



HOMELAND SECURITY EMERGENCY MANAGEMENT

NEW HAMPSHIRE DEPARTMENT OF SAFETY

TRAINING AND EXERCISE (T&E) Grant Guidance

CFDA #97.067

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Preface

The New Hampshire Department of Safety, Division of Homeland Security & Emergency Management's (HSEM) Training & Exercise Unit (T&E) has developed this guide to provide applicants with an economical and sensible approach to the conduct of exercises and trainings that are funded and supported by HSEM.

The New Hampshire Department of Safety, Division of Homeland Security & Emergency Management's Training & Exercise Unit receives federal grants to use for training and exercises purposes. It is the obligation of the Training & Exercise Unit to ensure that all jurisdictions receiving training and exercise funding use these funds for the design, development and conduct of exercises and trainings throughout the state in compliance with Federal and State requirements.

The New Hampshire Department of Safety, Division of Homeland Security & Emergency Management has adopted the U.S. Department of Homeland Security Exercise and Evaluation Program (HSEEP). This document references and incorporates the requirements of HSEEP. Further information on HSEEP can be found at <https://fema.gov/hseep>.

In addition to providing a program overview and informing new and current T&E participants about the application process, and allowable and unallowable costs, this guide outlines specific compliance and task requirements for successful program participation. This document also contains the priorities in funding under this program. HSEM is pleased to respond to any questions not covered by this guide and welcomes suggestions to improve the utility and content of the guide. Please contact the Training and Exercise Supervisor at (603) 271-2231 with any questions or suggested revisions. In addition, comments can be directed to HSEM via email at exercisetraining@dos.nh.gov.

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Overview

The Training & Exercise Unit's Grant Program falls under the Homeland Security Grant Program (HSGP). This program provides funding to states, territories, urban areas and local and tribal governments to prevent, protect against, mitigate, respond to, and recover from potential terrorist attacks and other hazards with a specific focus on trainings and exercises. It is the obligation of the Training & Exercise Unit to ensure that all jurisdictions receiving training and/or exercise funding use these funds for the design, development and conduct of training and/or exercises throughout the state in compliance with Federal and State requirements.

Program Objectives

The T&E Grant Program's main objectives include the following:

- To offer trainings and exercises to eligible communities in New Hampshire for the purposes of emergency preparedness;
- To plan, conduct, and evaluate exercises to prevent, protect and mitigate against, respond to and recover from threats and hazards in the state of New Hampshire;
- To provide the means for allowable investments (training and/or exercise events) made in support of the national priorities, as well as other capability-enhancing projects, which must have a nexus to terrorism preparedness and intended to assist in closing capability gaps or sustaining capabilities.
- To support eligible communities in New Hampshire through trainings and exercises including the reimbursement of associated activities such as the cost of instructors, overtime backfill, travel and food costs.

Program Priorities

All initiatives that the Training & Exercise Unit undertakes are consistent with federal guidance and are designed to create a comprehensive and integrated system addressing both local and state needs. In an effort to build capabilities and a comprehensive training program, the Training & Exercise Unit develops its priorities with guidance from, but not limited to:

- The Homeland Security Grant Program's [Notice of Funding Opportunity \(NOFO\)](#);
- [FEMA's Preparedness Grants Manual](#)
- [FEMA's Strategic Plan](#);
- the [National Preparedness Goal](#);
- the [National Preparedness Report](#);
- the [National Security Strategy](#);
- [Presidential Policy Directive PPD-8](#);
- [New Hampshire's State Homeland Security Strategy](#); and
- Input from our stakeholders through the Multi-Year Training & Exercise Plan.

Multi-Year Training & Exercise Plan (MYTEP)

The development and submission of an annual state and local emergency management Training & Exercise Plan is a requirement of FEMA's Emergency Management Performance Grant (EMPG) and the Homeland Security Grant Program (HSGP). As a result, the Training & Exercise Unit will

develop a Multi-Year Training & Exercise Plan (MYTEP) annually, to meet federal grant guidance. Guidance for emergency management and response partners will be distributed and collected by the Training & Exercise Unit to be included in the Statewide MYTEP.

The submission deadline for the MYTEP will be June 1 annually.

The current version of the MYTEP can be found [here](#).

Eligible Subject Matter for Training and Exercise Grants

The following subject matter for trainings and exercises may be eligible under Homeland Security Grant Program:

- Active Threats Incidents
- Chemical, Biological, Radiological, Nuclear and Explosive Hazards and Incidents
- Critical Infrastructure Protection
- Haz-mat Hazards and Incidents
- Incident Command (as it relates to any of the other items listed)
- Intelligence Sharing (as it relates to any of the other items listed)
- Mass Casualty Incidents
- Public Information & Warning (as it relates to any of the other items listed)
- Terrorism (Agro, Eco/Environmental, Religious, Domestic, Foreign)

For many activities that support the achievement of core capabilities related to the national priorities and terrorism preparedness may simultaneously support enhanced preparedness for other hazards unrelated to acts of terrorism. However, all grant funded projects must assist recipients and subrecipients in achieving core capabilities related to preventing, preparing for, protecting against, or responding to acts of terrorism per section [2008\(c\) of the Homeland Security Act of 2002 \(6 U.S.C. § 609\(c\)\)](#).

Grant Specific Information

Catalog of Federal Domestic Assistance (CFDA) Number

97.067

CFDA Title

Homeland Security Grant Program (HGSP)

Federal Grant Number and Performance Period

FFY 17	EMW-2017-SS-00023	November 2017 – July 2020
FFY 18	EMW-2018-SS-00055	November 2018 – July 2021
FFY 19	EMW-2019-SS-00053	November 2019 – July 2022

Grant Award by Federal Fiscal Year, Type and Category for Local Pass Through

These award amounts are subject to change.

Federal Fiscal Year 2017		
Exercises	SHSP	\$150,000.00
	LETPA	\$150,000.00
Training	LETPA	\$80,000.00
NHTOA	LETPA	\$100,000.00
Federal Fiscal Year 2018		
Exercises	SHSP	\$100,000.00
	LETPA	\$65,000.00
Training	LETPA	\$0.00
NHTOA	LETPA	\$79,517.79
Federal Fiscal Year 2019		
Exercises	SHSP	\$80,000.00
	LETPA	\$70,000.00
Training	LETPA	\$25,000.00
NHTOA	LETPA	\$85,000.00
	SHSP	\$36,500.00

Application

The application for grant funded training and exercise activities is located on the [HSEM Resource Center](#). If you do not have the ability to apply online, please contact the Training & Exercise Unit or your HSEM Field or School Representative to assist you.

Applicants are required to submit their project application(s) for certain activities eligible under the Training & Exercise Grant Program such as courses from non-federal providers, incident debriefs and contracted events.

An application is necessary for all activities, such that can be reimbursed under this Program, with the exception of:

1. Overtime/Backfill expenses for eligible courses; and
2. ALERT Instructor related expenses for those instructors teaching on behalf of the New Hampshire Division of Homeland Security & Emergency Management.

Applications should be submitted a minimum of sixty (60) days prior to the intended training or exercise. Training and exercise events with planned costs in excess of \$25,000, involving contractors, and/or exercises series should be submitted a minimum of ninety (90) days prior to the event.

The Training & Exercise Unit is available to assist you with any questions regarding application(s) via exercisetraining@dos.nh.gov or 603-271-2231.

Eligibility

Eligible Entity - Is defined as a municipality entity and shall include municipalities and their agencies to include: local police and/or fire departments, recognized locally managed haz-mat teams and the University of New Hampshire. For Haz-Mat teams this authority is granted under [RSA 154:30\(c\)](#).

Ineligible Entities - Will be defined as non-municipal entities and shall include but are not limited to state and federal agencies, private organizations, private higher education and K-12 education organizations.

Fiscal/Legal Agent

The fiscal/legal agent shall be responsible for the acceptance and disbursement of all funds related to the design, planning, conduct, after-action reporting and improvement planning for exercises, and training conduct.

It is the responsibility of the fiscal/legal agent to ensure that all anticipated exercise and/or training expenditures are allowable. If there are any questions concerning allowable items, the Training & Exercise Unit should be consulted prior to incurring the expense. Any costs incurred and later determined to be unallowable will not be reimbursed.

Reimbursement Structure

When conducting a series of exercises or training events the host agency has the ability to determine if they wish to seek one reimbursement for the entire series, or if they wish to seek reimbursement after the completion of each individual event.

For full scale exercises that are expected to incur large expenses, the subrecipient may submit a request in writing to seek reimbursement based on specific milestones. These milestones are typically specific planning meetings. This request will be made to the Exercise Officer assigned to the event, and will be vetted by the Training & Exercise Supervisor.

For all Training and/or Exercise events, the host agency has the option to have participating agencies invoice the host agency for their expenses. The host agency can alternatively have all other participating agencies file for their own grant application and reimbursement.

Applications for Training & Exercise grants must acknowledge the following when applying for a Training & Exercise Grant:

1. For series of exercise of training events; reimbursement per event, or for the entirety of the series;
2. Whether one agency/organization will be requesting funding and reimbursement, or
3. Multiple agencies will be submitting for funding and reimbursement, or
4. Unsure at the time of application.

Application Review (if applicable)

Completed applications are initially assessed by the T&E Supervisor.

The merits of the application will include, but are not necessarily limited to:

- The project thoroughly identifies and assesses the needs of the state as it relates to preparedness for training and exercises or associated activities;
 - a. Develops detailed, allowable, and measurable activities to address those needs;
 - i. The project demonstrates clearly defined and well-planned milestones which show it can be completed within the performance period for the grant;
- The project supports the response efforts of communities/teams that undergo the trainings and exercises;
- The project is technically feasible;
- The cost of this project is reasonable for the project type.

Application review will take no more than five (5) business days, barring any additional review.

Award Letter

An Award Letter is required to be executed for each project application. This is a legally binding agreement between the subrecipient and the State of New Hampshire. The agreement contains

general terms and conditions, scope of the grant, grant expiration date, reporting requirements, amount of the grant award and applicable payment structure, as well as any special provisions. Any changes in the original scope of work **must** have prior written approval from the Training & Exercise Supervisor.

Award Letters will be issued by the Training & Exercise Supervisor one (1) business day after the Application Review has been completed.

Period of Performance

The Period of Performance is the period of time during which the non-Federal entity may incur costs.

It should be noted that for the purpose of Training & Exercise Grants, to allow time for award notifications and to meet all reporting requirements that the Period of Performance shall begin in November of the award year and end on the last day of July for the closing year.

The Period of Performance for sub-recipients begins following project approval or award from HSEM and ends no later than 33 months from the award to the subrecipient, and must be contained within the allowable Period of Performance.

The Period of Performance will be outlined to sub-recipients as needed.

Monitoring

HSEM is responsible for monitoring subrecipient activities. The purpose of grant monitoring is to ensure the program is being administered properly and records are being maintained in accordance with applicable regulations. It is also used to render technical assistance, as necessary. The level of monitoring for a subrecipient is determined by the result of a risk-based assessment. The monitoring levels consist of programmatic reviews, desk audits, and on-site program/compliance reviews. Contacts with subrecipients are documented and filed.

Contact Information

For questions or assistance with the Training & Exercise Grant Program, contact the T&E Supervisor at exercisetraining@dos.nh.gov or (603) 271-2231.

Compliance & Certification Requirements

You must fully understand the following compliance requirements. Failure to comply may deem your reimbursement request(s) as ineligible.

Terms & Conditions

Subrecipients are responsible for familiarization and compliance with the [DHS Standard Terms & Conditions](#) and the [New Hampshire Specific Terms & Conditions](#).

The Training & Exercise Unit will provide the subrecipient with the applicable grant year upon request and will include this information in any official award and reimbursement documentation.

2 CFR §200

Title 2, Part 200 of the Code of Federal Regulations (CFR), the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ([2 CFR §200](#)) provides guidance on the administrative aspects of federal grants (e.g. how grants are awarded, managed, audited, and closed out). It is important that sub-recipients are familiar with these regulations.

Adequate Competition

All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition and shall be in alignment with [2 CFR §200](#). However, should a grantee elect to award a contract without competition, sole-source justification will be required. Justification must be provided for non-competitive procurement and should include a description of the program and what is being contracted for, an explanation of why it is necessary to contract noncompetitively, time constraints and any other pertinent information.

All sole-source requests must received prior authorization and written approval from the Training & Exercise Supervisor.

All sole-source procurements in excess of \$100,000 must receive PRIOR written approval of the New Hampshire Department of Safety, Grants Management Unit in conjunction with the Division of Homeland Security & Emergency Management's Training & Exercise Unit.

Non-Competitive Practices:

The grantee shall be alert to organizational conflicts of interest or non-competitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade.

Statement on All Publications:

All publications created in whole or part with Federal funds shall prominently contain the following statement:

This document was prepared under a grant from the Office of Grants and Training, U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of the Office of Grants and Training or the U.S. Department of Homeland Security.

Audit Submittals

All applicants are required to upload and submit a copy of their most recent audit documentation at the time of application or reimbursement request.

Submittal of additional audits may be requested if the grant award extends between multiple fiscal years or due to the determination of the risk assessment or heightened monitoring procedures.

Data Universal Numbering System (DUNS)

A Data Universal Numbering System (DUNS) number is a unique, non-indicative 9-digit identifier issued and maintained by Dun & Bradstreet (D&B) that verifies the existence of a business entity globally. D&B assigns DUNS numbers for each physical location of a business. The subrecipient's active DUNS number **must** be provided to the T&E Program and will be verified by the T&E Grant Manager through www.sam.gov. Sub-recipients should confirm they have a DUNS number or take the steps necessary to obtain one, as soon as possible. Sub-recipients can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at (866) 705-5711 or by visiting the [Dun & Bradstreet website](http://www.dunandbradstreet.com).

Debarment and Suspension

Per 2 CFR §200.213, non-Federal entities and contractors are subject to the non-procurement debarment and suspension regulations implementing Executive Orders [12549](#) and [12689](#), [2 CFR Part 180](#). These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities. You may be required to review and provide acceptance of the *Debarment, Suspension and Other Responsibility Matters* form. Acceptance of this form provides proof of compliance with certification requirements under Executive Orders and Code of Federal Regulations.

Excluded Parties List System

Applicants are **required** to confirm and certify that any and all vendors, contractors, or sub-contractors being used for the proposed project(s) are not listed on the Excluded Parties List System (EPLS) located on www.SAM.gov. For further information on the EPLS, refer to the following fact sheet: [https://www.sam.gov/sam/transcript/Public - Identifying Excluded Entities.pdf](https://www.sam.gov/sam/transcript/Public_-_Identifying_Excluded_Entities.pdf)

Extension Requests

Applicants should only propose projects that will be completed within the performance period.

Extensions to Training & Exercise grant projects may be considered by HSEM when (due to circumstances beyond the control of the Subrecipient) activities associated with the award cannot be completed by the stated deadline. The Subrecipient should request an extension in writing explaining why the project can not be completed within the established deadline. This request must be made a minimum of 30 days prior to the grant deadline. Extension requests that go beyond the Homeland Security Grant Program's performance period will be denied, barring a performance period extension at the federal level. Grant extensions will be considered on a case-by-case basis and must be approved by the T&E Supervisor.

Federal Funding Accountability and Transparency Act (FFATA)

By law, all sub-recipients receiving Federal awards totaling \$25,000.00 or more are subject to the [Federal Funding Accountability and Transparency Act \(FFATA\)](#) reporting requirements. These sub-recipients must complete and return a [FFATA Subrecipient Information Reporting Form](#) in order to continue the approval process. This form has been built into the online application system for training and exercise grants.

NIMS Compliance

In accordance with [Homeland Security Presidential Directive 5 \(HSPD-5\)](#), *Management of Domestic Incidents*, the adoption of the National Incident Management System (NIMS) is a requirement to receive Federal preparedness assistance through grants, contracts, and other activities. NIMS provides a common approach to state and national response that enables responders at all levels to work together more effectively to manage domestic incidents. It includes a core set of guidelines, standards, and protocols for command and management, preparedness, and communications in emergency situations.

All sub-recipients must comply with the National Incident Management System (NIMS) minimum requirements and must submit a [NIMS Implementation Survey](#) through the HSEM Resource Center. Additional information about achieving compliance is available through [New Hampshire Fire Standards and Training and EMS](#). Information regarding NIMS may also found by reviewing information from the [NIMS Integration Center \(NIC\)](#).

Notice of Funding Opportunity (NOFO)

For further information on the Training and Exercise Program, funded under the State Homeland Security Grant Program (SHGP), please refer to the [Notice of Funding Opportunity \(NOFO\)](#).

Non-Compliance

Per [2 CFR §200.338](#)/Remedies for Noncompliance, if a subrecipient fails to comply with Federal statutes, regulations or the terms and conditions of the executed grant agreement (award), the State may impose additional conditions on the award (refer to [2 CFR §200.207](#)). If those additional conditions do not remedy the non-compliance, additional remedies are available, including temporarily withholding cash payments, disallowing costs, wholly or partially suspending or terminating the award, suspension or debarment proceedings, withholding further Federal awards for the project, and any other remedies legally available. Also, be sure that projects are **NOT** started, procurement steps have **NOT** begun, and/or purchases are **NOT** made against the Federal award share prior to receiving notification of your grant award – you will **NOT** receive reimbursement and will risk ability to receive future grant funds.

Procurement by Non-Federal Entities

Procurement is the process of acquiring (buying, purchasing, renting/leasing or otherwise obtaining) goods and services. This process **must** be competitive and well-documented. All Sub-recipients of Federal awards **WILL** also follow [2 CFR §200.318-200.326](#) along with applicable local and State policies when procuring property and services. As covered under these regulations, Sub-recipients **must** maintain and use documented procurement procedures and standards of conduct, have written procedures for procurement transactions and follow methods of procurement according to the size of the purchase. In combination with the previously mentioned procurement requirements, Sub-recipients **must** perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold (currently set at \$150,000) including contract modifications and provide HSEM with procurement

documents upon request. Be sure to review the regulations in their entirety by following the links associated with each of the regulations listed below:

- [§ 200.318 General procurement standards](#)
- [§ 200.319 Competition](#)
- [§ 200.320 Methods of procurement to be followed](#)
- [§ 200.321 Contracting with small and minority business, women's business enterprises, and labor surplus area firms](#)
- [§ 200.322 Procurement of recovered materials](#)
- [§ 200.323 Contract cost and price](#)
- [§ 200.324 Federal awarding agency or pass-through entity review](#)
- [§ 200.325 Bonding requirements](#)
- [§ 200.326 Contract provisions \(must contain applicable provisions described in *Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards*\)](#)

Note: Federal requirements are in addition to local and state requirements.

Records Retention

With the acceptance of T&E funds, Sub-recipients are ***required*** to retain grant records and documentation for a period of seven (7) years from the State's submission of the final expenditure report to FEMA. Grant documentation includes, but is not limited to, reimbursement requests, copies of financial reports, invoices, contracts, training certificates, travel vouchers, receipts from meals and lodging, and related correspondence and memoranda (which may include emails).

Subrecipients may be audited and required to produce grant documents showing compliance within 7 years of the end of the Federal Fiscal Year in which the grant was awarded.

Supplanting

FEMA's non-supplanting requirement states that grant funds ***must*** never replace (supplant) funds that have been budgeted for the same purpose through non-Federal sources. Grant funds should increase the overall amount of resources available, and Sub-recipients ***must*** ensure that the current overall level of funding to support objectives (absent exigent circumstances) is not reduced because of Federal funds.

Travel Regulations (Federal and State)

The [Federal Travel Regulations \(FTR\)](#) located in 41 CFR chapters 300 through 304 shows the implemented statutory requirements and policies for travel federal civilian employees and others authorized to travel at government expense. Sub-recipients are expected to be in compliance of these regulations.

Along with Federal Travel Regulations (FTR), Sub-recipients are also required to comply with travel regulations within the State of New Hampshire to include applicable laws and RSAs, including but not limited to the [NH Department of Administrative Services Manual of Procedures](#).

Allowable Costs

The following sections are meant to guide the applicant in applying for and managing grant funding for training and/or exercise events through the T&E Grant Program.

Grant funds for the execution and participation in approved training and exercises events may only supplement and must not supplant existing budgets of an eligible sub-recipient.

Training, Incident Debriefs & Conferences

For the purpose of grant funding training shall be defined as an event that imparts skills, concepts and/or knowledge on participants. Trainings include distance learning, traditional classroom and field based courses and shall include incident debriefs. Allowable curriculum must be above baseline knowledge i.e., unallowable courses include Firefighter I, EMT certifications, SWAT I & II, etc.

Incident Debriefs & Conferences shall be considered training for the purpose of grant requirements, and are subject to the same requirements outlined in this document.

For NHTOA allotments, **training** requests must be above and beyond the minimum annual requirement of 96 hours of tactical training, outlined in the ***New Hampshire Tactical Officers Association Bylaw's Article II Membership and Organization Section 1.***

Required Documentation

Application Process:

- Completed Grant Application
- Applicable paperwork required for allowable expenses as outlined for each.

Reimbursement Process:

- Follow the Training & Exercise Grant Reimbursement Checklist
- For an HSEM managed course:
 - Cover letter;
 - Applicable paperwork required for allowable expense as outline for each.
- For non-HSEM managed courses (those under an independent contractor or vendor):
 - Cover letter;
 - Course curriculum including dates, hours, course objectives, logistics and modules taught;
 - Dated sign-in sheet/roster per day that includes students and instructors;
 - Certificate of completion/attendance.

Exercises

For the purpose of grant funding exercise shall be defined as an event that tests the validity of plans, policies and/or procedures for an agency or organization. Exercises are not meant to test individuals, nor should they be used to train individuals who are not already familiar with the concepts and capabilities being validated.

Exercises conducted with grant funding will be managed and conducted under the guidance of the [Homeland Security Exercise and Evaluation Program](#).

Types of Meetings & Exercises

Planning Meetings:

Planning Meetings are an eligible expense under the HSGP and are defined as follows.

- **Concepts & Objectives Meeting (C&O):**
Identifies the type, scope, objectives, and purpose of the exercise. Is typically attended by the sponsoring agency, lead exercise planner and senior officials. For large-scale, high profile or series of exercises.
- **Initial Planning Meeting (IPM):**
Lays the foundation for exercise development. Gathers input from exercise planning team on the scope, design, objectives, scenario, exercise location, schedule, duration and other details required to develop exercise documentation. Assigns responsibility to planning team members. For all exercises
- **Mid-Term Planning Meeting (MPM):**
Resolves logistical and organizational issues that arise during planning such as staffing, scenario and timeline development, scheduling, logistics, administrative requirements, and draft documentation review. May be held separately or in conjunction with the MSEL Meeting. For operations-based or complex discussed-based exercises.
- **Master Scenario Events List (MSEL) Meeting:**
May be held separately or in conjunction with the MPM. For operations-based or complex discussed-based exercises.
- **Final Planning Meeting (FPM):**
Uses a forum to review the process and procedures for exercise conduct, final drafts of exercise material, and logistical requirements. Ensures there are no major changes made to the design or scope of the exercise or to any supporting documentation. For all exercises.
- **Evaluator/Controller Briefing:**
Review of expectations, exercise objectives, scenario and injects. For tabletop and operations-based exercises.
- **After-Action Report/Improvement Planning Meeting:**
Review of the After Action Report and preparation of the Improvement Plan with the exercise designer, planning team, and possibly key participants. For all exercises.

Discussion-based:

These exercises are utilized to familiarize players with or develop new plans, policies, procedures and/or agreements. They focus on strategic, policy-oriented issues, and are led by facilitators or presenters. There is no movement of assets or equipment for these types of exercises.

- **Seminar:**

Orients participants to or provides an overview of authorities, strategies, plans, policies, or procedures. These events are designed to allow participants to gain awareness of or assess interagency capabilities or inter-jurisdictional operations and to set objectives for future capabilities.

- **Workshop:**

Develops policy, plans or procedures. These events are designed to build a product and has clearly defined objectives, products, or goals and focuses on a specific issue. Typical outcomes include an Emergency Operations Plan, Mutual Aid Agreement, Standard Operating Procedures, or Continuity of Operations Plan.

- **Tabletop:**

Designed around a scenario and intended to generate dialogue for various issues that will facilitate a conceptual understanding, identify strengths and areas for improvement, and/or achieve changes in perceptions about plans, policies, or procedures. The goal of these events are to enhance general awareness, roles and responsibility understanding, and to validate plans and procedures. The result of these events are recommended revisions to current plans, policies, and/or procedures.

- **Game:**

Is a structured form of play designed for individuals or teams in a competitive or non-competitive environment. There are clear rules, data, and procedures for players to adhere to. These events are designed to depict actual or hypothetical situations to ensure that decisions and actions taken by players are plausible. Games are used to reinforce training, stimulate team building, and/or enhance operational and tactical capabilities. Outcomes of these events include validation of plans, policies and/or procedures or evaluation of resource requirements.

Operations-based:

These types of exercises are used to validate plans, policies, procedures and/or agreements, clarify roles and responsibilities, and/or identify resource gaps. Real-time response including but not limited to initiating communications or mobilizing personnel and resources.

- **Drill:**

These events are used to validate a single operation or function. They are used to provide training on equipment, validate procedures, or practice and maintain current skills. Clearly defined plans, procedures or protocols need to be in place. Drills are used in preparation for future exercises, and results are measured against established standards.

The outcome of these events are assess whether more training is required, determine if plans can be executed as designed and/or reinforce best practices.

- **Functional:**

Are designed to test and evaluate capabilities and functions while in a realistic, real-time environment; however, movement of resources is simulated. These events are designed to validate and evaluate capabilities, multiple functions and/or sub-functions, or interdependent groups of activities. They should involve established plans, policies, procedures applied under crisis conditions and include personnel involved in management, command and control functions. Functional exercises involve a realistic scenario with event updates that drive activity at the management level. Utilization of a Simulation Cell and Master Scenario Events List are typical for these exercises. The outcome of functional exercises include a performance analysis, and management evaluation of Emergency Operations Center, command post, headquarter and personnel.

- **Full Scale:**

Are the most complex and resource intensive exercises and typically involve multiple agencies, jurisdictions and/or organizations and involve real-time movement of resources. These often include many players operating under the Incident Command System Unified Command and focus on the implementation and analysis of plans, policies and procedures that were developed and honed during previous, smaller exercises. Full Scale exercises are driven by a scenario with event updates and involve the use of a Simulation Cell and Master Scenario Events List. Conduct should be done in a realistic environment. Demonstration of roles and responsibilities identified in plan and procedures and the coordination between agencies, organizations and jurisdictions should be evaluated. Additional considerations should include rapid problem solving and critical thinking. These exercises are designed to validate plans, policies and procedures and evaluate resource requirements.

Required Documentation

Application Process:

- Follow the Training & Exercise Grant Application Checklist
- Completed Grant Application
- Applicable paperwork required for allowable expenses as outlined for each.

Reimbursement Process:

- Follow the Training & Exercise Grant Reimbursement Checklist
- For an HSEM managed exercise:
 - Cover letter;
 - Applicable paperwork required for allowable expense as outline for each.
- For non-HSEM managed exercises (those under an independent contractor or vendor):
 - Cover letter;
 - For Discussion-based exercises:

- Dated agenda with exercise plan/summary and goals.
- For Operations-based exercises:
 - Situation Manual.
- Dated sign-in sheet that identifies the planning meeting or exercise and includes all participants, controllers, evaluators, facilitators and includes start and end time;
- Dated planning meeting agenda(s) including start and end time;
- After Action Report and Improvement Plan.

Overtime and/or Backfill

Overtime and or backfill costs are an allowable expense for select trainings and exercises, and shall be defined as follows:

Overtime: expenses incurred as a result of personnel who worked above and beyond their normal scheduled daily or weekly worktime.

Backfill: expenses incurred as a result of personnel who worked above and beyond their normal scheduled daily or weekly worktime to cover the shift/worktime of someone who attended the training or exercise event.

Overtime Backfill Policy: Overtime and or backfill costs must adhere to the New Hampshire Department of Safety [Overtime Backfill Policy](#).

- Eligible personnel must be hourly employees, and will be capped at \$650 per day inclusive of salary **plus allowable statutory benefits**.
- Per diem, volunteer (unpaid) and paid volunteer/call personnel are eligible.
- In order for personnel to be eligible for Overtime and or backfill related costs, they must be appropriately signed-in and/or received a certificate of attendance or completion.

Instructors and Instructor Candidates:

- Certified Instructors are eligible for overtime and/or backfill while teaching ALERT courses on behalf of HSEM.
 - Certified instructors are eligible for course time plus one hour each of set up and break down time per course day.
- Instructor Candidates are eligible for backfill only while participating in instructor level courses.

Ineligible Overtime/Backfill Costs: The following items are ineligible for Overtime and/or Backfill related expenses.

- Incident debriefs;
- Courses involving live ammo.

Required Documentation and/or Processes

Application Process:

- Overtime/Backfill Spreadsheet

Reimbursement Process:

- Overtime/Backfill Spreadsheet
- Overtime/Backfill Form
- Proof of payroll for each person

Venue

Venue rental costs may be an eligible expense if there is a need to host the training or exercise at a specific location due to logistical demands.

Required Documentation and/or Processes

Application Process:

- Justification for the venue rental
- Quote for venue cost

Reimbursement Process:

- Detailed invoice
- Proof of payment

Meals

Beginning with Federal Fiscal Year 2018 food costs for training and exercise events shall be limited to one meal per field based training and operations based exercise. The individual event must be four (4) hours in length or longer.

- Meal costs are defined by the [General Services Administration \(GSA\)](#) and are based on location of event.
 - GSA rates are inclusive of tax, gratuity and delivery fee if applicable.
- For field based training and operations based exercises being conducted in warm weather, reasonable hydration supplies may be considered above and beyond the allowable GSA rates and must be approved by the Training & Exercise Supervisor in advance.

Unallowable Costs and Limitations

- Please note that if the number of attendees falls significantly short of the planned number, the Training & Exercise Unit will only reimburse 10% over the total number of attendees, leaving the sub-recipient responsible for the remaining meal costs. For example if the sub-recipient anticipates 50 attendees and only 30 attend, the Training & Exercise will only reimburse the cost of 33 meals.

- For reimbursement actual costs expended, up to the allowable GSA rate will be considered for eligible expenses.
- For eligible conferences, meal expenses may be eligible for reimbursement and are based on per diem meal rates, not daily allowances.
 - Reductions in meal allowances will be made if the conference provides any meal service.
- Gratuity is limited to 15%. This is in accordance with the [NH Department of Administrative Services Manual of Procedures Section 1106\(d\)](#).
- Incidental expenses may not be used for meal costs as defined by the [General Services Administration](#).
- Alcohol of any kind is not eligible for reimbursement. Please ensure that these items are on a separate receipt or blacked out on receipts that are submitted.
 - For receipts containing alcoholic beverages, tax and tip will be adjusted accordingly.
 - If meals are provided during the duration of an eligible conference, the Training & Exercise Unit will subtract this cost(s) from the eligible meal expenses prior to an award letter being issued.

Required Documentation and/or Processes

Application Process:

- For field based training and operations based exercises a quote for food from the intended vendor.
- For eligible conferences, allowable meals and costs will be provided by the Training & Exercise Supervisor prior to the event. This will include a daily breakdown of what meals are or are not allowable.

Reimbursement Process:

- Dated sign-in sheet or roster confirming the number of attendees.
- For conferences or training not conducted by HSEM, a certificate of completion or attendance.
- For field based training and operations based exercises:
 - Detailed invoice
 - Proof of payment
- For eligible conferences:
 - Individual meal receipts
 - Proof of payment

Contractors

Contractors for trainings and exercises may be an eligible expense.

- If no cost curriculum from federal providers including but not limited to the National Domestic Preparedness Consortium, Rural Domestic Preparedness Consortium, ALERRT, Office of Bombing Prevention, private contractor and/or vendor will not be considered without written justification.
- Contractors (rather than speakers) personnel costs including but not limited the contractor themselves, and subcontracted controllers and evaluators under their purview are restricted to the same \$650 per day salary cap outlined in the Overtime and Backfill Policy.
- Other eligible costs for contractors include travel, meals, lodging, printing/material costs, disposable supplies and allowable equipment rentals.
- Contractors are held to the same allowances, limitations, and documentation requirements as sub-recipients for eligible costs. Please reference individual sections for allowances, limitations and documentation.

Houston-Galveston Area Council Cooperative Purchasing Program (H-GAC Buy)

- Municipalities that participate in the H-GAC Buy Cooperative may utilize the program to procure the services of a contractor that would otherwise need to be bid under 2 CFR §200.
- The following documentation will be required if this method is utilized:
 - Proof that the subrecipient participates in this program;
 - Proof that the Contractor participates in this program; and
 - Proof that the Contractor was secured utilizing the H-GAC Buy Cooperative.

Required Documentation and/or Processes

Application Process:

- Must adhere to [2 CFR §200.317-326](#) Procurement Standards.
- Please reference the [Procurement Forms, Pre-Bid and Sole Source documents](#).
- Quotes for the contractor and services to be provided.

Reimbursement Process:

- A completed and applicable Procurement Form;
- Proof of the bid process if applicable;
- Copy of the signed contract between the sub-recipient and contractor;
- Detailed invoice(s) from the contractor;
- Proof of payment.

Vendor

For the purpose of training and exercise grants, a vendor shall be defined as an entity providing a service or good without direct involvement in the exercise by vendor staff. Examples include but are not limited to tent or portable toilet rentals, food service, copy and print services.

Required Documentation and/or Processes

Application Process:

- Quotes for each vendor;
- Justification for each vendor service;
- For vendors providing meals/food service, please reference the Meals Section above.

Reimbursement Process:

- Detailed invoice;
- Proof of payment.

Consumable and Disposable Materials

Consumable and disposable materials shall be defined as any supplies that are expended to consumed during the course of the planning and conduct of the training or exercise event.

- All consumable and disposable materials will be evaluated on a case-by-case basis and may include copy paper, gloves, tape, non-sterile masks, disposable protective equipment, identification badges and signage.
- Items may not be purchased that can subsequently be placed into service as a routine supply item or piece of equipment.
- Disposable items that HSEM maintains in its own stock will be considered the first choice for events being conducted by HSEM and will not be eligible for reimbursement.
- **Under current federal guidelines, simunition is allowable. Events involving simunition require prior authorization from the Training & Exercise Supervisor.**

Required Documentation and/or Processes

Application Process:

- Quotes for each supplier or vendor;
- Justification for each item.

Reimbursement Process:

- Detailed invoice;
- Proof of payment.

Equipment Rentals

Equipment rentals may be an allowable expense and shall be defined as an item that will be utilized by exercise participants.

- Eligible items must be marked for “training purposes only”, “training aid”, or something of similar language.
- Additional equipment rentals may include responder apparatus being placed out of service for exercise purposes. Eligible costs for response apparatus are defined in the [FEMA Schedule of Equipment Rates](#).

Required Documentation and/or Processes

Application Process:

- Quotes for equipment;
- Justification for each item.

Reimbursement Process:

- Detailed invoice for rentals;
- Proof of payment for rentals from external providers;
- Memo on letterhead from authorized entity identifying the piece of apparatus used which includes:
 - A unique identifier for each item i.e. VIN number;
 - Role the apparatus or equipment played in the exercise i.e. mobile vs. stationary vehicle;
 - Start and end time each item was placed out of service for the event.

Travel Expenses

Travel expenses such as airfare and transportation to and from the airport may be allowed for:

- Contractors (see Contractor Section) and
- Eligible conferences:
 - Airfare will be reimbursed for economy rates only. The lowest reasonable rate will be eligible.
 - Baggage fees may be covered on a case-by-case basis.
 - Change, upgrade and cancellation fees are ineligible.
 - Transportation to and from the airport may be eligible if a free service is not available. Eligible reimbursements will be based on the lowest fee service available.
 - Rental cars, mileage and tolls will be considered on a case-by-case basis and are typically considered for emergent circumstances such as rerouting of a flight.

Required Documentation and/or Processes

Application Process:

- Quotes for travel;
- Justification for each item.

Reimbursement Process:

- Detailed invoice;
- If tolls are deemed eligible the following items will be required:
 - A map of the route taken;
 - Proof of toll fees incurred;
- Proof of payment.

Lodging

Lodging is an eligible expense for:

- Contractors (see Contractor Section) and,
- ALERRT certified instructors teaching courses on behalf of HSEM and traveling 50 miles or more from their home agency.
 - Allowable nights will include the night before a course starts and any nights in between course dates i.e. for a two (2) day course, two (2) nights of lodging is allowable.
- Lodging may be eligible for allowable conferences.
 - Allowable nights will be defined by the Training & Exercise Unit, based on individual conference schedule.

Lodging such as hotels will be reimbursed at the [General Service Administration](#) rates.

- GSA rates are room costs per night, not by person per night.
- GSA rates for lodging do not include taxes;
 - Taxes and fees will be reimbursed above and beyond the GSA rate.
 - Allowable taxes will be determined based on local rates.
- Two agencies traveling together and sharing lodging may opt to:
 - Split the cost; or
 - One agency may cover the expense in its entirety.

Required Documentation and/or Processes

Reimbursement Process:

- Detailed invoice for lodging;
- Proof of payment.

Registration Fees

Course and/or conference fees may be eligible and will be determined by the Training & Exercise Unit.

For eligible conferences, all sessions will be reviewed by the Training & Exercise Supervisor to verify they meet the scope of allowable grant activities. A list of allowable and/or unallowable conference sessions will be provided to the sub-recipient.

Required Documentation and/or Processes

Application Process:

- Quotes for course or conference fee;
- Conference Agenda with dates, times and descriptions of keynote and breakout sessions.

Reimbursement Process:

- Conference Agenda with dates, times and descriptions of keynote and breakout sessions;
- Detailed invoice for course or conference fee;
- Certificate of attendance for the conference;
- Proof of payment.

Other

Safety equipment:

- HSEM maintains a supply of safety equipment that includes but is not limited to signage, road cones, protective helmets and vests and earplugs. For a list of the most current equipment in HSEM's possession please contact the Training & Exercise Unit.

For specific questions on items other than those listed above, contact the Training & Exercise Supervisor at exercisetraining@dos.nh.gov or (603) 271-2231.

Allowable Cost Matrix

	OT/BF	VENUE	MEALS	CONTRACTOR	VENDOR	DISPOSABLE SUPPLIES	EQUIPMENT RENTALS	TRAVEL COSTS	LODGING	REGISTRATION FEES
CLASSROOM BASED TRAINING	X	X		X	X	X	X			
FIELD BASED TRAINING	X	X	X	X	X	X	X			
DISCUSSION BASED EXERCISE	X	X		X	X	X	X			
OPERATIONS BASED EXERCISE	X	X	X	X	X	X	X			
CONFERENCES			X					X	X	X
INCIDENT DEBRIEFS		X		X	X	X				
ALERT INSTRUCTORS	X								X	

Unallowable Costs

1. Any costs incurred before the date of the Award Letter issued by the Training & Exercise Unit to the sub-recipient, including exercise planning costs, will not be reimbursed.
2. If the exercise design, planning, conduct, after action or improvement process does not comply with the Homeland Security Exercise and Evaluation Program (HSEEP) costs incurred for exercises will not be reimbursed.
3. If the expenses incurred for a training and/or exercise event are not in compliance with 2 CFR §200, expenses incurred will not be reimbursed.
4. Recurring costs/fees are not allowable for funding. This includes but is not limited to internet services fees, radio services fees, cellular phone fees, satellite phone fees, etc.
5. Fuel expenses are unallowable.
6. Driver/operator costs are unallowable.
7. **Events involving live ammunition are ineligible for grant funding under federal guidelines.**
8. Natural Costs incurred that are not mentioned in any of the sections above are considered ineligible. Any items that are said to be funded on a case-by-case basis will be reviewed by the T&E Supervisor. Although an item is said to be funded on a case-by-case basis, this is by no means a guarantee. Barring extenuating circumstances and under certain conditions these items may be eligible for reimbursement, however, the decision will remain up to the T&E Supervisor whether or not an incurred cost is allowable for reimbursement. For any questions or concerns, please contact the Training & Exercise Supervisor at exercisetraining@dos.nh.gov or 603-271-2231.

Requesting Reimbursement

A fully executed grant agreement must be in place between the New Hampshire Department of Safety, Division of Homeland Security & Emergency Management's Training & Exercise Unit and the sub-recipient responsible for coordinating the exercise.

Submitting a Request for Reimbursement

All Requests for Reimbursement should be submitted to the Training & Exercise Unit via the [HSEM Resource Center](#).

When a sub-recipient requests reimbursement, all required documentation must be submitted. Failure to submit required documentation will delay reimbursement.

Reimbursement shall not exceed the amount of the signed grant agreement.

Costs incurred prior to the date that the grant agreement is executed will not be reimbursed.

Once a reimbursement is finalized, it cannot be readjusted.

The Department of Safety reserves the right, and is required, to audit all costs for eligibility and to avoid duplication.

Documentation requiring signatures must be printed, signed and scanned. Electronic signatures and/or stamps are not acceptable.

Reimbursement Timeline

The Training & Exercise Unit will send a Reimbursement Reminder within one (1) business day of the event. For training by a provider other than HSEM, the reminder will be sent one (1) business day after the course paperwork has been received from the course provider by Training & Exercise staff.

The subrecipient will submit a Reimbursement Request to the Training & Exercise Unit within forty-five (45) days of the event.

END OF FISCAL YEAR EXCEPTION:

For grant awards, where the event ends with less than a forty-five (45) day window to the end of the awarded fiscal year, the subrecipient must submit a COMPLETE Reimbursement Request to HSEM no later than July 31st. Training & Exercise staff will submit the complete Reimbursement Request to the Department of Safety Grants Management Unit no later than August 15th.

The Training & Exercise Unit has five (5) business days to review a Reimbursement Request.

The subrecipient will have thirty (30) days to submit corrected reimbursement items to the Training & Exercise Unit.

The Training & Exercise Unit will send a completed Reimbursement Request to the Department of Safety Grants Management Unit within one (1) business day of a final review.

Required Documentation by Event Type

	APPLICATION	COVER LETTER	DATED SIGN-IN/ROSTER	CERTIFICATE OF ATTENDANCE/COMPLETION	COURSE CURRICULUM	MEETING AGENDA	EXERCISE PLAN/AGENDA	SITUATION MANUAL	AFTER ACTION & IMPROVEMENT PLAN
TRAINING*	X	X	X**	X**	X**		X**		
INCIDENT DEBRIEFS	X	X	X**		X**		X**		
DISCUSSION BASED EXERCISE	X	X	X**			X**	X**		X**
OPERATIONS BASED EXERCISE	X	X	X**			X**		X**	X**
CONFERENCES	X	X		X			X		

*For eligible ALERRT certified instructor costs and eligible student overtime/backfill associated costs, an application is not required for HSEM managed training from a federal provider.

**For events coordinated by HSEM the sub-recipient is not responsible for providing these items, unless otherwise noted.

Required Documentation by Expense Type

	OVERTIME/BACKFILL	MEALS	VENUE RENTALS	CONTRACTOR	VEENDOR	EQUIPMENT RENTAL	DISPOSABLE SUPPLIES	TRAVEL COSTS	LODGING	CONFERENCE / REGISTRATION FEES
OVERTIME/BACKFILL SPREADSHEET	X									
OVERTIME/BACKFILL FORM	X									
PROOF OF PAYROLL/PAYMENT	X	X	X	X	X	X	X	X	X	X
JUSTIFICATION		X	X	X	X	X	X	X	X	X
QUOTE FOR SERVICE/ITEM		X	X	X	X	X	X	X	X	X
DETAILED INVOICE		X	X	X	X	X	X	X	X	X
INDIVIDUAL MEAL RECEIPTS		X*						X		
PROCUREMENT FORM				X	X					
PROOF OF BID PROCESS				X**	X**					
COPY OF SIGNED CONTRACT				X	X**					
MEMO WITH UNIQUE IDENTIFIER						X				
ROUTE MAP								X		

*Individual meal receipts are only required when the participant is traveling out of state for the event.

**Only if applicable.

Disclaimer

HSEM's Training and Exercise Unit has no obligation and makes no commitment to reimburse for sub-recipient costs incurred on ineligible items or items said to be reimbursed on solely a case-by-case basis. Therefore, any purchases made outside of the specified parameters above will be **disallowed**.

Definitions

Sub-Applicant - An eligible non-Federal entity that applies for funding under the Training and Exercise Grant Program. The entity is referred to as a *Sub-applicant* during the pre-award phase only and includes state and local governments and other eligible entities.

Subrecipient - A non-Federal entity that is provided a T&E grant award from the Department of Safety/Division of Homeland Security and Emergency Management (HSEM), the pass-through entity, for their use in carrying out agreed-upon, eligible activities.

Acronyms

GSA - General Services Administration

HSEEP - Homeland Security Exercise and Evaluation Program

HSEM - NH Division of Homeland Security & Emergency Management

HSGP - Homeland Security Grant Program

LETPA(P) - Law Enforcement Terrorism Prevention Activities (Program)

NHTOA - The New Hampshire Tactical Officers Association

SHSP - State Homeland Security Program

T&E - Training & Exercise Unit