The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
National Urban Search and Rescue Response System

NOTE: If you are going to apply for this funding opportunity and have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM. It may take 4 weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: http://www.grants.gov/web/grants/register.html. Detailed information regarding DUNS and SAM is also provided in Section D of this NOFO, subsection 4, How to Register to Apply.

A. Program Description

1. **Issued By**
   U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA), Office of Response and Recovery, Response Directorate, Operations Division, Urban Search and Rescue (US&R) Branch

2. **Assistance Listings (formerly Catalog of Federal Domestic Assistance (CFDA) Number)**
   97.025

3. **Assistance Listings Title (formerly CFDA Title)**
   National Urban Search and Rescue Response System

4. **Funding Opportunity Title**
   Fiscal Year 2020 National Urban Search and Rescue Response System Readiness Cooperative Agreement

5. **Funding Opportunity Number**
   DHS-20-DOD-025-00-01

6. **Authorizing Authority for Program**
   The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Pub. L. No. 93-288, as amended, 42 U.S.C § 5165f

7. **Appropriation Authority for Program**
   Department of Homeland Security Appropriations Act, 2020 (Pub. L. No. 116-93), *Title III – Protection, Preparedness, Response, and Recovery, Federal Emergency Management Agency, Operations and Support*.

8. **Announcement Type**
   Initial

9. **Program Overview, Objectives, and Priorities**
   The National Urban Search and Rescue (US&R) Response System (the System) provides funding for 28 national task forces staffed and equipped to assist State and local governments conduct around-the-clock search-and-rescue operations following a Presidentially declared major disaster or emergency under the Stafford Act (e.g., earthquakes, tornadoes, floods, hurricanes, aircraft accidents, hazardous materials spills and catastrophic structure collapses). When deployed, these task forces support State and local emergency responders' efforts to locate survivors and manage recovery operations. This program supports DHS Mission 5, Goal 5.1: "Enhance National Readiness," as provided in the DHS 2014 Quadrennial Homeland Security Review.

   The objective of this Cooperative Agreement is to provide for the sustainment and readiness of the System and local jurisdictions, through the funding of administration and management, training, equipment, and storage and maintenance.

   Program Priorities are as follows:
   1. Ensure that System Sponsoring Agency Administrative Organizations manage and administer task force affairs and activities consistent with best practices; to include making available training and exercises that enable task force personnel to safely perform assigned duties in accordance with established FEMA and System standards and guidance.
   2. Ensure a state of readiness and enhance operational effectiveness by acquiring and maintaining equipment and tools in accordance with the System's current approved FEMA Equipment Cache List.
   3. Provide leased space to meet the office, training site and storage requirements of the System.
   4. Optimize standby activities by making available resources to enable catastrophic event planning, mobilization exercises and technical assistance.
   5. Provide forums to enable FEMA and System Sponsoring Agency senior leadership coordination and discussion on System strategic issues.

10. **Performance Metrics**
    A FEMA Urban Search & Rescue resource will arrive on scene within 16 hours of notification for no-notice events within the Contiguous United States from the time a request is received from the Authority Having Jurisdiction.

B. Federal Award Information

1. **Available Funding for the NOFO:** $37,832,000.00

2. **Projected number of Awards:** 28

3. **Period of Performance:** 36 months

   Details of funding amounts can be found in the accompanying Appendices. Extensions to the period of performance will not be permitted unless the recipient has a compelling

justification. Recipients shall follow the steps identified in Section H of this document to obtain an
extension to the period of performance.

4. **Projected Period of Performance Start Date:** 09/01/2020

5. **Projected Period of Performance End Date:** 08/31/2023

6. **Funding Instrument Type:**
   Cooperative Agreement

   Program authority and responsibility under this Cooperative Agreement reside with FEMA. FEMA retains the right to terminate all or part of the Cooperative Agreement and may conduct site visits and monitoring throughout the Period of Performance.

   FEMA will work with the recipient to develop and refine the details of executing this award, including work plans, goals and objectives, timelines, deliverables, effectiveness measures, selection of key partners, outreach or educational materials, coordination of multi state efforts, and definition of eligible and ineligible tasks to ensure that program is effectively implemented. The recipient shall not engage in the development of tasks not approved in the recipient's application without prior approval and the issuance of an amendment to the award by FEMA. Details for implementing this Cooperative Agreement are provided in the Statement of Work. (*Appendix A*)

C. Eligibility Information

1. **Eligible Applicants**
   FEMA-designated Urban Search and Rescue Task Force Sponsoring Agencies (See Appendix C)

2. **Applicant Eligibility Criteria**
   FEMA-designated Urban Search and Rescue Task Force Sponsoring Agency.

3. **Other Eligibility Criteria**
   There are no Other Eligibility Criteria for this program.

4. **Cost Share or Match**
   There is no Cost Share or Cost Match requirement under this program.

D. Application and Submission Information

1. **Key Dates and Times**

   a. **Date posted to Grants.gov** 06/24/2020

   b. **Initial Application Submission in Grants.gov (SF-424)** 07/10/2020

c. **Application Submission Deadline in ND Grants:** 07/24/2020 at 5:00 pm ET
d. **Anticipated Funding Selection Date:** 08/30/2020
e. **Anticipated Award Date:** 09/01/2020

f. **Other Key Dates**

Event	Suggested Deadline for Completion
Obtaining DUNS Number	Four weeks before actual submission deadline
Obtaining a valid EIN	Four weeks before actual submission deadline
Updating SAM registration	Four weeks before actual submission deadline
Starting application in Grants.gov	Two weeks before actual submission deadline
Final application in ND Grants	One week before actual submission deadline

2. **Agreeing to Terms and Conditions of the Award**
By submitting an application, applicants agree to comply with the requirements of this NOFO and the terms and conditions of the award, should they receive an award.

3. **Address to Request Application Package**
Initial Applications will be processed through the Grants.gov portal, and the complete application will be processed through the ND Grants System. Hard copy applications will not be accepted.

Application forms and instructions are available at Grants.gov. To access these materials, go to http://www.grants.gov

Hardcopies of the NOFO may be downloaded from http://www.grants.gov

In addition, the following Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Notice is: (800) 462-7585

4. **Steps Required to Submit an Application, Unique Entity Identifier, and System for Award Management (SAM)**
To apply for an award under this program, all applicants must:

a. Apply for, update, or verify their Data Universal Numbering System (DUNS) Number from Dun & Bradstreet (D&B) and Employer ID Number (EIN)
b. In the application, provide a valid Data Universal Numbering System DUNS number, which is currently the unique entity identifier;
c. Have an account with login.gov;
d. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
e. Create a Grants.gov account;
f. Add a profile to a Grants.gov account;
a. Establish an Authorized Organizational Representative (AOR) in Grants.gov;

b. Submit an initial application (SF-424) in Grants.gov;
g. Submit the final application in the Non-Disaster (ND) Grants system; and
h. Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency.

Applicants are advised that DHS/FEMA may not make a federal award until the applicant has complied with all applicable DUNS and SAM requirements. Therefore, an applicant's SAM registration must be active not only at the time of application, but also during the application review period and when DHS/FEMA is ready to make a federal award. Further, as noted above, an applicant's or recipient's SAM registration must remain active for the duration of an active federal award. If an applicant's SAM registration is expired at the time of application, expires during application review, or expires any other time before award, DHS/FEMA may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

5. Electronic Delivery

DHS is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. DHS encourages or requires applicants to submit their applications online through Grants.gov, depending on the funding opportunity. For this funding opportunity, the DHS/FEMA requires applicants to submit initial applications through Grants.gov and the final and complete application through the ND Grants System.

a. **How to Register to Apply** *Instructions:* Registering in Grants.gov is a multi-step process. Read the instructions below about registering to apply for DHS funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines.

Organizations must have a Data Universal Numbering System (DUNS) Number, active System for Award Management (SAM) registration, and Grants.gov account to apply for grants. If individual applicants are eligible to apply for this grant funding opportunity, then you may begin with step 3, Create a Grants.gov account, listed below.

Creating a Grants.gov account can be completed online in minutes, but DUNS and SAM registrations may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines. Complete organization instructions

can be found on Grants.gov here:
https://www.grants.gov/web/grants/applicants/organization-registration.html

1) *Obtain a DUNS Number*: All entities applying for funding, including renewal funding, must have a DUNS number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizational DUNS" on the SF-424 form.

   For more detailed instructions for obtaining a DUNS number, refer to:
   https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html

2) *Register with SAM*: All organizations applying online through Grants.gov must register with the System for Award Management (SAM). Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually.

   For more detailed instructions for registering with SAM, refer to:
   https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html

3) *Create a Grants.gov Account*: The next step is to register an account with Grants.gov. Follow the on-screen instructions or refer to the detailed instructions here: https://www.grants.gov/web/grants/applicants/registration.html

4) *Add a Profile to a Grants.gov Account*: A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all of your grant applications. To add an organizational profile to your Grants.gov account, enter the DUNS Number for the organization in the DUNS field while adding a profile.

   For more detailed instructions about creating a profile on Grants.gov, refer to:
   https://www.grants.gov/web/grants/applicants/registration/add-profile.html

5) *EBiz POC Authorized Profile Roles*: After you register with Grants.gov and create an Organization Applicant Profile, the organization applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the Authorized Organization Representative (AOR) role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role.

   For more detailed instructions about creating a profile on Grants.gov, refer to:
   https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html

6) *Track Role Status*: To track your role request, refer to: https://www.grants.gov/web/grants/applicants/registration/track-role-status.html

7) *Electronic Signature*: When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize people who are able to make legally binding commitments on behalf of the organization as a user with the AOR role; **this step is often missed, and it is crucial for valid and timely submissions.**

6. **How to Submit an Initial Application to DHS via Grants.gov**
Standard Form 424 (SF-424) is the initial application for this NOFO.

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each NOFO, you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities using Workspace, refer to: https://www.grants.gov/web/grants/applicants/workspace-overview.html

a. *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

b. *Complete a Workspace*: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

c. *Adobe Reader*: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html

d. *Mandatory Fields in Forms:* In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

e. *Complete SF-424 Fields First*: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

f. *Submit a Workspace*: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

g. *Track a Workspace Submission*: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to: https://www.grants.gov/web/grants/applicants/applicant-training.html

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist DHS with tracking your issue and understanding background information on the issue.

7. Submitting the Final Application to DHS/FEMA in ND Grants

After submitting the initial application in Grants.gov, eligible applicants will be notified by DHS/FEMA and asked to proceed with submitting their complete application package in ND Grants. Applicants can register early with ND Grants and are encouraged to begin their ND Grants registration at the time of this announcement. Early registration will allow applicants to have adequate time to start and complete their application.

If you need assistance registering for the ND Grants system, please contact ndgrants@fema.dhs.gov or (800) 865-4076. For step-by-step directions on using the ND Grants system and other guides, please see https://www.fema.gov/non-disaster-grants-management-system.

In ND Grants, applicants will be prompted to submit the standard application information required as described below. The Standard Forms (SF) are auto generated in ND Grants, but applicants may access these forms in advance through the Forms tab under the SF-424 family on Grants.gov. Applicants should review these forms before applying to ensure they have all the information required:

- SF-424A, Budget Information (Non-construction)
    - For construction under an award, submit SF-424C, Budget Information (Construction) in addition to or instead of SF-424A
- SF-424B, Standard Assurances (Non-construction)
    - For construction under an award, submit SF-424D, Standard Assurances (Construction), in addition to or instead of SF-424B
- SF-LLL, Disclosure of Lobbying Activities
- Indirect Cost Agreement or Proposal, if the budget includes indirect costs and the applicant is required to have an indirect cost rate agreement or proposal. See further information below regarding allowability of indirect costs and documentation requirements, including if the applicant does not have or is not required to have an indirect cost rate agreement or proposal, or contact the relevant DHS/FEMA staff identified in Section G, "DHS Awarding Agency Contact Information" for further instructions.

Generally, applicants have to submit either the non-construction forms (i.e., SF-424A and SF-424B) or construction forms (i.e., SF-424C and SF-424D), meaning that applicants that only have construction work and do not have any non-construction work need only submit the construction forms (i.e., SF-424C and SF-424D) and not the non-construction forms (i.e., SF-424A and SF-424B), and vice versa. However, applicants who have both construction and non-construction work under this program need to submit both the construction and non-construction forms.

For program-specific application submission requirements, please refer to the subsection titled "Content and Form of Application Submission" under Section D of this NOFO, *Appendix A,* and FEMA Form 089-0-10 (Available on http://www.grants.gov)

8. Timely Receipt Requirements and Proof of Timely Submission

As application submission is a two-step process, the applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their initial application. This notification does not serve as proof of timely submission as the application is not complete until it is submitted in the ND Grants System. Applicants can also view the ND Grants Agency Tracking Number by accessing the Details tab in the submitted workspace section in Grants.gov, under the Agency Tracking Number column. Should the Agency Tracking Number not appear, the application has not yet migrated from Grants.gov into the ND Grants System. Please allow 24 hours for your ND Grants application tracking number to migrate. All applications must be received in ND Grants by **5:00 PM (ET) on 07/24/2020.** Failure to submit by the deadline may result in an applicant being denied consideration for this funding opportunity.

Proof of timely submission is automatically recorded by ND Grants. An electronic date/time stamp is generated within the system when the application is successfully received by ND Grants. Additionally, the applicant(s) listed as contacts on the application will receive a system-generated email to confirm receipt.

9. Content and Form of Application Submission

The following forms or information are required to be submitted in either Grants.gov or ND Grants. The Standard Forms (SF) are submitted either through Grants.gov, through forms generated in ND Grants, or as an attachment in ND Grants. Applicants may also access the SFs at https://www.grants.gov/web/grants/forms/sf-424-family.html.

a. Grants.gov

- SF-424, Application for Federal Assistance (Initial Application)
- Grants.gov Lobbying Form, Certification Regarding Lobbying

b. ND Grants: Standard Forms or Information

- SF-424A, Budget Information (Non-construction)
  - For construction under an award, submit SF-424C, Budget Information (Construction) in addition to or instead of SF-424A
- SF-424B, Standard Assurances (Non-construction)
  - For construction under an award, submit SF-424D, Standard Assurances (Construction), in addition to or instead of SF-424B
- SF-LLL, Disclosure of Lobbying Activities
- Indirect Cost Rate Agreement or Proposal if the budget includes indirect costs. See further information below regarding allowability of indirect costs and documentation requirements, including if the applicant does not have or is not required to have an indirect cost rate agreement or proposal, or contact the relevant DHS/FEMA staff identified in Section G, "DHS Awarding Agency Contact Information" for further instructions.

c. ND Grants: Program-Specific Forms or Information

(Available on http://www.grants.gov or https://www.fema.gov/grant-forms)
In addition, applicants are also be required to submit the following in ND Grants:

- Completed US&R Budget Narrative Workbook, FEMA Form 089-0-10
- Any requests & approvals received for pre-award costs (if applicable)
- If one or more vehicle purchases is/are included in the budget narrative, include the following:
  - Vehicle (rolling or floating) specifications of the vehicle(s) the applicant intends to purchase
  - A completed Vehicle Support Unit Purchase Replacement/Disposal Justification Form, FEMA Form 089-0-26

10. Other Submission Requirements

Submitting Sponsoring Agency applicants must submit one complete application each, including a budget plan that is in accordance with the items outlined in the US&R Task Force FY 2020 Readiness Cooperative Agreement Statement of Work. (*Appendix A*)

11. Intergovernmental Review

An intergovernmental review may be required. Applicants must contact their state's Single Point of Contact (SPOC) to comply with the state's process under Executive Order 12372 (See https://www.archives.gov/federal-register/codification/executive-

order/12372.html; https://www.whitehouse.gov/wp-content/uploads/2019/02/SPOC-February-2019.pdf).

12. Funding Restrictions and Allowable Costs

Federal funds made available through this award may only be used for the purpose set forth in this award and must be consistent with the statutory authority for the award. Award funds may not be used for matching funds for any other Federal grants/cooperative agreements, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the federal government or any other government entity. Additional instructions on funding restrictions and allowable costs are in US&R Task Force FY 2020 Readiness Cooperative Agreement Statement of Work (*Appendix A)* and through internally issued National US&R Response System Program Directives. (Available from the US&R Branch)

a. Pre-Award Costs

Per 2 C.F.R. § 200.458, pre-award costs are those incurred prior to the effective date of the Federal award directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award and only with the written approval from FEMA.

To apply for the approval to of pre-award costs (i.e., costs incurred prior to the beginning of the Period of Performance for this Cooperative Agreement) the recipient shall submit a justification as to why the pre-award cost approval is necessary, along with a detailed estimate of costs, in the application. The US&R Branch will review and forward the application to the Grant Programs Directorate for approval. The recipient will then be instructed to include their request and the approval with their application package submission.

Once the cooperative agreement is awarded, the recipient may then draw down this funding to cover the pre-award expenses at that time.

b. Direct Costs

- Planning: Planning costs related to training or exercises are allowed under this program.
- Training: Training related costs are allowed under this program.
- Exercises: Exercise related costs are allowed under this program.
- Equipment: Equipment costs are allowed under this program.
- Medical Monitoring: Medical Monitoring costs are allowed under this program
- Domestic: Domestic travel costs are allowed under this program.
- International: International travel is not an allowable cost under this program unless approved in advance by FEMA.
- Except for minor renovations and modifications of existing warehouse facilities that do not change the footprint of the structure, construction and renovation costs are not allowed. Examples of permissible minor renovation and modification

costs include but are not limited to office/storage space build-out/reconfiguration, ceilings, loading docks/doors, lighting, HVAC, and security fencing. US&R Branch approval is required for reimbursement of renovation and modification costs. The purpose of allowing minor renovation and modification costs is to ensure the equipment cache is maintained as required under the National Urban Search and Rescue Response program. See 42 U.S.C. § 5165f(l)(2); 44 C.F.R. § 208.23(c)(4).

- You may only use cooperative agreement funds to pay for warehouse leases for a twelve-month consecutive period within the overall period of performance and that there is no guarantee of cooperative agreement funding in future years. Task forces may write contracts with an available fund's clause or option years for protection.

c. Management and Administration (M&A) Costs

Management and Administration costs are allowed under this program, as outlined in 44 C.F.R. § 208.23. Management and Administration costs are activities directly related to implementing the award. Funding levels for M&A costs, if proposed, will be negotiated on a per applicant basis.

d. Indirect Facilities & Administrative (F&A) Costs

Indirect costs are allowable under this program as described in 2 C.F.R. Part 200, including § 200.414. Applicants with a negotiated indirect cost rate agreement that desire to charge indirect costs to an award must provide a copy of their negotiated indirect cost rate agreement at the time of application. Applicants that are not required by 2 C.F.R. Part 200 to have a negotiated indirect cost rate agreement but are required by 2 C.F.R. Part 200 to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application. Post-award requests to charge indirect costs will be considered on a case-by-case basis and based upon the submission of an agreement or proposal as discussed above.

E. Application Review Information

1. Application Evaluation Criteria

a. Programmatic Criteria

Only FEMA-designated Urban Search and Rescue Task Force Sponsoring Agencies (28 total, *see Appendix C*) are eligible to apply for this NOFO.

Applicants must be a FEMA-designated Urban Search and Rescue Task Force Sponsoring Agency.

Submitting Sponsoring Agency applicants must submit one complete application each, including a budget plan that is in accordance with the items outlined in the US&R Task Force FY 2020 Readiness Cooperative Agreement Statement of Work. (*Appendix A*).

b. Financial Integrity Criteria

Prior to making a federal award, FEMA is required by 31 U.S.C. § 3321 note, 41 U.S.C. § 2313, and 2 C.F.R. § 200.205 to review information available through any

OMB-designated repositories of government wide eligibility qualification or financial integrity information. Therefore, application evaluation criteria may include the following risk-based considerations of the applicant:

1) Financial stability.
2) Quality of management systems and ability to meet management standards.
3) History of performance in managing federal award.
4) Reports and findings from audits.
5) Ability to effectively implement statutory, regulatory, or other requirements.

c. Supplemental Financial Integrity Criteria and Review

Prior to making a federal award where the anticipated total federal share will be greater than the simplified acquisition threshold, currently $250,000 (see Section 805 of the National Defense Authorization Act for Fiscal Year 2018, Pub. L. No. 115-91, OMB Memorandum M-18-18 at https://www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf):

1) FEMA is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM, which is currently the Federal Awardee Performance and Integrity Information System (FAPIIS) and is accessible through the https://www.sam.gov/SAM/ website.
2) An applicant, at its option, may review information in FAPIIS and comment on any information about itself that a federal awarding agency previously entered.
3) FEMA will consider any comments by the applicant, in addition to the other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. § 200.205.

2. Review and Selection Process

FEMA staff, professionally and technically qualified in the System, will evaluate applications and select applicants for funding. Applicants will be evaluated and selected for funding based on the following:

a. The applicant demonstrates expertise and qualifications necessary to support Emergency Support Function #9 (ESF #9) activities under the National Incident Management System and the National Response Framework.
b. The applicant's proposed work plan is consistent with the US&R Task Force FY 2020 Readiness Cooperative Agreement Statement of Work. (*Appendix A*)
c. The applicant proposes costs that are allowable, reasonable and allocable in relation to proposed projects and tasks.

F. Federal Award Administration Information

1. Notice of Award

Before accepting the award, the AOR and recipient should carefully read the award package. The award package includes instructions on administering the grant award and

the terms and conditions associated with responsibilities under federal awards. **Recipients must accept all conditions in this NOFO as well as any special terms and conditions in the Notice of Award to receive an award under this program.**

Notification of award approval is made through the ND Grants system through an automatic e-mail to the awardee point of contact (the "authorized official") listed in the initial application. The date FEMA approves the award is the "award date." The awardee should follow the directions in the notification to accept the award.
Recipients must accept their awards no later than 90 days from the award date. The recipient shall notify the awarding agency of its intent to accept and proceed with work under the award or provide a notice of intent to decline through the ND Grants system. For Instructions on how to accept or decline an award in the ND Grants system, please see the ND Grants Grant Recipient User Guide. Funds will remain on hold until the recipient accepts the award through the ND Grants system and all other conditions of award have been satisfied, or the award is otherwise rescinded. Failure to accept the grant award within the 90-day timeframe may result in a loss of funds.

2. Administrative and National Policy Requirements

a. DHS Standard Terms and Conditions

All successful applicants for DHS grant and cooperative agreements are required to comply with DHS Standard Terms and Conditions, which are available online at: DHS Standard Terms and Conditions.

The applicable DHS Standard Terms and Conditions will be those in effect at the time the award is made. What terms and conditions will apply for the award will be clearly stated in the award package at the time of award.

b. Environmental Planning and Historic Preservation (EHP) Compliance

As a Federal agency, FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grant-funded projects, comply with Federal EHP regulations, laws, and Executive Orders as applicable.

3. Reporting

Below is an overview of the reporting requirements for this program. Additional reporting information is in US&R Task Force FY 2020 Readiness Cooperative Agreement Statement of Work. (*Appendix A*)

a. Federal Financial Reporting Requirements

The Federal Financial Report (FFR) form (SF-425) is available online at: https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1.

Recipients must report obligations and expenditures on a quarterly basis through the FFR to DHS/FEMA. Recipients must file the FFR electronically using the Payment and Reporting Systems (PARS).

An FFR must be submitted quarterly throughout the period of performance (POP), including partial calendar quarters, as well as in periods where no grant award activity occurs. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate a lack of progress, or are insufficient in detail.

b. Programmatic Performance Reporting Requirements

Awardees are responsible for providing updated performance reports using FEMA Form 089-0-11 (Available on http://www.grants.gov or https://www.fema.gov/grant-forms)
on a Semi-Annual basis through ND Grants. FEMA Form 089-0-11 is due within 30 after the end of the reporting period; recipients must complete FEMA Form 089-0-11 and submit it as an attachment to the ND Grants system.

c. Financial and Programmatic Reporting Periods and Report Due Dates

Report Type	Reporting Period	Report Due Date
Quarterly Federal Financial Report (SF-425)	October 1 – December 31	January 30
Semi-Annual Performance Report (FEMA Form 089-0-11)	October 1 – December 31	January 30
Quarterly Federal Financial Report (SF-425)	January 1 – March 31	April 30
Semi-Annual Performance Report (FEMA Form 089-0-11)	January 1 – June 30	July 30
Quarterly Federal Financial Report (SF-425)	April 1 – June 30	July 30
Quarterly Federal Financial Report (SF-425)	July 1 – September 30	October 30
Semi-Annual Performance Report (FEMA Form 089-0-11)	July 1 – December 31	January 30

d. Financial and Compliance Audit Report

For audits of fiscal years beginning on or after December 26, 2014, recipients that expend $750,000 or more from Federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the requirements of Government and Accountability Office's (GAO) Government Auditing Standards, located at: http://www.gao.gov/govaud/ybk01.htm, and the requirements of Subpart F of 2 C.F.R. Part 200, located at: https://w w.govinfo.gov/app/details/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200-subpartF

e. Closeout Reporting Requirements

Within 90 days after the end of the period of performance, or after an amendment has been issued to close out a grant, recipients must submit the following:

1) The final request for payment, if applicable;
2) The final FFR (SF-425);
3) The final progress report detailing all accomplishments;
4) A qualitative narrative summary of the impact of those accomplishments throughout the period of performance; and
5) Other documents required by this NOFO, terms and conditions of the award, or other US&R Branch and GPD guidance.

If applicable, an inventory of all construction projects that used funds from this program must be reported with the final progress report.

After these reports have been reviewed and approved by the US&R Branch and GPD, a closeout notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR, unless a longer period applies, such as due to an audit or litigation, for equipment or real property used beyond the period of performance, or due to other circumstances outlined in 2 C.F.R. § 200.333.

In addition, any recipient that issues subawards to any subrecipient is responsible for closing out those subawards as described in 2 C.F.R. § 200.343. Recipients acting as pass-through entities must ensure that they complete the closeout of their subawards in time to submit all necessary documentation and information to FEMA during the closeout of their prime grant award. The recipient is responsible for returning any funds that have been drawn down but remain as unliquidated on recipient financial records.

f. Disclosing Information per 2 C.F.R. § 180.335

This reporting requirement pertains to disclosing information related to government-wide suspension and debarment requirements. Before a recipient enters into a grant award with FEMA, the recipient must notify FEMA if it knows if it or any of the recipient's principals under the award fall under one or more of the four criteria listed at 2 C.F.R. § 180.335:

1) Are presently excluded or disqualified;
2) Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. § 180.800(a) or had a civil judgment rendered against it or any of the recipient's principals for one of those offenses within that time period;
3) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in 2 C.F.R. § 180.800(a); or
4) Have had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default.

At any time after accepting the award, if the recipient learns that it or any of its principals falls under one or more of the criteria listed at 2 C.F.R. § 180.335, the recipient must provide immediate written notice to FEMA in accordance with 2 C.F.R. § 180.350.

g. Reporting of Matters Related to Recipient Integrity and Performance

Per 2 C.F.R. Part 200, Appendix I § F.3, the additional post-award reporting requirements in 2 C.F.R. Part 200, Appendix XII may apply to applicants who, if upon becoming recipients, have a total value of currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies that exceeds $10,000,000 for any period of time during the period of performance of an award under this funding opportunity. Recipients that meet these criteria must maintain current information reported in FAPIIS about civil, criminal, or administrative proceedings described in paragraph 2 of Appendix XII at the reporting frequency described in paragraph 4 of Appendix XII.

4. Monitoring

Per 2 C.F.R. § 200.336, FEMA, through its authorized representatives, has the right, at all reasonable times, to make site visits to review project accomplishments and management control systems to review project accomplishments and to provide any required technical assistance. During site visits, FEMA will review grant recipients' files related to the grant award. As part of any monitoring and program evaluation activities, grant recipients must permit FEMA, upon reasonable notice, to review grant-related records and to interview the organization's staff and contractors regarding the program. Recipients must respond in a timely and accurate manner to FEMA requests for information relating to the grant program.

G. DHS Awarding Agency Contact Information

Contact and Resource Information

1. The following Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Notice is: (800) 462-7585.

2. For Program Questions About Applying for an Award
   The Centralized Services Information Desk (CSID) is a non-emergency comprehensive management and information resource developed by DHS for grants stakeholders. CSID provides general information on all FEMA grant programs and maintains a comprehensive database containing key personnel contact information at the Federal, State, and local levels. When necessary, recipients will be directed to a Federal point of contact who can answer specific programmatic questions or concerns. CSID can be reached by phone at (800) 368- 6498 or by e-mail at: askcsid@fema.dhs.gov, Monday through Friday, 8:00 a.m. – 5:00 p.m. ET.

3. For Financial and Administrative Questions About Applying for an Award

GPD's Grant Operations Division Business Office provides financial support and technical assistance, such as for password resets and registration requests, questions regarding Form 1199A, payment status, amendments, closeouts, and tracking de-obligation and award amounts. Additional guidance and information can be obtained by contacting the FEMA Call Center at (866) 927-5646 or via e-mail to: ASK-GMD@fema.dhs.gov.

4. Office of Environmental Planning and Historic Preservation (OEHP)
   OEHP provides guidance and information about the EHP review process to FEMA programs and its recipients and sub-recipients. All inquiries and communications about EHP compliance for FEMA grant projects or the EHP review process should be addressed with the US&R Branch.

H. Additional Information

1. Period of Performance Extensions

The POP for this Cooperative Agreement is 36 months to allow sufficient time to complete and execute the budget. Extensions to the POP for this program are allowed. Extensions to the POP identified in the award will only be considered through formal, written requests to both the US&R Branch and the FEMA Grants Assistance Officer and must contain specific and compelling justifications as to why an extension is required.

All extension requests must be submitted using FEMA Form 089-0-012 – Amendment (Available on http://www.grants.gov or https://www.fema.gov/grant-forms) and must address the following:

- Brief status of ongoing activity under this Cooperative Agreement
- Outline of remaining funds available and necessary to finish activity during extension, and
- Explanation of why activity could not be completed within the Period of Performance

Awardees should submit all proposed extension requests to DHS/FEMA for review and approval at least 60 days before the end of the Period of Performance.

2. Payment

FEMA utilizes the Payment and Reporting System (PARS) for financial reporting, invoicing and tracking payments. Additional information can be obtained at: https://isource.fema.gov/sf269/execute/LogIn?sawContentMessage=true .

DHS/FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to Recipients. To enroll in the DD/EFT, the Recipient must complete a Standard Form 1199A, Direct Deposit Form.

3. Appendices:

A. National Urban Search and Rescue Response System (US&R) Task Force FY 2020 Cooperative Agreement Statement of Work

B. Cooperative Agreement Funding – Recommended Allocations
C. Task Force Allocations and Budget Totals
D. Administration Budget
E. Special Cache Allocations (HEPP, IST, Medical)
F. Annual Advisory Organization Stipends
G. Summary of Deliverables

Appendix A
US&R Task Force FY 2020 Readiness Cooperative Agreement
Statement of Work

A. 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 System). The purpose of this **Readiness Cooperative Agreement** is to support the continued development and maintenance of a national urban search and rescue capability. Specifically, this agreement provides a mechanism for distribution of Cooperative Agreement funding for certain purposes in preparation of a Federal US&R capability for disaster response. This Cooperative Agreement allows each Sponsoring Agency of a System 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.

This Cooperative Agreement provides direction to the System task force's Sponsoring Agency for the use of funding to provide administrative and program management, training, support, equipment cache procurement, maintenance and storage.

B. Background

FEMA, in cooperation with other federal, state and local agencies created the System to provide a national US&R capability that provides lifesaving resources to survivors of structural collapse. When the System was developed in 1990, there was limited capability in only a few states to perform this mission and no resources were available for a coordinated national response.

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

FEMA had no organic heavy rescue capability of its own and realized the best sources for US&R knowledge and skills reside at the state and local level. The System was developed and continues as a federal–state–local partnership, based on a Memorandum of Agreement (MOA) and individual Response and Readiness Cooperative Agreements. While the MOA provides the basic operational "**Agreement**" between FEMA, the state and Sponsoring Agency, the individual Readiness Cooperative Agreement provides the mechanism for distributing federal funds to the Sponsoring Agencies of the System's 28 US&R task forces for continued readiness efforts.

In December 2004, the National Response Plan (NRP) was published by DHS which integrated the Federal Response Plan. The NRP was then updated in January 2008 and is

now referred to as the National Response Framework (NRF). At that time, ESF#9 was expanded to encompass urban, water-borne, and land-based search and rescue environments.

C. FEMA Objectives

FEMA, through the Urban Search & Rescue (US&R) Branch or Grant Programs Directorate, shall:

1. Provide oversight and funding to System Sponsoring Agencies to manage and administer US&R task force affairs and activities in accordance with accepted standard business practices.
2. Provide oversight and funding to train and exercise System personnel to safely perform assigned US&R duties in accordance with established FEMA/System approved standards and guidance.
3. Provide oversight and funding to acquire and maintain the equipment in accordance with the US&R Equipment Cache List as approved by the US&R Branch.
4. Provide oversight and funding for the lease of space to provide offices, training facilities and/or storage of vehicles and equipment, as needed.
5. Provide resources (e.g., staff, equipment, funding) to support readiness and standby activities, subject to availability of funds (e.g., catastrophic planning, technical assistance, mobilization exercises).
6. Provide a forum for discussion of strategic issues by facilitating the hosting of Sponsoring Agency Chief/Head meetings with the FEMA Administrator, or designee' as well as regularly scheduled meetings with the System's Strategic Group.

D. Approvals

Advance approval must be obtained in writing from both the US&R Branch and the FEMA Grants Assistance Officer for the following (in accordance with 2 C.F.R. Part 200):

1. Approval for activities or expenditures not identified in the task force narrative and budget, but that are allowable within the scope of work for this Cooperative Agreement (i.e., budget changes)
2. Requests for extension of the Period of Performance (POP) for this Cooperative Agreement. *(The POP for this Cooperative Agreement is 36 months to allow sufficient time to complete and execute the budget*. Extensions to the POP for this program are allowed. Extensions to the POP identified in the award will only be considered through formal, written requests to both the US&R Branch and the FEMA Grants Assistance Officer and must contain specific and compelling justifications as to why an extension is required). See also section H.1 of the NOFO for more information on the POP extension process.
3. Requests for spending Cooperative Agreement funds prior to the beginning of this period of performance ("pre-award costs"). See also section D.12 of the NOFO for further information on pre-award costs.

For more detailed information pertaining to submission of amendments to this Cooperative Agreement, refer to US&R Program Directive 2016-010 – *US&R Readiness Amendment Guidance*, dated September 6, 2016, and any updates. (Available by contacting the US&R Branch)

Unauthorized expenditures may be denied and required to be reimbursed to FEMA. Use of Cooperative Agreement funds provided through this agreement for any activity that occurs outside the United States and its territories is prohibited, unless authorized by the US&R Branch, FEMA Grant Programs Directorate and FEMA International Affairs prior to incurring costs for the activity. See also section D.12 of the NOFO for further information on funding restrictions and allowable costs.

E. Applicable Laws and Policies/Order of Precedence

This award is subject to the laws and regulations of the United States. This Cooperative Agreement incorporates the terms and requirements of any applicable Agency policies and all US&R Program Directives issued by the US&R Branch, including those issued during the term of this Cooperative Agreement.

Any inconsistency or conflict in terms and conditions specified in the award will be resolved according to the following order of precedence: public laws, regulations, applicable notices published in the Federal Register, Executive Orders, OMB Circulars, agency award conditions, the terms and conditions of the Sponsoring Agency's Memorandum of Agreement with FEMA, applicable DHS and FEMA policies, US&R Program Directives, and US&R General Memoranda. (Available by contacting the US&R Branch)

Some of the terms and conditions contained herein may contain, by reference or substance, a summary of the applicable statutes, regulations, Executive Orders, or OMB Circulars. To the extent that a term or condition contained in this NOFO is a summary of an authority, such provision is not in derogation of, or an amendment to, any such statute, regulation, Executive Order, or OMB Circular.

F. Cooperative Agreement Funding

The FY 2020 Cooperative Agreement base total (or minimum amount) for each task force is $1,176,631. The US&R Branch recommended allocations are outlined in *Appendix B* of this NOFO. Additional funds allocated to specific task forces are provided by the US&R Branch in *Appendices C, D, and E*.

Each task force can apply for up to the amount allocated to their agency as shown in *Appendix C*. All Sponsoring Agencies must submit supporting documentation with each application. The Period of Performance for the FY 2020 US&R Readiness Cooperative Agreement funding is 36 months. Each task force should submit a budget narrative detailing daily operation costs within that period of performance as follows. Certain costs may be expended during any point in the period of performance while other costs must be budgeted for a set period within the period of performance.

For costs to conduct trainings and for procurement of equipment and supplies task forces shall only charge costs for work done in the period of performance. Where part (or all) of the work under a grant is equipment to be put into service, then that work needs to be fully completed (including receiving the equipment) within the period of performance. These costs may be incurred at any point throughout the period of performance.

Task forces are reminded that you may only use cooperative agreement funds to pay for warehouse leases for a twelve-month consecutive period within the overall period of performance and that there is no guarantee of cooperative agreement funding in future years. Task forces may write contracts with an available funds clause or option years for protection.

G. FEMA/US&R Branch Responsibility

1. Review, approve, and adopt System-related products, including technical manuals, operational procedures, training curriculum and supporting manuals, meeting agendas and other requirements for the System.
2. Coordinate and support meetings relating to System activities, to develop and implement policies, procedures and System documents.
3. Establish and disseminate policy and Program Directives for the System based on established regulations and with substantial involvement and input from the partner sponsoring agencies and their members.
4. In cooperation with the System's Strategic Group, determine annual funding levels for readiness activities.
5. Purchase equipment and deliver to System task forces, based on need and available funding.
6. Review and/or approve expenditure reports, performance reports, personnel records, training records, task force self-evaluation documents, equipment cache and excess property inventories and other deliverables required by the US&R Branch.
7. Review and approve/disapprove in writing, in conjunction with the Grants Assistance Officer, any cost deviations or budget revisions from those prescribed in this agreement or from other FEMA established policies.
8. Implement the policy, criteria and procedure for task force evaluations. Distribute an annual Task Force Self-Evaluation survey with 45-day submission suspense, for completion by the task forces. Conduct a cooperative peer-based Readiness Assessment Program (RAP), to include Administrative Readiness Evaluations (ARE) and Operational Readiness Exercise Evaluations (OREE).
9. Track, disseminate, and consistently update the status of recommendations generated from the Advisory Organization to all System components.
10. Based on various planning factors, the US&R Branch may alert or activate System resources for activities associated with scheduled National Special Security Events (NSSE). Task forces activated under this section will be notified in advance, through written activation orders that will provide authorization for travel and to carryout activities required of the operations. Prior to any activities under this section, the US&R Branch will request cost estimates from identified task forces. This item would be funded separately from annual Readiness Cooperative Agreement funding but could be either an amendment to this Cooperative Agreement or the Response Cooperative Agreement.
11. Provide at least one full-time US&R Branch staff member to serve as project officer for each of the recognized Functional Groups within the Advisory Organization to assist the Group leader in the administration of the Group.

H. Sponsoring Agency Responsibility and Requirements

Under this Readiness Cooperative Agreement, the Sponsoring Agency shall use funding to prepare the task force under the following categories: Administration/ Management, Training, Equipment, and Storage/Maintenance.

1. Administration and Management
   a. Provide sufficient staff for management and administration of task force day-to-day activities. This staff shall be responsible for program management, grants management, financial management, administrative support, training coordination and instruction, logistics management and property accountability. These management responsibilities include, but are not limited to, task force salaries and expenses coordination; record-keeping; inventory and maintenance of task force equipment caches; communicating with task force members and parties who support task force activities; and similar management and administrative tasks.
   b. Maintain a comparison of expenditures with budgeted amounts for each Federal award, per 2 C.F.R. § 200.302. This includes maintaining a budget that reflects budgeted versus actual expenditures, tracking back to the four budget categories and nine object classes as detailed within their budget of their application on SF-424A – *Budget Information (Non-Construction)* or SF-424C – *Budget Information (Construction)*.
   c. Task forces may purchase equipment & supplies for the administration of their program with US&R funding, with their own funding, or both. These items may include but are not limited to, laptop and desktop computers, cellular telephones/wireless tablets, personal communication devices (e.g., smart phones), printers, scanners, copy machines, office furniture, video conference capability, etc.
   d. Recruit, train and maintain a roster of personnel to enable complete staffing of a National Incident Management System (NIMS) Type 1 US&R task force. Positions shall be staffed from within the task force organization, unless prior approval is given by the US&R Branch. The rostered staffing level shall be a maximum 210 personnel, plus up to 10% allowable staffing overage, to address attrition, Incident Support Team (IST) members, etc. The task force shall pursue the goal to roster the minimum of 140 deployable personnel; two deep at each of the 19 functional positions required for a NIMS type 1 US&R task force configuration. Ensure all members have a completed, signed and notarized Appointment Affidavit on file with the task force.
   e. The task force shall procure and maintain the required Hazardous Materials (Hazmat) preparedness and response equipment and supplies and train personnel according to current System policy. Doing so will allow the task force to perform rescue operations in a contaminated environment, as defined in the System's *Hazardous Materials (Hazmat) Concept of Operations*.
   f. Ensure each task force member meets the necessary license, certification or other professional qualification requirements of their assigned position at time of deployment. Further ensure that the task force has the documentation on file to verify currency.
   g. The task force may use funds to cover salary and travel for product research and development efforts, when authorized by the US&R Branch who will coordinate with the Grant Programs Directorate.

h. The task force may use funds to cover salary and travel to enable task force personnel to collaborate with federal, state, or other entities (e.g., other US&R resources or emergency responders) to enhance the capabilities of the System.
i. Ensure the task force is prepared for AREs by completing an internal self-evaluation operational readiness and preparedness survey (Phase I Self-Evaluation) as provided by the US&R Branch. The completed electronic copy of the self-evaluation shall be submitted as directed by the annual Program Directive.
j. Submit to the US&R Branch the following items in accordance to instructions in *Appendix G* by January 31st:
    1. A current task force US&R equipment cache database in a Microsoft Access-compatible database format. This database shall include both equipment caches.
    2. A current *Time-Phased Force Deployment Data* (TPFDD) form (*"Aircraft Loading Data"*), in a format provided by the US&R Branch.
    3. A transportation plan including all vehicles and trailers for a NIMS type 1 US&R task force over-the-road configuration.
    4. An Annual Maintenance and Inventory Log, from each task force that maintains one of the three Incident Support Team (IST) equipment caches,
    5. An Annual Maintenance and Inventory Log, from each task force that maintains one of the seven Hazardous Materials Equipment Push Package (HEPP) caches.
h. Ensure funds are properly allocated, accounted for, and reported for those task force members who serve as Sponsoring Agency Chief Representatives, Advisory Group Chair, Deputy Advisory Group Chair, IST Representative, Legal Representative, Functional Group Leaders, Deputy Functional Group Leaders, Subgroup Leaders, National and Divisional Task Force Representatives, Incident Support Team leadership as appropriate and authorized by the US&R Branch. These funds are intended to defray personnel salary, backfill, travel and other administrative costs associated with these positions for assigned task forces in accordance with Sponsoring Agency policies and *Appendices C*, *D*, *E*, and *F*.
i. Ensure timely reporting of expenditures for readiness activities carried out under this agreement and timely delivery of Cooperative Agreement reporting. Refer to Section I of this Appendix, Reporting.
j. As funding allows, ensure personnel salaries and expenses relating to task force and Incident Support Team administration, development and training preparedness activities are paid in accordance with established Sponsoring and Participating Agency policies/practices and in a timely manner, but no later than 120 days after completion of a training exercise. Appropriate personnel records shall be kept in accordance with 2 C.F.R. Part 200.
k. Compliance with NIMS is a condition for award of this Cooperative Agreement as outlined in Homeland Security Presidential Directive-5 (HSPD-5), Management of Domestic Incidents. Sponsoring Agencies must comply with the NIMS Implementation Activities established annually by FEMA. Sponsoring Agencies must report NIMS compliance activities in accordance with state and local NIMS guidance. Additionally, a certificate of completion for each required course in accordance with current the Position Descriptions must be in each System task force member's personnel file. State offered NRF, NIMS, or equivalent certificates may be substituted for those courses offered on the FEMA NIMS website provided they

meet federal NIMS standards. For further information on compliance and guidance, refer to the following website: https://www.fema.gov/national-incident-management-system.

l. Attend FEMA-sponsored or FEMA-approved System meetings, conferences, and training sessions, or other events as directed by the US&R Branch as they relate to the System. Other activities include on-site peer AREs, OREEs, quality assurance oversight of FEMA-sanctioned training courses, training with other task forces, grants management training, non-federal search and rescue meetings/activities (e.g., State Urban Search and Rescue (SUSAR) Alliance), and research & development for equipment, as directed by the US&R Branch. The US&R Branch is recommending allocation of certain funds as identified in *Appendix B* for travel. All travel funds shall be accounted for under Management and Administration and/or Training at the task force level.

m. Provide complete medical evaluations and immunizations to task force members as defined by the System's Medical Subgroup. Medical screening should be conducted, at a minimum, on a triennial basis for each task force member. Each task force member must have a current Fit for Deployment form signed by the examining physician on file. This document along with the medical evaluation shall become part of each member's personal medical record. Please refer to the most current Program Directive.

n. Expend at least 98% of the Cooperative Agreement funds for which the task force has budgeted. Failure to expend 98% might be taken into consideration for future award amounts.

2. Training

a. Provide System-related or System-required training for task force personnel, including the delivery of local US&R training courses or other courses specifically required by the System's Position Descriptions or authorized by the US&R Branch. This should include equipment specific training provided by the manufacturer and authorized repair technician certification training to allow task forces to have members certified to conduct manufacturer approved repairs in-house.

b. As funding permits, complete all five modules of the OREE over a three-year period either as individual exercise components, or as one comprehensive deployment exercise. The task force is encouraged to exercise as many task force members as possible during this Cooperative Agreement.

c. A task force deployment may cover all five modules or portions thereof, in which case those components not addressed in a deployment must be exercised once every three years.

d. When a task force completes all five modules, those funds originally set aside for a deployment exercise may then be used for other System approved items within the same budget category. This change must be addressed in the Semi-Annual Performance Report. A budget change is required when funds exceeding 10% of the Cooperative Agreement award amount are moved to another program budget category.

e. The task force should notify the US&R Branch of mobilization or deployment exercises as soon as the exercise is scheduled, but not later than 60 days before the

exercise begins. Notification should be brief, but include dates, scope of exercise, number of participants, and other agencies involved. *(Appendix G)* The intent of this notification is to provide the US&R Branch planning information for AREs and scheduling joint exercises with other DoD/federal Agencies. It does not take the place of, and should not be confused with, sanction request letters to obtain FEMA approval of task force sponsored training and exercises in accordance with the *Training Program Administration Manual* (TPAM), dated January 27, 2020 (issued as US&R Program Directive 2020-004), or most current training manual. (Available from the US&R Branch)

f. Submit an after-action report within 90 days of the completion of a mobilization or deployment exercise, or a training activity with duration of more than 24 consecutive hours. Send the report to the attention of the US&R Branch Chief and written in a format where lessons learned may be shared with other task forces in the System.
g. Ensure training and exercise activities of the task force meet System standards, requirements and certifications. Ensure training records for all task force personnel are kept in a central, secure location.
h. Provide funding for expenses related to the acquisition, maintenance, training and certification of Canine Search Teams. This statement is not related to the funding provided to host canine evaluations.
i. The task force is authorized to fund the acquisition, maintenance, training and certification of Canine Search Teams – Human Remains Detection. This allows the task force the ability to have this resource within the task force. Task force support of this resource is **voluntary**.
j. When authorized, ensure funds are distributed in support of hosting a System Canine Search Team Certification Evaluation or Preparation, as identified in *Appendix D*. When funding provided for the canine evaluations exceeds actual costs, the excess allocated funds may be redirected to other System activities that support the task force's canine program under Items 6 & 7. If remaining funds are used to cover costs under Items 6 and/or 7, provide this information and the associated cost(s) in their Semi-Annual Performance Report submission.
k. Provide grants management training to assigned task force Grant Managers and Assistants who have not previously attended training. Grant management training is mandatory for all task force Grants Managers and Assistants. Grant management training is optional, but highly recommended, for task force Program Managers and other key personnel assigned to System administrative duties. Every effort shall be made to attend continuing education by task force Grant Managers and Assistants during the Cooperative Agreement to stay current with regulation updates/changes. Personnel should attend training from a facility that provides a "Grants Certificate Program" and/or the US&R Grant Manager course. The US&R Branch and/or Grants Assistance Officer may be contacted for further information on classes offered. Examples of some grant management course topics are:
    1. Managing Federal Grants and Cooperative Agreements for Recipients
    2. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: 2 C.F.R. Part 200
    3. Applying for Federal Grants and Cooperative Agreements
    4. How to Prepare the Application Budget

5. Business Management Systems for Recipients
6. Audit of Federal Grants and Cooperative Agreements

l. Provide appropriate database and systems training, as needed to task force logistics and program management personnel to maintain personnel, equipment, grant, financial and accountability records.

3. Equipment and Supplies
   a. In addition to the requirements in this Appendix, states must use, manage, and dispose of equipment, as defined by 2 C.F.R. § 200.33, in accordance with state laws. Non-state task forces must follow the 2 C.F.R. § 200.313(c)-(e) regarding the use, management, and disposition of equipment. All task forces must comply with the requirements of 2 C.F.R. § 200.314 for supplies, as defined by 2 C.F.R. § 200.94. All task forces must also comply with 2 C.F.R. § 200.312 regarding federally owned property.
   Equipment is tangible personal property with a useful life of at least 1 year & a per unit cost of at least $5,000 (or the non-federal entity's equivalent threshold, whichever is lower). Supplies, on the other hand, are tangible personal property lower than the $5,000 equipment threshold or have a useful life of less than a year. Phones, tablets, etc. would more likely be supplies than equipment.
   b. The Sponsoring Agency is authorized to purchase equipment as listed in the System's most current *FEMA Approved Equipment Cache List*, dated March 31, 2020 (issued as US&R Program Directive 2020-007), or most current Approved Equipment Cache List. (Available on https://www.responsesystem.org or by contacting the US&R Branch)
   Task force personnel are reminded and directed not to exceed the current Manufacturer Suggested Retail Price (MSRP), unless prior approval is received in writing from the US&R Branch. The task force must follow the applicable federal procurement requirements at 2 C.F.R. §§ 200.317 – 200.326. The rules differ depending on whether the task force is a state entity or a non-state entity. Non-state entities must follow their own documented procurement procedures that reflect applicable state and local laws and regulations, provided the procurements conform to applicable federal law and the federal procurement requirements. Part of the purpose of following the federal procurement requirements is to ensure reasonable prices are obtained, and reasonable costs are also a requirement of the federal cost principles per 2 C.F.R. § 200.403. Special consideration is given to the task force to purchase other equipment items in support of training, administrative, and warehouse/maintenance needs. Any other equipment not specified above can only be purchased after receiving written approval from the US&R Branch.
   c. Specific task forces are identified and provided funds to cover maintenance costs of the IST "A", "B" and "C" caches and medical kits. Cooperative Agreement regulations apply to these funds and shall not be transferred to a Participating Agency (See *Appendix E*).
   d. Specific task forces are also identified and provided funds to cover maintenance costs of the seven HEPP caches in accordance with the most current version of the System's *HEPP Concept of Operations,* (See *Appendix E*). Cooperative Agreement

regulations apply to these funds and shall not be transferred to a Participating Agency. These task forces are also required to submit an annual HEPP maintenance cost estimate by October 30th of each year to the US&R Branch's Program Management Section Chief to assist with the budgeting for future Cooperative Agreements, subject to the availability of funds. This cost estimate shall be based on actual expenses incurred from the previous year and any additional costs anticipated for the following year, as funding allows.

e. Task forces are to ensure that the full complement of Communications capability that meets the requirements, per the current *FEMA Approved Equipment Cache List* has been purchased and/or identified within the Sponsoring Agency for immediate deployment. This Communications capability shall be maintained in a state of readiness for response. Service agreements, as required, shall be in place for immediate use of equipment upon activation. Communications capabilities shall be addressed in the following priority order:
    1. Radio UHF, VHF, 800MHz, Marine, and Air frequency capability, to include the required quantities of portable handheld radio units; portable base station(s), mobile and convertiacom unit(s), and portable repeater(s); and mobile radio units installed and operational in all task force prime mover vehicles;
    2. Satellite capability including satellite data via transportable .98-1.2M dish system, mobile satellite data system(s), and handheld and mobile satellite phones;
    3. Cellular-based data and phone capability to include wireless mobile hotspots and wireless phones.

    Correcting deficiencies in task force communications capabilities remains a priority within the FY2020 Cooperative Agreement Period of Performance.
f. Purchase equipment or supplies necessary to conduct operations within the disciplines of the task force (e.g., Communications, Search & Logistics). These items may include but are not limited to, wireless tablets, personal communication devices (e.g., smart phones), software, printers, etc.
g. For state task forces regarding grant-purchased equipment, they must maintain and track equipment in accordance with state laws and procedures. For non-state task forces regarding grant-purchased equipment, all equipment must be tracked as to its origin. Equipment that is procured with this Cooperative Agreement funding shall be identified with the source, cache list number and Cooperative Agreement number, in accordance with 2 C.F.R. Part 200. Additionally, for all task forces, federal equipment shall be properly identified as to the ownership and funding source (including Agency name and Cooperative Agreement number or Disaster/contract number). The tracking can be accomplished through procurement documents, through fields in a database, or spreadsheet. It is the responsibility of each task force to develop a method of tracking in accordance with this section. However, it should be a system that will easily and quickly identify the information. Additionally, all procurement records and receipts should be cross-referenced and coded with the Cooperative Agreement number, cache list item number, Statement of Work section, or source of origin, or a system to easily and quickly identify the information. *See also* 2 C.F.R. §§ 200.313, 200.318, 200.333.
h. Transportation equipment is authorized for purchase as part of this Cooperative Agreement with prior approval from the US&R Branch in writing after submitting a

completed FEMA Form 089-0-26. (Available on https://www.fema.gov/grant-forms) or by contacting the US&R Branch)

i. Equipment and prime mover vehicles purchased with federal funds or provided by FEMA shall be for the use of the System. 2 C.F.R. § 200.313(a)(1). States must follow their own laws and procedures when using equipment. 2 C.F.R. § 200.313(b). Non-state task forces must use the equipment in accordance with 2 C.F.R. § 200.313(c), including that equipment must be used for the original program or project as long as needed, whether or not the program or project continues to be funded by a federal award. 2 C.F.R. § 200.313(c)(1). The task force must make the equipment available for its other federal programs or projects as long as it does not interfere with the ability to use under the US&R award. 2 C.F.R. § 200.313(c)(2). The task force may use US&R-acquired equipment for non-federal purposes as long as it does not interfere with the ability to use the equipment under this US&R award. See 2 C.F.R. § 200.313(a)(1), (c)(1), (c)(2). For example, equipment or vehicles may be used on a local, regional, or state disaster response or under other extraordinary circumstance as long as the use does not interfere with the original purpose of the federal award. The US&R Branch Chief shall be notified immediately in writing of any exceptional use of the two US&R equipment caches that diminish the response capability of the task force. The task force or Sponsoring Agency is responsible for replacement, re-supply, and/or repair of equipment used or consumed during activities not associated with the System, and for an immediate return to a state of readiness.

j. Title for the original cache, vehicles, and all equipment purchased under the Cooperative Agreements reside with the task forces (44 C.F.R. § 208.27, 2 C.F.R. Part 200).

k. Title to the FEMA (i.e., "Second Cache") equipment cache, as well as the IST and HEPP Caches, which were purchased and distributed to their respective task forces by FEMA, resides with FEMA.

l. Should a non-state task forces transfer, sell, or scrap any of the equipment and/or vehicles, they are required to first ask for prior written approval and disposition instructions from the US&R Branch and Grants Assistance Officer for all grant-purchased equipment with a current per unit fair market value over $5,000 (in accordance with 2 C.F.R. § 200.313).

m. For any federally-furnish property, upon completion of the award or when the property is no longer needed, all task forces must report the property to FEMA or obtain instructions from the US&R Branch and Grants Assistance Officer per 2 C.F.R. § 200.312 and FEMA Manual 119-7-1, "Personal Property", or current edition at time of disposition. (Available on http://www.fema.gov)

n. For the purpose of accountability and safety, the task force is authorized to purchase an identification (ID) system, as long as they meet the requirements outlined in US&R Program Directive 2006-019 – *Accountability and Medical Information Cards*. (Available by contacting the US&R Branch)

4. Maintenance and Storage

a. Maintain an accountability of property acquired under Cooperative Agreement funding, distributed federal property, and acquired federal excess property. Provide an annual report to FEMA on the status of federal property on January 31st of each

year, as part of the database submittal to the US&R Warehouse per 2 C.F.R. § 200.312. Conduct an inventory of federal property and property acquired under Cooperative Agreement funding, in accordance with 2 C.F.R. §§ 200.312, 200.313, 200.314.

b. Provide manufacturer's recommended maintenance and repair to US&R equipment acquired and specifically identified on the System's current *FEMA Approved Equipment Cache List*. Also, provide maintenance and repair to any supplemental equipment as approved by FEMA, which was purchased with FEMA funding and delivered to the task forces, purchased during a federal System response, or was acquired with FEMA approval through the Federal Excess Property Program. Task forces are expected to perform routine maintenance of equipment to maintain a state of readiness.

c. As part of the operational readiness of each task force, all US&R equipment shall be maintained in an immediate state of readiness in a cache storage facility or facilities. This may include planning and engineering and other costs for development, maintenance, and/or lease of storage facilities and associated equipment for US&R equipment and supplies. Except for minor renovations and modifications of existing warehouse facilities that do not change the footprint of the structure, construction and renovation costs are not allowed. Examples of permissible minor renovation and modification costs include but are not limited to office / storage space buildout / reconfiguration, ceilings, loading docks / doors, lighting, HVAC, and security fencing. US&R Branch approval is required for reimbursement of renovation and modification costs. The purpose of allowing minor renovation and modification costs is to ensure the equipment cache is maintained as required under the National Urban Search and Rescue Response program. See 42 U.S.C. § 5165f(l)(2); 44 C.F.R. § 208.23(c)(4).

d. Task force management is reminded you may only use cooperative agreement funds to pay for warehouse leases for a twelve-month consecutive period within the overall period of performance and that there is no guarantee of cooperative agreement funding in future years. See Section F of this Appendix, Cooperative Agreement Funding. Task forces may write contracts with an available fund's clause or option years for protection.

e. The day-to-day repair, maintenance, storage, insurance, and administrative costs for all equipment purchased or provided by FEMA will be accomplished via this Cooperative Agreement funding provided and in accordance with 2 C.F.R. Part 200.
    1. Sponsoring Agencies and/or task forces are responsible for purchasing insurance for all vehicles and equipment they own, including gap insurance and/or riders necessary to insure vehicles for actual losses as described in 2 C.F.R. Part 200. The Federal government's self-insurance does not cover actual loss and/or damage to vehicles owned by the Sponsoring Agencies and/or task forces.
    2. Under the Federal Tort Claims Act (FTCA), the federal government self-insurance program applies to all vehicles owned by the federal government. This act applies in the context of tort liability as well as to property damage or loss caused by employees acting within the scope of their official duties. See 28 U.S.C. § 2671. This act does not apply to rental vehicles used by Sponsoring Agencies and/or task forces when federally activated.

I. Reporting

The Sponsoring Agency shall use the following procedure for reporting. There are several types of reports required for this agreement. Refer to *Appendix G* for specific instructions and points of contact to submit all reports and deliverables. See also section F.3 of the NOFO for any additional reporting requirements.

1. Requirements

a. **Task Force Self-Evaluation**: As identified in Section H of this Appendix, Subsections 1.i of this document is due when directed by the US&R Branch.

b. **Equipment Information Submission**: As identified in Section H of this Appendix, Subsections 1.j and 4.a. Provide FEMA with an updated database of the task force US&R equipment cache (both federally owned, and grant purchased). Also provide a current TFPDD form, in a format provided by the US&R Branch and a transportation plan including all vehicles and trailers for a NIMS type 1 US&R task force over-the-road configuration. Submission shall include a cover letter addressed to the US&R Branch as directed in *Appendix G* by January 31st. Those task forces who have been identified to maintain one of the three ISTs and/or one of the seven HEPP caches are also required to submit the inventory of these caches as well.

c. **HEPP Maintenance Annual Cost Estimates**: Those task forces who have been identified to maintain one of the seven HEPP caches are required to submit an annual HEPP maintenance cost estimate by October 30th of each year to the US&R Branch's Program Management Section Chief. This information will be used to assist with the budgeting for future Cooperative Agreements, subject to the availability of funds. This cost estimate shall be based on actual expenses incurred from the previous year and any additional costs anticipated for the following year, as funding allows.

d. **Semi-Annual Performance Report**: This report is due to the US&R Branch for the duration of this agreement and is a written report providing a narrative and expenditures, as explained below.

1. The Sponsoring Agency shall electronically send a report semi-annually by January 30th (covering the time period of July 1st through December 31st) and by July 30th (covering the time period of January 1st through June 30th) of each year until the Cooperative Agreement is closed.
2. The Performance Report shall include task force accomplishments and the total budgeted, expenditures and balance for the Cooperative Agreement funding within the following areas: Administration/Management, Training, Equipment, and Maintenance/Storage.
3. *Performance Narrative and Funds Report* (FEMA Form 089-0-11- available on http://www.grants.gov or https://www.fema.gov/grant-forms) shall be used.
4. Completed Performance Report shall be uploaded into the NDGrants System, or as otherwise directed.
5. All changes, whether requiring prior approval or not, shall be noted in the Performance Fund Reports and subsequent closeout documents.
6. The Final Performance Reports shall be included in the completed closeout package and emailed to the US&R Branch and FEMA Grant Programs Directorate, unless otherwise directed.

2. Closeout Reports

The scope of work identified in the task force's approved budget plan for the Cooperative Agreement must be completed within the Period of Performance. The task force will have 90 days after the Period of Performance to complete the final payments and prepare the closeout documents. If unable to complete the closeout process by the due date, the task force must contact the Grant Programs Directorate and US&R Branch to request an extension of the liquidation and closeout reporting period. For more detailed information pertaining to submission of the Closeout Report for this Cooperative Agreement, refer to the US&R Program Directive applicable at the time.

At a minimum the following closeout documents must be submitted:

a. **Cover Letter**: The recipient's closeout cover letter should reference the closeout cooperative agreement number. Please note in the cover letter any items that are not applicable. If the equipment and/or supplies are maintained by the recipient, a statement that addresses the intention to continue use of this equipment needs to be included and that the equipment/supplies will continue to be used for their intended purpose of the cooperative agreement over the life cycle of the equipment/ supplies. *Also provide a statement expressing the intent to continue use of Federally Furnished Property for the Federal US&R Program, as noted in the most recent equipment information database submission*. Instructions for the Equipment Information database submission are contained in the statement of work and are not part of the closeout procedure.

b. **Cover Page**: Provides basic information pertaining to the Cooperative Agreement, to include the Assistance Listings number, recipient name, EIN number, Cooperative Agreement number, address, email address, contact person and a signature of certification by an authorized official that all information contained within the closeout package is correct.

c. **Final Performance Report**: Recipients must submit a final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance. Provide a summary of the qualitative accomplishments made through the duration of the FEMA cooperative agreement period of performance. For example, if the cooperative agreement included items under the equipment category (i.e., personal protective equipment), indicate not just the number of pieces of equipment purchased, but also describe the results of the purchase in terms of the response capability or safety, training, or other respects. The report should be broken out in the four program categories: Administrative, Training, Equipment, and Storage/Maintenance and their associated object classes.

d. **Final Financial Status Report**: The Final Federal Financial Report (SF-425) is to be submitted through the Payment and Reporting System (PARS). A copy of the PARS-generated SF-425 report should also be included in the closeout package.

e. **Refund Checks**: If applicable for non-state task forces per 2 C.F.R. § 200.305, a check should be submitted to FEMA to return any unspent federal funds plus interest earned.

f. **Record Keeping/Retention**: Retain records pursuant to the Cooperative Agreement conditions. Cooperative Agreement records should include a copy of the award document, Cooperative Agreement articles, ledgers, documentation of expenditures,

documentation-copies of cancelled checks, paid invoices, payrolls, time and attendance records, contract records, etc. Upon completion of all required actions, the submission of all required items, and any appropriate financial adjustments and payments, FEMA will advise the task force in writing when the award can be considered closed out. This information must be kept for at least three years after the date of submission of the final expenditure report (SF-425). This retention period may be longer if any litigation, claim, or audit is started before the expiration of that three-year period, in which case the record retention period is until all litigation, claims, or audit findings involving those records have been resolved and final action taken. Other types of documents pertaining to indirect costs, equipment, real property, or program income have a different start date for the record retention period. See 2 C.F.R. §§ 200.318, 200.333-200.337, 200.403(g) for further information about the items in this paragraph.

3. **Timelines** *(See Appendix G)*
   a. **Task Force Self-Evaluation**: Submitted as directed by the US&R Branch, by way of a US&R Program Directive.
   b. **Equipment Information Submission**, due January 31st of each year, including:
      1. Inventory of Federally owned equipment.
      2. Inventory of HEPP and IST Caches (when applicable).
      3. A current Task Force Deployment Data Form (Aircraft Loading Data), FEMA Form 089-0-15. (Available on https://www.fema.gov/grant-forms or by contacting the US&R Branch)
      4. A current transportation plan including all vehicles and trailers for a NIMS type 1 US&R task force over-the-road configuration.
   c. **HEPP Maintenance Annual Cost Estimates**: For those task forces who have been identified to maintain one of the seven HEPP caches, the deadline to submit an annual HEPP maintenance cost estimate is October 30th of each year.
   d. The **Semi-Annual Performance Report**: This semi-annual report is due by January 30th and July 30th each year during the Period of Performance.
   e. The **Quarterly Federal Financial Report (FFR) – SF-425**: This quarterly report is due within 30 days after the end of each quarter: January 30th, April 30th, July 30th, and October 30th.
   f. **Final Cooperative Agreement Closeout Package**: The closeout package is due to FEMA within 90 days after the Period of Performance expires. This package includes the following items:
      1. Cover Letter
      2. Cover Page
      3. Final Performance Report
      4. Final Federal Financial Report (FFR), SF-425
      5. Final Payment/Unexpended Funds

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

J. Time is of the Essence

FEMA is providing an annual Readiness Cooperative Agreement and it is strongly recommended that the Sponsoring Agency seek expedited approval for the acceptance and management of the Cooperative Agreement. The US&R Branch and Grant Programs Directorate acknowledge the time-sensitive nature of processing and awarding the Cooperative Agreement and will make every effort to expedite the process. The United States Congress closely scrutinizes the timely spending of Readiness Cooperative Agreement funds and failure to meet necessary requirements and time frames may result in the loss of funding for this and future Cooperative Agreement periods.

Appendix B-1

Cooperative Agreement Funding – Recommended Allocations

FY 2020 - $37.832M Budget Spend Plan - 04/03/2020						
2020-OS-A391-D60D-XXXX					Final Budget Amount:	$ 37,832,000
	Task Forces:	$ 34,820,168			Direct Support:	$ 3,011,832
Task Force Readiness Cooperative Agreements						
#	ITEM	UNIT COST	QTY	EXTENDED COST		SUBTOTAL
1	Program Management	$ 652,000	28	$ 1,176,631		$ 32,945,668
2	Staff & Other Travel - TAVs	$ 50,000				
3	Support & Mtg. Travel or as directed by US&R Branch	$ 60,000				
4	Readiness Assessment Program Participation	$ 5,000				
5	Support & Trvl - Nat'l & Local Trng/Exer/Canine Evals	$ 82,500				
6	Equip-Veh Acquisition and Lifecycle Mgmnt	$ 157,309				
7	Equip Recapitilization - Congressional Intent	$ 19,822				
8	Storage/Maintenance	$ 150,000				
#	ITEM	SPECIFIC TFs	QTY	UNIT COST		SUBTOTAL
9	IST Cache	See: Spend Plan TF Details	1	$ 289,500		$ 289,500
10	HEPP Cache	See: Spend Plan TF Details	1	$ 322,000		$ 322,000
11	Nat'l Level Training Delivery Hosting	See: Spend Plan TF Details	1	$ 575,000		$ 575,000
12	Nat'l Level Training Initiatives	See: Spend Plan TF Details	1	$ 10,000		$ 10,000
13	Divisional Multi-Task Force Field Exercises	None budgeted this FY	0	$ 15,000		$ -
14	Divisional Multi-Task Force Table Top Exercises	None budgeted this FY	0	$ 10,000		$ -
15	IST CE Wkshp & New Mem. Orntation Hosting - CY19	None budgeted this FY	0	$ 47,000		$ -
16	IST National Level Training Course (S-420)	None budgeted this FY	0	$ 90,000		$ -
17	IST Support	See: Spend Plan TF Details	1	$ 133,000		$ 133,000
18	Annual Meetings Hosting	See: Spend Plan TF Details	1	$ 24,000		$ 24,000
19	Annual Advisory Organization Stipends	See: Spend Plan TF Details	1	$ 326,000		$ 326,000
20	Canine Search Specialist Certification Process	See: Spend Plan TF Details	1	$ 195,000		$ 195,000
21	TF Readiness Cooperative Agreements Subtotal:			92.0%		$ 34,820,168
22	TF Readiness CA Supplemental Funding - End of Year US&R Funding:					
23	TF Readiness CA Supplemental Funding - End of Year PDO Funding:					
24	Direct Task Force Support Subtotal:			8.0%		$ 3,011,832
25	Budget Task Force Surplus/Deficit Subtotal:					$ -
26	Final Budget Combined Spend Plans Total:					$ 37,832,000
27	Administrative Travel Spend Plan Total (amount not paid from Appropriation):					$ -

Appendix B-2

Cooperative Agreement Funding – Recommended Allocations

Spend Plan Task Force Details					
#	ITEM	DETAILS	QTY	UNIT COST	SUBTOTAL
28	IST Cache Maintenance *(Exercises, Med Kits, database)*	*CA-TF6, TX-TF1, VA-TF2*	3	$ 91,500	$ 274,500
29	IST Cache Recapitalization	*CA-TF6, TX-TF1, VA-TF2*	3	$ 5,000	$ 15,000
30				**Line 8: IST Cache Maintenance Total:**	**$ 289,500**
31	HEPP Cache Maintenance	*CA-TF7, CO-TF1, FL-TF2, IN-TF1, MD-TF1, NV-TF1, TX-TF1*	7	$ 35,000	$ 245,000
32	HEPP Cache Recapitalization *(PAPR Year 3 of 3)*	*CA-TF7, CO-TF1, FL-TF2, IN-TF1, MD-TF1, NV-TF1, TX-TF1*	7	$ 11,000	$ 77,000
33				**Line 9: HEPP Cache Maintenance Total:**	**$ 322,000**
34	Nat'l Lvl Training Hosting - CSS	*NY-TF1*	1	$ 35,000	$ 35,000
35	Nat'l Lvl Training Hosting - Comm N Workshop	*MA-TF1*	1	$ 35,000	$ 35,000
36	Nat'l Lvl Training Hosting - Comm Spec	*CA-TF2*	1	$ 90,000	$ 90,000
37	Nat'l Lvl Training Hosting - HERS	*OH-TF1*	1	$ 45,000	$ 45,000
38	Nat'l Lvl Training Hosting - Log	*IN-TF1*	1	$ 40,000	$ 40,000
39	Nat'l Lvl Training Hosting - MTT	*CA-TF4*	1	$ 90,000	$ 90,000
40	Nat'l Lvl Training Hosting - MTT	*PA-TF1*	1	$ 90,000	$ 90,000
41	Nat'l Lvl Training Hosting - PTT	*CA-TF5*	1	$ 40,000	$ 40,000
42	Nat'l Lvl Training Hosting - SOFR	*CO-TF1*	1	$ 35,000	$ 35,000
43	Nat'l Lvl Training Hosting - TFL	*NV-TF1*	1	$ 35,000	$ 35,000
44	Nat'l Lvl Training Hosting - TSS	*UT-TF1*	1	$ 40,000	$ 40,000
45				**Line 10: Nat'l Level Training Delivery Hosting Total:**	**$ 575,000**
46	Nat'l Lvl Annual Water Ops Training Workshop	*MD-TF1 / VA-TF1*	1	$ 10,000	$ 10,000
47				**Line 11: Nat'l Level Training Initiatives Total:**	**$ 10,000**
48	IST Support - ISTL Stipend - Red IST	*VA-TF2*	1	$ 6,000	$ 6,000
49	IST Support - ISTL Stipend - White IST	*CA-TF5*	1	$ 6,000	$ 6,000
50	IST Support - ISTL Stipend - Blue IST	*NE-TF1*	1	$ 6,000	$ 6,000
51	IST Support - C&GS Stipend Facilitation	*NE-TF1*	10	$ 1,500	$ 15,000
52	IST Support - IST Trng Facilitation	*NE-TF1*	1	$ 100,000	$ 100,000
53				**Line 16: IST Support Total:**	**$ 133,000**
54	Annual Mtg Hosting - Bienniel SAC Meeting (CY20)	*CO-TF1*	1	$ 20,000	$ 20,000
55	Annual Mtg Hosting - CY21 Strat Mtg	*CO-TF1*	2	$ 1,000	$ 2,000
56	Annual Mtg Hosting - CY21 Adv Grp Mtg	*CO-TF1*	2	$ 1,000	$ 2,000
57	Annual Mtg Hosting - CY21 TFR Mtg		0	$ 40,000	$ -
58	Annual Mtg Hosting - CY21 Grants Wkshp (1 day)		0	$ 5,000	$ -
59	Annual Mtg Hosting - CY21 Trng/Exercise Wkshp (2 days)		0	$ 10,000	$ -
60	Annual Mtg Hosting - CY21 Adv Org Meetings		0	$ 40,000	$ -
61				**Line 17: Annual Mtg Hosting Total:**	**$ 24,000**
62	Annual Adv Org Stipends - SACR-Ds	*CA-TF5, CO-TF1, OH-TF1*	3	$ 8,000	$ 24,000
63	Annual Adv Org Stipends - TFR-N	*TX-TF1*	1	$ 20,000	$ 20,000
64	Annual Adv Org Stipends - TFR-Ds	*CA-TF6, CO-TF1, NY-TF1*	3	$ 15,000	$ 45,000
65	Annual Adv Org Stipends - Adv Grp Chair	*IN-TF1*	1	$ 30,000	$ 30,000
66	Annual Adv Org Stipends - Dep Adv Grp Chair	*UT-TF1*	1	$ 24,000	$ 24,000
67	Annual Adv Org Stipends - IST Rep	*CA-TF5*	1	$ 15,000	$ 15,000
68	Annual Adv Org Stipends - Legal Rep	*UT-TF1*	1	$ 8,000	$ 8,000
69	Annual Adv Org Stipends - Func Grp Ldrs	*See current Adv Org List*	4	$ 12,000	$ 48,000
70	Annual Adv Org Stipends - Dep FGLs & ISTGAs	*See current Adv Org List*	8	$ 4,000	$ 32,000
71	Annual Adv Org Stipends - Subgroup & Unit Ldrs	*See current Adv Org List*	15	$ 4,000	$ 60,000
72	Annual Adv Org Stipends - IT Support	*UT-TF1*	1	$ 5,000	$ 5,000
73	Annual Adv Org Stipends - Exer Unit Support	*NE-TF1*	1	$ 15,000	$ 15,000
74				**Line 18: Annual Advisory Organization Stipends Total:**	**$ 326,000**
75	Canine Search Specialist Certification Evaluations	*CA-TF3, MO-TF1, UT-TF1, WA-TF1, MD-TF1, NY-TF1*	6	$ 32,500	$ 195,000
76				**Line 19: Canine Search Specialist Certification Process Total:**	**$ 195,000**

Appendix C
Task Force Allocations and Budget Totals

	Sponsoring Agency/Grantee	Base Funding Amount	Administrative Costs	Special Cache Costs	Total Amount
1	City of Phoenix Fire Dept. (AZ-TF1)	$1,176,631	$0	$0	$1,176,631
2	City of Los Angeles Fire Dept. (CA-TF1)	$1,176,631	$4,000	$0	$1,180,631
3	Los Angeles County Fire Dept. (CA-TF2)	$1,176,631	$90,000	$0	$1,266,631
4	Menlo Park Fire Protection District (CA-TF3)	$1,176,631	$32,500	$0	$1,209,131
5	City of Oakland Fire Services Agency (CA-TF4)	$1,176,631	$90,000	$0	$1,266,631
6	Orange County Fire Authority (CA-TF5)	$1,176,631	$85,000	$0	$1,261,631
7	City of Riverside Fire Dept. (CA-TF6)	$1,176,631	$15,000	$96,500	$1,288,131
8	City of Sacramento (CA-TF7)	$1,176,631	$0	$46,000	$1,222,631
9	City of San Diego Fire-Rescue Dept. (CA-TF8)	$1,176,631	$4,000	$0	$1,180,631
10	West Metro Fire Protection District (CO-TF1)	$1,176,631	$82,000	$46,000	$1,304,631
11	Metro-Dade County Fire Dept. (FL-TF1)	$1,176,631	$0	$0	$1,176,631
12	City of Miami Fire and Rescue (FL-TF2)	$1,176,631	$0	$46,000	$1,222,631
13	City of Indianapolis – DPS (IN-TF1)	$1,176,631	$74,000	$46,000	$1,296,631
14	City of Beverly Emergency Management Agency (MA-TF1)	$1,176,631	$35,000	$0	$1,211,631
15	Montgomery County Fire and Rescue Service (MD-TF1)	$1,176,631	$37,500	$46,000	$1,260,131
16	Boone County Fire Protection District (MO-TF1)	$1,176,631	$32,500	$0	$1,209,131
17	City of Lincoln Fire and Rescue Dept. (NE-TF1)	$1,176,631	$156,000	$0	$1,332,631
18	New Jersey State Police (NJ-TF1)	$1,176,631	$0	$0	$1,176,631
19	Clark County Fire Dept. (NV-TF1)	$1,176,631	$43,000	$46,000	$1,265,631
20	NYC Office of Emergency Management (NY-TF1)	$1,176,631	$86,500	$0	$1,263,131
21	Miami Valley Fire/EMS Alliance (OH-TF1)	$1,176,631	$77,000	$0	$1,253,631
22	Philadelphia Fire Dept. (PA-TF1)	$1,176,631	$98,000	$0	$1,274,631
23	City of Memphis Division of Fire Services (TN-TF1)	$1,176,631	$4,000	$0	$1,180,631
24	Texas Engineering Extension Service (TX-TF1)	$1,176,631	$84,000	$142,500	$1,403,131
25	Salt Lake Urban Search & Rescue (UT-TF1)	$1,176,631	$73,500	$0	$1,250,131
26	Fairfax County Fire and Rescue Dept. (VA-TF1)	$1,176,631	$5,000	$0	$1,181,631
27	Virginia Beach Fire Dept. (VA-TF2)	$1,176,631	$18,000	$96,500	$1,291,131
28	Pierce County Dept. of Emergency Mgmt. (WA-TF1)	$1,176,631	$36,500	$0	$1,213,131
	Totals:	$32,945,668	$1,263,000	$611,500	$34,820,168

Appendix D
Administration Budget

Task Force	Strategic Group, Advisory Group Leadership (Attachment G) & National Meeting Name/ Purpose of Financial Facilitation	SAC/National/ Divisional Rep/Advisory Group Member/Financial Facilitation $$	TFR Meetings/Advisory Group/SG Meeting/SAC Meeting Host $$	Canine Search Spec. Certification $$	National Training Host	IST ConEd, IST Training, IST Support	Total Amount Per Task Force
AZ-TF1							0.00
CA-TF1	L71 - Unit Ldr - Exercise	4,000.00					4,000.00
CA-TF2	L36 - Nat'l Trng Host: Comm Spec				90,000.00		90,000.00
CA-TF3	L75 - Canine Certification Evaluation			32,500.00			32,500.00
CA-TF4	L39 - Nat'l Trng Host: MTT				90,000.00		90,000.00
CA-TF5	L41 - Nat'l Trng Host: PTT L49 - ISTL Stipend L62 - SAC-D L67 - Adv Org IST Rep L69 - Functional Grp Ldr - Logs L70 - IST Group Adv - Ops	 8,000.00 15,000.00 12,000.00 4,000.00			40,000.00	6,000.00	85,000.00
CA-TF6	L64 - TFR-D	15,000.00					15,000.00
CA-TF7							0.00
CA-TF8	L71 - Subgroup Ldr - Training	4,000.00					4,000.00
CO-TF1	L 42 - Nat'l Trng Host: SOFR L54 - Hosting Biennial SAC Mtg L55 - Hosting Strat Grp Mtg , 2 Mtgs		 20,000.00 2,000.00		35,000.00		82,000.00

	L56 - Hosting Adv Grp Mtg, 2 Mtgs L62 - SACR-D L64 - TFR-D	 8,000.00 15,000.00	2,000.00				
FL-TF1							0.00
FL-TF2							0.00
IN-TF1	L38 - Nat'l Trng Host: Logs L65 - Advisory Group Chair L71 - Subgroup Ldr - Transportation	 30,000.00 4,000.00			40,000.00		74,000.00
MA-TF1	L35 - Nat'l Trng Host: Comm N. Wkshp				35,000.00		35,000.00
MD-TF1	L46 - Nat'l Lvl Trng - Water Ops Workshop L75 - Canine Certification Evaluation			 32,500.00	5,000.00		37,500.00
MO-TF1	L75 - Canine Certification Evaluation			32,500.00			32,500.00
NE-TF1	L50 - ISTL Stipend L51 - C&GS Stipend Facilitation (10ppl @$1,500) L52 - IST Support - Training Facilitation L69 - Func Grp Ldr - Finance/Admin L70 - Dep. Functional Grp Ldr - Ops L70 - Dep. Functional Grp Ldr - Adm/Fin (hold) L73 - Exercise Unit Support	 12,000.00 4,000.00 4,000.00 15,000.00				6,000.00 15,000.00 100,000.00	156,000.00
NJ-TF1							0.00
NV-TF1	L43 - National Training: TFL L71 - Subgroup Ldr - Public Affairs L71 - Subgroup Ldr - Safety	 4,000.00 4,000.00			35,000.00		43,000.00
NY-TF1	L34 - Nat'l Trng Host: CSS L64 - TFR-D L71 - Subgroup Ldr - Canine L75 - Canine Certification Evaluation	 15,000.00 4,000.00		 32,500.00	35,000.00		86,500.00
OH-TF1	L37 - Nat'l Trng Host: HERS L62 - SACR-D	 8,000.00			45,000.00		77,000.00

	L69 - Functional Grp Ldr - Planning	12,000.00					
	L71 - Subgroup Leader - Communications	4,000.00					
	L71 - Subgroup Leader - Management Policy	4,000.00					
	L71 - Subgroup Ldr - Rescue	4,000.00					
PA-TF1	L40 - Nat'l Trng Host: MTT				90,000.00		98,000.00
	L70 - Planning Functional Group - IST GA	4,000.00					
	L71 - Subgroup Ldr - Medical	4,000.00					
TN-TF1	L70 - Dep. Functional Grp Ldr - Planning	4,000.00					4,000.00
TX-TF1	L44 - Nat'l Trng Host: TSS				40,000.00		84,000.00
	L 63 - TFR-N	20,000.00					
	L69 - Functional Grp Ldr - Ops	12,000.00					
	L70 - ISTGA - Logistics	4,000.00					
	L71 - Subgroup Ldr - Equipment	4,000.00					
	L71 - Subgroup Ldr - Structures	4,000.00					
UT-TF1	L66 - Dep Adv Group Chair	24,000.00					73,500.00
	L68 - Legal Rep	8,000.00					
	L70 - ISTGA - Admin/Finance	4,000.00					
	L72 - Adv Org IT Support	5,000.00					
	L75 - Canine Certification Evaluation			32,500.00			
VA-TF1	L46 - Nat'l Lvl Trng - Water Ops Workshop				5,000.00		5,000.00
VA-TF2	L48 - ISTL Stipend					6,000.00	18,000.00
	L71 - Subgroup Ldr - Search	4,000.00					
	L71 - Subgroup Ldr - Hazmat	4,000.00					
	L70 - Dep. Functional Grp Ldr - Log	4,000.00					
WA-TF1	L71 - Subgroup Leader - Comm	4,000.00					36,500.00
	L75 - Canine Certification Evaluation			32,500.00			
	Totals:	326,000.00	24,000.00	195,000.00	585,000.00	133,000.00	1,263,000.00

Appendix E
Special Cache Allocations

Task Force	HEPP Cache Maintenance & Recapitalization (PAPR Year 1 of 3) – Line 10	IST Cache Maintenance & Recapitalization – Line 9	Total Amount per Task Force
AZ-TF1			
CA-TF1			
CA-TF2			
CA-TF3			
CA-TF4			
CA-TF5			
CA-TF6		**$96,500**	**$96,500**
CA-TF7	**$46,000**		**$46,000**
CA-TF8			
CO-TF1	**$46,000**		**$46,000**
FL-TF1			
FL-TF2	**$46,000**		**$46,000**
IN-TF2	**$46,000**		**$46,000**
MA-TF1			
MD-TF1	**$46,000**		**$46,000**
MO-TF1			
NE-TF1			
NJ-TF1			
NV-TF1	**$46,000**		**$46,000**
NY-TF1			
OH-TF1			
PA-TF1			
TN-TF1			
TX-TF1	**$46,000**	**$96,500**	**$142,500**
UT-TF1			
VA-TF1			
VA-TF2		**$96,500**	**$96,500**
WA-TF1			
Totals:	**$322,000**	**$289,500**	**$611,500**

Appendix F

Annual Advisory Organization Stipends

Line #	Position	Task Force	Stipend $
62	SAC - Division Central	CO-TF1	8,000
62	SAC - Division East	OH-TF1	8,000
62	SAC - Division West	CA-TF5	8,000
63	TFR - National	TX-TF1	20,000
64	TFR - Division Central	CO-TF1	15,000
64	TFR - Division East	NY-TF1	15,000
64	TFR - Division West	CA-TF6	15,000
65	Advisory Group Chair	IN-TF1	30,000
66	Advisory Group Chair - Deputy	UT-TF1	24,000
67	Advisory Group - IST Representative	CA-TF5	15,000
68	Advisory Group - Legal Representative	UT-TF1	8,000
69	FUNCTIONAL GROUP LEADER	TX-TF1	12,000
69	FUNCTIONAL GROUP LEADER	OH-TF1	12,000
69	FUNCTIONAL GROUP LEADER	CA-TF5	12,000
69	FUNCTIONAL GROUP LEADER	NE-TF1	12,000
70	DEPUTY FUNCTIONAL GROUP LEADER	NE-TF1	4,000
70	DEPUTY FUNCTIONAL GROUP LEADER	TN-TF1	4,000
70	DEPUTY FUNCTIONAL GROUP LEADER	VA-TF2	4,000
70	DEPUTY FUNCTIONAL GROUP LEADER	NE-TF1	4,000
70	IST GROUP ADVISOR	CA-TF5	4,000
70	IST GROUP ADVISOR	TX-TF1	4,000
70	IST GROUP ADVISOR	UT-TF1	4,000
70	IST GROUP ADVISOR	PA-TF1	4,000
71	SUBGROUP LEADER - CANINE	NY-TF1	4,000
71	SUBGROUP LEADER - COMMUNICATIONS	OH-TF1	4,000
71	SUBGROUP LEADER - EQUIPMENT	TX-TF1	4,000
71	SUBGROUP LEADER - EXERCISE	CA-TF1	4,000
71	SUBGROUP LEADER - FINANCE	WA-TF1	4,000
71	SUBGROUP LEADER - HAZMAT	VA-TF2	4,000
71	SUBGROUP LEADER - MANAGEMENT - POLICY	OH-TF1	4,000
71	SUBGROUP LEADER - MEDICAL	PA-TF1	4,000
71	SUBGROUP LEADER - PUBLIC AFFAIRS	NV-TF1	4,000
71	SUBGROUP LEADER - RESCUE	OH-TF1	4,000
71	SUBGROUP LEADER - SEARCH	VA-TF2	4,000
71	SUBGROUP LEADER - STRUCTURES	TX-TF1	4,000
71	SUBGROUP LEADER - TRAINING	CA-TF8	4,000
71	SUBGROUP LEADER - TRANSPORTATION	IN-TF1	4,000
71	UNIT LEADER - SAFETY	NV-TF1	4,000
72	Annual Advisory Org Stipends - IT Support	UT-TF1	5,000
73	Annual Advisory Org Stipends - Exercise Unit Support	NE-TF1	15,000
	Totals:		326,000

Appendix G
Summary of Deliverables

YEARLY REPORTING REQUIREMENTS					
	Deliverable	**Due Date(s)**	**Method(s) of Submittal**	**Point(s) of Contact**	**Additional Information**
1	Grant Application	June 1st	Submit initially through Grants.gov (www.grants.gov). Once determined eligible, submit complete package through NDGrants System	John Conklin	Use current template (FEMA Form 089-0-10)
2	Task Force Self-Evaluation	scheduled in advance	Email	Parry Boogard	National US&R Response System Task Force Self-Evaluation Scoresheet (FEMA Form 089-0-14)
3	Equipment Database	January 31st	Submit via email or by mailing an approved encrypted thumb drive to the US&R Branch	Bruce Barnett / Dave Conrad	
4	Inventory of Federally Owned Equipment (2nd Cache, HEPP & IST, where applicable); Current copy of 18-4	January 31st		Bruce Barnett / Dave Conrad	
5	Time-Phase Force Deployment Data (TPFDD)/"Aircraft Loading Data" form (FEMA Form 089-0-15)	January 31st		Bruce Neuhaus	

6	HEPP Maintenance Annual Cost Estimates	October 30th	Submit via email	Bruce Barnett	This cost estimate shall be based on actual expenses incurred from the previous year and any additional costs anticipated for the following year.
7	Semi-Annual Performance Report (FEMA Form 089-0-11)	January 30th July 30th	Submit through NDGrants System	John Conklin	
8	Quarterly Financial Report (SF-425)	October 30th January 30th April 30th July 30th	Submit SF425 through the Payment and Reporting System (PARS)	Tawana Mack - Grant Programs Directorate	Must be submitted in PARS to continue to draw down funds
9	Notification of Mobilization or Full-Scale Exercise	No later than 60 days before the exercise begins	Email	Brian Smith	Notification should be brief, but include dates, scope of exercise, number of participants, and other agencies involved. (not take the place of, and should not be confused with sanction request letters to obtain FEMA approval of TF sponsored training and exercises)

10	Exercise After Action Report	Within 90 days of the completion of a mobilization or full-scale exercise, or a training activity with duration of more than 24 consecutive hours.	Submit via email or by mailing an approved encrypted thumb drive to the US&R Branch	Brian Smith	AAR should be written in a format where lessons learned may be shared with other task forces in the National US&R Response System.
CLOSEOUT REPORTING REQUIREMENTS - Due 90 days after end of the Cooperative Agreement Period of Performance					
	Deliverable		**Method(s) of Submittal**	**Point(s) of Contact**	**Additional Information**
	USE CURRENT CLOSEOUT PACKAGE TEMPLATE (CONTAINS THE FOLLOWING ITEMS *with exception of the SF-425*):		**Email entire package to FEMA-USR-GRANTS@fema.dhs.gov cc: Tawana.Mack@fema.dhs.gov**	Tawana Mack / Rayna Bal (FEMA-USR-Grants@fema.dhs.gov)	
1	Final Performance Report (should show actual expenditures, by budget category)		Email as a Microsoft Word or .PDF file		Consolidates and summarizes all prior performance reports
2	Final Financial Status Report (SF-425)		Submit through the Payment and Reporting System (PARS) and email that submission as .pdf file with closeout package		
3	Financial Payment and Unexpended Funds (if applicable)		Discuss specific method of repayment with Grants Officer at time of closeout		Payment of all unliquidated obligations for FEMA and report unexpended funds to Assistance Officer
4	Cover Letter, including statement of intent for future use of equipment		Email		Include in cover letter stating the equipment / supplies will be used for their intended purpose of the grant over the life cycle of the equipment / supplies.

	POC NAME	EMAIL	Phone	ADDRESS	
	US&R BRANCH CONTACTS				
	GROUP EMAIL ACCOUNT	FEMA-USR-GRANTS@fema.dhs.gov	N/A	U.S. Department of Homeland Security	
	Brian Smith	briand.smith@fema.dhs.gov	202-212-4316	Federal Emergency Management Agency	
	Bruce Neuhaus	bruce.neuhaus@fema.dhs.gov	202-924-1707	US&R Branch, **ORR-RS-OP-UB**	
	Buddy Ey	elwood.ey-iii@fema.dhs.gov	202-702-8854	Attn: (Appropriate name here)	
	John Conklin	john.conklin@fema.dhs.gov	202-212-7234	500 C Street, SW	
	Parry Boogard	parry.boogardjr@fema.dhs.gov	202-212-4570	Washington, DC 20472	
	Rayna Bal	Rayna.Bal@fema.dhs.gov	202-646-7933		
	US&R WAREHOUSE CONTACT - EQUIPMENT INVENTORY ITEMS			Federal Emergency Management Agency US&R Warehouse	
	Bruce Barnett	bruce.barnett@fema.dhs.gov	202-212-1763	13990 Park Center Road	
	Dave Conrad	davidp.conrad@fema.dhs.gov	202-322-3717	Building 9	
				Herndon, VA 20171-3222	
	GRANT PROGRAMS DIRECTORATE CONTACT			U.S. Department of Homeland Security	
				Federal Emergency Management Agency	
	Tawana Mack	Tawana.Mack@fema.dhs.gov	202-786-9863	DHS-FEMA-GPD	
	Robert Tate	Robert.Tate@fema.dhs.gov	202-297-0743	Attn: (Appropriate name here)	
				400 C Street, SW, 3N	

				Washington, D.C. 20472-3635	
	ADDRESS TO RETURN REFUND CHECKS	Please go to www.fema.gov/how-make-payment-fema for further instructions and addresses.			