# DEPARTMENT OF HOMELAND SECURITY Federal Emergency Management Agency

## **MISSION ASSIGNMENT (MA)**

### PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 20 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Department of Homeland

	nergency Management Agency, 500 C pleted form to this address.	Street, SW, Washin		20472-3100, P	aperwork Reduc		1660-0047). NOTE: Do	
I. TRACKII	NG INFORMATION (FEMA Use On	ıly)			***			
State CA (California) Incident:2020030901-COVID-19 Pandemic Resource 2665-569							e Request Number 1748	
Program Code/Event Number 4482DR-CA: COVID-19 PANDEMIC					West March Land Land	Date/Time Received 04/26/2021 23:46		
II. ASSISTA	NCE REQUIRED				⊠ See Atta	ched		
	isted PA) Request to extend POP to 05/15/2021, ai iation of MA #4482DR-CA-USFS-03-00 and is				igh the American R	escue Plan		
Delivery Location RRCC, 1111 Bro Oakland, CA 946	adway 507		Internal	Control Numb	er	Date/Time	Required 05/01/2021	
Initiator/Requestor Name Shawn Matz		24 Hour Phone Number (510) 627-7035		Email Address shawn.matz@fema.dhs.gov			Date 04/26/2021	
Site POC Name		24 Hour Phone Number		Email Address			Date	
Shawn Matz		(510) 627-7035				04/26/2021		
III. INITIAL FI	EDERAL COORDINATION (Operations	s Section)						
Action to: J⊠ ES	-			/Time	Priority	1. Lifesavin	g 🦵 3. High	
R	<b>3</b> F:		04/2	6/2021 22:26	<u>IX</u>	2. Life susta	aining 📋 4. Normal	
IV. DESCRIF	PTION (Assigned Agency Action (	Officer)			1	▼ See Att	ached	
Your agency must valid later than the third busin	– n coordination with FEMA, US Forest Service and and general staff members or personnel v	ually as stipulated by FE ation can be submitted	EMA to main	tain reimbursable	authority Accrual	lata must also t	be provided to FEMA no ursement information, please	
Assigned Agency USDA-FS (USDA-FS (STATE/PRIV FORESTRY))				Projected Start Date 05/01/2021		Estimated Projected End Date 05/15/2021		
New or _ Amendment to MA # :			otal Cost Estimated \$390,000.00			Al Required this Obligation Cycle		
ESF/OFA/RSF Ac	tion Officer			Phone #		Email	** ***********************************	
TIMOTHY DUNFEE .				(760) 920-7515		timothy.dunfee@usda.gov		
	NATION (FEMA Use Only)							
Type of MA:	State Cost Share (0%, 1			Federal Opera State Share (0	tions Support 9%)			
State Cost Share F	Percent 0 %		State	Cost Share A	mount: \$ 0.0	0		
Fund Citation: 20	<u>2 1 -06- 4 482DR-909</u>	<u>4</u> XXXX-250 <u>3</u>	8 -D A	ppropriation co	ode: 70X0702			
Mission Assignment Manager (Preparer)  SIMONE SMITH *							Date 04/28/2021	
**FEMA Project Manager/Branch Director (Program Approval)  **THOMAS ERICKSON ***							Date 04/28/2021	
**Comptroller/Fun	ds Control (Funds Review)  KAREN LONG %	110					Date 04/29/2021	

FEMA FORM 010-0-8

PREVIOUSLY FF 90-129

Region 9, State CA, 4482DR, MA#1509-350760 (IFMIS Closed) as of 04/29/2021

## **MISSION ASSIGNMENT (MA)**

VI. APPROVAL				A CONTRACTOR OF THE PARTY OF TH			
*State Approving Official (Required for DFA)							
**Federal Approving Official (Required for all)							
ROBERT PESAPANE 🦫							
VII. OBLIGATION (FEMA Use Only)							
Mission Assignment Number 4482DR-CA-USDA-FS-09	Amount This Action \$_	390,000.00	Date/Time Obligate	d : 04/29/2021			
Amendment Number 00	Cumulative Amount \$	390,000.00	Initials: IFMIS				
**	Signature required for a	all MAs.					
	INCTOLICTIONS						

#### INSTRUCTIONS

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

TRACKING INFORMATION. Completed by Resource Support Section or Operations staff. Required for all requests.

State: If multi-State, choose State most likely to receive resource(s), (i.e., when using 7220-SU Program Code) Resource 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, 3130-EM, 1248-DR,

II. ASSISTANCE REQUESTED. Completed by requestor.

Assistance Requested: Details from the Resource Request Form will provide information concerning the assistance requested. 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.

III. INITIAL FEDERAL COORDINATION. Completed by FEMA Personnel with Delegated Authority.

Action to: May be Emergency Support Function (ESF), Recovery Support Function (RSF), internal FEMA organization, or other organization. which assigns the Action Officer.

Remainder of MA used only if solution is to request Federal agency to perform reimbursable work under (MA). Deliberate validation and verification of information must occur before MA is completed and issued.

IV. **DESCRIPTION**. Completed by assigned agency Action Officer.

Statement of Work: Detailed description of work to be performed that includes: Overview of MA, objectives, tasks, resources, personnel, deliverable, location, period of performance and comprehensive cost estimate for period of performance. Statement of Work may be attached. Additional guidance concerning the writing of a Statement of Work can be found in the Mission Assignment Guide and FAR.

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

Projected Start/End Date: If end date is not clear, estimate and budget for 30, 60, or 90 days, then reevaluate. TBD is not acceptable; a date must be entered.

Total Cost Estimate: Enter dollar value and attach a detailed budget outlining personnel, equipment, contract, sub-tasked agency, travel and other costs. The cost estimate should include the total cost projection for the MA across the entire length of the MA. The 90 day obligation cycle is used to obligate funding in 90 day increments when completion period is expected to exceed 90 days.

COORDINATION. Completed by MAM, except for Project Manager 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. Reporting: MA agencies are required to provide reporting as determined by the Program Manager.

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 DOR-08, Supp. 3.

Amount this Action: Taken from total cost estimate above.

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

FEMA FORM 010-0-8 PREVIOUSLY FF 90-129 Region 9, State CA, 4482DR, MA#1509-350760 (IFMIS Closed) as of 04/29/2021

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#### Assistance Requested Continued from Block II

Act of 2021

USFS to provide IMT SMEs in support of Covid-19 operations

#### **Additional Statement of Work**

MATOs will be issued for specific resource types. - USFS will utilize other Federal agency and State/local resources under existing agreement, as appropriate. - USFS will pre-position resources and/or provide assistance. - USFS is responsible for providing personnel and/or equipment necessary to accomplish the mission.

This MA is funded with American Rescue Plan Act of 2021 funding and must be operationally complete by 09/30/2025. Any expenditures under this MA must submitted to FEMA no later than 09/30/2030.

#### ADDITIONAL NOTES from FEMA:

- --- MA task orders (MATOs) may be issued by FEMA for specific requirements, personnel, location(s), date(s), and duration of assignment(s).
- --- Agencies will be reimbursed for all eligible expenses pursuant to 44 CFR. Supporting documentation is required for reimbursement,
- --- All equipment and supply purchases must be coordinated with FEMA. If approved, documentation is necessary to ensure reimbursement,
- --- Activation of agency command center(s), if required, must be coordinated with FEMA as a separate MA.
- --- The mission-assigned agency is responsible for ensuring that all activity is properly authorized, goods are received, services are provided, and that costs are reasonable and supported by documentation maintained by the respective agency
- --- MAs shall be considered for closure after 180 days with no financial activity in accordance with FEMA CFO Bulletin #157.

For MAs still operationally open, requests for additional obligations may be withheld if no invoicing, ULO Validation, or additional justification has been provided.

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