

SEP 4 2007

LOS ANGELES FIRE DEPARTMENT



DOUGLAS L. BARRY
FIRE CHIEF

August 27, 2007

BOARD OF FIRE COMMISSIONERS
FILE NO. 07-086

TO: Board of Fire Commissioners
FROM: Douglas L. Barry, Fire Chief *DLB*
SUBJECT: 2005 FEMA URBAN SEARCH AND RESCUE TASK FORCE
READINESS COOPERATIVE AGREEMENT GRANT EXTENSION

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 Withdrawn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

Recommendations:

It is respectfully recommended that the Board:

1. Instruct the Commission Executive Assistant II to forward this report to the Mayor, Office of the City Administrative Officer, and the City Clerk for committee and City Council consideration.
2. Authorize the Controller to transfer \$272,406 from Department 38, Fund 100, Account 1012 to Department 38, Fund 335, Account 005R, to support the purchase of necessary expense and equipment items that will be reimbursed by the Federal Emergency Management Agency (FEMA) grant.
3. Authorize the Fire Chief, or his designee, to deposit FEMA grant funds received under this cooperative agreement into Fund 335 (Fire Department Grants) Department 38.
4. Authorize the Controller to transfer FEMA funds, from Fund 335/38 to Fund No. 100/38, and Accounts 1010 (General Salaries), 1012 (Sworn Salaries), and 1098 (Overtime Variable Staffing) based on Los Angeles Fire Department submissions to the Office of the City Administrative Officer (CAO) documenting actual costs incurred for this FEMA US&R no-match Cooperative Agreement Program through the end of the second extended grant term of March 31, 2008.

5. Authorize the Controller to transfer the uncommitted balance of advanced funds as of June 1, 2008 from Department 38, Fund 335, Appropriation Account 005R to Department 38, Fund 100, Account 1012 (Sworn Salaries) to meet payroll needs.

Summary

As authorized by the Mayor and City Council on April 4, 1993, the Los Angeles Fire Department (LAFD) entered into a Memorandum of Agreement (MOA) with the Governor's Office of Emergency Services (OES) and the Federal Emergency Management Agency (FEMA) to become a sponsoring agency for one of the Nation's 28 FEMA Urban Search and Rescue (US&R) Task Forces. Since 1993, the LAFD has been the sponsoring agency for California Task Force 1 (CA-TF1).

FEMA's on-going method of supporting 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. On September 28, 2005, the Council accepted a FEMA Cooperative Agreement Grant (EMW-2005-CA-0279) in the amount of \$902,000 for the period of March 1, 2005 through June 30, 2006, with an extension granted to April 30, 2007. (C.F. 05-0017). Due to various factors \$272,406 remains to be spent from this grant. Therefore the Department requested a second extension on this grant from FEMA to complete the goals of the grant.

As of August 17, 2007 FEMA extended the performance period for the Cooperative Agreement EMW-2005-CA-0279 until March 31, 2008. This second extension was granted in order for CA-TF1 to resume activities in compliance with the 2005 Statement of Work that was a component of the Cooperative Agreement (Attachment 1). This is a reimbursement grant. As such, the City advances funding for CA-TF1's operations from the LAFD's general fund budget. As costs are incurred, the Department's FEMA grant manager validates expenditures according to FEMA financial guidelines. Once expenditures are approved, funds are drawn down to reimburse the LAFD general fund accounts. All expenditures are reimbursed by the FEMA grant on an on-going basis, as expenditures are processed according to City procedures.

The Department needs to transfer \$272,406 from Department 38, Fund 100, Account 1012 to Department 38, Fund 335, Account 005R to support the expense and equipment purchases necessary for the programs operations. These costs will be paid directly from the Department's salary accounts and be reimbursed back into the respective salary accounts from which expenses incurred.

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. The extension to Cooperative Agreement EMW-2005-CA-0279 provides LAFD more time to expend the remaining balance of the grant funds. However, the recommendations contained in this report are necessary to ensure the appropriate accounting and financial procedures are in place to allow the LAFD to expend the grant funds. This is a no-match reimbursement grant of \$902,000 of which \$272,406 remains to be spent.

Board report prepared by E. M. Bushman, Battalion Chief and Mary Reuschel, Management Analyst II, Bureau of Emergency Services.

Attachment



FEMA

**National Urban Search and Rescue (US&R) Response System
US&R Task Force FY 2005 Preparedness Cooperative Agreement**

STATEMENT OF WORK

I. PURPOSE

The purpose of this preparedness **Cooperative Agreement** is to continue the development and maintenance of National US&R Response System resources to be prepared to provide qualified, competent US&R personnel in support of Emergency Support Function-9 (ESF-9) activities under the Initial National Response Plan and the Federal Response Plan. Specifically, this agreement provides a mechanism for distribution of Cooperative Agreement funding for certain purposes in preparation for US&R disaster response including response to incidents involving weapons of mass destruction (WMD). Funds are made available to accomplish the accompanying objectives. This Cooperative Agreement allows each US&R Task Force the opportunity to maintain a high standard and condition of operational readiness and recommends key areas for Task Force Personnel to focus continued preparedness efforts.

The U. S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA) moved to a higher level of accountability and are providing the necessary support and funding. US&R Task Force Program Managers are directed to use the funding to provide definitive administrative and program management, support, training, equipment cache preparedness and storage and maintenance.

II. BACKGROUND

DHS/FEMA, in cooperation with other federal, state, and local agencies, created the National US&R Response System to provide a national heavy rescue capability that provides lifesaving resources to victims of structural collapse. It is designed to rescue victims entrapped in collapsed structures primarily of heavy reinforced concrete construction. When this system was developed in 1990, there was limited capability in only a few states to perform this mission, and no resources were available for a national response.

In 1992, The Federal Response Plan (FRP) was published by FEMA and coordinated with 26 federal agencies. The federal government's response to disasters was classified into 12 Emergency Support Functions. ESF-9, Urban Search and Rescue, was established with FEMA as the Primary Agency. FEMA maintains a national consensus on standard operating procedures, organizational structure, equipment, training, and exercise requirements. Currently, 28 local and state sponsoring agencies in 19 states participate in the National US&R Response System by making their Task Forces available for national disaster response.

In October 2003, The Initial National Response Plan (INRP) was published by DHS, which integrates the FRP into the INRP.

DHS/FEMA has no organic heavy rescue capability of its own and the best sources for Urban Search & Rescue knowledge and skills reside at the state and local levels. The National US&R Response System was developed and continues as a federal-state-local partnership, based on a Memorandum of Agreement (MOA) and individual Cooperative Agreements. While the MOA's provide the basic operational "**agreement**" between DHS/FEMA, the State, and sponsoring agency, the individual Cooperative Agreement provide the mechanism for providing federal funds to the sponsoring agencies of the 28 US&R Task Forces.

III. OBJECTIVES

1. Provide funding to US&R Sponsoring Agency's to manage and administer Task Force affairs and activities in accordance with accepted standard business practices.
2. Provide funding to train Task Force members and other National US&R Response System personnel to perform assigned US&R duties in accordance with established FEMA/US&R approved standards and guidance (e.g., Task Force Operations Manual, Field Operations Guide, Position Descriptions and Training Plans), in a disaster or WMD environment.
3. Provide funding to equip the Task Force in accordance with the US&R Cache List as approved by the FEMA US&R Program Office and when requested, perform US&R mission assignments as described in the US&R Response System Task Force Operations Manual.
4. Provide funding to continue preparedness and standby activities to respond to any mobilization request according to FEMA/US&R identified standards.

IV. COOPERATIVE AGREEMENT FUNDING

The FY2005 Cooperative Agreement's basic total for each Task Force is \$892,000. Additional funds are allocated to specific Task Forces as outlined in Appendix A and B of this document.

The US&R Program Office is providing allocations of \$420,000 for program staffing, management and medical screening for Task Force personnel, \$140,000 for training delivery, \$120,000 for equipment acquisition and \$100,000 for storage and maintenance.

Additionally, \$112,000 is allocated to each Task Force for travel expenses, as directed by the US&R Program Office for Working Group members and Chairpersons to attend nationally sponsored US&R Work Group meetings, for team members travel expenses to attend nationally sponsored training provided and directed by the US&R Program Office and to perform on site peer evaluations of other Task Forces as directed by the US&R Program. The US&R Program meetings include Task Force Leaders meetings, the 12 standing US&R Work Groups, Operations Group, Ad Hoc Work Groups and Sub-Committees or as further directed by the US&R Program Office. Nationally sponsored training includes the courses developed and coordinated by the US&R Program Office and delivered throughout the year. The Peer Evaluations will be

comprised of US&R System members traveling to other Task Force locations to conduct on-site evaluations. Please review the distributed "Budget Changes for Directive Approved Meetings" letter dated October 29, 2004 for further information.

Additional funds are provided to specific Task Forces in the amount of \$5,000 for each Working Group Chairperson as identified in **Attachment B and B1**. The allocation of K9 evaluation funding is not being provided in the FY 2005 funding as it was provided and distributed in the FY 2004 Cooperative Agreement for the 2005 calendar year.

Each Task Force can apply for the actual amount allocated to their agency as shown in Attachment A.

Approval for activities or expenditures not identified in this statement of work or permitted within the scope of the US&R Program Office must be obtained in advance and in writing from the Project Officer and Assistance Officer. Unauthorized expenditures may be denied or required to be reimbursed to DHS/FEMA. Use of Cooperative Agreement funds provided through this agreement for any activity that occurs outside the United States and its territories, is prohibited unless authorized by the US&R Program Office.

The Period of Performance for the FY2005 preparedness Cooperative Agreement funding is fifteen (15) months and is specifically identified in your Agreement Articles.

V. DHS/FEMA/US&R RESPONSIBILITY

1. Review, approve, and adopt US&R related products, including technical manuals, operational procedures, training curriculum and supporting manuals, meeting agendas and other requirements for the National US&R Response System.
2. Establish and disseminate policy for the National US&R Response System.
3. Approve and implement the policy, procedure and Task Force evaluation criteria.
4. Determine annual funding levels for preparedness activities.
5. When funding is available, purchase and deliver equipment on behalf of the US&R Task Forces.
6. Review and or approve expenditure reports, performance reports, personnel records, training records, Task Force self-evaluation documents, equipment cache and excess property inventories and other deliverables required by the US&R Program Office.
7. Approve in writing, in conjunction with the Assistance Officer, any cost deviations from those outlined in this agreement or from other DHS/FEMA established policies.
8. Coordinate Task Force Leaders and Work Group meetings and facilitate the use of Subject Matter Experts and Task Force Personnel to develop policies, procedures and US&R System documents. ,

VI. SPONSORING AGENCY RESPONSIBILITY AND REQUIREMENTS

When requested, US&R Task Forces are required to respond within a 4-hour mobilization time frame for an over-the-road response and 6-hour mobilization time frame for an air response. Reimbursements of disaster response activities are accomplished through a separate Cooperative Agreement specifically for response activities. Under this preparedness Cooperative Agreement, the Sponsoring Agency may use funding to accomplish the tasks under the following categories.

A. ADMINISTRATION AND MANAGEMENT

1. Provide sufficient staff for management and administration of the US&R Task Force day-to-day activities to accomplish required supervisory, administrative, training and logistical duties. Primary areas of concern are: program management; administrative support; training coordination, instruction and support; and logistics management and accountability. This shall include, but is not limited to, funding personnel salaries and expenses relating to Task Force development, management, record-keeping, inventory and maintenance of the primary and secondary US&R Equipment Caches, correspondence with Task Force members and parties who support Task Force activities, and similar management and administrative tasks.
2. Recruit, train and maintain a full roster of Task Force personnel as recommended by the US&R Program Office. Task Force staffing should meet the minimum requirements of 90% for all positions. **The current minimum staffing level is 210 personnel as based on a 70-person Task Force for a Type 1 level response.**
3. Ensure National Disaster Medical System (NDMS) certifications are current for US&R medical personnel.
4. Conduct at least one full Task Force readiness mobilization exercise each calendar year. A full Task Force mobilization exercise consists of at least 70 personnel in a Type 1 response configuration. Where several annual preparedness Cooperative Agreements overlap, Task Forces will be required to conduct more than one exercise per year. When funding permits, Task Forces are encouraged to conduct more than the one required mobilization to exercise as many Task Force members as possible each calendar year per cooperative agreement.
5. The US&R Program Office is holding funds in reserve for activities associated with anticipated National Special Security Events (NSSE). If the US&R System does not participate in any NSSE's, by the end of fiscal year 2005 second quarter (March 31), the funds will be redirected and utilized to conduct several unannounced multi-Task Force, multi-day mobilization exercises in the third and fourth quarters of FY 2005. As part of this Cooperative Agreement, you are agreeing to participate in NSSE's and or exercises as directed and selected by the US&R Program Office. Task Forces activated under this section will be notified verbally and by written activation orders that will provide authorization for travel of personnel and to carryout activities of the required operations. Prior to any activities under this section, the US&R Program Office will request cost estimates from all or certain Task Forces. The Task Force's cost estimate and

accompanying letter will serve as a streamlined application process in order to provide funding for these activations and to provide for reimbursement of allowable costs. The funding may be obligated after a deployment under this section, however deployed Task Forces are required to submit a reimbursement claim to the US&R Program Office.

6. Ensure the Task Force is prepared for ongoing Operational Readiness Evaluations and completes an internal self-evaluation operational readiness and preparedness survey in accordance with US&R specifications prior to June 1. This is an annual requirement and may be identified in other Cooperative Agreements. The requirement is for only one per calendar year. The US&R Program Office will provide a blank electronic copy of the survey 90 days prior to the due date. The completed electronic copy shall be submitted on a compact disk (CD) with a cover letter addressed to the US&R Section Chief. If there are overlapping Cooperative Agreements, the original evaluation will be conducted and copies of the report placed in each Cooperative Agreement file.
7. On a monthly basis, continue to assess operational, logistic and management readiness and update readiness scores in the Disasterhelp.gov system (when operational).
<https://disasterhelp.gov>
8. When authorized by the US&R Program Office, ensure funds are properly allocated and accounted for their Task Force members who serve as Advisory Committee Working Group Chairs. The same regulations that apply to the Cooperative Agreement funds apply to these funds and they shall not be transferred to a Participating Agency. These funds will help to defray the administrative costs associated with their membership on the Working Group in accordance with **Attachment B1**.
9. Provide funding for expenses related to the acquisition, maintenance, training and certification of US&R search canines and handlers. This clause is not related to the funding provided to host Canine Evaluations.
10. When authorized, ensure funds are distributed in support of Task Forces hosting a Canine Evaluation, as stated on the Canine Evaluation Schedules in accordance with Canine Evaluation schedules. **Attachment C. (THERE ARE NO FUNDS PROVIDED FOR THIS FUNDING PERIOD IN THIS AGREEMENT)**
11. As part of this Cooperative Agreement, the US&R Program Office is shifting responsibility directly to the Task Force for providing Skytel pagers or other communication devices for Task Force Management and Incident Support Team personnel. When notified, the FEMA owned Skytel pagers shall be returned to the US&R Program Office. Task Force Program Managers may be required to provide the appropriate communications devices to at least 6 Task Force Managers or Leaders and to the Incident Support Team (IST) members assigned to your Task Force. However, the US&R Program Office is exploring the use of software or web-based communication systems to function with a wide variety of existing paging and telecommunications companies and Task Force members personal or business telecommunications equipment. If a software communication notification system is implemented, it is expected there will

be minimal or no cost to the Task Forces. Task Force Program Managers will comply with requirements when established by the US&R Program Office.

12. Ensure timely reporting of expenditures for preparedness activities carried out under this agreement and timely delivery of Cooperative Agreement reporting.
13. Ensure personnel salaries and expenses relating to Task Force administration, development, training preparedness and activation response activities are paid in accordance with established sponsoring organization policies and in a timely manner, but no later than 120 days after returning from a disaster deployment. **Appropriate personnel records are to be kept in accordance with OMB Circulars A-102 or A-110 and 44 CFR Part 13.**
14. **NIMS Compliance as required by the Department of Homeland Security policy:** Compliance with the National Incident Management System (NIMS) is a condition for award of this Cooperative Agreement. ***This condition for NIMS Compliance under the Cooperative Agreement refers to the National Urban Search and Rescue Task Force Members.*** For further information on compliance and guidance, refer to the following websites: <http://www.fema.gov/nims/> and http://www.fema.gov/nims/nims_about.shtm
15. Attend DHS/FEMA sponsored or approved US&R meetings, conferences, and training sessions, to include Task Force Leader's, approved Work Group meetings and other activities as they directly relate to the National US&R Response System or as directed US&R Program Office. The US&R Program Office is allocating \$112,000 for travel to meetings and for travel to training for this Cooperative Agreement. All travel funds shall be accounted for under Management and Administration for application purposes, but we strongly encourage the Task Force Managers to keep track of the travel in at least two separate categories (Management/Admin Travel and Training Travel) at the Task Force level. **Tracking for the Budget 10% rule will be calculated on the total travel amount.**
16. Ensure all Task Force members are properly immunized and complete an annual medical evaluation as established by the US&R Medical Working Group. This medical evaluation shall become part of their personal medical record. The medical evaluation must include, as a minimum, a 12-lead electrocardiogram and a RBC cholinesterase blood test. ***The RBC test is required as an initial test for new team members, and it is not required again until indicated after an exposure to an organophosphate/nerve agent following a deployment.*** Medical testing procedures must be in accordance with those described in NFPA 1582. All Task Force members must meet or exceed the requirements of OSHA 1910-134 in that a quantitative fit test must be performed, passed and documented. In addition, all US&R Hazardous Materials Specialists must meet or exceed provisions of OSHA 1910-120 for Hazardous Materials Technicians with respect to medical screening requirements.

(Note Change to Item 14 and 16 in bold italic print.)

17. Provide DHS/FEMA with an updated database of Task Force Personnel and the US&R Equipment Cache in a Microsoft Access database on one compact disk (CD) no later than January 31, 2004. This CD shall be submitted on a semi-annual basis. The database shall be submitted no later than January 31 and July 31 each year with a cover letter addressed to the US&R Section Chief.

B. TRAINING

1. Provide US&R related or required training for Task Force personnel, including the delivery of local US&R training courses or other courses specifically required by the US&R Position Descriptions or the US&R Program Office.
2. Ensure training and exercise activities of the Task Force meet US&R specifications, requirements and certifications. Ensure training records for all Task Force personnel are kept in a central location. An after-action report shall be filed within 30 days after the completion of a mobilization drill/exercise or a training activity with duration of more than 36 hours. The report shall be sent to the attention of the US&R Section Chief.
3. Provide 3rd party (mandatory) Grants Management Training for assigned Task Force Grants Managers and Assistants as approved by the DHS/FEMA Grants Branch and required by the US&R Program Office. The Task Force Grants Manager or Assistant should attend training from a facility that provides a "Grants Certificate Program". The Task Force shall submit information regarding the program or classes to the Grants Management Branch Assistance Officer for written approval prior to registering or attending any classes. During the Cooperative Agreement Period of Performance, each Grants Manager and Assistant shall take a minimum of 4 classes or they may complete the Certificate Program. The Grants Management Branch or Assistance Officer may be contacted for further information on classes offered. Examples of some Grants Management classes offered are as follows: Managing Federal Grants and Cooperative Agreements for Recipients, Uniform Administrative Requirements: OMB Circular A-102 and 2 CFR Part 215, Cost Principles: OMB Circulars A-21, A-122, and A-87, and Far 31.2, Applying for Federal Grants and Cooperative Agreements, How to Prepare the Application Budget, Business Management Systems for Recipients, Audit of Federal Grants and Cooperative Agreements.

C. EQUIPMENT

1. Your agency is authorized to purchase equipment as approved on the **DHS/FEMA Task Force Equipment Cache List, dated August 2003 or any subsequently approved DHS/FEMA US&R Equipment list, with the exception of identified Communications Equipment, which will be supplied to all Task Forces (see C., 5).** Task Force personnel are reminded and directed not to exceed cache cost caps or quantity caps as listed on the cache list. The US&R Program Office must provide written approval for any other equipment not identified on approved cache lists. This approval may be given in a directive or other written formats.

2. When funding is provided, ensure funds are made available to purchase and maintain medical response kits for the Incident Support Team Physicians assigned to your Task Force. Refer to Attachment B for the list of Task Forces provided funding.
3. **All equipment must be tracked as to the origin.** Equipment that is procured with Cooperative Agreement funding shall be identified with the source, cache list number and Cooperative Agreement number. Additionally, equipment shall be identified as to the ownership. (i.e. excess property, Federal, state, local agency, IST procurement, etc.) The tracking can be accomplished thru procurement documents, through fields in a database, or spreadsheet. It is up to the Task Force to develop a method of tracking, however, it should be a system that will easily and quickly identify the information. Additionally, all procurement records and/or receipts should be cross referenced and coded with the Cooperative Agreement number, cache list item number, or source of origin, or a system to easily and quickly identify the information.
4. The current DHS/FEMA US&R Program Office policy concerning equipment acquisition and providing a full stand-alone equipment cache is in full effect for this Cooperative Agreement.
5. The following shall be noted: **No rolling or floating transportation equipment is authorized for purchase as part of this Cooperative Agreement unless authorized by the US&R Section Chief in writing. Additionally, no Communications Equipment may be purchased under this agreement unless authorized by the US&R Section Chief.**
6. **As part of the operational readiness of each Task Force, all US&R equipment shall be stored in a central location and maintained at a heightened state of readiness for a National US&R response.**
7. Equipment purchased with federal funds or provided by DHS/FEMA shall be for the exclusive use of the US&R Program and **shall not be used for normal day-to-day operations of the Sponsoring or Participating Agency.** However, this requirement does not preclude the Task Force Sponsoring Agency from using this equipment on a local, regional or state disaster response or under other exceptional circumstance. The US&R Program Office shall be notified immediately in writing of any exceptional use of the stand-alone cache equipment that diminishes the response capability of the Task Force. The Sponsoring Agency is responsible for replacement, re-supply and or repair of equipment used or consumed during activities not associated with the National US&R Program.
8. **Task Forces are not authorized to purchase equipment with funds authorized through the DHS/FEMA Assistance to Firefighters Grant Program.** However, this does not prevent the Sponsoring Agency from applying to the DHS/FEMA Assistance to Firefighters Grant Program for other costs or items not associated with the US&R Program.

9. Title for the first cache, vehicles, and all equipment purchased under the Cooperative Agreements reside with the Task Forces. Title of the 2nd Cache resides with DHS/FEMA. Should the Task Forces transfer, sell, or scrap the equipment/vehicles, they are required to first ask for prior approval and disposition instructions from the US&R Program Office. Remaining funds from any approved sale of equipment or vehicles would be returned to DHS/FEMA, since FEMA furnished 100% of the funding for the Cooperative Agreements. The repair, maintenance and storage of all equipment either purchased or provided by DHS/FEMA will be accomplished through the Cooperative Agreement funding provided.
 10. The U.S. Department of Homeland Security has established a specific vehicle marking policy and all departments of the agency must adhere to this standard. This includes vehicles purchased with Cooperative Agreement funds and used for US&R disaster response. FEMA Logistics will supply or provide vendor information for the printing of stick-on lettering of the DHS/FEMA logos according to the DHS vehicle logo policy. Task Force's will use Cooperative Agreement funding to address this requirement as directed by the US&R Program Office. **At this time, no other decals, lettering or other markings are permitted to be applied to designated US&R response vehicles unless directed by the US&R Program Office.**
 11. The US&R Program Office is directed to develop a standardized Task Force designator for all US&R command and cache transport vehicles purchased as part of the FY03 and FY04 Preparedness Cooperative Agreements. The standard will specifically identify, information used to identify Task Force (i.e., TF identifier, agency name), font size, type, color, design information and location of the identifiers on vehicles. Task Force's will use Cooperative Agreement funding to address the requirement to provide a standard TF identifier, label printing and mounting of the labels as directed by the Program Office.
 12. Additional funds are provided to specific Task Forces in the amount of \$1,500 for each IST Medical Cache as identified in **Attachment B and B1**. The funding for the IST Medical Cache is to provide for replacement of equipment or pharmaceuticals as recommended by the IST Medical Unit Leader. The same regulations that apply to the Cooperative Agreement funds apply to these funds and they shall not be transferred to a Participating Agency. These funds will help to defray the costs associated with maintenance of the IST Medical Cache in accordance with **Attachment B1**.
- E. MAINTENANCE AND STORAGE**
1. Maintain an accountability of distributed Federal property and acquired Federal Excess Property. Provide a semi-annual report to DHS/FEMA on the status of the property by January 31 and July 31 each year, as part of the database submittal to the US&R Program Office.
 2. Provide manufacturer's recommended maintenance and repair to US&R equipment acquired and specifically identified on the DHS/FEMA approved equipment cache list.

Also, provide maintenance and repair to any supplemental equipment cache list equipment as approved by DHS/FEMA, which was purchased with DHS/FEMA funding and delivered to the Task Forces, purchased during a US&R field response, or was acquired with DHS/FEMA approval through the Federal Excess Property Program. Ensure a minimum of 90% complete stand alone of US&R equipment cache is maintained.

3. Provide sufficient long-term US&R equipment cache storage facility. This may include planning and engineering and other costs for development, maintenance, or lease of storage facilities and associated equipment for US&R equipment and supplies. Any costs for upgrades to warehouse facilities associated with this funding must be included in the annual work plan and be approved by the Assistance Officer prior to the start of any work. Task Force personnel are reminded if they are relying totally on the Cooperative Agreement for funding leased warehouse space, they are not permitted to enter into agreements for longer than the Period of Performance of the Cooperative Agreement. However, contracts can be written with "option" years for protection.
4. **This Cooperative Agreement may not be used for funding actual construction. However costs associated with leasing, upgrading, minor renovations and modifications of warehouse facilities that do not change the footprint of the structure are permitted.**

VII. REPORTING

The Sponsoring Agency shall use the following procedure for reporting. There are several types of reports required for this agreement: (See Sub-heading VII, Section C for the mailing address)

A. REQUIREMENTS

1. **Task Force Self-Evaluation:** as identified in Section VI, Subsections A. 6. of this document is due by June 1 each year.
2. **Personnel and Equipment Database CD submittal:** as identified in Section VI, Subsections A. 17. Provide DHS/FEMA with an updated database of your Task Force Personnel and the US&R Equipment Cache in a Microsoft Access database program. Copy your files onto one CD and forward the disk to the US&R Program Office by overnight carrier. This CD shall be submitted on a semi-annual basis no later than January 31 and July 31 each year with a cover letter addressed to the US&R Section Chief.
3. The Department of Health and Human Services (HHS) requires a **Quarterly Financial Report** electronically, PSC 272, before issuance of any further funding through SmartLink will be allowed. This report must be completed on-line at the SmartLink website, <http://www.dpm.psc.gov/>. After completing the report online, a copy of the PSC 272 and PSC 272A (listing financial details) must be printed and mailed, e-mailed as a PDF document or faxed to the DHS/FEMA Grants Management Branch. If no funds are

withdrawn during a quarter, a letter must be submitted stating the reason why no funds were utilized during this quarter.

4. **The Semi-Annual Performance Report** is due to the DHS/FEMA US&R Preparedness Cooperative Agreements Project Officer for the duration of this agreement and is a written report listing total expenditures, as explained below. The Sponsoring Agency shall deliver the first report semi-annually by January 31 (covering the time period of July 1 through December 31) and the second by July 31 (covers the time period of January 1 through June 30) of each year until the Cooperative Agreement is closed. The **Performance Report** shall include your accomplishments and the total actual expenditures for the Cooperative Agreement funding within the following areas: Administration and Management, Training, Equipment Acquisition, Cache Status and Storage and Maintenance. All changes, whether requiring prior approval or not, shall be noted in the Performance Reports and closeout documents. An original and one copy of the Final Performance Report are to be submitted to the Grants Management Branch address as listed in Article VII, Section C.
5. **Monthly Operational Readiness Assessment:** assess operational, logistic and management readiness and update readiness scores in the Disasterhelp.gov system (when operational). <https://disasterhelp.gov>

B. CLOSEOUT REPORTS

The scope of work approved for your grant must be completed within the Period of Performance. You have 90 days after the Period of Performance to complete the final payments, and prepare the closeout documents. If you are not able to complete the closeout process by the due date you must contact the Grants Management Branch and request an extension of the closeout period. At a minimal you must submit the following closeout documents:

1. **A Final Performance Report** must be submitted to closeout the Cooperative Agreement. The Final Performance Report is due to DHS/FEMA within 90 days after the expiration of the performance period. The final report will consolidate and summarize all prior reports. An original and one copy of the Final Performance Report are to be submitted to the Grants Management Branch address as listed in Article VII, Section C.
2. **The Final Financial Status Report** shall be provided on a FF 20-10 and delivered within 90 days after the end of the Cooperative Agreement's Period of Performance. Cooperative Agreement funds shall be maintained in an account or in such a way as use of funds is clearly identified. If funds are kept in an interest bearing account, any interest earned is the property of the Federal Government and shall be identified on the FEMA Form 20-10 and noted in Box #12, Remarks. Ensure any interest earned over \$100.00 for local and state agencies (OMB Circular A-102) and \$250.00 for institutes of higher education, hospitals and other non-profits (OMB Circular A-110 (22k)) are reported and a check is forwarded to DHS/FEMA for that amount at the end of the Cooperative Agreement period. A check for the earned interest, made out to DHS/FEMA, shall be attached to the Final Financial Status Report FF 20-10 and submitted only one time at the

end of the Cooperative Agreement period. **The reimbursed interest shall not be paid out of Cooperative Agreement funds.** An original and one copy of the signed FF 20-10 are to be submitted to the Grants Management Branch address listed in Article VII, Section C.

3. **Final Payment and Unexpended Funds:** Within 90 days from expiration of the Period of Performance, the Grantee shall pay all unliquidated obligations to FEMA and shall report unexpended funds to the Assistance Officer. The Assistance Officer will process the de-obligation of unexpended funds.
4. Provide an **Equipment Inventory** of items purchased with Federal grant funds where each piece of equipment has a current fair market value of \$5,000 or more, or if your agency requires you to track equipment where each piece of equipment has a single unit cost lower than \$5,000.
5. Provide an **Inventory of unused or residual supplies** purchased with Federal grant funds, which in the aggregate exceed \$5,000 (copy of form attached) or written statement that such supplies (if any) do not exceed \$5,000. If not applicable, please indicate that status on the form or provide a written statement in your Performance Report.
6. If equipment and/or supplies procured under this Cooperative Agreement are maintained by you, then you will need to submit a letter that states you will use the equipment/supplies for their intended purpose of the grant, over the life cycle of the equipment/supplies.
7. The Task Force is required to retain records pursuant to the grant conditions, which should include a copy of the award document, grant agreement articles, ledgers, documentation of expenditures, documentation-copies of cancelled checks, paid invoices, payrolls, T&A records, contract records, etc. This information must be kept for three years after the date of the final closeout letter.

C. TIMELINES

1. **Task Force Self-Evaluation:** is due by June 1 each year.
2. **Personnel and Equipment Database CD:** is due by January 31 and July 31 each year.
3. **Quarterly Financial Report:** delivered quarterly, within 30 days after the quarter ends.
4. **The Semi-Annual Performance Report:** is due by January 31 and July 31 each year during the Period of Performance.
5. **Final Performance Report:** is due to DHS/FEMA within 90 days after the expiration date of the Period of Performance.

6. **The Final Financial Status Report, FEMA Form 20-10**, is due within 90 days from the expiration date of the Period of Performance.
7. **Equipment Inventory and Inventory of Unused or Residual Supplies** is due within 90 days from the expiration date of the Period of Performance.
8. **Final Payment/Unexpended Funds:** Within 90 days from the expiration date of the Period of Performance.

Submit one original and one copy of all written reports via overnight carrier that provides a tracking number to:

U.S. Department of Homeland Security
Federal Emergency Management Agency
Grants Management Branch
500 C Street, SW, Room 336
Washington, DC 20472
Attn: Marilyn Grim
(202) 646-3459 Telephone
(202) 646-4156 Fax

(As an alternative to submitting paper documents, reports and documents are allowed to be e-mailed as PDF files and Word Documents to Marilyn Grim and simultaneously copied to Wanda Casey and Peter Smalley)

Task Forces must be current with all reports at the time of award of this Cooperative Agreement.

Performance and Financial Status reports are no longer required to be sent to the Regional US&R Points of Contact unless requested in writing from the Regional Office. Any request for reports for the Regional Office is approved and requests shall be made directly to the affected Task Force from the Regional US&R Point of Contact.

VIII. Time is of the Essence

DHS/FEMA is providing an **Annual Preparedness Cooperative Agreement** and it is encouraged and strongly recommended the Sponsoring Agency seek expedited approval for the acceptance and management of the Cooperative Agreement and for purchase of equipment when authorized. The time frame provided by DHS/FEMA must be strictly adhered to. Failure to meet necessary Cooperative Agreement requirements and time frames may result in the loss of funding for this Cooperative Agreement period.

IX. Time Line and Goals

All Cooperative Agreement application paperwork must be received by DHS/FEMA no later than December 16, 2005. The Task Force Cooperative Agreement (signed 40-21) shall be returned to DHS/FEMA no later January 31, 2005.

All document preparation activities prior to January 31, 2005 are mandatory and if deviated, the Task Force may risk forfeiting this period's Cooperative Agreement funds. Task Force administrators are requested to complete the applications as soon as possible. The dates provided are firm deadlines; however, applications may be submitted as soon as they are completed and 40-21s returned as soon as they are signed.

November 16, 2004: **Cooperative Agreement application package is sent to the Task Forces electronically.**

December 15, 2004: **Application package due to DHS/FEMA Grants Management Branch.**

December 16, 2004: **DHS/FEMA begins to review/approve the work plans and forwards the FF 40-21s to Task Forces for signature.**

January 31, 2005: **Task Forces signed 40-21 due to the DHS/FEMA Grants Management Branch.**

X. PROCEDURE TO COMPLETE APPROVAL OF COOPERATIVE AGREEMENT

1. The Grants Management Branch and US&R Program Office will review the Task Force's Cooperative Agreement application. Once approved, the Grants Management Branch will send four copies of the obligating document, FEMA Form 40-21s, to your agency for signature. (Four originals)
2. Your agency is required to obtain the proper original signature on each document and return three signed FF 40-21 documents to the Grants Management Branch as instructed. Keep one signed original for your records. Include a cover letter in an acceptable format when returning the FF 40-21.
3. Your agency is responsible for ensuring the original application package and your subsequent FF 40-21 are received by the Grants Management Branch by deadlines outlined in **Section IX.** of this document. Please use the tracking number provided by your overnight carrier to ensure delivery.

Attachments: **A:** Task Force Allocations and Budget Totals Document
 B: Chairperson Administration Budget
 B1: List of Working Group Chairs
 C: No Canine Evaluation funding provided for this Cooperative Agreement