

**DEPARTMENT OF HOMELAND SECURITY  
FEDERAL EMERGENCY MANAGEMENT AGENCY  
MISSION ASSIGNMENT (MA)**

See Reverse for Paperwork  
Burden Disclosure Notice

**O.M.B. NO. 1660-0047  
Expires January 31, 2011**

**I. TRACKING INFORMATION (FEMA Use Only)**

State ND (North Dakota) Incident:2011042504-Flooding	NEMIS Number
Program Code/Event Number 1981DR-ND: FLOODING	Date/Time Received 07/13/2011 14:28

**II. ASSISTANCE REQUIRED**

☒ See Attached

Assistance Requested

Amendment 1: increase funding by \$3.5 million for a total of \$4.5 million. This funding is necessary to secure contracts for removal of hazardous waste and conduct oil and hazardous materials field operations on public property.

Removal, clearance and disposal of debris on public property and clay levees on public and private property per FEMA's direction within Ward County

Delivery Location Ward County & Municipalities within Ward Co, TBD	Internal Control Number ARF 16	Date/Time Required 07/13/2011
Initiator/Requestor Name Greg Wilz	24 Hour Phone Number (701) 328-8249	Email Address greg.wilz@nd.dhs
		Date 07/13/2011
Site POC Name JONES, ROGER K	24 Hour Phone Number (816) 283-7515	Email Address roger.jones@dhs.gov
		Date 07/13/2011
* State Approving Official (Required for DFA and TA)		Date

**III. INITIAL FEDERAL COORDINATION (Operations Section)**

Action to:	<input checked="" type="checkbox"/> ESF #: 10	Date/Time 07/13/2011 14:24	Priority	<input type="checkbox"/> 1. Lifesaving	<input type="checkbox"/> 3. High
	<input type="checkbox"/> Other:			<input type="checkbox"/> 2. Life sustaining	<input checked="" type="checkbox"/> 4. Medium

**IV. DESCRIPTION (Assigned Agency Action Officer)**

☒ See Attached

Statement of Work

Conduct oil and hazardous materials field operations on public property, unless otherwise directed FEMA, in support of 1981-DR-MD North Dakota Flooding in Ward County, and municipalities within Ward County, as directed by FEMA. Operations to include curbside collection and disposal of household hazardous waste including household related medical waste, cleanup, disposal and environmental assessment of hazardous materials and

Your agency is responsible for submitting a Mission Assignment Quarterly Progress Report to FEMA to include cost data when Mission Assignment takes more than 60 days to complete, including billing. The Mission Assignment Quarterly Progress Report can be accessed and submitted on-line at [www.fema.gov/maprogress](http://www.fema.gov/maprogress).

Assigned Agency EPA (ENVIRONMENTAL PROTECTION AGY)	Projected Start Date 07/11/2011	Projected End Date 10/30/2011
<input type="checkbox"/> New or <input checked="" type="checkbox"/> Amendment to MA #: 1981DRNDEPA0200	Total Cost Estimate \$3,500,000.00	
ESF/OFA Action Officer DEIRDRE ROTHERY	Phone No. (303) 312-6431	Email rothery.deirdre@epamail.epa.gov

**V. COORDINATION (FEMA Use Only)**

Type of MA:	<input checked="" type="checkbox"/> Direct Federal Assistance State Cost Share (0%, 10%, 25%)	<input type="checkbox"/> Technical Assistance State Share (0%)	<input type="checkbox"/> Federal Operations Support State Share (0%)
State Cost Share Percent	25.0 %	State Cost Share Amount: \$ 875,000.00	
Fund Citation:	2011-06-1981DR-9084-XXXX-2508-D		
	Appropriation code: 70X702		
Mission Assignment Manager (Preparer)	TOMMIE STYONS	Date	07/13/2011
** FEMA Project Manager/Branch Director (Program Approval)	ROGER JONES	Date	07/13/2011
** Comptroller/Funds Control (Funds Review)	HARDING, JENNIFER L.	Date	07/14/2011

**VI. APPROVAL**

*State Approving Official (required for DFA and TA):	Date
**Federal Approving Official (required for all): JOHN OWENS	Date 07/13/2011

**VII. OBLIGATION (FEMA Use Only)**

Mission Assignment Number 1981DR-ND-EPA-02	Amount This Action \$ 3,500,000.00	Date/Time Obligated 07/14/2011
Amendment Number 01	Cumulative Amount \$ 4,500,000.00	Initials IFMIS

\* Signature required for Direct Federal Assistance and Technical Assistance MAs.

\*\* Signature required for all MAs.

## PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 3 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. 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 the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC, 20472, and Paperwork Reduction Project (1660-0047). **Note: Do not send your completed form to this address.**

### INSTRUCTIONS

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

**I. TRACKING INFORMATION.** Completed by Action Tracker or other Operations staff. Required for all request.

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

Action 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, 4220-AD, 3130-EM, 1248-DR.

**II. ASSISTANCE REQUESTED.** Complete by requestor.

Assistance Requested: Detail of resource shortfalls, give specific deliverables or simply state the problem.

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.

State Approving Official: Signature certifies that State and local government cannot perform, nor contract for the performance, of the requested work and agrees to pay cost share if any.

**III. INITIAL FEDERAL COORDINATION.** Completed by the Operations Section Chief.

Action to: Operations Chief notes assigned organization. May be Emergency Support Function (ESF), internal FEMA organization, or other organization, which assigns the Action Officer.

Rest of MA used only if solution to request Federal agency to perform reimbursable work under (MA). Best solution may be internal resources or commercial vendor. Deliberate evaluation must occur before MA is completed and MA is issued.

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

Statement of Work: Description steps to complete the request. Include discussion of personnel, equipment; sub tasked agencies, contracts and other resources required. This can be provided as an attachment.

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

Project Completion Date/End Date: If end date is not clear, estimate and budget for 30 or 60 days, then re-evaluate. TBD is not acceptable; some date must be entered into this field.

Total Cost Estimate: A budget can be attached outlining personnel, equipment, contract, sub-tasked agency, travel, and other costs.

**V. 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.

**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.

## **Additional Assistance Requested**

and all municipalities within Ward County; to include hazardous waste, white goods, and orphan containers.

City of Minot POC Cindy Hemphill 701-648-9932  
Ward County POC Dana Larsen 701-721-1825

## Additional Mission Statement

oil, and response to orphaned containers as necessary to mitigate actual and potential threats to public health and safety. Operations also to include recovery of Freon or other hazardous materials from white goods (refrigerators, freezers, stoves, ovens, washers, dryers, air conditioners), collection/disposal of e-waste and monitoring of immediate health and safety threats resulting from debris removal operations as requested in Ward County, and the municipalities within, as directed by FEMA. Firearms and ammunition will be collected by the Minot Police Department. EPA will coordinate environmental assessments and activities involving contaminated debris with USACE as appropriate. Actions may include support by any special teams requested by the FOSC, as well as special technical assets of all ESF #10 Support Agencies.

Total Cost of MA is estimated \$7,500,000

State Cost Share of MA is estimated \$1,875,000

MA will be funded incrementally with initial allocation of \$1,000,000

Based on:

$\$1,500/\text{home} \times 5,000 \text{ homes} = \$7,500,000$

Purchases and equipment are not authorized under this mission assignment without written approval of the Operations Section Chief. All accountable property must be returned to FEMA.

Due to the extreme hotel lodging shortage in the Minot, ND area, FEMA employees and other federal agencies operating under the direction of a Mission Assignment are prohibited from accessing those resources until survivors are out of shelters, unless an exception is granted by the Federal Coordinating Officer. Employees deployed may be housed in base camps and/or other group housing accommodations.