



# Guide to Interagency Reimbursable Work Agreements

Unified Federal Environmental Planning and  
Historic Preservation Review

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FEMA



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## Acronyms and Abbreviations

CAAO	Certified Acquisition Approving Official
DHS	Department of Homeland Security
EHP	Environmental Planning and Historic Preservation
ESA	Endangered Species Act
FAR	Federal Acquisition Regulations
FEMA	Federal Emergency Management Agency
FTE	Full-Time Employee
FY	Fiscal Year
IAA	Interagency Agreement
IGSA	Intergovernmental Service Agreement
IRWA	Interagency Reimbursable Work Agreement
MA	Mission Assignment
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
OCFO	Office of the Chief Financial Officer
OCPO	Office of the Chief Procurement Officer
OGA	Other Government Agency
OPM	Office of Personnel Management
PD	Project Description
POC	Point of Contact
RLA	Revocable License Agreement
SLTT	State, Local, Tribal, or Territorial
SOO	Statement of Objectives
SOW	Scope of Work
UFR	Unified Federal Review
USACE	U.S. Army Corps of Engineers
USFWS	U.S. Fish and Wildlife Service
WOTUS	Waters of the U.S.

# 1. Introduction

This Guide to Interagency Reimbursable Work Agreements is intended to assist interagency review and other federal agency personnel involved in selecting, drafting, and reviewing Interagency Reimbursable Work Agreements (IRWAs) between federal agencies. While this guidance has been developed by the Federal Emergency Management Agency (FEMA), it may be used by personnel beyond FEMA, including staff at signatory agencies of the Unified Federal Review (UFR) Memorandum of Understanding (MOU).

IRWAs are agreements between federal agencies where the services or supplies provided come from the **servicing agency's**<sup>1</sup> own resources, and where contracting is either unnecessary or incidental. For example, an IRWA would allow one federal agency, the **requesting agency**<sup>2</sup>, to reimburse another directly to pay for staff time and expertise provided by the servicing agency. Since IRWAs do not directly involve the use of a contract or delivery order by either the requesting agency or servicing agency, they are not regulated by Federal Acquisition Regulations (FAR).

Aside from IRWAs, several other agreements allow various agencies to support one another, including:

- Interagency Agreement (IAA) – An agreement between federal agencies whereby a requesting agency places an order against another servicing agency's contract or requests the provision of acquisition services from that agency. IAAs differ from IRWAs in that they allow for the use of one agency's procurement capabilities with third parties to be used for another agency whether to provide access to existing streamlined processes or pricing.
- MOU – A no-cost agreement that describes very broad concepts of mutual understanding, goals, and plans by the agreeing parties.
- Memorandum of Agreement (MOA) – A no-cost agreement describing in detail the specific responsibilities of, and actions to be taken by, each of the parties so that their goals may be accomplished. A MOA may also indicate the goals of the agreeing parties to help explain their actions and responsibilities.
- Revocable License Agreement (RLA) – A document from the head of a federal agency or their designee to lend federal property to a non-federal entity to use under specified conditions.
- Real Property License and Use Agreements – An agreement between the owner of real property and another entity to use that real property for a specific purpose at no cost.
- Intergovernmental Service Agreement (IGSA) – A reimbursable agreement where FEMA, as the **requesting agency** needing supplies or services, obtains them from a state agency.

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<sup>1</sup> **Servicing Agency** – The federal agency providing services or support to another agency under the relevant agreement.

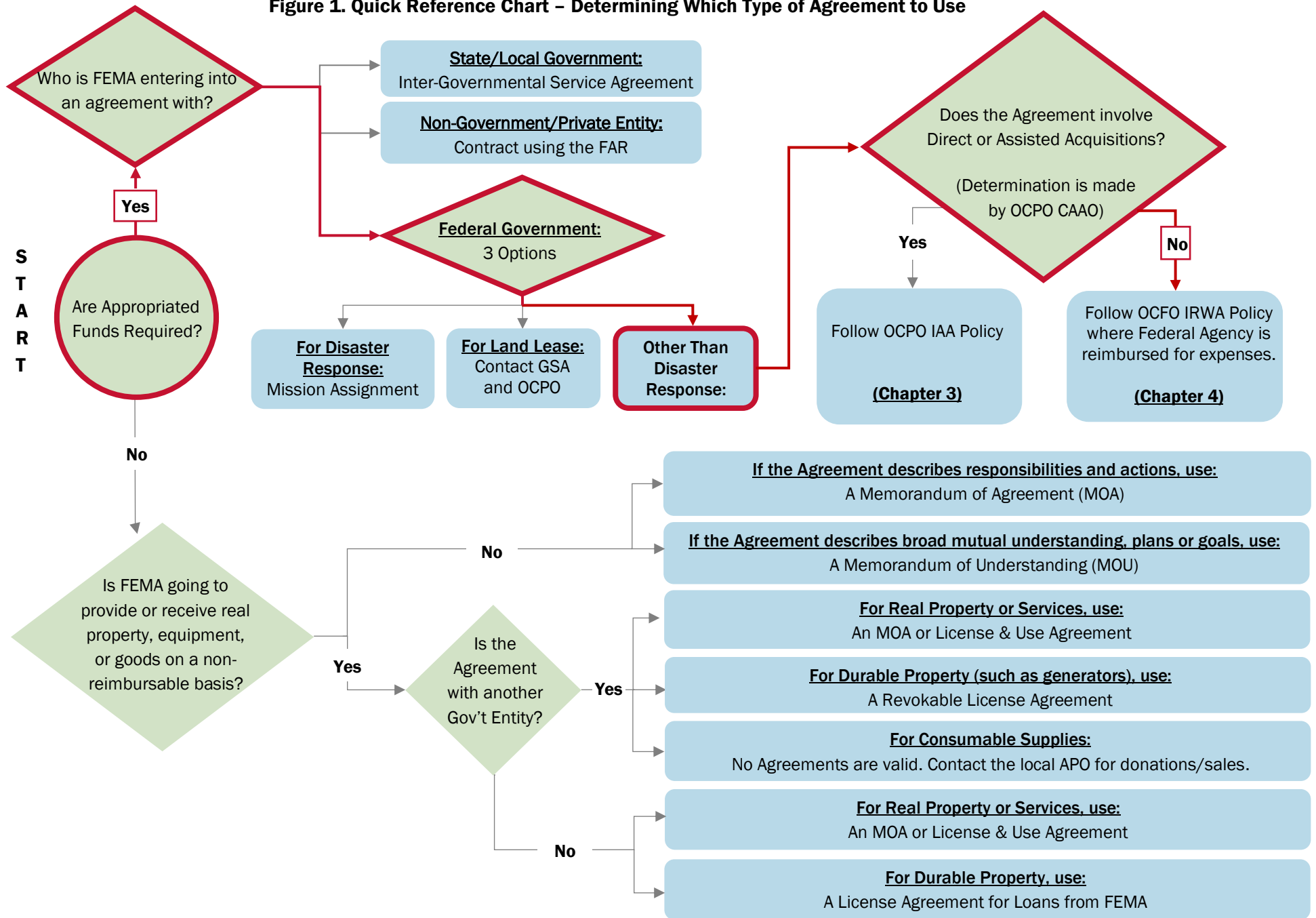
<sup>2</sup> **Requesting Agency** – The federal agency requesting services or support from another agency under the relevant agreement.

Unlike IAAs that are executed and administered as a procurement through the Office of the Chief Procurement Officer (OCPO), IRWAs are financial-only transactions between FEMA and other federal agencies for that agency's own products or services. Since IRWAs do not involve procurement actions, FEMA's Office of the Chief Financial Officer (OCFO) manages the IRWA process. Refer to [FEMA Manual 112-5-1, Interagency and Intergovernmental Agreement](#) for full descriptions of, and processes for obtaining, IAAs, MOUs, MOAs, RLAs, Real Property License and Use Agreements, and IGSA's.

## **2. Identifying Opportunities to Pursue an IRWA**

The pursuit of an IRWA serves to fill gaps in agency expertise, capability, and capacity with an Other Government Agency's (OGA) expertise, capability, and capacity. The IRWA process begins when agency staff identifies gaps in capacity and capability (i.e., lack of expertise in biological resources specific to the Endangered Species Act [ESA]). Once gaps in capability and capacity are identified, staff can review outward facing capabilities of an OGA before reaching out to assess the OGA's capacity to support. The decision pathway to pursue an IRWA is illustrated below in Figure 1, as modified from Chapter 2- *Determining What Type of Agreement to Use* of [FEMA Manual 112-5-1](#) (pg. 10).

**Figure 1. Quick Reference Chart – Determining Which Type of Agreement to Use**



## Step-Wise Walkthrough of Quick Reference Chart – Is an IRWA Right for Me? Decision Tree

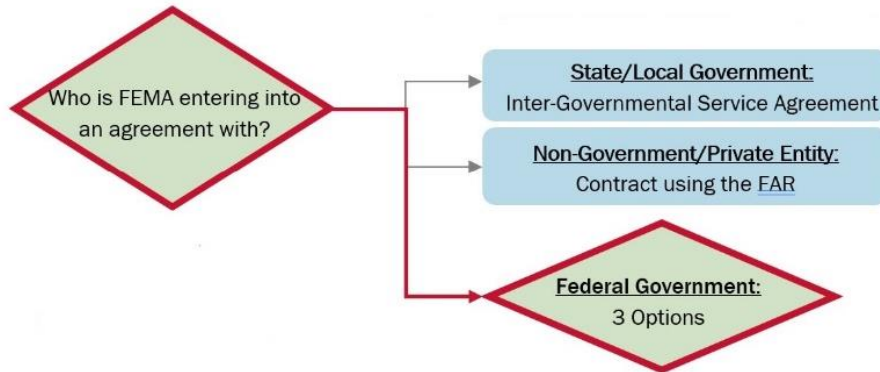


### Step 1: Are Appropriated Funds Required? Yes

Pursuant to the Stafford Act (Section 304, 42 U.S. Code [U.S.C.] Section 5147), “Federal agencies may be reimbursed for expenditures under this Act from funds appropriated for the purposes of this chapter. Any funds received by Federal agencies as reimbursement for services or supplies furnished under the authority of this chapter shall be deposited to the credit of the appropriation or appropriations currently available for such services or supplies.” Appropriated funds are those allocated for specific uses by legislation passed by Congress and signed by the President while non-appropriated funds are those generated directly by an agency from fees and services provided.

If an agency will provide or receive supplies or services from another entity on a non-reimbursable basis, an IRWA cannot be entered into.

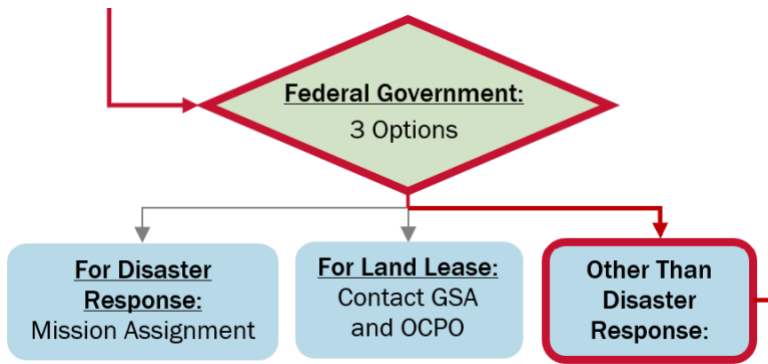
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### Step 2: Who is the requesting agency entering into an agreement with? *Another federal agency.*

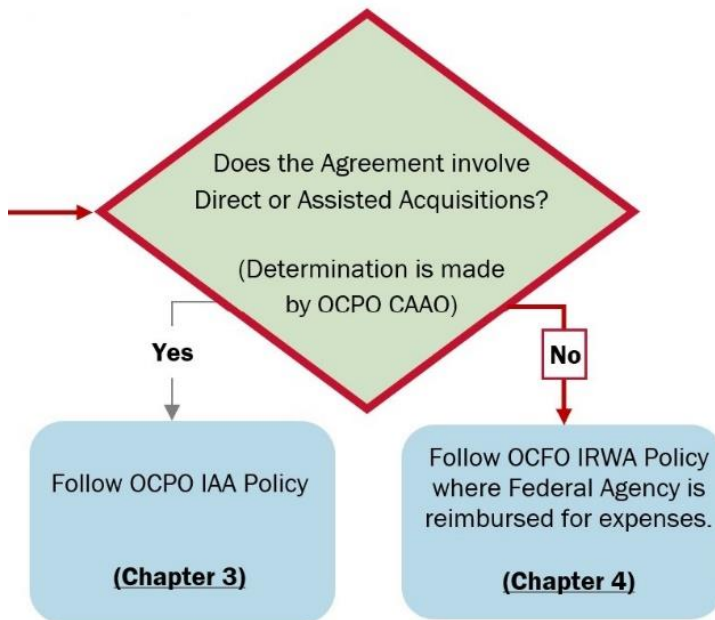
IRWAs may only be established between two federal agencies where one agency (the requesting agency) obtains supplies or services from another federal agency (the servicing agency) and that agency provides the supplies and services using its own resources. IRWAs may be established for reimbursement for the use of another agency’s labor force, supplies, or inventory on hand.

- For agreements with state, local, tribal, or territorial (SLTT) governments, agency staff should pursue an IGSA. For example, during a Stafford Act declared emergency or major disaster, FEMA agrees to reimburse that SLTT government for supplies and services necessary to carry out FEMA’s mission, duties, and responsibilities.
  - For agreements between a federal agency and nongovernmental or private entities, agency staff should establish a contract via and in accordance with the FAR. Agency staff should contact the OCPO and the Procurement Law Branch attorney, or equivalent legal staff, for further assistance and direction.
-



**Step 3:** Will the supplies or services from the servicing agency be used for Disaster Response / For Land Lease / Other Than Disaster Response?

An IRWA cannot be utilized for the provision of supplies or services to FEMA from a servicing agency for disaster response purposes. Immediate disaster response activities should be provided via a Mission Assignment (MA), a work order issued by FEMA to another federal agency during the response phase of disaster. However, as the response phase closes and transitions to the recovery phase it is possible to transition a MA to an IRWA.



**Step 4:** Does the Agreement involve Direct or Assisted Acquisitions? (Determination is made by OCPO Certified Acquisition Approving Official [CAAO]).

Does the requesting agency need to obtain supplies or services from another servicing agency via an assisted acquisition (i.e., using another agency’s contracting personnel) or a direct acquisition (i.e., making a direct award against another agency’s contract using its own existing resources or personnel, or only incidental contractor support)? IRWAs are not permitted to use another agency’s contractor staff, and an IAA should be used in this case. If the servicing agency will provide the supplies or services utilizing its own existing resources or personnel, or only use incidental support from contractors, an IRWA should be used.

**Step 5:** Follow OCFO IRWA Policy where federal agency is reimbursed for expenses.

See summary information below to assist in development of the IRWA consistent with Chapter 4 of [FEMA Manual 112-5-1](#).



### 3. Identifying Scale of an IRWA

IRWAs are not specifically divided by “type”, but there are differences in scale and level of interagency interaction based on the level of cooperation between FEMA and the identified servicing agency. Compare and contrast the examples of larger, programmatic versus smaller project, project-focused IRWAs FEMA Region 6 and the USACE in the state of Texas and an IRWA between FEMA and the U.S. Fish and Wildlife Service (USFWS).

#### **Example: FEMA Region 9 Identifies Need for Biological Support from USFWS following Wildfires**

**Requesting Agency:** FEMA Region 9 – EHP

**Servicing Agency:** USFWS Region 8

**Issue Identified:** Due to the sheer volume of consultations, FEMA Region 9 requires technical assistance to expedite environmental technical review, coordination, and related documentation for consultation and concurrence with Section 7 of the ESA.

**Goal:** The USFWS has biological resource management expertise, including compliance with and documentation of Section 7 of the ESA, as one of the primary federal agencies responsible for evaluating and administering ESA compliance. USFWS staff capability and capacity are an invaluable resource utilized for technical assistance to expedite ESA review and concurrence.

**Authority:** Stafford Act (42 U.S.C. 5147); Fish and Wildlife Act of 1956 (U.S.C. 742a-j); Fish and Wildlife Coordination Act (U.S.C. 661-667e).

**Request:** FEMA engaged USFWS via an IRWA in the State of California to provide enhanced review and consultation services to FEMA by providing experienced staff for technical assistance, informal consultation, and formal consultation under Section 7 of the ESA.

**Successes:** Streamlined ESA Section 7 consultation process, accelerating the completion of EHP reviews and subsequent provision of PA and HMA grant funding.

**Potential Improvements:** Consistent process and procedure instead of project-by-project consideration provides consistent level of information to support review.

**Awareness:** Streamlining has no effect on on-the-ground presence of ESA species, and projects located in areas alongside ESA species (or their habitats) may still require greater analysis and consideration as part of consultation with the Services.

### 4. IRWA Coordination and Development Process

Interagency coordination is the foundation of the IRWA development process. Once a gap in agency capability and capacity is identified, it is necessary for staff to understand which OGAs and their staff have the relevant capability and capacity to address the agency’s gap in service.

## **4.1. Interagency Coordination**

Movement towards an IRWA begins with establishing a common goal and then leveraging existing networks within both agencies created through UFR coordination activities, allowing points of contact (POCs) to pursue an IRWA. The servicing agency's UFR, National Environmental Policy Act (NEPA), or compliance review point of contact will assist the requesting agency's in understanding the servicing agency's internal workings, and will function as their ambassador in establishing an effective process for engaging with those interagency parties.

## **4.2. IRWA Process**

### **4.2.1. STEP 1: IRWA NEED IDENTIFICATION AND INITIATION**

The requesting agency program office will identify the need for an IRWA to be completed by the servicing agency through ongoing interagency coordination efforts, often through UFR coordination. However, before this can begin, the relevant agency leadership need to be socialized to the need and process for pursuing an IRWA including compliance with fiscal law. For instance, within FEMA, leadership that is needed to support IRWA development includes a Regional Administrator at the Regional level, Federal Coordinating Officer at the Incident level, or Director of an activated long-term recovery office. It is critical that requesting agency leadership be engaged from the outset to facilitate development of the IRWA. Additionally, buy-in from the servicing agency is critical from the outset as the process cannot move forward without the cooperation and commitment of both the requesting and servicing agency. The requesting agency should also consult with the servicing agency regarding how they will provide the service. If the servicing agency will use a contractor to provide the goods or services, an IAA should be pursued; whereas, if the servicing agency will use their own goods or services, an IRWA is appropriate.

### **4.2.2. STEP 2: DEVELOPMENT OF THE IRWA**

At a minimum, the information and forms required to initiate an IRWA include the Interagency Reimbursable Transaction Determination Form and Treasury Forms 7600A/B, as supported by a scope of work. Additional documentation may be necessary to support the IRWA, including identifying or estimating costs in the Market Research Report or completing the Interagency Reimbursable Transaction Determination Questionnaire for any transactions exceeding \$500,000 (See Table 1).

**Table 1. IRWA Supporting Documentation**

Supporting Documentation	Description and Components
Interagency Reimbursable Transaction Determination Questionnaire	To be completed for transactions exceeding \$500,000.
Market Research Report	Refer to the <a href="#">Market Research Guide 4.0</a> for assistance in preparing the Market Research Report.
Treasury Forms 7600A/B	Refer to the <a href="#">Bureau of Fiscal Service's General Terms &amp; Conditions Instructions for Form 7600A</a> .
Statement of Work (SOW)	<p>The servicing agency will prepare the IRWA scope of work following standardized format from <a href="#">FEMA Manual 112-5-1</a>.</p> <p>Problem Statement: What does the requesting agency need?</p> <p>Example Problem Statement: As part of the Risk MAP Program, FEMA is actively developing Flood Insurance Rate Maps, Flood Insurance Study reports, and flood risk products for communities within the Arkansas River watershed.</p> <p>Proposed Scope of Work: What will be provided by the requesting agency to the servicing agency in return for the servicing agency's work?</p> <p>Example Scope of Work: FEMA will provide the Tulsa District (USACE) with funding equivalent to 0.25 FTE for technical assistance regarding the Arkansas River physical map revisions. The technical POC will help as needed in addressing appeals, answering questions, attending meetings, and providing general coordination on the Arkansas River map revisions. If technical assistance exceeds 0.25 FTE, a request will be made by Tulsa District to FEMA for supplemental funding in 0.25 FTE equivalents. This funding request strictly covers fiscal year (FY) 2017 but can be extended at the discretion of FEMA.</p> <p>Proposed Schedule: What is the duration of the task?</p> <p>Example Schedule: This item is a continuous task that will cover all of FY 2017.</p> <p>Proposed Cost: Provide the estimated total cost.</p> <p>Example Cost: 0.25 FTE Technical Assistance (FY 2017): \$50,000.</p>

Supporting Documentation	Description and Components
Statement of Objectives (SOO)	<p>Purpose: Identify the servicing and requesting agencies and what will be accomplished by the IRWA.</p> <p>Project Title: Define the project title.</p> <p>Background Information: Describe relevant history between the two agencies. Have they worked on this issue before? Are they currently working together? Was there an originating incident that suggested the two agencies work together?</p> <p>Tasks: Fully describe the tasks that the servicing agency will accomplish for the requesting agency. If more than one task, number individual tasks for tracking.</p> <p>Period of Performance: When is the IRWA in effect? Up to a defined date? For a specific duration?</p> <p>Deliverables: What deliverables will the servicing agency provide to the requesting agency to complete the listed tasks above? Each task should have a defined deliverable.</p> <p>Quality Assurance: How will the servicing agency internally review deliverables, and how will the requesting agency review deliverables upon receipt?</p>
Project Description (PD)	The PD is a narrative of the SOW or SOO, or a combination of both.
Statutory Authority	Identify the Appropriate Statutory Authority (see list of example Statutory Authorities below).
IRWA	See Model IRWA – Section 4-8 of <a href="#">FEMA Manual 112-5-1 Interagency and Intergovernmental Agreement</a> .

### 4.2.3. STEP 3: REVIEW AND APPROVAL OF THE IRWA

The head of the program (the Regional Environmental Officer, for example) who developed the requirements for the goods or services is responsible for reviewing the IRWA to ensure that it meets a legitimate agency need and will accomplish the program goals.

Because IRWAs do not require procurement actions on behalf of the requesting agency by the servicing agency, OCFO will manage the processing of IRWAs within FEMA. The FEMA OCFO assigns an IRWA funding identification number and OCFO then reviews all IRWA packages over \$500,000 to determine whether the agreement should be an IAA for assisted acquisition or an IRWA. The requesting agency program completes the relevant requisition and commitment for services and supplies paperwork (e.g., FEMA Form 146-0-2, “Requisition and Commitment for Services and Supplies”) simultaneously as required to support the IRWA while the FEMA OCFO verifies the appropriate accounting line and Treasury data. The OCFO must approve and certify funding for all IRWAs.

### 4.3. Applicable Authorities

A pair of agencies (i.e., requesting and servicing agencies) entering into an IRWA must cite the statutory authority upon which the agreement is based. For instance, the Economy Act (31 U.S.C. Section 1535) authorizes agencies to purchase goods or services from other federal agencies and major organizational units within the same department or agency. Agencies should rely upon the most specific statutory authority applicable to the situation. The Economy Act should only be used if no other, more specific authority is applicable. Beyond the Economy Act’s most general

capacity for citation, agencies may use two types of authority citation: Agency-Specific Authority and Federal Statutes Authorizing Intergovernmental Transactions for Specific Purposes.

#### **4.3.1. FEMA-SPECIFIC AUTHORITIES FOR IRWAS**

Where available, agencies should use the specific statutory authority granted to them as the statutory authority basis for an IRWA. Examples of FEMA-specific authorities are listed below:

- A. Homeland Security Act of 2002, 6 U.S.C. Section 101 *et seq.*
  - a. Section 309(e), 6 U.S.C. Section 189(e): “Reimbursement of costs – In the case of an activity carried out by the operator of a Department of Energy national laboratory or site in connection with any utilization of such laboratory or site under this section, the Department of Homeland Security (DHS) shall reimburse the Department of Energy for costs of such activity through a method under which the Secretary of Energy waives any requirement for the DHS to pay administrative charges or personnel costs of the Department of Energy or its contractors in excess of the amount that the Secretary of Energy pays for an activity carried out by such contractor and paid for by the Department of Energy.”
- B. The Stafford Act, 42 U.S.C. Section 5121 *et seq.*
  - a. Section 201(a), 42 U.S.C. Section 5131(a): “Utilization of services of other agencies – The President is authorized to establish a program of disaster preparedness that utilizes of all appropriate agencies...”
  - b. Section 304, 42 U.S.C. Section 5147: “Federal agencies may be reimbursed for expenditures under this Act from funds appropriate for the purposes of this Act. Any funds received by federal agencies as reimbursement for services or supplies furnished under the authority of this Act shall be deposited to the credit of the appropriation or appropriations currently available for such services or supplies.”
  - c. Section 306(b), 42 U.S.C. Section 5149(b): “...any federal agency is authorized... (3) to incur obligations on behalf of the United States by contract or otherwise for the acquisition, rental, or hire of equipment, services, materials, and supplies for shipping, drayage, travel, and communications, and for the supervision and administration of such activities.”
  - d. Section 621, 42 U.S.C. Section 5197: “(c) Services of Other Agency Personnel and Volunteers – The Administrator may – (1) use the services of federal agencies and, with the consent of any State or local government, accept and use the services of State and local agencies and uncompensated services by individuals or organizations as may from time to time be needed.”
  - e. Section 623, 42 U.S.C. Section 5197b: “In performing duties under this title, the Administrator - ... (2) shall use, to the maximum extent, the existing facilities and resources of the Federal Government and, with their consent, the facilities and resources of the States and political subdivisions thereof, and of other organizations and agencies;”
- C. The National Flood Insurance Act of 1968, 42 U.S.C. Section 4001 *et seq.*:
  - a. 42 U.S.C. Section 4101: “(a) The Administrator is authorized to consult with, receive information from, and enter into any agreements or other arrangements with the Secretaries of the Army, the Interior, Agriculture, and Commerce, the Tennessee Valley Authority, and the heads of other Federal departments or agencies, on a reimbursement basis, or with the head of any State or local agency, or enter into contracts with any

persons or private firms, in order that he may – (1) identify and publish information with respect to all flood plain areas, including coastal areas located in the United States, which has special flood hazards, within five years following August 1, 1968, and (2) establish or update flood-risk zone data in all such areas, and make estimates with respect to the rates of probable flood caused loss for the various flood risk zones for each of these areas until the date specified in Section 4026 of this title.”

- b. 42 U.S.C. Section 4122: “(b) Studies under this section shall be carried out, to the maximum extent practicable, with the cooperation of other Federal departments and agencies and State and local agencies, and the Administrator is authorized to consult with, receive information from, and enter into any necessary agreements or other arrangements with such other Federal departments and agencies (on a reimbursement basis) and such State and local agencies.”

#### **4.3.2. FEDERAL STATUTES PROVIDING FOR INTERAGENCY AGREEMENTS IN SPECIFIC CONDITIONS**

In addition to agency-specific authorities, certain federal statutes provide express authority for federal agencies to enter into intergovernmental agreements for specific purposes. These statutes should also be used in preference to the Economy Act. As with IAAs, the authority given to other federal agencies can also be used where applicable. Other examples include:

- A. Government Employees Training Act, 5 U.S.C. Section 4104: Training provided by one agency to the employees of another on a reimbursable basis.
- B. 5 U.S.C. Section 3341(a): Authorizing federal government employees to go on detail to other departments and agencies.
- C. Federal Buildings Fund, 40 U.S.C. Section 592(b)(2): Allowing U.S. General Services Administration (GSA) to enter into IRWAs for federal building renovations.
- D. Office of Personnel Management (OPM) Revolving Fund, 5 U.S.C. Section 1304(e)(1): Financing, on a reimbursable basis, background and security clearance investigations, training, and such other functions done by OPM for other agencies.

#### **4.3.3. THE ECONOMY ACT**

The Economy Act authorizes agencies to purchase goods or services from other federal agencies and major organizational units within the same agency. There are four requirements that must be met before the Economy Act can form the statutory basis for an IRWA:

- Amounts for the order must be available for obligation by the requesting agency;
- The order must be administratively determined to be in the best interest of the U.S. government;
- The ordered goods or services cannot be provided by contract as conveniently or cheaply by a commercial enterprise; and
- The servicing agency must be able to provide the ordered goods or services through its own employees or resources (i.e., any contracting must be incidental).

No transaction may occur unless documentation supports each of these requirements. The Economy Act requires that the servicing agency complete performance of the work before any exchanged funds expire. If work remains incomplete upon the expiration of the previously committed funds, those funds must be de-obligated and replaced with current-year funds to continue work under the agreement.

#### 4.3.4. AUTHORITY SELECTION

The Program staff and a CAAO must review each IRWA to ensure that the correct legal instrument and authority are used. Notwithstanding this general rule, the transactions listed below have been pre-determined by both OCPO and OCFO to be IRWAs and, therefore, may be processed through OCFO without a determination from the CAAO:

- Reimbursement of salaries for other federal agency employees temporarily detailed to support FEMA;
- Rent on buildings owned or leased by the GSA;
- GSA motor pool (mileage of GSA leased vehicles);
- Postage remittance to United States Postal Service;
- Reimbursement of OPM security clearance investigations;
- Agreements for funding of shared services not resulting in the award of contracts or delivery order, such as DHS Working Capital Fund; and
- Reimbursement to State Department for payments made to support DHS employees working in foreign countries.

If there is a question as to whether the legal instrument or legal authority is correct, consult with your legal counsel.

## 5. IRWA Implementation

As with the development of the IRWA, ongoing interagency coordination and service tracking are instrumental to success of the IRWA along with documenting those successes to ensure that services rendered satisfy the terms and conditions of the scope of work. Service trackers are tailored to the individual IRWA but should list the objectives and components identified in the scope of work, statement of objectives, and project description to provide sufficient documentation for invoicing and audits, if necessary. Example headings for components of a IRWA service tracking table are listed below:

### General IRWA – Disaster Information

- **Program or FEMA Office (for non-project related requests)** – Example: Public Assistance, Individual Assistance
- **State** – Choose appropriate state
- **County / Parish / Burrough** – Choose appropriate local government entity
- **Disaster Number (if applicable)** – May not be available (i.e., general training) but used for permitting projects
- **FEMA Project Number** – May not be available (i.e., training support) but used for permitting projects
- **FEMA Project Title** – Title of request submitted to servicing agency

### Requesting Agency Tracking

- **Service Type** – What is requested of servicing agency? Example: Training, Permitting, Project Coordination
- **FEMA Service Request Date** – Allows tracking of effort duration
- **FEMA Service Request Acknowledgement Date** – Allows tracking of effort duration
- **FEMA Service Request Completion Date** – Allows tracking of effort duration
- **Reason for Closing Service Request** – Example: Request Completed, Ongoing, Request Withdrawn

### Servicing Agency Tracking

- **USACE Permit Number** – Relevant if USACE is providing permitting support

- **USACE** – FEMA Service Request Notes – Current status update
- **USACE Action Notes** – More detailed than “Request Notes” – Example: “May be a reduced scope of work. Work stopped until FEMA provides new scope.”

An example IRWA tracking table (Table 2) depicts an IRWA between FEMA and another federal agency and headings to track progress across a range of individual projects that fall under that IRWA.



**Table 2. Example IRWA Tracking Table**

Program OR FEMA Office (for non-	State	County (Parish/ Burrough)	Disaster Number (if applicable)	FEMA Project Number	FEMA Project Title	Service Type	FEMA Service Request Submission Date	FEMA Service Request Acknowledgement Date	Service Request Completion Date	Reason for Closing Service Request	Agency Permit Number	FEMA Service Request Notes	Agency Action Notes
EHP	LA	N/A	4611	N/A	ESA Training for Local Agency Staff	Training	10/20/21	10/20/21	11/18/21	Request Completed	N/A	-	-
PA	TX	Galveston	4572	PW-00011(0) 180274	City of Galveston: Reclaim Beach Sand	Permitting	9/16/22	9/16/22	11/2/22	Request Completed	XXX-YYY-ZZZ		
PA	TX	Galveston	4572	PW-00013(0) 179323	Galveston County Debris Removal	Project Coordination	10/7/21	10/7/21	10/13/22	Request Completed	XXX-YYY-ZZZ		
EHP	TX	N/A	N/A	N/A	IRWA Coordination Call	Meeting	N/A	N/A	-	Ongoing	N/A	Actively Supporting	
PA	TX	Bastrop	4272	PW-000065(2)	BAS006C County Roads/Riverside Drive	Project Coordination	2/2/22	2/2/22	TBD	Ongoing	TBD	No action for IRWA at this time.	State Agency is being supportive

## 6. Key Agency Resources and Further Reading

### 6.1. References

A list of suggested references is included below. Individual federal agencies may have agency-specific documentation relevant to IRWAs.

DHS CFO Financial Management Policy Manual, Chapter 3, Section 3.7 – Intergovernmental Actions, Transactions, and Reporting (2018).

U.S. Department of Treasury, Bureau of Fiscal Services, FS Forms 7600A and 7600B and Instructions

FEMA SOP 2900-025, OCFO Inter/Intra-Agency Reimbursable Work Agreement Guide (2015).

The Stafford Act (42 U.S.C. Section 5121 *et seq.*)

FEMA Manual 112-5-1, Interagency and Intergovernmental Agreement, Chapter 4

Economy Act (31 U.S.C. Section 1535)

Homeland Security Act of 2002 (6 U.S.C Section 101 *et seq.*)

The National Flood Insurance Act of 1968 (42 U.S.C Section 4001 *et seq.*)

Government Employees Training Act (5 U.S.C. Section 4104)

FEMA Form 146-0-2 – Requisition and Commitment for Services and Supplies

### 6.2. Example Documents

A model IRWA is included in Chapter 4 of the [FEMA Manual 112-5-1, Interagency and Intergovernmental Agreement](#)