

BOARD OF FIRE COMMISSIONERS

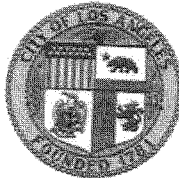
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CITY OF LOS ANGELES
CALIFORNIA



ANTONIO R. VILLARAIGOSA
MAYOR

FIRE DEPARTMENT

BRIAN L. CUMMINGS
INTERIM FIRE CHIEF

200 NORTH MAIN STREET
LOS ANGELES, CA 90012

(213) 978-3800
FAX: (213) 978-3815

<http://www.lafld.org>

August 8, 2011

US Department of Homeland Security
Federal Emergency Management Agency
Grants Management Branch
Attn: Ms. Tawana Mack
Tech World, Room 411
500 C Street, SW
Washington D.C. 20472

Dear Ms. Mack,

California Task Force 1 (CA-TF1) is pleased to be invited to make an application for the FEMA Urban Search and Rescue (US&R) Cooperative Agreement. Enclosed is the US&R application of the Los Angeles City Fire Department for the year 2011 Department of Homeland Security/FEMA, Urban Search & Rescue Cooperative Agreement for a total of \$1,085,078.

We are including an original application package and one copy of each:

1. Application for Federal Assistance, SF 424
2. Budget Information-Non Construction Programs FEMA form SF 424A
3. Budget Narrative
4. Summary sheet for Assurances and Certifications, SF 424B
5. Latest Single Audit Report
6. Position Descriptions of staff paid for by the Cooperative Agreement

If you have any questions, please feel free to contact our office at (818) 756-9678.

Very truly yours,

Jack Wise, Battalion Chief
Disaster Preparedness Section

US&R APPLICATION TABLE OF CONTENTS

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PAPERWORK BURDEN DISCLOSURE NOTICE
FEMA Form 089-10

Public reporting burden for this data collection is estimated to average 4 hours 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, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (1660-0073) **NOTE: Do not send your completed form to this address.**

US&R APPLICATION CHECKLIST

Due By:

8-Aug-11

Done	Item	Notes
	Cover Letter	
	Preparer & Contact Information	
	SF 424 (Application)	
	SF 424 A (Budget Form)	
	Assurances & Certifications	
	SF 424 B	
	SF LLL (If Lobbying)	
	Budget Narrative (Four Program Category Spreadsheets)	
	Latest Single Audit Information Attached (if current audit is in progress, please provide estimated date of completion in "Notes" column)	
	Single Audit Corrective Action Plan (If findings)	
	Request for authorization of pre-award costs	
	(If training or meetings prior to start of Cooperative Agreement)	
	Indirect Cost Rate Agreement approved by cognizant government agency	
	(If charging indirect costs)	
	Rolling/Floating transportation specifications (if applicable)	
	Position Descriptions (Attach or fill in Appendix 1 - Tab 14)	
	Form for additional Budget Clarification Information (Attach or fill in Appendix 2 - Tab 15)	

SAMPLE COVER LETTER FOR COPERATIVE AGREEMENT APPLICATION

8-Aug-11

US Department of Homeland Security
Federal Emergency Management Agency
Grants Management Branch
Attn: Ms. Tawana Mack
Tech World, Room 411
500 C Street, SW
Washington, DC 20472

Dear Ms. Mack:

Enclosed is the US&R application of the City of Los Angeles Fire Department, CA-TF1 for the year 2011 Department of Homeland Security/FEMA, Urban Search & Rescue Cooperative Agreement for a total of \$1,085,078.00.

The following items are enclosed:

- | | |
|--|--|
| | 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 LLL |
| | 5. Budget Narrative |
| | 6. Single Audit Report for 2011 |
| | 7. Indirect Cost Rate Authorization |
| | 8. Specifications for all rolling and/or floating transportation |
| | 9. Position Descriptions for all Staff paid by the Cooperative Agreement |

Please call Mary Reuschel at (818) 756-9677 or email at mary.reuschel@lacity.org or Jack Wise (818) 756-9678 or email at jack.wise@lacity.org for any other information that you may need.

Sincerely,

Jack Wise
Battalion Chief
Los Angeles Fire Department

NOTE: THIS INFORMATION WILL POPULATE OTHER FORMS (i.e., SF FORM 424)
PREPARER INFORMATION

Preparer	
Prefix	
First Name	Mary
Middle Name	Elizabeth
Last Name	Reuschel
Title	Grants Manager
Agency/Organization	Los Angeles Fire Department
Address 1	5021 N. Sepulveda Blvd.
Address 2	
City	Sherman Oaks
State	California
Zip	91403
Phone	(818) 756-9677
Fax	(818) 756-9681
E-mail	mary.reuschel@lacity.org

CONTACT INFORMATION

Point of Contact	
Prefix	
First Name	Mary
Middle Name	Elizabeth
Last Name	Reuschel
Title	Grants Manager
Agency/Organization	Los Angeles Fire Department
Address 1	5021 N. Sepulveda Blvd.
Address 2	
City	Sherman Oaks
State	California
Zip	91403
Phone	(818) 756-9677
Fax	(818) 756-9681
E-mail	mary.reuschel@lacity.org

APPLICANT INFORMATION

Applicant	
Task Force	CA-TF1
Organization Name	Los Angeles Fire Department
Employer Identification Number	95-6000735
DUNS Number	69928349
Address 1	5021 N. Sepulveda Blvd.
Address 2	
City	Sherman Oaks
County	Los Angeles
State	California
Zip	91403
Country	USA
Submission Date	8/8/2011
Type of Applicant	Municipal
Congressional District Applicant	
Congressional District Project	
Authorized Representative First Name	Jack
Authorized Representative Middle Name	H.
Authorized Representative Last Name	Wise

Authorized Representative Title	Battalion Chief
Authorized Representative Phone Number	(818) 756-9678
Applicant Identifier (if applicable)	
State Applicant Identifier (if applicable)	
Organizational Unit:	
Department:	Los Angeles Fire Department
Division:	Bureau of emergency Services
Made available for EO 12372 (Answer Y or N)	N
Date Reviewed If applicable)	
"Y" for not covered "N" for not selected	Y

APPLICATION FOR FEDERAL ASSISTANCE

Version 7/03

2. DATE SUBMITTED August 8, 2011	Applicant Identifier 0
3. DATE RECEIVED BY STATE	State Application Identifier 0
4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

1. TYPE OF SUBMISSION:	
<input type="checkbox"/> Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction	<input type="checkbox"/> Pre-application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction

5. APPLICANT INFORMATION

Legal Name: Los Angeles Fire Department	Organizational Unit: 0
Organizational DUNS: 69928349	Department: Los Angeles Fire Department
Address: 5021 N. Sepulveda Blvd.	Division: Bureau of emergency Services
Street: 0	Name and telephone number of person to be contacted on matters involving this application (give area code)
City: Sherman Oaks	Prefix: 0 First Name: Mary
County: Los Angeles	Middle Name: Elizabeth
State: California	Last Name: Reuschel
Country: USA	Suffix:
	Email: mary.reuschel@lacity.org
	Phone Number: (818) 756-9677 Fax Number: (818) 756-9681

6. EMPLOYER IDENTIFICATION NUMBER (EIN):

95-6000735

8. TYPE OF APPLICATION:

☒ New ☐ Continuation ☐ Revision

If Revision, enter appropriate letter(s) in box(es)
See back of Form for description of letters

Other (Specify):

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:

TITLE: **Urban Search & Rescue Response System**

9 7 0 2 5

12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):

Statewide

13. PROPOSED PROJECT: Coordinate Statewide Emergency Management Program

Start Date: **August 1, 2011** Ending Date: **1/31/2013**

15. ESTIMATED FUNDING:

a. Federal	\$	1,085,078 .00
b. Applicant		.00
c. State	\$.00
d. Local		.00
e. Other		.00
f. Program Income	\$.00
g. TOTAL	\$	1,085,078 .00

7. TYPE OF APPLICANT: (See back of Form for Application Types)

Municipal

9. NAME OF FEDERAL AGENCY:

**U.S. Department of Homeland Security /
Federal Emergency Management Agency (FEMA)**

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

Urban Search & Rescue Response System

14. CONGRESSIONAL DISTRICTS OF:

a. Applicant **0** b. Project: **0**

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. YES ☐ THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:

DATE: _____

b. NO. ☒ PROGRAM IS NOT COVERED BY E.O. 12372 OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ Yes If "Yes," attach an explanation ☒ No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Authorized Representative:

Prefix:	First Name: Jack	Middle Name: H.
Last Name: Wise	Suffix:	
b. Title: Battalion Chief	c. Telephone Number: (818) 756-9678	
d. Signature of Authorized Representative:	e. Date Signed:	

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Standard Form 424 (Rev.09-2003)
Prescribed by OMB Circular A-102

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - 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 Grant	97.025	0.00	0.00	1,085,078.00		1,085,078.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$0.00	\$0.00	\$1,085,078.00	\$0.00	\$1,085,078.00
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					
	(1) Admin. & Mgmt.	(2) Training	(3) Equipment	(4) Storage & Maint.	Total (5)	
a. Personnel	\$324,751.00	\$265,000.00	\$0.00	\$0.00	\$589,751.00	
b. Fringe Benefits	59,136.00	0.00	0.00	0.00	59,136.00	
c. Travel	84,150.00	0.00	0.00	0.00	84,150.00	
d. Equipment	0.00	0.00	176,481.00	0.00	176,481.00	
e. Supplies	10,000.00	0.00	0.00	0.00	10,000.00	
f. Contractual	55,000.00	0.00	30,560.00	0.00	85,560.00	
g. Construction	N/A	N/A	N/A	N/A	N/A	
h. Other	0.00	0.00	0.00	80,000.00	80,000.00	
i. Total Direct Charges (sum of 6a-6h)	533,037.00	265,000.00	207,041.00	80,000.00	1,085,078.00	
j. Indirect Charges	0.00	0.00	0.00	0.00	0.00	
k. TOTALS (sum of 6i and 6j)	\$533,037.00	\$265,000.00	\$207,041.00	\$80,000.00	\$1,085,078.00	
7. Program Income	\$	\$	\$	\$	\$	

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Standard Form 424A (Rev. 7-97)
Prescribed by OMB Circular A-102

SECTION C - 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	
SECTION D - 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
SECTION E - 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	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:					
22. Indirect Charges:					
23. Remarks:					

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FORM LINKS

Print and fill out the forms contained in these links. Once completed, please be sure to scan and email with rest of the application packet. Send original to Program and Grants offices.

SF424B - Assurances

<http://www.grants.gov/techlib/SF424B-V1.1.pdf>

SF LLL - Disclosure of Lobby Activities

<http://www.whitehouse.gov/omb/grants/sflll.pdf>

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 **FY2011 US&R Grant Guidance** 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 2011 US&R Grant Guidance** throughout the duration of this agreement.

While portions of the FY2011 US&R Grant Guidance are included in the budget narrative, we acknowledge compliance with the FY2011 US&R Grant Guidance in its entirety.

Task Force General Comments				
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\$533,037

Notes for Personnel Salaries and Fringe Benefits Section

Provide the staff's salary, benefits, and also note any cost of living increases (percentage and amount) below that will be paid under the 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 \$45.00 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.

Staff Position

Personnel Salaries

The area below is for

personnel salaries are based on Memorandum of Understanding (MOU) which are Union Agreements. The Union Agreements will be attached to the budget package submitted. The Training and Logistics Managers (both civil service classification Captain I) are covered by MOU 23 and the Grants Manager will service classification Management Analyst II) is covered by MOA 1. The salary costs stated are provided by the Fire Department's Budget Section.

positions. If the position is part-time list the hours, and hourly rate. Also there is a separate area

- | | |
|--|--|
| <p>personnel salaries are based on Memorandum of Understanding (MOU) which are Union Agreements. The Union Agreements will be attached to the budget package submitted. The Training and Logistics Managers (both civil service classification Captain I) are covered by MOU 23 and the Grants Manager w/ service classification Management Analyst II) is covered by MOA 1. The salary costs stated are provided by the Fire Department's Budget Section.</p> | <p>Union Agreements</p> <p><input checked="" type="checkbox"/> City/County/Organization Negotiated Agreements</p> <p><input type="checkbox"/> Historical Data</p> <p><input type="checkbox"/> Bids/Quotes</p> <p><input type="checkbox"/> Costs are in Comparison w/ other TFs for Similar Tasks or Items</p> <p><input type="checkbox"/> Other (List here):</p> |
| <p>This narrative box has character limitations. For additional clarification use tab 15</p> | |

The area below is

The fringe benefits are provided by the Fire Department's Budget Section. The fringe benefits (pension and medicare costs) for the sworn members is 18.68% and for civilian members is 16.86%.

Items (e.g., health, dental, workers' comp) that are included.

- | | |
|---|--|
| <p>Fringe benefits are provided by the Fire Department's Budget Section. The fringe benefits (pension and medicare costs) for the sworn members is 18.68% and for civilian members is 16.86%.</p> | <p><input type="checkbox"/> Union Agreements</p> <p><input checked="" type="checkbox"/> City/County/Organization Negotiated Agreements</p> <p><input type="checkbox"/> Historical Data</p> <p><input type="checkbox"/> Bids/Quotes</p> <p><input type="checkbox"/> Costs are in Comparison w/ other TIFs for Similar Tasks or Items</p> <p><input type="checkbox"/> Other (List here):</p> |
| <p>narrative box has character limitations. For additional clarification use tab 15</p> | |

Notes for Travel Section

Travel

Travel
Briefly describe breakdown of travel Cost Per Person. Provide examples of "other authorized travel" if selected above.

The \$84,150 estimated for travel costs are based on historical averages. The training courses and meetings are based on the 2011 FEMA US&R activity calendar. These courses range from 3 to exceeding days and locations may vary across the country, therefore costs may vary per person from course to course. The cost per person covers an estimated \$500 for air travel, lodging at approximately \$160 per night, and \$60 a day for meals. Depending on the length of course and location the amount may differ, including the per diem may be reduced to \$45 on travel days depending what time the traveler leaves from the destination. Also if we are able to commute via agency vehicle to a training local due to close proximity we will. The \$2,000 per person for the Grants Management training takes into account tuition. An allotment of \$8,000 is provided for Ernie Ojeda's position as the training group chair, part of this support is allocated to his travel to the Operations, Task Force Leaders, and Work Group Meetings. This amounts to approximately \$3,800.

This narrative box has character limitations. For additional clarification use tab 15

- ☐ *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):*

Notes for Equipment Section

Equipment

These are the items our Task Force anticipates requiring for the FY2011 Cooperative Agreement for the equipment object class under the Administration/Management 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, with the reason for the change noted 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.

Equipment
Describe any additional supporting information for equipment costs below.

This narrative box has character limitations. For additional clarification, use tab 15.

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

Notes for Supplies Section

Supplies

Item	Cache #	Unit Cost	No. of Units	Total cost
Various		\$10,000	1	\$10,000
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
Total				\$10,000

Describe any additional supporting information for supply costs below.

There are various supplies that will be needed such as paper products, binders, ink cartridges for printers, and various other office supplies that may be needed throughout the performance period. An allotment of \$8,000 is provided for Ernie Ojeda's position as the training group chair, part of this support allocated to his travel as well as his training responsibilities. It is anticipated that approximately \$750 in supplies will be to support his efforts.

This narrative box has character limitations. For additional clarification, use tab 15.

- ☐ *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):*

Notes for Contractual Section

Contractual

Contractual

This narrative box has character limitations. For additional clarification, use tab 15.

- ☐ *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):*

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 Grant Guidance.

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

Other Describe any additional supporting information for other costs below.	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 15.	

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, 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
				\$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. <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 15.	

Task Force General Comments

This Program Category covers the costs for the training portion of the Readiness Cooperative Agreement for CA-TF-1. 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 18 month period of performance. CA-TF-1 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	
----------------------------	--

\$265,000

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 hours and average salary rate. If specific dates are unknown, provide estimated time frame (e.g., 1 day per week/monthly, 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

Staff Position	Training Event Description	Full/Part Time	Overtime Hours	Date Salary Charged	Fringe Benefits (If Applicable)	Salary	Total
Various		Part-Time	5,000.00			\$265,000	\$265,000
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
Totals						\$0	\$265,000

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.

The training personnel dollar per hour is \$53, this rate is an average overtime rate the Department uses and was given by the Budget Section. There are various classifications of personnel such as firefighter, apparatus operators, fire engineers, battalion chiefs, and other personnel classifications that would attend training. These training hours will cover ongoing classes such as GPS Awareness, CISM, WMD, Structural Collapse, among others to ensure compliance with the NFPA 1670. The remaining hours will cover other personnel training hours in connection with the approved travel based on the FEMA calendar of events as well as cache maintenance training. Also, it is noted that these various personnel are "full-time," what is meant by this is that all personnel with the Los Angeles Fire Department are full time employees. An allotment of \$8,000 is provided for Ernie Ojeda's position as the training group chair, part of this support is allocated to training of this amount's \$2,850 in training hours

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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):

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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 12 standing US&R Work Groups, Operations Group, Ad Hoc Work Groups and Sub-Groups, Incident Support Team (IST) training/meetings, workshops, or others as directed by the US&R Program Office as they relate to the National US&R Response System. Other activities include on-site peer Operational Readiness Evaluation (ORE) 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. Based on approval by the US&R Program Office 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 guidance. 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 for the change.

Travel Briefly describe breakdown of travel Cost Per Person. Provide examples of "other authorized travel" if selected above.	Cost Basis: Please mark appropriate box(es) below.
	<div> <input type="checkbox"/> <i>Union Agreements</i> </div> <div> <input type="checkbox"/> <i>City/County/Organization Negotiated Agreements</i> </div> <div> <input type="checkbox"/> <i>Historical Data</i> </div> <div> <input type="checkbox"/> <i>Bids/Quotes</i> </div> <div> <input type="checkbox"/> <i>Costs are In Comparison w/ other TFS for Similar Tasks or Items</i> </div> <div> <input type="checkbox"/> <i>Other</i> (List here): </div>
This narrative box has character limitations. For additional clarification use tab 15	

Notes for Equipment Section

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 the FY2011 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	Cost Basis: Please mark appropriate box(es) below.
Describe any additional supporting information for equipment costs below.	<input type="checkbox"/> <i>Union Agreements</i> <input type="checkbox"/> <i>City/County/Organization Negotiated Agreements</i> <input type="checkbox"/> <i>Historical Data</i> <input type="checkbox"/> <i>Bids/Quotes</i> <input type="checkbox"/> <i>Costs are In Comparison w/ other TFs for Similar Tasks or Items</i> <input type="checkbox"/> <i>Other</i> (<i>List here</i>):
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Notes for Supplies Section

Supplies

[illegible]

Describe any additional supporting information for supply costs below.

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- ☐ *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):

Notes for Contractual Section

Contractual

Total

Describe any additional supporting information for contractual costs below.

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

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Other**Notes for Other Section**

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

Other (If Applicable)

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

Other	Cost Basis: Please mark appropriate box(es) below.
Describe any additional supporting information for other costs 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
This narrative box has character limitations. For additional clarification use tab 15	<input type="checkbox"/> Other (List here):

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):

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EQUIPMENT

Task Force General Comments

This Program Category covers the costs for the equipment portion of the Readiness Cooperative Agreement for CA-TF-1. The period of performance covers a 18 month period to accomplish the work in this area. CA-TF-1 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

\$207,041

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

Staff Position	Full/Part Time	Overtime Hours	Date Salary Charged	Fringe Benefits (If Applicable)	Salary	Totals
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
Totals					\$0	\$0

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):

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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 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):

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Notes for Travel Section

Travel (If Applicable)

<p>Travel</p> <p>Briefly describe breakdown of travel Cost Per Person. Provide examples of "other authorized travel" if selected above.</p>	<p>Cost Basis: Please mark appropriate box(es) below.</p> <p><input type="checkbox"/> Union Agreements</p> <p><input type="checkbox"/> City/County/Organization Negotiated Agreements</p> <p><input type="checkbox"/> Historical Data</p> <p><input type="checkbox"/> Bids/Quotes</p> <p><input type="checkbox"/> Costs are in Comparison w/ other TFs for Similar Tasks or Items</p> <p><input type="checkbox"/> Other (List here):</p>
<p>This narrative box has character limitations. For additional clarification use tab 15</p>	

Notes for Equipment Section

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 Program Office/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 the FY2010 Cooperative Agreement for the equipment object class under the Equipment 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 and budget information to be submitted to the Program Office/Grants Assistance Officer for prior approval.

Total	\$176,481
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