



## ***NORTHEAST PUBLIC POWER ASSOCIATION***

### **Cheat Sheet: Billing a Requesting Utility for Mutual Aid Services (NEPPA 2020 Agreement)**

#### Overview

Under the NEPPA Mutual Aid Agreement, Assisting Utilities bill Requesting Utilities for reimbursable Expenses only (as defined in Section 1.3). Invoices must be submitted within 30 days of Assistance termination. Requesting Utilities should pay promptly, ideally within 45 days. Items to be Excluded: Admin/general costs, indirect labor, overhead, fuel.

#### How to Bill: Step-by-Step

1. Track During Assistance: Maintain detailed time sheets for all employees (names, classifications, dates worked, hours including travel time) and truck classifications per FEMA Schedule of Equipment Rates.
2. Compile Expenses: Calculate based on definitions:
  - a. Labor: Wages per existing agreements; max 40 straight-time hours/person/day.
  - b. Trucks: Hourly rates (travel + work) per FEMA rates (includes depreciation, fuel, maintenance).
  - c. Lodging/Meals: Only if not provided by Requesting Utility; 3 meals/day expected from them.
  - d. Materials/Misc: Any used/not provided; itemize with receipts.
3. Prepare Invoice: Submit within 30 days. Include:
  - a. Names of Requesting & Assisting Utilities.
  - b. Assisting Utility contact info.
  - c. All time sheets.
  - d. Labor & Truck charges (with FEMA refs).
  - e. Relevant labor agreement sections.
  - f. Itemized other expenses (lodging, meals, materials, misc) with receipts.
  - g. Invoice due date (suggest 45 days).
4. Send & Follow Up: Email/mail to Requesting Utility; track for payment. If there is a dispute, notify in writing and resolve informally (30 days) before legal action (Section 5).

## **Dos and Don'ts**

### Dos:

- Do use FEMA's current Schedule of Equipment Rates (check FEMA/NEPPA websites).
- Do include travel time in labor/truck hours.
- Do adhere to Exhibit A minimum personnel/equipment requirements.
- Do maintain/provide proof of insurance if requested.
- Do itemize everything with supporting docs to avoid disputes.

### Don'ts:

- Don't bill excluded expenses (e.g., overhead, indirect labor).
- Don't exceed 40 straight-time hours/person/day for labor.
- Don't bill for items provided by Requesting Utility (e.g., meals/lodging if supplied).
- Don't delay invoice beyond 30 days, this risks non-payment.
- Don't admit liability in disputes; follow indemnification process (Section 3).

## **FAQs**

- What if the Requesting Utility doesn't pay? Notify in writing; attempt informal resolution (30 days). Escalate to court if needed (Section 5).
- Can I bill for overtime? Yes, per your wage agreements, but capped at equivalent of 40 straight hours/day total.
- Where to find FEMA rates? FEMA website or NEPPA site; update annually.
- What about disputes over amounts? Provide detailed records; both parties must meet to resolve.
- Is there a template invoice? No, but ensure it matches Section 4.b requirements.
- How long does Assistance last? Until released by Requesting Utility; bill after termination.
- Can the Assisting Utility charge an administrative fee? No, per Section 1(g) of the Agreement, administrative and general expenses, indirect labor, and overhead are explicitly excluded from reimbursable Expenses. The NEPPA Mutual Aid Program is designed to facilitate assistance among neighbors during emergencies, not to recover such costs or generate profit.

Reference: NEPPA Mutual Aid Agreement (eff. March 1, 2020). Consult full document for details.



## **NORTHEAST PUBLIC POWER ASSOCIATION**

### **Cheat Sheet: Billing a Requesting Utility for Mutual Aid Services (APPA Mutual Aid Agreement and APPA Guiding Principles 2023)**

#### Overview

Under the APPA Mutual Aid Agreement supplemented by Guiding Principles, Providing Entities bill Requesting Entities for actual costs incurred in rendering aid. Focus on reimbursable items like labor (incl. travel time), equipment, food/lodging (if not provided), repairs, and materials. Invoices require detailed documentation for FEMA reimbursement.

#### How to Bill: Step-by-Step

1. Track Costs Real-Time: Log all expenses, e.g., time sheets for personnel (names, hours, rates incl. OT), equipment logs (make/model/hours), receipts for food/hotels/repairs/fuel. Identify crews, vehicles, and changes. Use FEMA rates if possible (incl. fuel/repairs); justify higher rates.
2. Calculate Reimbursables:
  - Labor/Travel: Actual wages; include travel time from home to site & return (prep time incl.). Emergency returns/crew swaps ( $\geq 2$  weeks) covered; non-emergencies not.
  - Equipment: Use hourly or mileage rates for reimbursement, with FEMA rates preferred (as they include costs like fuel and repairs). For breakdowns or damages: Reimburse actual repair costs only if they occur more than 50 miles from home, are directly related to providing aid, and must be fixed before the equipment can safely return home—unless using FEMA rates, which already cover such expenses.
  - Food/Laundry: Only if not provided.
  - Lodging: Double-occupancy only; room nights only (no extras like mini-bar).
  - Materials/Supplies: Reasonable quantities; personal gear presumed in labor rates unless justified & non-reusable.
  - Exclusions: Personal items (alcohol/tobacco), G&A unless separate/itemized, non-aid repairs.
3. Prepare Invoice: Submit with full docs (rate sheets, timesheets/logs signed, receipts, pay policies, mobilization details).

4. Submit & Follow Up: Provide all requested docs for FEMA claims. Return unused Requesting Entity items via crew logs.

## **Dos and Don'ts**

### Dos:

- Do provide detailed logs.
- Do use FEMA rates for equipment to simplify (includes repairs/fuel); justify deviations.
- Do minimize emergency travel costs; document necessities (e.g., family illness proof).
- Do get Requesting Entity approval for hotels; supply itemized folios with occupants/dates.
- Do respond fully to FEMA-related doc requests; notify of breakdowns promptly.

### Don'ts:

- Don't bill for non-reimbursables (e.g., personal comforts, elective returns, <2-week crew swaps, mini-bar charges).
- Don't charge single-occupancy hotels without justification; exceed GSA per diem for travel food.
- Don't bill repairs for pre-arrival breakdowns (unless coordinated) or non-aid damage.
- Don't use higher-than-FEMA rates without justification.
- Don't release crews without checking back equipment/inventory.

## **FAQs**

- Can I charge admin fees? Possibly as separate G&A line if requested/itemized, but not overhead if using FEMA rates; principles emphasize no profit.
- What if equipment breaks en route? Notify immediately; coordinate replacement. Not reimbursable unless aid-related & >50mi from home.
- How to handle food if provided but uneatable? Bill actuals if shortages/events prevent consumption; otherwise, no.
- What docs for personal gear? Justify necessity & non-reusability; provide quantities tied to personnel count.
- FEMA rates vs. actual? Prefer FEMA (simpler, inclusive); for actuals, supply full ownership/operation cost docs.

*Reference: APPA Guiding Principles (Aug 2023) & Mutual Aid Agreement. Consult full docs/FEMA for updates.*