



*Delaware Emergency Management Agency
State Homeland Security Grant Program*

**DE Information Bulletin
No. 6 April 22, 2005**

TO: All Delaware Homeland Security Grant Partners

FROM: Jamie E. Turner, III
Director

SUBJECT: **Homeland Security Exercise Evaluation Program Guidelines for
Overtime/Backfill Reimbursement**

In reference to the mid-point meeting conducted at Dover International Speedway, Chalet #1 on 2/3/05, I wanted to provide you with specific information in regards to program guidelines for reimbursement of overtime and backfill as outlined in Office of Domestic Preparedness (ODP) State Homeland Security Grant Program (SHSGP).

Payment of overtime expenses will be for work performed by employees in excess of the established work-week (usually 40 hours). 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.

Please provide this office with an estimated list of reimbursable overtime/ backfill payments and total number of expected participants for your respective agencies no later than 2/25/05. The information you provide will enable us to effectively manage the available funds for this exercise.

In order to receive reimbursement for overtime/ backfill from ODP grant funds, the following information is required; 1) organization, 2) names of participating employees to be compensated, 3) rate of pay, 4) total number of hours worked in support of the exercise (to the nearest ¼ hour), 5) certifying official's signature. Additionally, back-up documentation i.e., payroll vouchers, time sheets etc. will be required as substantiating evidence. Fringe benefits on overtime hours are limited to FICA, Worker's Compensation, and Unemployment Compensation.

The above information will not be required until the actual reimbursement has been requested. Initially, I only need your estimated figures. Your POC is Donald McVaugh, Exercise Technical Assistance Coordinator. All correspondence can be forwarded Donald.mcvaugh@state.de.us or by phone at 302-659-3362.