



CENTRAL REGION HOMELAND SECURITY ADVISORY COUNCIL

Backfill & Overtime Reimbursement Policy

Effective March 5, 2019

In order to ensure maximized investment of Homeland Security funds allocated to the Central Region Homeland Security Advisory Council (CRHSAC), CRHSAC has instituted the following backfill and overtime (BF/OT) policy. This policy supersedes all previous BF/OT policies.

Hourly Rate:

The CRHSAC will reimburse BF/OT for eligible agencies per participant at their hourly rate, not to exceed \$40.00/hour, for CRHSAC approved and eligible trainings/exercises. The balance of hourly rates exceeding \$40.00/hour will be the responsibility of the member's agency/community.

Eligible Hours:

Reimbursement will be a maximum of 8 hours per day for overtime, and 10 hours per day for backfill for CRHSAC approved and eligible trainings/exercises. Reimbursement will not exceed the advertised hours for the associated training/exercise. Per Department of Homeland Security guidance, travel time to and from any training/exercise is not eligible for BF/OT reimbursement.

Eligible Trainings/Exercises:

Per Homeland Security guidance, all exercises must comply with Homeland Security Exercise & Evaluation Program (HSEEP) requirements. In general, only the following activities are eligible for CRHSAC reimbursement:

- Multi-day trainings/exercises
- ICS 300 & 400 and Command & General Staff position courses
- Technical Rescue Team (all disciplines/specialties) scenario based practical exercises
- District Dive Team scenario based practical exercises
- Active Shooter/Hostile Emergency Response (ASHER) associated multi-disciplinary scenario based practical exercises

Eligibility for reimbursement of specific trainings/exercises can also be made on a case-by-case basis, pending approval by the CRHSAC Training Subcommittee and Full Council.

Reimbursement Request Process:

Communities will follow all instructions listed on the required CRHSAC reimbursement forms, accessible for download at <http://cmrpc.org/homeland-security-resources-and-documents> or by contacting CMRPC staff directly. Submissions must include a fully completed and signed reimbursement form(s) and all associated supporting documentation. Reimbursement forms and supporting documentation need to be submitted to CRHSAC Program Staff within 30 days after the last day of the training/exercise.

Note: This policy does not apply any trainings or exercises approved by CRHSAC prior to effective date of this policy.