STATE OF MARYLAND
DHMH

Maryland Department of Health and Mental Hygiene
201 W. Preston Street • Baltimore, Maryland 21201
Robert L. Ehrlich, Jr., Governor – Michael S. Steele, Lt. Governor – S. Anthony McCann, Secretary

M E M O R A N D U M

DATE: August 18, 2006

TO: Emergency Responders

FROM: James P. Johnson
Chief Financial Officer

RE: Financial Reporting for Emergency Responses
****

The Finance Administration section of the DHMH incident command structure has developed an Excel workbook which contains all of the forms needed to report costs related to emergency responses. A hard-copy of these forms is attached to this memo and the electronic version can be found by clicking on Emergency Response Forms at the bottom of the web-page for the Budget Management Office website at www.dhmh.state.md.us/bmo/html/dba.html.

In order to obtain federal reimbursement for costs incurred in responding to emergencies, the Department must report information on forms prescribed by the Federal Emergency Management Agency (FEMA). These forms provide for a description of the project (or event), reporting of costs (equipment usage, equipment rental, materials, contracts), and cost estimates for continuing work not yet performed. Each of these forms stipulates the supporting documentation (invoices, receipts, etc.) required for federal reimbursement. The Finance Administration section has also developed a timesheet to be used by each employee involved in an emergency response event to record hours worked and other documentation for labor costs. This timesheet is the last tab on the workbook and should be printed out and completed in paper format. The other tabs in the workbook should be completed in electronic format. If additional space is needed in the electronic format, simply insert a new worksheet in the workbook and copy the needed form into the new worksheet. Instructions on submission of the forms and documentation will be forthcoming at the time of each emergency response event. The following is a description of each form and guidance on maintaining records of costs related to emergency response events.

Project Description – This form should be used to briefly describe the damage caused by the event and the scope of work involved in the emergency response, including a description of work that is continuing and is yet to be performed. One of these forms should be completed for each location involved in emergency response activities (e.g., local health department, facility).

Special Considerations – The nine questions on this form should be completed by blacking in the appropriate box. Once again, this form should be completed for each location involved in emergency response activities (e.g., local health department, facility). Space is provided for additional comments in responding to each of the nine questions.

Equipment Usage – This form documents the usage of DHMH-owned equipment for emergency response activities. The federal government reimburses emergency responders at an hourly rate for use of equipment. It is important for units to specify the exact type of equipment used (size, horsepower, make and model) as the rate paid differs depending upon the type of equipment used. Please note that the federal government generally does not reimburse for the purchase of equipment, only for the hours of use.

Equipment Rental – This form reports any rental equipment used in the emergency response activities. Units will need to provide invoices and proof of payment to document these expenditures.

Materials – This form is used to report materials purchased for emergency response activities. This includes supplies, communication and travel costs (meals and lodging). Documentation for materials would be invoices from the purchase or requisitions to dispense stock items from inventory.

Contracts – This form records expenses for contractors used in emergency response activities. Units will need to provide invoices to document the expense.

Cost Continuation – This form reports estimates for continuing costs not yet incurred in emergency response activities.

Timesheet – In order to document work performed as part of the Department's emergency response efforts, an emergency response timesheet has been developed. This timesheet does not replace the standard DHMH timesheet, but is an additional requirement to document work hours involved in emergency response activities. The emergency response timesheet involves only hours worked in emergency response activities - the form should not include leave time or hours worked on duties not involved in emergency response activities. Each individual involved in emergency response activities should complete an emergency response timesheet. The hourly rate can be obtained from the individual's payroll office.

Any questions concerning financial reporting relating to emergency response can be directed to the Finance Administration section. The following individuals are part of that section:

Jim Johnson	410-767-6065	johnsonj@dhmh.state.md.us
Irma Bevans	410-767-5821	bevansi@dhmh.state.md.us
John Newman	410-767-6073	newmanj@dhmh.state.md.us
Tony Aversa	410-767-5183	aversat@dhmh.state.md.us
Nick Filippou	410-767-6074	filippoun@dhmh.state.md.us
Brian Noll	410-767-6071	nollb@dhmh.state.md.us

Attachments
cc: Fiscal Officers