spell out grant reporting requirements as explained in the Grant Agreement. Sub-grantees must use the training grant reporting forms and reimbursement forms provided by EMD in order to comply with reporting requirements.

SUPPLIES

Copies

Q: May we be reimbursed for copies made of training materials and information?

A: Yes. Receipts are required for audit purposes. If in-house copies are made, a letter of verification on departmental letterhead, signed and authorized will be needed to identify the number of copies, the date, description of purpose, cost per copy, and the total cost. Handwritten notes will not be accepted for verification of in-house copying costs.

Expendable or Consumable Items

Q: What does this mean?

A: Items purchased with ODP training grant funds, must be expended or consumed during the course of the ODP approved training, e.g., paper copies, fake smoke, refreshments, etc. Items designed and intended for reuse do not qualify.

Meals Provided During Training

Q: If a meal is included at a conference or training session, can an individual be reimbursed for a meal they purchased in lieu of the provided meal?

A: No. If a meal is provided as part of the cost of training, the individual cannot request reimbursement because they chose to eat elsewhere. It would be considered supplanting as the grant would be paying for both meals which occurred at the same time for the same individual.

Postage

Q: May I be reimbursed for postage expenses incurred for mailing training materials and information?

A: Yes. Receipts are required for audit purposes. If in-house postage is utilized, a letter of verification on departmental letterhead, signed and authorized will be needed to identify the number of postage paid items, the date, description of items, the cost per item, and the total cost. Hand-written notes will not be accepted for verification of in-house postage costs.

Supplies

Q: Are there any restrictions on the type of supplies we may purchase for our training sessions with ODP funds?

A: Yes. Supplies reimbursed under the ODP Training Grants must be consumed or expended during the training session.

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TRAVEL

Mileage Reimbursement Rates

Q: What is the reimbursement rate for vehicle mileage?

A: Mileage reimbursement rates may not exceed the allowable sub-grantee rates or state rates, whichever is less. For State of Michigan current travel reimbursement rates, including vehicle mileage, please refer to http://www.michigan.gov/documents/TravelRates_Jan05_112356_7.pdf.

When requesting reimbursement for vehicle mileage, the *Travel Reimbursement Detail (EMD-057)* must be completed. The form and instructions are available at:

<http://www.michigan.gov/documents/6 - Travel Reimbursement Form 1-05 F 114005 7.xls>.

Travel Expense Reimbursements

Q: May we be reimbursed for travel expenditures?

A: Yes. Travel costs (airfare, mileage, per diem, lodging, meals, etc.) are allowable expenses for employees who are on travel status for authorized training grant activities. When requesting reimbursement for travel,

the *Travel Reimbursement Detail (EMD-057)* must be completed. The form and instructions are available at:

<http://www.michigan.gov/documents/6 - Travel Reimbursement Form 1-05 F 114005 7.xls>

Reimbursement rates may not exceed the allowable sub-grantee rates or state rates, whichever is less.

For State of Michigan current travel reimbursement rates, please refer to

<http://www.michigan.gov/documents/TravelRates Jan05 112356 7.pdf>

Vehicle Rentals

Q: May we rent a vehicle for necessary travel involving the ODP Training Grant programs?

A: Yes. Vehicles may be rented for necessary travel involved with the training sessions, in accordance with sub-grantee vehicle rental policies and procedures. Rental of fleet vehicles is not an allowable reimbursement expense.