

SERT ADMINISTRATION SECTION

December 2022

A. PURPOSE

This appendix describes the role of the Administration Section during the activation of the State Emergency Operations Center. This includes finance, applications and GIS, human resources, information technology, Emergency Management Assistance Compact (EMAC) and the Responder Assistance Initiative (RAI). The Administration Section performs other roles outside of SERT activations that are not described in this appendix.

B. MISSION

The Administration Section is responsible for

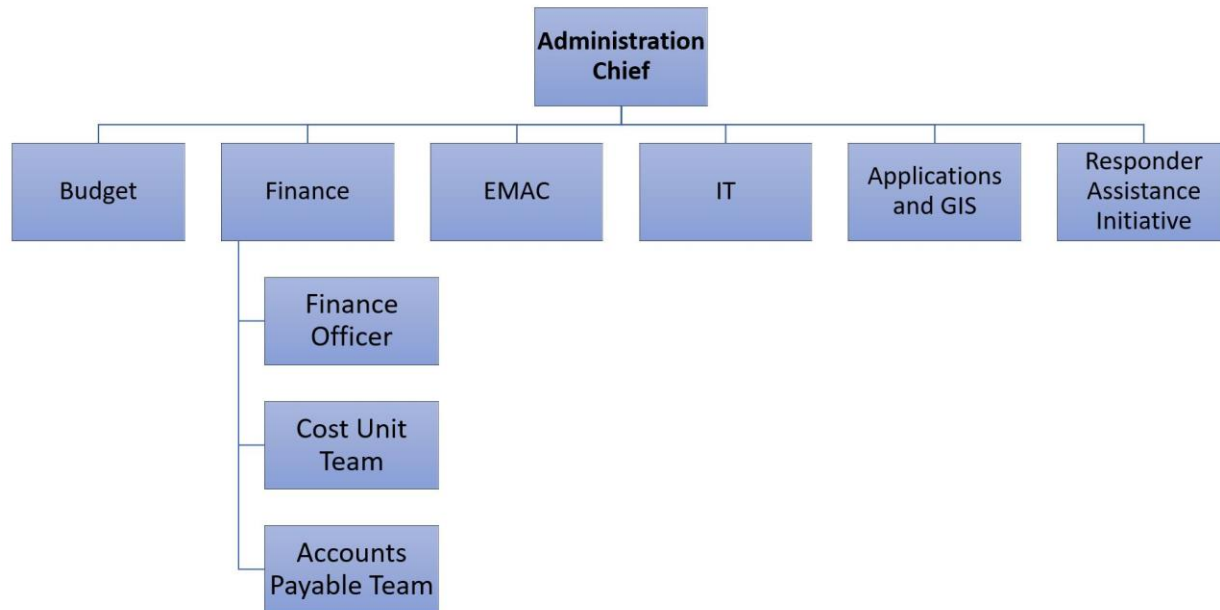
1. Finance: Documenting disaster-related costs for leadership and process invoices to ensure prompt payment for goods and services necessary to support emergency response and disaster recovery efforts;
2. Applications and GIS: Providing flood inundation mapping and GIS information technology user support;
3. Human Resources: Processing the hiring of temporary employees, if applicable;
4. Information Technology: Providing information technology user support and infrastructure capabilities;
5. EMAC: Providing mutual assistance between states during States of Emergency or disasters to send and receive personnel, equipment, and commodities; and
6. RAI: Provide specialized mental health services in addition to peer team consultation and coordination with first responder agencies upon request.

C. ORGANIZATION

The Assistant Director of Administration reports directly to the SERT Leader during SERT activations. The Administration Section is constituted with staff from North Carolina Emergency Management (NCEM) and augmented with staff members from the Department of Public Safety Budget and Controller's Office. The NCEM Assistant Director of Administration is the principal fiscal/financial advisor to the SERT Leader.

SERT ADMINISTRATION SECTION

December 2022



The size of the disaster and/or event will determine if the Cost Unit Team and Accounts Payable Team will need to be augmented with DPS Budget and Controller’s Office personnel.

1. FINANCE BRANCH

The Finance Branch supports SERT response and recovery operations by collecting expenditure reports from state agencies and advising the SERT Leader on the financial activities and expenditures before, during and after the response phase and/or event. The following are primary responsibilities of the Branch:

- a. Finance Officer
 - i. Implements the Finance Branch SEOC Activation Checklist.
 - ii. Monitors WEBEOC and enters significant events or taskings as needed.
 - iii. Assists with collecting and analyzing expenditure data in order to work with Functional Leads in ensuring state agencies are reporting their expenditures in NC WEBEOC.
 - iv. Provides data and information to the SERT Leader.
 - v. Coordinates and resolves financial issues with the Department

SERT ADMINISTRATION SECTION

December 2022

Controller and Budget Office.

- vi. Disseminates information to SERT partners and NCEM personnel on financial issues.
- vii. Provides guidance to SERT partners on collecting and retrieving expenditures for reimbursements.
- viii. Ensure all NCEM expenditures, such as labor, equipment, materials and supplies, contracts, and rentals, have been captured for reimbursement following the event.
- ix. Coordinates with the Assistant Director for Logistics on estimated expenditures for requests for Direct Federal Missions (DFM) and Emergency Management Assistance Compact (EMAC) requests.
- x. Coordinates with the Recovery Section for the preparation and submission of the initial SF-424 (Request for Federal Assistance) and associated documents for federally declared disasters. Ensures required expenditure reports are submitted and/or downloaded from the Finance Tracking Board to the Plans Section for inclusion in their various reports of established reporting times.

b. Cost Unit Team

- i. Track all expenditures for NCEM to include invoice, contract, E-Procurement and P-Card purchases, direct billing, DFM, EMAC, lodging, meals and other costs related to the event.
- ii. Track expenditures from state agencies during the event using the Finance Tracking Board. Notify the NCEM Functional Leads when state agencies are not reporting their information.
- iii. Track expenditures from state resources i.e., NCHART, Urban Search and Rescue Teams, Regional Response Teams (Hazardous Materials) and other teams and individuals that are considered state resources.
- iv. Ensure cost centers and budgets are established.
- v. Uses the Finance Branch State EOC Activation Checklist to ensure activities are submitted and monitored.

SERT ADMINISTRATION SECTION

December 2022

- vi. Coordinates with the functional leads to ensure state agencies are reporting their event expenditure costs daily in the NC WEBEOC Finance-Incident Expenditure Board.
 - vii. Prepares reports for the SERT Leader, DPS, and other state and federal agencies as needed or required.
 - viii. Monitors NC WEBEOC for anticipated and/or estimated and actual expenditures.
 - ix. Coordinates with the Logistics Section on anticipated and actual costs and resources, commodities, and equipment ordered and received.
 - x. Coordinates with the Regional Coordination Centers on their expenditures and are submitted.
 - xi. Forwards copies of invoices for payment to the Account Payable team for payment.
- c. Accounts Payable Team

The Accounts Payable (AP) Team will be activated for medium to large scale events for processing, coding, and payment of invoices related to the event. Due to the size and complexity of the event, the AP team will be located at the SEOC or at their normal work facility.

- i. Processes vendors' invoices for approval and payment, including coding to the appropriate disaster cost center and charting of account lines.
- ii. Develops and maintains internal tracking of daily expenditures and disaster per cost units daily by utilizing Logistics cost units.
- iii. Retains copies of invoices and contracts for reimbursement submission.

E. CONCLUSION OF THE EVENT

At the conclusion of the disaster and/or event, collect the following documents for reimbursement:

1. Invoices/receipts
2. Contracts

SERT ADMINISTRATION SECTION

December 2022

3. Time sheets (for overtime)
4. Other documents to support reimbursement

F. REFERENCES

- A. DPS Policies and Procedures Manual
- B. NC Disaster Recovery Guide
- C. Office of State Budget and Management Budget Manual
- D. NCEM Comprehensive Recovery Plan
- E. US Department of Homeland Security, Financial Management Guide
- F. 44 Code of Federal Regulations, Part 13
- G. 2 Code of Federal Regulations, Part 200
- H. NC DPS Purchasing and Logistics Manual
- I. NC DPS Accounts Payable Policy
- J. 10 NC DPS Travel, Travel Allowance, and Reimbursement Policy