ESF MISSION ASSIGNMENT SUBTASKING REQUEST

FEMA-Assigned MA Number: _____ **ESF Primary Agency** _____

Subtasked Agency _____ **State** _____ **Disaster No.** _____

Tasking Statement/Scope of Work

Project Completion Date: _____ **Authorized Funding:** _____

Reimbursement Procedure: Upon completion of scope of work, the subtasked Federal agency will submit a FF _____, Request for Reimbursement, detailing expenditures and activities to:

_____ (ESF Primary Agency)

_____ (Address)

The ESF primary agency will:

(1) Review the reimbursement request and recommend approval or disapproval within 10 workdays of receipt.
(2) Return approved reimbursement requests to subtasked agencies that use the Intra-Governmental Payment and Collection (IPAC) system for transaction processing and simultaneously forwarding supporting documentation to the DFC.
(3) Forward approved reimbursement requests from non-IPAC agencies to the Disaster Finance Center. The Disaster Finance Center will send payment directly to the subtasked agency for non-IPAC agencies.

Statutory Authority: Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended, 42 U.S.C 5121-5201.

Authorizing Officials:

The work described in the above tasking statement will be completed in support of the National Response Framework.

_____ _____
Authorizing Official, Subtasked Agency Date

_____ _____
Authorizing Official, ESF Primary Agency Date

_____ _____
Action Officer, ESF Primary Agency Date

Following signatures please provide information copy to FEMA MA Manager and Project Manager.