**Forest Service ESF4 Mission Assignment Activations**

**BILLING PROCEDURES FOR SUBTASKED DOI AGENCIES**

The Memorandum of Understanding (MOU) between the USDA Forest Service and Department of Interior Bureaus (National Park Service, US Fish & Wildlife Service, Bureau of Land Management and Bureau of Indian Affairs) provides a general framework of cooperation in responding to, managing, coordinating and financially accounting for major disasters and emergencies and for resolving any differences or conflicts regarding this cooperation in an efficient and constructive manner.

1. The MOU defines the billing requirements for the DOI Bureaus (as subtasked agencies) under the ESF4 Activation.
2. Subtasked agencies participating under MA’s issued through ESF4 will bill FEMA **through** the FS. The FS is responsible to reimburse the subtasked agency and, in-turn, request reimbursement from FEMA.
3. The subtasked agency will provide form SF-1081 ESF Agency Submission (see following link) in addition to necessary documentation to support the bill amount **before** issuing IPAC.

<http://www.fs.fed.us/fire/ibp/all-hazard/esf4-forms-resources.html#forms>

* + Necessary documentation includes a transaction report that supports eligible documented costs incurred per 44 CFR 206.8 – Reimbursement of Other Federal Agencies.
	+ Invoices received for expenditures outside the Mission Assignment projected start and end date could result in nonpayment.
1. Subtasked agency will submit request for payment to the FS by email asc\_ipc@fs.fed.us fax: 1-866-816-9532 or hard copy to:

Albuquerque Service Center Budget & Finance

**ATTN: Incident Finance Cooperative Agreements**

101B Sun Ave NE

Albuquerque, NM 87109

1. Invoice packages are required to be dated and signed, including title of signatory and contact information.
2. Subtasked agencies are required to submit 1 billing package per MA, per month for review by the 20th of each month.
3. Discrepancies will be discussed with the subtasked agency representative to reach resolution.
4. Upon invoice approval, the subtasked agency will be notified with a copy of FS 6500-224 Commitment and Obligation Request Form, which will include IPAC bill reference document information. At this point, the IPAC is approved for processing.
5. The subtasked agency will send written notification to the FS when billing has been completed on all mission assignments. Written notification must include the Mission Assignment Number.

**NOTE:** It is critical the IPAC is not processed until the subtasked agency has received notification from the FS of bill approval. The IPAC bill reference # is required in order for the IPAC to reflect properly within the FS financial system. If the IPAC is submitted for payment before the above steps have occurred, there is a potential for a chargeback to be processed.

* 1. If FEMA processes a chargeback against subtasked agency costs:
		1. FS will contact FEMA to determine issue and/or negotiate resolution.
		2. FS will work with subtasked agency for resolution

**CERTIFICATION OF UNLIQUIDATED OBLIGATION PROCEDURES**

1. Subtasked agencies are required to review the Unliquidated Obligation (ULO) spreadsheet prepared by FEMA. This is a quarterly report to identify if agencies have completed billing or have additional costs yet to be billed on all mission assignments. Keeping in mind that there may be bills-in-process.
2. Subtasked agencies need to report if they have completed billing, or have additional cost to be billed, by entering the totals and the appropriate agency identifier (BLM, NPS, BIA, FWS) in the comment column.

**NOTE:** No response from a subtasked agency could result in the remaining balance on a mission assignment to be de-obligated before all billings have been processed.

1. Subtasked agencies must provide ULO certification response within 10 days of receipt. Please send to: asc\_ipc@fs.fed.us
2. Any questions please contact:
	1. Brenda Pysher – Operations Manager Cooperative Agreements, FEMA & International Billings & Payments bpysher@fs.fed.us or 505-563-7903
	2. Kelli Perea – Program Manager kperea@fs.fed.us or 505-563-7307