MEMORANDUM

TO: Mutual Aid Partners
FROM: State of Florida, Division of Emergency Management
DATE: April 30, 2021
SUBJECT: Florida Mutual Aid Reimbursement Information (EMAC and SMAA)

The State of Florida, through coordination with the Florida Division of Emergency Management (Division), values the support that Mutual Aid Partners provide in times of need.

To ensure that Mutual Aid Partners are reimbursed in a timely manner, the following provides guidance on specific information that must be included in reimbursement package. This memorandum does not aim to be an exhaustive guide, and additional documentation may be requested to verify costs.

I. Submitting Reimbursement Packages
   a. All reimbursement packages must include the following:
      i. Cover letter to include total mission cost, the point of contact for reimbursement, and where to send payment.
      ii. W-9 Form
      iii. Register in the State of Florida Vendor Information Portal
      iv. Completed RSA or Form B
      v. Completed R-1 Form (only EMAC)
      vi. Completed R-2 Form, with proof of payment to the entity (only EMAC)
      vii. Completed Florida EMAC Expense Spreadsheet (only EMAC)
      viii. Completed ICS 214 Activity Logs, ICS 218, or Florida’s Modified 214 that includes information for equipment and daily activity for entirety of the deployment for all personnel
      ix. Proper backup documentation for all reimbursement requested

   b. Electronic Submissions are preferred, please send to MutualAid@em.myflorida.com.

Submissions must be legible and clear. Single-sided hard copies and requests for extensions should be sent to the Mutual Aid Branch:

Florida Division of Emergency Management
Mutual Aid Branch Director & EMAC Coordinator
2555 Shumard Oak Blvd
Tallahassee, FL 32399
II. Information to Include in the Reimbursement Package

Backup documentation to support eligible expenses should be organized by category when submitting the reimbursement package. For example, all supplemental documentation for equipment should be organized with other equipment information, and all personnel information should be submitted with other personnel information for deployed personnel.

a. Personnel
   i. Labor and Benefits Calculation Tab completed in the Excel Workbook
   ii. Pay Policy for the deployed personnel
   iii. Timesheet for deployed personnel
   iv. ICS 214 Activity Logs need to be included for all personnel deployed to verify detailed work assignments and hours worked.
   v. Backfill is eligible only if agreed upon in the agreement. Only overtime costs for backfill employees are eligible. Straight time for backfill personnel is not eligible.
   vi. Payroll registers with proof of payment for employees.
      1. Portal to Portal Reimbursement is not an eligible expense. This can only be claimed if working 24 hours continuously is included in the agreement and documented in a 214 and included in the pay policy for the deployed jurisdiction.
      2. Deployed personnel will only be reimbursed for actual hours worked.
   vii. Additional administrative costs for deployment preparation and other associated tasks are only allowable if agreed upon in the agreement.

b. Travel
   i. Travel tab completed in the Excel Workbook
   ii. Travel Policy for the jurisdiction requesting reimbursement
      1. Per Diem/Meals Allowance cannot exceed the amount stated in Travel Policy
      2. Proof of travel reimbursement for deployed personnel
   iii. If a base camp is available, lodging is not eligible for reimbursement unless otherwise stated in the agreement.
   iv. If meals are provided at the base camp or worksite (EOC or otherwise) meals are not eligible for reimbursement.
   v. Receipts for airline travel, hotel if eligible, rental cars, and fuel for rental cars.
   vi. If traveling in a government vehicle, either mileage or receipts are eligible for reimbursement; both cannot be claimed.
      1. ICS 218 (Equipment Logs) or Florida’s Modified ICS 214 must be used to support reimbursement request if claiming mileage.
c. Equipment
   i. Equipment tab completed in Excel Workbook
   ii. Identify the correct vehicle rate on the FEMA Schedule of Equipment Rates to use for the duration of the deployment. Equipment Rates include all eligible costs such as depreciation, overhead, maintenance, field repairs, lubricants, tires. Therefore, these additional items are not eligible to be reimbursed separately.
   iii. FEMA Force Account Equipment Summary Record (ICS 218) should be completed for all equipment rates claimed. Please provide odometer readings when possible to validate vehicle mileage.
   iv. Equipment cannot be purchased during a deployment unless explicit permission is given in writing from the requesting party and included on the agreement or a subsequent amended agreement.

d. Materials/Commodities
   i. Materials tab completed in Excel Workbook
   ii. The authority to purchase materials and commodities on a mission must be granted by the requesting party through the agreement.
   iii. Include all paid invoices or receipts

In order to maintain the efficiency of our Mutual Aid program and reimbursement to our partners, the Division requires all reimbursement packages to be submitted within ninety days of mission demobilization.

A one-time thirty day extension may be granted upon written request to the Division from the Assisting Entity. Beyond the original extension, any additional requests for extensions must be requested in written form by the Head of the Assisting Entity, or their equivalent, to the Division’s Director. Packages submitted after ninety days or approved extension deadlines may not qualify for reimbursement.

The State of Florida and the Florida Division of Emergency Management appreciate the vital support from Mutual Aid Partners. For further guidance or clarification on any of these items, please contact Mutual Aid Branch Director (MutualAid@em.myflorida.com) and Jessica Blake (Jessica.Blake@em.myflorida.com).

Thank you,

Kevin Guthrie, MA, MEP, CEM, FPEM
Director
Florida Division of Emergency Management