

COMMONWEALTH OF VIRGINIA

Emergency Operations Plan



SUPPORT ANNEX #3 FINANCE & ADMINISTRATION

VIRGINIA DEPARTMENT
OF
EMERGENCY MANAGEMENT

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Lead Agency

- Virginia Department of Emergency Management (VDEM)

Support Agencies and Organizations

- Department of Accounts (DOA)
- Department of Planning and Budget (DPB)
- Department of Human Resource Management (DHRM)
- All other Agencies of the Commonwealth of Virginia

Purpose

The Finance & Administration Support Annex is designed to provide disaster financial management and administration guidance to assist in incident management activities. This includes all agencies required to provide personnel and resources in response to major disasters or emergencies declared by the Governor of Virginia.

Scope & Applicability

This annex shall apply to financial and administrative support activities for all emergencies, disasters, and other events; including overall financial management of personnel and cost of emergency management activities.

As an extension of the Governor's powers and delegated authority to key individuals and select agencies, and as directed by Executive Order in the declaration of emergency or disaster, this annex is applicable to all state agencies and other assigned organizations and entities participating and responding under the COVEOP with assistance or relief as coordinated by the Virginia Emergency Response Team.

The procedures described in this annex ensure that funds and other resources are provided expeditiously and that operations are conducted in accordance with established state law, policies, regulations, and standards.

Planning Assumptions

- Local jurisdictions will seek emergency supplemental response and recovery

funding when their own resources have been exhausted.

- The Commonwealth will seek emergency supplemental response and recovery funding from the federal government when event-related costs meet or exceed federal thresholds and declaration factors.

Policies

- All agencies assigned responsibilities within this annex will develop and maintain the necessary plans, standard operating procedures, mutual aid agreements, and model contracts to successfully accomplish their tasks.
- Procedures will be established to meet the requirements placed on state and local governments by OMB A-102, Grants and Cooperative Agreements with State and Local Governments (revised) and 2 CFR, Part 225, Cost Principles for State, Local, and Tribal Governments (revised).
- Agencies of the Commonwealth will establish procedures to meet emergency response requirements placed on them by VDEM
- The State Coordinator may authorize the contract or hire of additional personnel to meet the requirements placed on VDEM during a disaster.
- The Commonwealth will follow all federal laws, regulations, policies, and grant guidance.

Organizational Structure

The financial management function is a sub-set of the Finance & Administration component of the VERT Emergency Support Function (ESF) #5 – Emergency Management.

The Finance Division of VDEM will coordinate this Annex.

Liaison will be maintained with Finance and Administration support agencies as required. Representatives from other VDEM divisions and other support agencies representing the various providers may be requested to support Finance and Administration Section staffing needs, as necessary. These representatives will be responsible for coordinating with their partners, and monitoring and providing status of response and recovery costs relating to their respective sectors.

Concept of Operations

The magnitude of a disaster will dictate the extent of financial management involvement and the level of funding requirements.

Major tasks to be completed include ensuring sufficient staffing levels, briefing team members regarding State travel, payment, and personnel policies; any approved exceptions, travel arrangements, and/or vehicular transportation for VEOC (Virginia Emergency Operations Center) and JFO (Joint Field Office) personnel; and analyzing disaster costs for funding requests.

Roles & Responsibilities

Virginia Department of Emergency Management

I. Finance Unit

- Anticipate financial support needed from the Commonwealth.
- Monitor disaster appropriations, allotments, and/or cash balances daily and work closely with the VDEM Grants Accountant and Accounts

Payable Supervisor to ensure adequate balances are available to meet all payment requirements.

- Function as time and record keeper for all VDEM employees.
- Provide guidance to VERT staff regarding State financial policies and procedures.
- Support development of all documents to obtain State and Federal funding for each disaster or emergency.

II. Personnel Unit

- Monitor requests for Reservists, and determine availability of qualified Reservist personnel.
- Provide technical or material assistance relative to personnel issues within the scope of services available by the agency (eg: ID cards, time sheets).

III. Administration Unit

- Provide technical or material assistance relative to financial issues within the scope of services available by the agency.
- Provide administrative support services to the VEOC and JFO during VERT activations.
- Administer the travel program to include making reservations for hotels for VERT and JFO personnel.

Department of Accounts

- Establish a disaster project code in the Commonwealth Accounting Reporting System (CARS).

Department of Planning & Budget

- Prepare the VDEM Decision Brief for the Governor.

- Identify and access alternative funding sources to ensure the availability of adequate funds in the sum sufficient account.
- Review all Performance Budgeting System (PBS) requests.

management program before, during, and after an emergency or disaster.

- EMAP 4.1.2: Procedures exist to provide for maximum flexibility to expeditiously request, receive, manage, and apply funds in emergency situations to ensure timely delivery of assistance and cost recovery.

Department of Human Resource Management

- Provide members of the Adjunct Emergency Workforce (AEW) and perform other duties as assigned.

All other Departments and Agencies of the Commonwealth of Virginia

- Provide financial and administrative support to the VERT as needed.

Authorities & References

Authorities

- Virginia Emergency Services and Disaster Laws
- Code of Virginia, Section § 44-146.28, the Governor of Virginia is authorized to expend funds from the state treasury a sum sufficient amount to carry out disaster-related activities.
- Code of Virginia, Section § 2.2-4303, Methods of Procurement.
- OMB A-102, Grants and Cooperative Agreements with State and Local Governments
- 2 CFR, Part 225, Cost Principles for State, Local, and Tribal Governments (revised)

References

- Emergency Management Accreditation Program (EMAP) 4.1.1: The program shall develop financial and administrative procedures to support the emergency