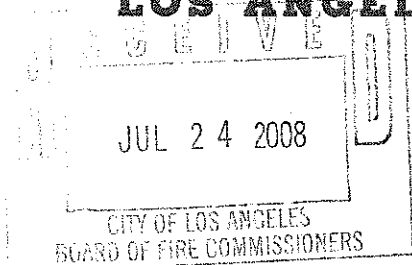


AUG 5 2008

# LOS ANGELES FIRE DEPARTMENT



DOUGLAS L. BARRY  
FIRE CHIEF

July 24, 2008

BOARD OF FIRE COMMISSIONERS  
FILE NO. 08-108

TO: Board of Fire Commissioners

FROM: Douglas L. Barry, Fire Chief *DLB*

SUBJECT: **2007 FEMA URBAN SEARCH AND RESCUE TASK FORCE  
READINESS COOPERATIVE AGREEMENT GRANT EXTENSION  
COUNCIL FILE 07-2550**

|               |                                   |   |                                    |
|---------------|-----------------------------------|---|------------------------------------|
| 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 Withdrawn |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.

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

2. Authorize the Controller to transfer \$220,500 from Department 38, Fund 100, Account 1012 (Salaries, Sworn) to Department 38, Fund 335, Account 007R, to support the necessary expense and purchase of equipment items that will be reimbursed by the Federal Emergency Management Agency (FEMA) grant.
3. Authorize the Fire Chief, or his designee, to deposit the FEMA grant funds received under this cooperative agreement into Fund 335 (Fire Department Grants), Department 38.
4. Authorize the Controller to transfer FEMA grant funds, from Fund 335/38 to Fund 100/38, Accounts 1010 (General Salaries), 1012 (Sworn Salaries), and 1098

(Overtime Variable Staffing) based on the 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 extended grant term of June 30, 2009.

5. Authorize the Controller to transfer the uncommitted balance of advanced funds as of June 1, 2009 from Department 38, Fund 335, Appropriation Account 007R 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 October 12, 2007, the Council accepted a FEMA Cooperative Agreement Grant (EMW-2007-CA-0154) in the amount of \$818,500 for the period of June 1, 2007 through August 31, 2008. (C.F. 07-2550). Due to various factors, as of May 12, 2008 there was a balance of \$456,896 which remained unspent. Therefore the Department requested an extension on this grant from FEMA to complete the goals of the grant.

As of April 23, 2008, FEMA extended the performance period for the Cooperative Agreement EMW-2007-CA-0154 until June 30, 2009. This extension was granted in order for CA-TF1 to resume activities in compliance with the 2007 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 \$220,500 from Department 38, Fund 100, Account 1012 (Sworn Salaries) to Department 38, Fund 335, Account 007R to support the expense and equipment purchases necessary for the programs operations. The remaining \$236,396 is salary expenses for program administration and training personnel costs. These costs will be paid directly from the Department's salary accounts and be reimbursed back into the respective salary accounts from which expenses were 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-2007-CA-0154 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 \$818,500 of which \$456,896 remains to be spent (\$220,500 for expense and equipment and \$236,396 is salary expenses for program administration and training personnel costs).

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 Response System  
US&R Task Force FY 2007 Readiness Cooperative Agreement**

**STATEMENT OF WORK**

**I. PURPOSE**

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, competent personnel in support of Emergency Support Function-9 (ESF-9) activities under the National Incident Management System (NIMS) and the National Response Plan (NRP). 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), National Special Security Events (NSSE) or other designated disasters or emergencies. 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) and the Federal Emergency Management Agency (FEMA) maintains a high level of accountability and is providing the necessary support and funding. US&R Task Force Program Managers are directed to use the funding to meet the following objectives: provide definitive administrative and program management, training, support, equipment cache preparedness, maintenance and storage.

**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 which are comprised primarily of large steel or 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 activities with 26 Federal agencies. The Federal government's response to disasters was classified into 12 Emergency Support Functions (ESF). 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 state and local sponsoring agencies in 19 states participate in the National US&R Response System by making their Task Forces available for national disaster response.

In December 2004, the National Response Plan (NRP) was published by DHS which integrates the Federal Response Plan into the NRP.

DHS/FEMA has no organic heavy rescue capability of its own and realized the best sources for US&R knowledge and skills reside at the state and local level. 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 Response and Readiness Cooperative Agreements. While the MOAs provide the basic operational "Agreement" between DHS/FEMA, the state and Sponsoring Agency, the individual Readiness Cooperative Agreement provides the mechanism for distributing Federal funds to the Sponsoring Agencies of the 28 US&R Task Forces for continued preparedness efforts.

### III. OBJECTIVES

1. Provide funding to US&R Sponsoring Agencies 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 WMD, NSSE, or other disaster or emergency environment.
3. Provide funding to equip the Task Force in accordance with the US&R Equipment Cache List as approved by the FEMA US&R Program Office and when requested, perform US&R mission assignments.
4. Provide funding for lease of space to provide office space, training facilities and/or storage of vehicles and equipment, as needed.
5. Based on available funding, continue preparedness and standby activities to respond to any mobilization request according to FEMA/US&R identified standards.

### IV. APPROVALS

Advance approval must be obtained in writing from both the US&R Program Office and the FEMA Grants Assistance Officer for the following (in accordance with Grants Management Policy and 44 CFR Part 13 and 2 CFR Part 215):

- Approval for activities or expenditures not identified in the Task Force narrative and budget, but are allowable within the scope of work for this Cooperative Agreement;
- Requests for extension of the period of performance for the Cooperative Agreement
- Requests for budget changes that result in an amendment/modification to the Cooperative Agreement

**Unauthorized expenditures may be denied and 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 and FEMA Grants Office, prior to the incurring costs for the activity.**

**V. COOPERATIVE AGREEMENT FUNDING**

**The FY 2007 Cooperative Agreements basic total for each Task Force is \$769,500. Additional funds are allocated to specific Task Forces as outlined in Appendix A and B of this document.**

The US&R Program Office recommends allocations of \$325,000 for Task Force program staffing, management and administration, \$50,000 for medical screening, \$145,000 for training, \$83,000 for travel, \$66,500 for equipment acquisition and \$100,000 for maintenance and storage. The totals are subject to adjustment based on Tasks Forces' needs, within the scope of work.

Additional funds are provided to specific Task Forces in the amount of \$30,000 each for the National Task Force Leader and Operations Group Chair, \$8,000 for each Work Group or Subcommittee Chairperson and \$8,000 for each of the three Division Task Force Leader Representatives, as identified in **Attachments B and C**).

Funds to maintain the IST medical kits are provided to specific Task Forces whose members are rostered on the primary Red, White and Blue IST Teams, in the amount of \$1,500 per medical kit.

Task Forces hosting the Task Force Leaders' Meeting and/or the US&R Conference will receive additional funding to cover travel and hotel contract expenses (see Attachment B).

The allocation of Canine Evaluation funding is provided in FY 2007 in the amount of \$25,000 to specific Task Forces as identified in **Attachment B**.

**Each Task Force can apply for up to the amount allocated to their agency as shown in Attachment A. All Sponsoring Agencies must submit supporting documentation with each application.**

***The Period of Performance for the FY 2007 Readiness Cooperative Agreement funding is sixteen (16) months and is specifically identified in your Agreement Articles. Each Task Force should submit budget plans covering only 12 months for salary expenses, lease costs and scheduled training costs within the period of performance. However, the 16 month performance period is available for internal acceptance of funds and procurement of equipment and supplies.***

**VI. DHS/FEMA/US&R PROGRAM OFFICE 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 based on input from the 44 CFR 208 and the US&R Advisory Committee.
3. Approve and implement the policy, criteria and procedure for Task Force evaluations.
4. Determine annual funding levels for preparedness activities.
5. When funding is available, purchase equipment for and deliver to 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 Grants Assistance Officer, any cost deviations from those outlined in this agreement or from other DHS/FEMA established policies.
8. Assist with the coordination of the US&R Advisory Committee, 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.

## VII. SPONSORING AGENCY RESPONSIBILITY AND REQUIREMENTS

Under this Readiness Cooperative Agreement, the Sponsoring Agency may use funding to prepare the Task Forces 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; grants management; administrative support; training coordination, instruction and support; logistics management and accountability. This shall include, but is not limited to, funding personnel salaries and expenses relating to Task Force development and management; record-keeping, inventory and maintenance of the US&R Equipment Caches; correspondence with Task Force members and parties who support Task Force activities; along with similar management and administrative tasks.
2. Purchase of office furniture and equipment specifically for administrative purposes are allowable under this Cooperative Agreement. This shall include, but is not limited to, desktop computers, printers, scanners, and copy machines, desks, book shelves, etc.
3. Recruit, train and maintain a full roster of Task Force personnel as recommended by the US&R Program Office. **The current maximum staffing level is 210 deployable personnel as based on a 70-person Task Force for a Type I level response, with up to 10% staffing overage allowable to address individual Task Force needs (e.g., attrition, IST members).**

4. Ensure National Disaster Medical System (NDMS) credentials are current for US&R medical personnel. Please refer to US&R Program Directive 2005-017, or current directive, for guidance.
5. Based on available funding, the US&R Program Office may activate Task Forces for activities associated with anticipated NSSEs. Task Forces activated under this section will be notified in advance, both 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 identified Task Forces. The US&R Program Office will provide additional information as required. This item would be funded separately from annual Cooperative Agreement funding, but could be either an amendment to this Cooperative Agreement or the Response Cooperative Agreement.
6. Based on direction from the US&R Program office and available funding, Task Forces can use funds to cover salary and travel for product research and development efforts, thereby keeping apprised of cutting edge technology for equipment used within the System. Task Forces are reviewing products for type, not brand name.
7. Ensure each Task Force is prepared for ongoing Operational Readiness Evaluations (ORE) and completes an internal self-evaluation operational readiness and preparedness survey in accordance with US&R specifications. The self-evaluation 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 self-evaluation survey on or about March 1. The completed electronic copy of the self-evaluation shall be submitted on a compact disk (CD) with a cover letter addressed to the US&R Section Chief by June 1 (or when otherwise directed by the US&R Program Office).
8. 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). This CD shall be submitted on an annual basis. The database shall be submitted with a cover letter addressed to the US&R Program Office Section Chief, by June 1<sup>st</sup>.
9. On a monthly basis, continue to assess operational, logistic, management readiness and update readiness scores in the *Disasterhelp.gov* system. <https://disasterhelp.gov>
10. When authorized by the US&R Program Office, ensure funds are properly allocated and accounted for those Task Force members who serve as Work Group Chairs, Subcommittee Chairs and Task Force Leader representatives. Cooperative Agreement regulations apply to these funds and shall not be transferred to a Participating Agency. These funds will help defray personnel salary, backfill and administrative costs associated with these positions for assigned Task Forces in accordance with **Attachments B and C**.
11. Ensure timely reporting of expenditures for preparedness activities carried out under this agreement and timely delivery of Cooperative Agreement reporting. Refer Section VIII, Reporting.



12. As funding allows, ensure personnel salaries and expenses relating to Task Force administration, development and training preparedness activities are paid in accordance with established Sponsoring and Participating Agency policies and in a timely manner, but no later than 120 days after completion of a training exercise. **Appropriate personnel records are to be kept in accordance with OMB Circulars A-102 or A-110, 44 CFR Part 13 and 2 CFR Part 215.**
13. **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 and paid staff.*** Each US&R Team Member must maintain a printed certificate of completion in their US&R personnel file for each required course. The following independent study courses are required: IS-100, IS-200, IS-700 and IS-800. State offered NRP NIMS or equivalent certificates may be substituted for those courses offered on the FEMA NIMS website provided they meet Federal NIMS standards. For further information on compliance and guidance, refer to the following website:  
<http://www.fema.gov/emergency/nims/index.shtm>.
14. Attend DHS/FEMA-sponsored or DHS/FEMA-approved US&R meetings, conferences, and training sessions, to include Task Force Leaders, approved Work Group meetings and other activities as they directly relate to the National US&R Response System as long as adequate funding is provided. The US&R Program Office meetings include Task Force Leader meetings, the 12 standing US&R Work Groups, Operations Group, Ad Hoc Work Groups and Sub-Committees, Incident Support Team (IST) training/meetings, or others as directed by the US&R Program Office. Other activities include On-Site Peer Evaluations of other 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 Program Office. On-site Peer Evaluations will be conducted by US&R System members and Program Staff who will travel to Task Force locations to perform the evaluations. The US&R Program Office is allocating certain funds as identified in Section V, (Cooperative Agreement Funding) for travel to meetings and for travel. All travel funds should be accounted for under Management and Administration and/or Training at the Task Force level.
15. With the identified Medical Screening subcategory amount of \$50,000, provide complete medical evaluations and immunizations to as many Task Force members as possible (as defined by the US&R Medical Work Group). Medical screening should be conducted on a biennial basis for each Task Force member. The medical evaluation shall become part of their personal medical record. Please refer to US&R Program Directive 2005-008, Task Force Medical Screening or a more current directive issued by the US&R Program Office for the latest policy.

## **B. TRAINING**

1. Provide US&R-related or US&R-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 (refer to US&R Program Directive 2006-021) or the US&R Program Office.

2. Conduct at least one Task Force mobilization exercise each calendar 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. A Type I or Type III Federal Task Force deployment to a major response during the period of performance would satisfy this requirement, as long as the Activation Order is filed with the Cooperative Agreement. If a Task Force is deployed, those funds originally set aside for a mobilization exercise may then be used for other US&R approved Training. This change must be addressed in their Semi-Annual Performance Report. A budget change is only required when funds are needed from another program budget category.
3. File an after-action report within 30 days of the completion of a mobilization drill/exercise or a training activity with duration of more than 36 hours. Send the report to the attention of the US&R Program Office Section Chief and written in a format where lessons learned may be shared with other task forces in the US&R Response System.
4. 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.
5. 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.
6. When authorized, ensure funds are distributed in support of Task Forces hosting a Canine Evaluation, as stated in accordance with Canine Evaluation schedules identified in **Attachment B**. When funding for the Canine evaluations exceeds actual costs, the excess allocated funds may be redirected to other US&R Program activities that support the Task Force's Canine program under Item 5. If remaining funds are used to cover costs under Item 12, include items and their cost in their Semi-Annual Performance Report submission.
7. Provide third party Grants Management Training to assigned Task Force Grant Managers and Assistants who have not previously attended training. Grant Management Training is mandatory for all US&R Grants Managers and Assistants. Grant Management Training is optional, but highly recommended, for US&R Program Managers and other key personnel assigned to US&R administrative duties. Personnel 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 Assistance Officer for written approval prior to registering or attending any classes. Personnel attending this training shall take a minimum of four (4) courses or they may complete the Certificate Program. The Grants Assistance Officer may be contacted for further information on classes offered. Examples of some Grants Management courses 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.

8. Provide Microsoft (MS) Access database and MS Excel training, as needed to US&R Logistics and Program Management personnel maintaining personnel and equipment accountability records. Task Force Managers are authorized to use readiness funding to provide "beginner", "intermediate" and "advanced" MS Access Database and MS Excel training to key task force personnel.

### C. EQUIPMENT

1. Your agency is authorized to purchase equipment as listed in the approved **DHS/FEMA Task Force Equipment Cache List, dated August 2003 or any subsequently approved DHS/FEMA US&R Equipment list**. Task Force personnel are reminded and directed not to exceed quantity caps as listed on the cache list. Task Forces must follow department procurement regulations, which are in accordance with 44 CFR Part 13 or 2 CFR Part 215 to ensure reasonable prices are obtained. In addition, consideration will be made for Task Forces who wish to purchase training equipment, administrative equipment (as stated in Section VII A.2.), and equipment maintenance items. The US&R Program Office and the Grants Office Assistance Officer must provide written approval for any other equipment not identified on approved cache lists.
2. When funding is provided, ensure that funds are made available to purchase and maintain medical response kits for the Incident Support Team Medical Unit Leaders assigned to your Task Force. Specific Task Forces identified in **Attachment B**, are provided funds in the amount of \$1,500 for maintenance of assigned IST Medical Caches. The funding for the IST Medical Cache is to provide for replacement of equipment or pharmaceuticals as recommended by the IST Medical Unit Leader. Cooperative Agreement regulations apply to these funds and shall not be transferred to a Participating Agency.
3. **All equipment must be tracked as to its origin.** Equipment that is procured with this Cooperative Agreement funding shall be identified with the source, cache list number and Cooperative Agreement number, in accordance with 44CFR, Part 13 or 2 CFR Part 215. Additionally, Federal equipment shall be properly identified as to the ownership and funding source (including Agency name and Cooperative Agreement number or Disaster/contract number). The tracking can be accomplished through 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 receipts should be cross-referenced and coded with the Cooperative Agreement number, cache list item number, Statement of Work section, or source of origin, or a system to easily and quickly identify the information.
4. **No rolling or floating transportation equipment is authorized for purchase as part of this Cooperative Agreement unless authorized by the US&R Section Chief and Grants Assistance Officer in writing. Additionally, no communications equipment**

**may be purchased under this agreement unless authorized by the US&R Program Office and the Grant Assistance Officer.**

5. **As part of the operational readiness of each Task Force, all US&R equipment shall be stored in a location(s) and maintained in an immediate state of readiness for a national US&R response.**
6. Equipment and vehicles purchased with Federal funds or provided by DHS/FEMA shall be for the 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 Sponsoring Agency from using this equipment or vehicles on a local, regional or state disaster response or under other exceptional circumstance. The US&R Section Chief shall be notified immediately in writing of any exceptional use of the two US&R Equipment Caches that diminish 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 and return to an immediate state of readiness.
7. **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.
8. Title for the original cache, vehicles, and all equipment purchased under the Cooperative Agreements reside with the Task Forces (44 CFR Part 13). Title to the new DHS (i.e., "Second Cache") purchased Equipment Cache resides with DHS/FEMA. Should the Task Forces transfer, sell, or scrap any of the equipment and/or vehicles, they are required to first ask for prior written approval and disposition instructions from the US&R Program Office and Grants Assistance Officer according to current Federal regulations (FEMA Manual 6150.1, dated July 1996, or current edition at time of disposition). Remaining funds from any approved sale of equipment or vehicles would be returned to DHS/FEMA, since FEMA furnished 100% of the funding through the Cooperative Agreements.
9. 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 requirement includes vehicles purchased with Cooperative Agreement funds and used for US&R disaster response. The US&R Program Office will supply the DHS/FEMA logos to the task forces according to the DHS vehicle logo and striping policy. However, the task forces will be required to apply the striping requirement according to specifications provided by the US&R Program Office and will use Cooperative Agreement funding to address this requirement as directed. **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, or required by local, State, and/or Federal law.**

10. For the purpose of accountability and safety, US&R Task Forces are authorized to purchase an ID System, as long as they meet the requirements outlined in US&R Program Directive 2006-019 – Accountability and Medical Information Cards.

#### D. MAINTENANCE AND STORAGE

1. Maintain an accountability of property acquired under Cooperative Agreement funding, distributed Federal property and acquired Federal Excess Property. Provide an annual report to DHS/FEMA on the status of Federal property each year, as part of the database submittal to the US&R Program Office Section Chief. Conduct an inventory of property acquired under Cooperative Agreement funding, in accordance with 44 CFR Part 13 or 2 CFR Part 215.
2. Provide manufacturer's recommended maintenance and repair to US&R equipment acquired and specifically identified on the DHS/FEMA approved US&R Equipment Cache Lists. Also, provide maintenance and repair to any supplemental 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% of the original US&R equipment cache and 100% of the new DHS/FEMA equipment cache is maintained. This agreement excludes Task Force maintenance of Communications equipment, since it requires these items to be sent off to the manufacturer. However, maintenance costs incurred from the manufacturer are to be covered by Cooperative Agreement funding.
3. Provide sufficient US&R equipment cache storage facility or facilities. This may include planning and engineering and other costs for development, maintenance, and/or lease of storage facilities and associated equipment for US&R equipment and supplies. Any costs for upgrades to existing warehouse facilities associated with this funding must be included in the annual work plan and be approved by the Program Office and the Grants 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. **This Cooperative Agreement may not be used for funding new capital construction. However costs associated with leasing, upgrading, minor renovations and modifications of existing warehouse facilities that do not change the footprint of the structure are permitted.**
4. The repair, maintenance, and storage as well as all related insurance and administrative costs of all equipment either purchased or provided by DHS/FEMA will be accomplished via Cooperative Agreement funding provided and in accordance with the cost principles (2 CFR, Part 225).

## VIII. REPORTING

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

### A. REQUIREMENTS

1. **Task Force Self-Evaluation:** as identified in Section VII, Subsections A.7 of this document is due by June 1<sup>st</sup> (or when otherwise directed by the US&R Program Office).
2. **Personnel and Equipment Database CD submittal:** as identified in Section VII, Subsections A. 8 and D. 1. 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 with a cover letter addressed to the US&R Program Office Section Chief by June 1st.
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, PSC 272A, PSC 272B, PSC 272E and PSC 272G (listing financial details) must be printed, scanned, and emailed as a .PDF document to the US&R Program Office and DHS/FEMA Grants Management Branch. This report is required every quarter, thirty (30) days after the end of each quarter, whether funds are drawn or not from the Health and Human Services (HHS) Smartlink System. The quarters are separated as follows: October through December, January through March, April through June, and July through September.
4. The **Semi-Annual Performance Report** is due to the DHS/FEMA US&R Readiness 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 electronically send the first report semi-annually by January 31st (covering the time period of July 1st through December 31st) and the second by July 31st (covering the time period of January 1st through June 30th) of each year until the Cooperative Agreement is closed. The **Performance Report** shall include your accomplishments and the total budgeted, expenditures and balance for the Cooperative Agreement funding within the following areas: Administration/Management, Training, Equipment, and Maintenance/Storage. A suggested reporting format has been distributed. All changes, whether requiring prior approval or not, shall be noted in the Performance Reports and closeout documents. The Final Performance Reports are to be emailed to the US&R Program Office and DHS/FEMA Grants Management Branch. Addresses listed in Article VIII, Section C.
5. **Monthly Operational Readiness Assessment:** Assess operational, logistical and management readiness and updates readiness scores in the Disasterhelp.gov system. <https://disasterhelp.gov>

## B. CLOSEOUT REPORTS

The scope of work approved for your grant must be completed within the prescribed 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 Assistance Officer and request an extension of the closeout period. At a minimum, your agency must submit the following closeout documents:

1. A **Final Performance Report** must be submitted to close out 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. Email an electronic copy to the Grants Assistance Officer and US&R Program Office and send a paper copy by mail to the Grants Management Branch address as listed in Article VIII, 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 are 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.** Email an electronic copy of the signed FF 20-10 to the Grants Assistance Officer and US&R Program Office and send a paper copy by mail to the Grants Management Branch address listed in Article VIII, 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 Grants Assistance Officer. The Grants Assistance Officer will process the unobligation 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 higher, in accordance with 44 CFR, Part 13 and 2 CFR, Part 215.
5. Provide an **Inventory of unused or residual supplies** purchased with Federal grant funds, which in the aggregate exceed \$5,000 or written statement that such supplies (if any) do not exceed \$5,000. If not applicable, please indicate 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, request for application, grant agreement articles, ledgers, documentation of expenditures, documentation-copies of cancelled checks, paid invoices, payrolls, T&A records, contract records, etc, including closeout documents prepared. This information must be kept for *three years after the date of the final closeout letter*.

**C. TIMELINES**

1. **Task Force Self-Evaluation:** due by June 1<sup>st</sup> (or when otherwise directed by the US&R Program Office).
2. **Personnel and Equipment Database CD:** due June 1<sup>st</sup> to US&R Program Office *only*.
3. **Quarterly Financial Report (HHS PSC report):** delivered quarterly, within 30 days after the quarter ends. (Due by January 31, April 30, July 31 and October 31)
4. **The Semi-Annual Performance Report:** due by January 31 and July 31 each year during the Period of Performance.
5. **Final Performance Report:** due to DHS/FEMA within 90 days after the Period of Performance expires.
6. **The Final Financial Status Report, FEMA Form 20-10,** due within 90 days after the Period of Performance expires.
7. **Equipment Inventory and Inventory of Unused or Residual Supplies** due within 90 days after the Period of Performance expires.
8. **Final Payment/Unexpended Funds:** due within 90 days after the Period of Performance expires.

Personnel and Equipment Database CDs and any paper copies the Task Force wishes to submit (in addition to email) should be sent via overnight carrier to the following addresses:

U.S. Department of Homeland Security  
Federal Emergency Management Agency  
Grants Management Branch  
Attn: Marilyn Grim  
500 C Street, S.W.  
Patriot Center, 2<sup>nd</sup> Floor, W65  
Washington, D.C. 20472  
(202) 646-3459 Telephone  
(202) 646- 4156 Fax  
[Marilynn.Grim@dhs.gov](mailto:Marilynn.Grim@dhs.gov)  
U.S. Department of Homeland Security  
Federal Emergency Management Agency



US&R Program Office, RS-OP-SR  
Attn: Catherine Deel  
500 C Street, SW, Room 326  
Washington, DC 20472  
(202) 646-3796 Telephone  
(202) 646-4684 Fax  
[Catherine.Deel@dhs.gov](mailto:Catherine.Deel@dhs.gov)

(Where required, documents are to be e-mailed as .PDF files and Word Documents to Marilyn Grim and simultaneously copied to Catherine Deel, at the respective email addresses above.)

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 point of contact unless requested in writing from the Regional Office. Any request for reports from the FEMA Regional Offices is approved and requests shall be made directly to the affected Task Force from the Regional US&R point of contact.

#### **IX. Time is of the Essence**

DHS/FEMA is providing an annual **Readiness Cooperative Agreement** and it is strongly recommended that the Sponsoring Agency seek expedited approval for the acceptance and management of the Cooperative Agreement. The time frame provided by DHS/FEMA must be strictly adhered to. The U.S. Congress is closely scrutinizing the timely spending of Readiness Cooperative Agreement funds and failure to meet necessary requirements and time frames may result in the loss of funding for this and future Cooperative Agreement periods.

#### **X. PROCEDURE TO COMPLETE APPROVAL OF COOPERATIVE AGREEMENT**

1. The US&R Program Office and Grants Management Branch will review the Task Force's Cooperative Agreement application. Once approved, the Grants Assistance Officer 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 deadlines. Please use the tracking number provided by your overnight carrier to ensure timely delivery.

- Attachments:**
- A** Task Force Allocations and Budget Totals document
  - B** Administration Budget
  - C** List of Work Group Chairs
  - D** Summarized Spreadsheet of Deliverables