



Department of Public Safety and Justice Services
Public Safety Grants

REIMBURSEMENT MEMO*

TRAINING/EXERCISE: 2021 USAR-HM Full-scale Exercise
LOCATION: Cuyahoga Community College - West Campus
Parma, Ohio
DATE(S): August 27-28, 2021
TIME(S): 0800 - 0100

**This memo only applies to the activities listed above and should not be used for reference for any other trainings or exercises unless specifically noted.*

Reimbursement Available: Overtime and Backfill (OT/BF)

Funding Source: FY19 State Homeland Security Grant Program (SHSP)

Reimbursement Process:**

1. Complete Training or Exercise
2. **9.24.2021** - Submit OT/BF Reimbursement Application form (available at <http://ready.cuyahogacounty.us/en-US/Training-Exercise.aspx>) with ALL supporting documentation (See Special Notes below) to:

Cuyahoga County Dept. of Public Safety and Justice Services
Fiscal Services - Public Safety Grants
Attn: Lawrence Tafe
2079 East Ninth St., Suite 5-200
Cleveland, Ohio 44115

3. **10.21.2021** – PSJS will review the application and process for payment
4. **11.1.2021** – County Board of Control agenda for approval
5. Reimbursement check will be mailed to municipalities

Special Notes: Overtime/backfill reimbursement is funded by a FEMA grant. Due to a limited allocation for OT/BF, reimbursement will be determined by the total amount requested by participant departments. If the total exceeds this amount, each request will be honored by the same percent. The total will not be determined until all requests are received, requested by 9.24.2021. Maximum reimbursable hours allowed up to nine (9) hours for HM and USAR Shift 1, eight (8) hours for USAR Shift 2. Departments may ONLY seek reimbursement for OT/BF of Full-time personnel. All time must be paid. No banking time regardless of dept. contract. NO REIMBURSEMENT REQUEST WILL BE ACCEPTED AFTER 10.8.2018.

See accompanying OT/BF Instructions for REQUIRED supporting documentation.

***Please note that failure or inability to meet the proposed deadlines will result in subsequent delays in reimbursement and may impede eligibility for reimbursement due to performance period and grant guidance restrictions of the grant program.*

If you have any questions or concerns about the content of this memo or the reporting form, please contact any of the following:

Larry Tafe, Sr. Grants Coordinator Homeland Security Grants Program Phone: (216) 698.2881 Fax: (216) ltafe@cuyahogacounty.us	Lezlie White, Grants Supervisor Homeland Security Grants Program Phone: (216) 443.7719 Fax: (216) lwhite@cuyahogacounty.us	
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