

CHAPTER 4

THE ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT 42 U.S.C. 5121, ET SEQ

4-1. Purpose. This chapter supplements guidance in FEMA's operating procedures for the management of mission assignments, the Financial Management (FM) Annex to the Federal Response Plan (FRP) and the Memorandum of Agreement (MOA) between USACE and FEMA. These documents prescribe policies pertaining to the funding and financial accounting for Disaster Assistance. Additional information regarding Disaster Assistance is contained in the Emergency Support Function #3 (ESF-3) Concept of Operations, Mission Guide; and the RMFG.

4-2. Monetary Control.

a. Requests for Federal Assistance.

(1) A request which includes a funding authorization from an authorized FEMA official to the appropriate MSC Point of Contact (POC) for USACE disaster assistance is considered to be valid for reimbursable work. A request will be made in writing on a Request for Federal Assistance (RFA) form, which is FEMA's official obligating document for a mission assignment. If the request is initially made verbally, it will be followed promptly by an RFA. When an authorized verbal request is received from FEMA, the responsible MSC representative will prepare a written summary of the conversation. If the action is to be forwarded to a District, the MSC representative will provide a copy of the summary to that office's Emergency Manager. Copies will also be provided to the appropriate RM Office(s). The summary will include the FEMA program code (e.g., incident number --5003-FL; or disaster declaration number --1174-ND), mission assignment number (e.g., COE-SPD-02), event description, estimated completion date, appropriation, and dollar amount authorized.

(2) FEMA distinguishes between pre-declaration and post-declaration costs. Therefore, FEMA may issue two mission assignments, each on a separate RFA, for the same "activity" (e.g., ice, water, emergency power). One RFA will be pre-declaration and one post-declaration. USACE will bill against each mission assignment separately.

b. Funding and Financial Accounting.

(1) The source appropriation for disaster assistance is 58X0104, "Disaster Relief, Federal Emergency Management Agency."

(2) RFA activity will be financed as funded appropriation reimbursement activity under the Civil Works appropriation 96X3125.

(3) Each RFA is a discrete financial instrument and may be amended by FEMA. Work

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performed under each RFA, and its amendments, is subject to provisions of the Anti-Deficiency Act. Funds may only be used for the RFA activity for which originally issued.

c. Cost Accounting.

(1) General. Establish a separate customer order for each FEMA disaster/emergency mission assignment. In the Corps of Engineers Financial Management System (CEFMS), the mission assignment number (e.g., COE-POD-03) will be utilized as the “customer order number” and the FEMA program code (e.g., --1203-CA) will be the “other reference number”. Cost accounting will be in accordance with 8-4.1, ER 37-2-10, see Appendix E of this ER.

(2) Contract Costs. Contract costs relating to each FEMA mission assignment will be recorded separately, referencing the mission assignment number and disaster number. Each contract will be detailed as necessary to support reimbursement billings.

(3) Related Activities. MSC and district office personnel assigned to this work may also be performing emergency activities pursuant to PL 84-99. In such case, charges to the two sources will be made utilizing the one-hour rule as prescribed in ER 37-2-10, Chapter 22.

d. Preparation of Bills to FEMA. All bills submitted to FEMA will be signed by both the Finance and Accounting Officer (F&AO) and Emergency Manager (EM), or their designees, on the Mission Assignment Reimbursement Request Transmittal, see RMFG. All billings will be submitted to FEMA’s Disaster Finance Center (DFC).

e. Reimbursement Issues. For questions on bills, FEMA will contact the billing office POC for resolution.

f. Civil Works Revolving Fund (96X4902) will not be used.