



NJOHSP

OFFICE OF HOMELAND SECURITY AND PREPAREDNESS

Homeland Security Grants Personnel Certification Form Directions

The Homeland Security Grants Personnel Certification Form will be required to be completed for all personnel whose agency receives reimbursement or direct transfer of homeland security grant funds for any salary, fringe or management/administration personnel costs. This Homeland Security Grants Personnel Certification Form replaces all previously used forms to certify personnel salary, fringe or management/administration personnel costs charged to a homeland security grant funding source.

Instructions for Completing the Form

Employee: Enter your name.

Agency: Enter your agencies official and complete name.

Funding Source: Enter the year and grant funding source used to support your salary and/or fringe personnel costs (e.g. FY15 UASI, FY16 SHSP)

Time Period: Enter the period upon which you are claiming reimbursement (January 1, 2016 – April 1, 2016, etc.).

Percentage: Enter the percent of time you have dedicated to work on activities related to the grant funding source you have identified above. It should be equal to or greater than the percent of your time dedicated to the grant that could be calculated using any reimbursement requests submitted and your annual salary/fringe rate.

The Funding Source, Time Period and Percentage are listed twice for positions that are split funded among grants or grant years (e.g. FY14 UASI, July 1-August 31, 2016, 100%; FY15 UASI, September 1-November 30, 2016, 100%). If this does not apply to your position, please complete the first grouping only.

Activities: List all the activities you have completed in your grant funded role for that time period.

Print out the Form

Employee Signature: Sign your name in the space provided.

Date: Enter the date you signed your name in the "Employee Signature" space above.

Supervisor Name: Print (or type in prior to printing the form) the supervisor's name.

Supervisor Signature: Have the supervisor who is responsible to document your work hours and grant related activities sign their name in the space provided, certifying that the information you provided is correct.

Date: Have the supervisor enter the date they signed their name in the "Supervisor Signature" space above.

Note: Those employees whose salary is 100% grant funded shall prepare/submit a Personnel Certification Form semi-annually, or quarterly when appropriate. Those employees whose salary is less than 100% grant funded shall prepare/submit a Personnel Certification Form monthly.