

Background:

The American Public Power Association (APPA) works with its utility, state association, and joint action agency members, as well as other industry associations and federal agencies, to enhance communication during preparation for and recovery from disasters. The Mutual Aid Working Group (MAWG) comprises representatives from public power utilities, state associations, and joint action agencies. The goal of the MAWG is to advance public power’s mutual aid and disaster management best practices for large-scale events.

On September 21, 2018, representatives from APPA, FMEA, and FDEM met to discuss APPA mutual aid agreements in place during DR-4337 Hurricane Irma. The parties confirmed that reimbursement under the APPA mutual aid agreement is intended to be cost based. The required documentation below outlines information needed for validation of project costs delivered under this agreement. Please note that entities must also meet all eligibility requirements outlined in the FEMA Public Assistance Program and Policy Guide (PAPPG). Also, additional documentation may be requested based on specific project details. Lastly, submission of all required documentation does not ensure the Applicant will receive reimbursement for work performed.

Description:

Cost Category	Reimbursement Details from Agreement	Documentation Required
General	<p>The Requesting Signatory agrees to compensate the Aiding Signatory as specified in this Agreement and in other agreements that may be in effect between the Requesting and Aiding Signatories.</p> <p>The Requesting Signatory agrees to make its request in writing to the Aiding Signatory within a reasonable time after aid is needed and with reasonable specificity.</p>	<ul style="list-style-type: none"> • Executed mutual aid agreement • Other agreements in effect (outside of the standard mutual aid agreement) • Written request from Requesting Signatory
Labor	Charges for labor force shall be in accordance with the Aiding Signatory's standard practices.	<ul style="list-style-type: none"> • Name • Job title and function • Type of employee (i.e. full time exempt, full time non-exempt, part-time, temporary) • Days and hours worked (times in and out), documentation tying employees to use of equipment • Description of work performed by employee • Pay rates and fringe benefit rates • Timesheets

APPA Mutual Aid – Required Documentation
State of Florida Division of Emergency Management (DEM)
FEMA Public Assistance Grants Management

Cost Category	Reimbursement Details from Agreement	Documentation Required
		<ul style="list-style-type: none"> • Payment policy (including overtime / emergency pay policy) • Fringe benefit policy • Union agreements (if applicable) • Proof of payment (cancelled check, bank statements, EFT confirmation)
Equipment	Charges for equipment, such as bucket trucks, digger derricks, and other special equipment used by the Aiding Signatory, shall be at the reasonable and customary rates for such equipment in the Aiding Signatory's location.	<ul style="list-style-type: none"> • Equipment usage policy • List of equipment and attachments used, including year, make, model, serial number or ID number • Size/capacity (e.g., horsepower, wattage) • Locations and days and hours used with usage logs • Operator name • Schedule of rates, including rate components
Transportation	The Aiding Signatory shall transport needed personnel and equipment by reasonable and customary means and shall charge reasonable and customary rates for such transportation.	<ul style="list-style-type: none"> • Policy or explanation of rates requested in reimbursement • Receipts (if applicable)
Meals, Lodging, and Other Related Expenses	Charges for meals, lodging and other expenses related to the provision of aid pursuant to this Agreement shall be the reasonable and actual costs incurred by the Aiding Signatory.	<ul style="list-style-type: none"> • Itemized receipts to support costs claimed • Proof of payment

Appendix A – APPA Mutual Aid Agreement:

MUTUAL AID AGREEMENT

In consideration of the mutual commitments given herein, each of the Signatories to this Mutual Aid Agreement agrees to render aid to any of the other Signatories as follows:

- 1.) Request for aid. The Requesting Signatory agrees to make its request in writing to the Aiding Signatory within a reasonable time after aid is needed and with reasonable specificity. The Requesting Signatory agrees to compensate the Aiding Signatory as specified in this Agreement and in other agreements that may be in effect between the Requesting and Aiding Signatories.
- 2.) Discretionary rendering of aid. Rendering of aid is entirely at the discretion of the Aiding Signatory. The agreement to render aid is expressly not contingent upon a declaration of a major disaster or emergency by the federal government or upon receiving federal funds.
- 3.) Invoice to the Requesting Signatory. Within 90 days of the return to the home work station of all labor and equipment of the Aiding Signatory, the Aiding Signatory shall submit to the Requesting Signatory an invoice of all charges related to the aid provided pursuant to this Agreement. The invoice shall contain only charges related to the aid provided pursuant to this Agreement.
- 4.) Charges to the Requesting Signatory. Charges to the Requesting Signatory from the Aiding Signatory shall be as follows:
 - a.) Labor force. Charges for labor force shall be in accordance with the Aiding Signatory's standard practices.
 - b.) Equipment. Charges for equipment, such as bucket trucks, digger derricks, and other special equipment used by the Aiding Signatory, shall be at the reasonable and customary rates for such equipment in the Aiding Signatory's location.
 - c.) Transportation. The Aiding Signatory shall transport needed personnel and equipment by reasonable and customary means and shall charge reasonable and customary rates for such transportation.
 - d.) Meals, lodging and other related expenses. Charges for meals, lodging and other expenses related to the provision of aid pursuant to this Agreement shall be the reasonable and actual costs incurred by the Aiding Signatory.
- 5.) Counterparts. The Signatories may execute this Mutual Aid Agreement in one or more counterparts, with each counterpart being deemed an original Agreement, but with all counterparts being considered one Agreement.
- 6.) Execution. Each party hereto has read, agreed to and executed this Mutual Aid Agreement on the date indicated.