



**FEMA**

**Grant Programs Directorate Information Bulletin  
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**TO:** All State Administrative Agency Heads  
All State Administrative Agency Points of Contact  
All Core City/Core County Points of Contact  
All State Homeland Security Directors  
All State Emergency Management Agency Directors

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**SUBJECT:** Revising Backfill-related Overtime Guidelines for Fiscal Year 2008  
FEMA Grant Programs Directorate (GPD) Grant Programs

This Information Bulletin revises the FY 2008 guidelines for allowable backfill-related overtime expenses under eligible FEMA GPD grant programs to ensure consistency with FY 2009, FY 2007, and previous fiscal year guidelines.

Under FY 2008 grant guidance, backfill-related overtime only included the difference between the overtime rate paid and what would have otherwise been paid to the backfilling employee for regular time. Under no circumstances should the entire amount of backfill overtime expense have been charged to an award.

This Information Bulletin revises the FY 2008 backfill-related overtime guidelines by removing this restriction so that the entire amount of backfill-related overtime expenses is allowable under FEMA GPD FY 2008 grant programs similar to previous and FY 2009 grant years.

Additional questions may be directed to your FEMA GPD Program Analyst or the Centralized Scheduling and Information Desk at [askcsid@dhs.gov](mailto:askcsid@dhs.gov) or (800) 368-6498.