

Project Approval & Allowability Process and Reporting Requirements



**Michigan State Police
Emergency Management and
Homeland Security Division**

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Today's Training

2007 HSGP

- We have revised the following:
 - Investment Projects (IP)
 - Project Justification form (PJ)
 - Allowable Cost Justification form (ACJ)
 - Quarterly Report form (QR)
- Explain changes and answer questions



Summary of Guidance and Job-aids

- Investment Projects job-aids
 - 12 Statewide HSGP
 - 9 UASI Region
- New PJ form & instructions
- Revised ACJ form & instructions
- New QR form & instructions
- 2007 HSGP guidance issued by DHS
- Target Capabilities List - Full version



Main Monitoring Objectives

#1 - Alignment with Investments

#2 - Justify Cost Allowability

#3 - Measure Accomplishments

From HSGP Award Report to SAA:

“The recipient may only fund Investments that were included in the FY 2007 Investment Justification that was submitted to DHS and evaluated through the peer review process. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.”



Individual Monitoring Documents

- IP: Investment summaries included in Michigan's grant award; Projects must come from these
- PJ: ensure alignment with the investments awarded
- ACJ: promote effective cost allowability decisions
- QR: Capture measured accomplishment with the resources used



Investment Projects (IP) Job-aid

- Investment summaries included in Michigan's grant award; Projects must come from these:
 - **12 Statewide HSGP**
 - **9 UASI Region**
- Example IP



Project Justification (PJ) Form Review

- Ensure alignment with investments awarded

From HSGP Award Report to SAA:

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- Format
- Instructions
- Example



Allowable Cost Justification (ACJ) Form Review

- Promote effective cost allowability decisions
 - Format
 - Instructions
 - Example



Quarterly Report (QR) Form Review

- Capture the measured accomplishment with the resources used for the project
 - Format
 - Instructions
 - Example



Entire Process

- Align the PJ to the IP information
 - Must have alignment
 - Must have measures to report accomplishments
 - Submit to EMHSD for approval
- Submit ACJs
 - Get EMHSD for approval
 - Complete Project
- Complete QR as needed
 - To provide measures accomplished



Questions





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