

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

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

**I. PARTIES**

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

**II. AUTHORITY**

This Agreement is authorized under the Homeland Security Act as amended (6 U.S.C. §§ 101 et seq.); the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S.C. §§ 5121-5206); and the National Urban Search & Rescue Response System Interim Final Rule, 70 Fed. Reg. 9182 (Feb. 24, 2005), codified at 44 CFR Part 208. (Upon the effective date of a Final Rule, the Final Rule will supersede the cited Interim Final Rule and its provisions shall prevail over any contrary provisions of the Interim Final Rule.)

**III. PURPOSE**

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

**IV. DEFINITIONS**

A. DHS means the Department of Homeland Security.

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

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

Regulations means the National Urban Search & Rescue Response System regulations published at 44 CFR Part 208.

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

Stafford Act means the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S.C. §§ 5121-5206).

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

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

- B. The following terms, as used in this Memorandum of Agreement, have the meaning set forth in the Stafford Act at 42 U.S.C. § 5122:

Major Disaster

Emergency

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

Activated or Activation

Advising or Advisory

Affiliated Personnel

Alert

Demobilization Order

Participating Agency

Preparedness Cooperative Agreement

Sponsoring Agency

System or National Urban Search & Rescue Response System

System Member

Task Force

US&R or Urban Search and Rescue

## V. RESPONSIBILITIES

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

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

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

1. Maintaining 24-hour per day capability to receive a request for Alert or Activation of System Resources and to accept or decline the request within one hour; and
2. Using Task Forces resident within the State as State assets before requesting additional Task Forces from FEMA in anticipation of, or in response to, a disaster or emergency within the State for which the State or its local governments have primary responsibility, unless the resources have been otherwise committed.

- C. The Sponsoring Agency is responsible for organizing and administering the Task Force, and this responsibility includes the following:
1. Recruiting and training the Task Force, according to the Regulations, standards, policies, procedures, directives, and overall concept of operations for the System promulgated by FEMA;
  2. Designating a Task Force Program Manager, as well as other such persons as required by the Regulations, standards, policies, procedures, directives, and overall concept of operations for the System;
  3. Executing a Preparedness Cooperative Agreement and a Response Cooperative Agreement with FEMA, in accordance with the Regulations, standards, policies, procedures, directives, and overall concept of operations for the System;
  4. Providing administrative, financial, and personnel management for the Task Force, to include providing FEMA with all documentation required to appoint System Members into Federal service;
  5. Maintaining such agreements with Participating Agencies and Affiliated Personnel as are required under the Regulations, standards, policies, directives, procedures, and overall concept of operations for the System. Agreements with Participating Agencies and Affiliated Personnel for System activities must be consistent with the Regulations, standards, policies, procedures, directives, and overall concept of operations for the System, and this Memorandum of Agreement. All agreements with Participating Agencies must include an express authorization for the Sponsoring Agency to commit an employee of the Participating Agency to Federal service. All agreements with Affiliated Personnel must include an express authorization for the Sponsoring Agency to commit the individual to Federal service;
  6. Registering and qualifying all Task Force medical personnel, as required under the Regulations, standards, policies, procedures, directives, and overall concept of operations for the System;
  7. Requesting FEMA sanction for training and exercises, in accordance with the Regulations, standards, policies, procedures, directives, and overall concept of operations for the System;
  8. Notifying FEMA when there is a change in the operational status of the Task Force;
  9. Maintaining 24-hour per day capability to receive a request for Alert or Activation of System Resources and to accept or decline the request within one hour;

10. Acquiring, maintaining, and accounting for equipment, in accordance with the Regulations, standards, policies, procedures, directives, and overall concept of operations for the System;
11. Complying with financial, administrative, acquisition, reimbursement, and reporting requirements set forth in the Regulations, standards, policies, procedures, directives, and overall concept of operations for the System;
12. To the extent that the Sponsoring Agency chooses to provide System Members for System management teams and technical functions, or for any FEMA advisory and consultative entities, complying with financial, administrative, acquisition, reimbursement, and reporting requirements set forth in the Regulations, standards, policies, procedures, directives, and overall concept of operations for the System with respect to these System Members;
13. Keeping all records relating to the Task Force, in accordance with the Regulations, standards, policies, procedures, directives, and overall concept of operations for the System;
14. Submitting to FEMA a copy of any agreements it maintains with any Participating Agency and Affiliated Personnel; and
15. Processing state and local employee benefit claims for which a System Member may be eligible.

## **VI. POINTS OF CONTACT**

### **A. DHS/FEMA:**

Branch Chief, Urban Search & Rescue Branch  
Federal Emergency Management Agency  
U.S. Department of Homeland Security  
500 C Street, SW  
Washington, DC 20472  
(202) 212-2279

### **B. Sponsoring Agency:**

Brian L. Cummings  
Chief, Los Angeles Fire Dept.  
200 N Main Street, Room 1800  
Los Angeles, CA 90012  
213-978-3800

C. State Agency:

Fire Chief, California Governors Office of Emergency Services  
Fire Rescue Branch  
3650 Shriever Avenue  
Mather, CA 95655-4203

**VII. OTHER PROVISIONS**

A. Financial Arrangements

1. FEMA shall provide the Sponsoring Agency with funding for preparedness activities pursuant to a Preparedness Cooperative Agreement, in accordance with the Regulations.
2. FEMA shall reimburse the Sponsoring Agency for costs incurred in System response activities pursuant to a Response Cooperative Agreement, in accordance with the Regulations.
3. All financial commitments are subject to the availability of funds. Nothing in this Agreement obligates funds of the respective parties.

B. Title to Equipment

1. Title to equipment purchased and maintained by the Sponsoring Agency with funds provided under a cooperative agreement prior to February 24, 2005 vests in the Sponsoring Agency in accordance with 44 CFR § 13.32(a).
2. Title to equipment purchased and maintained by the Sponsoring Agency with funds provided under a Preparedness Cooperative Agreement vests in the Sponsoring Agency in accordance with 44 CFR § 13.32(a).
3. Title to equipment purchased by DHS, and distributed to and maintained by the Sponsoring Agency, remains vested in DHS in accordance with 44 CFR § 13.32(f), unless transferred to the Sponsoring Agency under applicable Federal regulations.

C. Use of Sponsoring Agency Resources

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

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

2. Appointment into Federal Service

- a. FEMA will appoint System Members into Federal service pursuant to section 208.11 of the Regulations, as follows:
  - (1) When instructing or participating in FEMA-Sanctioned Training and Exercises;
  - (2) When instructing or participating in FEMA-Sponsored Training and Exercises;
  - (3) When undertaking specific duties required by FEMA during an Alert to prepare for Activation; and
  - (4) When Activated.
- b. At all such times when System Members are appointed into Federal service, those System Members will be under FEMA's overall direction and control.
- c. A System Member's appointment into Federal service is concurrent with a System Member's employment with the Sponsoring Agency or other entity.

D. Coverage under Federal statutes; FEMA's intent

- 1. Pursuant to section 208.11 of the Regulations, it is FEMA's intent that on the basis of subsections C.1. and 2., above, System Members appointed into Federal service are Federal employees during the activities described in subsection C.2.a., above, for the purposes of the following acts:
  - a. The Federal Employees Compensation Act.
  - b. The Federal Tort Claims Act.
- 2. It is FEMA's intent that System Members appointed into Federal service are Public Safety Officers during the activities described in subsection C.2.a., above, as defined in the Public Safety Officers Benefit Act, 42 U.S.C. § 3796b.
- 3. No individual may participate in the Task Force who is not an employee of the Sponsoring Agency, an employee of a Participating Agency, or an Affiliated Personnel.
- 4. Nothing contained within this Agreement is intended to diminish a System Member's non-Federal employment rights, relationships, or entitlements to non-Federal pension or welfare benefits.



- E. FEMA, the State, and the Sponsoring Agency will not discriminate against any System Member or applicant for a position as a System Member on the grounds of race, color, religion, sex, age, national origin, or economic status in fulfilling any and all obligations under this Memorandum of Agreement.
- F. Use of Federal facilities, supplies and services will be in compliance with regulations prohibiting duplication of benefits and guaranteeing nondiscrimination. Distribution of supplies, processing of applications, provision of technical assistance and other relief and assistance activities shall be accomplished in an equitable and impartial manner, without discrimination on the grounds of race, color, religion, sex, age, national origin, or economic status.

#### **VIII. EFFECTIVE DATE**

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

#### **IX. MODIFICATION, AMENDMENT, AND TERMINATION**

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

**X. EXECUTION**

Robert J. Fenton  
Robert J. Fenton  
Assistant Administrator for Response  
Federal Emergency Management Agency

Date: 3/9/12

Brian L. Cummings  
Brian L. Cummings  
Fire Chief  
Los Angeles Fire Department

Date: 6-25-2012

Nancy Wood  
Regional Administrator

Date: 9/25/12

Carmen A. Trutanich Deputy City Attorney  
Carmen A. Trutanich  
City Attorney  
City of Los Angeles

Date: 8/8/12

Mark S. ...  
Director  
State Emergency Management Agency

Date: 5/8/13

Attest: June Lagmay, City Clerk

(see above right)  
Chief Executive or Designee  
Sponsoring Agency

Date: \_\_\_\_\_

By [Signature]  
Deputy  
7/2/13  
C-122495





August 5, 2013

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 Los Angeles Fire Department for the year 2013 Department of Homeland Security/FEMA, Urban Search & Rescue Cooperative Agreement for a total of \$1,251,154.

**The following items have been completed electronically within ND Grants:**

- 1. Application for Federal Assistance, SF 424
- 2. Budget Information-Non Construction Programs FEMA form SF 424A
- 3. Summary sheet for Assurances and Certifications, SF 424 B
- 4. SF GG/SF LLL - Lobbying Activities

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

- 5. Preparer & Contact Information Sheet
- 6. Budget Narrative (Budget Summary Sheet, four cost categories and Budget Totals)
- 7. Position Descriptions for all Staff paid by the Cooperative Agreement

**The following are submitted as additional attachments:**

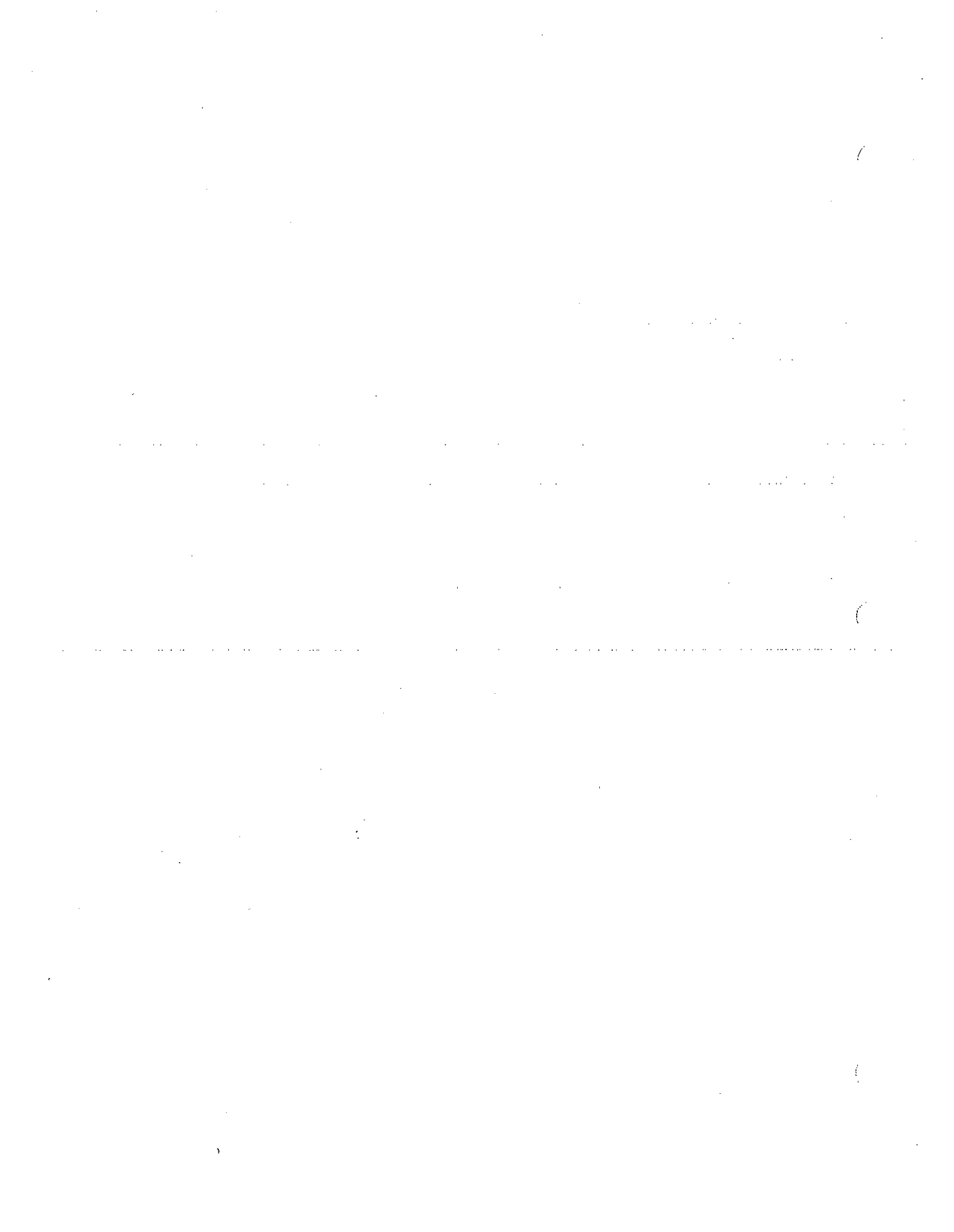
- 8. Single Audit Report for 2013
- 9. Indirect Cost Rate Agreement
- 10. Specifications for all rolling transportation
- 11. Pre-Award Cost Request and Approval

Please call Mary Reuschel at (818) 756-9677 or email at [mary.reuschel@lacity.org](mailto:mary.reuschel@lacity.org) or Mark Akahoshi (818) 756-9678 or email at [mark.akahoshi@lacity.org](mailto:mark.akahoshi@lacity.org) for any other information that you may need.

Sincerely



Brian L. Cummings  
Fire Chief  
Los Angeles Fire Department



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

OMB 1660-0073  
Expires November 30, 2015

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this data collection is estimated to average 4 per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to the collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 1800 South Bell Street, Arlington, VA 20598-3005, Paperwork Reduction Project (1660-0073) NOTE: Do not send your completed form to this address.

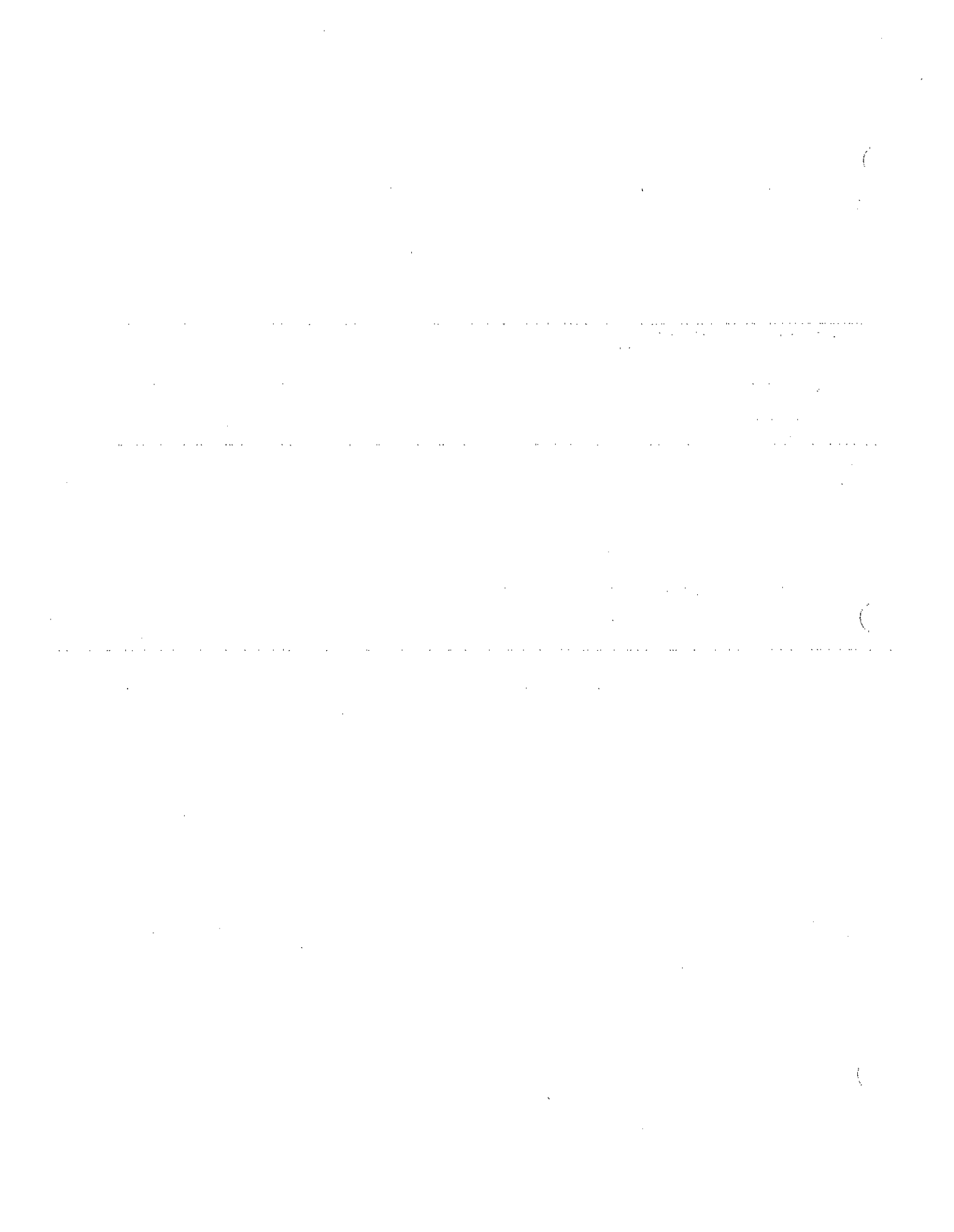
**Purpose**

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

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

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

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



*Urban Search & Rescue (US&R) Readiness Cooperative Agreement*  
Task Force Narrative Workbook  
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## 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	CA
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 (Management Analyst II)
Agency/Organization	Los Angeles Fire Department
Address 1	5021 N Sepulveda Blvd
Address 2	
City	Sherman Oaks
State	CA
Zip	91403
Phone	818-756-9677
Fax	818-756-9681
E-mail	mary.reuschel@lacity.org

## APPLICANT INFORMATION

Applicant	
Task Force	CA-TF1
Organization Name	Los Angeles Fire Department
Employer Identification Number	95-6000735
DUNS Number	172405821
Address 1	5021 N Sepulveda Blvd
Address 2	
City	Sherman Oaks
County	Los Angeles
State	California
Zip	91403
Country	USA
Submission Date	7/17/2013
Type of Applicant	Municipal
Congressional District Applicant	various
Congressional District Project	various
Authorized Representative First Name	Mary
Authorized Representative Middle Name	Elizabeth
Authorized Representative Last Name	Reuschel

Authorized Representative Title	Management Analyst II
Authorized Representative Phone Number	818-756-9677
Applicant Identifier (if applicable)	
State Applicant Identifier (if applicable)	
Organizational Unit:	
Department:	Los Angeles Fire Department
Division:	Emergency Services Bureau
Made available for EO 12372 (Answer Y or N)	N
Date Reviewed If applicable	
"Y" for not covered "N" for not selected	Y

**COOPERATIVE AGREEMENT BUDGET SUMMARY**

BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. US&R Readiness Cooperative Agreement	97.025	0.00	0.00	1,251,154.00	\$	1,251,154.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$0.00	\$0.00	\$1,251,154.00	\$0.00	\$1,251,154.00
BUDGET CATEGORIES						
GRANT PROGRAM, FUNCTION OR ACTIVITY						
Object Class Categories		(1) Admin. & Mgmt.	(2) Training	(3) Equipment	(4) Storage & Maint.	Total (5)
a. Personnel		\$341,515.00	\$484,000.00	\$0.00	\$0.00	\$825,515.00
b. Fringe Benefits		73,499.00	0.00	0.00	0.00	73,499.00
c. Travel		80,000.00	0.00	0.00	0.00	80,000.00
d. Equipment		0.00	0.00	230,550.00	0.00	230,550.00
e. Supplies		12,250.00	0.00	0.00	0.00	12,250.00
f. Contractual		0.00	0.00	29,340.00	0.00	29,340.00
g. Construction		N/A	N/A	N/A	N/A	N/A
h. Other		0.00	0.00	0.00	0.00	0.00
i. Total Direct Charges (sum of 6a-6h)		507,264.00	484,000.00	259,890.00	0.00	1,251,154.00
j. Indirect Charges		0.00	0.00	0.00	0.00	0.00
k. TOTALS (sum of 6i and 6j)		\$507,264.00	\$484,000.00	\$259,890.00	\$0.00	\$1,251,154.00
7. Program Income		\$	\$	\$	\$	\$

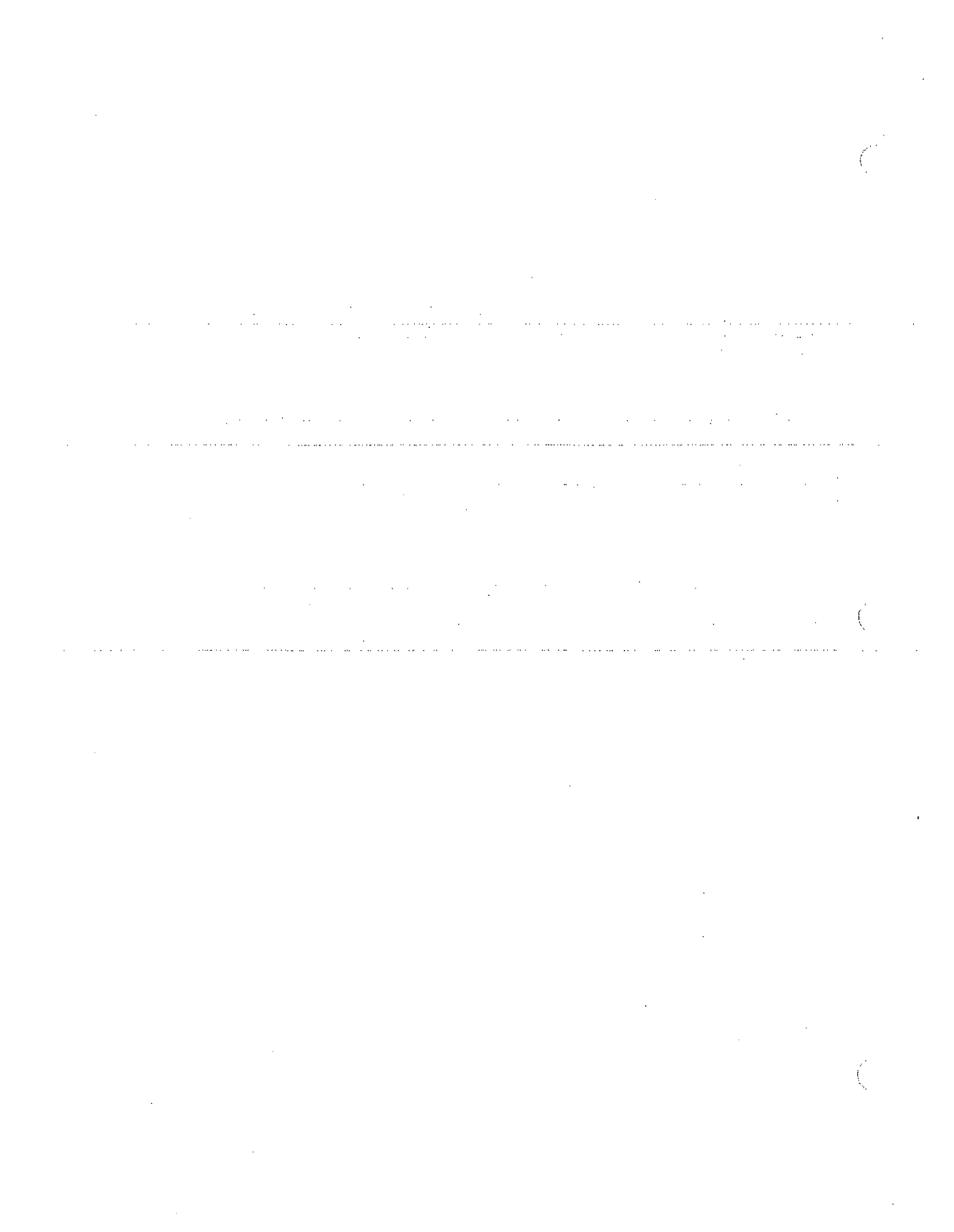
NON-FEDERAL RESOURCES									
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS					
8.	\$	\$	\$	\$0.00					
9.				0.00					
10.				0.00					
11.				0.00					
12. TOTAL (sum of lines 8-11)	\$0.00	\$0.00	\$0.00	\$0.00					
FORECASTED CASH NEEDS									
	Total for 1st Year	1st Quarter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

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

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

Our Task Force agrees to manage the continued development and maintenance of this National US&R Response System resource. We will be prepared to provide qualified, competent US&R personnel in support of ESF-9 activities under the National Response Framework. Specifically, the **FY2013 US&R Funding Opportunity Announcement** 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 2013 US&R Funding Opportunity Announcement** throughout the duration of this agreement.

While portions of the **FY2012 US&R Funding Opportunity Announcement** are included in the budget narrative, we acknowledge compliance with the **FY2013 Funding Opportunity Announcement** in its entirety.





**Travel**

**Notes for Travel Section:**  
 Attend DHS/FEMA-sponsored or DHS/FEMA-approved US&R meetings, conferences, and training sessions, to include Task Force Leader meetings, the L2 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 of by trip costs, and a detail of the costs should be listed in the comments sections, that will show how you arrived at the trip total. The costs listed below are estimates due to travel locations that are unknown at the time of application. It is at this time when costs are generally based on historical data. There are drop down menus for some of the meetings and you can add others that are in line with the statement of work. The drop down menu in the section below includes all events, allowing you the flexibility to account for your travel costs to this section Admin/Management Program Category or the Training Program Category. The Task Force is authorized to reallocate funds between Admin/Management travel and Training travel without requesting a budget change authorization. However, this change must be reflected in your Performance Report and note the reason(s) for the change.

Event Title	No. of Personnel	No. of Trips	Cost Per Person	Lump Sum
Grants/Management Training	1	2	\$1,250	\$2,500
Operations Group Meeting	4	1	\$1,250	\$5,000
Task Force Representative Meeting	6	1	\$1,250	\$7,500
Working Group Meetings	4	1	\$1,250	\$5,000
Canine Search Specialist	2	1	\$1,250	\$2,500
Canine Evaluation	4	1	\$1,250	\$5,000
IST CE	4	1	\$1,250	\$5,000
Medical Team Training	4	1	\$1,250	\$5,000
HERS	2	1	\$1,250	\$2,500
Logs Specialist Course	2	1	\$1,250	\$2,500
STS Course	2	1	\$1,250	\$2,500
Task Force Leaders Course	2	1	\$1,250	\$2,500
Comms Spec	2	1	\$1,250	\$2,500
Canine Prep	2	2	\$1,250	\$5,000
JATA	4	1	\$1,250	\$5,000
Safety Officer	2	1	\$1,250	\$2,500
W/KD meetings (work Group)	1	2	\$1,250	\$2,500
Misc Meetings / trainings	1	1	\$15,000	\$15,000
<b>Total</b>				<b>\$80,000</b>

Travel	Cost Basis: Please mark appropriate box(es) below
Briefly describe breakdown of travel Cost Per Person. Provide examples of "other authorized travel" if selected above. The \$80,000 estimate of travel costs to the above training and meetings do not include personnel hours for these events. The cost per person for these travel trips is estimating that a travel consists of 4 days. (There are no dates in the upcoming calendar, therefore an estimate of 4 days is being assumed per trip.) Our Department's per diem is \$60 per day, airfare is estimated at \$500 r/t and an average of \$150 per night for lodging, and \$60 for shuttle services. These estimates equal an estimated cost of \$1250 per person per travel trip. (Estimated 4 days at \$60 per diem = \$240; Lodging of 3 nights at \$150 per night = \$450; Airfare (R/T) per person \$500; Shuttle services to and from airport to hotel \$30 each way = \$60 R/T. (\$240+\$450+\$500+\$60 = \$1,250 per person per trip) CA-TF1 was allocated an additional \$8,000 for each working group chair that is sponsored, of which this task force has 3 of. The training, public affairs, and live canine sub group chairs will attend the TFR, Operations Group, Working Group Meetings at a cost of \$3750 each (\$11,250 total). The canine sub group and training group will be attending two	<input type="checkbox"/> Union Agreements <input type="checkbox"/> City/County/Organization Negotiated Agreements <input type="checkbox"/> Historical Data <input type="checkbox"/> Ads/Quotes <input type="checkbox"/> Costs are in Comparison w/ other TFRs for Similar Tasks or Items <input type="checkbox"/> Other <i>(List here):</i>
<b>This narrative box has character limitations. For additional clarification, use tab 14.</b>	

**Equipment**

**Notes for Equipment Section:**  
 Purchase of office furniture and equipment specifically for administrative purposes are allowable under this Cooperative Agreement. This shall include, but is not limited to, laptops and desktop computers, cellular telephones/wireless PDAs, printers, scanners, copy machines, desks, book shelves, etc. The costs noted in this area are for the purchase of equipment and not service agreements, which should be included under contractual or other. Rolling or floating transportation will require specifications as part of the application and should be listed under the Equipment Program Category. The general definition of "Equipment" out of the CFR is: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the governmental unit for financial statement purposes, or \$5000.

These are the items our Task Force anticipates requiring for this Cooperative Agreement 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.

Item Description	Cache #	Unit Cost	No. of Units	Total Cost
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
<b>Total</b>				<b>\$0</b>

Equipment	Cost Basis: Please mark appropriate box(es) below
Describe any additional supporting information for equipment costs below.	<input type="checkbox"/> Union Agreements <input type="checkbox"/> City/County/Organization Negotiated Agreements <input type="checkbox"/> Historical Data <input type="checkbox"/> Ads/Quotes <input type="checkbox"/> Costs are in Comparison w/ other TFRs for Similar Tasks or Items <input type="checkbox"/> Other <i>(List here):</i>
<b>This narrative box has character limitations. For additional clarification, use tab 14.</b>	



**Supplies**

**Notes for Supplies Section**

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

**Supplies**

These are the items we anticipate requiring for this Cooperative Agreement. However, due to the dynamic program, requirement of these items may change and any changes will be reflected in the Performance Reports, with the reason for the change noted.

Item	Cache #	Unit Cost	No. of Units	Total Cost
Various		\$10,000	1	\$10,000
Computer for new work group chair (public affairs)		\$2,250	1	\$2,250
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
<b>Total</b>				\$12,250

Supplies	Cost Basis: Please mark appropriate box(es) below:
Describe any additional supporting information for supply costs below. There are various supplies that will be needed such as paper products, binders, toner ink cartridges for printers, and various other office supplies. An allotment of \$8800 is provided for Working Group Chairs. CA-TP1 supports 3 of these chair positions. Of this \$10,000, \$1,500 is allocated for the three chairs on the FEMA work groups. They will each be allotted \$500 each for the purposes of covering supplies they will need such as printer, cartridges and misc supplies to the office. CA-TP1 has a new work group chair for the Public Affairs Workgroup, he will be allotted an extra \$2250 for the procurement of a new lap top computer and any necessary software that may be needed.	<input type="checkbox"/> Non Agreements <input type="checkbox"/> City/County/Organization Negotiated Agreements <input checked="" type="checkbox"/> Historical Data <input type="checkbox"/> bids/Quotes <input type="checkbox"/> bids 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 14.	

**Contractual**

**Notes for Contractual Section**

In the area below, list any contractual costs for medical exams, services, rentals, etc. The Task Force will ensure that Task Force Medical Screening will take place in accordance with Program Directive 2005-008 or a more current revised directive issued by the US&R Program Office.

Contractual	Quantity	Unit Cost	Total Cost
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
<b>Total</b>			\$0

Contractual	Cost Basis: Please mark appropriate box(es) below:
Describe any additional supporting information for contractual costs below.	<input type="checkbox"/> Non Agreements <input type="checkbox"/> City/County/Organization Negotiated Agreements <input type="checkbox"/> Historical Data <input type="checkbox"/> bids/Quotes <input type="checkbox"/> bids 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 14.	

**Other**

**Notes for Other Section**

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

Item	Quantity	Unit Cost	Total Cost
			\$0
			\$0
			\$0
			\$0
			\$0
<b>Total</b>			<b>\$0</b>

Other	Cost Basis
Describe any additional supporting information for other costs below.	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"/> bids 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, see tab 14.	

**Indirect Costs**

**Notes for Indirect Costs Section**

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

**Indirect Costs**

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

Indirect Costs	Cost Basis
Describe any additional supporting information for indirect costs below. Please advise who is the Cognizant Federal Agency and the date of approval.	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"/> bids 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, see tab 14.	

## TRAINING

**Task Force General Comments:**  
 This Program Category covers the costs for the training portion of this Readiness Cooperative Agreement. The training portion of this budget/narrative will cover costs for a maximum amount of time of 12 months, and will be accomplished within the 18 month period of performance. This Task Force intends to maintain a deployable Task Force and will provide the required training to insure mission readiness, safety, and management of the Task Force. The training will be accomplished in accordance with the Urban Search & Rescue Program Office statement of work, program guidance, directives, and will also include training to meet the NIMS compliance requirements. The training cost details will be provided in the below object classes under this Program Category. Our Task Force will attempt to maintain the preparedness of the Task Force under this Readiness Cooperative Agreement, in order to provide critical emergency response services as one of the 28 teams for the National Urban Search and Rescue Response System. Funding for any deployments will be handled under the Activation Cooperative Agreement. The below list of training and costs covers what is anticipated for this Readiness Cooperative Agreement. Due to the dynamic program, training scheduling and requirement changes, some of the training 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 training requirement within the statement of work, program guidance, and directives. The only exception to this is the movement of travel funds between the Administration/Management Program Category and the Training Program Category, which can be accomplished without requiring a budget change, however, it must be noted in the Performance Reports with the change and the reason for the movement of funds.

**Total Training Cost:** \$484,000

### 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/month, etc.). If overtime hours are listed, please note them as a separate line item below. Put the total amount under salary. Note the hourly rate in the clarification box.

Staff Position	Training Event Description	Full/Part Time	Overtime Hours	Date Salary Charged	Fringe Benefits (If Applicable)	Salary	Total
Various	Various	Full-Time	2,500.00	10/06/2013 - 10/05/2014		\$40	\$100,000
Various	Mobex	Full-Time	9,600.00	10/06/2013 - 10/05/2014		\$40	\$384,000
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
<b>Totals</b>						<b>\$0</b>	<b>\$80</b>
							<b>\$484,000</b>

**Personnel Salaries:**  
 The area below is to provide additional notes the Task Force may need to add for clarifying the range of salary rates used to develop the average hourly costs.  
 CA-TF1 averaged a rate of \$40 per hour for over time hours spent. This task force must pay for members to attend training. These hours will be used for training such as cache rehab, dsm, gps awareness, wmd training, etc. The work group chairs will be allocated \$1,500 each of personnel hours for projects related to the working group responsibilities. This amount equals 37.5 hours. The Mobex hours of 9,600 covers a time period for a 4 day mobilization exercise. This exercise will take 80 participants from our location (point of assembly) to another location several hours away for the actual exercise and back (point of demobilization). It is anticipated that 7,680 hours are needed to cover personnel hours (consisting of \$40 per hour \* 96 hours \* 80 members). This amounts to \$307,200. The remaining \$76,800 is needed to cover the back fill of personnel that will be needed for those detailed to this exercise. (\$40 per hour \* 80 members \* 24 hours) The back fill is estimated that based on having 3 platoons, and that with 80 members, at least once a member will need to have one 24 hour shift back filled for them. This is the reason for the backfill calculation. (\$307,200 + \$76,800 = \$384,000)  
 This narrative box has character limitations. For additional clarification use tab 14

**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):

**Travel**

**Notes for Travel Section**

Attend DHS/FEMA sponsored or DHS/FEMA-approved US&R meetings, conferences, and training sessions, to include Task Force Leader meetings, the 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 Administrative Readiness Evaluation (ARE) 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 section, that will show how you arrived at the trip total. The costs listed below are estimates due to travel locations are unknown at the time of application. It is at this time when costs are generally based on historical data. There are drop down menus for some of the meetings/training, and you can add others that are in line with the statement of work, program guidance, and directives. This will allow you the flexibility to account for your travel costs in this section (Training) or Admin/Management categories. The Task Force is authorized to reallocate travel funds between Admin/Management travel and Training travel without requesting a budget change authorization. However, any changes must be reflected in your Performance Report, with an explanation on the reason(s) for the change.

**Travel**

Event Title	No. of Personnel	Cost Per Person	Lump Sum
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
<b>Total</b>			\$0

Travel	Cost Basis: Please mark appropriate box(es) below.
Briefly describe breakdown of travel Cost Per Person. Provide examples of "other authorized travel" if selected above.	<input type="checkbox"/> Union Agreements <input type="checkbox"/> City/County/Organization Negotiated Agreements <input type="checkbox"/> Historical Data <input type="checkbox"/> Bids/Quotes <input type="checkbox"/> Costs are In Comparison w/ other TFs for Similar Tasks or Items <input type="checkbox"/> Other (List here):
<small>This narrative box has character limitations. For additional clarification use tabs 14</small>	

**Equipment**

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

**Equipment**

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

Item Description	Item #	Cache #	Unit Cost	No. of Units	Total Cost
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
<b>Total</b>					<b>\$0</b>

Equipment	Cost Basis: (Please mark appropriate boxes) below.
Describe any additional supporting information for equipment 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 <input type="checkbox"/> Other (List here):
<small>This narrative box has character limitations. For additional clarification use tab 1A.</small>	

**Supplies**

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

**Supplies**

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

Item	Cache #	Unit Cost	No. of Units	Total Cost
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
<b>Total</b>				<b>\$0</b>

<b>Supplies</b> Describe any additional supporting information for supply costs below.   This narrative box has character limitations. For additional clarification use tab 14.		<b>Cost Basis:</b> Please mark appropriate box(es) below. <ul style="list-style-type: none"> <li><input type="checkbox"/> Union Agreements</li> <li><input type="checkbox"/> City/County/Organization Negotiated Agreements</li> <li><input type="checkbox"/> Historical Data</li> <li><input type="checkbox"/> Bids/Quotes</li> <li><input type="checkbox"/> Costs are in Comparison w/ other TFS for Similar Tasks or Items</li> <li><input type="checkbox"/> Other <span style="float: right;">(List here):</span></li> </ul>
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**Contractual**

**Notes for Contractual Section:**  
 In the area below, list any supporting information for the contractual costs of services, rentals, etc., as it pertains to training.

Service	Quantity	Unit Cost	Total Cost
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
<b>Total</b>			<b>\$0</b>

<b>Contractual</b> Describe any additional supporting information for contractual costs below.   This narrative box has character limitations. For additional clarification use tab 14.		<b>Cost Basis:</b> Please mark appropriate box(es) below. <ul style="list-style-type: none"> <li><input type="checkbox"/> Union Agreements</li> <li><input type="checkbox"/> City/County/Organization Negotiated Agreements</li> <li><input type="checkbox"/> Historical Data</li> <li><input type="checkbox"/> Bids/Quotes</li> <li><input type="checkbox"/> Costs are in Comparison w/ other TFS for Similar Tasks or Items</li> <li><input type="checkbox"/> Other <span style="float: right;">(List here):</span></li> </ul>
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**Other**

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

**Other (If Applicable)**

Item	Quantity	Unit Cost	Total Cost
			\$0
			\$0
			\$0
			\$0
			\$0
<b>Total</b>			<b>\$0</b>

<p><b>Other:</b> Describe any additional supporting information for other costs below.</p>     <p><small>This narrative box has character limitations. For additional clarification use tab 14.</small></p>	<p><b>Cost Basis:</b> 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 TPs for Similar Tasks or Items</p> <p><input type="checkbox"/> Other (List here):</p>
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**Indirect Costs**

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

**Indirect Costs**

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

<p><b>Indirect Costs:</b> Describe any additional supporting information for indirect costs below. Please advise who is the Cognizant Federal Agency and the date of approval.</p>     <p><small>This narrative box has character limitations. For additional clarification use tab 14.</small></p>	<p><b>Cost Basis:</b> 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 TPs for Similar Tasks or Items</p> <p><input type="checkbox"/> Other (List Here):</p>
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**Travel**

**Notes for Travel Section:**

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

**Travel (If Applicable)**

Event Title	No. of Personnel	Cost Per Person	No. of Trips (approx.)	Total Cost
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
<i>If other, list here</i>				\$0
<i>If other, list here</i>				\$0
<i>If other, list here</i>				\$0
<i>If other, list here</i>				\$0
<i>If other, list here</i>				\$0
<i>If other, list here</i>				\$0
<b>Total</b>				<b>\$0</b>

Travel	Cost Basis: Please mark appropriate box(es) below
Briefly describe breakdown of travel Cost Per Person. Provide examples of "other authorized travel" if selected above.	<input type="checkbox"/> Union Agreements <input type="checkbox"/> City/County/Organization Negotiated Agreements <input type="checkbox"/> Historical Data <input type="checkbox"/> Bids/Quotes <input type="checkbox"/> Costs are in Comparison w/ other I/Fs for Similar Tasks or Items <input type="checkbox"/> Other (List here)

This narrative box has character limitations. For additional clarification use tab 14.

**Equipment**

**Notes for Equipment Section**

Your agency is authorized to purchase equipment as listed in the approved DHS/FEMA Task Force Equipment Cache List, dated December 2011, or any subsequently approved DHS/FEMA US&R Equipment List. Task Force personnel are reminded and directed not to exceed quantity and/or cost caps as listed on the cache list. Task Force must follow department procurement regulations, which are in accordance with 41 CFR Part 13 or 2 CFR 215 to ensure reasonable prices are obtained. The US&R Program Office and the Grants Office Assistance Officer must provide written approval for any other equipment not identified on approved cache list(s) in program guidance or specifications. Those Task Forces who maintain an ISI Medical Cache are to include the appropriate amount below for replacement of equipment and pharmaceuticals.

However, due to the dynamic program, the requirements for these items (within the amount approved at time of award for this object class) may change. Any changes to listed items will be reflected in the Performance Reports, noting the reason for the change and the Task Force will not be required to submit a budget change if items are on the approved cache lists, noted in the statement of work, or authorized by program guidance or directives. Rolling or floating equipment requires the specifications to be submitted to the US&R Branch/Grants Assistance Officer for prior approval. The general definition of "Equipment" set forth in the CFR is: "Equipment" means an article of non-expendable, 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.

**Equipment**

These are the items our Task Force anticipates requiring for this Cooperative Agreement under the equipment object class within the Equipment Program Category. However, due to the dynamic program, the requirements for these items (within the amount approved at 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.

Item Description	Item #	Cache #	Unit Cost	No. of Units	Total Cost
Communications Equipment ( radios)			\$7,000	10	\$70,000
Communications Equipment ( vehicle radios)			\$10,000	3	\$30,000
Water Operations			\$50,000	1	\$50,000
Various			\$80,550	1	\$80,550
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
<b>Total</b>					<b>\$230,550</b>

Equipment	Cost Basis: Please mark appropriate box(es) below.
Describe any additional supporting information for equipment costs below.  CA-TF1 plans to procure 10 new radios that have UHF, VHF, and 800MHz capabilities. It is also anticipated that 3 vehicles will be equipped with radios; the cost estimates are for the devices, tax (9%) and the installations. CA-TF1 plans to spend up to \$50,000 to procure items on the water operations cache list under both priority one and two. The amount of \$80,550 for various equipment items is allocated for the purchase of new items on the 2013 cache list and replacement and additions to the medical cache, and other shortfalls in the FEMA cache.	<input type="checkbox"/> Union Agreements <input type="checkbox"/> City/County/Organization Negotiated Agreements <input checked="" 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)
<b>This narrative box has character limitations. For additional clarification use tab 24.</b>	

**Supplies**

**Notes for Supplies Section**

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

**Supplies**

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

Item	Cache	Unit Cost	No. of Units	Total Cost
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
<b>Total</b>				\$0

Supplies	Cost Basis: Please mark appropriate box(es) below.
Describe any additional supporting information for supply 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 ITs for Similar Tasks or Items <input type="checkbox"/> Other (List here)
This narrative box has character limitations. For additional clarification use tab 1A.	

**Contractual**

**Notes for Contractual Section:**  
 In the area below list any supporting information for the contractual costs of services, rentals, etc., for equipment.

Service	Quantity	Unit Cost	Total Cost
Satt Telephone services	12	\$535	\$6,420
Satt Repeater Services	12	\$280	\$3,360
Cellular phone services	12	\$380	\$4,560
Medical cache supplies	1	\$15,000	\$15,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
<b>Total</b>			<b>\$29,340</b>

Contractual	Cost Basis: Please mark appropriate box(es) below.
Describe any additional supporting information for contractual 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 <input type="checkbox"/> Other (List here)
This narrative box has character limitations. For additional clarification use tab 14.	

**Other**

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

Item	Quantity	Unit Cost	Total Cost
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
<b>Total</b>			<b>\$0</b>

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 <input type="checkbox"/> Other (List here)
This narrative box has character limitations. For additional clarification use tab 14.	

**Indirect Costs**

**Notes for Indirect Costs Section:**  
 Indirect Costs can only be provided if there is an Indirect Cost Rate Agreement that has been approved by a Cognizant Federal Agency. A copy of the Indirect Cost Rate Agreement should accompany the application. The Indirect Cost Rate Agreement that you provide should state what category or categories the Indirect Costs are based on, i.e., equipment, salaries, all expenses, etc. The information provided below should list the description of the cost category, 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
<b>Total</b>				<b>\$0</b>

Indirect Costs	Cost Basis: Please mark appropriate box(es) below:
Describe any additional supporting information for indirect costs below. Please advise who is the Cognizant Federal Agency and the date of approval.	<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 ITs for Similar Tasks or Items <input type="checkbox"/> Other (List here):
This narrative box has character limitations. For additional clarification use EFB 14.	

## STORAGE & MAINTENANCE

**Task Force General Comments**  
 This Program Category covers the costs for the storage/maintenance portion of this Readiness Cooperative Agreement. The costs for the Storage/Maintenance portion of this budget/narrative will be addressed in this section and will cover costs for a maximum amount of time of 12 months for any warehouse lease or maintenance costs for the equipment/vehicles, and the costs will occur within the 18 month period of performance. Our Task Force intends to provide the required storage and maintenance for the equipment to insure mission readiness, safety, and management of the Task Force. The storage and maintenance will be in accordance with the requirements of the Urban Search & Rescue Program Office statement of work, program guidance, and directives. The supporting cost details will be provided in the below object classes under this Program Category. Our Task Force will attempt to maintain the preparedness of the Task Force under this Readiness Cooperative Agreement, in order to provide critical emergency response services as one of the 28 teams for the National Urban Search and Rescue Response System. The below list of costs covers what is anticipated for this Readiness Cooperative Agreement. Minor renovations are allowed for the warehouse and they will not change the footprint of the facility.

**Total Storage & Maintenance Cost**      \$0

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

#### Personnel Salaries and Fringe Benefits

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
						\$0
<b>Totals</b>					<b>\$0</b>	<b>\$0</b>

<p><b>Personnel Salaries</b>                  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.</p> <p><small>This narrative box has character limitations. For additional clarification use tab 14.</small></p>	<p><b>Cost Basis:</b> 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>
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<p><b>Fringe Benefits</b>                  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.</p> <p><small>This narrative box has character limitations. For additional clarification use tab 14.</small></p>	<p><b>Cost Basis:</b> 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>
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**Travel**

**Notes for Travel Section:**  
 This section can be used for those travel items related to storage, maintenance and/or equipment (e.g., mileage, etc.) allowable within the scope of the Statement of Work. Please note: These expenses can be reflected within the Administrative/Management travel category instead. Costs can be provided in detail or by trip costs, and a detail of the costs should be listed in the comments sections that will show how you arrived at the trip total. The costs listed below are estimates due to travel locations that are unknown at the time of application. It is at this time when costs are generally based on historical data. There are drop-down menus for some of the meetings, and you can add others that are in line within the Statement of Work.

**Travel (If Applicable)**

Event Title	No. of Personnel	Cost Per Person	Number of Trips	Total Cost
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
<i>If other, list here</i>				\$0
<i>If other, list here</i>				\$0
<i>If other, list here</i>				\$0
<i>If other, list here</i>				\$0
<i>If other, list here</i>				\$0
<i>If other, list here</i>				\$0
<b>Total</b>				\$0

Travel	Cost Basis: Please mark appropriate box(es) below:
Briefly describe breakdown of travel Cost Per Person. Provide examples of "other authorized travel" if selected above. _____ _____ _____ _____ _____ _____	<input type="checkbox"/> Union Agreements
	<input type="checkbox"/> City/County/Organization Negotiated Agreements
	<input type="checkbox"/> Historical Data
	<input type="checkbox"/> Bids/Quotes
	<input type="checkbox"/> Costs are in Comparison w/ other TPs for Similar Tasks or Items
	<input type="checkbox"/> Other (List here)
This narrative box has character limitations. For additional clarification use tab 14.	



**Equipment**

**Notes for Equipment Section**  
 This section may be used to reflect expenses related purchasing, maintenance and repair of equipment and vehicles, as approved by DHS/FEMA and within the scope of the Statement of Work. Your Task Force is authorized to purchase equipment as listed in the approved DHS/FEMA Task Force Equipment Cache List, dated December 2014, or any subsequently approved DHS/FEMA Task Force Equipment List. Task force personnel are reminded and directed not to exceed quantity and/or cost caps as listed on the Cache List. Task Force must follow department procurement regulations, which are in accordance with 41 CFR Part 13 or 2 CFR 205 to ensure reasonable prices are obtained. The USMR Program Office and the Grants Office Assistance Officer must provide written approval for any other equipment not identified on approved cache list(s). Those Task Forces who maintain an USI Medical Cache are to include the appropriate amount below for replacement of equipment and pharmaceuticals. **Please note: These expenses can be reflected within the Equipment category instead.**

Item Description	Item #	Cache	Unit Cost	No. of Units	Total Cost
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
<b>Total</b>					<b>\$0</b>

Equipment	Cost Basis: Please mark appropriate box(es) below
Describe any additional supporting information for equipment 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 <input type="checkbox"/> Other (List here):
This narrative box has character limitations. For additional clarification use tab 14.	

**Supplies**

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

**Supplies**

Item	Cache	Unit Cost	No. of Units	Total cost
				\$0.
				\$0.
				\$0.
				\$0.
				\$0.
				\$0.
				\$0.
				\$0.
				\$0.
				\$0.
				\$0.
				\$0.
				\$0.
				\$0.
				\$0.
				\$0.
				\$0.
				\$0.
				\$0.
				\$0.
<b>Total</b>				<b>\$0.</b>

<p><b>Supplies</b></p> <p>Describe any additional supporting information for supply costs below:</p>		<p><b>Cost Basis:</b> 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 TPs for Similar Tasks or Items</p> <p><input type="checkbox"/> Other _____ (List here)</p>	
<p><small>This narrative box has character limitations. For additional clarification use tab 14.</small></p>			

**Contractual**

**Notes for Contractual Section**

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

**Contractual**

Service	Prior Coverage Dates	Lease Begin Date	Lease End Date	Quantity	Unit Cost	Total Cost
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
<b>Total</b>						<b>\$0</b>

Contractual	Cost Basis: Please mark appropriate box(es) below
Describe any additional supporting information for contractual costs below. Include square footage and cost per for any facility leases included above.	<input type="checkbox"/> Union Agreements <input type="checkbox"/> City/County/Organization Negotiated Agreements <input type="checkbox"/> Historical Data <input type="checkbox"/> Bids/Quotes <input type="checkbox"/> Costs are in Comparison w/ other TFs for Similar Tasks or Items <input type="checkbox"/> Other (List here)
This narrative box has character limitations. For additional clarification use tab 14.	

**Other**

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

**Other (List minor renovation costs here)**

Item	Quantity	Unit Cost	Total Cost
			\$0
			\$0
			\$0
			\$0
			\$0
<b>Total</b>			<b>\$0.00</b>

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 <input type="checkbox"/> Other (List here)
This narrative box has character limitations. For additional clarification use tab 14.	

**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, 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
<b>Total</b>				<b>\$0</b>

Indirect Costs	Cost Basis: Please mark appropriate box(es) below
Describe any additional supporting information for indirect costs below. Please advise who is the Cognizant Federal Agency and the date of approval.	<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 TIFs for Similar Tasks or Items <input type="checkbox"/> Other (List here)
This narrative box has character limitations. For additional clarification use tab 14.	

### BUDGET TOTALS

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

Activity	Cost
Administration & Management	\$507,264.00
Training	\$484,000.00
Equipment	\$259,890.00
Storage & Maintenance	\$0.00
Object Class	Cost
Personnel	\$825,515.00
Fringe Benefits	\$73,499.00
Travel	\$80,000.00
Equipment	\$230,550.00
Supplies	\$12,250.00
Contractual	\$29,340.00
Other	\$0.00
Indirect Charges	\$0.00
<b>Activity Sum</b>	<b>\$1,251,154.00</b>
<b>Object Class Sum</b>	<b>\$1,251,154.00</b>
<b>Total</b>	<b>\$1,251,154.00</b>

## POSITION DESCRIPTIONS

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

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

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

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

5. Logistics Manager: Scott Quinlan
<i>Describe Logistics Manager functions here.</i>
<i>See Attached</i>

3. Grant Manager: Mary Reuschel
<i>Describe Grant Manager functions here.</i>
<i>See Attached</i>

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

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

8. Training Manager:	Jody Garfield
<i>Describe Training Manager functions here.</i>	
See Attached	

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

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

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

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

# BUDGET CLARIFICATION

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

**ADMINISTRATIVE/MANAGEMENT**

*Personnel Salaries:*

*Fringe Benefits:*

*Travel:*

**ADMINISTRATIVE/MANAGEMENT**

*Equipment:*

*Supplies:*

*Contractual:*

**ADMINISTRATIVE/MANAGEMENT**

*Other:*

*Direct Charges*

**ADMINISTRATIVE/MANAGEMENT**



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

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







Grants Manager  
Mary Reuschel

DISASTER PREPAREDNESS SECTION  
URBAN SEARCH AND RESCUE UNIT

MANAGEMENT ANALYST II  
POSITION DESCRIPTION

This position will be responsible for staff work for the Federal Emergency Management Agency's (FEMA) Urban Search and Rescue (US&R) Task Force, hosted by the Los Angeles Fire Department; referred to as California Task Force One (CA-TF1). The following job duties will be part of the overall tasks completed by the position:

50% Assist in the coordination, preparation and monitoring of the US&R Task Force's budget, including personnel, expense and equipment costs.

Prepare and review US&R budget requests. Develop and maintain tracking mechanisms for FEMA grant monies and Department expenditures associated with the program. Prepare purchase requisitions for FEMA task force equipment and track equipment use and maintenance; develop equipment repair and/or replacement schedule.

Assist in the management of FEMA US&R grants as directed by the program commander. Develop and maintain database management of FEMA US&R equipment inventories.

Track all expenditures including but not limited to personnel, equipment and expense during US&R deployments on a daily basis. Compile, analyze, prepare and track reimbursement claims following US&R deployments. (Note: If a major incident occurred and the US&R team was deployed, 100% of the Management Analyst's time would be dedicated to these tasks).

Track receipt of funds including but not limited to wire transfers. Notify the Treasury - Office of Finance of incoming wires and/or deposits. Liaison with accounting staff to ensure funds are deposited into the appropriate accounts and that the applicable motions or documents are readily available to facilitate the completion of Cash Receipts (CR's).

Interact with the Office of the City Administrative Officer (CAO) by communicating the status of reimbursements and obtaining guidance as needed. Communicate with the Controller's Office to ensure that the correct Cost Allocation Plan (CAP) indirect cost rates are being applied when preparing reimbursement claims.

Interact with representatives from local, state, and federal agencies; act as the US&R liaison on an as-needed basis. Conduct ongoing and continuous needs assessments for US&R Unit operations.

US&R-MAIL POSITION DESCRIPTION

Page 2

- 25% Prepare statistical summaries and narratives for a variety of reports to FEMA, the Mayor and the Council on the status of the US&R program and grants. Ensure reports are submitted on a timely basis and as required to maintain funding.

Prepare and maintain daily reports of US&R program uses in order to develop and submit quarterly reports to FEMA and the Governor's Office of Emergency Services for existing FEMA US&R grants.

Set up and maintain proper files and back-up documentation for audit purposes.

Collect, review, forward, and maintain all FEMA applications. Prepare, administer, and monitor Participating Agency Agreements for currency and validity.

- 15% Develop and maintain personnel database for FEMA US&R Task Force members. Maintain personnel folders for FEMA US&R Task Force members. Develop and maintain training records system for task force members and other Department personnel benefitting from program training. Assist in ensuring that FEMA training standards are met.

- 10% Research funding opportunities and prepare, review, and submit applications for FEMA US&R grants and other relevant funding sources (e.g., California State grants, USFA grants, etc.). Interpret regulations and secure and maintain relationships with funders.

May be required to travel on occasion to attend after action meetings, which provide pertinent information such as reimbursement procedures. In addition, may accompany uniformed personnel to briefings to interpret agreements and/or provide fiscal input.

**FIRE CAPTAIN I**  
Urban Search and Rescue Unit: CA-TF1 Logistician

Position Occupied by:  
Scott Quinlan

Selection Criteria

**Summary of Job Duties**

Acts under the direction of a Battalion Chief or a Captain II in directing the emergency and non-emergency activities of the Logistics Section of California Task Force 1 (CA-TF 1). CA-TF 1 is part of the National Response System under the direction of the Federal Emergency Management Agency (FEMA). FEMA has directed CA-TF 1 to provide ongoing logistical support in preparation for a Citywide or National Disaster. Preparation includes but is not limited to management of 2.3 million dollars worth of Urban Search and Rescue equipment. The member must stay familiar with equipment utilized by numerous disciplines, such as high or low angle rope rescue, breaching and breaking, shoring of a structural collapse, technical search, support for canine search, rising water incidents, hazardous materials release, and Weapons of Mass Destruction. The member must stay abreast of new search and rescue technology and make recommendations regarding their application for US&R and procures the FEMA approved tools and equipment.

The Captain I manages the logistics of a deployment, which includes properly packaging and declaring dangerous goods for military or commercial airlift. This member must be certified and qualified as a Logistics Specialist and have a thorough understanding of the Air Force Joint Manual 24-204, Title 49 Code of Federal Regulations and International Air Transport Association guidelines. The Captain I also performs service and support functions throughout the duration of a major disaster.

This position is funded through FEMA Grants and is reviewed annually by the Department of Homeland Security (DHS) through the US&R Interim-Final Rule 44 CFR Part 208. This position is subject to elimination on an annual basis.

**Skills**

- Oral communication skills necessary to present instructional information and represent the Department before City, State, or Federal agencies.
- Supervisory skills necessary to assign duties, counsel, discipline and evaluate subordinate members and members of CA-TF 1.
- Interpersonal skills necessary to interact with civilian staff, City Officials as well as individuals from a variety of other Governmental agencies.
- Organizational skills necessary to plan and organize tasks, coordinate the delivery of training to US&R members, and to set priorities and meet deadlines.
- Motor skills necessary to effectively use technical urban search and rescue equipment.

SELECTION CRITERIA  
Fire Captain I, US&R Unit  
Page 2

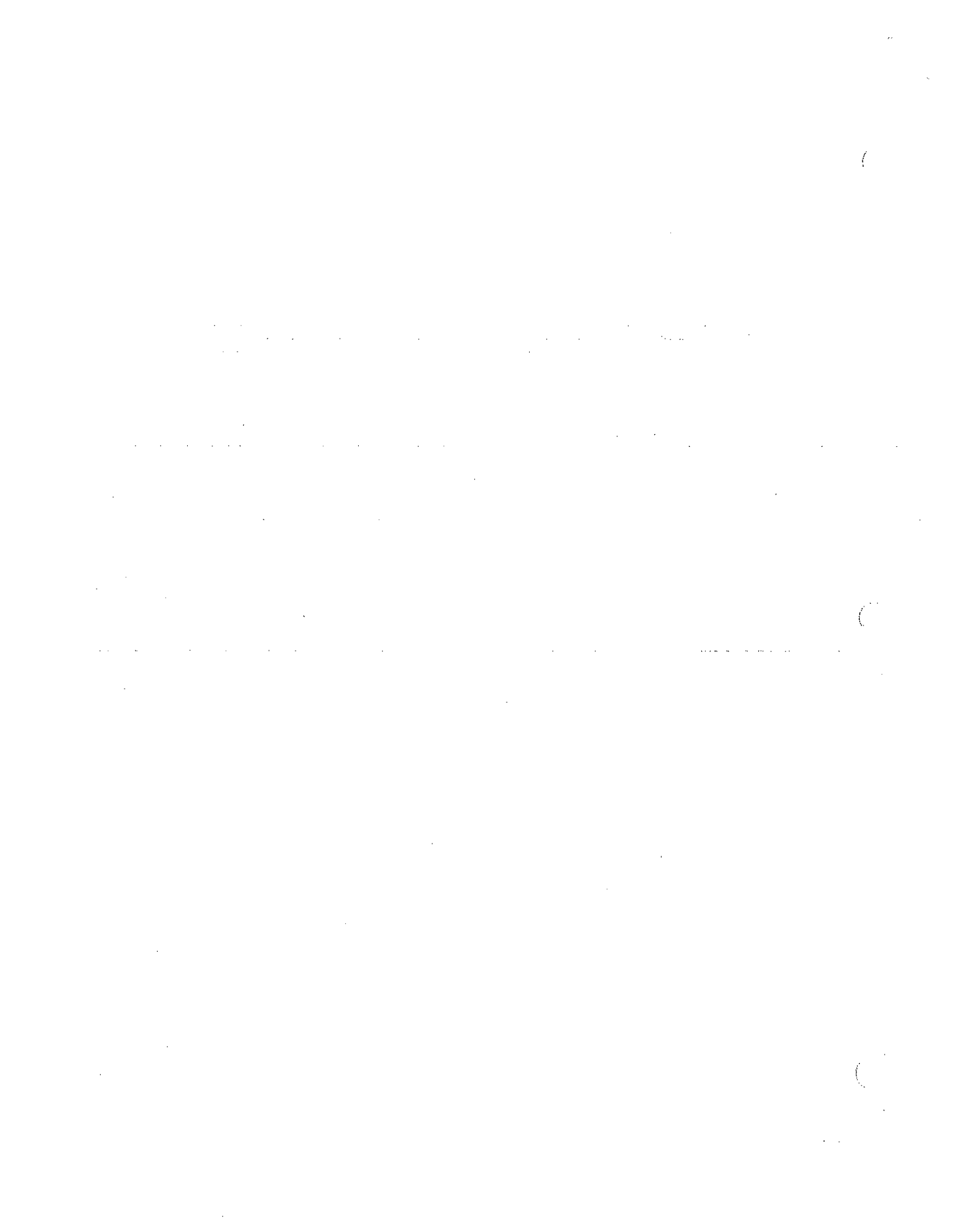
**Knowledge**

- Knowledge of City Personnel Rules and Fire Department rules and regulations, Manual of Operation provisions as they apply to subordinate employees in order to ensure personnel matters are handled according to City and Department policies and practices.
- Knowledge of the City and Fire Department rules and policies relating to equitable treatment of employees in order to ensure that Department members are treated with respect and dignity in accordance with applicable laws and guidelines.
- Knowledge of FEMA US&R Response System.
- Knowledge of LAFD US&R Program.
- Knowledge of the Air Force Joint Manual 24-204, Title 49 Code of Federal Regulations and International Air Transport Association guidelines.
- Knowledge of technical urban search and rescue tools and equipment.
- Knowledge of the Incident Command System.

**ABILITIES**

- Ability to use word processing, excel, spread sheet and various data based record keeping computer programs.
- Capable of operating technical urban search and rescue equipment.
- Ability to plan, develop, organize, implement, and evaluate US&R related training programs for Department members.
- Ability to communicate both orally and in writing with Department members and officials from the local, state and national level.
- Ability to evaluate tools and equipment to make recommended changes through the National Logistics Coordinator.
- Ability to supervise, evaluate, and develop training goals for members interested in becoming a Logistics Specialist.

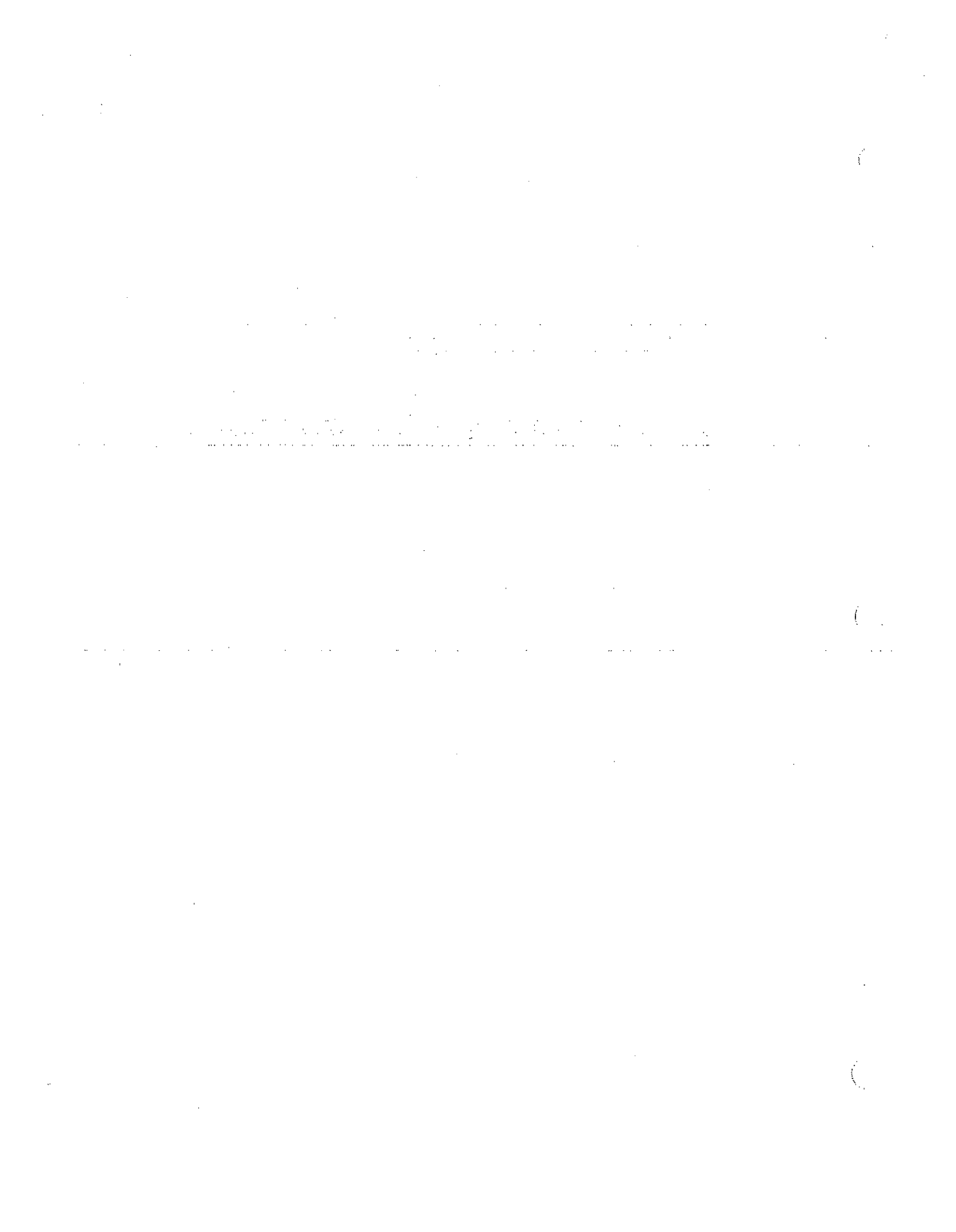




SELECTION CRITERIA  
Fire Captain I, US&R Unit  
Page 3

**REQUIREMENTS**

- Should have two years fire suppression and rescue experience as a Captain I.
- CA-TF 1 member with a logistics background.
- Member will be required to complete FEMA's Logistics Specialist Course including Military HazMat Load certification, Cache Packaging and Marking, Air Force Joint Manual 24-204 and Incorporation of Department of Transportation (DOT) Title 49, Code of Federal Regulations (CFR).



Position Occupied by:  
Jody Garfield

**FIRE CAPTAIN I**  
Urban Search and Rescue Unit- FEMA US&R Task Force Training Officer

**Selection Criteria**

**Summary of Job Duties**

Acts under the direction of a Battalion Chief or a Captain II in coordinating and facilitating the training activities of California Task Force 1 (CA-TF 1). CA-TF 1 is part of the National Response System under the direction of the Federal Emergency Management Agency (FEMA) Department of Homeland Security (DHS). FEMA has directed CA-TF 1 to provide ongoing training in preparation for a Citywide or National Disaster. This member must stay familiar with the equipment utilized by numerous disciplines, such as high or low angle rope rescue, breaching and breaking, shoring of a structural collapse, technical search, support for canine search, rising water incidents, hazardous materials release, and Weapons of Mass Destruction. The member must stay abreast of new urban search and rescue technology and make recommendations regarding their application for US&R.

This position is funded through FEMA Grants and is reviewed annually by the Department of Homeland Security (DHS) through the US&R Interim-Final Rule 44 CFR Part 208. This position is subject to elimination on an annual basis.

**Skills**

- Oral communication skills necessary to present instructional information and represent the Department before City, State, or Federal agencies.
- Supervisory skills necessary to assign duties, counsel, discipline and evaluate subordinate members.
- Interpersonal skills necessary to interact with City Officials as well as individuals from a variety of other Governmental agencies.
- Organizational skills necessary to plan and organize tasks, coordinate the delivery of training to US&R members, and to set priorities and meet deadlines.
- Motor skills necessary to effectively use technical urban search and rescue equipment.

**Knowledge**

- Knowledge of City Personnel Rules and Fire Department rules and regulations, Manual of Operation provisions as they apply to subordinate employees in order to ensure personnel matters are handled according to City and Department policies and practices.
- Knowledge of the City and Fire Department rules and policies relating to equitable treatment of employees in order to ensure that Department members are treated with respect and dignity in accordance with applicable laws and guidelines.
- Knowledge of FEMA US&R Response System.
- Knowledge of LAFD US&R Program.
- Knowledge of technical search and rescue tools and equipment.
- Knowledge of the Incident Command System.

## **SELECTION CRITERIA**

Fire Captain I, FEMA US&R Task Force Training Officer

Page 2

### **ABILITIES**

- Ability to use word processing, excel, spread sheets and data based programs along with various record keeping files and file maintenance.
- Capable of operating technical urban search and rescue equipment.
- Ability to plan, develop, organize, implement, and evaluate US&R related training programs for Department members.
- Ability to communicate both orally and in writing with Department members and officials from the local, state and national level.
- Ability to develop, supervise, and evaluate, the training goals and objectives for members interested in developing their skills and/or advancing in specialized disciplines.
- Ability to develop and advance our CA-TF1 team through innovation and succession planning for the future.

### **REQUIREMENTS**

- Two years fire suppression and rescue experience as a Captain I.
- CA-TF 1 member with an instructional training background.

### **HIGHLY RECOMMENDED**

- Member has taken and passed the CA State Fire Marshal - Fire Instructor/Training Instructor 1A / 1B / 1C