

Good Morning All,

With the recent Audit, there has been some confusion as to the back-up documentation required of the subgrantees. The confusion is holding up the reimbursement process. Please review the following categories and then disburse this email to your subgrantees to expedite the reimbursement process. Each category of the Budget Detail Worksheet (BDW) has a description of what documentation is required to receive an approved Reimbursement Request. The subgrantee can follow along with their individual BDW to determine what categories relate to their grant and what proper documentation is required. We are hoping for a better turnaround time on all reimbursement requests.

The following is a list broken out by the Budget Detail Worksheet detailing the proper back-up information that must accompany any Reimbursement Request:

PLANNING: Please find the corresponding letter to understand what back-up documentation is required.

- **A.** For salaries charged, please provide information describing what has been accomplished and provide a copy of the plans once the grant is complete.
- **B.** For materials purchased to conduct a planning activities please submit purchase orders and receipts and/or canceled checks. For conferences and facilities, please provide documentation describing the purpose of the conference and receipts.
- **C.** For travel, please provide the destination and present receipts and a sign-in sheet of the conferences each individual attended.
- **D.** When dealing with Outreach and Volunteer programs please provide a description of the activities conducted and proper documentation to capture those activities.

Allowable Planning Costs
D. Public Education/Outreach
A. Develop and implement homeland security support programs and adopt ongoing DHS national initiatives
A. Develop and enhance plans and protocols
A. Develop or conduct assessments
D. Establish, enhance, or evaluate Citizen Corps-related volunteer programs

A. Hiring of full or part-time staff or contractors/consultants to assist with planning activities (not for the purpose of hiring public safety personnel fulfilling traditional public safety duties)
B. Conferences to facilitate planning activities
B. Materials required to conduct planning activities
C. Travel/per diem related to planning activities
A. Overtime and backfill costs – 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 activities for the development and implementation of the programs under HSGP.

MANAGEMENT AND ADMINISTRATION: The following should be submitted:

- **A.** For salaries and backfill charged please provide timesheets or time records to determine the correct amount of hours billed to the grant.
- **B.** For office equipment purchased please submit purchase orders and receipts and/or canceled checks. For meeting related expenses, please provide documentation describing the purpose of the meeting and submit purchase orders, receipts, and/or canceled checks .
- **C.** For travel please provide the names of the travelers along with destination and present receipts

Allowable Management and Administration Costs
<p>A. Hiring of full-time or part-time staff or contractors/consultants:</p> <ul style="list-style-type: none"> o To assist with the management of FY07 HSGP. o To assist with design, requirements, and implementation of FY07 HSGP. o To assist with the implementation and administration of the State Homeland Security Strategy, as it may relate to the individual grant program.
<p>A. Hiring of full-time or part-time staff or contractors/consultants and expenses related to:</p> <ul style="list-style-type: none"> o HSGP application submission management activities and application requirements. o Meeting compliance with reporting/data collection requirements, including data calls.
<p>B. Development of operating plans for information collection and processing necessary to respond to DHS/G&T data calls.</p>
<p>A. Overtime and backfill costs – 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 M&A activities for the development and implementation of the programs under HSGP. 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 Federal Insurance Contributions Act (FICA), Workers' Compensation and Unemployment Compensation.</p>
<p>C. Travel expenses</p>

B. Meeting-related expenses (For a complete list of allowable meeting-related expenses, please review the *OJP Financial Guide* at www.ojp.usdoj.gov/finguide06/).

B. Acquisition of authorized office equipment, including personal computers, laptop computers, printers, LCD projectors, and other equipment or software which may be required to support the implementation of the homeland security strategy.

B. The following are allowable only within the contract period:

- o Recurring fees/charges associated with certain equipment, such as cell phones, faxes, etc.
- o Leasing and/or renting of space for newly hired personnel to administer programs within FY07 UASI.

EXERCISES: The following should be submitted:

All exercises must be posted on the National Exercise Schedule on the HSEEP web site <https://hseep.dhs.gov/toolkit.htm> They must be approved by the Exercise Administrative Authority for the state before they will be eligible for reimbursement.

- **A.** Submit invoices for all costs
- **B.** Requests for backfill and overtime must be accompanied by proof of payment to the payee and timesheets indicating the extra hours worked.
- **C.** Submit an Exercise Plan (Operations Based) or Situation Manual (Discussion Based) along with completed After Action with Improvement Plan
- **D.** Submit copies of the sign-in sheets from the exercise

Allowable Exercise Costs

A. C. D. 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..

B. 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.

B. Overtime and backfill costs – Overtime and backfill costs associated with the design, development and conduct of CBRNE exercises are allowable expenses. Grantees may also use G&T grant funds to cover overtime and backfill expenses for part-time and volunteer emergency response personnel participating in G&T exercises.

A. 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 www.ojp.usdoj.gov/finguide06/.

A. 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).

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

TRAINING: The following should be submitted

A complete list of G&T approved courses may be found at www.ojp.usdoj.gov/odp/docs/TED_Course_Catalog2007.pdf

- **A.** For all training workshops and conferences make sure Name, Dates, type and location of training are provided
- **B** All sign-in sheets or rosters along with a description of course details
- **C.** Submit invoices for all costs
- **D.** Requests for backfill and overtime must be accompanied by proof of payment to the payee and timesheets indicating the extra hours worked

Allowable Training Costs
<p>D. Overtime and backfill funding for emergency preparedness and response personnel attending G&T-sponsored and approved training classes.</p> <p>Grantees may also use G&T grant funds to cover overtime and backfill expenses for part-time and volunteer emergency response personnel participating in G&T training.</p> <p>UASI funds may also be used for training citizens in awareness, prevention, protection, response and recovery skills</p>
A. B. C. Training Workshops and Conferences
D. Full or Part-Time Staff or Contractors/Consultants
A. Travel
C. Supplies

EQUIPMENT: The following should be submitted:

- All Authorized Equipment List (AEL) numbers must be present per equipment category, the yellow box below details the steps to be taken to get the proper AEL numbers.
- For all equipment purchased there needs to be copies of purchase orders, canceled checks, invoices, and receipts for all reimbursable equipment.

Eligible Equipment Acquisition Costs
The table below highlights the allowable equipment categories for this award. A comprehensive listing of these allowable equipment categories, and specific equipment eligible under each category, can be found on the web-based Authorized Equipment List at: www.rkb.mipt.org
↓ Register on the website and logon
↓ Click on "search the RKB"
↓ Click on "DHS Authorized Equipment List (AEL) – FY2007"
↓ If you wish to purchase a piece of equipment from any category below, then, in the space given below that category, put the "AEL item number" and "title"
Personal protective equipment
Explosive device mitigation and remediation equipment
CBRNE operational search and rescue equipment
Information technology
Cyber security enhancement equipment
Interoperable communications equipment
Detection Equipment
Decontamination Equipment
Medical supplies and limited pharmaceuticals
Power equipment
CBRNE reference materials
CBRNE incident response vehicles
Terrorism incident prevention equipment
Physical security enhancement equipment
Inspection and Screening systems
Agriculture Terrorism Prevention, Response, and Mitigation Equipment
CBRNE Response watercraft