



# OREGON DEPARTMENT OF EMERGENCY MANAGEMENT

## Exercise Support Reimbursement Funding Guidance Document Version 1 (V1) | January 2025

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## 1. Purpose

The Oregon Department of Emergency Management (OEM) Exercise Program has been awarded an EMPG funded project to support individual exercise events hosted by local EMPG eligible jurisdictions and tribes. This budget can be made available to provide staff/personnel the opportunity to build topic subject matter expertise and host exercise events.

In accordance with grant guidance and state policy, OEM may choose to reimburse eligible recipients for their role in statewide and/or regional exercise opportunities funded through preparedness grant programs. Reimbursement to eligible recipients is intended to remove barriers to participation in exercise education or events where individuals can support designing/developing or conducting a successful event. The following guidance outlines the process for approval, processing, and needed documentation for external partner reimbursement.

## 2. Scope

### Funding Window

The OEM Exercise Budget comes from the Emergency Management Performance Grant (EMPG) with a grant period from October 1, 2024 – September 30, 2025. This funding has a limited funding stream, and funds will be distributed based on merit until all funds have been exhausted.

This is a pilot test of returned EMPG funds to offer a second opportunity for these funds to be offered to statewide partners so they can conduct required or necessary work. Future funding will be informed by the interest and use of these funds.

### Eligible Expenses

This guidance will follow all Oregon Department of Administrative Service (DAS) [Statewide Travel Policy](#) and OEM *Preparedness Grant External Partner Reimbursement Guidance* expectations and requirements. Eligible expenses include:

- Exercise-Related Training
  - Travel expenses for staff to attend exercise-focused education,
  - Expenses related to hosting an exercise-related courses,
- Hosting Exercise Event Expenses
  - Facility costs,
  - Exercise materials (printing, office supplies, etc.)
- Supporting Partner Exercises
  - Travel expenses for staffing supporting partner exercise events
- Contractor Support (Maximum \$2,000)

Expense specifics can be found in *Appendix A: Eligible Expense Specifics*

## Eligible Recipients

The types of recipients eligible for this project are emergency management personnel or key preparedness and response partners necessary to participate in, or host, an exercise event. Emergency management personnel that reside in underserved locations often have limited time, resources, and funding to support an exercise event; or, there are times where emergency management personnel need to travel to participate in, or collaborate on, exercise events. The following recipients are eligible:

- Local and/or Tribal Governments serving as representatives of their organization, and/or jurisdiction may be eligible for reimbursement,
- State Government and/or Non-profit and private sector personnel – with letter of support from local/tribal Government entity
  - See Section 3.I.B for more details

## Funding Distribution

Funding will be on primarily a “first-come-first-serve” system, however for Quarter 1 and Quarter 2 (October – March) only projects with the following scoring will be approved so funding is not completely expended early in the Fiscal Year:

- Exercise-Related Training: *Priority Score* above **10**
- Hosting Exercise Event Expenses: *Priority Score* above **15**
- Supporting Partner Exercises: *Priority Score* above **15**
- Contractor Support: *Priority Score* above **15**

Quarter 3 and 4 (January – June) will extend the scoring to all in-scope submissions until the funding is no longer available.

# 3. Funding Application & Review Process

## I. Funding Application

The OEM Exercise Program has created the web-based [Funding Request Form](#) that is made available on the OEM Exercise webpage. Partners interested in receiving funding will utilize this Form to outline their funding needs.

Requests for funding support must be made in advance of the exercise event occurring. The OEM Exercise Program requests a 45-day minimum notice for application to be received and processed. If the application is received with less than 45 days of notice prior to the exercise event, the reimbursement may not be approved.

Applicants will utilize the following process to submit funding applications:

- A. Applicants will complete the *Budget Request Form* on the OEM Exercise Webpage
- B. State Government, Non-Profit and/or Private Sector Personnel will need to submit a Letter of Support.
  - a. The primary audience of this funding is Government entities, however private and non-profit sector partners are eligible with a Letter of Support from a peer Government entity they directly support. Unaffiliated requests will not be processed. An example of support

letter is provided in the application link provided in Appendix D. A Letter of Support must include:

- i. Individual name,
  - ii. Agency/Organization they represent.
  - iii. A statement on how exercise event participation will support the jurisdiction/government agency upon return.
    1. This is how the OEM can identify and prioritize supporting requests while supporting a return of investment to local emergency management agencies.
- C. The following attachments are necessary:
- a. Letter of Support (If required)
  - b. Integrated Preparedness Plan (If exercise hosted is identified as part of IPP)
  - c. Progressive Exercise Series Outline (If exercise hosted is identified as part of IPP)

## II. Funding Review Process

The OEM Exercise Program will utilize the following process to review submitted requests:

- A. Once-per-month, on the 1<sup>st</sup> Friday of the month, the OEM Exercise Program will review the submitted requests for the last 30 days,
- B. The OEM Exercise Program will utilize a scoring matrix to provide each submission a score – see *Appendix E: Scoring Matrix Example* for a reference, this matrix assesses the following categories:
  - a. **General Project Priorities**
    - i. Eligible Situation Priority: Situation Type funding is prioritized as follows –
      1. Attending Exercise-Related Training
      2. Hosting Exercise Event Expenses
      3. Supporting Partner Exercises
      4. Contractor Support
    - ii. Previous OEM Exercise Budget Award: Jurisdictions that have not previously received funding will be prioritized.
    - iii. Equity Considerations: The following sub-components will support prioritization of a request:
      1. Previous Year EMPG Requirement – Met/Unmet
      2. Community Resilience Rating (FEMA National Risk Index)
      3. Organization Staffing Levels
      4. Social Vulnerability Rating (FEMA National Risk Index)
    - iv. Meeting a Grant Requirement: Projects that are meeting a grant requirement will receive an additional point to their score.

- b. **Hosting an Exercise Scoring:** If the project is to support hosting an exercise event, the following criteria will be additionally assessed
  - i. Previous Fiscal Year EMPG Exercise Requirement: Projects from jurisdictions that were unable to meet their EMPG requirements in the previous fiscal year will be prioritized
  - ii. Progressive Exercise Series Approach: Projects that are initiating, or a part of, a progressive exercise series will be prioritized over stand-alone events.
  - iii. Identified in the Integrated Preparedness Plan (IPP): Projects that are identified in a jurisdictional or agency-specific IPP will be prioritized.

### III. Funding Selection

The scoring matrix will be applied, and funding selection decisions will be distributed to the applicants during the third week of each month via email from the [oem.exercise@oem.oregon.gov](mailto:oem.exercise@oem.oregon.gov). Approval for reimbursement must be received prior to the exercise event. A successful applicant will be communicated with to detail the steps in applying for reimbursement.

### IV. Funding Distribution

Funding will occur as a reimbursement. Once the costs have been spent by the jurisdiction/organization, the Funding Contact will utilize the *Request for Reimbursement (RFR) Submission Form* for processing.

Funding will only be provided to the jurisdiction/agency, at no time will funding be provided to an individual – please ensure that any expenses related to an approved project is coming from the jurisdiction/agency.

## 4. Reimbursement Effort

Following participating in the exercise-related training, or exercise event, the applicant will need to submit the necessary documentation to initiate reimbursement. That process is as follows:

- A. The applicant will keep receipts, invoices, and folio's proving the cost of the trip. A credit/debit card payment slip does not constitute a receipt. A receipt should include the vendor, amount, date and itemized description of the item or items purchased.
- B. The applicant will complete the Reimbursement Processing Form.
- C. The applicant shall submit the following documentation back to the [oem.exercise@oem.oregon.gov](mailto:oem.exercise@oem.oregon.gov) email:
  - a. Reimbursement Processing Form
    - i. This Form will capture all necessary costs. Guidance for the reimbursement is in accordance with the [OEM Request for Reimbursement \(RFR\) Guidance](#). Reimbursement for lodging, meals, and mileage will be arranged at GSA per diem rates.
  - b. Necessary payment documentation – reference page 5 of the Guidance.
- D. OEM will then complete the reimbursement actions per the [OEM Request for Reimbursement \(RFR\) Guidance](#).

- a. Any questions following submission for reimbursement should go to [oem.exericse@oem.oregon.gov](mailto:oem.exericse@oem.oregon.gov).

Note: Appendix C: Outside Agency Reimbursement Frequently Asked Questions will answer many of the questions that could occur while filling out the reimbursement using the form on Appendix B.

## Appendix A: Eligible Expense Specifics

This funding listed its Eligible Expenses in *Section 2: Scope* above. Below is an expansion on each of the eligible expenses:

### Exercise-Related Training

- Travel expenses for staff to attend exercise-focused education (GSA Rate)
  - Mileage
  - Lodging
  - Meal Per Diem
- Expenses related to hosting an exercise-related courses (Maximum \$1,000)
  - Instructor Fees
  - Course Fees

### Hosting Exercise Event Expenses

- Facility Rental Fees
- Exercise materials
  - Printing Exercise Documentation
  - Office Supplies to Be Used During Exercise
  - Exercise Evaluator and Controller Identification (Vests, Lanyards, etc.)

### Supporting Partner Exercises

- Travel expenses for staffing supporting partner exercise events (GSA Rate)
  - Mileage
  - Lodging
  - Meal Per Diem

### Contractor Support (Maximum \$2,000)

- Fees for Services

# Appendix B: Reimbursement Form Cover Sheet

This Form can be found:

[https://www.oregon.gov/oem/Documents/Training\\_Reimbursement\\_Processing\\_Form.pdf](https://www.oregon.gov/oem/Documents/Training_Reimbursement_Processing_Form.pdf)



## Training and Exercise Reimbursement

### Application

Name of Recipient		Agency		
Which Agency is Being Reimbursed? (Name on check)		Agency Federal Tax Identification #		
Address				
City, State Zip				
Lodging Date(s)				
Dates(s)	Location	Cost	Tax	Total
<b>Example</b> 8/24/24	Best Western 2630 SW 17th Pl, Redmond, OR 97756	\$125	\$12.42	\$ 137.42
Roundtrip Mileage				
Date(s)	Travel Start and Destination	Miles Traveled	Per Diem Rate	Total
<b>Example</b> 8/24/24	OEM 3930 Fairview industrial way Salem, OR 97302 to 2630 SW 17th Pl, Redmond, OR 97756	128.7 miles	\$0.22 per mile	\$28.31



Material Purchases	Item description (include item number)	Quantity	Cost Per Unit	Total
<b>Example</b> Name tag holders	Red breakaway lanyards model number S-13756R	2 packs of 24	\$24.00	\$ 64.00
			Total Reimbursement	
Organization Authority's Signature		Organization Authority's Printed Name		
ODEM Training Program Signature		ODEM Management Signature		

**INSTRUCTIONS**

1. Upon completion of Training or Exercise travel or purchase, fill in name, agency and who the check should be made out to.
2. Enter name of where your stayed, cost per night, tax per night and total (per night)
3. Attach your lodging receipt, event details, and reimbursement approval by OEM.
4. Enter Mileage individually for each day that you traveled. If unsure of mileage per diem rate, leave it blank.
5. If materials were purchased, write in the type of material, the description with order number, quantity. Cots per unit, and total cost.
6. Enter the organization's authorizing contact's printed name
7. Organization Authority signs form and submits all reimbursement forms at one time
8. Submit one (1) email with all reimbursement forms and receipts attached to Oregon Emergency Management. If this reimbursement was approved through the Training Program submit by the email [oem.training@oem.oregon.gov](mailto:oem.training@oem.oregon.gov) If it was an approval through the Exercise Program use the email [oem.exercise@oem.oregon.gov](mailto:oem.exercise@oem.oregon.gov) .
9. Final two signature spaces are for Oregon Emergency Management signatures.

**The Reimbursement Processing Form must be completed and turned in with all invoices within 30 days of the completion of the training course.**

## Appendix C: Outside Agency Reimbursement FAQs

Note: Please refer to OEM’s RFR Guidance for submitting reimbursement.

I put the expenses on my personal credit card. Can you reimburse me directly?

- No. All reimbursements must go to an agency or organization. Have your employer reimburse you and we will reimburse them.

My reimbursement was less than the amount I requested. Why?

- ODEM follows the most restrictive policy governing the contract. If your organization’s policy is less restrictive than State or Federal policy, the most restrictive policy will be followed. If your organization’s policies are more restrictive than State or Federal policy, your organization’s policies will be used. For example, if your organization pays mileage at a higher rate than State or Federal policy, you will only be reimbursed at the lower State or Federal rate. If your mileage rate is reimbursed at a lower rate than State or Federal policy, you will be reimbursed at your organization’s lower rate.

For example: Oregon policy states that you must use an agency vehicle if there is one available. If your agency had a vehicle available for you to use and you chose to take your own vehicle, OEM reimburses at the lower rate (.22 cents per mile). The full rate (or the rate your agency pays) would have been available if you used an agency vehicle. If an agency vehicle is not available, OEM can pay at the government rate (or your agency rate, whichever is lower).

The hotel cost more than the government rate. Will you reimburse at that rate?

- Always request the government rate when booking accommodations. If you made a good faith effort to find a hotel at the government rate, and none was available, then OEM can pay the higher rate. (Complete Good Faith Statement)

How long will it take for reimbursement?

- OEM makes every effort to reimburse quickly, but it is dependent on staffing availability. If you ensure all your backup documentation is included according to the RFR Guidelines, payment will be much quicker. If OEM finance staff need to reach out for additional documentation, it extends the timeline. Payments go through an external process, so it will at least take 2 weeks once the payment is processed at OEM, but it is usually longer.

Why didn’t you pay the full per diem for meals?

- There are specific rules about when per diem can be paid, depending on when you travel. Please review the Oregon Statewide Travel Policy before you submit your reimbursement.

Why am I being asked to provide another signature on the reimbursement form?

- OEM requires a “wet” signature, or an Adobe/DocuSign verified signature on the reimbursement form. We do not accept a typed signature. OEM also requires an authorized representative to sign the reimbursement request who is not getting a reimbursement for their own expense.

## Appendix D: Example Support Letter

*To be added following year 1 submissions.*

## Appendix F: Scoring Matrix Example

	Priority					
	Entity Score	Previous Support	Funding Type	Previous Year EMPG	Staffing Levels	Liaison Assessment
Score of 1 would indicate:	Non-Profit Private	Support Provided in Past 12 Months	Contractor Support	Met Both	5+ Staff	Score of 0
Score of 2 would indicate:	State Government	Support Provided in Past 2-3 Years	Supporting Partner Exercises (Controller, Evaluator, Player)	Met Operations-Based, but not Discussion-Based	3-5 Staff	Score of 1
Score of 3 would indicate:	Local Government	Support Provided in Past 4-5 Years	Hosting Exercises	Met Discussion-Based, but not Operations-Based	2 Staff	Score of 2
Score of 4 would indicate:	Tribal Government	Never Received Support	Exercise-Focused Training	Has Not Met Either	1, or Less, Staff	Score of 3
			Liaison Justification			
			Participant in IPP	Liaison Supplemental Context		
		Score of 0 would indicate:	No	Scoring based on OEM Liaison contextual/qualitative feedback - from 0-2 points		
		Score of 1 would indicate:	Yes			
		Score of 2 would indicate:				

Image 1. Scoring Matrix Visual