

Florida State Fire Marshal

Emergency Support Functions 4 and 9

Reimbursement Information

April 18, 2006

# **Emergency Management and Response**

# PRINTABLE ESF 4 & 9 FORMS AND LISTS FOR 2004 and 2005

The Division of State Fire Marshal is the lead agency for two Emergency Support Functions (ESF) at the State Emergency Operations Center (SEOC) during a disaster or state emergency. The Division is responsible for the management and staffing of ESF 4 (Firefighting) and ESF 9 (Search and Rescue) at the SEOC as mandated by the State of Florida Comprehensive Emergency Management Plan.

The Division accomplishes this responsibility through a partnership with the Florida Division of Forestry and the Florida Fire Chiefs' Association, both of which supply personnel at the SEOC s part of the staffing plan. Personnel are assigned from all of the Division's Bureaus and are responsible for:

- Verifying requests for resources and information from impacted local governments;
- Ensuring that appropriate assistance is provided;
- Ordering the resource;
- Tracking and documenting the resource;
- Estimating the cost associated with the resource request;
   Ensuring the resource has the necessary logistical support to fulfill the assigned mission; and,
- Ensuring relief is provided for any resource necessary for an extended operation.

In addition, State Fire Marshal personnel assigned to the SEOC coordinate with Law Enforcement (ESF 16), Military Support (ESF 13), Health and Medical (ESF 8) and Hazardous Materials (ESF 10). There are other ESFs in the SEOC that either supply information or receive information from ESF's 4 and 9.



The coordinated response and management of statewide fire service resources is accomplished using the Florida Fire Chiefs' Association Emergency Response Plan. This plan was developed shortly after Hurricane Andrew in 1992 and has been used extensively since this time. Every year this plan is reviewed for necessary revisions by a committee designated by the President of the Florida Fire Chiefs' Association. Rand Napoli, Director of the Division of State Fire Marshal is the Division's representative on this committee. The Division of State Fire Marshal uses the Incident

Management System as a standard for SEOC operations. Training in emergency management is an ongoing, cooperative effort with the four partners: the Division of State Fire Marshal, the Florida Division of Forestry, the Florida Fire Chiefs' Association and the Division of Emergency Management.

In addition to responsibilities at the SEOC, the Division of State Fire Marshal also staffs multiple teams of Division personnel to respond to the disaster area and perform search and rescue duties, debris removal, road clearing and damage assessment. These teams are comprised of personnel from all three bureaus of the Division and are provided with fire apparatus from the Fire College and communication vans and bobcat tractors from the Bureau of Fire and Arson Investigations. The teams are self-sufficient for a minimum period of 72 hours After which, support for the teams is supplied by either the Division or through the SEOC.

The Division is a major participant on the Rapid Impact Assessment Team (RIAT) and has personnel from the Bureau of Fire Prevention assigned to this team. Upon activation, these personnel report to a predesignated staging area and report to a team leader from the Florida National Guard. The RIAT responsibilities are to identify and evaluate the status of emergency services, such as fire apparatus, fire

stations and facilities, personnel and needs assessment associated with the fire service in a stricken area. These personnel may be deployed for up to 96 hours with the Florida National Guard. Upon fulfillment of their assigned mission, these personnel may be returned to their original staging area, or the National Guard may transport them to the locations of other State Fire Marshal units.

Division personnel at the SEOC are also responsible for providing current information concerning any disaster or emergency to the management of the Department of Insurance and other organizations with responsibility for providing disaster assistance. This is accomplished through the Department of Insurance statewide network as well as internet e-mail. This computer link assures that the Department receives timely and accurate information concerning the disaster.

## Printable (Adobe - .pdf) Forms, Links and Excel Equipment Rate Schedules for 2004-2005

- Request for Assistance (RFA)
- Response to Assistance Request (RTAR)
- FEMA Equipment Rate Schedule (Jan 23, 2004)
- FEMA Equipment Rate Schedule (Aug 28, 2005)
- SMAA Claim Guidance 2004
- SMAA Claim Guidance 2005
- SMAA Claim Guidance 2005 EMAC
- SMAA Assisting Party Claim Narrative
- SMAA Total Expense Summary
- SMAA Labor Summary
- SMAA Fringe Benefits
- SMAA Equipment Summary
- SMAA Materials Summary
- SMAA Contract Summary
- SMAA Travel Summary
- FEMA Aircraft Rate Information
- FEMA Aircraft Rate Determination
- Florida Public Assistance Web Site
- FEMA Public Assistance Web Site

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# Florida Public Assistance

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# **Public Assistance Information**

#### Important Dates

#### 2005 Disasters

			Hurricane Katrina		
	Hurricane Wilma	Hurricane Rita	(Sheltering)	Hurricane Katrina	Hurricane Dennis
Declaration	FEMA-1609-DR- FL	FEMA-3259-EM- FL	FEMA-3220-EM-FL	FEMA-1602-DR- FL	FEMA-1595-DR- FL
Declaration Date	10/23/05	9/20/05	9/5/05	8/28/05	7/10/05
Incident Period	10/19/05 - 11/18/05	9/18/05 - 10/23/05	8/29/05 - continuing	8/24/05 - 9/6/05	7/7/05 - 7/20/05
72 hours at 100% Funding	10/19/05 - 10/31/05	9/18/05 - 9/25/05	Entire Incident Period 100%	8/24/05 - 9/4/05	7/7/05 - 7/13/05
RPA Deadline	12/2/05	10/20/05	10/5/05	9/27/05	8/10/05
Emergency Work Deadline	4/23/06	3/20/06	3/5/06	2/28/06	1/10/06
<b>Next Quarterly Report</b>	7/15/06	7/15/06	7/15/06	7/15/06	7/15/06
Fiscal Year Budget Projections	1/15/07	1/15/07	1/15/07	1/15/07	1/15/07
Permanent Work Deadline	4/23/07	3/20/07	3/5/07	2/28/07	1/10/07

## Important Dates

#### 2004 Disasters

	Hurricane Charley	Hurricane Frances	Hurricane Ivan	Hurricane Jeanne
Declaration	FEMA-1539-DR-FL	FEMA-1545-DR-FL	FEMA-1551-DR-FL	FEMA-1561-DR-FL
Declaration Date	8/13/04	9/4/04	9/16/04	9/26/04
Incident Period	8/11/04 - 8/30/04	9/3/04 - 10/8/04	9/13/04 - 11/17/04	9/24/04 - 11/17/04
72 hours at 100% Funding	8/11/04 - 8/27/04	9/3/04 - 9/18/04	9/13/04 - 9/30/04	9/24/04 - 10/10/04
RPA Deadline	12/13/04	1/4/05	12/16/04	12/27/04
Emergency Work Deadline	8/13/05	9/4/05	9/16/05	9/26/05
Next Quarterly Report	1/15/06	1/15/06	1/15/06	1/15/06
Fiscal Year Budget Projections	1/15/06	1/15/06	1/15/06	1/15/06
Permanent Work Deadline	2/13/06	3/4/06	3/16/06	3/26/06

- Program Guide
- FDOT Highway Maps by County FHW-ER Info
- Disaster Guidance
- Immediate Needs Funding
- OMB Circulars
- Governor's Executive Order 04-229 (State Match) (PDF)
- Applicant Frequently Asked Questions (PDF)
- Backfill Memo (PDF)
- Mutual Aid Backfill (DOC)
- Debris Eligibility Extension (DOC)
- Debris Removal Fact Sheet (PDF)

- Debris Removal From Private/Gated Property Memo (DOC)
- Damage Identification Dates (PDF)
- Disaster Handbook (PDF)
- Reimbursement Guidelines for Statewide Mutual Aid Agreement (SMAA) Claims (DOC)
- Reimbursement Guidelines for Katrina/Rita Evacuee Shelter Operations (EM 3220) (DOC)
- Large Project Threshold (PDF)
- FEMA Equipment Rates (XLS)
- PNP Guidance (DOC)
- Applicant Briefing (PPT)
- FEMA / Public Assistance Program Overview (PPT)
- Publications
- Complete Public Assistance Policy Reference Manual (9500 Series)
- Fema Public Assistance Website (fema.gov)
- Florida DEM Website (floridadisaster.org)
- Reimbursement guidance for Interstate Emergency Management Assistance Compact (EMAC) claims
- Public Assistance Interim Housing DR 1609 only
- Temporary Shelter for Workers of Public Entities Exclusive Use 9 30 05 DR 1609 only

Note: JavaScript and Cookies must be enabled to view this site. (more info)

# FLORIDA DIVISION OF EMERGENCY MANAGEMENT Reimbursement Guidelines for Statewide Mutual Aid Agreement (SMAA) Claims 2005 Emergency Response

The Statewide Mutual Aid Agreement (SMAA) supersedes other local mutual aid agreements between governmental units during "major or catastrophic disasters" (evidenced by the Governor's proclamation of a state of emergency, activation of the State EOC and implementation the State Emergency Plan. The SMAA may also be applicable between participating governmental units in absence of an existing local mutual aid agreement during minor events. Requests for assistance under the SMAA should be through the State EOC. Either the Requester or Assister should document mutual aid assistance in the State EOC Tracker when missions directly requested without State EOC mission assignment, Under the SMAA, the Assister may claim reimbursement of expenses from the Requester consistent with the reimbursement guidelines of the Federal Emergency Management Agency (FEMA) whether or not a Federal Declaration for disaster relief is applicable. (Note: All State Agencies, all Counties, and all but a few local governments are participants in SMAA. Also, other political subdivisions of the state such as School Districts, Water Management Districts, etc. are also eligible participants). In the event of a Federal Declaration (Disaster, Emergency, or Fire) for an affected area, the SMAA Requesting Parties from within the Declared Area may seek FEMA reimbursement for eligible emergency response costs; including those costs claimed by Assisters. Further guidance for SMAA claim submittal by Assisters to Requesters is as follows:

- 1. The Assister (Claimant) should submit claim to the Requestor with a transmittal letter, if not using the SMAA Claim Narrative Form, which clearly identifies the Requester, and includes a brief narrative describing:
  - a. The SMAA request including applicable State EOC Mission Number(s);
  - b. The types of employees that responded (police, fire, public works, etc);
  - c. The time frame of SMAA services provided;
  - d. The SMAA services rendered as emergency protective measures for the public safety/health or for protection of improved property;
  - e. The Declared Disaster areas (County or City) in which the SMAA services were provided;
- 2. A Total Actual Costs Summary (Work Completed To-date) which provides claimed expenses itemized in the following categories as applicable:
  - a. Labor including separate fringe benefits rates for RT and OT pay.
  - b. Equipment at the FEMA Equipment Rates or established Claimant Rates if less that the FEMA Equipment Rate Schedule.
  - c. Materials expended (stock supplies or purchased for the response).

- d. Contract Services in support of the emergency response.
- e. Rented Equipment utilized in the emergency response.
- f. Travel Costs (employee reimbursements, direct paid lodging, meals, misc. expenses).
- 3. Separate itemized expense summaries for each of the above categories of cost as applicable:
  - a. Labor Summary listing the personnel for regular and overtime hours worked each day, for a total number of hours, for cost to be extended at the appropriate regular time or overtime pay rate. The appropriate fringe benefit rate may be applied to the total regular time and the total overtime costs as per the Fringe Benefit Rate Determination Sheet.
  - b. Equipment Summary listing the various units of claimant-owned equipment for the hours used each day for a total number of hours of use to be extended at the appropriate equipment rate.
  - c. Materials Summary listing the consumed materials and supplies that were consumed by the Claimant in the emergency response operations whether inventory items or items purchased for the emergency at the quantities and unit prices extended for the materials consumed.
  - d. Contract Summary listing each vender/contractor with a description of the services provided.
  - e. Rental Equipment listing showing the rental period and the cost for each piece of rented equipment used in the emergency response.
  - f. Travel Summary that lists travel costs reimbursed to each Claimant employee, or paid directly by the Claimant for transportation, meals, and/or lodging for Claimant personnel or volunteers.
- 4. Clarifications of eligible costs for FEMA reimbursement are listed as follows:

**Labor**: Actual costs for Regular Time pay and Overtime Pay is eligible. Backfill costs to maintain required minimum levels of protection for essential services of their own jurisdiction while staff is on mutual aid missions is eligible. Firefighter pay for 24-hour days should be limited to actual pay as per pre-established Claimant personnel pay policy. Portal-to-Portal 24-hour pay should not be claimed unless that pay policy or practice has been previously established by the Claimant before the event; and is enforceable by employees. Otherwise, claims for pay should be based on actual regular time and actual overtime hours worked. If a claimant claims 24-hour/day pay, or portal-to-portal pay, but is waiting for reimbursements to pay labor costs without pre-established policy or requirement, then the excess overtime may not be eligible by FEMA/State guidelines. Volunteer firefighter labor costs (per call fees, pay for mutual aid missions, etc.) are reimbursable as per pre-existing pay policies or agreements for actual costs to the Assister.

**Benefits**: The typical claimed fringe benefits for both regular time and overtime gross pay are the percentages of gross pay for FICA/MICA, retirement, and workers compensation components. Fringe benefits in percentages of gross pay for leave time earned; health, life, and disability insurance costs; and other costs are also eligible as applied to gross regular time pay; but not overtime pay. If the Claimant uses the same fringe benefit percentage for both regular time pay and overtime pay, it should be indicated that they are only claiming the eligible fringe benefits common to both regular time and overtime gross pay (i.e. FICA/MICA, retirement, and workers compensation costs).

**Equipment**: The National FEMA Equipment Rate Schedule is available at the FEMA's website (http://www.fema.gov) when searching the website for "equipment Also available, is the State's abbreviated listing of equipment rates for equipment most likely utilized during emergencies on the http://www.floridapa.org website. The appropriate FEMA cost code that most closely matches the described unit of equipment should be listed on the itemized equipment summaries to coincide with the claimed hourly or mileage rate. Mileage rates should be claimed, when listed, for all vehicles that are used primarily for transporting personnel. Hourly rates for pickups are acceptable when they are used for heavy-duty emergency response activities other than personnel transport. Hours of use of equipment should not exceed the actual time that labor is available to operate it. Even if 24-hour pay is eligible as claimed, manned equipment should not be claimed for 24 hours per day unless it is being used by different shifts and this is indicated on the summary forms. Any equipment used for less than four hours a day should be claimed for actual hours of use. Equipment used intermittently all day for at least four hours can be claimed for hours of the personnel actually manning the equipment. Downtime equipment rates should not be claimed. FEMA hourly or mileage rates should not be claimed for equipment on loan from the State or Federal government. However, in lieu of hourly rates, actual operating costs such as fuel and necessary maintenance/repairs can be claimed for this equipment.

Fuel and routine maintenance costs should not be claimed for equipment use that is being reimbursed at the equipment rates. Any claimed fuel cost should include a notation that the fuel was not used in claimant-owned equipment for which equipment rate reimbursements are claimed. Fuel provided to others, or used for purposes other than in equipment for which equipment rates are claimed, may be eligible. Materials for claimant-owned equipment repair, for necessary repairs due to extra-ordinary damages during emergency operations may be separately eligible as per FEMA Policy Number 9525.8. Justifications should be provided, including the circumstances of the damages, with the Claimant's Material Summary that the repairs were necessary due to unavoidable damages, other than routine maintenance, for use of the equipment beyond its intended purpose or design capabilities. Physical or mechanical damages due to necessary off-road use of equipment designed for on-road use; and extra-ordinary damages caused during emergency operations in the disaster environment (fire, flood, debris, etc) that are unavoidable and to the extent not covered by insurance; could be examples of eligible repair costs. Repair of damages as a result of traffic accidents or mechanical failure while commuting to and from the disaster area assignments are not separately eligible as such costs are included in the equipment rate allowances and/or covered by insurance. Eligibility of equipment and supplies that are purchased specifically in order to perform the mission is governed by FEMA Policy Directive 9525.12 which can be found on the <a href="www.fema.gov">www.floridapa.org</a> websites. In general, those items of equipment and supplies that cost under \$5,000 are eligible to claim. Items of equipment worth more than \$5,000, and residual unused supplies in excess of \$5,000 after the disaster work is completed will require adjustment from eligible acquisition cost

<u>Contract Services</u>: The same justifications for contracted equipment repairs would be necessary as described above in the Materials guidance for repair parts. Contracted services for upgrading of equipment for immediate emergency response service in the disaster may also be eligible to be evaluated on a case-by-case basis. Other contract services that are necessary in the performance of the emergency work may also be eligible upon appropriate justification.

<u>Travel</u>: Lodging, meals, and other necessary travel costs that are reimbursed in employee expense claims or paid directly by the claimant are eligible for SMAA reimbursement. Assisting personnel may have lodging and meals directly provided by others in the Disaster Area. Employee Per Diem should not be claimed for reimbursements when others provided lodging and meals.

Advisory: All emergency response units of SMAA participating parties should obtain copies of the Statewide Mutual Aid Agreement from their governing bodies or their emergency management office and become familiar with its specific terms; in particular, its provisions concerning:

- 1) the applicability and invocation of SMAA;
- 2) the responsibilities of Requesting and Assisting Parties;
- 2) the rendition of assistance;
- 3) the procedures and costs eligible for reimbursement;
- 4) the requirements for documentation;
- 5) protests of SMAA billing and arbitration of disputes under the agreement; and,
- 6) insurance and other general requirements regarding liability, responsibilities, obligations, and availability of State funding under SMAA.

Claim Forms: The SMAA claim reimbursement procedure can be expedited if the above guidance is followed. The SMAA Claimant may use the available forms from the <a href="www.floridapa.org">www.floridapa.org</a> website or may utilize the FEMA Expense Summary forms on <a href="www.fema.gov/rr/pa">www.fema.gov/rr/pa</a> website, or may utilize their own expense summary spreadsheets containing the requested information on the FEMA or State forms. It is not necessary to attach supporting documentation for the expense summaries such as time sheets, equipment logs, purchase orders, invoices, etc., except as requested. However, supporting documentation, upon which submitted expense summaries are based, should be kept on file by the SMAA Claimant for at least five years.

Submission In-State Mutual Aid Claims to the State: For the year 2005, the State is the requester for fire department and law enforcement mutual aid in response to State EOC mission assignments issued by ESF #4&9 and ESF #16, respectively. The Florida Department of Financial Services (DFS) will be the paying agent for such mutual aid claims from fire departments. The Florida Department of Law Enforcement (FDLE) will be the paying agent for such mutual aid claims from law enforcement agencies. SMAA claim submissions to the State, as the SMAA Requestor, should be forwarded to the following addresses (e-mail pdf file) until further notice:

For: <u>Law Enforcement MA Claims:</u> <u>Fire Department MA Claims:</u>

Department of Law Enforcement
Attn: Mutual Aid Recovery
Department of Financial Services
Attn: Mutual Aid Recovery

PO Box 1489 200 E. Gaines St

Tallahassee, FL 32302-1489 Tallahassee, FL 32399-0315

Or to: <u>mutualaidstorms@fdle.state.fl.us</u> <u>esf49@fldfs.com</u>

POC: Jim Madden at (850) 410-8383 Paula Crosby at (850) 413-2124

(Claim Status Inquiries) (Claim Status Inquiries)

<u>Submission of In-State Mutual Aid Claims to Other Requestors:</u> All other Mutual Aid claims should be submitted to the requesting party. Local requestors will be responsible for paying SMAA claims from law enforcement and fire agencies for missions that were directly requested without State EOC mission assignment. Local requestors are also responsible for also paying SMAA claims for assistance other than law enforcement and fire services. If a State Agency was the requestor for assistance, then the mutual aid claim should be submitted to that State Agency.

<u>Submission of Out-of-State Evacuee Sheltering & EMAC Claims:</u> The Department of Community Affairs (DCA) is the requestor for sheltering of out-of-state evacuees. The State EOC (through the lead State Agencies in the Emergency Support Functions) is also the Requester for emergency response assistance that is provided to other States under the interstate Emergency Management Assistance Compact (EMAC). Mutual aid claims for this assistance should be forwarded to:

Department of Community Affairs Attn: Mutual Aid Recovery 2555 Shumard Oak Blvd Tallahassee, FL 32399

Or to: charles.bartel@dca.state.fl.us Fax: (850) 487-2007

<u>Claim Submission Deadlines:</u> EMAC mutual aid claims for Hurricane Katrina are due by January 31, 2006. Extension requests, prior to deadline, must include justification and expected submittal date. Other SMAA deadlines are extended until further notice.

<u>Hotline Assistance:</u> The State Agency Public Assistance Coordinator (PAC), Charles Bartel, is available to answer Statewide Mutual Aid inquiries at (850) 414-7566; by fax (850) 487-2007; or by e-mail: Charles.Bartel@dca.state.fl.us.

# STATEWIDE MUTUAL AID AGREEMENT (SMAA) ASSISTING PARTY CLAIM NARRATIVE FORM

Assisting Party Organization:	
Address/Zip Code:	
Rusinass Phana	FAY #•
	FAX #:
E-Mail (Optional):	Federal Employer ID# (EIN):
Contact Person (Print/Type):	Title:
Assisting Party Jurisdiction:(C	ity or District in which County, County(s), Statewide)
Dates of Emergency Response:	
Federal Declaration (Check Applicabl	le): FSADR EM
Types of Assisting Party Employees:	
SMAA Requesting Party:	(State/County/City/District/Other)
How Requested? State EOC	C Mission #(s)
	patch
Type of Emergency Work:	Debris Removal Traffic Control Evacuation Support Security/Patrols Emergency Response Calls Search & Rescue Firefighting/Firefighting Support Emergency Shelters (Feeding and/or Lodging) Animal Control/Sheltering Other:
Location of Emergency Work (County	y):
Other Emergency Work Comment as	necessary:
Total Amount of Claim: \$	Signature/Date:
Note: Separate Claim must be made for I	Debris Removal. Attach Expense Summaries as applicable.

# FLORIDA EMERGENCY MANAGEMENT DIVISION

	TOTAL ACTUALCOSTS SUMMARY (WORK COMPLETED TO-DATE)							
MUTUAL AID CLAIMANT (A	.SSISTING PARTY)	FEDERAL ID# (E	EIN)	STATE EOC MISSION#	DECLARATION N	UMBER		
LOCATION/SITE (CITY/COL	JNTY)			CATEGORY A (DEBRIS REMOVAL) CATEGORY B (PROT MEASURES)	PERIOD From:	То:		
DESCRIPTION OF WORK	PERFORMED							
TYPE OF EXPENSE	TOTAL CLAIMED COSTS		FEMA/S	TATE INSPECTOR COMMENTS		ELIGIBLE COST		
FA LABOR (Earned Wages plus associated benefits)	\$		\$					
FA EQUIPMENT (Equipment Rate Allowances for Use)	\$					\$		
MATERIALS (Purchased/Stock expended items)	\$					\$		
CONTRACTS (Services for completing Work)	\$					\$		
RENTALS (Equipment, etc. for FA Work)	\$					\$		
TRAVEL (Employee Expense, paid lodging, meals)	\$					\$		
TOTAL CLAIM:	\$			TOTAL ELIC	GIBLE COSTS:			
I CERTIFY THAT TH	E ABOVE INFORMATION WAS	OBTAINED FROM	PAYROLL RE	CORDS, INVOICES, OR OTHER DOCUMENT	S THAT ARE AVAIL	ABLE FOR AUDIT.		
CERTIFIED			TITLE			DATE		

	FLORIDA EMERGENCY MANAGEMENT DIVISION MUTUAL AID LABOR SUMMARY RECORD									Page	of	:
MUTUAL AID CLAIMANT (ASSISTING PARTY)		FEDER	AL ID# (	EIN)	,	STATE EOC MIISSION# DECLAI			DECLAR	ATION NUMBER		
LOCATION/SITE (CITY/COUNTY)  CATEGORY A (DEBRIS REMOVAL)  CATEGORY B (PROT MEASURES)  From: To:												
DESCRIPTION OF WORK PERFORMED					·							
WORK UNIT:	DATE	,		AND HO			,	,	TOTAL	HOURLY	RT	OT
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NAME	RT HRS								\$	\$	\$	
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CERTIFIED				TITLE							DATE	

FLORIDA DIVISION OF EMER SMAA FRINGE BENEFITS CAI		Page of					
MUTUAL AID CLAIMANT		EIN#					
EOC MISSION#		DECLARATION NUMBER					
FRINGE BENEFITS (by %)	REGULAR TIME	OVERTIME					
SOCIAL SECURITY (FICA/MICA)	7.65%	7.65%					
RETIREMENT							
WORKERS COMPENSATION INSURANCE							
UNEMPLOYMENT INSURANCE							
HEALTH INSURANCE BENEFITS		N/A					
LIFE INSURANCE BENEFITS		N/A					
ANNUAL (VACATION) LEAVE		N/A					
HOLIDAY LEAVE		N/A					
AVERAGE USED SICK LEAVE		N/A					
OTHER		N/A					
TOTAL (% OF ANNUAL WAGE)							
(SALARIED; FULL-TIME, PERMANENT; SPECEACH GROUPING, DETERMINE THE AVERAGOVERTIME BENEFITS ARE USUALLY LIMITE PERCENTAGES FOR THE INSURANCES CAN REGULAR WAGES AS PER THE LAST AVAIL. THE HOLIDAY PERCENTAGES CAN BE DETE THE NUMBER OF WORK DAYS FOR THE YEAD DAY/HOUR EARNINGS OVER THE TOTAL DAY BASED ON THE LAST ANNUAL SICK LEAVE METHODS PREVIOUSLY ADOPTED BY THE TOTAL PAID ANNUAL REGULAR WAGES IS A	ROUP EMPLOYEES BY STATUS/COMMON BENEFITS IN THE LABOR RECORDS T; SPECIAL RISK; PART-TIME, CONTRACT, AND/OR TEMPORARY HIRES). FOR AVERAGE FRINGE BENEFITS FOR REGULAR TIME AND OVERTIME. THE LIMITED TO THE TYPES INDICATED ABOVE. THE AVERAGE ANNUAL ES CAN BE DETERMINED BY TOTAL PREMIUM COSTS PER TOTAL ANNUAL AVAILABLE ANNUAL AUDIT OR BY THE CURRENT YEAR PROJECTED BUDGET. E DETERMINED BY THE NUMBER OF HOLIDAYS GRANTED EACH YEAR OVER THE YEAR. THE ANNUAL LEAVE CAN BE DETERMINED BY AN AVERAGE TAL DAYS/HOURS OF EARNED PAY. THE SICK LEAVE PERCENTAGE SHOULD B LEAVE COST OVER THE TOTAL REGULAR WAGES PAID. OTHER ESTABLISHED Y THE APPLICANT TO CONVERT THE BENEFIT COSTS TO A PERCENTAGE OF SES IS ACCEPTABLE.  ABOVE WAS TRANSCRIBED FROM PAYROLL RECORDS OR OTHER DOCUMENTS						
CERTIFIED BY:	TITLE	DATE					

STATI	FLORIDA DIVISION OF EMERGENCY MANAGEMENT STATEWIDE MUTUAL AID EQUIPMENT SUMMARY RECORD									Page	(	of	
MUTUAL AID CLAIMANT (ASSISTING	G PARTY)	FEDERAL II	D# (EIN)	STA	TE EOC I	MISSION	#			DECLARA	TOTAL COST  TOTAL COST  S  STORY  TOTAL COST  TOTAL COST  S  S  S  S  S  S  S  S  S  S  S  S		
LOCATION/SITE (CITY/COUNTY)					CATEGORY A (DEBRIS REMOVAL) PERIOD COVERING CATEGORY B (PROT MEASURES) From: To:								
8. DESCRIPTION OF WORK PERI	FORMED												
TYPE OF EQUIPMEN	т	OPERATOR'S NAME	DATES	AND HOU	JRS OR	MILES U	SED EA	ACH DAY	,		COSTS	COSTS	
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER		DATE					TOTAL HOURS / MILES		TOTAL COST			
	<u> </u> 		HOURS /MILES					 			\$	<b>\$</b>	
	-		HOURS /MILES								\$	\$	
			HOURS /MILES								\$	\$	
			HOURS /MILES								\$	\$	
	-		HOURS /MILES								\$	\$	
	_		HOURS /MILES								\$	\$	
	_		HOURS /MILES								\$	\$	
											ID TOTAL:	\$	
I CERTIFY THAT THE ABOV	E INFORMATION	WAS OBTAINED F	ROM PAYROLL	. RECORI	DS, INVO	ICES, OI	R OTHE	R DOCU	MENTS	S THAT AR	E AVAILABLE F	OR AUDIT.	
SIGNATURE								DATE					

# FLORIDA EMERGENCY MANAGEMENT DIVISION STATEWIDE MUTUAL AID AGREEMENT of Page **MATERIALS SUMMARY RECORD** MUTUAL AID CLAIMANT (ASSISTING PARTY) FEDERAL ID# (EIN) STATE EOC MISSION# **DECLARATION NUMBER** LOCATION/SITE (CITY/COUNTY) CATEGORY A (DEBRIS REMOVAL)\_\_\_ PERIOD CATEGORY B (PROT MEASURES) \_\_\_\_ From: To: DESCRIPTION OF WORK PERFORMED (CHECK ONE) **DESCRIPTION** (Need to only enter total price for misc. DATE DATE UNIT **VENDOR/SUPPLIER** eligible purchases on one invoice) INVOICE STOCK **ORDERED USED QUANT PRICE TOTAL PRICE** \$ \$ \$ \$ \$ \$ \$ \$ \$ **GRAND TOTAL:**

GRAND TOTAL: \$

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED

TITLE

DATE

# FLORDIA EMERGENCY MANAGEMENT DIVISION Page of STATEWIDE MUTUAL AID AGREEMENT TRAVEL SUMMARY RECORD MUTUAL AID CLAIMANT (ASSISTING PARTY) FEDERAL ID# (EIN) STATE EOC MISSION# **DECLARATION NUMBER** LOCATION/SITE (CITY/COUNTY) CATEGORY A (DEBRIS REMOVAL) \_\_\_\_ PERIOD CATEGORY B (PROT MEASURES) \_\_\_\_ From: To: DESCRIPTION OF WORK PERFORMED **EMPLOYEE/VENDER** TYPE OF EXPENSE/REIMBURSEMENTS, DIRECT PAID LODGING/MEALS **AMOUNT** \$ \$ \$ GRAND TOTAL: | \$ I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT. CERTIFIED TITLE DATE

	FLORDIA EMERGENCY MANAGEMENT DIVISION Page STATEWIDE MUTUAL AID CONTRACT SUMMARY						
MUTUAL AID CLAIMANT (ASSISTING PARTY	()	FEDERAL ID# (EIN)	STATE EOC MISSION#	DECLARAT	ION NUMBER		
LOCATION/SITE (CITY/COUNTY)		I	CATEGORY A (DEBRIS REMOVAL) CATEGORY B (PROT MEASURES	PERIOD CO From:	OVERING To:		
DESCRIPTION OF WORK PERFORMED							
CONTRACTOR	DESCR	IPTION OF CONTRAC	CES/COMMENTS	AMOUNT			
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CERTIFIED		TITLE			DATE		

# FLORIDA DIVISION OF EMERGENCY MANAGEMENT Reimbursement Guidelines for Emergency Management Assistance Compact (EMAC) 2005 Emergency Response

The Interstate Emergency Management Assistance Compact (EMAC) is an agreement between sister States established by legislation. Upon receipt of a request from a State for emergency assistance, the assisting State's Emergency Operations Center (EOC) issues mission assignments as needed to State/local Agencies for the assistance. EMAC provides that a State's deployment/mission-related costs for emergency assistance to another State may be compensated by the requesting State. Official requests for assistance through the State Emergency Operations Center (EOC) are required for the reimbursement of claims under EMAC. Local governmental units are assisting the State under the Statewide Mutual Aid Agreement when responding to the out-of-State mission assignments. Assisters that responded to direct requests, not through the State EOC, or that self-deployed must submit any claims for reimbursement to the requesting party or to the party that benefited from the services.

<u>EMAC Mission Assignments:</u> The State EOC shall document each requested EMAC mission assignments on an EMAC Req-A form that includes a description of the requested assistance with cost estimates provided. Each completed EMAC Req-A should be executed by both the requesting State and assisting State prior to the performance of the mission.

**EMAC Reimbursement Package:** The assisting State should submit a reimbursement package to the requesting State within 60 days after completion of all missions unless the assisting State requests a time extension. For the Katrina Event, the State of Florida will be submitting separate EMAC billings to the requesting States from the each of the assisting State Agencies with an extended deadline. The reimbursement package shall include:

- 1. A cover letter summarizing the assistance provided under EMAC and officially requesting the reimbursement.
- 2. Copies of each executed Req-A form with State Mission Assignment#.
- 3. Corresponding EMAC R-1 Forms for each Req-A form with attached supporting documentation of costs.

State/Local Agency EMAC Claims: The assisting agencies that respond to EMAC Mission Assignments should submit actual costs in the same manner as specified in the posted guidance for the Statewide Mutual Aid Agreement on the <a href="https://www.floridapa.org">www.floridapa.org</a> website with the exception that all supporting documentation (i.e. time sheets, invoices, etc) shall be attached to the applicable expense summaries. It is preferred that the Statewide Mutual Aid Agreement (SMAA) forms (Excel) be used for the expense summaries. However, the FEMA/State PA Program forms, or expense summary spreadsheets that provide the same information as requested on the forms, may also be used.

<u>Per Diem & Lodging Costs:</u> In the event that lodging and meals were provided by others, and the assisting party was required to pay a per diem allowance to employees, a copy of the policy or contract requiring the payment must be provided with the claim.

<u>Supplies/Materials:</u> Only supplies directly related to the mission are eligible for reimbursement. Clothing allowances required by existing policy and replacement of damaged clothing will be allowed. Acquired supplies and Lost/damaged equipment during performance of

the mission may be claimed if report was made and approved by the appropriate unit leader, section chief, or other incident management supervisor.

Extenuating Circumstances for Extra Costs: Additional costs may have been incurred by the assisting party not anticipated in the original request and approvals as documented in the Req-A. Such costs shall have an explanation provided for which approval will be considered on a case-by-case basis. Such claims without explanation will not be considered. For those responses that were shifted or changed in assignment, a narrative explanation will be necessary also.

<u>Inelible Costs to claim under EMAC:</u> The following costs are not eligible for reimbursement in EMAC Claims: 1) Administrative costs associated with missions; 2) Incidental costs that are not directly related to the out-of-state deployments, such as staff time to prepare for deployment or prepare requests for reimbursement; 3) Items such as snacks, other amenities not applied to meal costs, associated with travel.

<u>Submission of EMAC Claims:</u> The Department of Community Affairs (DCA) is the SMAA requestor for emergency response assistance to other States under EMAC. For the 2005 Katrina Event, EMAC claims are due by January 31, 2006. EMAC claims for this assistance should be forwarded to:

Department of Community Affairs Or to: charles\_bartel@dca.state.fl.us

Attn: EMAC Recovery

2555 Shumard Oak Blvd Or to: Fax: (850) 414-7566 Tallahassee, FL 32399 Attn: Charles Bartel

<u>Hotline Assistance:</u> The State Agency Public Assistance Coordinator (PAC), Charles Bartel, is available to answer EMAC Mutual Aid inquiries at (850) 414-7566; by fax (850) 487-2007; or by e-mail: Charles.Bartel@dca.state.fl.us.

# STATEWIDE MUTUAL AID AGREEMENT (SMAA) ASSISTING PARTY (RESPONDER) CLAIM NARRATIVE

Assisting Organiza	ation:		
Address:	Street/PO:		
	City/State/Zip:		
	onyrotatorzip.		
Contact Person:			
		Name	Title
F-411D4	4 /5181)		
Federal ID#	F(EIN)	Phone#	Fax#
E-Mail Address:			
Federal Declaration	n:		
		Event Name	Declaration#
SMAA Requesting F	Party:		
		State/County/City/District/Other	
How Requested:		State EOC Mission Assignment:	
			State EOC Tracker#/Mission#
		Direct Request:	
			By which Agency?
Dates of Mutual Aid	Operations:		
		From	Through
			Mark "X" as Appropriate
Type of Emergenc	y Work:	Debris Removal	
		Traffic Control	
		Evacuation Support	
		Security/Patrols	
		Emergency Response Calls	
		Search/Rescue	
		Firefighting/Firefighting Support EMT/Ambulance	
			-
		Emergency Shelters Animal Control/Sheltering	
		Animal Control/Sheltering	
		Other (Specify)	
Location of Emerg	ency Work:		
	and the second s	County/City/Address as Applicable	
0	ther Comment:		
Total Am	ount of Claim:		
i otal Alli	cant or oranii.		Certified By
			Title/Date
	55	S S 12	This Date

Notes: Attach Expense Summaries as Applicable.

Make separate claims for debris removal, different declarations.

Claimant may combine missions in same Declaration for same Requestor.

Also, Use this form for Out-of-State EMAC missions requested by the State EOC.

		ERGENCY MANAGEMENT . COSTS SUMMARY		Page:	
Mutual Aid Claimant (Assisting Party)		Federal ID# (EIN)	State EOC Mission	n#	Declaration#
Location/Site of Assistance (City/County)		Description of Work: Emergency Protective Measures			
TYPE OF EXPENSE	TOTAL CLAIMED COSTS(\$)	FEMA/STATE INSPE	CTOR COMMENTS		ELIGIBLE COST
MA LABOR (Earned Wages plus Associated Benefits)					
MA EQUIPMENT (FEMA Equipment Rate Allowances for Use)					
MATERIALS (Purchased and/or Stock/Inventory Expended Items)					
CONTRACTS/RENTALS (Services or Rental Equipment)					
TRAVEL (Employee Reimbursements and/or Employeer Direct Paid Lodging/Meals)				21	
TOTAL CLAIMED COSTS:			TOTAL ELIGIBLE	COSTS:	
COMMENTS: Claimant should total all applicable Experiments and Signature Blocks can be or Description of Work in Heading may be of Use State EOC Tracker Message# unless (Leave blank if unsure for later entry by Leave Comment and Eligible Cost Section Only attach relevant Summaries for total Regular time and Overtime Labor Costs of Use FEMA Equipment Rates unless Clain The State may only pay for those mission Use the SMAA Claim Forms for Out-of-Sout-of-State (EMAC) Claims are to be for Inquiries on Claim processes and proced CLAIMANT COMMENTS:	opied between Claim Surchanged for specific entry is a Specific Mission# has a reviewers.) One blank for Inspector/Recost entries above.  For eligible for Mutual Aidmant has established ration assignments that were tate (EMAC) Mission Assignwarded to the Florida Decomposition of the state o	mmaries and Total Cost Summary  s been assigned by the ESF.  eviewer entries.  I Emergency Work. es less than the FEMA Rates. directly requested by State EOC ES signments. epartment of Community Affairs.			
The above in Certified	nformation was obtained	from time records that are available Title	for audit.	Date	

	IDA DIVISION O IUTUAL AID LA						NT		Page:	
Mutual Aid Claimant (Assisting Party)			Federal ID# (EIN) State EOC Missi					ion#	Declaration#	
Location/Site (City/County)					of Work:	ve Meas	ures			
Work Unit		Date	s/Hour	s Worl	ked (mn	n/dd)	Tota	l Hr'ly	RT	OT
	Date:						Hou	s Rate(\$	) Wages(\$)	Wages(\$)
Name/Job Title	RT Hrs						0.	00	0.00	
	OT Hrs						0.	00		0.00
Name/Job Title	RT Hrs						0.	00	0.00	The second
	OT Hrs						0.	00		0.00
Name/Job Title	RT Hrs						0.	00	0.00	
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Name/Job Title	RT Hrs						0.	00	0.00	1000
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	OT Hrs						0.		En III STATE	0.00
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Name/Job Title	RT Hrs						0.		0.00	
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Overtime Fringe Benefit % (Decimal Form):						0.00				
Thomas	ove information was	obtained	from #	20 505	ordo 45 -	t ore =:	oilable f		al Labor Costs:	0.00
Certified	o.o illomadon was	Journalined	Title	ile rect	orus tria	t are av	allable for au	uit.	Date	
			inc						Date	

	ON OF EMERGENCY MANAGEMEN GE BENEFITS DETERMINATION	IT P	age:
Mutual Aid Claimant (Assisting Party)	Federal ID# (EIN)	State EOC Mission#	Declaration#
Location/Site (City/County)	Description of Work: Emergency Protective Meas	ures	
FRINGE BENEFITS (by % Decimal)	REGULAR TIME	OVERTIME	
Social Security	0.0765	0.0765	
Retirement			
Workers Compensation Insurance			
Unemployment Insurance			
Health Insurance Benefits		N/A	
Life Insurance Benefits	-	N/A	
Annual (Vacation) Leave		N/A	
Holiday Leave		N/A	
Average Used Sick Leave		N/A	
Other (Specify)		N/A	
TOTAL (% of Annual Leave)	0.0765	0.0765	
COMMENTS:		•	
To effectively use this form to determine fringe benefull-time, permanent, special risk, part-time, contract for both regular time pay and overtime pay. The ove participating group of employees is substantially alike.  To determine the average Health Insurance Benefit semployees as per the last available annual audit, or leading to the Holiday Leave % can be determined by the num	hires, and/or temporary hires. For each group rtime fringe benefits are usually limited to the epin benefits, with few exceptions, use the major, divide total annual premium costs by the total the current projected budget.	oing, determine the average fringe be types indicated applicable above. ority group determination for all empl tal annual regular time wages for the	If the loyees.
The sick leave % should be based upon the last ann			
Other established methods previously adopted by the acceptable.  Claimant Comments:			
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Date

	UAL AID EQUIP	MENT EXP	ENSE	SUMN	IARY			Page:	
Mutual Aid Claimant (Assisting Party)		Fede	Federal ID# (EIN) State EOC Miss				Mission	¥	Declaration#
Location/Site (City/County)			Description of Work; Emergency Protective Measures						
Work Unit		Dates \	Vorked	(mm/dd	)	Total	Equip	Total	FEMA
	Date:					Hrs/Miles	Rate(\$)	Cost(\$)	Code
Equipment Unit#/Description	Hours					0.00		0.00	
	Mileage					0.00		0.00	
Equipment Unit#/Description	Hours					0.00		0.00	
	Mileage					0.00		0.00	
Equipment Unit#/Description	Hours					0.00		0.00	
	Mileage					0.00		0.00	
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Equipment Unit#/Description	Hours					0.00		0.00	
	Mileage					0.00		0.00	
Equipment Unit#/Description	Hours					0.00		0.00	
	Mileage					0.00		0.00	
Equipment Unit#/Description	Hours					0.00		0.00	
	Mileage					0.00		0.00	
Equipment Unit#/Description	Hours					0.00		0.00	
	Mileage					0.00		0.00	
Equipment Unit#/Description	Hours					0.00		0.00	
3.50	Mileage					0.00		0.00	
Equipment Unit#/Description	Hours					0.00		0.00	
Control of the Contro	Mileage					0.00		0.00	
Equipment Unit#/Description	Hours					0.00		0.00	
	Mileage					0.00		0.00	
Equipment Unit#/Description	Hours					0.00		0.00	
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Equipment Unit#/Description	Hours		_			0.00		0.00	
3. 76.	Mileage					0.00		0.00	
				Gra	nd Tota	I Equipment		\$0.00	
Note: Fuel and routine maintenance cos Repairs for extra-ordinary damage:				nce.		A (5)			
The short	formation	and from							
The above in	formation was obtain	nea from equip	ment log	record	s that are	available for a	udit.		

	DA DIVISION OF EMERGENCY MAN UAL AID MATERIALS EXPENSE SUI				Page:			
Mutual Aid Claimant (Assisting Party)			ral ID# (	EIN)	OC Mission# Declaration			
ocation/Site (City/County)		Desci	ription o	f Work				
		Emer	gency P	3				
	DESCRIPTION		(Check one) Date			Unit		
VENDOR/SUPPLIER	(Enter Misc Purchase on one invoice)	Inv	Stock	Ordered	Quant	Price(\$)	Cost(\$)	
		+						
		+						
		+						
		$\top$						
		_						
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		+						
		+	-					
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		+						
			Gr	and Total	al Mate	rial Costs:	\$0.00	
Note: Items purchased over \$5,000 reg	uire fair market value deduction from purchase	price at t				entron terretaining	\$0.00	
The above inform	ation was obtained from expense records that	are availa	ble for a	udit	_			
Certified		Title				Date		

		RGENCY MANAGEMENT RENTAL SUMMARY		Page:		
Mutual Aid Claimant (Assisting Party)		Federal ID# (EIN)	State	EOC Mission#	Declaration#	
Location/Site (City/County)	Emergency Protective Measures					
	200 7	DESCRIPTION		Date(s)	Total	
CONTRACTOR/VENDOR	Contrac	et Services/Rental Equipment		Services	Cost(\$)	
			*			
					$\vdash$	
					$\vdash$	
					-	
					$\vdash$	
Comments:		Grand 7	Total Contrac	t/Rental Costs	\$0.00	
The above inf	ormation was obtained fro	om expense records that are av	ailable for audit.			
Certified		Title		Date		

	DIVISION OF EMER	GENCY MANAGEMEN	NT	Page:	
Mutual Aid Claimant (Assisting Party)		Federal ID# (EIN)	State EOC Missio	n#	Declaration#
Location/Site (City/County)		Description of Work: Emergency Protective Meas			
		DESCRIPTION		Date(s)	Total
EMPLOYEE/VENDOR	Employee Tra	avel Vouchers/Employer Direction	ct Paid Lodging/Meals	Travel	Cost(\$)
			9		
		2			
Comments:			Grand Total Tra	avel Costs:	\$0.00
The above inform	nation was obtained from	travel expense records that a	re available for audit.		
Certified		Title		Date	

FEMA: Eligible Costs



# **Eligible Costs**

# Reference Topics

Generally, costs that can be directly tied to the performance of eligible work are eligible. Such costs must be:

- reasonable and necessary to accomplish the work;
- · compliant with Federal, State, and local requirements for procurement; and
- reduced by all applicable credits, such as insurance proceeds and salvage values.

A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. In other words, a reasonable cost is a cost that is both fair and equitable for the type of work being performed. For example:

If the going rental rate for a backhoe is \$25/hour, it would not be reasonable to charge \$75/hour for a backhoe.

Determining reasonableness is particularly important when Federal funds are involved. Considerations should be given to whether the cost is of a type generally recognized as ordinary and necessary for the subject facility and type of work and whether the individuals concerned acted with prudence in conducting work. In addition, normal procedures must not be altered because of the potential for reimbursement from Federal funds.

## Reasonable costs can be established through:

- the use of historical documentation for similar work;
- average costs for similar work in the area;
- published unit costs from national cost estimating databases; and
- FEMA cost codes.

In performing work, applicants must adhere to all Federal, State, and local procurement requirements. Furthermore, an applicant may not receive funding from two sources to repair disaster damage. Such a duplication of benefits is prohibited by the Stafford Act. If an applicant can obtain assistance for a project from a source other than FEMA, including insurance proceeds, then FEMA cannot provide funds for that project. A State disaster assistance program is not considered a duplication of Federal funding. Donated grants from banks, private organizations, trust funds, and contingency funds must be evaluated individually to determine whether they constitute a duplication of benefits.

The eligible cost criteria referenced above apply to all direct costs, including labor, materials, equipment, and contracts awarded for the performance of eligible work.

#### FAO

- Do all contracts have to be competitively bid?
- What costs are covered by the statutory administrative allowance?
- After the disaster, USDA established an emergency food stamp program. However, USDA only reimbursed 50% of the total operational cost. May we submit the other 50% to FEMA for reimbursement?

# The rates on this Schedule of Equipment Rates are for applicant-owned equipment in good mechanical condition, complete with all required attachments. Each rate covers all costs eligible under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121, et seq., for ownership and operation of equipment, including depreciation, overhead, all maintenance, field repairs, fuel, lubricants, tires, OSHA equipment and other costs incident to operation. Standby equipment costs are not eligible. Labor costs not included. See FEMA Regulation 44 CFR 206.228 Allowable Costs. Rates for equipment not listed will be furnished by FEMA upon request. These rates are applicable to Declared Declarations after August 27, 2005. | Quipment | Specification | Capacity/Size | HP | Notes | Unit

FEDERAL EMERGENCY MANAGEMENT AGENCY
EMERGENCY PREPAREDNESS AND RESPONSE DIRECTORATE
RECOVERY DIVISION
PUBLIC ASSISTANCE BRANCH
WASHINGTON, D.C. 20472

8490 8491 8492 8493 8494 8486 8487 8488 8489 8010	Equipment  Aerial Lift, Self-Propelled Aerial Lift, Truck Mntd Air Compressor Air Compressor	Specification  Max. Platform Height Air Delivery Air Delivery	37 Ft 60 Ft 70 Ft 125 Ft 150 Ft 25 Ft 50 Ft 75 Ft 100 Ft 41 CFM 103 CFM	to 15 to 30 to 50 to 85 to 130 to 10 to 30	Articulated/Telescoping/Scissor. Articulated/Telescoping/Scissor. Articulated/Telescoping/Scissor. Articulated and Telescoping. Hoses included. Hoses included. Hoses included.	hr'ly	\$5.70 \$11.80 \$21.40 \$38.50 \$60.00 \$5.40 \$9.00 \$19.10 \$36.00 \$1.55 \$4.75 \$9.25
8013 8014 8015 8016 8017 8020 8021 8022 8023 8024 8025 8040 8041 8060	Air Compressor Air Compressor Air Compressor Air Compressor Air Compressor Air Compressor Air Curtain Burner Ambulance Ambulance Auger, Portable	Air Delivery Air Delivery Air Delivery Air Delivery Air Delivery  Air Delivery  Hole Diameter	175 CFM 400 CFM 575 CFM 1100 CFM 1600 CFM	to 90 to 145 to 230 to 355 to 500 to 50 to 75 to 100 to 50 to 75 to 100 to 50 to 75 to 100 to 50 to 75	Hoses included. Hoses included. Hoses included. Hoses included. Hoses included. In ground burner. In ground burner. In ground burner. Above ground burner. Above ground burner. Above ground burner.	hr'ly	\$17.20 \$24.80 \$40.50 \$60.00 \$82.00 \$6.60 \$7.60 \$8.75 \$9.05 \$11.60 \$15.30 \$21.50 \$32.00 \$1.40
8062 8063 8070 8071 8072 8073 8110 8111 8112 8113 8115 8116	Auger, Portable Auger, Tractor Mntd Auger, Truck Mntd Automobile Automobile, Police Automobile, Police Barge, Deck Barge, Deck Barge, Deck Barge, Deck Barge, Deck Barge, Hopper Barge, Hopper Board, Arrow	Hole Diameter Max. Auger Diameter Max. Auger Size Size Size Size Size Size Size Size	18 In 36 In 24 In 120'x30'x7.25' 120'x45'x7' 140'x45'x7' 150'x45'x9' 200'x35'x12' 200'x35'x12'	to 100 to 130 to 130 to 250 to 250	Includes digger, boom/mounting hdwr. Guardrail post driver. Transporting people. Transporting cargo. Patrolling. Stationary with engine running.  Open Closed Trailer Mounted.	hr'ly hr'ly mile hr'ly mile hr'ly mile hr'ly hr'ly hr'ly hr'ly hr'ly hr'ly	\$3.30 \$1.80 \$30.00 \$0.45 \$9.75 \$0.55 \$14.35 \$25.50 \$39.50 \$53.00 \$62.00 \$46.50 \$54.00 \$3.10
8133 8134 8135 8136 8130 8131 8132 8120 8121 8122 8123 8140 8141	Board, Message Boat, Push Boat, Push Boat, Push Boat, Push Boat, Row Boat, Runabout Boat, Tender Boat, Tow Boat, Tow Boat, Tow Boat, Tow Boat, Tow Boat, Tug Boat, Tug	Size Size Size Size Size Size Size Size	45'x21'x6' 54'x21'x6' 58'x24'x7.5' 64'x25'x8' 13'x5' 14'x7' 55'x20'x5' 60'x21'x5' 70'x30'x7.5' 120'x34'x8' 16 Ft 18 Ft	to 525 to 705 to 870 to 870 to 100 to 870 to 1050 to 1350 to 2000 to 100 to 175	Steel.	hr'ly	\$8.55 \$160.00 \$182.00 \$226.00 \$270.00 \$0.85 \$14.45 \$27.00 \$204.00 \$339.00 \$480.00 \$693.00 \$48.00
8143 8144 8419 8420 8421 8422 8150 8151 8152 8153 8154 8270	Boat, Tug Boat, Tug Boat, Tug Breaker, Pavement Hand-Held Breaker, Pavement Breaker, Pavement Breaker, Pavement Broom, Pavement Broom, Pavement Broom, Pavement Broom, Pavement Broom, Pavement Broom, Pavement, Mntd Broom, Pavement, Pull Bucket, Clamshell Bucket, Clamshell	Broom Length Broom Length Broom Length Broom Length Broom Length Capacity Capacity	26 Ft 40 Ft 51 Ft 25~90 Lbs  72 In 84 In 96 In 72 In 84 In 1.0 CY 2.5 CY	to 250 to 380 to 700 to 70 to 105 to 137 to 20 to 45 to 100 to 18	Includes teeth. Includes teeth.	hr'ly	\$63.00 \$140.00 \$207.00 \$0.70 \$29.50 \$39.50 \$52.00 \$9.35 \$13.95 \$18.80 \$6.10 \$7.60 \$4.10
8273 8275 8276 8277 8278 8180 8181 8182 8190 8191 8192 8200 8201	Bus Bus Chain Saw Chain Saw Chain Saw Chain Saw, Pole Chipper, Brush Chipper, Brush	Capacity Capacity Capacity Capacity Capacity Capacity Capacity  Bar Length Bar Length Bar Size Chipping Capacity Chipping Capacity	5.0 CY 7.5 CY 2.0 CY 5.0 CY 10 CY 14 CY  16 In 25 In 18 In 6 In 12 In 16 In	to 65	Includes teeth. Includes teeth.  Trailer Mounted. Trailer Mounted. Trailer Mounted. Trailer Mounted.	hr'ly	\$12.00 \$16.40 \$3.30 \$6.95 \$11.55 \$13.50 \$14.75 \$22.30 \$30.50 \$1.55 \$3.10 \$1.65 \$12.80
8203 8204 8205 8206 8207 8210 8211 8212 8213 8214 8215 8712 8713	Chipper, Brush Clamshell & Dragline Cleaner, Sewer/Catch Basin Cleaner, Sewer/Catch Basin	Chipping Capacity Chipping Capacity Chipping Capacity Chipping Capacity Chipping Capacity Chipping Capacity Hopper Capacity Hopper Capacity	16 In 18 In 18 In 19 In 19 In 5 CY 14 CY	to 125 to 200 to 300 to 450 to 650 to 100 to 155 to 235 to 350 to 530 to 800	Trailer Mounted. Trailer Mounted. Trailer Mounted. Trailer Mounted. Trailer Mounted. Trailer Mounted. Bucket not included in rate. Truck Mounted. Truck Mounted.	hr'ly	\$23.00 \$29.00 \$42.50 \$59.00 \$130.00 \$71.00 \$95.00 \$131.00 \$178.00 \$250.00 \$343.00 \$18.80 \$23.30
8221 8222 8223 8224 8225 8226 8227 8228 8229 8230 8500 8501 8502	Compactor Compactor, towed Compactor, towed Compactor, towed Crane Crane Crane	Max. Lift Capacity Max. Lift Capacity Max. Lift Capacity	8 MT 15 MT 27 MT	to 10 to 45 to 75 to 95 to 150 to 235 to 335 to 535 to 15 to 50 to 100 to 80 to 150		hr'ly	\$8.70 \$15.30 \$22.70 \$28.00 \$43.50 \$73.00 \$119.00 \$234.00 \$15.00 \$39.00 \$65.00 \$44.00 \$66.00
8503 8504 8505 8496 8497 8498 8499 8195 8196 8197 8670 8671 8672 8580	Crane Crane Crane Crane, Truck Mntd Cutter, Brush Cutter, Brush Cutter, Brush Derrick, Hydraulic Digger Derrick, Hydraulic Digger Derrick, Hydraulic Digger Distributor, Asphalt	Max. Lift Capacity Cutter Size Cutter Size Cutter Size Max. Boom Length Max. Boom Length Tank Capacity	45 MT 70 MT 110 MT 17600 Lbs 33000 Lbs 60000 Lbs 120000 Lbs 8 ft 8 ft 10 ft 55 Ft 75 Ft 95 Ft 500 Gal	to 300 to 350 to 450 to 150 to 190 to 245	Includes hydraulic pole alignment Includes hydraulic pole alignment Includes hydraulic pole alignment Trk w/burners/tank/circulating spray	hr'ly	\$98.00 \$143.00 \$208.00 \$22.50 \$34.00 \$55.00 \$98.00 \$76.00 \$86.00 \$32.50 \$34.50 \$36.50 \$10.50
8581 8582 8250 8251 8252 8253 8254 8255 8256 8260 8261 8262 8263	Distributor, Asphalt Distributor, Asphalt Dozer, Crawler Dozer, Wheel Dozer, Wheel Dozer, Wheel Dozer, Wheel Excavator, Hydraulic	Tank Capacity Tank Capacity  Bucket Capacity	1000 Gal 4000 Gal	to 65 to 105 to 160 to 245 to 375 to 565 to 850 to 260 to 335 to 445	Trk w/burners/tank/circulating spray Trk w/burners/tank/circulating spray	hr'ly	\$15.60 \$19.10 \$31.00 \$40.00 \$55.00 \$79.00 \$124.00 \$200.00 \$344.00 \$55.00 \$68.00 \$86.00 \$126.00 \$21.90
8281 8282 8283 8284 8285 8286 8240 8241 8242 8300 8301 8302 8303	Excavator, Hydraulic Feeder, Grizzly Feeder, Grizzly Feeder, Grizzly Fork Lift Fork Lift Fork Lift Fork Lift	Bucket Capacity Bucket Capacity Bucket Capacity Bucket Capacity Bucket Capacity Bucket Capacity Capacity Capacity Capacity Capacity Capacity Capacity	1.0 CY 1.5 CY 2.5 CY 4.5 CY 7.5 CY 12 CY 6000 Lbs 12000 Lbs 18000 Lbs 50000 Lbs	to 90 to 160 to 265 to 420 to 650 to 1000 to 35 to 55 to 60 to 90 to 140 to 215	Crawler, Truck & Wheel. w/bucket.	hr'ly	\$37.50 \$64.00 \$104.00 \$163.00 \$255.00 \$404.00 \$19.20 \$29.00 \$45.50 \$9.90 \$14.45 \$23.90 \$42.50
8311 8312 8313 8314 8315 8316 8317 8318 8319 8320 8321 8322 8323	Generator	Prime Output	5.5 KW 16 KW 43 KW 85 KW 140 KW 210 KW 280 KW 350 KW 710 KW 1100 KW 1500 KW 1900 KW	to 10 to 25 to 65 to 125 to 200 to 300 to 400 to 500 to 1500 to 1500 to 2000 to 2500 to 3000		hr'ly	\$3.60 \$8.45 \$18.10 \$28.50 \$40.50 \$59.00 \$76.00 \$94.00 \$137.00 \$179.00 \$274.00 \$369.00 \$457.00
8330 8331 8332 8333 8350 8351 8352 8353 8354 8355 8356 8357 8358	Golf Cart Graders Graders Graders Graders Graders Hose, Discharge Hose, Suction Hose, Suction Hose, Suction	Capacity Moldboard Size Moldboard Size Moldboard Size Moldboard Size Moldboard Size Diameter	2 person  8 Ft  10 Ft  12 Ft  14 Ft  3 In  4 In  6 In  8 In  12 In  16 In  3 In  4 In  6 In	to 100 to 150	Per 25 foot length. Includes couplings.	hr'ly hr'ly hr'ly hr'ly hr'ly hr'ly hr'ly	\$2.55 \$23.90 \$32.00 \$43.00 \$60.00 \$0.15 \$0.20 \$0.35 \$1.15 \$1.90 \$0.20 \$0.30
8360 8361 8517 8518 8380 8381 8382 8383 8384 8385 8540 8541 8542	Hose, Suction Hose, Suction Hose, Suction Jackhammer (Dry) Jackhammer (Wet) Loader, Crawler Loader, Skid-Steer Loader, Skid-Steer	Diameter Diameter Diameter Weight Class Weight Class Bucket Capacity Operating Capacity Operating Capacity Operating Capacity	8 In 12 In 16 In 25-45 Lbs 30-55 Lbs 0.5 CY 1 CY 2 CY 3 CY 4 CY 5 CY 1000 Lbs 2000 Lbs	to 60 to 118 to 178 to 238 to 300 to 35 to 65 to 85	Per 25 foot length. Includes couplings. Per 25 foot length. Includes couplings. Per 25 foot length. Includes couplings.  Includes bucket.	hr'ly	\$0.85 \$1.80 \$3.20 \$1.10 \$1.20 \$13.90 \$23.50 \$46.50 \$73.00 \$101.00 \$12.50 \$17.40
8401 8390 8391 8392 8393 8394 8395 8396 8397 8398 8399 8400 8570	Loader, Skid-Steer Loader, Tractor, Wheel Loader, Wheel	Bucket Capacity Loader Bucket Capacity			Loader and Backhoe Buckets	hr'ly	\$21.00 \$17.80 \$13.25 \$17.10 \$25.50 \$34.00 \$43.50 \$53.00 \$65.00 \$79.00 \$92.00 \$105.00 \$122.00
8572 8573 8410 8411 8412 8413 8075 8633 8634 8635 8430 8431	Mixer, Concrete, Trailer Mntd Motorcycle, Police Mulcher, Trailer Mntd Mulcher, Trailer Mntd Mulcher, Trailer Mntd Paver, Asphalt Paver, Asphalt Paver, Asphalt	Loader Bucket Capacity Loader Bucket Capacity Loader Bucket Capacity Batching Capacity Batching Capacity Batching Capacity Batching Capacity Working Capacity Working Capacity Working Capacity Working Capacity	1.5 CY	to 95 to 115 to 10 to 25 to 35 to 55 to 120 to 50 to 75 to 125	Loader and Backhoe Buckets Loader and Backhoe Buckets Loader and Backhoe Buckets  Includes wheel and crawler Includes wheel and crawler Includes wheel and crawler Includes wheel and crawler	hr'ly hr'ly hr'ly hr'ly hr'ly hr'ly hr'ly hr'ly mile hr'ly hr'ly hr'ly hr'ly	\$19.70 \$28.50 \$36.50 \$2.90 \$4.25 \$9.35 \$14.70 \$0.40 \$10.10 \$15.00 \$22.60 \$41.50 \$63.00 \$97.00
8434 8436 8437 8438 8439 8660 8661 8662 8450 8451 8452	Paver, Asphalt Paver, Asphalt Pick-up, Asphalt Pick-up, Asphalt Pick-up, Asphalt Pick-up, Asphalt Pick-up, Asphalt Plow, Cable Plow, Cable Plow, Cable Plow, Grader Mntd Plow, Grader Mntd Plow, Truck Mntd Plow, Truck Mntd Pump	Plow Depth Plow Depth Plow Depth Width Width Width Width	18 in 36 in 48 in to 10 Ft to 14 Ft to 15 Ft to 15 Ft	to 250 to 110 to 150 to 200 to 275 to 30 to 65 to 110	Includes wheel and crawler Includes wheel and crawler  With leveling wing. Hoses not included.	hr'ly	\$125.00 \$151.00 \$57.00 \$82.00 \$103.00 \$145.00 \$9.50 \$19.30 \$30.50 \$18.60 \$25.00 \$14.05 \$20.40
8471 8472 8473 8474 8475 8476 8477 8478 8479 8463 8460 8461 8462	Pump Pump Pump Pump Pump Pump Pump	Length Pump Size Pump Size Pump Size Blade Diameter	20 Ft 6 In 12 In 24 In 14 In	to 10 to 15 to 25 to 40 to 60 to 95 to 140	Hoses not included.	hr'ly	\$3.70 \$5.05 \$6.00 \$8.60 \$11.25 \$16.70 \$24.60 \$26.50 \$31.50 \$1.25 \$2.30 \$3.00 \$7.15
8511 8512 8513 8514 8515 8520 8521 8522 8523 8524 8560 8561 8562	Saw, Concrete Saw, Concrete Saw, Concrete Saw, Rock Saw, Rock Saw, Rock Scraper Scraper Scraper Scraper Scraper Scraper Scraper Snow Blower	Blade Diameter Blade Diameter Blade Diameter  Scraper Capacity Scraper Capacity Scraper Capacity Scraper Capacity Capacity Capacity Capacity Capacity Capacity Capacity Capacity	26 In 48 In 11 CY 16 CY 23 CY 34 CY 44 CY 2,000 Tph 2,500 Tph 3,500 Tph 600 Tph	to 35 to 65 to 65 to 90 to 120 to 175 to 250 to 365 to 475 to 600 to 400 to 500 to 600		hr'ly	\$12.60 \$22.10 \$29.00 \$38.00 \$52.00 \$83.00 \$109.00 \$143.00 \$173.00 \$208.00 \$140.00 \$157.00 \$180.00
8551 8552 8553 8558 8559 8630 8631 8632 8458 8423 8424 8425	Snow Blower, Truck Mntd Snow Blower, Truck Mntd Snow Blower, Truck Mntd Snow Thrower, Walk Behind Snow Thrower, Walk Behind Sprayer, Seed Sprayer, Seed Sprayer, Seed Sprayer, Chemical Spreader, Chip Spreader, Chip Spreader, Chip Spreader, Chip, Mntd Spreader, Sand	Capacity Capacity Capacity Cutting Width Cutting Width Working Capacity Working Capacity Working Capacity Spread Hopper Width Spread Hopper Width Hopper Size Mounting	1100 Tph 1600 Tph 2500 Tph 25 in 60 in 750 Gal 1250 Gal 3500 Gal 5 CY 12.5 Ft 16.5 Ft 8 Ft Tailgate, Chassis	to 150 to 250 to 400 to 5 to 15 to 30 to 50 to 115 to 4 to 152 to 215 to 8		hr'ly	\$60.00 \$90.00 \$128.00 \$12.80 \$16.30 \$10.70 \$13.45 \$22.40 \$4.10 \$50.00 \$66.00 \$3.65 \$4.05
8457 8440 8441 8442 8445 8446 8157 8158 8159 8590 8591 8592 8600	Spreader, Sand Spreader, Sand Striper Striper Striper Striper, Truck Mntd Striper, Walk-behind Sweeper, Pavement Sweeper, Pavement Sweeper, Pavement Trailer, Dump Trailer, Dump Trailer, Dump Trailer, Equipment	Mounting Mounting Paint Capacity Paint Capacity Paint Capacity Paint Capacity Paint Capacity Paint Capacity Capacity Capacity Capacity Capacity Capacity Capacity	Dump Body Truck (10yd) 40 Gal 90 Gal 120 Gal 120 Gal 12 Gal 20 CY 30 CY 40 CY 30 Tons	to 22 to 60 to 122 to 460 to 110 to 150 to 200	Does not include Prime Mover.  Does not include Prime Mover.  Does not include Prime Mover.	hr'ly	\$5.65 \$7.90 \$12.90 \$19.10 \$38.00 \$69.00 \$3.25 \$47.00 \$56.00 \$62.00 \$17.40 \$26.00 \$35.00 \$9.90
8601 8602 8603 8640 8641 8642 8610 8611 8612 8650 8651 8652 8653	Trailer, Equipment Trailer, Equipment Trailer, Equipment Trailer, Office Trailer, Office Trailer, Office Trailer, Water Trailer, Water Trailer, Water Trailer, Water Trailer, Water Trencher Trencher Trencher Trencher	Capacity Capacity Capacity Trailer Size Trailer Size Trailer Size Tank Capacity Tank Capacity Tank Capacity Tank Capacity	40 Tons 60 Tons 120 Tons 8' x 24' 8' x 32' 10' x 32' 4000 Gal 6000 Gal 10000 Gal 14000 Gal	to 85 to 115 to 175	W/centrif pump/sump/rear spraybar. Walk-behind/crwlr-whl mnt- Walk-behind/crwlr-whl mnt- Walk-behind/crwlr-whl mnt- Walk-behind/crwlr-whl mnt-	hr'ly	\$11.45 \$13.70 \$18.30 \$1.60 \$1.90 \$2.30 \$10.65 \$12.40 \$15.40 \$14.70 \$32.50 \$41.50 \$61.00
8290 8291 8810 8811 8680 8681 8720 8721 8722 8723 8724 8725 8726	Trowel, Concrete Trowel, Concrete Truck, Bucket Truck, Cleaning Truck, Concrete Mixer Truck, Concrete Mixer Truck, Dump	Diameter Diameter  Mixer Capacity Mixer Capacity Struck Capacity Pump Capacity	90 In 100 In 100 CY 13 CY 8 CY 10 CY 12 CY 18 CY 28 CY 40 CY 50 CY	to 25 to 38 to 255 to 300 to 210 to 235 to 255 to 330 to 400 to 460 to 620	Add Flatbed Trk to Trk Mnt Aerial Lift. Add Flatbed Truck to Sewer Cleaner.	hr'ly	\$11.70 \$17.90 \$70.00 \$81.00 \$25.50 \$28.00 \$31.00 \$46.50 \$77.00 \$85.00 \$108.00 \$53.00
8691 8692 8693 8700 8701 8702 8703 8704 8705 8706 8730 8731 8812 8813	Truck, Fire Truck, Fire Truck, Fire Truck, Flatbed Truck, Garbage Truck, Garbage Truck, Knuckle Boom Truck, Ladder	Pump Capacity Pump Capacity Pump Capacity Maximum Gvw Maximum Gvw Maximum Gvw Maximum Gvw Maximum Gvw Capacity Capacity	1250 GPM 1500 GPM 2000 GPM 15000 Lbs 25000 Lbs 30000 Lbs 45000 Lbs 50000 Lbs	to 150 to 180 to 215 to 250 to 300 to 375 to 450 to 255 to 325	Add Flatbed Trk to Trk Mnt Crane. Add Flatbed Trk to Trk Mnt Aerial Lift.	hr'ly	\$56.00 \$71.00 \$77.00 \$16.40 \$20.20 \$26.50 \$29.50 \$38.00 \$46.00 \$53.00 \$41.50
8814 8800 8801 8802 8803 8804 8790 8791 8792 8793 8780 8781 8620 8621	Truck, Line Truck, Pickup Truck, Pickup Truck, Pickup Truck, Pickup Truck, Pickup Truck, Tractor Truck, Tractor Truck, Tractor Truck, Tractor Truck, Tractor Truck, Water Truck, Water Tub Grinder Tub Grinder	Tank Capacity Tank Capacity	2500 Gal 4000 Gal	to 130 to 180 to 230 to 280 to 210 to 265 to 310 to 350 to 175 to 250 to 400 to 500	Add Flatbed Trk to Hydr Digger Primarily passenger transport  Include pump and rear spray system. Include pump and rear spray system.	mile hr'ly	\$0.45 \$9.75 \$13.35 \$16.50 \$19.90 \$29.50 \$36.50 \$42.00 \$44.50 \$27.50 \$39.00 \$78.00
8622 8623 8624 8625 8626 8753 8750 8760 8761 8770 8771	Tub Grinder Vehicle, Recreational Vehicle, Small Vibrator, Concrete Vibrator, Concrete Welder, Portable Welder, Portable Welder, Portable Welder, Portable			to 600 to 700 to 800 to 900 to 1000 to 10 to 30 to 4 to 8 to 16 to 34 to 50	Includes ground cable and lead cable.	hr'ly	\$110.00 \$125.00 \$144.00 \$156.00 \$170.00 \$2.75 \$5.25 \$1.00 \$2.75 \$4.90 \$10.25

Press Office
U.S. Department of Homeland Security
500 C Street, SW
Washington, DC 20472



# Statement

March 10, 2005 No.: 05-053

Contact: FEMA Public Affairs

(202) 646-4600

# Open Letter to U.S. Fire Chiefs

Recently, there has been some misinformation in the press regarding FEMA's Public Assistance Policy 9523.6, aimed at specifying criteria by which FEMA recognizes the eligibility of costs under the Public Assistance Program incurred through mutual aid agreements between applicants and other entities.

The design of the modified mutual aid policy enabled FEMA to increase its support for mutual aid compacts and those emergency personnel who respond under these agreements. As many of you will recall, the old FEMA policy did not allow for any reimbursement when a mutual aid agreement was not already in place at the time of the disaster or fire. Recognizing the burden this placed on those communities that may not have had a written agreement, but choose to answer the call for help regardless, FEMA chose to stand behind our nation's first responders with the support that they deserve.

To alleviate the burden, on September 22, 2004, FEMA changed the policy to allow for the reimbursement of the eligible costs of mutual aid where no pre-disaster, written mutual aid agreement exists. To further aid our nation's first responders, the policy was made retroactive to August 11, 2004 to ensure that communities would be covered for immediate needs of the hurricane season in affected states

While the new policy made needed changes to support responses under mutual aid agreements, it left one important item unchanged. FEMA always has and continues to recognize overtime, including overtime incurred as the result of backfilling a position vacated by a first responder answering a mutual aid call.

In the policy, FEMA recognizes "backfill costs" as the "regular pay" of workers performing duties for a regular salary whether or not a disaster occurred. When a community incurs "backfill overtime costs" in order to meet the needs of assisting other communities during times of disasters, those costs are eligible, and have been since 1993.

On behalf of FEMA, I know we are all proud to work with you in continuing our tradition of responding to help disaster victims and those in need whenever disasters or emergencies strike. Thank you for your ongoing role in bettering our disaster preparation and response.

Sincerely, R. David Paulison Administrator, U.S. Fire Administration



# MAR 1 5 2005

MEMORANDUM FOR: Regional Directors, Regions I-X

Federal Coordinating Officers

FROM:

Daniel A. Crais

Director

Recovery Division

SUB JECT:

Mutual Aid Policy

Recovery Policy No. 9523.6

Because of the recent confusion and misinterpretation concerning the subject policy and the question of whether wages of personnel filling in for personnel deployed for the hurricane response are eligible, we have issued the following clarification:

Backfill cost in paragraph 7.D. (5) of Recovery Policy No. 9523.6, Mutual Aid Agreements for Public Assistance and Fire Management Assistance, dated September 22, 2004, is defined as the straight time salary and benefits of replacement personnel who perform the regular duties of other personnel who are deployed under a mutual aid agreement to perform eligible work under the Public Assistance Program. The overtime salary of the replacement personnel is considered a cost of deploying personnel who perform eligible work and is eligible for reimbursement under this policy.

Since the regular time salary of the deployed personnel is an eligible cost per the Mutual Aid policy, to prevent duplication the regular time salary of the backfill person is not an eligible cost. However, the increased portion of overtime cost incurred by the sending entity for backfill employees is eligible. For example, if a backfill employee works 8 hours and is paid 1 ½ times his regular salary for the entire 8 hours, only the extra ½ of his regular salary would be eligible since the straight time is already in the applicant's budget.

In essence, this clarification makes the written policy for mutual-aid situations the same as the policy issued for public assistance on November 19, 1993, by memorandum. If you have questions on this, please call James Walke at (202) 646-2751 or Chuck Stuart at (202) 646-3691.



CET 22 2004

- 1. Date Published:
- 2. Recovery Division Policy: 9523.6
- 3. Title: Mutual Aid Agreements for Public Assistance and Fire Management Assistance
- 4. Purpose: This policy specifies criteria by which the Federal Emergency Management Agency (FEMA) will recognize the eligibility of costs under the Public Assistance Program and the Fire Management Assistance Program incurred through mutual aid agreements between applicants and other entities.
- 5. Scope and Audience: This policy is applicable to all major disasters, emergencies, and fire management assistance declarations declared on or after August 11, 2004. This policy is intended for personnel involved in the administration of the Public Assistance Program and the Fire Management Assistance Program. This policy applies to emergency work authorized under Sections 403, 407, and 502, and work under Section 420 Fire Management Assistance of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §§ 5121-5206 (the Stafford Act).
- 6. Background: Many State and local governments and private nonprofit organizations¹ enter into mutual aid agreements to provide emergency assistance to each other in the event of disasters or other crises. These agreements often are written, but occasionally are arranged verbally after a disaster or emergency occurs. This policy addresses both written and verbal mutual aid agreements and the eligibility of costs under the Emergency Management Assistance Compact (EMAC).

The National Incident Management System (NIMS) maintains that states should participate in these agreements and should look to establish intrastate agreements that encompass all local jurisdictions. The NIMS Integration Center (NIC) will be responsible for developing a national system of standards and guidelines as described in the NIMS as well as the preparation of guidance to assist agencies in implementing the system. This policy supports the NIMS by establishing standard criteria for determining the eligibility of costs incurred through mutual aid agreements.

Private nonprofit organizations are not eligible under the Fire Management Assistance Program

## 7. Policy:

Terms Used in this Policy

- Declared Disaster. An emergency or major disaster as defined at 44 CFR § 206.2 (a)(9) and (17), respectively.
- Declared Fire. An uncontrolled fire or fire complex, threatening such destruction as
  would constitute a major disaster for which the Recovery Division Director has
  approved a declaration in accordance with the criteria listed in 44 CFR § 204.21.
- Incident Commander. The ranking official responsible for overseeing the management of fire operations, planning, logistics, and finances of the field response.
- Providing Entity. The entity providing mutual aid assistance to a Requesting Entity pursuant to a local or statewide mutual aid agreement.
- Requesting Entity. An entity that requests mutual aid assistance from a Providing Entity for emergency work resulting from a declared fire, emergency or major disaster within its legal jurisdiction. The requesting entity is eligible to receive FEMA assistance.

#### A. General.

- (1) To be eligible for reimbursement by FEMA, the mutual aid assistance must have been requested by a Requesting Entity or Incident Commander; be directly related to a Presidentially-declared emergency or major disaster, or a declared fire; used in the performance of eligible work; and the costs must be reasonable.
- (2) FEMA will not reimburse costs incurred by entities that "self-deploy" (deploy without a request for mutual aid assistance by a Requesting Entity) except to the extent those resources are subsequently used in the performance of eligible work at the request of the Requesting Entity or Incident Commander.
- (3) This policy is applicable to all forms of mutual aid assistance, including agreements between Requesting and Providing Entities, statewide mutual aid agreements, and the mutual aid services provided under the Emergency Management Assistance Compact (EMAC).

## B. Pre-Event Written Mutual Aid Agreements.

FEMA recognizes mutual aid agreements between Requesting and Providing Entities, and statewide mutual aid agreements wherein the State is responsible for administering the claims for reimbursement of Providing Entities. In addition, FEMA recognizes the standard EMAC agreement as a valid form of mutual aid agreement between member states.

(1) FEMA encourages parties to have written mutual aid agreements in place prior to a declared fire, emergency, or major disaster.

- (a) When a pre-event written agreement exists between a Requesting Entity and a Providing Entity, the Providing Entity may be reimbursed through the Requesting Entity. In these circumstances, the Requesting Entity must claim the eligible costs of the Providing Entity, pursuant to the terms and conditions of the mutual aid agreement and the requirements of this policy, on its subgrant application, and agree to disburse the Federal share of funds to the Providing Entity.
- (b) When a statewide pre-event mutual aid agreement exists that designates the State responsible for administering the reimbursement of mutual aid costs, a Providing Entity may apply, with the prior consent of the Requesting Entity, for reimbursement directly to the Grantee, in accordance with applicable State law and procedure. In such cases the Providing Entity must obtain from the Requesting Entity the certification required in section G(4) of this policy and provide it to the State as part of its reimbursement request.
- (2) FEMA encourages parties to address the subject of reimbursement in their mutual aid agreements. FEMA will honor the reimbursement provisions in a pre-event agreement to the extent they meet the requirements of this policy.
- (3) When a pre-event agreement is silent on reimbursement, FEMA will not provide reimbursement for the first eight (8) hours of assistance performed at the incident site, but will provide reimbursement of eligible costs thereafter pursuant to this policy.
- (4) When a pre-event agreement provides for reimbursement, but also provides for an initial period of unpaid assistance, FEMA will pay the eligible costs of assistance after such initial unpaid period (the minimum unpaid period must be eight (8) hours) and thereafter pursuant to this policy.

# C. Post-Event Mutual Aid Agreements.

- (1) When the parties do not have a pre-event written mutual aid agreement, the Requesting and Providing Entities may verbally agree on the type and extent of mutual aid resources to be provided in the current event, and on the terms, conditions, and costs of such assistance. Post-event verbal agreements must be documented in writing and executed by an official of each entity with authority to request and provide assistance, and provided to FEMA as a condition of receiving reimbursement.
- (2) When the parties have a post-event mutual aid agreement, FEMA will not provide reimbursement for the first eight (8) hours of assistance performed at the incident site, but will provide reimbursement of eligible costs thereafter pursuant to the provisions of this policy.

### D. Force Account Labor Costs.

(1) The straight- or regular-time wages or salaries of a Requesting Entity's permanently employed personnel performing or supervising emergency work are **not** eligible costs, pursuant to 44 CFR § 206.228(a)(4), § 204.42(c) and § 204.43(c), even when such personnel are reassigned or relocated from their usual work location to provide

- assistance during an emergency. Overtime costs for such personnel are eligible and may be submitted as part of a subgrant application.
- (2) The labor force of a Providing Entity will be treated as contract labor, with regular time and overtime wages and certain benefits eligible, provided labor rates are reasonable. The labor force of the Providing Entity will not be treated as contract labor if the labor force is employed by the same local or State government as the Requesting Entity.
- (3) In circumstances where a Providing Entity is also an eligible applicant in its own right, the determination of eligible and ineligible costs will depend on the capacity in which the entity is incurring costs. As stated in paragraphs D(1) and (2), an applicant's straight-time wages are not eligible costs when the applicant is using its permanently employed personnel for emergency work in its own jurisdiction.
- (4) Requesting and Providing Entities may not mutually deploy their labor forces to assist each other in such a way as to circumvent the limitations of paragraph D(1) or (2) of this policy.
- (5) Backfill costs incurred by either Requesting or Providing Entities are not eligible for reimbursement.

# E. Eligible Work

There are two types of mutual aid work eligible for FEMA assistance: Emergency Work and Grant Management Work. Both are subject to the eligibility requirements of the respective Public Assistance and Fire Management Assistance Grant (FMAG) programs:

- Emergency Work. Mutual aid work provided in the performance of emergency work necessary to meet immediate threats to life, public safety, and improved property, including firefighting activities under the FMAG program, is eligible.
  - (a) Examples of eligible emergency work include-
    - Search and rescue, sandbagging, emergency medical care, debris removal;
    - (ii) Reasonable supervision and administration in the receiving State that is directly related to eligible emergency work;
    - (iii) The cost of transporting equipment and personnel by the Providing Entity to the incident site, subject to the requirements of paragraphs A(1) and (2) of this policy;
    - (iv) Costs incurred in the operation of the Incident Command System, such as operations, planning, logistics and administration, provided such costs are directly related to the performance of eligible work on the disaster or fire to which such resources are assigned;
    - (v) Emergency Operations Center or Disaster Field Office assistance in the receiving State to support emergency assistance;
    - (vi) Assistance at the National Emergency Operations Center and Regional Emergency Operations Center, if requested by FEMA (labor, per diem and transportation);

- (vii) Dispatch operations in the receiving State;
- (viii) Donations warehousing and management (eligible only on the approval of the Recovery Division Director);
- (ix) Firefighting activities under section 420 of the Stafford Act and 44 CFR § 204; and,
- (x) Dissemination of public information authorized under Section 403 of the Act.
- (b) Examples of mutual aid work that are not eligible, include-
  - (i) Permanent recovery work;
  - (ii) Training, exercises, on-the-job training;
  - (iii) Backfill costs:
  - (iv) Long-term recovery and mitigation consultation;
  - (v) Costs outside the receiving State that are associated with the operations of the EMAC system (except for FEMA facilities noted in paragraph E(1)(a)(v) and (vi) above);
  - (vi) Costs for staff performing work that is not eligible under the Public Assistance Program or the Fire Management Assistance Grant Program;
  - (vii) Costs of preparing to deploy or "standing-by" [except to the extent allowed in the Fire Management Assistance Grant Program pursuant to 44 CFR § 204.42(e)]:
  - (viii) Dispatch operations outside the receiving State;
  - (ix) Tracking of EMAC resources; and
  - (x) Situation reporting.
- (2) Grant Management Work. Work associated with the performance of the Grantee's responsibilities as the grant administrator, as outlined in 44 CFR § 206.202(b). Use of EMAC-provided assistance to perform these tasks is eligible mutual aid work.

# F. Eligible Applicants

- (1) Only Requesting Entities are eligible applicants for FEMA assistance. With the exception of F(2), below, a Providing Entity must submit its claim for reimbursement to a Requesting Entity.
- (2) States may be eligible applicants when statewide mutual aid agreements or compacts authorize the State to administer the costs of mutual aid assistance on behalf of local jurisdictions.

# G. Reimbursement of Mutual Aid Costs.

(1) To be eligible for FEMA assistance, the reimbursement provisions of a mutual aid agreement must apply uniformly to both Federal awards and other activities of the governmental unit, and not be contingent on a declaration of an emergency, major disaster, or fire by the Federal government.

- (2) Requesting and Providing Entities must keep detailed records of the services requested and received, and provide those records as part of the supporting documentation for a reimbursement request.
- (3) A request for reimbursement of mutual aid costs must include a copy of the mutual aid agreement – whether pre- or post-event – between the Requesting and Providing Entities.
- (4) A request for reimbursement of mutual aid costs must include a written and signed certification by the Requesting Entity certifying
  - (a) The types and extent of mutual aid assistance requested and received in the performance of eligible emergency work; and
  - (b) The labor and equipment rates used to determine the mutual aid cost reimbursement request.
- (5) FEMA will not reimburse the value of volunteer labor or the value of paid labor that is provided at no cost to the applicant. However,
  - (a) To the extent the Providing Entity is staffed with volunteer labor, the value of the volunteer labor may be credited to the non-Federal cost share of the Requesting Entity's emergency work in accordance with the provisions of Recovery Division Policy #9525.2.
  - (b) If a mutual aid agreement provides for an initial period of unpaid assistance or provides for assistance at no cost to the Requesting Entity, the value of the assistance provided at no cost to the Requesting Entity may be credited to the non-Federal cost share of the Requesting Entity's emergency work under the provisions of Recovery Division Policy #9525.2.
- (6) Reimbursement for work beyond emergency assistance, such as permanent repairs, is not eligible for mutual aid assistance.
- (7) For Public Assistance only, reimbursement for equipment provided to a Requesting Entity will be based on FEMA equipment rates, approved State rates or, in the absence of such standard rates, on rates deemed reasonable by FEMA.
- (8) For Public Assistance only, reimbursement for damage to equipment used in emergency operations will be based on *Recovery Division Policy* #9525.8.
- (9) For Public Assistance only, reimbursement for equipment purchased by a subgrantee to support emergency operations will be based on Recovery Division Policy #9525.12.