

**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. Assistors 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.

**EMAC Mission Assignments:** 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 [www.floridapa.org](http://www.floridapa.org) 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.

**Per Diem & Lodging Costs:** 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.

**Supplies/Materials:** 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.

**Ineligible Costs to claim under EMAC:** 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.

**Submission of EMAC Claims:** 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  
Attn: EMAC Recovery  
2555 Shumard Oak Blvd  
Tallahassee, FL 32399

Or to: [charles\\_bartel@dca.state.fl.us](mailto:charles_bartel@dca.state.fl.us)  
Or to: Fax: (850) 414-7566  
Attn: Charles Bartel

**Hotline Assistance:** 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](mailto:Charles.Bartel@dca.state.fl.us).