

FEMA and CalOES Reimbursement Process



California Air Resources Board
Office of Emergency Response



California Environmental Protection Agency

AIR RESOURCES BOARD

Office of Emergency Response

Reimbursement Order



FEMA



CalOES
(grantee)



County OES Coordinator/Local Air Districts
(subgrantee)

Key Steps in Reimbursement Process



1. Governor declares state of emergency
2. President approves and FEMA is sent to the area to provide assistance
3. Response services provided
4. **Maintain documentation!** (personnel, equipment, etc.)
5. Attend kickoff meeting
6. Submit documentation and forms
7. Receive reimbursement

Applicant Eligibility



The activities performed must be:

- The legal responsibility of the applying entity
- Required as a result of the fire
- Located within the sphere of influence of the fire
- Threat to public health and safety and property
- Potential for major economic impact

Kickoff Meeting



- Discuss about damages, assess needs, and put in a plan of action
- First meeting with the Public Assistance Coordinator (PAC) and Liaisons
- PAC will establish contact and set up the meeting within one week of request submission
- PAC will go over expectations and provide instructions
- Liaisons will provide details on documentation and reporting requirements
- Compile list of damages; ask questions
- Insurance issues should be discussed with the PAC at this meeting or as soon as possible

Reimbursement Requirements



- **Federal Tracking Number**
 - Assigned by FEMA
- **Permanent DUNS Number**
 - Must have or register for one
- **Forms – Variety of State and Federal**
 - Provided by CalOES or FEMA
- **Documentation**
 - Employee hours
 - Vehicle usage/mileage
 - Equipment usage

Project Accounting



- Isolate disaster related work from normal activities
- Actual costs and expenditures should be recorded as they occur
- Keep all documentation related to expenses
- **Details** are crucial!

Eligible Costs



- **Must have been incurred during the incident period, with exceptions**
- **Overtime and contract labor**
- **Equipment and maintenance**
- **Consumable supplies and materials**
- **Repair and replacement of equipment**
- **Personal safety items**
- **Essential assistance**

Documentation



- **Equipment**

- Name/model/label
- Dates and hours online
- Maintenance Forms

- **Materials and Supplies**

- Who, What, When, Where, Why, How many

- **Vehicles**

- Make/model/license plate
- Destination and mileage
- Who used it and when was it used