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NJOHSP

OFFICE OF HOMELAND SECURITY AND PREPAREDNESS

Conditions for HSGP-funded Exercise Salary Reimbursement

1. A subrecipient/exercising agency seeking to conduct an exercise must receive approval from the County Working Group, UASI Executive Committee, host state agency or OHSP.

2. The subrecipient/exercising agency must identify the grant program that will support the cost of conducting the exercise. The subrecipient must calculate the level of funding required (cost estimates for all aspects of the exercise i.e. planning, overtime, backfill, consumables, materials, etc.).

3. The subrecipient/exercising agency must complete and submit the appropriate Spending Plan Template and Annex with specific budgetary detail.

4. The subrecipient/exercising agency must receive an OHSP grant program award letter.

5. The subrecipient/exercising agency must complete required GTS entries using correct acquisition category. The GTS entries shall mirror the approved Spending Plan Template and Annex.

6. The subrecipient/exercising agency must contact the OHSP Exercise Program Coordinator Lauren Paglione (L.Paglione@njohsp.gov) or 609-588-2210, and complete any Master Exercise Tracking Information System (METIS) requirements prior to conducting the exercise.

7. The subrecipient/exercising agency must conduct the exercise in accordance with Homeland Security Exercise and Evaluation Program (HSEEP) guidelines (OHSP Exercise Program HSEEP Checklist shall be completed).

8. For salary reimbursement purposes, the subrecipient/exercising agency must maintain a single exercise sign in sheet that contains the following data:

    a. Name of exercise
    b. Date conducted
    c. Location of exercise
    d. Participant's names (printed and signature)
    e. Agency of which participant is an employee
    f. Participant's role
    g. Participant's time in and time out

Attachment L

9. The subrecipient/exercising agency seeking salary reimbursement must submit a complete reimbursement packet. The packet shall include the following:

    a. A completed Request for Reimbursement Form signed by the business administrator, chief financial officer or treasurer
    b. The subrecipient's/exercising agency's proof of payment to participant's/backfill for overtime hours worked
    c. The subrecipient's/exercising agency's list of participants/backfill members with their individual hourly rate, overtime rate and cumulative total dollars for which the entity is seeking reimbursement. Reimbursement will only be for overtime for the individual who participated in the event or for the individual who did the backfill to cover the participants shift, in no circumstance will reimbursement be made for both an overtime and backfill for an entity.
    d. A copy of the subrecipient's/exercising agency's daily work schedule for days the exercise was conducted and a copy of the daily manning report (if applicable).

10. The reimbursing agency must have a copy of the Exercise Design, all documents required in section #7, 8 and 9 above and a copy of the After Action Report. The Exercise Design and After Action Report may be uploaded into METIS using the "Attach File" function.

Attachment L