

SUB-GRANTEE CHECKLIST

2003 STATE HOMELAND SECURITY GRANT PROGRAM (03 SHSGP)

PRE-EXERCISE REQUIREMENTS

- Complete and fax the **Equal Employment Opportunity Plan** requirements to: (202) 616-9865.
(See Seven Step Guide section #2) **The EEOP IS NO LONGER REQUIRED AS OF JANUARY 20, 2004.**

Submit Items: 1,2,3,4, 5 and 8 by January 15, 2004. Items 12 & 13 should be submitted quarterly

Michigan State Police EMD/HQ,
Attention: Laurie L. Raines,
4000 Collins Road,
P.O. Box 30636,
Lansing, Michigan 48909-8136

1. **Exercise Grant Agreement** by January 15, 2004 (See section #3)
2. **Assurances (OJP Form 4000/3)** by January 15, 2004 (See section #4)
3. **Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirement** by January 15, 2004 (OJP Form 4061/6); and **Disclosure of Lobbying Form** (See section #5)
4. **W-9 Taxpayer Identification Number** by January 15, 2004 (See section #6)
5. **Audit Certification Form** by January 15, 2004 (See section #7)
6. Read **Exercise Guidance Overview** (See section #11)
7. Convene **Initial Planning Conference (IPC)**
8. **Exercise Budget Projection** by January 15, 2004 (See section #12)
9. **Pre-Exercise Form** (EMD-052) Submit to TEC* prior to exercise (See section #13a)

POST-EXERCISE REQUIREMENTS

10. **Post-Exercise/Event Form** (EMD-11) Submit to TEC* after exercise (See section #13b)
11. **After Action Report (AAR) and Improvement Plan (IP)** Submit to TEC* (See section #13c). Please note, items 9 through 11 are due for each corresponding exercise before reimbursements can be processed.
12. **Request for Reimbursement Form** (See section #14) Submit after each exercise has been completed, along with eligible related expenses for that quarterly reporting period. (See section #8 for reporting period calendar) Please refer to the **Authorized Exercise Cost List** (See sections #9 and #11) for guidance.
13. **Supporting Documentation** (See section #14) Invoices, sales receipts, time cards, etc. for all items listed on **Request for Reimbursement Form**.

POST REIMBURSEMENT REQUIREMENTS

Participate with Grantor in an on-site monitoring review of equipment and financial documents. Also retain financial records, supporting documents, and all other records pertinent to the grant for at least three (3) years from the closing date of the grant. Be sure to comply with Single Audit requirements of OMB Circular, A-133 (See section #15). **If requested, Sub-grantee submits audit copy to: Michigan Department of State Police, Financial Services Section, 714 South Harrison Road, East Lansing, Michigan 48823**

***Please NOTE: For Items 9, 10 and 11: Sub-grantees submit these forms to your designated Training & Exercise Coordinator (TEC). All other items will be directed to Laurie Raines, Exercise Grant Coordinator.**

THE DEADLINE FOR SUBMISSION OF ALL ODP EXERCISE GRANT FORMS, REPORTS, REQUESTS FOR REIMBURSEMENT AND SUPPORTING DOCUMENTATION IS 5:00 P.M. ON MONDAY, JANUARY 17, 2005.