

ATTACHMENT A1

Scope of Work

Funding is provided to perform eligible activities as identified in the Domestic Homeland Security –Federal Emergency Management National Preparedness Directorate Fiscal Year 2007 State Homeland Security Grant Program (SHSGP), consistent with the Department of Homeland Security State Strategy. Eligible activities are outlined in the Scope of Work for each category below:

I. Categories and Eligible Activities

FY 2007 SHSGP allowable costs are divided into the following categories: **specific issues, planning, training, exercises, equipment acquisition and management and administration costs.** More detail is provided in the “Budget Detail Worksheet” above.

A. Specific Issues as described in the Proposed Program Budget

Issue 05 – USAR and HazMat Sustainment

This project funds the sustainment effort of 30 Regional HazMat Teams and 7 USAR Task Forces through maintenance of equipment previously purchased.

Issue 09 – MARC Unit Sustainment and Maintenance

This project will continue to keep Mutual Aid Radio Cache units in an operational state to be deployed as needed.

Issue 16 – USAR and HazMat Specialized Training

This project funds specialized response teams to train members in approved training programs. The funding will allow 30 Regional HazMat Teams and 7 USAR Task Forces to complete critical operational proficiency training.

Issue 24 – HazMat Infrared Spectroscopy

This project provides funding for replacement of the 10 units of existing infrared spectroscopy detection equipment that is being made obsolete by its manufacturer. Future maintenance and parts cannot be guaranteed after 2010.

B. Planning

Developing and implementing homeland security support programs and adopting DHS national initiatives including but not limited to the following:

- Implementing the National Preparedness Goal and Guidance
- Implementing and adopting NIMS
- Modifying existing incident management and Emergency Operating Procedures (EOPs) to ensure proper alignment with the NRP coordinating structures, processes, and protocols
- Establishing or enhancing mutual aid agreements
- Developing communications and interoperability protocols and solutions
- Conducting local, regional, and tribal program implementation meetings
- Developing or updating resource inventory assets in accordance to typed resource definitions issued by the NIMS Integration Center (NIC)
- Designing state and local geospatial data systems
- Conducting public education and outreach campaigns, including promoting individual, family and business emergency preparedness; alerts and warnings education; and evacuation plans as well as IED or bombing prevention awareness

Developing related terrorism prevention activities including but not limited to the following:

- Developing law enforcement prevention activities, to include establishing and/or enhancing a fusion center
- Planning to enhance security during heightened alerts, during terrorist incidents, and/or during mitigation and recovery
- Multi-discipline preparation across first responder community, including EMS for response to catastrophic events and acts of terrorism
- Public information/education: printed and electronic materials, public service announcements, seminars/town hall meetings, web postings coordinated through local Citizen Corps Councils
- Citizen Corps volunteer programs and other activities to strengthen citizen participation
- Conducting public education campaigns, including promoting individual, family and business emergency preparedness; promoting the *Ready* campaign; and/or

creating State, regional or local emergency preparedness efforts that build upon the *Ready* campaign

- Evaluating CIP security equipment and/or personnel requirements to protect and secure sites
- CIP cost assessments, including resources (e.g., financial, personnel) required for security enhancements/deployments
- Multi-Jurisdiction Bombing Prevention Plans (MJBPP)
- Underwater Terrorist Protection Plans

Developing related critical infrastructure terrorism prevention activities including:

- Planning to enhance security during heightened alerts, during terrorist incidents, and/or during mitigation and recovery
- Multi-discipline preparation across first responder community, including EMS for response to catastrophic events and acts of terrorism
- Public information/education: printed and electronic materials, public service announcements, seminars/town hall meetings, web postings coordinated through local Citizen Corps Councils
- Citizen Corps volunteer programs and activities to strengthen citizen participation
- Evaluating CIP security equipment and/or personnel requirements to protect and secure sites
- Conduct public education campaigns, including promoting individual, family and business emergency preparedness; promoting the *Ready* campaign; and/or creating State, regional or local emergency preparedness efforts that build on the *Ready* campaign
- Evaluating CIP security equipment and or personnel requirements to protect and secure sites
- Cost assessments, including resources (financial, personnel, etc.) required for security enhancements/deployments.

Developing and enhancing plans and protocols, including but not limited to:

- Developing or enhancing EOPs and operating procedures
- Developing terrorism prevention/deterrence plans
- Developing plans, procedures, and requirements for the management of infrastructure and resources related to HSGP and implementation of State or Urban Area Homeland Security Strategies
- Developing or enhancing border security plans
- Developing or enhancing cyber security plans
- Developing or enhancing cyber risk mitigation plans
- Developing or enhancing agriculture/food security risk mitigation, response, and recovery plans
- Developing public/private sector partnership emergency response, assessment, and resource sharing plans
- Developing or enhancing plans to engage and interface with, and to increase the capacity of, private sector/non-governmental entities working to meet the humans service response and recovery needs of victims
- Developing or updating local or regional communications plans
- Developing plans to support and assist special needs jurisdictions, such as port authorities and rail and mass transit agencies
- Developing or enhancing continuity of operations and continuity of government plans
- Developing or enhancing existing catastrophic incident response and recovery plans to include and integrate federal assets provided under the NRP
- Developing or enhancing evacuation plans
- Developing or enhancing citizen surge capacity
- Developing or enhancing plans for donations and volunteer management and the engagement/integration of private sector/non-governmental entities in preparedness, response and recovery activities
- Developing or enhancing Bombing Prevention Plans

Developing or conducting assessments, including but not limited to:

Conducting point vulnerability assessments at critical infrastructure sites/key assets and develop remediation/security plans

Conducting cyber risk and vulnerability assessments

Conducting assessments and exercises of existing catastrophic incident response and recovery plans and capabilities to identify critical gaps that cannot be met by existing local and state resources

Conduct bombing prevention capability analysis

Activities which directly support the identification of specific catastrophic incident priority response and recovery projected needs across disciplines (e.g. law enforcement, fire, EMS, public health, behavioral health, public works, agriculture, information technology, and citizen preparedness)

Activities which directly support the identification and advance preparation of pre-designated temporary housing sites

C. Training

Allowable training-related costs include: 1) establishment of CBRNE terrorism and cyber security training programs within existing training academies, universities or junior colleges; and 2) overtime and backfill costs associated with attendance at G&T-sponsored and G&T approved CBRNE and cyber security training courses. The target audience for training courses include emergency preparedness, prevention and response personnel, emergency managers and public/elected officials within the following disciplines: fire service, law enforcement, emergency management, emergency medical services, hazardous materials, public works, public health, health care, public safety communications, governmental administrative, cyber security, and private security providers. In order to deliver these courses, state and local instructors must be certified to deliver the course by successfully completing G&T train-the-trainer course delivery. Detailed descriptions of G&T courses are included in the *Training and Education Division Course Catalog* at www.ojp.usdoj.gov/odp/docs/TED_Course_Catalog2007.pdf

D. Exercises

Funds may be used to design, develop, conduct, and evaluate exercises that:

Provide homeland security preparedness personnel and volunteers a venue to practice prevention, protection, response, and recovery activities.

Evaluate prevention and response plans, policy, procedures, and protocols, including NIMS and NRP.

Assess the readiness of jurisdictions to prevent and respond to terrorist attacks.

Encourage coordination with surrounding jurisdictions in prevention, protection, response, and recovery activities.

Implementation of HSEEP, including developing and maintaining a self-sustaining State Homeland Security Exercise and Evaluation Program that is modeled on the national HSEEP.

Exercises conducted with G&T support (grant funds or direct support) must be managed and executed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP Volumes I-III contain guidance and recommendations for designing, developing, conducting, and evaluating exercises. HSEEP Volumes I-III can be found at DHS' website at <https://hseep.dhs.gov/>. Volume IV, which contains sample exercise materials and documents, can be found on ODP's Secure Portal at <https://odp.esportals.com> or www.llis.gov.

Exercise Scenarios. The scenarios used in SHSGP-funded exercises include catastrophic events, provided that they also build capabilities that relate to terrorism and based on the State or Urban Area Homeland Security Strategy and plans. Acceptable scenarios for exercises include: chemical, biological, radiological, nuclear, explosive, cyber and agricultural. Grantees that need further clarification on scenarios should consult with their State Exercise Manager for assistance and/or approval. Fifteen all-hazards National Planning Scenarios, including 12 terrorism scenarios, have been developed, and will be made available for use in national, federal, state, and local homeland security preparedness activities (See *HSPD-8: National Preparedness* on page 49). Citizen participation in exercises is encouraged to include backfilling non-professional tasks for first responders deployed on exercise, administrative and logistical assistance with exercise implementation, and providing simulated victims, press, and members of the public. Citizen participation in exercises should be coordinated with local Citizen Corps Council(s). If a state or urban area will be hosting an upcoming special event (e.g., Superbowl, G-8 Summit, etc.), or they anticipate that they will apply to be a venue for a future Top Officials (TOPOFF) exercise, they should plan to use SHSP or UASI funding to fund training and exercise activities in preparation for that event.

All tabletop exercises (TTXs), drills, functional exercises (FEs), and full-scale exercises (FSEs) will be evaluated and performance based. An After Action Report (AAR) and Improvement Plan will be prepared and submitted to the State following every TTX, drill, FE, and FSE. AAR/IPs must be provided to the State within 30 days following completion of each exercise).

E. Equipment Acquisition

FY2007 SHSP funds may be used for equipment acquisition from the 21 equipment categories listed in the FY2007 Grants & Training (G&T) Authorized Equipment List (AEL). The FY2007 AEL is available in its entirety online through the Responders Knowledge Base (RKB) at www.rkb.mipt.org. The equipment categories are outlined below and in the FY2007 SHSP Program Guidance.

Authorized equipment includes the following:

- Personal Protective Equipment

- CBRNE Incident Response Vehicles
- Explosive Device Mitigation and Remediation Equipment
- Terrorism Incident Prevention Equipment
- CBRNE Operational and Search and Rescue Equipment
- Physical Security Enhancement Equipment
- Information Technology
- Inspection and Screening Systems
- Cyber Security Enhancement Equipment
- Agricultural Terrorism Prevention, Response and Mitigation Equipment
- Interoperable Communications Equipment
- CBRNE Prevention and Response Watercraft
- Detection Equipment
- CBRNE Aviation Equipment
- Decontamination Equipment
- CBRNE Logistical Support Equipment
- Medical Supplies and Limited Types of Pharmaceuticals
- Intervention Equipment
- Power Equipment
- CBRNE Reference Materials
- Other Authorized Equipment

F. Management and Administration

No more than 3% of each subrecipient's total award may be expended on Management and Administration costs.

Hiring of full-time or part-time staff or contractors/consultants:

- To assist with the management of the FY2007 SHSGP
- To assist with design, requirements and the implementation of the FY2007 SHSGP
- To assist with the implementation and administration of the State Homeland Security Strategy, as it may relate to the FY2007 SHSGP

Hiring of full-time or part-time staff or contractors/consultants and expenses related to:

- Meeting compliance reporting/data collection requirements, including data calls
- Development of operating plans for information collection and processing necessary to respond to DHS/ODP data calls

Overtime and backfill costs - Overtime expenses are defined as the result of personnel who worked over and above their normal scheduled daily or weekly worked time in the performance of G&T – approved activities. Backfill Costs also called “Overtime as Backfill” are defined as expenses from the result of personnel who are working overtime in order to perform the duties of other personnel who are temporarily assigned to G&T – approved activities outside their core responsibilities. Neither overtime nor backfill expenses are the result of an increase of Full – Time Equivalent (FTEs) employees. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the state or unit(s) of local 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.

Travel expenses

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

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

The following are allowable only within the period of performance of the contract:

- Recurring fees/charges associated with certain equipment, such as cell phones, faxes, etc.
- Leasing and/or renting of space for newly hired personnel to administer programs within the FY2007 SHSGP

Unauthorized Expenditures

- Expenditures for items such as general-use software (word processing, spreadsheet, graphics, etc.)
- General-use computers and related equipment
- General-use vehicles
- Licensing fees
- Weapons systems and ammunition
- Construction or renovation of facilities that would have been reasonably necessary due to non-terrorist threats
- Activities unrelated to the completion and implementation of the SHSGP
- Other items not in accordance with the Authorized Equipment List or previously listed as allowable costs
- Recurring Costs

II. Reporting Requirements

A. Quarterly Programmatic Reporting

The Quarterly Programmatic Report is due within 15 calendar days after the end of the reporting periods (March 31, June 30, September 30 and December 31) for the life of this contract. If a report(s) is delinquent, future financial reimbursements will be withheld until the Subrecipient's reporting is current.

Programmatic Reporting Schedule

Reporting Period	Report due to Department no later than
January 1 through March 31	April 15
April 1 through June 30	July 15
July 1 through September 30	October 15
October 1 through December 31	January 15

Programmatic Reporting: Information to Report On

After the end of each reporting period, for the life of the contract, the Department will provide a Biannual Strategy and Implementation Report worksheet to the Subrecipient Point of Contact listed in this contract. This worksheet will contain all of the information that the Subrecipient needs to report on. The Subrecipient is to complete this worksheet in its entirety and email the finished product to the programmatic contact listed below. The first worksheet will be available after the July 1 – September 30, 2008 reporting period.

B. Reimbursement Requests

The Subrecipient should include the category's corresponding issue number in the "Detail of Claims" form. This number can be found in the "Proposed Program Budget". An issue number is to be included for every dollar amount listed in the "Detail of Claims" form.

C. Close-out Programmatic Reporting

The Close-out Report is due to the Department no later than 30 calendar days after the contract is either completed or the contract has expired.

D. Monitoring

**Florida Department of Financial Services
 US Department of Homeland Security Grants Program
 Grant Monitoring Process**

Florida has enhanced the state and local capability and capacity to prevent, prepare and respond to terrorist threats since 1999 through various funding sources including federal grant funds. As the steward of the State Homeland Security Grant Program funds, projects and equipment the Department of Financial Services has a responsibility to track and monitor the status of the grant activity and items purchased.

The monitoring process detailed in this document is designed to assess a Subrecipient's compliance with applicable state and federal guidelines. The Department is responsible for monitoring the programmatic and capability portion of the grant to include equipment procurement and compliance with applicable SHSGP grant guidance.

Monitoring is accomplished utilizing various methods including desk monitoring and site visits. There are two primary areas reviewed during monitoring activities - financial and programmatic/capability. Financial monitoring is the review of records associated with the purchase and disposition of property, projects and contracts. Capability review is the observation of equipment purchased, protocols and other associated records. Various levels of financial and programmatic review may be accomplished during this process.

Desk monitoring is defined as the review of projects, financial activity and technical assistance between the Department and the Subrecipient via e-mail and telephone. Site visits are defined as actual visits to the Subrecipient's location by a team or members of the Department or their designee, to actually observe records, procedures and equipment.

Frequency of annual monitoring activity:

Each year the Department will identify up to 50% of Subrecipients for site visit monitoring.

Examples of areas that may be examined include:

Status of equipment purchases
Status of training for purchased equipment
Status and number of response trainings conducted to include number trained
Status and number of exercises
Status of planning activity
Anticipated projected completion
Specific difficulties completing the project.
Agency NIMS compliance documentation

In certain circumstances, the Subrecipient may be requested to provide additional monitoring/information if the activity, or lack there of, on the part of the specific Subrecipient has generated questions from the region, the SAA or the Department. The method of gathering this information will be determined on a case-by-case basis.

Desk monitoring is an on-going process. Subrecipients will be required to participate in desk top monitoring on an annual basis and as determined by the Department. The Subrecipients will complete and submit the desk top monitoring within 30 calendar days of receipt. This contact will provide an opportunity to identify the need for technical assistance (TA) and/or a site visit if the Department determines that a Subrecipient is having difficulty completing projects.

As difficulties/deficiencies are identified, the respective region or SAA will be notified by the Department via email. Information will include the Subrecipient name, year and project description and the nature of the issue in question. Many of the issues that arise may be resolved at the Department level. Issues that require further TA will be referred to the SAA for assistance. Examples of TA include but are not limited to:

- Equipment selection or available vendors
- Eligibility of items or services
- Coordination and partnership with other agencies within or outside the region or discipline.

Site Visits

Site visits will be conducted by the Department or designee. Site visits will be scheduled in advanced with the Subrecipient contract manager designated in the grant agreement. Monitoring questionnaires will be provided in advance of the visit

The Department or its designee will also conduct coordinated financial and grant file monitoring. These monitoring visits maybe coordinated with a capability review visit. Subject matter experts from other agencies within the region or state may be called upon to assist in the form of a peer review as needed.

All findings related to a capability review will be documented and maintained within the Department.

Site Visit Protocol

The following outlines the monitoring protocol for the Department:

The site visits will begin with those Subrecipients that are currently spending or have completed spending for a federal fiscal year (FFY). Site visits may be combined when geographically convenient. There is a site visit checklist to assist in the completion of all required tasks.

Site Visit Preparation

A letter will be sent to Subrecipient's contract manager stating the purpose of the site visit and sent at least 30 calendar days before the planned arrival date. Department or designated personnel will call within the next 10 calendar days to schedule an appointment to review the Subrecipient's program.

The physical location of any equipment located at an alternate site should be confirmed with a representative from that location and the address should be documented.

The appointment should be confirmed with the Subrecipient in writing (email is acceptable) and documented. Personnel designated by the Department attending the site visit will review the Subrecipient's documentation before the visit. Prior to the visit, individual roles will be identified for the site visit. Copies of applicable documents will be made and distributed to the site visit team at a minimum of five (5) calendar days before the visit. A reminder e-mail should be sent to all team members and the Subrecipient's contract manager one business day in advance of the site visit.

Site Visit

Once designated personnel have arrived at the site, an orientation conference will be conducted. During this time, the purpose of the site visit and the items the Department intends to examine will be identified. If financial monitoring visit will be conducted, they will then explain their objectives and will proceed to perform the financial review.

Designated personnel will review all files and supporting documentation. Once the supporting documentation has been reviewed, a tour/visual/spot inspection of equipment will be conducted.

Each item should be visually inspected whenever possible. Bigger items (computers, response vehicles, etc.) should have an asset decal (information/serial number) placed in a prominent location on each piece of equipment as per Subrecipient agency requirements. The serial number should correspond with the appropriate receipt to confirm purchase. Photographs should be taken of the equipment (expenditures in excess of \$1,000.00 per item). Some people expense equipment at this level, so I don't think we should use the term "large capital."

If an item is not available (being used during time of the site visit), the appropriate documentation must be provided to account for that particular piece of equipment. Once the tour/visual/spot inspection of equipment has been completed, the designated personnel will then conduct an exit conference with the Subrecipient to review the findings.

Other programmatic issues can be discussed at this time, such as missing quarterly reports, payment voucher/reimbursement, equipment, questions, etc.

Post Site Visit

Department personnel will review the site visit worksheet as a team and receive notes from the Financial Review Team, if applicable.

Within 30 calendar days of the site visit, a monitoring report will be generated and sent to the Subrecipient explaining any issues and corrective actions required or recommendations. The Subrecipient will submit a Corrective Action Plan within a timeframe as determined by the Department. The Site Visit Worksheet, report and photographs will then be included in the Subrecipient's file along with any documents distributed at the site visit by the Subrecipient.

III. Programmatic Point of Contact

Contractual and Programmatic Point of Contact

John J. Delorio, II - CFO, EFO, MIFireE
11655 NW Gainesville Road
Ocala, FL 34482-1486
(352) 369-2840
John.Deiorio@fdfs.com

IV. Contractual Responsibilities

The Department shall determine eligibility of projects and approve changes in scope of work.

The Department shall administer the financial processes.

ATTACHMENT A2

The following is the Budget Detail Worksheet detailing the documentation that must accompany any Reimbursement Request and Detail of Claims Form:

PLANNING: Please find the corresponding letter to understand what back-up documentation is required - **PLANNING ACTIVITIES ARE NOT WITHIN THE SCOPE OF WORK FOR THIS CONTRACT, THEREFORE ARE NOT AN ALLOWABLE EXPENSE.**

- **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 activity please submit purchase orders and receipts and/or cancelled checks. For conferences and facilities, please provide documentation describing the purpose of the conference and receipts.
- **C.** For travel, please provide the destination and submit 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 cancelled checks. For meeting related expenses, please provide documentation describing the purpose of the meeting and submit purchase orders, receipts, and/or cancelled checks.
- **C.** For travel please provide the names of the travelers along with destination and submit 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 FY-- HSGP. o To assist with design, requirements, and implementation of FY-- 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>
<p>B. Meeting-related expenses (For a complete list of allowable meeting-related expenses, please review the <i>OJP Financial Guide</i> at www.ojp.usdoj.gov/finguide06/).</p>
<p>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.</p>
<p>B. The following are allowable only within the contract period:</p> <ul style="list-style-type: none"> 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: **EXERCISES ARE NOT WITHIN THE SCOPE OF WORK FOR THIS CONTRACT, THEREFORE ARE NOT AN ALLOWABLE EXPENSE**

Allowable Exercise Costs
<p>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.</p>
<p>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.</p>
<p>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.</p>
<p>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 <i>OJP Financial Guide</i>. 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 <i>OJP Financial Guide</i>. For further information on federal law pertaining to travel costs, please refer to www.ojp.usdoj.gov/finguide06/.</p>
<p>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., copy paper, gloves, tape, non-sterile masks, and disposable protective equipment).</p>
<p>A. Other Items - These costs include the rental of space/locations for exercise planning and conduct, exercise signs, badges, etc.</p>

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

D. Overtime and backfill funding for emergency preparedness and response personnel attending G&T-sponsored and approved training classes.

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.

UASI funds may also be used for training citizens in awareness, prevention, protection, response and recovery skills

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 must 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 appropriate space on the Detail of Claims form 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

MANAGEMENT AND ADMINISTRATION: The following should be submitted:

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

Allowable Management and Administration Costs

A. Hiring of full-time or part-time staff or contractors/consultants:

- o To assist with the management of FY-- HSGP.
- o To assist with design, requirements, and implementation of FY-- HSGP.
- o To assist with the implementation and administration of the State Homeland Security Strategy, as it may relate to the individual grant program.

A. Hiring of full-time or part-time staff or contractors/consultants and expenses related to:

- o HSGP application submission management activities and application requirements.
- o Meeting compliance with reporting/data collection requirements, including data calls.

B. Development of operating plans for information collection and processing necessary to respond to DHS/G&T data calls.

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.

C. Travel expenses

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.