

JANUARY 19, 2016

LOS ANGELES FIRE DEPARTMENT



RALPH TERRAZAS
FIRE CHIEF

December 7, 2015

BOARD OF FIRE COMMISSIONERS
FILE NO. 16-003

TO: Board of Fire Commissioners

FROM: *RMT* Ralph Terrazas, Fire Chief

SUBJECT: ACCEPTANCE OF FY 2015 FEMA URBAN SEARCH AND RESCUE
TASK FORCE COOPERATIVE AGREEMENT GRANT FUND

FINAL ACTION:	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Corrections	<input type="checkbox"/> Withdrawn
	<input type="checkbox"/> Denied	<input type="checkbox"/> Received & Filed	<input type="checkbox"/> Other

SUMMARY

On April 4, 1993, the Mayor and City Council authorized the Los Angeles Fire Department (LAFD) to execute a Memorandum of Agreement (MOA) with the Governor's Office of Emergency Services and the Federal Emergency Management Agency (FEMA). These actions established LAFD as a sponsoring agency and host of a FEMA Urban Search and Rescue (US&R) Task Force, California Task Force 1 (CA-TF1). On August 12, 2011, the Mayor and City Council authorized the updating of this agreement. Through the MOA, FEMA supports CA-TF1 annually using a Cooperative Agreement (Attachment 1) to fund the program. The Agreement supports an equipment cache, CA-TF1 member training, and full-time personnel to manage the cache and administrate CA-TF1's US&R program. In recent years, the City Council has accepted no-match Cooperative Agreements from FEMA ranging from \$632,915 to \$1,276,608.

This is a reimbursement grant. FEMA requires that the funds be reimbursed after the actual payment of expenditures is made, and the appropriate documentation supporting these expenditures is submitted. As the LAFD incurs expenses from this program, expenditures will be reimbursed by FEMA funds on an ongoing basis.

Funds are categorized into two basic groups. One consists of funds to pay LAFD personnel. The second group consists of funds for personal service contracts, training, supplies, and equipment, as needed by CA-TF1.

Future Cooperative Agreements will continue to be made available to the LAFD on a periodic basis furthering our US&R efforts. The funding breakdown of this Cooperative Agreement is contained within the attachment Application and Spending Plan (Attachments 2).

2015 FEMA Cooperative Agreement

To meet the required deadline, pursuant to Administrative Code 14.6, the LAFD submitted the application seeking \$1,154,582 for the 2015 no-match FEMA grant. The LAFD received FEMA Cooperative Agreement grant number EMW-2015-CA-0037-S01 in the amount of \$1,154,582 to administer CA-TF1. The period of performance for this grant will be from October 1, 2015 through September 30, 2018. This Cooperative Agreement will fund necessary program administration, supplies, equipment, and training. Pursuant to City policy the LAFD is seeking approval from the Mayor and the City Council to accept and execute this Award.

Prior Cooperative Agreements included funding for resolution authorities for two (2) Captain I positions and one (1) Management Analyst II position to manage the program. In order to maximize our return on investment for our cooperative agreement, CA-TF1 will replace one (1) Captain I position with one (1) Storekeeper II. LAFD personnel costs for this program will be \$466,256. These costs include salaries and fringe based on the Cost Allocation Plan (CAP) 37 and will be paid directly from the LAFD's salary accounts and reimbursed back into the respective salary accounts from which expenses are incurred. Approximately \$349,692 will be paid in Fiscal Year 2015/2016 and the remaining \$116,564 will be paid in Fiscal Year 2016/2017.

Personnel training costs are budgeted at \$263,000 of which approximately \$200,000 will be used in Fiscal Year 2015/2016 and \$63,000 in Fiscal Year 2016/2017. These personnel training costs will be paid directly from the LAFD's salary accounts.

The remaining balance of \$425,326 will pay for contractual services, training, supplies, and necessary equipment for the programs operations. This is a reimbursement grant, in which the LAFD transfer funds from Department 38, Fund 100, Account 001012 (Salaries Sworn), to Department 38, Fund 335, Account to be determined to facilitate the procurement of goods and services which are then reimbursed by FEMA.

Personal services contracts are needed for nine (9) required specialized positions. These include two (2) Canine Search Specialists, four (4) Medical Team Managers, and three (3) Structural Engineering Specialists. Because this is an on-going program, the City has existing relationships with these required positions. It is difficult to find qualified contractors due to the specialization of these positions. Consequently, the LAFD seeks to enter into sole source agreements with the existing contractors pursuant to Administrative Code 10.15(a) (2), which allows non-competitive contracts for the performance of professional, scientific, expert, technical, or other special services of a temporary and occasional character, where the contracting authority finds that competitive bidding is not practicable or advantageous. In addition to the sole source contracts for the existing civilian team members, the Fire Department will request authority to release a Request for Qualifications (RFQ) to build a pool of reserve candidates in the event of a vacancy on the FEMA Urban Search and Rescue team.

Although the LAFD seeks authority to execute each of these contracts for up to \$99,000, it is unlikely, absent a deployment, that these contractors will receive the full amount of the contract. Each will be paid for training and other preparation, by an hourly rate, depending upon the individual contractor's qualifications. In addition to the amount authorized under 2015 FEMA Cooperative Agreement, FEMA will ultimately be responsible for payment to these contractors for any time spent in a FEMA authorized deployment. Because the City must advance FEMA authorized deployment compensation and then obtain reimbursement from FEMA, the City must have a mechanism to pay each contractor in addition to the time spent on training and other preparation. Consequently, each contract provides for payment up to \$99,000.

CA-TF1 must maintain medical supplies including pharmaceutical inventories. The LAFD presently has an existing contract with Providence Health System-Southern California D/B/A Providence Saint Joseph Medical Center to provide this service. The LAFD seeks authorization for the Fire Chief to enter into a sole source agreement with Providence Health System-Southern California D/B/A Providence Saint Joseph Medical Center in accordance with Los Angeles Administrative Code 10.5(a)(2), which allows non-competitive contracts for the performance of professional, scientific, expert, technical, or other special services of a temporary and occasional character, where the contracting authority finds that competitive bidding is not practicable or advantageous. Providence Health System-Southern California D/B/A Providence Saint Joseph Medical Center currently is the regional cache center, since it carries enough supplies to support ten hospitals in case of an emergency. Providence Health System-Southern California D/B/A Providence Saint Joseph Medical Center is able to provide a locked secure refrigerated storage for the CA-TF1 medical cache.

In addition to the amount authorized under 2015 FEMA Cooperative Agreement, FEMA will ultimately be responsible for payment to these contractors for any time spent in a FEMA authorized deployment. Because the City must advance FEMA authorized deployment compensation and then obtain reimbursement from FEMA, the City must have a mechanism to pay each contractor in addition to the time spent on training and other preparation. Consequently, each contract provides for payment up to \$99,000.

Finally, the Cooperative Agreement requires CA-TF1, upon deployment to have access to snake anti-venom. Consequently, the LAFD request that the Fire Chief have authority to enter into a sole source agreement, in accordance with Los Angeles Administrative Code 10.5(a) (2), with UCLA Medical Center, for the purpose of purchasing snake anti-venom when required. UCLA Medical Center is in close proximity to the LAFD's US&R Unit, where mobilization efforts are made for deployment. Depending on where a FEMA deployment may occur, it is necessary to procure the specific type of snake anti-venom needed for the locale, and UCLA maintains sufficient variety of snake anti-venom, since UCLA Medical Center farms snakes for the purpose of producing snake anti-venom.

This Cooperative Agreement will allow the LAFD, as sponsoring agency of CA-TF1, to purchase the needed anti-venom upon deployment only. FEMA will ultimately be responsible for payment under this contract, pursuant to the reimbursement process FEMA established for FEMA authorized deployments. Because the City must advance payments, and then obtain reimbursement from FEMA, the City must have a mechanism to pay this contractor if services are required.

RECOMMENDATIONS

That the Board:

1. Approve and transmit the report to the Mayor and the City Clerk for Committee consideration and City Council approval.

It is also respectfully recommended that the Board request that the Mayor and City Council:

2. Authorize the Fire Chief to accept the grant award from FEMA for the US&R CA-TF1 and execute a no-match Cooperative Agreement in the amount of \$1,154,582 for the term of October 1, 2015 through September 30, 2018, subject to the approval of the City Attorney as to form and legality.
3. Authorize the Controller to transfer \$425,326 from Department 38, Fund 100, Account 001012 (Salaries Sworn) to Department 38, Fund 335, Account to be determined, to support the purchase of necessary expense and equipment items that will be reimbursed by the FEMA grant for the period of October 1, 2015 through September 30, 2018, and any extensions granted by FEMA.
4. Authorize the Fire Department to deposit the FEMA grant funds received under this grant into Department 38, Fund No. 335, Account to be determined.
5. Authorize the Fire Department to transfer the FEMA grant funds received under this grant into Department 38, Fund 100, Rev Source 5346 for fringe benefits upon submission of proper documentation by the LAFD of actual costs incurred from the continued development and maintenance of US&R Response System resources during the grant performance period.
6. Authorize the Controller to transfer funds between Fund No. 335/38, Account to be determined to various salary accounts: Fund 100, Account 001012 (Salaries Sworn), Account 001010 (Salaries General), and Account 001098 (Variable Staffing), upon submission of proper documentation by the Fire Department of actual costs incurred from the continued development and maintenance of US&R Response System resources during the grant performance period.

7. Continue the employment approval and authority by Resolution for the following two positions, for the period of October 1, 2015 through September 30, 2018:

<u>No.</u>	<u>Code</u>	<u>Class Title</u>
1	2142-1	Fire Captain I
1	9184-2	Management Analyst II

8. Authorize the employment approval by Resolution for the following position, for the period of October 1, 2015 through September 30, 2018:

<u>No.</u>	<u>Code</u>	<u>Class Title</u>
1	1835-2	Storekeeper II

9. Authorize the Fire Department to prepare instructions for the Controller for any necessary technical accounting adjustments, subject to approval of the City Administrative Officer (CAO), and instruct the Controller to implement the instructions.
10. Authorize the Fire Department and Controller to transfer funds as needed between Fund 335 and Fund 100/38, based on the Fire Department submissions to the City Administrative Officer documenting modifications of the grant budget approved by FEMA, for the implementation of the Federal Emergency Management Agency Urban Search and Rescue no-match Cooperative Agreement program through the end of the grant performance period.
11. Authorize the Fire Chief to negotiate and execute 11 sole-source, personal services contracts, each with a sum not to exceed \$99,000, during the period of this grant, for specialized services, required by FEMA, as follows:

Canine Search Specialist (two contracts)

Deresa Kenney

Jeffrey Neu

Medical Team Manager (six contracts)

Dr. Gregory Palmer

Dr. Francine Vogler

Dr. Eric Ley

Dr. Brian Wilbur

To be determined

To be determined

Structural Engineering Specialist (three contracts)

Neville Peirera

Essam Lobnan

Sean M. Hughes

12. Authorize and approve the Fire Department to release RFQs to solicit the personal services of Canine Search Specialist, Medical Team Manager, and Structural Engineering Specialist to create a pool of reserve candidates in the event of a vacancy on the FEMA Urban Search and Rescue team, subject to the Approval of the City Attorney.
13. Authorize the Fire Chief to negotiate and execute a sole-source contract with Providence Health System-Southern California D/B/A Providence Saint Joseph Medical Center, not to exceed \$99,000, during the period of this grant, for Medical Cache maintenance, as required by FEMA.
14. Authorize the Fire Chief to negotiate and execute a sole-source contract with UCLA Medical Center, not to exceed \$99,000, during the period of this grant, to purchase snake anti-venom upon deployment, as required by FEMA.

FISCAL IMPACT

This no-match reimbursement grant of \$1,154,582 for the FEMA US&R Task Force Readiness Grant is awarded for the period October 1, 2015 through September 30, 2018. The LAFD seeks to transfer \$425,326 from Department 38, Fund 100, Account 001012 (Salaries Sworn) to Department 38, Fund 335, Account to be determined, to support the expense and equipment purchase necessary for the program's operations during the grant performance period. The remaining grant funds are salary expenses for program administration and training costs, these costs will come directly from the salary accounts and be reimbursed back into salary accounts.

The Agreement's funding mechanism uses a "draw-down" system where the LAFD loans funds from its existing general fund accounts for CA-TF1 expenditures, which is reimbursed by drawing down from the grant award and reimbursing LAFD accounts. The Agreement does not require a cost-share by either the Department or City. All grant mandated expenditures shall be reimbursed from the FEMA US&R account in a timely, on-going basis, as expenditures are processed according to City procedures.

There is no impact on the General Fund.

CONCLUSION

As a sponsor of one of the Nation's 28 FEMA US&R Task Forces, CA-TF1, the LAFD has been the recipient of financial assistance from FEMA to supplement ongoing cost to maintain Task Force readiness. The LAFD has been notified that FEMA has offered a no-match \$1,154,582 Cooperative Agreement. This Cooperative Agreement is to be used for program management and staffing, travel, training delivery, and equipment acquisition.

Board report prepared by Antonio Muro, Management Analyst II, Emergency Operations Bureau.

Attachments

CITY OF LOS ANGELES

CALIFORNIA

JUNE LAGMAY
City Clerk

HOLLY L. WOLCOTT
Executive Officer



ANTONIO R. VILLARAIGOSA
MAYOR

Office of the
CITY CLERK

Council and Public Services
Room 385, City Hall
Los Angeles, CA 90012
General Information - (213) 978-1133
Fax: (213) 978-1040

When making inquiries relative to
this matter, please refer to the
Council File No.

www.cityclerk.lacity.org

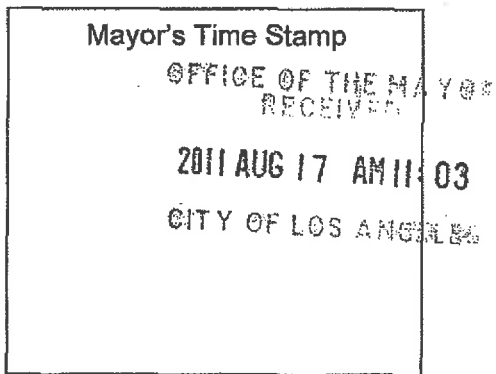
August 19, 2011

To All Interested Parties:

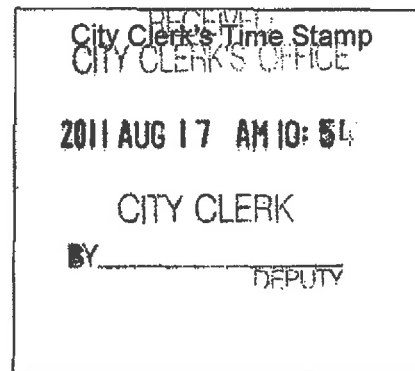
City Attorney (w/blue sheet)

The City Council adopted the action(s), as attached, under Council File No. 10-2283-S1, at its meeting held August 12, 2011.

City Clerk
vm



FORTHWITH



SUBJECT TO THE MAYOR'S APPROVAL

COUNCIL FILE NO. 10-2283-S1

COUNCIL DISTRICT _____

COUNCIL APPROVAL DATE AUGUST 12, 2011

RE: UPDATING THE EXISTING MEMORANDUM OF AGREEMENT BETWEEN THE FEDERAL EMERGENCY MANAGEMENT AGENCY AND THE LOS ANGELES FIRE DEPARTMENT TO MAINTAIN THE CITY OF LOS ANGELES AS AN URBAN SEARCH AND RESCUE TEAM

LAST DAY FOR MAYOR TO ACT AUG 29 2011
[10 Day Charter requirement as per Charter Section 231(h)]

DO NOT WRITE BELOW THIS LINE - FOR MAYOR USE ONLY

APPROVED



*DISAPPROVED

*Transmit objections in writing
pursuant to Charter Section 231 (h)

DATE OF MAYOR APPROVAL OR DISAPPROVAL

AUG 18 2011

MAYOR

Steno/102283.1.ml
os

RECEIVED
CITY CLERK'S OFFICE
2011 AUG 19 PM 3:08
BY _____
CITY CLERK
DEPUTY

13

TO THE COUNCIL OF THE
CITY OF LOS ANGELES

File No. 10-2283-s1

Your

PUBLIC SAFETY COMMITTEE

reports as follows:

PUBLIC SAFETY COMMITTEE REPORT relative to updating the existing Memorandum of Agreement (MOA) between the Federal Emergency Management Agency (FEMA) and the Fire Department to maintain the City of Los Angeles as an Urban Search and Rescue (USAR) team.

Recommendation for Council action, SUBJECT TO THE APPROVAL OF THE MAYOR:

AUTHORIZE the Fire Chief to execute the necessary contract with FEMA to update the existing MOA between FEMA and the Fire Department that was implemented in 1993 for the purpose of maintaining the City of Los Angeles as a sponsoring agency for one of the National FEMA USAR teams, California Task Force 1, subject to the approval of the City Attorney as to form and legality.

Fiscal Impact Statement: The Fire Department reports that no monetary amount is associated with this contract.

Community Impact Statement: None submitted.

SUMMARY

In a report to the Board of Fire Commissioners dated July 5, 2011 (attached to the Council file), the Fire Department requests authority to update the existing MOA between FEMA and the Fire Department to maintain the City of Los Angeles as an USAR team. The Fire Department reports that FEMA seeks to enter into a new standard agreement with all 28 FEMA USAR teams. This updated agreement contains the revised verbiage referring to the transfer of FEMA to the Department of Homeland Security as well as new regulatory changes that were included in this change. The Fire Department has been a sponsoring agency for this program since 1993. On July 19, 2011, the Board of Fire Commissioners approved the Fire Department's request.

At its meeting held August 1, 2011, the Public Safety Committee recommended that Council authorize the Fire Department to execute the necessary contract with FEMA to update the USAR MOA, as recommended by the Board of Fire Commissioners.

Respectfully submitted,

PUBLIC SAFETY COMMITTEE



MEMBER	VOTE
ENGLANDER:	YES
CARDENAS:	ABSENT
PERRY:	ABSENT
REYES:	YES
ZINE:	YES

JAW
10-2283-s1_rpt_ps_8-5-2011

ADOPTED

AUG 12 2011

LOS ANGELES CITY COUNCIL

TO THE MAYOR FORTHWITH

MAYOR WITH FILE

BOARD OF FIRE COMMISSIONERS

GENETHIA HUDLEY-HAYES
PRESIDENT

CASIMIRO U. TOLENTINO
VICE PRESIDENT

DIANA M. BONTÁ
ANDREW FRIEDMAN
JILL FURILLO

LETICIA GOMEZ
EXECUTIVE ASSISTANT I

CITY OF LOS ANGELES

CALIFORNIA



ANTONIO R. VILLARAIGOSA
MAYOR

FIRE DEPARTMENT

BRIAN L. CUMMINGS
INTERIM FIRE CHIEF

200 NORTH MAIN STREET
LOS ANGELES, CA 90012

(213) 978-3838
FAX: (213) 978-3814

<http://www.lafd.org>

July 20, 2011

Honorable Members of the City Council
City of Los Angeles
City Hall, Room 395
Attention: City Clerk

Honorable Antonio R. Villaraigosa
Mayor, City of Los Angeles
Room 303, City Hall
Attention: Pamela Finley, Legislative Coordinator

[BFC 11-106] – 2010 FEMA URBAN SEARCH AND RESCUE TASK FORCE READINESS
COOPERATIVE AGREEMENT GRANT FEMA MOA

At its meeting of July 19, 2011, the Board of Fire Commissioners approved the Fire Department's report dated July 5, 2011, requesting that the Mayor and City Council authorize the Fire Chief to execute the necessary contract for Federal Emergency Management Agency (FEMA). The contract is for the purpose of updating the existing Memorandum of Agreement (MOA) between FEMA and the Los Angeles Fire Department (LAFD) that was implemented in 1993 for the purpose of maintaining the City of Los Angeles as a Sponsoring Agency for one of the National FEMA Urban Search and Rescue (US&R) Teams, California Task Force 1 (CA-TF1). There is no monetary amount to this contract.

The report is herewith transmitted concurrently to the City Council and the Mayor for review and approval. Should you need additional information, please contact the Board of Fire Commission Office at 213-978-3838.

Sincerely,

Leticia Gómez
Commission Executive Assistant I

Attachment

cc: Miguel A. Santana, City Administrative Officer
Gerry F. Miller, Chief Legislative Analyst
Board of Fire Commissioners
Brian L. Cummings, Interim Fire Chief

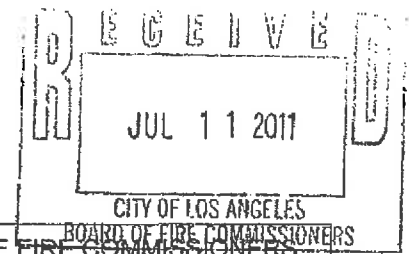
APPROVED: *7/19/11*
BOARD OF FIRE COMMISSIONERS
BY *Station 80's*
COMMISSION EXECUTIVE ASSISTANT



July 19, 2011

LOS ANGELES FIRE DEPARTMENT

MILLAGE PEAKS
FIRE CHIEF



BOARD OF FIRE COMMISSIONERS
FILE NO. 11-106

July 5, 2011

TO: Board of Fire Commissioners

FROM: Millage Peaks, Fire Chief *m.p.*

SUBJECT: **2010 FEMA URBAN SEARCH AND RESCUE TASK FORCE
READINESS COOPERATIVE AGREEMENT GRANT FEMA MOA**

FINAL ACTION:	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Corrections	<input type="checkbox"/> Withdrawn
	<input type="checkbox"/> Denied	<input type="checkbox"/> Received & Filed	<input type="checkbox"/> Other

Recommendations: That the Board:

1. Accept and approve the recommendations of staff.
2. Instruct the Commission Executive Assistant to forward this report to the Mayor, Office of the City Administrative Officer, Office of the Chief Legislative Analyst, and City Clerk for Committee and City Council consideration in accordance with Los Angeles Administrative Code, Section 14.6.
3. Request that the Mayor and City Council authorize the Fire Chief to execute the necessary contract for Federal Emergency Management Agency (FEMA) (attached). This contract is for the purpose of updating the existing Memorandum of Agreement (MOA) between FEMA and the Los Angeles Fire Department (LAFD) that was implemented in 1993 for the purpose of maintaining the City of Los Angeles as a Sponsoring Agency for one of the National FEMA Urban Search and Rescue (US&R) Teams, California Task Force 1 (CA-TF1). There is no monetary amount to this contract.

Summary:

As authorized by the Mayor and City Council on April 4, 1993, the LAFD entered into a MOA with the Governor's Office of Emergency Services (OES) and the FEMA to become a sponsoring agency for one of the Nation's 28 FEMA US&R Task Forces. Since 1993, the LAFD has been the sponsoring agency for CA-TF1.

FEMA's on going method of supporting the US&R Task Forces throughout the country is by funding Cooperative Agreement Grants to sponsoring agencies for necessary equipment, training, supplies, and program administration costs.

11-106

In 1993, FEMA entered into a MOA with LAFD for the purpose of delineating responsibilities and procedures for urban search and rescue activities under the authority of the Robert T. Stafford Disaster Relief and Emergency Act. Since 1993, several legal and regulatory changes have been made including the transfer of FEMA to the Department of Homeland Security (DHS) in 2003 and the publication of the US&R Interim-Final Rule 44 CFR Part 208 in 2005.

Recently, FEMA seeks to enter into a new standard agreement with all 28 FEMA US&R Teams. This updated agreement contains the revised verbiage that as mentioned above refers to the transfer of FEMA under the DHS as well as new regulatory changes that were included in this change. It is anticipated that FEMA will want to update these MOAs approximately every ten years to ensure all the updated regulatory changes are included in these MOAs. We therefore seek authorization for the Fire Chief to enter into an updated agreement with FEMA for the purpose of maintaining Los Angeles as a Sponsoring Agency for one of the National FEMA US&R Teams, CA-TF1.

Fiscal Impact:

There is no monetary amount to this contract.

Conclusion:

As a sponsor of one of the Nation's 28 FEMA US&R Task Forces, the LAFD receives financial assistance from FEMA to supplement ongoing costs to maintain Task Force readiness. However, the recommendations contained in this report are necessary to allow the LAFD to receive monies to be reimbursed through the activations of the FEMA US&R Task Force, CA-TF1, as well as continue to receive on going cooperative agreements to sustain CA-TF1. This MOA will ensure that we continue to operate in a state of readiness and preparedness.

Board report prepared by Mary Reuschel, Management Analyst II, Emergency Services Bureau.

Attachment



FEMA

**MEMORANDUM OF AGREEMENT
FOR PARTICIPATION IN
THE NATIONAL URBAN SEARCH & RESCUE RESPONSE SYSTEM**

Memorandum of Agreement between the Department of Homeland Security, acting through the Federal Emergency Management Agency, the State of California, and City of Los Angeles, the Sponsoring Agency of California Task Force 1, regarding participation in the National Urban Search & Rescue Response System.

I. PARTIES

The parties to this Agreement are the Department of Homeland Security, acting through the Federal Emergency Management Agency, the State of California, and the City of Los Angeles, the Sponsoring Agency of California Task Force 1.

II. AUTHORITY

This Agreement is authorized under the provisions of the Homeland Security Act of 2002, P.L. 107-296, 6 U.S.C. 101 et seq.; the Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288, as amended, 42 U.S.C. 5121-5206; and the National Urban Search & Rescue Response System Interim Final Rule, 70 Fed. Reg. 9182 (Feb. 24, 2005), published at 44 C.F.R. Part 208. Upon the effective date of the Final Rule governing this subject, the Final Rule shall supersede the Interim Final Rule and shall prevail over any contrary provisions of the Interim Final Rule.

III. PURPOSE

This Memorandum of Agreement sets forth responsibilities with respect to participation in the National Urban Search & Rescue Response System.

IV. DEFINITIONS

A. DHS means the Department of Homeland Security.

FEMA means the Federal Emergency Management Agency, an operational component of DHS.

FEMA Sanctioned Training or Exercise means a training session or exercise sponsored by an organization other than FEMA, which has received FEMA approval.

National Disaster Medical System (NDMS) means a cooperative effort of the Department of Health and Human Services (HHS), Department of Defense (DoD), Department of Veterans Affairs (VA), FEMA, and State and local governments and the private sector designed to care for a large number of casualties resulting from either a domestic disaster or an overseas war.

Regulations means the National Urban Search & Rescue Response System regulations published at 44 CFR Part 20.

Preparedness Cooperative Agreement means a Preparedness Cooperative Agreement as defined in Section 208.2 of the Regulations.

Stafford Act means the Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288, as amended, 42 U.S.C. 5121 et seq.

System Resources means System Members, canines, tools and equipment maintained by a Sponsoring Agency, Participating Agency, or Affiliated Personnel for use as part of the System.

Task Force Program Manager means the person designated by the Sponsoring Agency to be responsible for the day-to-day administration and management of the Task Force.

- B. The following terms, as used in this Memorandum of Agreement, have the meaning set forth in the Stafford Act:

Major Disaster

Emergency

- C. The following terms, as used in this Memorandum of Agreement, have the meaning set forth in Section 208.2 or 208.32 of the Regulations:

Activated or Activation

Advising or Advisory

Affiliated Personnel

Alert

Demobilization Order

Participating Agency

Preparedness Cooperative Agreement

Sponsoring Agency

System or National Urban Search & Rescue Response System

System Member

Task Force

US&R or Urban Search and Rescue

V. RESPONSIBILITIES

- A. DHS, through FEMA, is responsible for developing and administering the System, to include:
1. Promulgating Regulations, standards, policies, procedures, directives, and overall concept of operations for the System;
 2. Maintaining overall direction and control of System Resources engaged in System activities, as contemplated in the Regulations, standards, policies, procedures, directives, and overall concept of operations for the System;
 3. Maintaining an advisory and consultative structure for communicating and consulting with System participants with respect to the responsibilities set forth in this section, as appropriate;
 4. Preparing, providing, and maintaining a Preparedness Cooperative Agreement and a Response Cooperative Agreement with the Sponsoring Agency, in accordance with the Regulations, standards, policies, procedures, directives, and overall concept of operations for the System;
 5. Providing preparedness funding to the Sponsoring Agency, in accordance with the Regulations, standards, policies, procedures, directives, and overall concept of operations for the System;
 6. Developing, scheduling, and delivering FEMA Sponsored Training and Exercises;
 7. Granting FEMA sanction for training and exercises in accordance with the Regulations, standards, policies, procedures, directives, and overall concept of operations for the System;
 8. Maintaining overall direction and control of System Resources engaged in FEMA Sanctioned Training and Exercises and FEMA Sponsored Training and Exercises;
 9. Evaluating System and performance in accordance with the Regulations, standards, policies and procedures and directives of the System;
 10. Advising, Alerting, Activating and Demobilizing System Resources;

11. Obtaining the consent of the State, if applicable, and the Sponsoring Agency to Alert or Activate System Resources, in accordance with the Regulations, standards, policies and procedures of the System;
12. Appointing System Members into Federal service at appropriate times;
13. Taking whatever steps are necessary to ensure coverage for System Members under the Federal Employees Compensation Act, the Federal Tort Claims Act, and the Public Safety Officers Benefit Act during FEMA Sponsored Training and Exercises, FEMA Sanctioned Training and Exercises, Alert, and Activation, to the extent allowed by law;
14. Processing claims for Federal employee benefits, as set forth in the Regulations and this Memorandum of Agreement;
15. Maintaining overall direction and control of System resources engaged in System activities during Alert or Activation;
16. Providing ground, air, rail, or marine transportation for System Resources during Alert or Activation, as required;
17. Providing re-supply and logistical support for System Resources during Activation;
18. Establishing, developing, administering, Advising, Alerting, Activating, Demobilizing, and maintaining overall direction and control of System management teams, as appropriate;
19. Notifying the Sponsoring Agency when FEMA has Alerted, Activated, or Deactivated a Task Force member for participation on a System management team or in a technical function;
20. Scheduling and conducting periodic meetings of System advisory committees and other consultative bodies;
21. Processing claims for reimbursement in accordance with the Regulations; and,
22. Ensuring proper coordination and cooperation within FEMA, between FEMA and other DHS components and entities, and between FEMA and other federal, state, local, and private-sector entities for the purpose of System activities.

B. The State, if applicable, is responsible for:

1. Maintaining 24-hour per day capability to receive a request for Alert or Activation of System Resources; and

2. Using Task Forces resident within the State as State assets before requesting additional Task Forces from FEMA in anticipation of, or in response to, a disaster or emergency within the State for which the State or its local governments has primary responsibility, unless the resources have been otherwise committed.

C. The Sponsoring Agency is responsible for organizing and administering the Task Force, to include:

1. Recruiting and training the Task Force, according to the Regulations, standards, policies, procedures, directives, and overall concept of operations for the System promulgated by FEMA;
2. Designating a Task Force Program Manager, as well as other such persons as required by the Regulations, standards, policies, procedures, directives, and overall concept of operations for the System;
3. Executing a Preparedness Cooperative Agreement and a Response Cooperative Agreement with FEMA, in accordance with the Regulations, standards, policies, procedures, directives, and overall concept of operations for the System;
4. Providing administrative, financial, and personnel management for the Task Force, to include providing FEMA with all documentation required to appoint System Members into Federal service;
5. Maintaining such agreements with Participating Agencies and Affiliated Personnel as are required under the Regulations, standards, policies, directives, procedures, and overall concept of operations for the System. Agreements with Participating Agencies and Affiliated Personnel for System activities must be consistent with the Regulations, standards, policies, procedures, directives, and overall concept of operations for the System, and this Memorandum of Agreement. All agreements with Participating Agencies must include an express authorization for the Sponsoring Agency to commit an employee of the Participating Agency to Federal service. All agreements with Affiliated Personnel must include an express authorization for the Sponsoring Agency to commit the individual to Federal service.
6. Maintaining such agreements with the National Disaster Medical System as are necessary, and register and qualify all Task Force medical personnel with the National Disaster Medical System, as required under the Regulations, standards, policies, procedures, directives, and overall concept of operations for the System.
7. Requesting FEMA sanction for training and exercises, in accordance with the Regulations, standards, policies, procedures, directives, and overall concept of operations for the System;

8. Notifying FEMA when there is a change in the operational status of the Task Force.
9. Maintaining 24-hour per day capability to receive a request for Alert or Activation of System Resources and to accept or decline the request within one hour;
10. Acquiring, maintaining, and accounting for equipment, in accordance with the Regulations, standards, policies, procedures, directives, and overall concept of operations for the System;
11. Complying with financial, administrative, acquisition, reimbursement, and reporting requirements set forth in the Regulations, standards, policies, procedures, directives, and overall concept of operations for the System;
12. To the extent that the Sponsoring Agency chooses to provide System Members for System management teams and technical functions, or for any FEMA advisory and consultative entities, complying with financial, administrative, acquisition, reimbursement, and reporting requirements set forth in the Regulations, standards, policies, procedures, directives, and overall concept of operations for the System with respect to these System Members;
13. Keeping all records relating to the Task Force, in accordance with the Regulations, standards, policies, procedures, directives, and overall concept of operations for the System;
14. Submitting to FEMA a copy of any agreements it maintains with any Participating Agency and Affiliated Personnel; and
15. Processing state and local employee benefit claims for which a System Member may be eligible.

VI. POINTS OF CONTACT

A. DHS

Chief, Urban Search & Rescue Section
Federal Emergency Management Agency
U.S. Department of Homeland Security
500 C Street, SW
Washington, DC 20472
(202) 646-3456

B. STATE AGENCY

Fire Chief, California Governors Office of Emergency Services
Fire-Rescue Branch
3650 Shriever Avenue

Mather, CA 95655-4203

C. City of Los Angeles

Millage Peaks
Fire Chief
Los Angeles Fire Department
200 N Main Street, Room 1800
Los Angeles, CA 90012
(213) 978-3800

VII. OTHER PROVISIONS

A. Financial Arrangements

1. FEMA shall provide the Sponsoring Agency with funding for preparedness activities pursuant to a Preparedness Cooperative Agreement, in accordance with the Regulations.
2. FEMA shall reimburse the Sponsoring Agency for costs incurred in System response activities pursuant to a Response Cooperative Agreement, in accordance with the Regulations.
3. All financial commitments are subject to the availability of funds.

B. Title to Equipment

1. Title to equipment purchased and maintained by the Sponsoring Agency with funds provided under a cooperative agreement prior to February 24, 2005 vests in the Sponsoring Agency
2. Title to equipment purchased and maintained by the Sponsoring Agency with funds provided under a Preparedness Cooperative Agreement vests in the Sponsoring Agency.
3. Title to equipment purchased by DHS prior to February 24, 2005, and distributed to and maintained by the Sponsoring Agency, vests in the Sponsoring Agency.
4. Title to equipment purchased by DHS on or after February 24, 2005, and distributed to and maintained by the Sponsoring Agency, vests in the Sponsoring Agency, provided that DHS reserves the right to transfer title to the Federal Government or a third party that DHS may name, under 44 C.F.R. § 13.32(g), if DHS determines that the Sponsoring Agency can no longer fulfill its obligations under the Memorandum of Agreement, and terminates the Memorandum of Agreement.

C. Use of Sponsoring Agency Resources

1. Offer, consent and acceptance of services, facilities and employees

The Sponsoring Agency and the State offer and consent to FEMA's use of their services, facilities, and employees as specifically described in this Memorandum of Agreement with respect to the System, and FEMA accepts the offer of such services, facilities, and employees in carrying out the purposes of the Sections 306(a) and 621(c)(1) of the Stafford Act, 42 U.S.C. §§ 5149(a) and 5197(c)(1).

2. Appointment into Federal Service

a. FEMA will appoint System Members into Federal service pursuant to section 208.11 of the Regulations, as follows:

- (1) When instructing or participating in FEMA Sanctioned Training and Exercises;
- (2) When instructing or participating in FEMA Sponsored Training and Exercises;
- (3) When undertaking specific duties required by FEMA during an Alert to prepare for Activation; and
- (4) When Activated.

b. At all such times when System Members are appointed into Federal service, those System Members will be under FEMA's overall direction and control.

c. A System Member's appointment into federal service is concurrent with a System Member's employment with the Sponsoring Agency or other entity.

D. Coverage under Federal statutes; FEMA's intent

1. Pursuant to section 208.11 of the Regulations, it is FEMA's intent that on the basis of subsections C.1. and 2., above, System Members appointed into Federal service are Federal employees during the activities described in subsection C.2.a., above, for the purposes of the following acts:

- a. The Federal Employees Compensation Act.
- b. The Federal Tort Claims Act.

2. It is FEMA's intent that System Members appointed into Federal service are Public Safety Officers during the activities described in subsection C.2.a., above, for the purpose of the Public Safety Officers Benefit Act.
 3. No individual may participate in the Task Force who is not an employee of the Sponsoring Agency, an employee of a Participating Agency, or an Affiliated Personnel.
 4. Nothing contained within this Memorandum of Agreement is intended to diminish a System Member's non-federal employment rights, relationships, or entitlements to non-federal pension or welfare benefits.
- E. FEMA, the State, and the Sponsoring Agency will not discriminate against any System Member or applicant for a position as a System Member on the grounds of race, color, religion, nationality, sex, age, or national origin, in fulfilling any and all obligations under this Memorandum of Agreement.
- F. Use of Federal facilities, supplies and services will be in compliance with regulations prohibiting duplication of benefits and guaranteeing nondiscrimination. Distribution of supplies, processing of applications, provision of technical assistance and other relief and assistance activities shall be accomplished in an equitable and impartial manner, without discrimination on the grounds of race, color, religion, nationality, sex, age, or economic status.

VIII. EFFECTIVE DATE

The terms of this Memorandum of Agreement will become effective on the date that the last party signs this Memorandum of Agreement.

IX. MODIFICATION, AMENDMENTS, AND TERMINATION

- A. Any provision of this Memorandum of Agreement later found to be in conflict with Federal law or regulation, or invalidated by a court of competent jurisdiction, shall be considered inoperable and/or superseded by that law or regulation. Any provision found inoperable is severable from this Memorandum of Agreement, and the remainder of the Memorandum of Agreement shall remain in full force.
- B. This Memorandum of Agreement may be modified or amended only with the written agreement of all of the parties.
- C. This Memorandum of Agreement remains in effect unless terminated. This Memorandum of Agreement may be terminated by any party upon 30 days written notice.
- D. This document is the full and complete agreement between the undersigned parties, and supersedes any prior agreement between the parties, written or oral, with the exception of an existing Preparedness Cooperative Agreement or Response Cooperative Agreement.

- E. This Memorandum of Agreement may be excuted in several counterparts, each of which is a valid agreement, provided that all parties to the Memorandum of Agreement have executed at least one original copy of the Memorandum of Agreement.

X. EXECUTION

Chief, Urban Search and Rescue Section
DHS-Federal Emergency Management
Agency

Date: _____

Chief Counsel
DHS-Federal Emergency Management
Agency


Date: _____

Fire Chief
California Governor's Office of
Emergency Services

Date: _____

Chief Legal Counsel
California Governor's Office of
Emergency Services

Date: _____



Millage Peaks
Fire Chief
Los Angeles Fire Department

Date: 7/6/11

Carmen A. Trutanich
City Attorney
City of Los Angeles

Date: _____

Department of Homeland Security
Federal Emergency Management Agency
URBAN SEARCH AND RESCUE RESPONSE SYSTEM
Task Force Narrative Workbook

OMB 1660-0073
Expires November 30, 2015

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this data collection is estimated to average 4 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 a valid OMB control number is displayed on this form. 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, 1800 South Bell Street, Arlington, VA 20598-3005, Paperwork Reduction Project (1660-0073) **NOTE: Do not send your completed form to this address.**

Purpose

The U.S. Department of Homeland Security (DHS) and the Federal Emergency Management Agency (FEMA) are accountable to provide support and funding for the maintenance and readiness of the National Urban Search and Rescue (US&R) Response System. The purpose of the **Readiness Cooperative Agreement** is to support the continued development and maintenance of a national urban search and rescue capability.

Specifically, the agreement provides a mechanism for distribution of Cooperative Agreement funding for certain purposes in preparation for US&R disaster response. The Cooperative Agreement allows each Sponsoring Agency of a US&R task force the opportunity to maintain a high standard and condition of operational readiness and includes guidance on key areas for task force management to focus on continued preparedness efforts.

The Cooperative Agreement provides direction to the US&R task force Sponsoring Agency for the use of funding to provide: administrative and program management, training, support, equipment cache procurement, maintenance and storage. This workbook is designed for use by the Sponsoring Agencies of all current task forces within the US&R Response System when applying for the US&R Readiness Cooperative Agreement solicitation.

For more specific information, refer to the applicable Grant Guidance/Notice of Funding Opportunity package and Statement of Work.

Urban Search & Rescue (US&R) Readiness Cooperative Agreement
Task Force Narrative Workbook
CONTENTS

Purpose.....	i
Contents.....	1
Sample Cover Letter.....	2
Preparer & Contact Information (FEMA Form 089-0-10A).....	3
Budget Summary (Detailed) (FEMA Form 089-0-10B).....	4
Sample of "Purpose of Cooperative Agreement" from Task Force.....	5
Administration and Management (FEMA Form 089-0-10C).....	6
Training (FEMA Form 089-0-10-10D).....	7
Equipment (FEMA Form 089-0-10E).....	8
Storage & Maintenance (FEMA Form 089-0-10F).....	9
Budget Totals.....	10
Position Descriptions (FEMA Form 089-0-10H).....	11
Form for Additional Budget Clarification Information (FEMA Form 089-0-10I)...	12

June 29, 2015

US Department of Homeland Security
Federal Emergency Management Agency
Grants Management Branch
Attn: Ms. Tawana Mack
800 K Street NW - Rm: S430-5
Washington, DC 20472

Dear Ms. Mack:

Enclosed is the US&R application of **City of Los Angeles** for the year 2015 Department of Homeland Security/FEMA, Urban Search & Rescue Cooperative Agreement for a total of \$1,154,582.



The following items have been completed electronically within ND Grants:



1. Application for Federal Assistance, SF 424



2. Budget Information-Non Construction Programs FEMA form SF 424A

3. Summary sheet for Assurances and Certifications, SF 424 B



4. SF GG-Lobbying Activities

The following are included in the Narrative Statement (FEMA Wkbk 089-0-10) and attached with the Application:



5. Preparer & Contact Information Sheet



6. Budget Narrative (Budget Summary Sheet, four cost categories and Budget Totals)



7. Position Descriptions for all Staff paid by the Cooperative Agreement

The following are submitted as additional attachments:



8. Single Audit Report for 2014

9. Indirect Cost Rate Agreement

10. Specifications for all rolling transportation

11. Pre-Award Cost Request and Approval

Please call Antonio Muro at (818) 756-9677 or email at antonio.muro@lacity.org or Jeff Dapper (818) 756-9778 or email at jeffrey.dapper@lacity.org for any other information that you may need.

Sincerely,

Ralph M. Terrazas
Fire Chief
Los Angeles Fire Department

PREPARER INFORMATION

Preparer	
Prefix	
First Name	Antonio
Middle Name	
Last Name	Muro
Title	CA-TF1 Grant Manager-Management Analyst II
Agency/Organization	Los Angeles Fire Department
Address 1	5021 N. Sepulveda Blvd.
Address 2	
City	Sherman Oaks
State	CA
Zip	91403
Phone	818-756-9677
Fax	818-756-9681
E-mail	antonio.muro@lacity.org

CONTACT INFORMATION

Point of Contact	
Prefix	
First Name	Antonio
Middle Name	
Last Name	Muro
Title	CA-TF1 Grant Manager-Management Analyst II
Agency/Organization	Los Angeles Fire Department
Address 1	5021 N. Sepulveda Blvd.
Address 2	
City	Sherman Oaks
State	CA
Zip	91403
Phone	818-756-9677
Fax	818-756-9681
E-mail	antonio.muro@lacity.org

APPLICANT INFORMATION

Applicant	
Task Force	CA-TF1
Organization Name	City of Los Angeles
Employer Identification Number	95-6000735
DUNS Number	172405821
Address 1	200 N. Main St Rm 1800
Address 2	
City	Los Angeles
County	Los Angeles County
State	CA
Zip	90012
Country	United States
Submission Date	6/29/2015
Type of Applicant	Municipal
Congressional District Applicant	Various
Congressional District Project	Various
Authorized Representative First Name	Antonio
Authorized Representative Middle Name	
Authorized Representative Last Name	Muro
Authorized Representative Title	CA-TF1 Grant Manager-Management Analyst II
Authorized Representative Phone Number	818-756-9677
Applicant Identifier (if applicable)	
State Applicant Identifier (if applicable)	
Organizational Unit:	

Department:	Los Angeles Fire Department
Division:	Emergency Operations Bureau
Made available for EO 12372 (Answer Y or N)	N
Date Reviewed If applicable	
"Y" for not covered "N" for not selected	Y

COOPERATIVE AGREEMENT BUDGET SUMMARY

BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. US&R Readiness Cooperative Agreement	97.025	0.00	0.00	1,154,582.00	\$	1,154,582.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$0.00	\$0.00	\$1,154,582.00	\$0.00	\$1,154,582.00
BUDGET CATEGORIES						
6. Object Class Categories		GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
		(1) Admin. & Mgmt.	(2) Training	(3) Equipment	(4) Storage & Maint.	
a. Personnel		\$294,989.00	\$263,600.00	\$0.00	\$0.00	\$558,589.00
b. Fringe Benefits		171,267.00	0.00	0.00	0.00	171,267.00
c. Travel		51,600.00	43,050.00	0.00	0.00	94,650.00
d. Equipment		0.00	5,000.00	285,276.00	0.00	290,276.00
e. Supplies		4,500.00	0.00	0.00	0.00	4,500.00
f. Contractual		9,740.00	0.00	25,560.00	0.00	35,300.00
g. Construction		N/A	N/A	N/A	N/A	N/A
h. Other		0.00	0.00	0.00	0.00	0.00
i. Total Direct Charges (sum of 6a-6h)		532,096.00	311,650.00	310,836.00	0.00	1,154,582.00
j. Indirect Charges		0.00	0.00	0.00	0.00	0.00
k. TOTALS (sum of 6i and 6j)		\$532,096.00	\$311,650.00	\$310,836.00	\$0.00	\$1,154,582.00
7. Program Income		\$	\$	\$	\$	\$

NON-FEDERAL RESOURCES						
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS		
8.	\$	\$	\$	\$0.00		
9.				0.00		
10.				0.00		
11.				0.00		
12. TOTAL (sum of lines 8-11)	\$0.00	\$0.00	\$0.00	\$0.00		
FORECASTED CASH NEEDS						
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	
13. Federal	\$0.00	\$	\$	\$	\$	
14. Non-Federal	0.00					
15. TOTAL (sum of lines 13 and 14)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT						
(a) Grant Program	FUTURE FUNDING PERIODS (Years)					
	(b) First	(c) Second	(d) Third	(e) Fourth		
	\$	\$	\$	\$		
16.						
17.						
18.						
19.						
20. TOTAL (sum of lines 16-19)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
OTHER BUDGET INFORMATION						
21. Direct Charges:	22. Indirect Charges:					
23. Remarks:						

**National Urban Search & Rescue Response System
US&R Task Force Readiness Cooperative Agreement Budget Narrative
Purpose of Agreement**

The purpose of this **Readiness Cooperative Agreement** is to continue the development and maintenance of National Urban Search and Rescue (US&R) Response System resources to be prepared for mission response and to provide qualified personnel in support of Emergency Support Function-9 (ESF-9) activities under the National Incident Management System (NIMS) and the National Response Framework (NRF).

Our Task Force agrees to manage the continued development and maintenance of this National US&R Response System resource. We will be prepared to provide qualified, competent US&R personnel in support of ESF-9 activities under the National Response Framework. Specifically, the **FY2015 US&R Notice of Funding Opportunity** and the accompanying budget narrative provides our plan to accomplish our objectives identified by DHS/FEMA. This work plan identifies the key areas that our Task Force will focus its continued readiness efforts. These key areas are administrative and program management, training, support, equipment cache preparedness, maintenance and storage. These key areas are detailed in the Grant Guidance/Statement of Work. This Cooperative Agreement will allow our Task Force to maintain a high standard and condition of operational readiness. It is the intent of our Task Force to comply with the US&R Response System **FY 2015 US&R Notice of Funding Opportunity** throughout the duration of this agreement.

While portions of the **FY2015 US&R Notice of Funding Opportunity** are included in the budget narrative, we acknowledge compliance with the **FY2015 Notice of Funding Opportunity** in its entirety.

ADMINISTRATION & MANAGEMENT

Task Force General Comments

Our Task Force will accomplish the goals set forth in the DHS/FEMA statement of work, guidance, and directives provided by the Urban Search & Rescue Program Office. The costs for the Administration & Management portion of this budget/narrative will be addressed in this section and will cover costs for a maximum amount of time of 12 months, and the costs will occur within the 36 month period of performance. The cost details will be provided in the object classes within this Program Category. The Administrative/Management personnel under this Readiness Cooperative Agreement is responsible for the day-to-day operations of the Task Force and will be responsible to ensure that all management, administration and operational requirements are accomplished. Our Task Force will attempt to maintain the preparedness of the Task Force under this Readiness Cooperative Agreement, in order to provide critical emergency response services as one of the 28 teams for the National Urban Search and Rescue Response System under the Response Cooperative Agreement. Funding for any deployments will be handled under the Response Cooperative Agreement.

Total Administration & Management Cost

\$532,096

Personnel Salaries & Fringe Benefits

Notes for Personnel Salaries and Fringe Benefits Section

The USARF Task Force will provide sufficient staff for management and administration of the Task Force, day-to-day activities to accomplish required supervisory, administrative, training and logistical duties. Specifically, program management, grants management, financial management; administrative support; training coordination and instruction; logistics management and property accountability. This shall include, but is not limited to, funding personnel salaries relating to Task Force development and management; record-keeping, inventory and maintenance of the USARF Equipment Caches; correspondence with Task Force members and parties who support Task Force activities; along with similar management and administrative tasks.

Provide the staff's salary, benefits, and also note any cost of living increases (percentage and amount) below that will be paid under the Readiness Cooperative Agreement. There is a drop down menu for the staff positions, and any additional staff not noted can be added. If a staff position is part time, please provide the hours and hourly rate in the Personnel box below to clarify the time to be allotted, e.g., one day a week, 40 hours a month at a rate of \$15.00 per hour, etc. If overtime hours are listed, please note them as a separate line item below. Put the total amount under salary. Note the hourly rate in the clarification box.

Personnel Shortages and Fringe Benefits

Grant Position	Name	Full/Part Time	Overtime Hours	Salary Dates (Current)	Salary Dates (Prior)	Fringe Benefits	Salary	Total
Grant Manager	Antonio Muro	Full-Time	50.00	10/04/15-10/1/16	10/6/2014 - 10/3/15	\$43,084	\$97,897	\$140,981
Training Manager	Michael Kammerer	Full-Time		10/04/15-10/1/16	10/6/2014 - 10/3/15	\$99,715	\$132,406	\$232,121
Logistics Manager	Vacant	Full-Time		10/04/15-10/1/16	10/6/2014 - 10/3/15	\$28,468	\$64,686	\$93,154
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
If other, list here								\$0
If other, list here								\$0
If other, list here								\$0
If other, list here								\$0
If other, list here								\$0
If other, list here								\$0
If other, list here								\$0
Totals						\$171,267	\$294,989	\$466,256

Personnel Staff

The area below is for any additional notes the Task Force may need to add for clarifying the paid staff positions. If the position is part-time list the hours, and hourly rate. Also there is a separate area (Tab 11) for the position descriptions for each staff position listed, or position descriptions may be added as an attachment.

All personnel salaries are based on Memorandum of Understanding (MOU), which are Union agreements. The most current MOU's are attached to this budget package submitted. The Training Manager is filled with a Civil Service classification-Captain 1. He is covered by MOU 23. The Grants Manager is a civil service classification Manager-Analyst II (MAIT) and is covered by MOU 3. The Logistics Manager is presently vacant, but will be filled with civil service classification Storekeeper II. Storekeeper II is covered by MOU 14. The Logistics Manager was previously filled by a Captain 1. The salary and fringe benefit costs stated are provided by Department's Budget Section. Position descriptions are attached for the Grant Manager-Manager-Analyst II; Training Manager-Captain 1; and Logistics Manager-Storekeeper II.

This narrative box has character limitations. For additional clarification use tab 12

Cost Basis: Please mark appropriate box(es) below

Union Agreements

City/County/Organization Negotiated Agreements

Historical Data

Bids/Quotes

Costs are in Comparison w/ other TFs for Similar Tasks or Items

Other (List here):

Franchise Benefits

The area below is to state the total percentage (e.g., 23%) for the Fringe Benefits (if applicable) and list the items (e.g., health, dental, workers' comp) that are included.

The fringe benefit rate is provided by City of Los Angeles Controller's Cost Allocation Plan (CAP) 37. The fringe benefits include health care and pension costs for sworn members and civilian. The fringe benefit rate calculation used for Sworn is 75.31% and for Civilian is 44.01% per CAP 37.

This narrative box has character limitations. For additional clarification use tab 12

Cost Basis: Flaming track improvement deal all below.

Union Agreements

City/County/Organization Negotiated Agreements

Historical Data

Birds/Quintes

Costs are in Comparison w/ other TFs for Similar Tasks or Items

Other (List here):

Other

Notes for Other Section

This area will cover any miscellaneous items that are not covered in the other object classes and are allowable within the Statement of Work.

Item	Quantity	Unit Cost	Total Cost
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Total			\$0

Other

Describe any additional supporting information for indirect costs below. Please advise who is the Cognizant Federal Agency and the date of approval.

Cost Basis: Please check appropriate box(es) below.

☐ Union Agreements
☐ City/County/Organization Negotiated Agreements
☐ Historical Data
☐ Bids/Quotes
☐ Costs are in Comparison w/ other TPs for Similar Tasks or Items
☐ Other (List here):

This narrative box has character limitations. For additional clarification, use tab 12.

Indirect Costs

Notes for Indirect Costs Section

Indirect Costs can only be listed if there is an Indirect Cost Rate Agreement that has been approved by a cognizant Federal Agency. A copy of the Indirect Cost Rate Agreement should accompany the application. The Indirect Cost Rate Agreement you provide should state what category or categories the Indirect Costs are based on, i.e. equipment, salaries, all expenses, etc. The information provided below should list the description of the cost category for the base, the amount on which it's based, the percentage, and the total. The rate or amount approved at time of award will prevail thru the term of the Cooperative Agreement.

Indirect Costs

Item/Category	Item Description	Base Amount	Percentage	Total Cost
Total				\$0

Indirect Costs

Describe any additional supporting information for indirect costs below. Please advise who is the Cognizant Federal Agency and the date of approval.

Cost Basis: Please check appropriate box(es) below.

☐ Union Agreements
☐ City/County/Organization Negotiated Agreements
☐ Historical Data
☐ Bids/Quotes
☐ Costs are in Comparison w/ other TPs for Similar Tasks or Items
☐ Other (List here):

This narrative box has character limitations. For additional clarification, use tab 12.

TRAINING

Task Force General Comments

This Program Category covers the costs for the training portion of this Readiness Cooperative Agreement. The training portion of this budget/narrative will cover costs for a maximum amount of time of 12 months, and will be accomplished within the 36 month period of performance. This Task Force intends to maintain a deployable Task Force and will provide the required training to insure mission readiness, safety, and management of the Task Force. The training will be accomplished in accordance with the Urban Search & Rescue Program Office statement of work, program guidance, directives, and will also include training to meet the NIMS compliance requirements. The training cost details will be provided in the below object classes under this Program Category. Our Task Force will attempt to maintain the preparedness of the Task Force under this Readiness Cooperative Agreement, in order to provide critical emergency response services as one of the 28 teams for the National Urban Search and Rescue Response System. Funding for any deployments will be handled under the Activation Cooperative Agreement. The below list of training and costs covers what is anticipated for this Readiness Cooperative Agreement. Due to the dynamic program, training scheduling and requirement changes, some of the train

Total Training Cost

\$311,650

Personnel Salaries & Fringe Benefits

Notes for Personnel Salaries and Fringe Benefits Section

The Task Force can use this category to account for the salaries of Task Force Members attending US&R-related, US&R required, and local training as well as salaries for the training coordinator. This includes, but is not limited to, functional training, mobilization training, local training for the program, grants management training, training with other task forces, research and development for equipment, and other DHS/FEMA approved training events, or training related to the requirements of the US&R program, as approved by the Program Manager/Grants Assistance Officer. This may also include backfill expenses for the individual(s) attending training. If specific costs are unknown, give estimated salary hour and average salary rate. If specific dates are unknown, provide estimated time frame (e.g., 1 day per week/month, etc.). If overtime hours are listed, please note them as a time line item, give a dollar total per hour under category. Note the hourly rate in the clarification box.

Personnel Salaries and Fringe Benefits

[illegible]

Personnel Salaries

The area below is to provide additional notes the Task Force may need to add for clarifying the range of salary rates used to develop the average hourly costs.

CA-TF1 averaged a rate of \$50 per hour for over time hours spent. This task force must pay for members to attend training. These hours will be used for training; Annual required training, cache rehab, various training such as CISM, GPS awareness/refresher course, Hazmat training, etc. Backfill costs is estimated. CA-TF1 participated and completed a Multi-Task Force MOBEF in 2014 (from the 2013 CA). However, this does not prevent the task force from participating in self training exercises that consist of mobilization, traveling and setting up a Base of Operations, or team discipline training.

This narrative box has character limitations. For additional clarification use tab 12

Cost Basis: Please mark appropriate boxes below.

Union Agreements

City/County/Organization Negotiated Agreements

Historical Data

Bids/Quotes

Costs are in Comparison w/ other TFs for Similar Tasks or Items

Other (List here):

Fringe Benefits

The area below is to state the total percentage (e.g., 23%) for the Fringe Benefits (if applicable) and list the items (e.g., health, dental, workers' comp) that are included.



This narrative box has character limitations. For additional clarification use tab 12

Cost Basis: Please mark appropriate box(es) below:

Union Agreements

City/County/Organization Negotiated Agreements

Historical Data

Bids/Quotes

Costs are in Comparison w/ other TFs for Similar Tasks or Items

Other (List here):

Travel

Notes for Travel Section

Attend DHS/FEMA-sponsored or DHS/FEMA-approved US&R meetings, conferences, and training sessions, to include Task Force Leader meetings, the Advisory Organization Meetings, Incident Support Team (IST) training/meetings, workshops, or others as directed by the US&R Branch as they relate to the National US&R Response System. Other activities include on-site peer Administrative Readiness Evaluations (AREs) of other US&R Task Forces, quality assurance oversight of FEMA-sanctioned training courses, training with other Task Forces, grants management training, and research and development for equipment, as directed by the US&R Branch. Based on approval by the US&R Branch and available funding, Task Forces can use funds to cover travel for product research and development efforts, thereby keeping apprised of cutting edge technology for equipment used within the System.

There are also miscellaneous meetings that are required due to the dynamic program. Costs can be provided in detail or by trip costs, and a detail of the costs should be listed in the comments sections, that will show how you arrived at the trip total. The costs listed below are estimates due to travel locations are unknown at the time of application. It is at this time when costs are generally based on historical data. There are drop down menus for some of the meetings/training, and you can add others that are in line with the statement of work, program guidance, and directives. This will allow you the flexibility to account for your travel costs in this section (Training) or Admin/Management categories. The Task Force is authorized to reallocate travel funds between Admin/Management travel and Training travel without requesting a budget change authorization. However, any changes must be reflected in your Performance Report, with an explanation on the reason(s) for the change.

Travel

Event Title	No. of Personnel	Cost Per Person	Lump Sum
Canine Search Specialist	4 <input type="checkbox"/>	\$1,650	\$6,600
Communications Specialist	2 <input type="checkbox"/>	\$1,350	\$2,700
Haz Mat Specialist	4 <input type="checkbox"/>	\$1,350	\$5,400
Heavy Equipment & Rigging Specialist	2 <input type="checkbox"/>	\$1,350	\$2,700
Logistics Specialist	4 <input type="checkbox"/>	\$1,350	\$5,400
Medical Specialist	2 <input type="checkbox"/>	\$1,350	\$2,700
Planning Specialist	1 <input type="checkbox"/>	\$1,350	\$1,350
			\$0
			\$0
Structural Specialist	2 <input type="checkbox"/>	\$1,350	\$2,700
IATA	6 <input type="checkbox"/>	\$1,350	\$8,100
Search Tech	4 <input type="checkbox"/>	\$1,350	\$5,400
			\$0
If other, list here			\$0
If other, list here			\$0
If other, list here			\$0
If other, list here			\$0
If other, list here			\$0
Total	<input type="checkbox"/>		\$43,050

Travel	Cost Basis: Please mark appropriate box(es) below
Briefly describe breakdown of travel Cost Per Person. Provide examples of "other authorized travel" if selected above.	<input type="checkbox"/> Union Agreements <input type="checkbox"/> City/County/Organization Negotiated Agreements <input type="checkbox"/> Historical Data <input type="checkbox"/> Bids/Quotes <input type="checkbox"/> Costs are in Comparison w/ other TFs for Similar Tasks or Items <input type="checkbox"/> Other (List here):
The \$60,000 estimate of travel costs to the above training and meetings do not include personnel hours for these events. The cost per person for these travel trips is estimating that a travel consists of 4 days. (There are no dates in the upcoming calendar, therefore an estimate of 4 days is being assumed per trip.) Our Department's per diem is \$60.00 per day, airfare is estimated at \$600 r/t and an average of \$150 per night lodging, and \$60.00 for shuttle services. These estimates equal an estimated cost of \$1350 per person per travel trip (Estimate of 4 days at \$60 per diem = \$240; Lodging of 3 nights at \$150 per night = \$450; Airfare (R/T) per person = \$600; Shuttle services to and from airport to hotel \$30 each way = \$60 R/T).	
An additional \$300 animal transport cost was added to the base rate of travel of \$1350 for the	
This narrative box has character limitations. For additional clarification use tab 12	

Notes for Equipment Section
Purchase of equipment specifically for training, to include props, training materials, training facility expenses, etc., are allowable under this Cooperative Agreement. The costs noted in this area are for the purchase of equipment and not service agreements, which should be included under contractual or other. Rolling or floating transportation, if allowable, will require specifications/approval as part of the application.
The general definition of "Equipment" out of the CFR is: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the governmental unit for financial statement purposes, or \$5000.

These are the items our Task Force anticipates requiring under this Cooperative Agreement for the equipment object class under the Training Program Category. However, due to the dynamic program, the requirements for these items (within the amount approved at time of award for this object class) may change. Any changes to listed items will be reflected in the Performance Reports, noting the reason for the change and the Task Force will not be required to submit a budget change if items are on the approved cache lists, authorized by program guidance or directives. Rolling or floating equipment requires the specifications to be submitted to the Program Office/Grants Assistance Officer for prior approval.

Equipment Describe any additional supporting information for equipment costs below. Training facility audio/visual system requires update. Funds will be used to update training monitors and projector. Funds will also be used to procure new training props.	Cost Basis: Please mark appropriate box(es) below <input type="checkbox"/> Union Agreements <input type="checkbox"/> City/County/Organization Negotiated Agreements <input type="checkbox"/> Historical Data <input type="checkbox"/> Bids/Quotes <input type="checkbox"/> Costs are in Comparison w/ other TFs for Similar Tasks or Items <input type="checkbox"/> Other (List here):
This narrative box has character limitations. For additional clarification use tab 1.2	

Supplies

Inventory for Supplies Section

In the area below, provide an approximate listing of the supplies necessary for preparing and/or delivery of training within this cooperative agreement. Supply items/costs that should be listed are items other than what the equipment definition states as follows: The general definition of "Equipment" out of the CFR is: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the governmental unit for financial statement purposes, or \$5000.

Supplies

These are the items our Task Force anticipates requiring under this Cooperative Agreement. However, due to the dynamic program, the requirements for these items may change and any changes will be reflected in the Performance Reports, with the reason for the change noted. A budget change is not required to be submitted if the costs in this category if costs remain the same and items are allowable under the Grant Guidance, current Cache List and official documentation from the US&R Branch.

[illegible]

<p>Agencies</p> <p>Describe any additional supporting information for supply costs below.</p>	<p>Cost Basis: Please mark appropriate box(es) below.</p>
<p>This narrative box has character limitations. For additional clarification use tab 1.2</p>	<p><i>Union Agreements</i></p> <p><i>City/County/Organization Negotiated Agreements</i></p> <p><i>Historical Data</i></p> <p><i>Bids/Quotes</i></p> <p><i>Costs are in Comparison w/ other TFs for Similar Tasks or Items</i></p> <p><i>Other</i> (List here):</p>

Contractual!

Notes for Contractual Section

In the area below, list any supporting information for the contractual costs of services, products, etc., as it pertains to training.

[illegible]

<p>Contractual</p> <p>Describe any additional supporting information for contractual costs below.</p>	<p>Cost Basis: Please mark appropriate boxes as follows:</p>
	<p><i>Union Agreements</i></p> <p><i>City/County/Organization Negotiated Agreements</i></p> <p><i>Historical Data</i></p> <p><i>Bids/Quotes</i></p> <p><i>Costs are in Comparison w/ other TFs for Similar Tasks or Items</i></p> <p><i>Other</i> (List here):</p>
<p>This narrative box has character limitations. For additional clarification use tab 1.2</p>	

Other

Notes for Other Section

This area will cover any miscellaneous items that are training-related and allowable under the Statement of Work but not covered in the other object classes.

Other (If Applicable)

Item	Quantity	Unit Cost	Total Cost
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Total			\$0

Other

Describe any additional supporting information for other costs below.

Cost Basis: Please mark appropriate box(es) below.

Union Agreements

City/County/Organization Negotiated Agreements

Historical Data

Bids/Quotes

Costs are in Comparison w/ other TFs for Similar Tasks or Items

Other (List here):

This narrative box has character limitations. For additional clarification use tab 12

Indirect Costs

Notes for Indirect Costs Section

Indirect Costs can only be provided if there is an Indirect Cost Rate Agreement that has been approved by a cognizant Federal Agency. A copy of the Indirect Cost Rate Agreement should accompany the application. The Indirect Cost Rate Agreement that you provide should state what category or categories the Indirect Costs are based on, ie equipment, salaries, all expenses, etc. The information provided below should list the description of the cost category for the base, the amount on which it's based, the percentage, and the total. The rate or amount approved at time of award will prevail thru the term of the Cooperative Agreement.

Indirect Costs

Item/Category	Item Description	Base Amount	Percentage	Total Cost
Total				\$0

Indirect Costs

Describe any additional supporting information for indirect costs below. Please advise who is the Cognizant Federal Agency and the date of approval.

Cost Basis: Please mark appropriate box(es) below.

Union Agreements

City/County/Organization Negotiated Agreements

Historical Data

Bids/Quotes

Costs are in Comparison w/ other TFs for Similar Tasks or Items

Other (List Here):

This narrative box has character limitations. For additional clarification use tab 12

EQUIPMENT

Task Force General Comments

Task Force General Comments

This Program Category covers the costs for the equipment portion of the Readiness Cooperative Agreement for our Task Force. The period of performance covers a 36 month period to accomplish the work in this area. Our Task Force intends to maintain a deployable Task Force and will provide the required equipment to insure mission readiness, safety, and management of the Task Force. The equipment will be purchased in accordance with the requirements of the Urban Search & Rescue Program Office statement of work, current cache list, and official guidance from the US&R Program Office. The equipment and supporting cost details will be provided in the below object classes under this Program Category. Our Task Force will attempt to maintain the preparedness of the Task Force under this Readiness Cooperative Agreement, in order to provide critical emergency response services as one of the 28 teams for the National Urban Search and Rescue Response System.

The below list of equipment and costs covers what is anticipated for this Readiness Cooperative Agreement. Due to the dynamic program, training scheduling and requirement changes, some of the equipment listed may require revisions. Any changes will be noted within the Performance Reports, and will include the change and the reason for the change. It will not require a budget adjustment as long as the change is within the Program Category total as noted at time of award, and is an approved equipment requirement within the statement of work, current cache list, and official guidance from the US&R Program Office.

Total Equipment Cost

\$310,836

Personnel Salaries & Fringe Benefits

Notes for Personnel Salaries and Fringe Benefits Section

The Task Force can use this category to account for the salaries of Task Force Members who perform duties related to maintenance of US&R equipment and vehicles. This may also include backfill expenses for individual(s) who are working with the cache. If specific costs are unknown, give estimated salary hours and average salary rate. If specific dates are unknown, provide estimated time frame (e.g., 1 day per week/month, etc.). If overtime hours are listed, please note them as a separate item below. Put the total amount under salary. Note the hourly rate in the clarification box.

Personnel Salaries and Fringe Benefits

[illegible]

Personnel Salaries

The area below is to provide additional notes the Task Force may need to add for clarifying the range of salary rates used to develop the average hourly costs.

Cost Basis: Please mark appropriate box(es) below

Union Agreements

City/County/Organization Negotiated Agreements

Historical Data

Bids/Quotes

Costs are in Comparison w/ other TFs for Similar Tasks or Items

Other

(List here):

This narrative box has character limitations. For additional clarification use tab 12

Fringe Benefits (If Applicable)

The area below is to state the total percentage (e.g., 23%) for the Fringe Benefits (if applicable) and list the items (e.g., health, dental, workers' comp) that are included.

Cost Basis: Please mark appropriate boxes below

Union Agreements

City/County/Organization Negotiated Agreements

Historical Data

Bids/Quotes

Costs are in Comparison w/ other TFs for Similar Tasks or Items

Other

(List here):

This narrative box has character limitations. For additional clarification use tab 12

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Notes for Travel Section

Travel in this category would cover costs relating to quality assurance on equipment or vehicle, or any other travel related to cache management within the scope of the Grant Guidance. **Please note: These expenses can be reflected within the Administrative/Management or Training travel category instead.** Costs can be provided in detail or by trip costs, and a detail of the costs should be listed in the comments sections, that will show how you arrived at the trip total. The costs listed below are estimates due to travel locations that are unknown at the time of application. It is at this time when costs are generally based on historical data. There are drop down menus for some of the meetings, and you can add others that are in line within the Statement of Work.

Travel (If Applicable)				
Event Title	No. of Personnel	Cost Per Person	No. of Trips (approx.)	Total Cost
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
<i>If other, list here</i>	<input type="checkbox"/>			\$0
<i>If other, list here</i>	<input type="checkbox"/>			\$0
<i>If other, list here</i>	<input type="checkbox"/>			\$0
<i>If other, list here</i>	<input type="checkbox"/>			\$0
<i>If other, list here</i>	<input type="checkbox"/>			\$0
<i>If other, list here</i>	<input type="checkbox"/>			\$0
<i>If other, list here</i>	<input type="checkbox"/>			\$0
Total				\$0

Cost Basis: Please mark appropriate box(es) below.

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Other (List here):

This narrative box has character limitations. For additional clarification use tab 12

Notes for Equipment Section

Your agency is authorized to purchase equipment as listed in the approved DHS/FEMA 2015 US&R Task Force Equipment Cache List, or any subsequently approved DHS/FEMA US&R Equipment list. Task Force personnel are reminded and directed not to exceed quantity and/or cost caps as listed on the cache list. Task Force must follow department procurement regulations, which are in accordance with 2 CFR Part 200 to ensure reasonable prices are obtained. The US&R Program Office and the Grants Office Assistance Officer must provide written approval for any other equipment not identified on approved cache list(s), in program guidance, or specifications. Those Task Forces who maintain an IST Medical Cache are to include the appropriate amount below for replacement of equipment and pharmaceuticals.

However, due to the dynamic program, the requirements for these items (within the amount approved at time of award for this object class) may change. Any changes to listed items will be reflected in the Performance Reports, noting the reason for the change and the Task Force will not be required to submit a budget change if items are on the approved cache lists, noted in the statement of work, or authorized by program guidance or directives. Rolling or floating equipment requires the specifications to be submitted to the US&R Branch/Grants Assistance Officer for prior approval. The general definition of "Equipment" out of the CFR is: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the governmental unit for financial statement purposes, or \$5000.

These are the items our Task Force anticipates requiring for this Cooperative Agreement under the equipment object class within the equipment Program Category. However, due to the dynamic program, the requirements for these items (within the amount approved at this time of award for this object class) may change. Any changes to listed items will be reflected in the Performance Reports, noting the reason for the change and the Task Force will not be required to submit a budget change if items are on the approved cache lists, authorized by program guidance or directives. Rolling or floating equipment requires the specifications and budget information to be submitted to the Program Office/Grants Assistance Officer for prior approval.

[illegible]

Describe any additional supporting information for equipment costs below.	Union Agreements
Cache replenishment will be conduct with these funds. CA-TF1 will procure items for cache based of the 2015 cache list.	City/County/Organization Negotiated Agreements
	Historical Data
	Bids/Quotes
	Costs are in Comparison w/ other TFs for Similar Tasks or Items
	Other (List here):
This narrative box has character limitations. For additional clarification use tab 12.	

Notes for Supplies Section

In the area below, provide an approximate listing of necessary supplies. Supply items/costs that should be listed are items other than what the equipment definition states as follows: The general definition of "Equipment" out of the CFR is: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the governmental unit for financial statement purposes, or \$5000. However, due to the dynamic program, the requirements for these items (within the amount approved at time of award for this object class) may change. Any changes to the listed items will be reflected in the Performance Reports, including the reason for the change(s) noted.

These are the items our Task Force anticipates requiring under this Cooperative Agreement. However, due to the dynamic program, the requirements for these items may change and any changes will be reflected in the Performance Reports, with the reason for the change noted. A budget change is not required to be submitted for approval if the costs in this object class remain as approved at time of award and the items are allowable in accordance with the statement of work, program guidance and directives.

[illegible]

Supplies	Cost Basis: Please mark appropriate boxes below.
Describe any additional supporting information for supply costs below:	
	<i>Union Agreements</i>
	<i>City/County/Organization Negotiated Agreements</i>
	<i>Historical Data</i>
	<i>Bids/Quotes</i>
	<i>Costs are in Comparison w/ other TFs for Similar Tasks or Items</i>
	<i>Other (List here):</i>
This narrative box has character limitations. For additional clarification use tab 12	

Contractual

Notes for Contractual Section

In the area below, list any supporting information for the contractual costs of services, rentals, etc., for equipment.

[illegible]

Service	Quantity	Unit Cost	Total Cost
Satellite Telephone Services	12	\$600	\$7,200
Satellite Repeater Services	12	\$280	\$3,360
Medical Cache Supplies	1	\$15,000	\$15,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Total			\$25,560

Contractual	Cost Basis: Please mark appropriate box(es) below.
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Describe any additional supporting information for contractual costs below.

Satalite Telephone Services support cache #CC-0104.00
Satalite Repeater Services support cache # CC-0111.00

Cost Basis: Please mark appropriate box(es) below.

Union Agreements

City/County/Organization Negotiated Agreements

Historical Data

Bids/Quotes

Costs are in Comparison w/ other TFs for Similar Tasks or Items

Other (List here):

(List here):

This narrative box has character limitations. For additional clarification use tab 12

Other

Notes for Other Section

This area will cover any miscellaneous items that are equipment-related and allowable under the Statement of Work but not covered in the other object classes.

Other

Item	Quantity	Unit Cost	Total Cost
	0	\$0	\$0
			\$0
			\$0
			\$0
			\$0
Total			\$0

Other	Cost Basis: Please mark appropriate box(es) below.
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Describe any additional supporting information for other costs below.

Cost Basis: Please mark appropriate box(es) below.

Union Agreements

City/County/Organization Negotiated Agreements

Historical Data

Bids/Quotes

Costs are in Comparison w/ other TFs for Similar Tasks or Items

Other (List here):

(List here):

This narrative box has character limitations. For additional clarification use tab 12

Indirect Costs

Notes for Indirect Costs Section

Indirect Costs can only be provided if there is an Indirect Cost Rate Agreement that has been approved by a cognizant Federal Agency. A copy of the Indirect Cost Rate Agreement should accompany the application. The Indirect Cost Rate Agreement that you provide should state what category or categories the Indirect Costs are based on, i.e., equipment, salaries, all expenses, etc. The information provided below should list the description of the cost category for the base, the amount on which it's based, the percentage, and the total. The rate or amount approved at time of award will prevail thru the term of the Cooperative Agreement.

Indirect Costs

Item/Category	Item Description	Base Amount	Percentage	Total Cost
Total				\$0

Indirect Costs

Describe any additional supporting information for indirect costs below. Please advise who is the Cognizant Federal Agency and the date of approval.

Cost Basis: Please mark appropriate box(es) below.

Union Agreements

City/County/Organization Negotiated Agreements

Historical Data

Bids/Quotes

Costs are in Comparison w/ other TFs for Similar Tasks or Items

Other

(List here):

This narrative box has character limitations. For additional clarification use tab 12

STORAGE & MAINTENANCE

Task Force General Comments

Task Force General Comments
<p>This Program Category covers the costs for the storage/maintenance portion of this Readiness Cooperative Agreement. The costs for the Storage/Maintenance portion of this budget/narrative will be addressed in this section and will cover costs for a maximum amount of time of 12 months for any warehouse lease or maintenance costs for the equipment/vehicles, and the costs will occur within the 36 month period of performance. Our Task Force intends to provide the required storage and maintenance for the equipment to insure mission readiness, safety, and management of the Task Force. The storage and maintenance will be in accordance with the requirements of the Urban Search & Rescue Program Office statement of work, program guidance, and directives. The supporting cost details will be provided in the below object classes under this Program Category.</p> <p>Our Task Force will attempt to maintain the preparedness of the Task Force under this Readiness Cooperative Agreement, in order to provide critical emergency response services as one of the 28 teams for the National Urban Search and Rescue Response System. The below list of costs covers what is anticipated for this Readiness Cooperative Agreement. Minor renovations are allowed for the warehouse and they will not change the footprint of the facility.</p>

Total Storage & Maintenance Cost

\$0

Personnel Salaries & Fringe Benefits

Notes for Personnel Salaries and Fringe Benefits Section

Notes for Personnel Salaries and Fringe Benefits Section

The Task Force can use this category to account for the salaries of Task Force Members who perform duties related to storage & maintenance. This may also include backfill expenses for individual(s) who are working with related projects. If specific costs are unknown, give estimated salary hours and average salary rate. If specific dates are unknown, provide estimated time frame (e.g., 1 day per week/month, etc.). If overtime hours are listed, please note them as a separate line item below. Put the total amount under salary. Note the hourly rate in the clarification box

Personnel Salaries and Fringe Benefits

[illegible]

Personnel Salaries

The area below is to provide additional notes the Task Force may need to add for clarifying the range of salary rates used to develop the average hourly costs.

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This narrative box has character limitations. For additional clarification use tab 12

Cost Basis: Please mark appropriate box(es) below.

Union Agreements

City/County/Organization Negotiated Agreements

Historical Data

Bids/Quotes

Costs are in Comparison w/ other TFs for Similar Tasks or Items

Other

(List here):

Fringe Benefits

The area below is to state the total percentage (e.g., 23%) for the Fringe Benefits (if applicable) and list the items (e.g., health, dental, workers' comp) that are included.

Cost Basis: Please mark appropriate box(es) below

Union Agreements

City/County/Organization Negotiated Agreements

Historical Data

Bids/Quotes

Costs are in Comparison w/ other TFs for Similar Tasks or Items

Other

(List here):

This narrative box has character limitations. For additional clarification use tab 12

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This section may be used to reflect expenses related purchasing, maintenance and repair of equipment and vehicles, as approved by DHS/FEMA and within the scope of the Statement of Work. Your Task Force is authorized to purchase equipment as listed in the approved DHS/FEMA 2015 US&R Task Force Equipment Cache List, or any subsequently approved DHS/FEMA US&R Equipment list. Task Force personnel are reminded and directed not to exceed quantity and/or cost caps as listed on the cache list. Task Force must follow department procurement regulations, which are in accordance with 2 CFR Part 200 to ensure reasonable prices are obtained. The US&R Program Office and the Grants Office Assistance Officer must provide written approval for any other equipment not identified on approved cache list(s). Those Task Forces who maintain an IST Medical Cache are to include the appropriate amount below for replacement of equipment and pharmaceuticals. **Please note: These expenses can be reflected within the Equipment category instead.**

[illegible]

This narrative box has character limitations. For additional clarification use tab 12

Supplies

Notes for Supplies Section

In the area below, provide an approximate listing of necessary supplies. Supply items/costs that should be listed are items other than what the equipment definition states as follows: The general definition of "Equipment" out of the CFR is: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the governmental unit for financial statement purposes, or \$5000.

Supplies

[illegible]

Synopsis	Cost Basis: Please mark appropriate box(es) below.
Describe any additional supporting information for supply costs below.	
	<div> <div>Union Agreements</div> <div>City/County/Organization Negotiated Agreements</div> <div>Historical Data</div> <div>Bids/Quotes</div> <div>Costs are in Comparison w/ other TFs for Similar Tasks or Items</div> <div>Other (List here):</div> </div>
This narrative box has character limitations. For additional clarification use tab 12	

Contractual	
Notes for Contractual Section	
<p>In the area below, list any supporting information for the contractual costs of services, rentals, etc., as it pertains to the maintenance and/or lease of storage facilities and associated US&R equipment and supplies. Under the quantity for leases please include the square footage of the warehouse. This section can also include costs for planning, engineering and other costs for development, maintenance, minor construction, upgrades, minor renovations and modifications, etc. of the existing warehouse/training facilities that do not change the footprint of the structures. Any costs for upgrades to existing warehouse facilities associated with this funding must be included and be approved by the Program Office and Grants Assistance Officer. This Cooperative Agreement may not be used for funding new capital construction.</p>	

[illegible]

Other

Notes for Other Section

This area will cover any miscellaneous items that are storage & maintenance-related and allowable under the Statement of Work but not covered in the other object classes, including minor construction costs.

Notes for Other Section

This area will cover any miscellaneous items that are storage & maintenance-related and allowable under the Statement of Work but not covered in the other object classes, including minor construction costs.

Other (List minor renovation costs here)

Item	Quantity	Unit Cost	Total Cost
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Total			\$0.00

FEMA FORM 089-0-10F Section 9
Storage Maintenance Page 5 of 5

Indirect Costs

Notes for Indirect Costs Section

Indirect Costs can only be provided if there is an Indirect Cost Rate Agreement that has been approved by a cognizant Federal Agency. A copy of the Indirect Cost Rate Agreement should accompany the application. The Indirect Cost Rate Agreement that you provide should state what category or categories the Indirect Costs are based on, ie equipment, salaries, all expenses, etc. The information provided below should list the description of the cost category for the base, the amount on which it's based, the percentage, and the total. The rate or amount approved at time of award will prevail thru the term of the Cooperative Agreement.

Indirect Costs

Item/Category	Item Description	Base Amount	Percentage	Total Cost
Total				\$0

Indirect Costs

Describe any additional supporting information for indirect costs below. Please advise who is the Cognizant Federal Agency and the date of approval.

Cost Basis: Please mark appropriate box(es) below.

Union Agreements

City/County/Organization Negotiated Agreements

Historical Data

Bids/Quotes

Costs are in Comparison w/ other TFs for Similar Tasks or Items

Other

(List here):

This narrative box has character limitations. For additional clarification use tab 12

BUDGET TOTALS

This summary will be populated based on figures entered into other sections of this narrative.

Activity	Cost
Administration & Management	\$532,096.00
Training	\$311,650.00
Equipment	\$310,836.00
Storage & Maintenance	\$0.00
Object Class	Cost
Personnel	\$558,589.00
Fringe Benefits	\$171,267.00
Travel	\$94,650.00
Equipment	\$290,276.00
Supplies	\$4,500.00
Contractual	\$35,300.00
Other	\$0.00
Indirect Charges	\$0.00
Activity Sum	\$1,154,582.00
Object Class Sum	\$1,154,582.00
Total	\$1,154,582.00

POSITION DESCRIPTIONS

Please fill in position descriptions below, or attach pre-typed descriptions.

1. Administrative Specialist: Name
<i>Describe Administrative Specialist functions here.</i>

4. Logistics Coordinator: Name
<i>Describe Logistics Coordinator functions here.</i>

2. Financial Grants Manager: Name
<i>Describe Financial Grants Manager functions here.</i>

5. Logistics Manager: Name Charles Garcia
<i>Describe Logistics Manager functions here.</i>
<i>See attached Description for USAR CA-TF1 Logistics Manager -LAFD Captain I.</i>

3. Grant Manager: Name Antonio Muro
<i>Describe Grant Manager functions here.</i>
<i>See attached description for USAR CA-TF1 Grants Manager -LAFD Management Analyst II.</i>

6. Program Manager: Name
<i>Describe Program Manager functions here.</i>

7. Training Coordinator:	Name
<i>Describe Describe Training Coordinator functions here.</i>	

8. Training Manager:	Name Michael Kammerer
<i>Describe Training Manager functions here.</i>	
See attached description for USAR CA-TF1 Training Manager -LAFD Captain I.	

Other (Please list position and name)
<i>Describe position functions here.</i>

Other (Please list position and name)
<i>Describe position functions here.</i>

Other (Please list position and name)
<i>Describe position functions here.</i>

Other (Please list position and name)
<i>Describe position functions here.</i>

Please use the blocks below if additional space is needed to clarify other sections of the narrative

ADMINISTRATIVE / MANAGEMENT	
Other:	
Direct Charges	

ADMINISTRATIVE/MANAGEMENT	

TRAINING
<i>Other:</i>
<i>Direct Charges</i>

TRAINING

EQUIPMENT
<i>Personnel Salaries:</i>
<i>Fringe Benefits:</i>
<i>Travel:</i>

EQUIPMENT
<i>Equipment:</i>
<i>Supplies:</i>
<i>Contractual:</i>

STORAGE & MAINTENANCE
Personnel Salaries:
Fringe Benefits:
Travel:

STORAGE & MAINTENANCE
Equipment:
Supplies:
Contractual:

STORAGE & MAINTENANCE
Other:
Direct Charges

STORAGE & MAINTENANCE