

SCHOOL SECURITY COMPETITIVE GRANT PROGRAM



Reimbursement Manual



State of Connecticut
Department of Emergency Services and Public Protection
Division of Emergency Management and Homeland Security

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INTRODUCTION

The following pages describe the most recent requirements for reimbursement under the School Security Competitive Grant Program (as of 1/1/2013). A new **Reimbursement Verification Tool** and **Reimbursement Data Sheet** were created to assist in the multi-school and invoice reimbursements.

This new tool replaces the original reimbursement request package by removing unnecessary paperwork.

All **SSCGP Round Two** grantees should use this tool. **SSCGP Round One** grantees have the option of using either process.

CONTACT INFORMATION

Inquiries regarding the School Security Competitive Grant Program can be sent to schoolsecuritygrant@ct.gov.

REIMBURSEMENT GUIDELINES

State Funds distributed through the School Security Competitive Grant Program are disbursed on a reimbursement basis to the grantee. In this program: the grantee is responsible for all initial project costs, afterwards the Department of Emergency Services and Public Protection will reimburse the state share after proper documentation is accounted for. The Department of Emergency Services and Public Protection will track both the **State Share** and the **Local Match** portions of the grant through the reimbursement forms.

Reimbursement is available in two ways, either **partial** or **complete** upon submittal of documentation.

Partial: Partial reimbursement will be accepted for at least 25% of total project cost as shown on the notice of grant award, reimbursement will continue in increments of no less than 25% until funds are expended. The final reimbursement may be less than 25% if the total remaining funds are less than 25% of the total project cost.

Complete: (*This option requires the least amount of time and paperwork*)

Complete reimbursement can occur once all of the funds have been expended. At the time of completion the district will submit one final reimbursement request documenting all purchases.

Documentation: For reimbursement we require **Proof of Service Documentation** and one **Proof of Payment Documentation** for each line item. Please see the list below of approved items.

A. Proof of Service	B. Proof of Payment
Vendor invoice for Service Rendered	Check from your entity paying the invoice
	General Ledger indicating payment with; check number, check amount, vendor name and amount paid.

PLEASE BE REMINDED, ALL REIMBURSEMENT DOCUMENTS MUST HAVE ORIGINAL SIGNATURES.

THE FOLLOWING ICON INDICATES WHERE A SIGNATURE IS NECESSARY.



Section Instructions: *(All of the following sections are required for reimbursement if they have not already been submitted)*

Part I. Reimbursement Data Sheet

This form provides an overall summary of the grant reimbursement request, including all necessary remittance information. Please fill out this form electronically and print out for original signatures.

Part II. Reimbursement Verification Tool

This consolidated tool breaks down the funding between each school receiving funding under this grant program.

Other Requirements:

Emergency Plan Certification Form

This form was located in the grant application and is a requirement for funding under this program. Please click [here](#) to view this form.

(If you have already completed your emergency plan and have not submitted it to your regional coordinator, please submit to your [DEMHS Regional Coordinator](#) for review.)

Full NCEF Checklist

The full “Long Form” all hazards NCEF Checklist is required to be submitted prior to reimbursement. The full version can be found on our website at the following link:

(Please note this is different from the shortened version in the grant application, the full NCEF)

BUDGET CHANGES

Budget Line Item Transfers:

Funding may be transferred between approved line items with pre-approval from the designated DESPP program manager, new line items may not be permitted unless deemed necessary for project completion by DESPP. Any budget changes require notification and pre-approval by the designated DESPP Program Manager.

School Funding Transfers

Funding transfers between schools are permitted on a case by case basis with pre-approval by your DESPP program manager.

It is important to contact DESPP with any budgetary questions that you have to ensure the permissibility of actions taken.

Send a detailed Email to your DESPP Program Manager or to schoolsecuritygrant@ct.gov. This request should clarify the following points:

1. Monetary Impacts.
2. Reason for Project Change.
3. And any other pertinent information.