Dear Emergency Management Colleague,

Thank you and your agency for supporting (AGENCY NAME)’s Emergency Operations Center (EOC) during the recent “(DISASTER NAME)” fire under the Emergency Management Mutual Aid (EMMA) program. Your professional contributions provided us with expertise and staffing which are truly appreciated by all the AGENCY family involved with the response efforts.

Now that we are in the recovery phase of this presidentially declared disaster, we are catching up on a mountain of paperwork to ensure that your agency is fully reimbursed for its expenses eligible under the EMMA program. We do apologize in advance for the amount of paperwork required, but as you are aware, both the Federal and State recordkeeping requirements are very comprehensive.

Following the procedures set out in the California OES EMMA plan (Appendix F) published in November 2012, we will need the following documentation for each individual emergency manager that was part of the EMMA response:

□ EMMA Form 1 (Resource Request and Assignment).

(We sent this form to all EMMA participating agencies on DATE, but have not received return copies from many agencies.)

□ Copies of your ICS-204 (Assignment List) or ICS-214 (Duty Logs) (Modified)

□ Copies of check-in (ICS-211, Check-In List) and demobilization check-out forms (EMMA Form 5, Individual Demobilization Checkout)

□ Your own agency Daily Time Sheet (or electronic time system report page)

□ EMMA Form 4, Exit Survey

□ FEMA Form 90-123 (Force Account Labor Summary), because this disaster is eligible under the FMAG (Fire Management Assistance Grant) at 75% Federal reimbursement.

□ FEMA Form 90-127 Force Account Equipment Summary (only if you used an agency vehicle to drive to the Agency EOC)

□ Travel (coach airfare) receipts

□ Receipts for any meals incurred during your deployment, when not provided at the Emergency Operations Center.

□ Receipts for gasoline and tolls, if applicable.

□ Receipts for lodging, if not provided by (the Agency).