



# State of New Hampshire

## Department of Safety

Division of Fire Standards and Training and Emergency Medical Services  
Richard M. Flynn Fire Academy  
98 Smokey Bear Boulevard, Concord, New Hampshire  
Mailing Address: 33 Hazen Drive, Concord, New Hampshire 03305-0002



John J. Barthelmes  
Commissioner

Perry E. Plummer  
Director

## NH SHSGP (FFY 2010, 2011) Overtime/Backfill Forms Packet and Instructions

### Packet Contents

- **Overtime/Backfill Policy** – Please read this carefully. It outlines the specifics of what is allowable and what is not.
- **Overtime/Backfill Form** – This form will need to be completed for each student who successfully completes the courses outlined in the Policy mentioned above.
- **Summary Sheet (Spreadsheet)** – Use this spreadsheet to calculate the allowable overtime/backfill costs for each student member of your agency.
- **Volunteer Declaration** – This is used by volunteer agencies that do not pay their responders an hourly rate for responses or training.
- **Later Payment Statement for Call and/or Volunteer Payroll** – This is to be used by agencies that do not have a method whereby they pay their responders on a regular schedule.
- **Sample Forms** – these are samples of what the completed forms should look like.

### Basic Instructions

All reimbursement documentation packets must be submitted to the NH Fire Academy for initial review as soon as possible following the completion of the class. The NH Fire Academy will verify each student's successful completion of the training, which will determine their reimbursement eligibility.

1. Complete the Overtime/Backfill form for each student who attended the class.
2. Complete the Volunteer Declaration if applicable.
3. Calculate their payroll on the Summary Sheet and either 1) attach signed payroll documentation to support the amount being requested for each student, or 2) complete the Later Payment Statement in the case of Call or Volunteer responders. If you elect to pay Call or Volunteer responders prior to submitting for reimbursement, please provide signed payroll documentation. This can be either an actual payroll records or copies of canceled checks.
4. Create an invoice for the total amount being requested.
5. Attach certificates of completion for each student.
6. Submit entire packet to the Fire Academy for processing. Send the packet to:

**Capt. Bob Pragoff**  
NH Department of Safety  
Division of Fire Standards & Training and EMS  
33 Hazen Drive  
Concord, NH 03305

[Robert.pragoff@dos.nh.gov](mailto:Robert.pragoff@dos.nh.gov) (603) 223-4200 X31023

*Fire Training – Certification – Fire Academy – Emergency Medical Services*

Business: (603) 223-4200

Fax: (603) 271-1091

Toll Free: 1-800-371-4503

TDD Access: 1-800-735-2964

<http://www.nh.gov/safety/divisions/fstems/>



# State of New Hampshire

## Department of Safety

Division of Fire Standards and Training and Emergency Medical Services  
Richard M. Flynn Fire Academy  
98 Smokey Bear Boulevard, Concord, New Hampshire  
Mailing Address: 33 Hazen Drive, Concord, New Hampshire 03305-0002



John J. Barthelmes  
Commissioner

Perry E. Plummer  
Director

### **OVERTIME AND BACKFILL POLICY FOR DHS-APPROVED TRAINING COURSES UNDER SHSGP FISCAL YEARS 2010, 2011 AND BEYOND**

#### **1. Scope**

This policy shall take affect immediately and will apply to training participation for eligible classes as outlined below which are based on **SHSGP fiscal years 2010, 2011** and beyond. This policy shall not be precedent setting for any other classes, programs or grant periods,

#### **2. Policy:**

The policy set forth shall be for all first responders that attend DHS-Approved classes as outlined above.

##### **A. General Conditions**

1. Under no circumstances is dual compensation allowed.

2. There is no reimbursement for straight time pay except in the cases of part time, paid-per-call or volunteer stipends.

3. The maximum allowable reimbursement is set by the Commissioner of the NH Department of Safety at \$550 per person per day (\$400 per day for salary and \$150 per day for benefits)

##### **Only expenses outlined in this document shall be eligible for reimbursement.**

Reimbursement for Overtime and/or Backfill will be paid to the community not the student. The Grant reimbursement is intended to make a "municipality whole" for the participation of an employee in training or exercises.

##### **B. FULL TIME PERSONNEL**

Communities will be reimbursed for full time personnel participating in eligible training under the following conditions:

##### **Overtime**

Full time personnel who are paid overtime to attend training will be reimbursed for actual time in class; i.e. 8 hours of pay for an 8 hour class. Travel time and/or mileage are not eligible.

##### **Backfill**

Full time personnel who are called in on overtime to cover a duty shift for another member who is on-duty and receiving straight time to attend training (backfill) will be reimbursed for the actual class time only as outlined above. Travel time and/or mileage are not eligible.

It is expected that the responder who is assigned to training in lieu of normal duty and whose shift is being covered will return to duty to complete their normal shift assignment.

*Fire Training – Certification – Fire Academy – Emergency Medical Services*

Business: (603) 223-4200

Fax: (603) 271-1091

Toll Free: 1-800-371-4503

TDD Access: 1-800-735-2964

<http://www.nh.gov/safety/divisions/fstems/>



# State of New Hampshire

## Department of Safety

Division of Fire Standards and Training and Emergency Medical Services  
Richard M. Flynn Fire Academy  
98 Smokey Bear Boulevard, Concord, New Hampshire  
Mailing Address: 33 Hazen Drive, Concord, New Hampshire 03305-0002



John J. Barthelmes  
Commissioner

Perry E. Plummer  
Director

### C. 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 above and beyond their regularly scheduled hours can be considered overtime and therefore covered. For example, if an agency budgets an individual for 20 hours per week but approved training activities require that person to work 25 hours in a week, the additional 5 hours spent in training could be covered by SHSGP grants.

### D. PAID-FOR-CALL, PAID-ON-CALL, AND PAID-PER-CALL VOLUNTEER PERSONNEL

If an agency relies upon paid-for-call, paid-on-call, and/or paid-per-call volunteer personnel and opts to include them in approved training and exercises, grantees can use SHSGP grant funds to pay volunteers for their attendance at these activities in accordance with established processes. These Communities will be reimbursed for their members to attend training based on their documented rate of pay.

### E. STIPENDS FOR VOLUNTEER FIRST RESPONDERS

Stipends for purely volunteer first responders to attend approved training are allowable when volunteers are completely unpaid and no legal agreement exists to support pay for training activities with the following justification:

These Communities will be reimbursed for actual class time at the rate of \$20.80 per hour. Student travel time and mileage expenses are not eligible.

All funds will be paid to the community. Students will not receive payment made out to them.

### F. Filing Procedure

The following procedure must be followed by all Communities seeking reimbursement of payroll costs as outlined in this policy:

All documentation packages must be submitted to the NH Fire Academy for initial review as soon as possible following the completion of the class. The following documents **must** be submitted as part of this package:

1. Successful completion of the specific training courses must be on file at the Fire Academy.
2. Completed NH Department of Safety Overtime/Backfill Reimbursement Forms for each person for whom reimbursement is being requested, **signed by an authorized official.**
3. Payroll documentation to support the requested reimbursement, signed by an **official authorized to approve payroll.**
4. Summary sheet listing the employee name, date of training, rate of pay, hours, benefits by percentage and total amount requested, **signed by an authorized official.** Benefits are limited to FICA, Workers Compensation, Unemployment Compensation and Retirement rate in effect at the time of the training.
5. Volunteer Stipend Justification (if applicable), **signed by an authorized official.**
6. Invoice for the total amount requested, made out to NH Department of Safety, Grants Management Unit.

*Fire Training – Certification – Fire Academy – Emergency Medical Services*

Business: (603) 223-4200

Fax: (603) 271-1091

Toll Free: 1-800-371-4503

TDD Access: 1-800-735-2964

<http://www.nh.gov/safety/divisions/fstems/>



**DEPARTMENT OF SAFETY- GRANTS MANAGEMENT UNIT  
 FY 2010/2011 HOMELAND SECURITY GRANT PROGRAM  
 REQUEST FOR OVERTIME/BACKFILL REIMBURSEMENT-Effective for Eligible Events 9/15/10 or later**

MUNICIPALITY \_\_\_\_\_

This is to certify that:  
 Name: \_\_\_\_\_

Was relieved from active duty, or backfilled a position, while attending a DHS/FEMA approved training session or exercise:

Training/Exercise: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ Amount of reimbursement requested: \_\_\_\_\_

Because of such absence, the municipality incurred overtime or backfill expenses. (The maximum reimbursement available will not exceed a documented \$400 per person per day for salary **PLUS allowed benefits not to exceed \$550 per day in total**). **For all DHS/FEMA training programs and exercises proper pre-approval documentation of eligibility must have been received from the Department of Safety point of contact for each program. Strict coordination with DOS is required (NH FS&T, NH HSEM, DOS- Grants Management). SIGNED Payroll records must be attached that correspond to this request; a signed summary of costs by day must be attached. Only time in class is reimbursed. Only documented and pre-approved exercise related time is reimbursed.**

Overtime expenses are the result of personnel who worked over and above their normal scheduled daily or weekly work time in the performance of DHS/FEMA-approved activities. Payment of overtime expenses will be for work performed by award (SAA) or sub-award employees in excess of the established work week (usually 40 hours) related to the planning and conduct of exercise or training projects. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the state or unit(s) of local government and has the approval of the state or the awarding agency, whichever is applicable. In no case is dual compensation allowable. Overtime costs which are the direct result of attendance at FEMA and/or approved training courses and programs are allowable. Overtime payments related to backfilling personnel who have been sent to training are also allowable, but only the marginal added cost to the grantee of having to pay overtime instead of regular time. 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 p.m. to 5:00 p.m.), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to FICA, Workers' Compensation and Unemployment Compensation and as of April 26, 2005 retirement may be reimbursed per program guidance.

Backfill, also called "Overtime as Backfill", expenses are the result of personnel who are working overtime in order to perform the duties of other personnel who are temporarily assigned to DHS/FEMA approved activities (training, exercises, etc.) outside their core responsibilities. Backfill-related Overtime- Also called "Overtime as Backfill": These expenses are limited to overtime costs which result from personnel who are working OVERTIME - which results from personnel working over and above what your department considers overtime as a direct result of their performance of DHS/FEMA-approved activities specified in the applicable grant guidance-to perform duties of other personnel who are temporarily assigned to DHS-approved activities outside of their core responsibilities. These costs are calculated by subtracting the non-overtime compensation, including fringe benefits of the temporarily assigned personnel from the total costs (non-overtime and overtime compensation, including fringe benefits) paid to backfill the position.

Therefore, I am seeking reimbursement for costs incurred as described above. Documentation will be retained at the Municipal/Agency level and be available for State/Federal audit. I further certify that these costs are an accurate record of those incurred by the listed individual for this specific DHS/FEMA approved training or exercise and that the individuals have been paid by the municipality.

Sincerely,

\_\_\_\_\_  
 (Signature Municipal CEO authorized to sign)

\_\_\_\_\_  
 (Print name and phone number)

Remittance Address:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Remittance Federal ID Number:  
 \_\_\_\_\_

**A copy of the training certificate issued must be attached.**





# State of New Hampshire

## Department of Safety

Division of Fire Standards and Training and Emergency Medical Services  
Richard M. Flynn Fire Academy  
98 Smokey Bear Boulevard, Concord, New Hampshire  
Mailing Address: 33 Hazen Drive, Concord, New Hampshire 03305-0002



John J. Barthelmes  
Commissioner

Perry E. Plummer  
Director

### VOLUNTEER STATUS DECLARATION FOR SHSGP REIMBURSEMENT

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

***I hereby certify that members of our organization are purely volunteers and receive no monetary compensation for their efforts on our behalf.***

1. Volunteers in the State of New Hampshire are held to the same standards as their career counterparts, if not by law then by the public they are protecting. Training to meet these standards often places an undue hardship on both the volunteer and the organization due to the ever-increasing amount of time that volunteers are both asked and expected to contribute. This makes it extremely difficult to find volunteers who are willing to participate in specialized training and exercises beyond their normal scope of responsibility without some sort of compensation as is rightfully due them. It is also inherently inequitable to provide compensation to career responders and not to volunteers who are required to attend the same training.

2. Volunteers in response organizations willingly and freely donate their time to train to their normally expected level of response in their respective disciplines. The training offered or approved by the US Department of Homeland Security, Preparedness Directorate, Office of Grants & Training goes above and beyond their normally expected level of response; the training is designed to prepare responders to deal with all hazards and as such requires additional hours of training which accumulate additional time away from their paid jobs and their families.

Printed Name of Authorizing Official: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Fire Training – Certification – Fire Academy – Emergency Medical Services*

Business: (603) 223-4200

Fax: (603) 271-1091

Toll Free: 1-800-371-4503

TDD Access: 1-800-735-2964

<http://www.nh.gov/safety/divisions/fstems/>



**Town of Anywhere, NH**

**INVOICE**

123 Main Street  
Anywhere, NH 03000  
Phone 603-000-0000 Fax 603-000-0001

INVOICE #100  
DATE: APRIL 9, 2012

**TO:**  
State of New Hampshire  
Department of Safety – Grants Management Unit  
33 Hazen Drive  
Concord, NH 03305

**FOR:**  
Overtime/Backfill reimbursement  
ICS 300 Training

| DESCRIPTION   | AMOUNT  |
|---|---------|
| Overtime/Backfill reimbursement for 3 members attending ICS 300 training course | 1497.60 |
| TOTAL   | 1497.60 |

Make all checks payable to Town of Anywhere, NH  
Payment is due within 30 days.  
If you have any questions concerning this invoice, contact Ms. Payne Bills, Finance Administrator

**Thank you for your business!**

Sample



DEPARTMENT OF SAFETY- GRANTS MANAGEMENT UNIT
FY 2007/2008 /2009 HOMELAND SECURITY GRANT PROGRAM
REQUEST FOR OVERTIME/BACKFILL REIMBURSEMENT
Effective for Eligible Events until November 1, 2012

MUNICIPALITY Town of Anywhere, NH

This is to certify that:
Name: Smokey Stover

Was relieved from active duty, or backfilled a position, while attending a DHS/FEMA approved training session or exercise:

Training: ICS 300 Date: April 2-4, 2012
Location: Anywhere, NH Amount of reimbursement requested: 499.20

Because of such absence, the municipality incurred overtime or backfill expenses. The maximum reimbursement available will not exceed a documented \$600 per person per day (including benefits) for students attending classes and or \$750 per person per day (including benefits) for backfilled positions.

For all DHS/FEMA training programs proper pre-approval documentation of eligibility must have been received from the Department of Safety point of contact for each program. Strict coordination with DOS is required (NH FS&T). SIGNED Payroll records must be attached that correspond to this request; a signed summary of costs by day must be attached. Only time in class is reimbursed in the case of students, reasonable allowances for travel for backfilled positions will be made.

Overtime expenses are the result of personnel who worked over and above their normal scheduled daily or weekly work time in the performance of DHS/FEMA-approved activities. Payment of overtime expenses will be for work performed by award (SAA) or sub-award employees in excess of the established work week (usually 40 hours) related to the planning and conduct of exercise or training projects. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the state or unit(s) of local government and has the approval of the state or the awarding agency, whichever is applicable. In no case is dual compensation allowable. Overtime costs which are the direct result of attendance at FEMA and/or approved training courses and programs are allowable. Overtime payments related to backfilling personnel who have been sent to training are also allowable, but only the marginal added cost to the grantee of having to pay overtime instead of regular time. 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 p.m. to 5:00 p.m.), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to FICA, Workers' Compensation and Unemployment Compensation and as of April 26, 2005 retirement may be reimbursed per program guidance.

Backfill, also called "Overtime as Backfill", expenses are the result of personnel who are working overtime in order to perform the duties of other personnel who are temporarily assigned to DHS/FEMA approved activities (training, exercises, etc.) outside their core responsibilities. Backfill-related OVERTIME- Also called "Overtime as Backfill": These expenses are limited to overtime costs which result from personnel who are working OVERTIME - which results from personnel working over and above what your department considers overtime as a direct result of their performance of DHS/FEMA-approved activities specified in the applicable grant guidance-to perform duties of other personnel who are temporarily assigned to DHS-approved activities outside of their core responsibilities. These costs are calculated by subtracting the non-overtime compensation, including fringe benefits of the temporarily assigned personnel from the total costs (non-overtime and overtime compensation, including fringe benefits) paid to backfill the position.

Therefore, I am seeking reimbursement for costs incurred as described above. Documentation will be retained at the Municipal/Agency level and be available for State/Federal audit. I further certify that these costs are an accurate record of those incurred by the listed individual for this specific DHS/FEMA approved training and that the individuals have been paid by the municipality.

Sincerely,
(Signature Municipal CEO authorized to sign)

Ralph Cramden
(Print name and phone number)

Remittance Address:
Town of Anywhere, NH
123 Main Street
Anywhere, NH 03000

Remittance Federal ID Number:
00-000000

A copy of the training certificate issued must be attached or training verified by NH FS&T.

Sample



DEPARTMENT OF SAFETY- GRANTS MANAGEMENT UNIT
FY 2007/2008 /2009 HOMELAND SECURITY GRANT PROGRAM
REQUEST FOR OVERTIME/BACKFILL REIMBURSEMENT
Effective for Eligible Events until November 1, 2012

MUNICIPALITY Town of Anywhere, NH

This is to certify that:

Name: Frank Furter

Was relieved from active duty, or backfilled a position, while attending a DHS/FEMA approved training session or exercise:

Training: ICS 300 Date: April 2-4, 2012

Location: Anywhere, NH Amount of reimbursement requested: 499.20

Because of such absence, the municipality incurred overtime or backfill expenses. The maximum reimbursement available will not exceed a documented \$600 per person per day (including benefits) for students attending classes and or \$750 per person per day (including benefits) for backfilled positions.

For all DHS/FEMA training programs proper pre-approval documentation of eligibility must have been received from the Department of Safety point of contact for each program. Strict coordination with DOS is required (NH FS&T). SIGNED Payroll records must be attached that correspond to this request; a signed summary of costs by day must be attached. Only time in class is reimbursed in the case of students, reasonable allowances for travel for backfilled positions will be made.

Overtime expenses are the result of personnel who worked over and above their normal scheduled daily or weekly work time in the performance of DHS/FEMA-approved activities. Payment of overtime expenses will be for work performed by award (SAA) or sub-award employees in excess of the established work week (usually 40 hours) related to the planning and conduct of exercise or training projects. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the state or unit(s) of local government and has the approval of the state or the awarding agency, whichever is applicable. In no case is dual compensation allowable. Overtime costs which are the direct result of attendance at FEMA and/or approved training courses and programs are allowable. Overtime payments related to backfilling personnel who have been sent to training are also allowable, but only the marginal added cost to the grantee of having to pay overtime instead of regular time. 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 p.m. to 5:00 p.m.), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to FICA, Workers' Compensation and Unemployment Compensation and as of April 26, 2005 retirement may be reimbursed per program guidance.

Backfill, also called "Overtime as Backfill", expenses are the result of personnel who are working overtime in order to perform the duties of other personnel who are temporarily assigned to DHS/FEMA approved activities (training, exercises, etc.) outside their core responsibilities. Backfill-related Overtime- Also called "Overtime as Backfill": These expenses are limited to overtime costs which result from personnel who are working OVERTIME - which results from personnel working over and above what your department considers overtime as a direct result of their performance of DHS/FEMA-approved activities specified in the applicable grant guidance-to perform duties of other personnel who are temporarily assigned to DHS-approved activities outside of their core responsibilities. These costs are calculated by subtracting the non-overtime compensation, including fringe benefits of the temporarily assigned personnel from the total costs (non-overtime and overtime compensation, including fringe benefits) paid to backfill the position.

Therefore, I am seeking reimbursement for costs incurred as described above. Documentation will be retained at the Municipal/Agency level and be available for State/Federal audit. I further certify that these costs are an accurate record of those incurred by the listed individual for this specific DHS/FEMA approved training and that the individuals have been paid by the municipality.

Sincerely,

(Signature Municipal CEO authorized to sign)

Ralph Cramden
(Print name and phone number)

Remittance Address:
Town of Anywhere, NH
123 Main Street
Anywhere, NH 03000

Remittance Federal ID Number:
00-000000

A copy of the training certificate issued must be attached or training verified by NH FS&T.











John J. Barthelmes  
Commissioner

# State of New Hampshire

Department of Safety  
Division of Fire Standards and Training and Emergency Medical Services  
Richard M. Flynn Fire Academy  
98 Smokey Bear Boulevard, Concord, New Hampshire  
Mailing Address: 33 Hazen Drive, Concord, New Hampshire 03305-0002



Perry E. Plummer  
Director

Sample

## VOLUNTEER STATUS DECLARATION FOR SHSGP REIMBURSEMENT

Organization Name: Anywhere Fire Department

Address: 123 Main Street, Anwhere NH 03000

***I hereby certify that members of our organization are purely volunteers and receive no monetary compensation for their efforts on our behalf.***

1. Volunteers in the State of New Hampshire are held to the same standards as their career counterparts, if not by law then by the public they are protecting. Training to meet these standards often places an undue hardship on both the volunteer and the organization due to the ever-increasing amount of time that volunteers are both asked and expected to contribute. This makes it extremely difficult to find volunteers who are willing to participate in specialized training and exercises beyond their normal scope of responsibility without some sort of compensation as is rightfully due them. It is also inherently inequitable to provide compensation to career responders and not to volunteers who are required to attend the same training.

2. Volunteers in response organizations willingly and freely donate their time to train to their normally expected level of response in their respective disciplines. The training offered or approved by the US Department of Homeland Security, Preparedness Directorate, Office of Grants & Training goes above and beyond their normally expected level of response; the training is designed to prepare responders to deal with all hazards and as such requires additional hours of training which accumulate additional time away from their paid jobs and their families.

Printed Name of Authorizing Official: Smokey Stover

Title: Fire Chief

Signature:  Date: 4/2/12

*Fire Training -- Certification -- Fire Academy -- Emergency Medical Services*

Business: (603) 223-4200

Fax: (603) 271-1091

Toll Free: 1-800-371-4503

TDD Access: 1-800-735-2964

<http://www.nh.gov/safety/divisions/fstems/>

