

Financial Management Support Annex

Coordinating Agency:

Department of Homeland Security/Emergency Preparedness and Response/Federal Emergency Management Agency (Stafford Act declarations)
Federal agency requesting Federal-to-Federal support (non-Stafford Act declarations)

Cooperating Agencies:

All

Introduction

Purpose

The Financial Management Support Annex provides basic financial management guidance for all participants in National Response Plan (NRP) activities. This includes guidance for all departments and agencies providing assistance in response to major disasters or emergencies declared by the President under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act) as well as for departments and agencies that request/provide Federal-to-Federal support in Incidents of National Significance that do not involve the Stafford Act. The financial management function is a component of Emergency Support Function (ESF) #5 – Emergency Management.

The processes and procedures described in this annex ensure that funds are provided expeditiously

and that financial operations are conducted in accordance with established Federal law, policies, regulations, and standards.

Scope

As part of the Secretary’s responsibility to coordinate resources under Homeland Security Presidential Directive-5 (HSPD-5), this annex is applicable to Federal departments and agencies (“Federal agencies”) participating and responding under the NRP with assistance or relief as coordinated by the Department of Homeland Security/Emergency Preparedness and Response/Federal Emergency Management Agency (DHS/EPR/FEMA) under the authorities of the Stafford Act, and to Federal agencies requesting and/or providing Federal-to-Federal support for non-Stafford Act incidents.

Concept of Operations

General – Stafford Act Declarations

- Pursuant to the Stafford Act, the President “may direct any Federal agency, with or without reimbursement, to use the authorities and resources granted to it under Federal law (including personnel, equipment, supplies, and facilities, managerial, technical, and advisory services) in support of State and local assistance efforts.”
- The Disaster Relief Fund (DRF), appropriated to DHS/EPR/FEMA, may be available for assistance provided in response to a Presidentially declared major disaster or emergency as defined by the Stafford Act.
- For expenditures from the DRF, DHS/EPR/FEMA shall use generally accepted Federal financial principles, policies, regulations, and management controls to ensure proper accountability of the fund.

General – Non-Stafford Act Incidents of National Significance

- A Federal entity with primary responsibility and statutory authority for handling an incident (i.e., the requesting agency) that needs support or assistance beyond its normal operations may request DHS coordination and facilitation through the NRP.
- Generally, the requesting agency provides funding for the incident consistent with provisions of the Economy Act, unless other statutory authorities exist.
- DHS coordinates assistance using the multiagency coordination structures in the NRP and in accordance with the National Incident Management System (NIMS).
- In accordance with HSPD-5, Federal departments and agencies are expected to provide their full and prompt cooperation, available resources, and support, as appropriate and consistent with their own responsibilities for protecting our national security, to the Secretary of Homeland Security in the exercise of responsibilities and missions as the principal Federal official for domestic incident management.

Field Financial Management

- **Joint Field Office (JFO):** Upon issuance of a Presidential disaster or emergency declaration, or the occurrence of an Incident of National Significance, a Comptroller is deployed to the established JFO to oversee policies and procedures for financial management, acquisitions, and management controls and to report funding activity. The Comptroller serves as the Finance and Administration Chief and is the Senior Financial Advisor to the Principal Federal Officer/Federal Coordinating Official/Federal Resource Coordinator (PFO/FCO/FRC).

- **National Response Coordination Center (NRCC):** The Comptroller serves as a liaison between personnel at the NRCC and the Chief Financial Officer (CFO). The Comptroller oversees all financial management activities of the NRCC and provides the NRCC Director with the necessary authority and expertise for effective fiscal management during initial disaster response activities. During the stand-down phase, the Comptroller works with Federal agencies to ensure that unneeded funds are deobligated as soon as appropriate.
- **Regional Response Coordination Center (RRCC):** The Comptroller is the CFO's representative to the RRCCs and serves as the liaison between the RRCC and the CFO. The Comptroller provides the DHS/EPR/FEMA Regional Director and Disaster Recovery Manager (DRM), if applicable, with the necessary expertise and authority essential for effective fiscal management during initial response activities. During the stand-down phase, the Comptroller works with Federal agencies to ensure that unneeded funds are deobligated as soon as appropriate.

Funding and Reimbursement

- **Stafford Act Declarations:** DHS/EPR/FEMA uses the mission assignment (see Attachment 1) as an inter/intra-agency document to secure the provision of goods and services pursuant to a Stafford Act declaration. (See www.fema.gov/ofm and “Additional Mission Assignment Guidance for Stafford Act Declarations” below for more information.)
- **Non-Stafford Act Incidents of National Significance:** Federal agencies participating in the NRP may request and provide Federal-to-Federal support by executing inter/intra-agency reimbursable agreements, in accordance with the Economy Act (31 U.S.C. § 1535) or other applicable authorities. Federal agencies providing mutual aid support may request reimbursement from the requesting agency for eligible expenditures. (See Attachment 3, Memorandum of Agreement: Mutual Aid for Incidents of National Significance (non-Stafford Act) for more information.)

- The Reimbursement Agreement form used by Federal agencies requesting support is the Incidents of National Significance Request for Federal-to-Federal Support. (See Attachment 3, Tab 1.)
- In accordance with Office of Management and Budget (OMB) Circular No. A-11, Federal agencies should submit to OMB on the SF-132 an annual estimate of the amount of reimbursable budget authority required to carry out their responsibilities under the NRP.

Responsibilities

DHS (Stafford Act) and Requesting Agency (non-Stafford Act) Chief Financial Officer

- The CFO uses proper Federal financial principles, policies, regulations, and management controls to ensure proper accountability of funds and provides financial management support to Incidents of National Significance, such as:
 - Providing advice on financial policy issues relative to the Incident of National Significance and use of funds;
 - Approving annual overhead rate proposals of Federal agencies, if applicable;
 - Expedient processing of all documented and approved requests for reimbursement and review of bills prior to processing payments to ensure that proper documentation supports the expenditures claimed; and
 - Performing periodic reviews of open obligations to ensure accuracy and timeliness and providing financial management reports.
- The CFO appoints a Comptroller from a cadre of qualified financial management individuals to oversee financial operations and advise on financial matters at the NRCC, RRCC, and JFO.
- Supervising the financial staff at the JFO, NRCC, and RRCC, which includes financial specialists, financial technicians, and contract specialists/contracting officers, including those activated under ESF #7 – Resource Support;
- Overseeing travel management at the JFO, providing advice and assistance on travel policy and serving as the CFO’s travel authority at the JFO, and working closely with the CFO on complex travel issues;
- Overseeing contracting and acquisitions operations, including credit card purchases and grants management responsibilities, and coordinating acquisition management performed by the contract specialists/contracting officers, including those activated under ESF #7, with the RRCC;
- Providing policy guidance and necessary expertise and authority essential for effective fiscal management of expenditures to the PFO/FCO/FRC and his/her staff; and
- Monitoring expenditures, including tracking of funds at both object and sub-object code levels; tracking and reporting commitments, obligations, and disbursements; reviewing commitments to ensure proper expenditure of funds; and reporting funding activity to the PFO/FCO/FRC and CFO on a regular basis.

Comptrollers

- Comptrollers are responsible for acting as the Finance and Administration Chief. Financial responsibilities include:
 - Comptrollers work with the JFO program staff to ensure adequate funding levels are maintained to meet anticipated obligations and expenditures.

Cooperating Agencies

- Cooperating agencies are responsible for maintaining documentation to support requests for reimbursement, submitting final reimbursement requests within the terms of the mission assignment or reimbursable agreement, and notifying requesting agencies when a task is

completed and/or when additional time is required to complete work in advance of the projected completion date.

- Cooperating agencies are expected to apply proper financial principles, policies, regulations, and management controls to ensure full accountability for the expenditure of funds.

Financial Controls and Guidance

General

- Because timely financial support of response activities is crucial to achieving the operational objectives of saving lives and protecting property, expeditious means are employed to facilitate proper financing of operations.
- Federal agencies must use management controls, policies, and procedures to reasonably ensure that: 1) programs achieve their intended results; 2) resources are used consistent with agency missions; 3) programs and resources are protected from waste, fraud, and mismanagement; 4) laws and regulations are followed; and 5) reliable and timely information is obtained, maintained, reported, and used for decisionmaking.
- Federal agencies are responsible for developing and maintaining a cost-effective system of management controls to ensure that Government-funded activities are managed effectively, efficiently, economically, and with integrity in order to prevent fraud, waste, and mismanagement.

Management Controls and Automated Systems

- When entrusted with or given statutory responsibility for public funds, Government employees are, in effect, trustees for the

taxpayers. These “accountable officers” include authorized certifying officers, civilian and military disbursing officers, collection officers, and other employees who by virtue of their employment are responsible for or have custody of Government funds. These officers are responsible for proper payment of funds for which they are accountable. They should ensure that all bills are properly documented when recommending approval/disapproval of expenditures.

- Each Federal agency is responsible for establishing effective administrative control of funds and segregation of duties for proper management controls. A responsible official of each agency should be designated as the Action Officer to ensure that actions taken and costs incurred are consistent and reasonable.
- Special care must be taken throughout NRP operations to maintain logs, formal records, and file copies of all expenditures to provide accountability and justification for reimbursement.
- Accountable officials must rely on the adequacy of automated systems, controls, and personnel who process transactions as detailed in the Federal Managers’ Financial Integrity Act (31 U.S.C. 3512 et seq.), and for recurring assessment by agency management of the adequacy of accounting systems and management controls.

Additional Mission Assignment Guidance for Stafford Act Declarations

- DHS/EPR/FEMA may issue mission assignments to other Federal agencies to: 1) address a State's request for Federal assistance to meet unmet emergency needs; or 2) support overall Federal operations pursuant to, or in anticipation of, a Stafford Act declaration. The mission assignment is issued to a primary agency by using FEMA Form 90-129, Mission Assignment (see Attachment 1) with, as applicable, funding, funding limitations, the requirements of the task(s) to be performed, completion date, and State cost-share requirements.
- After consultation with the FCO, mission-assigned ESF primary agencies may authorize support agencies as necessary to accomplish the required tasks. If a primary agency determines that the services of a support agency are needed, the primary agency should provide the support agency with written instructions and funding limitations. Primary agencies may use any appropriate and workable document; the ESF Mission Assignment Subtasking Request form (see Attachment 2) may be used. Support agencies must submit breakdowns of costs by sub-object class code to the primary ESF agency, which must review and approve the documentation before forwarding it to DHS/EPR/FEMA for reimbursement.
- Notwithstanding the documents used, support agencies **MUST** seek reimbursement approval from their primary agency, not DHS/EPR/FEMA.
- Advances are generally **NOT** authorized by DHS/EPR/FEMA, but may be authorized by the primary agency, based upon terms of agreements with the primary agency.
- The General Services Administration (GSA) may function as a procurement agent to obtain goods and services for Federal agencies other than DHS/EPR/FEMA. In these cases, GSA arrangements are independent of DHS/EPR/FEMA and all obligations incurred for goods and services for the Federal agencies are billed directly to the ordering agency. Federal agencies may request reimbursement from DHS/EPR/FEMA only after receipt of an invoice.
- Additional detail on the mission assignment process, including reimbursement and billing information, can be found at www.fema.gov/ofm.

Federal Financial Management Resources

The following is a compendium of resources for Federal financial management. It is not meant to be all-inclusive, but to be used as a reference for general guidance.

DHS/EPR/FEMA: Regulations promulgated by DHS/EPR/FEMA to support implementation of the Stafford Act and guide activity under its authority comprise Title 44 of the Code of Federal Regulations (CFR) and remain in effect until superseded. Additional information regarding financial management requirements for Stafford Act funding can be found at www.fema.gov.

Federal Accounting Standards Advisory Board (FASAB): The FASAB develops and recommends Statements of Federal Financial Accounting Standards and Statements of Federal Financial Accounting Concepts, which are the highest authority for generally accepted Federal accounting principles. The FASAB is sponsored by three of the four principals of the Joint Financial Management Improvement Program—the Secretary of the Treasury, the Comptroller General of the Government Accountability Office (GAO), and the Director of OMB.

GAO: The GAO Policies and Procedures Manual for Guidance of Federal Agencies is a codification of material previously issued as General Regulations, Accounting Systems Memorandums, Accounting Principles Memorandums, Circular Letters, Bulletins, and other regulations. The provisions of this manual remain applicable to all Federal agencies unless superseded by the FASAB standards.

Department of the Treasury: The Treasury Financial Manual for Guidance to Departments and Agencies (Treasury Financial Manual) is the official publication in which the Department of the Treasury issues codified instructions for the areas of Accounting Forms (Part 1); Central Accounting and Reporting (Part 2); Payroll Deductions, Withholdings (Part 3); Disbursing (Part 4); Deposits (Part 5); and Other Fiscal Matters (Part 6).

GSA

- **The Federal Travel Regulations** are applicable to all Federal agencies for determining per diem rates and eligible travel expenses.
- **The Federal Management Regulations** include the policies and guidelines relating to property management and the utilization and disposal of property in all Executive agencies (41 CFR 101).
- **The Federal Acquisition Regulation (FAR)** sets forth the requirements for procuring supplies and services from governmental, private, and nonprofit sources. Although agencies may have their own internal supplements to the FAR, they cannot change the basic policies of the FAR (48 CFR) unless exempted by law.

OMB: In consultation with Federal agencies, non-Federal parties, and several key interagency planning teams, such as the Chief Financial Officers Council and the FASAB, OMB promulgates financial management policies for the Federal Government in published OMB Circulars.

Other Authorities: Federal agencies should follow other authorities and practices as presented in the Hierarchy of Federal Generally Accepted Accounting Principles (OMB Form and Content Bulletins) and as applicable to their programs.

Attachment 1
Mission Assignment Form (Stafford Act Declarations)
DHS/EPR/FEMA Form 90-129

U.S. DEPARTMENT OF HOMELAND SECURITY EMERGENCY PREPAREDNESS AND RESPONSE DIRECTORATE MISSION ASSIGNMENT (MA)		See reverse side for Paperwork Burden Disclosure Notice	O.M.B. No. 1660-0047 Expires February 29, 2004
I. TRACKING INFORMATION (FEMA Use Only)			
STATE	ACTION REQUEST NO.	PROGRAM CODE/EVENT NO.	DATE/TIME RECEIVED
II. ASSISTANCE REQUESTED <input type="checkbox"/> See Attached			
ASSISTANCE REQUESTED			
QUANTITY	DATE/TIME REQUIRED	INTERNAL CONTROL NO.	
DELIVERY LOCATION			
INITIATOR/REQUESTOR NAME	24-HOUR PHONE NO.	24-HOUR FAX NO.	DATE
POC NAME	24-HOUR PHONE NO.	24-HOUR FAX NO.	DATE
* State Approving Official (Required for DFA and TA):			
III. INITIAL FEDERAL COORDINATION (Operations Section) <input type="checkbox"/> See Attached			
Action To:	<input type="checkbox"/> ESF NO.: <input type="checkbox"/> Other:	DATE/TIME	PRIORITY <input type="checkbox"/> 1 Lifesaving <input type="checkbox"/> 3 High <input type="checkbox"/> 5 Normal <input type="checkbox"/> 2 Life sustaining <input type="checkbox"/> 4 Medium
IV. DESCRIPTION (Assigned Agency Action Officer) <input type="checkbox"/> See Attached			
MISSION STATEMENT:			
<i>(Your agency is responsible for submitting a Mission Assignment Monthly Progress Report to FEMA to include cost data when Mission Assignments take more than 60 days to complete, including billing.)</i>			
ASSIGNED AGENCY	PROJECTED START DATE	PROJECTED END DATE	
<input type="checkbox"/> NEW or <input type="checkbox"/> AMENDMENT TO MA NO.:		TOTAL COST ESTIMATE: \$	
ASSIGNED AGENCY POC NAME	PHONE NO.	FAX NO.	
V. COORDINATION (FEMA Use Only)			
TYPE OF MA:	<input type="checkbox"/> Direct Federal Assistance State Cost Share (0%, 10%, 25%)	<input type="checkbox"/> Technical Assistance State Cost Share (0%)	<input type="checkbox"/> Federal Operations Support State Cost Share (0%)
STATE COST SHARE PERCENT %	STATE COST SHARE AMOUNT \$		
FUND CITATION 20__-06-_____-250_-D	APPROPRIATION CODE 70X0702		
MISSION ASSIGNMENT COORDINATOR (Preparer)			DATE
** FEMA PROJECT OFFICER/BRANCH CHIEF (Program Approval)			DATE
** COMPTROLLER/FUNDS CONTROL (Funds Review)			DATE
VI. APPROVAL			
* STATE APPROVING OFFICIAL (Required for DFA and TA)			DATE
** FEDERAL APPROVING OFFICIAL (Required for all)			DATE
VII. OBLIGATION (FEMA Use Only)			
MISSION ASSIGNMENT NO.	AMOUNT THIS ACTION \$	DATE OBLIGATED	TIME OBLIGATED
AMENDMENT NO.	CUMULATIVE AMOUNT \$	INITIALS	
* Signature required for Direct Federal Assistance and Technical Assistance mission assignments. ** Signature required for all mission assignments.			

FEMA Form 90-129, MAY 03

REPLACES ALL PREVIOUS EDITIONS.

Attachment 1 (Continued)

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this is estimated to average 20 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining data needed, and completing and reviewing the form. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Emergency Preparedness and Response Directorate, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472. NOTE: Do **not send your completed form to this address.**

INSTRUCTIONS

Items on the Mission Assignment (MA) form that are not specifically listed are self-explanatory.

I. TRACKING INFORMATION. Completed by Action Tracker or other Operations staff. Required for all requests.

State: If multi-State, choose State most likely to receive resources, (i.e., when using 7220-SU Program Code)

Action Request No.: Based on chronological log number. Used for tracking.

Program Code/Event No.: The pre-declaration, emergency, or major disaster number assigned for funding the event. Examples: 7220-SU, 4220-AD, 3130-EM, 1248-DR.

II. ASSISTANCE REQUESTED. Completed by requestor.

Assistance Requested: Detail of resource shortfalls, give specific deliverables, or simply state the problem.

Internal Control No.: Internal requestor reference, log, or control number, if applicable.

Initiator/Requestor: The initiator may be an individual filling out the mission assignment and making a request on behalf of the POC.

POC Name: The person coordinating reception and utilization of the requested resources. 24-hour contact information required.

State Approving Official: Signature certifies that State and local government cannot perform, nor contract for the performance, of the requested work and agrees to pay cost share if any.

III. INITIAL FEDERAL COORDINATION. Completed by the Operations Section Chief.

Action to: Operations Chief notes assigned organization. May be Emergency Support Function (ESF), internal FEMA organization, or other organization, which assigns the Action Officer.

Rest of MA used only if solution to request requires Federal agency to perform reimbursable work under (MA). Best solution may be internal resources or commercial vendor. Deliberate evaluation must occur before MA is completed and MA is issued.

IV. DESCRIPTION. Completed by assigned agency Action Officer.

Mission Statement: Description of steps to complete the request. Include discussion of personnel, equipment, subtasked agencies, contracts and other resources required. This can be provided as an attachment.

Assigned Agency: Agency receiving the MA from FEMA. Activities within the scope of an ESF result in an MA to the primary agency. Cite subordinate organization if applicable. Example: DOT-FAA, COE-SAD.

Project Completion Date/End Date: If end date is not clear, estimate and budget for 30 or 60 days, then re-evaluate. TBD is not acceptable; some date must be entered into this field.

Total Cost Estimate: A budget can be attached outlining personnel, equipment, contract, sub-tasked agency, travel, and other costs.

V. COORDINATION. Completed by MAC, except for Project Officer and Comptroller signatures.

Type of MA: Select only one.

Appropriation Code: Static data. Do not change. This is for information only, should not be used to report internal agency finances to Treasury.

VI. APPROVAL. Completed by State Approving Official and Federal Approving Official.

VII. OBLIGATION. Completed by Financial Specialist.

Mission Assignment No.: Assigned in FEMA financial system chronologically using assigned agency acronym and two-digit number.

Amendment No.: Note supplement number. For example: COE-SAD-01, Supp. 1, or DOT-08, Supp. 3.

Amount this Action: Taken from total cost estimate above.

Cumulative Amount: Cumulative amount for this MA, including amendments.

Attachment 3
Memorandum of Agreement: Mutual Aid for Incidents of National Significance
(Non-Stafford Act)

I. Parties

The parties to this Memorandum of Agreement (Memorandum) are the Federal departments and agencies listed as signatories to the National Response Plan.

II. Authorities

- A. Homeland Security Act of 2002 (6 U.S.C. §101 et seq.).
- B. Economy Act (31 U.S.C. §1535).
- C. Other Applicable Federal Statutes including, but not limited to:
 - 1. Clean Water Act, as amended (33 U.S.C. § 1321)
 - 2. Oil Pollution Act of 1990 (33 U.S.C. § 2701 et seq.)
 - 3. Comprehensive Environmental Response, Compensation, and Liability Act, as amended (42 U.S.C. § 9601 et seq.)
 - 4. Small Business Act (15 U.S.C. § 631 et seq.)
 - 5. Public Health Service Act (42 U.S.C. 201 et seq.)
 - 6. Reciprocal Fire Protection Act (42 U.S.C. § 1856)
 - 7. Department of Veterans Affairs Emergency Preparedness Act (38 U.S.C. § 1785)
- D. Homeland Security Presidential Directive-5 (HSPD-5).

III. Purpose

The Federal Government's response to an Incident of National Significance will likely exceed the authority or capabilities of any individual Federal department, agency, or their elements ("Federal agencies"). Coordination and support within and among the Federal agencies is essential to maximize the use of available assets, resources, and expertise under the National Response Plan (NRP) to save lives and to protect property, natural resources, and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Recognizing that each Federal agency has different expertise and resources, and plays an important role in responding to Incidents of National Significance, the purpose of this Memorandum is to create a framework for interagency or intra-agency mutual aid for Federal-to-Federal support among participants of the NRP when Federal-to-Federal support is requested and provided in the event of an actual or potential Incident of National Significance that is not declared a major disaster or emergency under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, 42 U.S.C. §§5121-5206 ("Stafford Act").

This Memorandum does not preclude participating Federal agencies from entering into supplementary agreements with other Federal agencies for incidents or events within their respective authorities, nor does it affect any other agreement to which a Federal agency may currently be, or decide to be, a party. This Memorandum does not preclude Federal agencies from requesting or providing assistance on a nonreimbursable basis where authorized.

Attachment 3 (Continued)

A. Operating Assumptions

1. Based on the incident's scope and effect, mutual aid requirements may vary depending on the magnitude and type of event; the stage of the prevention, preparedness, response, or recovery efforts; or the availability of resources, including nonmonetary resources.
2. A Federal entity with primary responsibility and statutory authority for handling an incident (i.e., the requesting agency) that needs support or assistance beyond its normal capabilities may request DHS coordination and facilitation through the NRP.
3. Generally, the requesting agency provides funding for the support consistent with provisions of the Economy Act, unless other relevant statutory authorities exist.
4. DHS coordinates assistance using the multiagency coordination structures in the NRP and in accordance with the National Incident Management System.
5. In accordance with HSPD-5, Federal departments and agencies are expected to provide their full and prompt cooperation, available resources, and support, as appropriate and consistent with their own responsibilities for protecting national security, to the Secretary of Homeland Security in the exercise of responsibilities and missions as the principal Federal official for domestic incident management.

B. Operating Procedures

1. Federal agencies participating in the NRP may request and provide Federal-to-Federal support by executing interagency or intra-agency reimbursable agreements, in accordance with the Economy Act (31 U.S.C. §1535) or other applicable authorities.
2. The Reimbursable Agreement form to be used by Federal agencies requesting support is the Incidents of National Significance Request for Federal-to-Federal Support (see Attachment 3, Tab 1).
3. The period of support for purposes of reimbursement will be as stated in the reimbursable agreements.
4. All Federal entities shall use generally accepted Federal financial principles, policies, regulations, and management controls to ensure proper accountability of their respective funds.

Attachment 3 (Continued)

IV. Responsibilities

- A. Federal Agencies Requesting Support:** Federal agencies requesting mutual aid pursuant to this Memorandum shall be responsible for:
1. Requesting Federal-to-Federal support by executing reimbursable agreements under this agreement. The reimbursable agreements describe work to be performed, date of completion, and funding limitations. The requesting agency is responsible for monitoring the work progress of the supporting agency.
 2. In conjunction with its supporting agencies, advising the Federal Resource Coordinator (FRC) of the type of assistance and support requested, from which agencies support has been requested, when the support is provided, and the amount and distribution of funding required in support of the Incident.
 3. Overseeing all financial management activities relating to financial operations, ensuring that sound financial management practices and standards are applied, and ensuring that all funds expended are accounted for in accordance with generally accepted accounting principles of the Federal Government.
 4. Coordinating requests with OMB and Congress for adequate funding to meet projected expenditures for specific incidents/events, as required.
 5. Ensuring expeditious receipt and review of bills or requests for reimbursement for mutual aid provided prior to processing payments, and ensuring that proper documentation supports the expenditures claimed.
 6. Reviewing all requests for reimbursement for goods and services from supporting agencies before payment. The requesting agency certifies that the expenditures claimed have been reviewed, are eligible, and are relevant to the request for mutual aid, and that costs are reasonable and supported by proper documentation.
 7. Complying with the requirements of the Economy Act or other applicable statutes.
- B. Federal Agencies Providing Support:** Federal agencies providing reimbursable mutual aid support pursuant to this Memorandum shall be responsible for:
1. Maintaining appropriate documentation that clearly identifies the assistance provided to the requesting agency and supports requests for reimbursement.
 2. Notifying the requesting agency when a task is completed or when additional time is required to complete work in advance of the projected completion date.
 3. Submitting final reimbursement requests after completing a task. Final bills should be marked "Final."
 4. Identifying a staff-level point of contact for financial coordination with other agencies and identifying a Headquarters-level point of contact for billing and reimbursement issues that cannot be resolved at the staff level.
 5. Applying proper financial principles, policies, regulations, and management controls to ensure full accountability for expenditures.
 6. Complying with the requirements of the Economy Act or other applicable statutes.

Attachment 3 (Continued)

V. Reimbursement of Federal Agencies Providing Support

- A. Federal agencies providing mutual aid support under this Memorandum shall request reimbursement from the requesting agency for eligible expenditures. Requests for reimbursement should include a breakdown of charges by budget sub-object class or as otherwise specified by the requesting agency.
- B. Fees for goods or services described in reimbursable agreements are paid from funds cited upon delivery. Payments are made using the Treasury Intra-governmental Payments and Collections (IPAC) system.
- C. All requests for reimbursement must contain adequate documentation to support expenditures claimed as reimbursable. The vehicle used to obligate funds for authorized expenditures of Federal-to-Federal support is the Incidents of National Significance Request for Federal-to-Federal Support.
- D. Federal agencies providing support and receiving reimbursement from the requesting agency for goods or services shall record such funds to the appropriation against which charges were made to fill the order. In accordance with OMB Circular No. A-11, Federal agencies should submit to OMB on the SF-132 an annual estimate of reimbursable budget authority expected to carry out their responsibilities under the NRP.
- E. Advances of funds under Federal-to-Federal support reimbursable agreements shall comply with the business rules set forth in the OMB Memorandum #M-03-01, dated October 4, 2002.
- F. Nothing in this agreement is intended to and does not obligate funds, nor is this agreement to be construed as obligating funds of the parties.

VI. Other Provisions: Nothing herein is intended to conflict with current law or regulation or agency directives of any of the parties. If any terms of this Memorandum are found to be inconsistent with any such authority, then those terms shall be invalid, but the remaining terms and conditions are not affected by the inconsistency and shall remain in full force and effect.

VII. Liability: Each Federal agency shall be liable for the acts and omissions of its own employees to the extent provided by Federal laws or regulations.

VIII. Effective Date: This Memorandum is effective upon signature by the respective signatory Federal agencies.

IX. Modification: This Memorandum may be amended at any time to further its purposes, extended, or renewed by mutual written agreement of the parties. This Memorandum shall be reviewed on a periodic basis, but not less than once every five (5) years.

X. Termination: The terms of this Memorandum, as modified with the consent of all parties, remain in effect indefinitely unless either terminated by (1) mutual written agreement of the respective parties or (2) the giving of thirty (30) days advance written notice by the respective parties. Notwithstanding any termination or withdrawal, the terms of this Memorandum shall remain applicable to any outstanding Reimbursable Agreement.

Attachment 3 (Continued)

APPROVED BY:

The parties to this Memorandum are the Federal departments and agencies listed as signatories to the National Response Plan.

**Attachment 3, Tab 1
Incidents of National Significance Request for Federal-to-Federal Support**

Request for Federal-to-Federal Support					
I. Tracking Information (Requesting Agency Only):					
State (if applicable)	Action Request No.		Program Code/Incident No.	Date/Time Received	
II. Parties:					
Requesting Agency			Supporting Agency		
Contact	Phone		Contact	Phone	
Name (specify if billing address is different)			Name		
Address			Address		
City	State	Zip	City	State	Zip
III. Duration:					
Projected Start Date:			Projected End Date:		
IV. Requested Support:					
Brief description of requested support and basis for determining cost: (Attach additional sheet for continuation of explanation, if necessary.)				_____ New Request _____ Amendment to Action Request No. _____	
ESF No. (if applicable)	Quantity		Delivery Location	Estimated Amount \$	
V. Authority for Request:					
Cite authority for request if not Economy Act:			<i>SEE REVERSE for Determination and Finding (if Economy Act)</i>		
VI. Funding:					
Agency Location Code	Appropriation Code	Funds Citation			
Requesting Agency Program Approval (Signature and Date)			Funds Certification Approval (Signature and Date)		
VII. Approvals:					
Approved for Requesting Agency:			Approved for Supporting Agency:		
Organization			Organization		
Signature			Signature		
Title			Title		

Conditions of Agreement

1. **Financing:** The charges for services shall include both direct and indirect costs applicable to the agreement. Advance payments, if authorized, are made on an estimated cost basis. If the estimated advance is different from the actual costs, proper adjustment (*refund or additional billing*) on the basis of the actual costs incurred shall be made upon completion of the work. (*The frequency of billing, such as monthly, quarterly, etc., must be stated in the narrative portion of the form.*)
2. **Other Provisions:**

Attachment 3, Tab 1 (Continued)

DETERMINATION AND FINDINGS: AUTHORITY TO ENTER INTO A PAYABLE INTER/INTRA-AGENCY REIMBURSABLE AGREEMENT UNDER THE ECONOMY ACT

Based on the following determinations and findings, in accordance with the authority of the Economy Act (31 U.S.C. 1535), as implemented in subpart 17.5 of the Federal Acquisition Regulation (FAR), and as described on Page 1, the requesting agency intends to enter into an inter/intra-agency agreement with the supplying agency.

FINDINGS

- A. The requesting agency has a need for the supplying agency to provide the supplies and/or services as described on Page 1, Block IV. The total cost of the agreement is estimated to be \$_____. (If this is a multi-year agreement, the estimated dollar amount should be shown for each fiscal year, along with the aggregate/total.)
- B. The supplies and/or services as described on Page 1, Block IV cannot be obtained as conveniently or economically by contracting directly with a private source.
- C. Nothing in this requirement conflicts with the authority of the supplying agency.
- D. NOTE: If the agreement requires contracting action by the supplying agency, indicate which of the following applies:
 - _____ 1. The acquisition will appropriately be made under an existing contract of the supplying agency, entered into before placement of the order, to meet the requirements of the supplying agency for the same or similar supplies or services.
 - _____ 2. The supplying agency has capabilities or expertise to enter into a contract for such supplies or services which is not available within the requesting agency.
 - _____ 3. The supplying agency is specifically authorized by law or regulation to purchase such supplies or services on behalf of other agencies.
- E. Because of the emergency nature of the need, it is in the best interest of the Government to issue an agreement.

DETERMINATION

Based on the above findings, I hereby determine that it is in the best interest of the Government to enter into an Interagency Agreement with the supplying agency.

Name of Contracting Officer or Other Official Designated by Requesting Agency Head:

Signature of Contracting Officer or Other Official Designated by Requesting Agency Head:

Date: _____

Approval of the Chief Procurement Officer if the supplying agency is not subject to the Federal Acquisition Regulation:

Name: _____

Signature: _____

Date: _____