

## **Madison County Financial Management Support Annex**

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### **Coordinating Agency**

Madison County Administrator

### **Support Agencies**

Madison County Extension Office

Madison County Board of Supervisor

Municipal Board of Aldermen(s)

Municipal Mayor(s)

Madison County Attorney

Municipal Attorney(s)

### **State Coordinating Agency**

Mississippi Department of Finance and Administration

Mississippi Emergency Management Agency

### **State Cooperating Agencies**

Mississippi State Auditor

Mississippi Department of Revenue

Office of the State Treasurer

Office of the Attorney General

Mississippi Military Department

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## **Introduction**

### **Purpose**

The Financial Management Support Annex provides basic financial management guidance to state departments that assist communities in responding to and recovering from disasters. The intent is to ensure that funds are provided expeditiously and that operations are conducted in accordance with established laws and policies.

### **Scope of Operations**

- Due to the devastating and widespread effects of a catastrophic event, this annex expands upon the general concepts and operational procedures already detailed in the Comprehensive Emergency Management Plan (CEMP) that would be required for any disaster or emergency event.
- This annex applies to all governmental functions for Madison County, Mississippi. This is accomplished through a detailed tasking of response actions according to the Madison Emergency Support Functions (ESFs) detailed in the county CEMP. The ESFs found in the county CEMP will directly correspond with those ESFs found in the state CEMP and the National Response Framework (NRF).

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## **Situation and Assumptions**

### **Situation**

- Disasters have an immediate impact on local and state resources, resulting in shortages that may require the unplanned expenditure of funds by state and local governments. In addition, coordination may be required between local, state, and federal organizations to administer funding designed to assist in the response to and recovery from disasters.
- State funding may be made available to a local jurisdiction when a Governor's Emergency Declaration is issued that includes that jurisdiction.

- Supplemental federal assistance for eligible response and recovery expenses incurred by governmental entities and/or the private sector may be available from the Federal Emergency Management Agency (FEMA) once a state agreement has been signed.
- Local governments are responsible for first response to emergencies impacting their jurisdictions including the application of fiscal procedures and remedies designed to be used for various applications during local emergencies.
- The State Individual Assistance Program (IA) may be made available for limited private sector losses when an event has been declared locally, by the Governor and the U.S. Small Business Administration (SBA), and declaration criteria has been met.
- SBA may provide supplemental federal disaster funds for the private sector following an agency declaration.

### **Assumptions**

- Local jurisdictions will seek emergency supplemental response and recovery funding when funding resources within their jurisdiction have been exhausted.
- The state will seek supplemental response and recovery funding from the federal government when event-related costs meet or exceed federal thresholds and declaration factors.
- The county will follow state and federal laws, regulations, applicable policies, and grant guidance when federal grants are made to the State of Mississippi.

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## **Concept of Operations**

### **Overview**

- The primary and support agencies to this annex will act as a team to address emergency finance issues to ensure the flow of funds during and after disasters.
- The Mississippi Department of Finance and Administration (DFA) may form and lead a finance team composed of personnel from various state agencies as needed to coordinate fiscal activities related to the emergency.
- In cooperation with the Finance/Administrative Branch Director, FEMA may establish a mechanism for the electronic transfer of federal funds to the state following a Presidential Disaster Declaration.
- As the designated grantee for federal disaster funds, MEMA executes the FEMA/State Agreement with FEMA following a Presidential declaration. This is a grant agreement between FEMA and the State of Mississippi which identifies state staff with the legal authority to obligate disaster funds to eligible recipients according to specific laws, Executive Orders and regulations applicable for grant administration by the state.
- Other federal grants may be awarded during emergencies that are coordinated by other state agencies with their federal counterparts under separate laws and regulations. State agencies will pre-identify funds and programs available from federal peers that may be applied during disasters. MEMA will

coordinate and exchange information with these organizations in order to develop a comprehensive overview of available federal, state, and local funds.

**Relationships between Levels of Government**

**Federal**

- FEMA will coordinate with MEMA regarding finance issues when federal resources are activated in response to emergency response and recovery operations in Mississippi.
- Upon request, FEMA will provide MEMA with supplemental financial assistance when needed to address incident-related needs.

**State**

- The Finance/Administrative Branch Director is responsible for employing and activating the provisions of this annex.
- The financial team maintains a working relationship throughout the emergency response and recovery operations to ensure that policies and procedures are followed.

**Local**

- Spend grant funds properly and effectively to alleviate the effects of a disaster.
- Take necessary steps to ensure that citizens are aware of all available grants. Efforts will be made during a disaster to ensure that all federal, state, and local finance organizations maintain consistent and timely communication and coordination with one another to ensure that adequate funding is available to disaster victims.

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**Organization and Responsibilities**

**Madison County Administrator**

- Coordinate with Madison County Board of Supervisors to determine the need, availability, and identify the source of the county funds in response to a disaster and during recovery.
- Provide recommendations for identifying financing during disaster response and recovery.
- Provide support and guidance to state agencies during disaster response and recovery.

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**Support Agencies**

| Agency                             | Functions  |
|------------------------------------|--|
| Madison County Auditor             | <ul style="list-style-type: none"> <li>• Provide support and guidance to state agencies and to local authorities during disaster response and recovery.</li> </ul> |
| Madison County Extension Office    | <ul style="list-style-type: none"> <li>• Provide support and guidance to county agencies during an incident.</li> </ul>  |
| Madison County Board of Supervisor | <ul style="list-style-type: none"> <li>• Provide support and guidance to county agencies during an incident.</li> </ul>  |
| Municipal Board of                 | <ul style="list-style-type: none"> <li>• Provide support and guidance to city/town agencies during an incident.</li> </ul>   |

|                         |  |
|-------------------------|--|
| Aldermen                |  |
| Municipal Mayor         | <ul style="list-style-type: none"> <li>• Provide support and guidance to city/town agencies during an incident.</li> </ul>   |
| Madison County Attorney | <ul style="list-style-type: none"> <li>• Address issues related to consumer protection during disaster response and recovery.</li> <li>• Provide and information to disaster victims regarding consumer protection against fraud.</li> </ul> |
| Municipal Attorney      | <ul style="list-style-type: none"> <li>• Address issues related to consumer protection during disaster response and recovery.</li> <li>• Provide and information to disaster victims regarding consumer protection against fraud.</li> </ul> |

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### **Review and Maintenance**

As a minimum, the county contact will coordinate and conduct a biennial review of this annex with all support agencies. Additional reviews may be conducted if experience with an incident or regulatory change indicate a need. Recommendations for change will be submitted to the Madison County Board of Supervisors for approval, publication, and distribution.

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### **Authorities and References**

National Response Framework

The Emergency Management Law, MS Code Ann. § 33-15 (1972)

National Disaster Recovery Framework, September 2011