Appendix G:
Water/Wastewater Subtasking

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Subtasking EPA for Support of ESF #3 Mission Assignments

The purpose of this paper is to outline steps that will be taken by the US Army Corps of Engineers (USACE) to subtask EPA under the National Response Framework, Emergency Support Function #3 (ESF #3), specifically with respect to Water and Wastewater Sector for natural disasters (e.g., hurricanes, earthquakes). EPA will primarily support USACE with technical assistance, such as sampling and analysis, initial damage assessments, and liaisons to Federal, State, Local and municipal representatives. USACE will generally take the lead on water/wastewater infrastructure repair Mission Assignments (MAs) as tasked by FEMA.

1. Prior to a major disaster with advance notice (e.g. hurricane) or following a major disaster without warning (e.g. earthquake), the Federal Emergency Management Agency (FEMA), Headquarters USACE, or the ESF #3 Team Leader at the NRCC, will contact:

    a) **If ESF #10 is activated at the RRCC or JFO,** the ESF #10 desk representative. The desk rep is responsible for bringing in the appropriate water program or other regional personnel as needed.
    b) **If ESF #10 is not activated, the EPA Regional 24 hour number or,** if unavailable, the National Response Center (800-424-8802). The EPA Regional EOC will provide an appropriate Regional EPA contact. The National Response Center will contact the relevant region or backup region and the region will contact USACE (See page H-3).

2. The ESF #3 Team Leader (TL) and/or Infrastructure Assessment (IA) Action Officer (AO) at the RRCC, Initial Operating Facility (IOF), or JFO will establish direct contact with the EPA POC(s) identified in step 1 in order to provide situational awareness and to initiate discussion of coordination needs.

3. When the need is identified for state assistance for water/wastewater infrastructure, the ESF #3 TL (RRCC, IOF or JFO) will work with the EPA POC(s) identified in step 1 to develop and submit to FEMA an Assistance Request Form (ARF) using the language from applicable Water/Wastewater Pre-scripted Mission Assignments.

4. When FEMA receives the MA, the TL will coordinate with EPA to develop a sub-tasking form (Example on page H-4) that defines the portion of work to be executed by EPA.

5. Once the MA and a copy of the sub-tasking form are issued to the supported USACE District, the supported USACE District will issue a Military Interdepartmental Purchase Request (MIPR/DD Form 448) with a copy of the sub-tasking to the appropriate EPA region (EPA must receive both forms). The recipient of this package will be:

   a) **If ESF #10 is activated at the RRCC or JFO,** the ESF #10 desk rep. The desk rep ensures it is sent to appropriate regional personnel, including the regional finance office.

   b) **If ESF #10 is not activated,** the 24-hour Duty Officer/REOC email. The Duty Officer/REOC ensures it is sent to the appropriate regional personnel, including the regional finance office (See page H-5).

   The USACE District will call the 24-hour Duty Officer to tell them the MIPR has been sent. Some EPA regions will also require an Interagency Agreement (Example on page H-6).

   The EPA regional finance office has the primary responsibility for ensuring the MIPR/subtask funding package is forwarded to the EPA Cincinnati Finance Center (CFC). The regional finance point of contact will provide an electronic or faxed copy of the documentation along with the appropriate EPA paperwork (Emergency Funding Authorization or EPA 1610-1 IAG form). The CFC will assign reimbursable accounting to identify cost associated with this work. Once expenses are incurred, CFC will submit invoices to USACE.

6. EPA will submit an SF1080 bill each month to the USACE District or Division that sent the MIPR with the proper documentation that identifies the cost. At the time of the subtask issuance, USACE will provide EPA further information regarding the need for any additional supporting documentation. Following physical completion of the mission the EPA Cincinnati Finance Center will submit proper documentation to the USACE District or Division that sent the MIPR in order to fiscally closeout out the mission. The bill submitted by EPA must have documentation that supports all cost incurred before reimbursement can be made by USACE. If EPA is already set up for Intergovernmental Payment and Collection (IPAC) with USACE and the supporting documentation has not been provided within the required timeframe, a chargeback will occur.

Initial Requests for EPA Coordination/Support under ESF #3

Where there is a need for USACE or FEMA to contact EPA for regional coordination or support under ESF #3, either pre- or post-declaration for a Stafford Act incident, USACE/FEMA should:

(1) If EPA is already deployed to the ESF #10 position at the RRCC, IOF, or JFO, contact the ESF #10 representative. That person will alert the EPA Regional EOC (REOC) and ensure the involvement of the appropriate EPA regional personnel.

(2) If EPA is not already deployed to the ESF #10 position, contact the EPA REOC through the Regional 24-hour Duty Officer and notify him/her of the USACE POC. The Duty Officer will ensure that an appropriate EPA POC contacts the USACE POC.*

Note: USACE/FEMA should not contact an EPA Regional water office directly with an initial request for coordination or support.

EPA Regional 24-Hour Duty Officer Phone Numbers*	
EPA Region	**24-Hour Duty Officer**
1	617-723-8928
2	800-424-8802
3	215-814-3255
4	404-562-8700
5	312-353-2318
6	866-372-7745
7	913-281-0991
8	303-293-1788
9	800-300-2193
10	206-553-1263

*If a Regional 24-hour number is not working, USACE/FEMA should contact the National Response Center for assistance at 1-800-424-8802. The NRC will contact the EPA region (or a backup region if the relevant region has been impacted).

Example ESF Mission Assignment Sub-Tasking Request Form

ESF MISSION ASSIGNMENT SUBTASKING REQUEST

FEMA-Assigned MA Number: COE-SWD-01 **ESF Primary Agency:** USACE

Subtasked Agency: EPA Region VII **State:** KS **Disaster No.:** 1711-DR-KS

Tasking Statement/Statement of Work:
Provide Techincal assistance in conjuction with KDHE for evaluation of water and wastewater treatment facilities in the following Kansas counties: Montgomery, Labette, Chautauqua, Wilson, Neosho, Franklin, Miami. Coordinate with FEMA OPS chief and KDHE for specific cities. Potential locations include: Fredonia, Coffeyville, Independence, Longton, Altoona, Neodasha, Elk City, Dearing, Erie, St. Paul, Osawatamie, Princeton. Consult with KDHE and advise FEMA as to status of facilities and any repairs required with estimated time of facility's return to service. The support functions or technical assistance provided by EPA will be performed within the limits of EPA's authorities.

Project Completion Date: 30 September 2007 **Authorized Funding:** $50,000.00

Reimbursement Procedu Upon completion of scope of work, the subtasked Federal agency will submit a SF 1081, or other approved Treasury form to request reimbursement, detailing expenditures and activities to:

U.S. Army Corps of Engineers, Tulsa District, ATTN: CESWT-OD-EM (ESF Primary Agency)

1645 S. 101st E. Ave, Tulsa, OK 74128-4609 (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 Federal Response Plan.

Date

Peter Navesky, ESF-3 Team Leader Date

Following signatures please provide information copy to FEMA MAC and Project Officer.

Sending the MIPR (with copy of MA sub-tasking) to EPA

The ESF #3 Team Leader sends the MA/sub-tasking to the USACE District to prepare the MIPR. Once prepared, the USACE District should send the MIPR to:

(1) If EPA is already deployed to the RRCC or JFO ESF #10 desk, send the MIPR to the ESF #10 desk at the RRCC or JFO.

(2) If EPA is not already deployed to the ESF #10 position, send the MIPR to the REOC and call the 24-hour Duty Officer to tell them the MIPR has been sent.

EPA Regional 24-Hour Duty Officer E-Mail	
EPA Region	**REOC E-mail Address**
1	rrc.r1@epa.gov
2	r2_rrc@epa.gov
3	rrc.r3@epa.gov
4	r4rrcdutyosc@epa.gov
5	r5eoc@epa.gov
6	r6_rrc@epa.gov
7	r7_rrc@epa.gov
8	rrc.r8@epa.gov
9	r9_rrc@epa.gov
10	r10_rrc@epa.gov

Example EPA Interagency Agreement

Page 1

United States Environmental Protection Agency
Washington, DC 20460

Interagency Agreement

Amendment

Part 1 - General Information

1. EPA IAG Identification Number
RW-96-95225501 - 1

2. Other Agency IAG ID Number
96

3. Type of Action
Decrease

4. Funding Location by Region
EPA R7

5. Program Office Abbreviation
Region 7

6. Name and Address of EPA Organization
US Environmental Protection Agency
Superfund Division
901 North 5th Street
Kansas City, KS 66101
DUNS: 029128694

7. Name and Address of Other Agency
Corps of Engineers-Army
1645 South 101st East Avenue
Tulsa, OK 74128
DUNS: DOD967273

8. Project Title and Description
Water/Wastewater Treatment Facilities Evaluation
This amendment decreases the alloted amount of $50,000 on this Interagency Agreement because no work was started or done.

9. EPA Project Officer (Name, Address, Phone Number)
Dave Williams
901 North Fifth Street
Kansas City, KS 66101
913-551-7625

10. Other Agency Project Officer (Name, Address, Phone Number)
Peter Navesky
1645 South 101st East Avenue
Tulsa, OK 74128
918-669-7327

11. Project Period
07/13/2007 to 10/01/2007

12. Budget Period
07/13/2007 to 10/01/2007

13. Scope of Work
See Scope of Work on file in folder.
EPA Grants Specialist for this IAG is Annora Ogletree 913-551-7233

14. Statutory Authority for Both Transfer of Funds and Project Activities
CERCLA: Secs. 105(a)(4) & 115; Disaster Relief & Emergency Assistance Act 1998

15. Other Agency Type
Federal Agency

Funds	Previous Amount	Amount This Action	Amended Total
16. EPA Amount	$0		$0
17. EPA In-Kind Amount	$0		$0
18. Other Agency Amount	$50,000	$-50,000	$0
19. Other Agency In-Kind Amt.	$0		$0
20. Total Project Cost	$50,000	$-50,000	

21. Fiscal

Site Name	DCN	FY	Approp.	Budget Org.	PRC	Object	Site/Project	Cost Org.	Obligation
		0708	BR	07W0XBC	302DC6C	10			-40,000
		0708	BR	07W0XBC	302DC6C	21			-10,000
									-50,000

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Example EPA Interagency Agreement

EPA IAG Identification No. RW-95-95226501 - 1 Page 2

Part II - Approved Budget		EPA IAG Identification Number RW-95-95226501 - 1
22. Budget Categories	Itemization of This Action	Itemization of Total Project Estimated Cost to Date
(a) Personnel	$-40,000	$0
(b) Fringe Benefits	$-10,000	$0
(c) Travel		$0
(d) Equipment		$0
(e) Supplies		$0
(f) Procurement / Assistance		$0
(g) Construction		$0
(h) Other		$0
(i) Total Direct Charges	$-50,000	$0
(j) Indirect Costs: Rate % Base $	$0	$0
(k) Total (EPA Share %) (Other Agency Share 100.00 %)	$-50,000	$0

23. Is equipment authorized to be furnished by EPA or leased, purchased, or rented with EPA funds? ☐ No

(Identify all equipment costing $1,000 or more)

24. Are any of these funds being used on extramural agreements? (See Item 22f.) ☐ No

Type of Extramural Agreement

Contractor/Recipient Name (if known)	Total Extramural Amount Under This Project	Percent Funded by EPA (if known)
	Total $ 0.00	

Part III - Funding Methods and Billing Instructions

25. (Note: EPA Agency Location Code (ALC) - 68010727)

Request for repayment of actual costs must be itemized on SF 1080 and submitted to the Financial Management Office, Cincinnati, OH 45268-7002.

Only available for use by Federal agencies on working capital fund or with appropriate justification of need for this type of payment method. Unexpended funds at completion of work will be returned to EPA. Quarterly cost reports will be forwarded to the Financial Management Center, EPA, Cincinnati, OH 45268-7002.

Used to transfer obligational authority or transfer of function between Federal agencies. Must receive prior approval by the Office of Comptroller, Budget Division, Budget Formulation and Control Branch, EPA Hdqtrs. Forward appropriate reports to the Financial Reports and Analysis Branch, Financial Management Division, PM-226F, EPA, Washington, DC 20460.

26.

Reimbursement Agreement

Repayment

Funding Agency's Treasury Symbol 687/80108	☐ Two-Year
Other Agency's IAG Identification Number 96	EPA Program Office Allowance Holder/Resp. Center No.
Other Agency's Billing Address (include ALC or Station Symbol Number)	Other Agency's Billing Instructions and Frequency

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Example EPA Interagency Agreement

EPA IAG Identification No.RW-96-95226501 - 1 Page 3

Part IV - Acceptance Conditions	EPA Identification Number RW-96-95226501 - 1

27. General Conditions

The other agency covenants and agrees that it will expeditiously initiate and complete the project for which funds have been awarded under this agreement.

28. Special Conditions *(Attach additional sheets if needed)*

Part V - Offer and Acceptance

Note: 1) For Disbursement actions, the agreement/amendment must be signed by the other agency official in duplicate and one original returned to the Grants Administration Division for Headquarters agreements or to the appropriate EPA Regional IAG administration office within 3 calendar weeks after receipt or within any extension of time as may be granted by EPA. The agreement/amendment must be forwarded to the address cited in item 29 after acceptance signature.

Receipt of a written refusal or failure to return the properly executed document within the prescribed time may result in the withdrawal of offer by EPA. Any change to the agreement/amendment by the other agency subsequent to the document being signed by the EPA Action Official, which the Action Official determines to materially alter the agreement/amendment, shall void the agreement/amendment.

2) For Reimbursement actions, the other agency will initiate the action and forward two original agreements/amendments to the appropriate EPA program office for signature. The agreements/amendments will then be forwarded to the appropriate EPA IAG administration office for acceptance signature on behalf of the EPA. One original copy will be returned to the other agency after acceptance.

EPA IAG Administration Office (for administrative assistance)	EPA Program Office (for technical assistance)
29. Organization/Address US EPA R7 Grants management Office 901 North 5th Street Kansas City, KS 66101	**30. Organization/Address** US Environmental Protection Agency Region 7 901 North Fifth Street Kansas City, KS 66101

Certification

All signers certify that the statements made on this form and all attachments thereto are true, accurate, and complete. Signers acknowledge that any knowingly false or misleading statements may be punishable by fine or imprisonment or both under applicable law.

Decision Official on Behalf of the Environment Protection Agency Program Office

31. Signature	Typed Name and Title	Date

Action on Behalf of the Environment Protection Agency

32. Signature	Typed Name and Title	Date
Karen L Sherrill	Karen L. Sherrill, Grants Management Officer	11/14/07

Authorizing Official on Behalf of the Other Agency

33. Signature	Typed Name and Title	Date
Peter Navosky	Peter Navosky, Technical Project Officer	11/29/07

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