FY2015 COOPERATIVE AGREEMENT FUNDING
RECOMMENDED ALLOCATIONS - APPENDIX C

NO.	SOW Budget Categories	ITEM	UNIT COST
1	Program Mgmt	Program Management	$654,479
2		Medical Screening	$50,000
3		Support & Travel as directed by Program Office *(SAC, TFR, IST, Advisory Grp - Ad Hoc Meetings, or as directed)*	$60,000
4		Readiness Assessment Program Visits *(TAVs, OAVs, AREs, & OREEs, EMAP)*	$5,000
5	Training	Support &Travel for Local and National Training/Exercises *(incl'd CBRNE Training/Exercises)*	$80,764
6	Equipment	Equipment Acquisition & Shipping (SCBA)	$114,339
7		Vehicle Lifecycle Management	$40,000
8	Storage/ Maintenance	Storage/Maintenance	$150,000
		Cooperative Agreement Base Funding Subtotal (per Task Force):	**$ 1,154,582**

National Urban Search and Rescue FY2015 Readiness Cooperative Agreements

APPENDIX D

	Sponsoring Agency/Cooperative Agreement Recipients	Base Funding Amount	Administrative Costs	Special Cache Costs	Total Cooperative Agreement Amount
1	City of Phoenix Fire Department (AZ-TF1) **Attn: Rick Bartee (rick.d.bartee@phoenix.gov)** 2430 S. 2nd Avenue Phoenix, AZ 85009 (602) 534-4888	$1,154,582	$37,000	$0	$1,191,582
2	City of Los Angeles Fire Department (CA-TF1) **Attn: Mark Akahoshi (mark.akahoshi@lacity.org)** 5021 N. Sepulveda Blvd. Sherman Oaks, CA 91403 (818) 756-9678	$1,154,582	$0	$0	$1,154,582
3	Los Angeles County Fire Department (CA-TF2) **Attn: John Boyle (John.Boyle@fire.lacounty.gov)** 12605 Osborne Street Pacoima, CA 91331 (818) 890-5700	$1,154,582	$131,500	$0	$1,286,082
4	Menlo Park Fire Protection District (CA TF3) **Attn: Manny Navarro (mnavarro@MenloFire.org)** 170 Middlefield Road Menlo Park, CA 94025 (650) 688-8405	$1,154,582	$4,500	$0	$1,159,082
5	City of Oakland Fire Services Agency (CA TF4) **Attn: Mark Hoffman/Robert Lipp (rlipp@oaklandnet.com)** 150 Frank H. Ogawa Plaza, Suite 3354 Oakland , CA 94612-2007 (510) 615-5872	$1,154,582	$75,000	$0	$1,229,582
6	Orange County Fire Authority (CA-TF5) **Attn: Richard Ventura (richardventura@ofca.org)** 19811 Pauling Avenue Lake Forest, CA 92610 (714) 292-1613	$1,154,582	$153,000	$0	$1,307,582
7	City of Riverside Fire Department (CA-TF6) **Attn: Steve McKinster (smckinster@riversideca.gov)** 3085 St. Lawrence Street Riverside, CA 92504 (909) 826-5803	$1,154,582	$32,500	$43,000	$1,230,082
8	City of Sacramento (CA-TF7) **Attn: Chris Costamagna (costamagna@sfd.cityofsacramento.org)** 5770 Freeport Blvd. #200 Sacramento, CA 95822 (916) 808-1691	$1,154,582	$50,000	$25,000	$1,229,582
9	City of San Diego Fire-Rescue Department (CA-TF8) City of San Diego **Attn: Doug Nakama (dnakama@sandiego.gov)** 1010 Second Ave., Suite 400 San Diego, CA 92101 (619) 980-0434	$1,154,582	$28,500	$0	$1,183,082
10	West Metro Fire Protection District (CO-TF1) **Attn: Rod Tyus (rtyus@westmetrofire.org)** 433 S. Allison Street Lakewood, CO 80226-4332 (303) 274-0814 x11	$1,154,582	$111,000	$25,000	$1,290,582
11	Metro-Dade County Fire Department (FL TF1) **Attn: Alan Perry (alperry@miamidade.gov)** 9300 NW 41 St. Miami, FL 33178 (786) 331-4482	$1,154,582	$32,500	$0	$1,187,082
12	City of Miami Fire and Rescue (FL-TF2) **Attn: Lt. David Walters (usarpm@miamigov.com)** 1150 SW 22nd Street Miami, FL 33129 (305) 416-5472	$1,154,582	$64,500	$25,000	$1,244,082
13	City of Indianapolis - DPS (IN-TF1) **Attn: Tom Neal (Thomas.Neal@indy.gov)** 8309 North Perimeter Road Indianapolis, IN 46241-3628 (317) 327-6762	$1,154,582	$132,500	$25,000	$1,312,082
14	City of Beverly Emergency Management Agency (MA-TF1) **Attn: Mark Foster (mfoster@beverlyma.gov)** 13 Morningside Drive Beverly, MA 01915 (508) 922-5680	$1,154,582	$32,500	$0	$1,187,082
15	Montgomery County Fire and Rescue Service (MD-TF1) Dept. of Fire & Rescue Services **Attn: Mike Glazier (michael.glazier@montgomerycountymd.gov)** 101 Monroe St., 12th Floor Rockville, MD 20850-2589 (240) 773-8901	$1,154,582	$4,500	$25,000	$1,184,082

National Urban Search and Rescue FY2015 Readiness Cooperative Agreements

APPENDIX D

	Sponsoring Agency/Cooperative Agreement Recipients	Base Funding Amount	Administrative Costs	Special Cache Costs	Total Cooperative Agreement Amount
16	Boone County Fire Protection District (MO-TF1) **Attn: Scott Olsen/Doug Westoff (dwesthoff@bcfdmo.com)** 1520 Business Loop, 70 West Columbia, MO 65202 (573) 447-5000	$1,154,582	$0	$0	$1,154,582
17	City of Lincoln, NE Fire and Rescue Department (NE TF1) **ATTN: Steve Dolezal (sdolezal@lincoln.ne.gov)** 1801 Q Street Lincoln, NE 68508 (402) 441-8799	$1,154,582	$0	$0	$1,154,582
18	NM Department of Homeland Security and Emergency Mgmt **Attn: Greg Lee (gregorym.lee@state.nm.us)** 5880 Office Blvd NE Albuquerque, NM 87109 (505) 383-9701	$1,154,582	$0	$0	$1,154,582
19	Clark County Fire Department (NV-TF1) **Attn: John Steinbeck (Nvtf1@clarkcounty.gov)** 575 East Flamingo Road Las Vegas, NV 89119 (702) 455-8417	$1,154,582	$4,500	$25,000	$1,184,082
20	NYC Office of Emergency Management **Attn: John Grimm (jgrimm@oem.nyc.gov)** 11 Water Street Booklyn, NY 11201 (718) 422-4838	$1,154,582	$27,000	$0	$1,181,582
21	Miami Valley Fire/EMS Alliance (OH-TF1) **Attn: Mike Cayse (mcayse@ohtf1.com)** 444 W. Third Street, Suite 20-231 Dayton, OH 45402-1460 (937) 608-7939	$1,154,582	$29,000	$0	$1,183,582
22	Philadelphia Fire Department (PA-TF1) **Attn: Craig Murphy (craig.murphy@phila.gov)** 1127 West Louden Street Philadelphia, PA 19141-2202 (215) 683-9247	$1,154,582	$69,500	$0	$1,224,082
23	Division of Fire Services (TN-TF1) **Attn: James Harvill (James.Harvill@memphistn.gov)** 4341 O.K. Robertson Rd Memphis , TN 38127 (901) 636-5713	$1,154,582	$29,500	$0	$1,184,082
24	Texas Engineering Extension Service (TX-TF1) **Attn: Jeff Saunders (Jeff.Saunders@teexmail.tamu.edu)** John B. Connally Bldg. 301 Tarrow College Station, TX 77840 (972) 229-3683	$1,154,582	$86,500	$68,000	$1,309,082
25	Salt Lake Urban Search & Rescue (UT-TF1) **Attn: Erik Sandstrom (Esandstrom@ufa-slco.org)** 6726 South Navigator Drive West Jordan, UT 84084 (801) 824-3706	$1,154,582	$24,500	$0	$1,179,082
26	Fairfax County Fire and Rescue Dept. **Attn: M. Chris Schaff (Michael.Schaff@fairfaxcounty.gov)** 4600 West Ox Road Fairfax, VA 22030	$1,154,582	$4,000	$0	$1,158,582
27	Virginia Beach Fire Department (VA-TF2) **Attn: Dennis Keane (dkeane@vbgov.com)** Special Operations,Municipal Center 2408 Courthouse Drive, Building #21 Virginia Beach, VA 23456-9065 (757) 403-5518	$1,154,582	$76,000	$43,000	$1,273,582
28	Pierce County Dept. of Emerg. Mgmt (WA-TF1) **Attn: William Palmer (wpalmer@co.pierce.wa.us)** 2501 S 35th Street Tacoma, WA 98409 (253) 313-3946	$1,154,582	$0	$0	$1,154,582
	Totals:	**$32,328,296**	**$1,240,000**	**$304,000**	**$33,872,296**

National Urban Search and Rescue Administrative Costs - FY2015 Readiness Cooperative Agreements

APPENDIX E

Sponsoring Agency/Cooperative Agreement Recipients	Task Force	Strategic Group, Advisory Group Leadership (Attachment G) & National Meeting Name	SAC/National/ Divisional Rep/Advisory Group Member $$	TFR Meetings/Advisory Group/SG Meeting/SAC Meeting Host $$	Canine Search Spec. Certification $$	National Training Hosting - Course Name	National Training Host $$	Total Amount Per Task Force
City of Phoenix Fire Department	AZ-TF1	Exercise Unit Ldr - Steve Walshire	$ 4,500.00		$ 32,500.00			$37,000
City of Los Angeles Fire Department	CA-TF1		$ - $ - $ -				$ -	$0
Los Angeles County Fire Department	CA-TF2	Comm SG Ldr - Richard Atwood Transportation SG Ldr - Sergio Solis	$ 4,500.00 $ 4,500.00		$ 32,500.00	Communications Spec Tech Search Spec	$ 55,000.00 $ 35,000.00	$131,500
Menlo Park Fire Protection District	CA-TF3	Legal Issues SG Ldr- Harold Schapelhouman	$ 4,500.00 $ -		$ -			$4,500
Oakland Fire Department	CA-TF4				$ -	Medical Team Training	$ 75,000.00	$75,000
Orange County Fire Authority	CA-TF5	Func Grp Ldr - Richard Ventura IST Ldr Stipend - Rob Patterson IST Ldr Stipend - Mike Boyle Dep Func Group Ldr - Ops - Mike Boyle	$ 12,000.00 $ 6,000.00 $ 6,000.00 $ 4,000.00			S-420 Course (CY2016) TFL Course - Pilot	$ 100,000.00 $ 25,000.00	$153,000
City of Riverside Fire Department	CA-TF6				$ 32,500.00		$ -	$32,500
City of Sacramento Fire Department	CA-TF7	TFR-D (West) - Chris Costamagna SACR-- West - Walter White	$ 18,000.00 $ 12,000.00 $ - $ -		$ -	HERS (CY2017)	$ 20,000.00 $ -	$50,000
City of San Diego Fire-Rescue Department	CA-TF8	Advisory Grp Chair Deputy - Doug Nakama Safety Unit Ldr - Jim Coleston	$ 24,000.00 $ 4,500.00					$28,500

National Urban Search and Rescue Administrative Costs - FY2015 Readiness Cooperative Agreements

APPENDIX E

Sponsoring Organization/Cooperative Agreement Recipients	Task Force	Strategic Group, Advisory Group Senior Staff, Functional Group Leaders (Attachment G) & National Meeting Name	SAC/National/ Divisional Rep/Advisory Group Member $$	TFR Meetings/Advisory Group/SG Meeting/SAC Meeting Host $$	Canine Search Spec. Certification $$	National Training Hosting - Course Name	National Training Host $$	Total Amount Per Task Force
West Metro Fire Protection District	CO-TF1	SACR-- Central - Don Lombardi TFR-D (Central) - Rod Tyus Strategic Group Meeting (CY2016)	$ 12,000.00 $ 18,000.00 $ - $ - $ -	$ - $ - $ 1,000.00		IST ConEd Workshop Planning Team Training	$ 45,000.00 $ 35,000.00	$111,000
Miami-Dade County Fire Department	FL-TF1			$ - $ -	$ 32,500.00			$32,500
City of Miami Fire and Rescue	FL-TF2	Management SG Ldr - Juan Mestas TFR Meeting & Grant Managers' Wkshp (CY16)	$ 4,500.00	$ 40,000.00		HazMat Train the Trainer	$ 20,000.00	$64,500
City of Indianapolis - DPS	IN-TF1	Advisory Grp Chair - Bill Brown	$ 30,000.00		$ 32,500.00	IS-420 Course (Addl Funding CY15 Safety Officer Course	$ 35,000.00 $ 35,000.00	$132,500
City of Beverly EMA	MA-TF1		$ -		$ 32,500.00 $ -		$ - $ -	$32,500
Montgomery County Fire and Rescue Service	MD-TF1	Finance SG Ldr - Buddy Ey	$ 4,500.00		$ -		$ -	$4,500
Boone County Fire Protection District	MO-TF1							$0
Lincoln Fire & Rescue	NE-TF1				$ -			$0
NM Dept of Homeland Security & EM	NM-TF1		$ -					$0
Clark County Fire Department	NV-TF1	Public Affairs SG Ldr - Karl Lee	$ 4,500.00		$ -		$ -	$4,500

National Urban Search and Rescue Administrative Costs - FY2015 Readiness Cooperative Agreements

APPENDIX E

Sponsoring Organization/Cooperative Agreement Recipients	Task Force	Strategic Group, Advisory Group Senior Staff, Functional Group Leaders (Attachment G) & National Meeting Name	SAC/National/ Divisional Rep/Advisory Group Member $$	TFR Meetings/Advisory Group/SG Meeting/SAC Meeting Host $$	Canine Search Spec. Certification $$	National Training Hosting - Course Name	National Training Host $$	Total Amount Per Task Force
NYC Office of Emergency Management	NY-TF1	TFR-D (East) - Joe Downey Canine SG Ldr - Scott Mateyaschuk Equipment SG Ldr - Francis Fee	$ 18,000.00 $ 4,500.00 $ 4,500.00 $ -	$ -	$ -		$ -	$27,000
Miami Valley Fire/EMS Alliance	OH-TF1	Rescue SG Ldr - Steve Shupert Training SG Ldr - Mike Cayse	$ 4,500.00 $ 4,500.00	$ -		HERS (CY2016)	$ 20,000.00	$29,000
Philadelphia Fire Department	PA-TF1	Policy/Documentation SG Ldr - Marty Nevil	$ 4,500.00			Medical Team Training-Pilot	$ 65,000.00	$69,500
City of Memphis Fire Service	TN-TF1	Medical SG Ldr - Greg Waymon	$ 4,500.00 $ -	$ - $ -		Canine Search Spec Pilot	$ 25,000.00	$29,500
Texas Engineering Extension Service	TX-TF1	Func Grp Ldr - Ops - Jeff Saunders Structures SG Ldr - Peter Keating TFR - National Rep - Rick Bartee	$ 12,000.00 $ 4,500.00 $ 30,000.00		$ -	Logistics Course	$ 40,000.00	$86,500
Salt Lake Urban Search & Rescue	UT-TF1	Func Grp Ldr - Planning - Keith Bevan Planning Func Grp IT Support (Bevan) Dep Func Grp Ldr-Plng - Wade Russell Ext Coord SG Ldr (TBD)	$ 12,000.00 $ 4,000.00 $ 4,000.00 $ 4,500.00					$24,500
Fairfax County Fire and Rescue Dept.	VA-TF1	Dep Func Grp Ldr-Admin/Fin - Kelly Lehman	$ 4,000.00					$4,000
Virginia Beach Fire Department	VA-TF2	SACR - East - Steve Cover IST Representative - Randy Journigan Search SG Ldr - Jim Ingledue Hazmat SG Ldr - Mark Hundley Func Grp Ldr - Finance/Admin - Pat Seigh Dep Func Grp Ldr-Logistics-Wayne Black SAC Meeting (CY2016) Strategic Group Meeting (CY2016) IST Command & General Staff - Fin Facilitator IST Leader Stipend - Randy Journigan	$ 12,000.00 $ 12,000.00 $ 4,500.00 $ 4,500.00 $ 12,000.00 $ 4,000.00 $ - $ - $ 15,000.00 $ 6,000.00	$ 5,000.00 $ 1,000.00 $ -	$ -		$ - $ -	$76,000
Pierce County Dept. of Emerg. Mgmt/US&R	WA-TF1				$ -			$0
Totals:			$ 368,000.00	$ 47,000.00	$ 195,000.00		$ 630,000.00	$ 1,240,000.00

National Urban Search and Rescue - Special Cache Allocations
FY2015 Readiness Cooperative Agreements - APPENDIX F

Sponsoring Organization/Cooperative Agreement Recipients	Task Force	HEPP Cache Maintenance	IST Cache Maintenance	IST Medical Cache Maintenance	Total Amount Per Task Force
City of Phoenix Fire Department	AZ-TF1				$0
City of Los Angeles Fire Department	CA-TF1				$0
Los Angeles County Fire Department	CA-TF2				$0
Menlo Park Fire Protection District	CA-TF3				$0
Oakland Fire Department	CA-TF4				$0
Orange County Fire Authority	CA-TF5			$ -	$0
City of Riverside Fire Department	CA-TF6		$ 40,000.00	$ 3,000.00	$43,000
City of Sacramento Fire Department	CA-TF7	$25,000			$25,000
City of San Diego Fire-RescueDepartment	CA-TF8				$0

National Urban Search and Rescue - Special Cache Allocations
FY2015 Readiness Cooperative Agreements - APPENDIX F

Sponsoring Organization/Cooperative Agreement Recipients	Task Force	HEPP Cache Maintenance	IST Cache Maintenance	IST Medical Cache Maintenance	Total Amount Per Task Force
West Metro Fire Protection District	CO-TF1	$25,000			$25,000
Miami-Dade County Fire Department	FL-TF1				$0
City of Miami Fire and Rescue	FL-TF2	$25,000			$25,000
City of Indianapolis - DPS	IN-TF1	$25,000			$25,000
City of Beverly EMA	MA-TF1				$0
Montgomery County Fire and Rescue Service	MD-TF1	$25,000			$25,000
Boone County Fire Protection District	MO-TF1				$0
Lincoln Fire & Rescue	NE-TF1			$ - $ -	$0
NM Dept of Homeland Security & EM	NM-TF1				$0
Clark County Fire Department	NV-TF1	$25,000			$25,000

National Urban Search and Rescue - Special Cache Allocations
FY2015 Readiness Cooperative Agreements - APPENDIX F

Sponsoring Organization/Cooperative Agreement Recipients	Task Force	HEPP Cache Maintenance	IST Cache Maintenance	IST Medical Cache Maintenance	Total Amount Per Task Force
NYC Office of Emergency Management	NY-TF1			$ -	$0
Miami Valley Fire/EMS Alliance	OH-TF1				$0
Philadelphia Fire Department	PA-TF1				$0
City of Memphis Fire Service	TN-TF1			$ -	$0
Texas Engineering Extension Service	TX-TF1	$25,000	$ 40,000.00	$ 3,000.00	$68,000
Salt Lake Urban Search & Rescue	UT-TF1				$0
Fairfax County Fire and Rescue Dept.	VA-TF1			$ -	$0
Virginia Beach Fire Department	VA-TF2		$ 40,000.00	$ 3,000.00	$43,000
Pierce County Dept. of Emerg. Mgmt/US&R	WA-TF1			$ -	$0
Totals:		$ 175,000.00	$ 120,000.00	$ 9,000.00	$304,000

US&R RESPONSE SYSTEM STRATEGIC GROUP MEMBERS			
SAC - WEST DIVISION	Walter White	wwhite@sacfire.org	CA-TF7
SAC - CENTRAL DIVISION	Don Lombardi	Dlombardi@westmetrofire.org	CO-TF1
SAC - EAST DIVISION	Steve Cover	scover@vbgov.com	VA-TF2
TFR — NATIONAL	Rick Bartee	rick.d.bartee@phoenix.gov	TX-TF1
ADVISORY GROUP CHAIR	Bill Brown	wbrown@brownsburgfire.org	IN-TF1

US&R RESPONSE SYSTEM ADVISORY GROUP/SUPPORT GROUP MEMBERS			
Advisory Grp Chair - Deputy	Doug Nakama	dnakama@sandiego.gov	CA-TF8
TFR – WEST Division	Chris Costamagna	ccostamagna@sfd.cityofsacramento.org	CA-TF7
TFR - CENTRAL Division	Rod Tyus	Rtyus@WestMetroFire.org	CO-TF1
TFR – EAST Division	Joe Downey	downeyj@fdny.nyc.gov	NY-TF1
IST Representative	Randy Journigan	wjournig@vbgov.com	VA-TF2
Func Grp Ldr - Operations	Jeff Saunders	jeff.saunders@teexmail.tamu.edu	TX-TF1
Dep Func Grp Ldr - Operations	Mike Boyle	hazmtr@gmail.com	CA-TF5
Subgrp Ldr - Rescue	Steve Shupert	steveshupert@gmail.com	OH-TF1
Subgrp Ldr - Search	Jim Ingledue	jingledu@vbgov.com	VA-TF2
Subgrp Ldr - Hazmat	Mark Hundley	mhundley@vbgov.com	VA-TF2
Subgrp Ldr - Medical	Greg Waymon	greg.waymon@memphistn.gov	TN-TF1
Subgrp Ldr - Structures	Peter Keating	p-keating@tamu.edu	TX-TF1
Subgrp Ldr - Canine	Scott Mateyaschuk	scott.mateyaschuk@nypd.org	NY-TF1
Func Grp Ldr - Planning	Keith Bevan	kbevan@ufa-slco.org	UT-TF1
Dep Func Grp Ldr - Planning	Wade Russell	wrussell@ufa-slco.org	UT-TF1
Subgrp Ldr - Training	Mike Cayse	mcayse@ohtf1.coom	OH-TF1
Unit Ldr - Exercise	Steve Walshire	steve.j.walshire@phoenix.gov	AZ-TF1
Subgrp Ldr - Policy/Doc	Marty Nevil	NevilMR@patf1.org	PA-TF1
Subgrp Ldr - Ext Coord	TBD	TBD	UT-TF1
Subgrp Ldr - Management	Juan Mestas	Juanmestas@miamibeachfl.gov	FL-TF2
Unit Ldr - Safety	Jim Coleston	colston.jim@gmail.com	CA-TF8
Func Grp Ldr - Finance/Admin	Pat Seigh	pseigh@vbgov.cm	VA-TF2
Dep Func Grp Ldr - Fin/Admin	Kelly Lehman	Kelly.Lehman@fairfaxcounty.gov	VA-TF1
Subgrp Ldr - Finance	Buddy Ey	buddy.ey@montgomerycountymd.gov	MD-TF1
Subgrp Ldr - Legal Issues	Harold Schapelhouman	harolds@menlofire.org	CA-TF3
Subgrp Ldr - Public Affairs	Karl Lee	kel@clarkcountynv.org	NV-TF1
Func Grp Ldr - Logistics	Richard Ventura	richardventura@ocfa.org	CA-TF5
Dep Func Grp Ldr - Logistics	Wayne Black	wrblack4@cox.net	VA-TF2
Subgrp Ldr - Equipment	Francis Fee	feef@fdny.nyc.gov	NY-TF1
Subgrp Ldr - Transportation	Sergio Solis	ssolis@fire.lacounty.gov	CA-TF2
Subgrp Ldr - Communications	Richard Atwood	ratwood@fire.lacounty.gov	CA-TF2

FY 2015 COOPERATIVE AGREEMENT STATEMENT OF WORK -- SUMMARY OF DELIVERABLES APPENDIX H

YEARLY REPORTING REQUIREMENTS					
	Deliverable	**Due Date(s)**	**Method(s) of Submittal**	**Point(s) of Contact**	**Additional Information**
1	Grant Application	July 1, 2015	Submit initially through through Grants.gov (www.grants.gov). Once determined eligible, submit complete package through NDGrants System	Catherine Deel/Rayna Bal/Shu-Ahn Li - US&R Branch	**Use current template (FEMA Form 089-0-10)**
2	Task Force Self-Evaluation	As directed via US&R Program Directive	Email	Andy Hubert	National US&R Reponse System Task Force Self-Evaluation Scoresheet (FEMA Form 089-0-14)
3	Equipment Database CD	January 31st	password-protected Compact Disc (CD) via postal mail	Dallas Slemp	Please use express courier (e.g., FedEx) to avoid damage through postal system
4	Inventory of Federally Owned Equipment (2nd Cache, HEPP & IST, where applicable); Current copy of 18-4	January 31st			
5	Time-Phase Force Deployment Data (TPFDD)/"Aircraft Loading Data" form (FEMA Form 089-0-15)	January 31st			
6	HEPP Maintenance Annual Cost Estimates	October 30th	Submit via email	Wanda Casey	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 NDGrant System	Catherine Deel/Rayna Bal - US&R Branch	FEMA Form 089-0-11
8	Quarterly Financial Report (SF-425)	October 30th January 30th April 30th July 30th	Submit SF425 through the Payment and Reporting System (PARS)	GPD - Assigned GMS (see below)	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	Dean Scott	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.	Postal or Email	Dean Scott	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 Period of Performance				
	Deliverable	**Method(s) of Submittal**	**Point(s) of Contact**	**Additional Information**
	USE CURRENT CLOSEOUT PACKAGE TEMPLATE (CONTAINS THE FOLLOWING ITEMS):	**FEMA-USR-GRANTS@fema.dhs.gov**	Grant Programs Directorate Grant Management Specialist (See assignments below) and Rayna Bal (FEMA-USR-Grants@fema.dhs.gov), US&R Branch	
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)	Email as .pdf file		
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	Equipment Inventory	Email		Inventory should include items purchased with Federal grant funds, where current fair market value is equal to or greater than $5,000 per item
5	Inventory of unused or residual supplies (if applicable) and Tangible Personal Property Report (SF-	Email		Inventory should include items purchased with Federal grant funds, which the aggregate exceeds $5,000 or provide written statement that such supplies (if any) do not exceed $5,000. ***If not applicable, state so in Performance Report***
6	Letter of intent for future use of equipment	Email		Submit letter stating you will use equipment/supplies for their intended purpose of the grant over the life cycle of the equipment/supplies.

POC NAME	**EMAIL**	**Phone**	**ADDRESS**
GROUP EMAIL ACCOUNT	FEMA-USR-GRANTS@fema.dhs.gov	N/A	U.S. Department of Homeland Security
Wanda Casey	Wanda.Casey@fema.dhs.gov	202-646-4013	Federal Emergency Management Agency
Dean Scott	Dean.Scott@fema.dhs.gov	202-646-4530	US&R Branch, **ORR-OP-UB**
Catherine Deel	Catherine.Deel@fema.dhs.gov	202-212-3796	Attn: (Appropriate name here)
Joe Hiponia	Joe.Hiponia@fema.dhs.gov	202-646-3511	500 C Street, SW
Rayna Bal	Rayna.Bal@fema.dhs.gov	202-646-7933	Washington, DC 20472
Andy Hubert	Andrew.Hubert@fema.dhs.gov	202-212-4896	
US&R WAREHOUSE CONTACT - EQUIPMENT INVENTORY ITEMS (DATABASE CD)			Federal Emergency Management Agency
Dallas Slemp	Dallas.Slemp@fema.dhs.gov	540-203-9718	US&R Warehouse
			13990 Park Center Road
			Building 9
			Herndon, VA 20171-3222
GRANT PROGRAMS DIRECTORATE GRANT MANAGEMENT SPECIALIST (GMS) CONTACTS			U.S. Department of Homeland Security
Tawana Mack (AZ, CA, NM. NV, TX)	Tawana.Mack@fema.dhs.gov	202-786-9863	Federal Emergency Management Agency
Walter Pickett (MA, MD, PA, VA)	Walter.Pickett@fema.dhs.gov	202-786-9524	Grants Management Branch
Nicole Davis (FL, TN, NY)	Nicole.Davis2@fema.dhs.gov	202-786-9605	Attn: APPLICABLE GMS
Pamela Weaver (IN, OH, WA)	Pamela.Weaver@fema.dhs.gov	202-786-9643	500 C Street, S.W.
Robert Tate (MO, NE, CO, UT)	Robert.Tate@fema.dhs.gov	202-786-9988	Room 411 - Tech World
NDGrants Office	NDGrants@fema.dhs.gov	800-865-4076	Washington, D.C. 20472
ADDRESS TO RETURN REFUND CHECKS		***All Checks and Money Orders:***	***Payments sent via courier (i.e., UPS, DHL, Fedex)***
			FEMA
(Make payable to the Federal Emergency Management Agency)		FEMA	Bank of America
Note: Please make sure address is current before sending any checks, as this is subject to change.		P.O. Box 530217	Lockbox Number 530217
		Atlanta, GA 30353-0217	1075 Loop Road
			Atlanta, GA 30337-6002