



General Exercise/Training Funding Checklist

Documents in this section are mandatory for all training or exercise events:

- DPC approves Training or Exercise Event, if not already on Multi-year Training & Exercise Plan (TEP). DPC minutes must be provided.
- Concepts and Objectives/Planning meeting conducted
- Create a budget GAN for your training and exercise fund and in the narrative portion explain where the funding you are removing from the original budget will go. For instance, "Move \$5000 to a new project for Earthquake Exercise."
- Develop draft budget for the exercise/training event and enter into the iGMS.
- Initial information entered into NEXS
- Draft budget uploaded to NEXS
- IDHS staff reviews and approves NEXS entry or requests additional information
- IDHS staff reviews and approves iGMS GAN and budget entry or requests additional information
- Complete additional information as needed depending on exercise type (continued below)

In addition to the above minimum requirements, documentation for **Full Scale, Functional, Tabletop, and Drill Exercises** to be uploaded to project budget includes — but is not limited to — the following:

- Minutes and sign-in forms from HSEEP planning conferences (IPC, MPC, FPC)
- After Action Reports (AAR)
- Improvement Plan (IP)
- Exercise participant rosters
- Personnel cost documentation
- Any and all other documentation related to or part of the complete exercise process as may be required by IDHS.

In addition to minimum requirements, documentation for Seminars, Workshops, Games, and Simulations to be uploaded to project budget includes — but is not limited to — the following:

- Minutes and sign-in forms from all planning meetings
- Multimedia presentations including PowerPoint files, video files, sound files, etc.
- Policies, Plans or Procedures developed during workshops
- Other pertinent documents used in seminars, games or simulations

In addition to minimum requirements, documentation for training events to be uploaded to the project budget includes — but is not limited to — the following:

- All Sign-in forms (actual student signatures required)
- Training participant rosters (roster of pre-registered students)
- Personnel cost documentation
- Total number of class room hours spent (actual participation)
- Hourly rate of participant (IDHS policy)
- Overtime rate of the participant (IDHS policy). An overtime reimbursement document must be completed by each agency requesting overtime/backfill/volunteer reimbursement for participation in training activities on a form approved by IDHS. All overtime/backfill/volunteer reimbursement submissions shall be completed, signed, and submitted by the Chief Executive Officer of the requesting agency i.e., Police Chief/Fire Chief.
- Total amount of stipend for volunteers (must include the name, number of hours and rate for each volunteer)
- All Contractor Invoices
- Supporting Mileage Documentation from each student residence to training venue and hotel to training venue (Example: Map Quest mileage calculation)_ Mileage logs shall include date(s) of travel, starting location address, destination address, total miles driven, and signature of the individual requesting the mileage reimbursement.

Also required at IDHS discretion:

- Any other documentation requested by IDHS
- Minutes and sign-in forms from planning meetings
- Topics covered in training course or course curriculum
- Syllabus or Agenda with Course Hours Identified
- Evaluation/surveys used in training course
- An agency overtime policy, backfill or call policies must accompany the reimbursement request
- Course/Instructor evaluation forms
- Multimedia presentations including PowerPoint, video and sound files