



# The Grants Gazette

## Ohio EMA's Preparedness Grants Updates

November 2012

Issue 10

### Spotlight of the Month

#### Grant Reimbursement Policy for Overtime and Backfill Costs

Allowable overtime occurs when a responder attends approved training, planning meetings and exercises during regular work hours and the municipality or authorized agency brings someone in to "backfill" the trainee's position, or sends the responder to the training, planning meetings or exercise and actually incurs an additional cost for paying the responder.

#### Definitions:

**Overtime** – These expenses are limited to the additional costs which result from personnel working over and above 40 hours weekly or as defined in local policy as a direct result of their performance of FEMA-approved activities specified in the guidance. Overtime associated with any other activity is not eligible.

**Backfill-related Overtime** - Also called "Overtime as Backfill" these expenses are limited to overtime costs which result from personnel who are working overtime (as identified above) to perform the duties of other personnel who are temporarily assigned to FEMA-approved activities outside their core responsibilities.

**Part-Time Personnel** - If an agency has budgeted employees to work less than a full-time schedule, the time that these employees spend traveling to and attending approved training, planning meetings and exercise above and beyond their regularly scheduled hours can be considered overtime and therefore covered along with backfill costs using grant funds. *Local policy must define overtime hours for part-time personnel. Part-time employees who are not on overtime status per local agency policy cannot be reimbursed.*

In order to request reimbursement, agencies must submit the following backup documentation:

- ◇ Overtime slip signed by individual and supervisor.
- ◇ Hourly, fringe and overtime rates.
- ◇ Copy of Certifications received, if applicable.
- ◇ Backfill Information: timesheet, hourly rate.
- ◇ Part-time employees – copy of regular part-time schedule, if applicable.
- ◇ Other information as requested by your Grant Specialist.

### Compliance Tip of the Month

#### 44 CFR Part 13.36 Procurement Standards

##### Code of Conduct

There has been a series of inquiries about appropriate use of grant funding when executing personal service contracts. The recipient shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. *"No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved"*. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the recipient shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to sub agreements. The critical item to remember is that if the funding recipient took part in determining the award for the project, administering the funds, or overseeing or implementing the project, they cannot benefit from the funding.

##### Competition

As with any other federal grant purchase, personal service contracts must be procured in a manner that meets or exceeds the requirements outlined in 44 CFR Part 13.36 while also addressing the requirements of Ohio Revised Code and local procurement procedures. All procurement transactions shall be conducted in a manner to provide, to the maximum extent *"practical, open and free competition"*. The recipient shall be alert to organizational conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. **Even the appearance of a conflict of interest must be avoided.**

Ohio EMA Preparedness Grants Branch understands that this can be a difficult landscape to navigate so feel free to contact us with any questions regarding eligibility prior to awarding funding to an individual if you think a conflict exists.

### Important Dates

**December 3, 2012** - All cash requests need to be received and approved by Ohio EMA Preparedness Grants Branch by COB that day to receive payment by years end.

### HSGP Grant Expenditures

As of November 27, 2012

Grant	Award	Expended	Remaining
FY 2010	\$40,769,989	\$12,887,563	\$27,882,426
FY 2011	\$20,499,771	\$1,140,140	\$19,259,631