The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
Fiscal Year 2021 National Urban Search and Rescue Response System

NOTE: If you are going to apply for this funding opportunity and have not obtained an Employer Identification Number (EIN), a Data Universal Numbering System (DUNS) number, are not currently registered in the System for Award Management (SAM), or your SAM registration is not active, please take immediate action to obtain an EIN and DUNS Number, if applicable, and then register immediately in SAM or, if applicable, renew your SAM registration. It may take four 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, EIN, and SAM is also provided in Section D of this NOFO under the subsection titled "How to Register to Apply." Detailed information regarding the time required for each registration is also provided in Section D of this NOFO under the subsection titled "Other Key Dates."

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A. Program Description

1. Issued By
U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA)/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 Number
97.025

3. Assistance Listings Title
National Urban Search and Rescue Response System

4. Funding Opportunity Title
Fiscal Year 2021 National Urban Search and Rescue Response System Readiness Cooperative Agreement

5. Funding Opportunity Number
DHS-21-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 Consolidated Appropriations Act, 2021 (Pub. L. No. 116-260), Title III – Protection, Preparedness, Response, and Recovery, Federal Emergency Management Agency, Operations and Support.

8. Announcement Type
Initial

9. Program Category
Response

10. Program Overview, Objectives, and Priorities

a. ***Overview***

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.

b. ***Objectives***

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.

c. ***Priorities***

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.

11. Performance Measures

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. <u>Federal Award Information (Estimate)</u>

1. Available Funding for the NOFO: **$35,766,584.00**

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.

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

3. Maximum Award Amount (Estimate): $1,441,378

4. Period of Performance: **36 Months**

Extensions to the period of performance are allowed. For additional information on period of performance extensions, please refer to Section H of this NOFO.

FEMA awards only include one budget period, so it will be same as the period of performance. *See* 2 C.F.R. § 200.1 for definitions of "budget period" and "period of performance."

5. Projected Period of Performance Start Date(s): **09/01/2021**

6. Projected Period of Performance End Date(s): **08/31/2024**

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

C. Eligibility Information

1. Eligible Applicants

FEMA-designated Urban Search and Rescue Task Force Sponsoring Agencies (See Appendices B - G)

2. Applicant Eligibility Criteria

FEMA-designated Urban Search and Rescue Task Force Sponsoring Agency.

3. Other Eligibility Criteria

a. ***National Incident Management System (NIMS) Implementation***

Prior to allocation of any federal preparedness awards, recipients must ensure and maintain adoption and implementation of NIMS. The list of objectives used for progress and achievement reporting is on FEMA's website at https://www.fema.gov/emergency-managers/nims/implementation-training.

Emergency management and incident response activities require carefully managed resources (personnel, teams, facilities, equipment, and/or supplies) to meet incident needs. Utilization of the standardized resource management concepts such as typing, credentialing, and inventorying, promote a strong national mutual aid capability needed to support delivery of core capabilities. Additional information on resource management, NIMS resource typing definitions, job titles, and position qualifications is on FEMA's website at https://www.fema.gov/emergency-managers/nims/components.

FEMA developed the National Incident Management System Guideline for the National Qualification System to describe national credentialing standards and to provide written guidance regarding the use of those standards. This guideline describes credentialing and typing processes and identifies tools that Federal Emergency Response Officials and emergency managers at all levels of government may use both routinely and to facilitate multijurisdictional coordinated responses.

Although state (including territorial), local, tribal, and private sector partners (including nongovernmental organizations) are not required to credential their personnel in accordance with these guidelines, FEMA strongly encourages them to do so to leverage the federal investment in the Federal Information Processing Standards 201 infrastructure and to facilitate interoperability for personnel deployed outside their home jurisdiction.

Additional information about NIMS in general is available on FEMA's website at https://www.fema.gov/emergency-managers/nims.

4. Maintenance of Effort (MOE)
There is no MOE requirement under this program

5. 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. ***Application Start Date:*** **06/16/2021**

b. ***Application Submission Deadline:*** **07/15/2021 at 05:00:00 PM ET**

All applications **must** be received by the established deadline.

The Non-Disaster (ND) Grants System has a date stamp that indicates when an application is submitted. Applicants will receive an electronic message confirming receipt of their submission. For additional information on how an applicant will be notified of application receipt, see the subsection titled "Timely Receipt Requirements and Proof of Timely Submission" in Section D of this NOFO.

FEMA will not review applications that are received after the deadline or consider these late applications for funding. FEMA may, however, extend the application deadline on request for any applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension may include technical problems outside of the applicant's control that prevent submission of the application by the deadline, other exigent or emergency circumstances, or statutory requirements for FEMA to make an award.

Applicants experiencing technical problems outside of their control must notify FEMA as soon as possible and before the application deadline. Failure to timely notify FEMA of the issue that prevented the timely filing of the application may preclude consideration of the award. "Timely notification" of FEMA means: prior to the application deadline and within 48 hours after the applicant became aware of the issue.

A list of FEMA contacts can be found in Section G of this NOFO, "DHS Awarding Agency Contact Information." For additional assistance using the ND Grants System, please contact the ND Grants Service Desk at (800) 865-4076 or NDGrants@fema.dhs.gov. The ND Grants Service Desk is available Monday through Friday, 9:00 AM – 6:00 PM Eastern Time (ET). For programmatic or grants management questions, please contact your Program Analyst or Grants Specialist. If applicants do not know who to contact or if there are programmatic questions or concerns, please contact the Centralized Scheduling and Information Desk (CSID) by phone at (800) 368-6498 or by e-mail at askcsid@fema.dhs.gov, Monday through Friday, 9:00 AM – 5:00 PM ET.

c. ***Anticipated Funding Selection Date:*** No later than 08/31/2021

d. ***Anticipated Award Date:*** No later than 09/01/2021

e. ***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
Creating an account with login.gov	Four weeks before actual submission deadline
Registering in SAM or Updating SAM registration	Four weeks before actual submission deadline
Registering in Grants.gov	Four weeks before actual submission deadline
Starting application in Grants.gov	One week before actual submission deadline
Submitting the final application in *NDGrants.*	By the submission deadline

2. Agreeing to Terms and Conditions of the Award

By applying, 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 are processed through the Grants.gov portal. Final applications are completed and submitted through FEMA's Non-Disaster Grants (ND Grants) System. Application forms and instructions are available at Grants.gov. To access these materials, go to http://www.grants.gov.

Hard copies of the NOFO can be downloaded at Grants.gov or obtained via email from the Awarding Office points of contact listed in Section G of this NOFO, "DHS Awarding Agency Contact Information" or by TTY (800) 462-7585.

4. Steps Required to Obtain a Unique Entity Identifier, Register in the System for Award Management (SAM), and Submit an Application

Applying for an award under this program is a multi-step process and requires time to complete. Applicants are encouraged to register early as the registration process can take four weeks or more to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines.

Please review the table above for estimated deadlines to complete each of the steps listed. Failure of an applicant to comply with any of the required steps before the deadline for submitting an application may disqualify that application from funding.

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 and Employer Identification Number (EIN) from the Internal Revenue Service;
b. In the application, provide a valid 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.
g. Establish an Authorized Organizational Representative (AOR) in Grants.gov.
h. Register in ND Grants
i. Submit an initial application in Grants.gov.
j. Submit the final application in ND Grants, including electronically signing applicable forms; and
k. Always continue to maintain an active SAM registration with current information during which it has an active federal award or an application or plan under consideration by a federal awarding agency. As part of this, applicants must also provide information on an applicant's immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.

Specific instructions on how to apply for, update, or verify a DUNS number or SAM registration or establish an AOR are included below in the steps for applying through Grants.gov.

Applicants are advised that 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 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, 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.

Per 2 C.F.R. § 25.110(c)(2)(iii), if an applicant is experiencing exigent circumstances that prevents it from receiving a DUNS number and completing SAM registration prior to receiving a federal award, the applicant must notify FEMA as soon as possible by contacting askcsid@fema.dhs.gov and providing the details of the circumstances that prevent completion of these requirements. If FEMA determines that there are exigent circumstances and FEMA has decided to make an award, the applicant will be required to obtain a DUNS number and complete SAM registration within 30 days of the federal award date.

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, FEMA requires applicants to submit initial applications through Grants.gov and a final application through ND Grants.

6. How to Register to Apply through Grants.gov

a. ***General Instructions:***

Registering and applying for an award under this program is a multi-step process and requires time to complete. Read the instructions below about registering to apply for FEMA 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. To ensure an application meets the deadline, applicants are advised to start the required steps well in advance of their submission.

Organizations must have a Data Universal Numbering System (DUNS) Number, Employer Identification Number (EIN), and an active System for Award Management (SAM) registration.

Organizations must also have a Grants.gov account to apply for an award under this program. 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.

If individual applicants are eligible to apply for this grant funding opportunity, refer to: https://www.grants.gov/web/grants/applicants/registration.html.

b. ***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

Note: At some point, the DUNS Number will be replaced by a “new, non-proprietary identifier” requested in, and assigned by, SAM.gov. This new identifier is being called the Unique Entity Identifier (UEI), or the Entity ID. Grants.gov has begun preparing for this

transition by educating users about the upcoming changes and updating field labels and references to the DUNS Number (the current identifier) within the Grants.gov system. Users should continue using the DUNS Number in UEI fields until further notice. To learn more about SAM's rollout of the UEI, please visit https://gsa.gov/entityid.

c. ***Obtain Employer Identification Number***
In addition to having a DUNS number, all entities applying for funding must provide an Employer Identification Number (EIN). The EIN can be obtained from the IRS by visiting: https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online.

d. ***Create a login.gov account:***
Applicants must have a login.gov account in order to register with SAM or update their SAM registration. Applicants can create a login.gov account here: https://secure.login.gov/sign_up/enter_email?request_id=34f19fa8-14a2-438c-8323-a62b99571fd3.

Applicants only have to create a login.gov account once. For applicants that are existing SAM users, use the same email address for the login.gov account as with SAM.gov so that the two accounts can be linked.

For more information on the login.gov requirements for SAM registration, refer to: https://www.sam.gov/SAM/pages/public/loginFAQ.jsf.

e. ***Register with SAM:***
In addition to having a DUNS number, all organizations applying online through Grants.gov must register with 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.

Note: As a new requirement per 2 C.F.R. § 25.200, applicants must also provide the applicant's immediate and highest-level owner, subsidiaries, and predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.

i. ADDITIONAL SAM REMINDERS
Existing SAM.gov account holders should check their account to make sure it is "ACTIVE." SAM registration should be completed at the very beginning of the application period and should be renewed annually to avoid being "INACTIVE." **Please allow plenty of time before the grant application submission deadline to obtain a DUNS number and then to register in SAM. It may be four weeks or more after an applicant submits the SAM registration before the registration is active in SAM, and then it may be an additional 24 hours before FEMA's system recognizes the information.**

It is imperative that the information applicants provide is correct and current. Please ensure that your organization's name, address, DUNS number, and Employer Identification Number, or EIN, are up to date in SAM and that the DUNS number used in SAM is the same one used to apply for all other FEMA awards. Payment under any FEMA award is contingent on the recipient's having a current SAM registration.

II. HELP WITH SAM

The SAM quick start guide for new recipient registration and SAM video tutorial for new applicants are tools created by the General Services Administration (GSA) to assist those registering with SAM. If applicants have questions or concerns about a SAM registration, please contact the Federal Support Desk at https://www.fsd.gov/fsd-gov/home.do or call toll free (866) 606-8220.

f. ***Create a Grants.gov Account:***

The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process.

For more information, follow the on-screen instructions or refer to: https://www.grants.gov/web/grants/applicants/registration.html.

See also Section D.8 in this NOFO, "Submitting the Final Application in ND Grants," for instructions on how to register early in ND Grants.

g. ***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.

h. ***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.

i. ***Track Role Status:***

To track your role request, refer to:
https://www.grants.gov/web/grants/applicants/registration/track-role-status.html.

j. ***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 individuals who are able to make legally binding commitments on behalf of the organization as an AOR; **this step is often missed, and it is crucial for valid and timely submissions.**

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

Grants.gov applicants can apply online using a workspace. A workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each Notice of Funding Opportunity, you can create individual instances of a workspace. Applicants are encouraged to submit their initial applications in Grants.gov at least seven days before the application deadline.

In Grants.gov, applicants need to submit the following forms:

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

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.

c. ***Adobe Reader:***
If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or DHS forms. 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:***
After successfully submitting a workspace package, 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.

h. ***Additional Training and Applicant Support:***

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

Grants.gov provides applicants 24/7 (except federal holidays) support via the toll-free number (800) 518-4726, email at support@grants.gov and the website at https://www.grants.gov/support.html. 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 FEMA with tracking your issue and understanding background information on the issue.

8. Submitting the Final Application in ND Grants
After submitting the initial application in Grants.gov, eligible applicants will be notified by 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 or, at the latest, seven days before the application deadline. Early registration will allow applicants to have adequate time to start and complete their applications.

Applicants needing assistance registering for the ND Grants system should 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/grants/guidance-tools/non-disaster-grants-management-system.

In ND Grants, applicants will be prompted to submit the standard application information and any program-specific information required as described in Section D.10 of this NOFO, "Content and Form of Application Submission.". 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.

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

9. 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 in Grants.gov will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of its initial application. **This notification does not serve as proof of timely submission, as the application is not complete until it is submitted in ND Grants.** 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 the application deadline. 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.

Applicants who experience system-related issues will be addressed until 3:00 PM ET on the date applications are due. No new system-related issues will be addressed after this deadline. Applications not received by the application submission deadline will not be accepted.

10. Content and Form of Application Submission

a. ***Standard Required Application Forms and Information***

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.

I. **GRANTS.GOV**

- **SF-424, Application for Federal Assistance**, initial application submitted through Grants.gov
- **Grants.gov Lobbying Form, Certification Regarding Lobbying**, submitted through Grants.gov

II. **ND GRANTS**

- **SF-424A, Budget Information (Non-Construction)**, submitted via the forms generated by ND Grants
    - **for construction under an award, submit SF-424C, Budget Information (Construction)**, submitted via the forms generated by ND Grants, in addition to or instead of SF-424A
- **SF-424B, Standard Assurances (Non-Construction)**, submitted via the forms generated by ND Grants
    - **for construction under an award, submit SF-424D, Standard Assurances (Construction)**, submitted via the forms generated by ND Grants, in addition to or instead of SF-424B
- **SF-LLL, Disclosure of Lobbying Activities**, submitted via the forms generated by ND Grants
- **Indirect Cost Agreement or Proposal** submitted as an attachment in ND Grants if the budget includes indirect costs and the applicant is required to have an indirect cost rate agreement or proposal. If the applicant does not have or is not required to have an indirect cost rate agreement or proposal, please see Section D.13 of this NOFO, "Funding Restrictions and Allowable Costs," for further information regarding allowability of indirect costs and whether alternatives to an indirect cost rate agreement or proposal might be available, or contact the relevant FEMA staff identified in Section G of this NOFO, "DHS Awarding Agency Contact Information" for further instructions.

b. ***Program-Specific Required Forms and Information***

The following program-specific forms or information are required to be submitted in NDGrants:

- 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

11. 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 2021 Readiness Cooperative Agreement Statement of Work. (*Appendix A*)

12. 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/2020/01/spoc_1_16_2020.pdf).

13. Funding Restrictions and Allowable Costs

All costs charged to awards covered by this NOFO must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at 2 C.F.R. Part 200, unless otherwise indicated in the NOFO, or the terms and conditions of the award. This includes, among other requirements, that costs must be incurred, and products and services must be delivered, within the period of performance of the award. *See* 2 C.F.R. § 200.403(h) (referring to budget periods, which for FEMA awards is the same as the period of performance).

In general, the Cost Principles establish standards for the allowability of costs, provide detailed guidance on the cost accounting treatment of costs as direct or administrative costs, and set forth allowability principles for selected items of cost. More specifically, except as otherwise stated in this NOFO, the terms and condition of an award, or other program materials, costs charged to awards covered by this NOFO must be consistent with the Cost Principles for Federal Awards located at 2 C.F.R. Part 200, Subpart E. To be allowable, all costs charged to a FEMA award or applied to the cost share must be reasonable in nature and amount and allocable to the particular FEMA award.

Additionally, all costs charged to awards must comply with the grant program's applicable statutes, policies, requirements in this NOFO as well as with the terms and conditions of the award. If FEMA staff identify costs that are inconsistent with any of these requirements, these costs may be disallowed, and FEMA may recover funds as appropriate, consistent with applicable laws, regulations, and policies.

As part of those requirements, grant recipients and subrecipients may only use federal funds or funds applied to a cost share for the purposes set forth in this NOFO and the terms and conditions of the award, and those costs must be consistent with the statutory authority for the award.

Grant funds may not be used for matching funds for 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.

a. *Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services*

Recipients and subrecipients of FEMA federal financial assistance are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY 2019 NDAA), Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13,

2020, the statute – as it applies to FEMA recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

Additional guidance is available at Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services (Interim) FEMA Policy #405-143-1.

Effective August 13, 2020, FEMA recipients and subrecipients **may not** use any FEMA funds under open or new awards to:

(1) Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system.

(2) Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system; or

(3) Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

I. Replacement Equipment and Services

FEMA grant funding may be permitted to procure replacement equipment and services impacted by this prohibition, provided the costs are otherwise consistent with the requirements of the NOFO.

II. Definitions

Per section 889(f)(2)-(3) of the FY 2019 NDAA and 2 C.F.R. § 200.216, covered telecommunications equipment or services means:

i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities).
ii. For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
iii. Telecommunications or video surveillance services provided by such entities or using such equipment; or
iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People's Republic of China.

Examples of the types of products covered by this prohibition include phones, internet, video surveillance, and cloud servers when produced, provided, or used by the entities listed in the definition of "covered telecommunications equipment or services." *See* 2 C.F.R. § 200.471.

b. ***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.

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. M&A costs are not operational costs. They are the necessary costs incurred in direct support of the grant or because of the grant and should be allocated across the entire lifecycle of the grant. 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 2 C.F.R. § 200.414. Applicants with a current 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. Not all applicants are required to have a current negotiated indirect cost rate agreement. 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. Applicants who do not have a current negotiated indirect cost rate agreement (including a provisional rate) and wish to charge the de minimis rate must reach out to the Grants Management Specialist or other relevant FEMA position for further instructions. Applicants who wish to use a cost allocation plan in lieu of an indirect cost rate must also reach out to the Grants Management Specialist or other relevant FEMA position for further instructions. 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 or based upon on the de minimis rate or cost allocation plan, as applicable.

e. ***Other 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 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.

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 B*) 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 2021 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. § 3354, as amended by the Payment Integrity Information Act of 2019, Pub. L. No. 116-117 (2020); 41 U.S.C. § 2313; and 2 C.F.R. § 200.206 to review information available through any Office of Management and Budget (OMB)-designated repositories of governmentwide eligibility qualification or financial integrity information, including whether the applicant is suspended or debarred. FEMA may also pose additional questions to the applicant to aid in conducting the pre-award risk review. Therefore, application evaluation criteria may include the following risk-based considerations of the applicant:

i. Financial stability.
ii. Quality of management systems and ability to meet management standards.
iii. History of performance in managing federal award.
iv. Reports and findings from audits.
v. 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:

i. FEMA is required to review and consider any information about the applicant, including information on the applicant's immediate and highest-level owner, subsidiaries, and predecessors, if applicable, that is in the designated integrity and performance system accessible through the System for Award Management (SAM), which is currently the Federal Awardee Performance and Integrity Information System (FAPIIS).

ii. An applicant, at its option, may review information in FAPIIS and comment on any information about itself that a federal awarding agency previously entered.

iii. 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. § 200.206.

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 2021 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 specific 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 electronic mail to the recipient's authorized official listed in the initial application. The recipient should follow the directions in the notification to confirm acceptance of the award.

Recipients must accept their awards no later than 90 days from the award date. The recipient shall notify FEMA 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, which is available at https://www.fema.gov/grants/guidance-tools/non-disaster-grants-management-system along with other ND Grants materials.

Funds will remain on hold until the recipient accepts the award through the ND Grants system and all other conditions of the award have been satisfied or until the award is otherwise rescinded. Failure to accept a grant award within the 90-day timeframe may result in a loss of funds.

2. Pass-Through Requirements

There are no pass-through entities under this program.

3. Administrative and National Policy Requirements

In addition to the requirements of in this section and in this NOFO, FEMA may place specific terms and conditions on individual awards in accordance with 2 C.F.R. Part 200.

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 was made. What terms and conditions will apply for the award will be clearly stated in the award package at the time of award.

b. *Ensuring the Protection of Civil Rights*

As the Nation works towards achieving the National Preparedness Goal, it is important to continue to protect the civil rights of individuals. Recipients and subrecipients must carry out their programs and activities, including those related to the building, sustainment, and delivery of core capabilities, in a manner that respects and ensures the protection of civil rights for protected populations.

Federal civil rights statutes, such as Section 504 of the Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964, along with DHS and FEMA regulations, prohibit discrimination on the basis of race, color, national origin, sex, religion, age, disability, limited English proficiency, or economic status in connection with programs and activities receiving federal financial assistance from FEMA.

The DHS Standard Terms and Conditions include a fuller list of the civil rights provisions that apply to recipients. These terms and conditions can be found in the DHS Standard Terms and Conditions. Additional information on civil rights provisions is available at https://www.fema.gov/office-equal-rights.

Monitoring and oversight requirements in connection with recipient compliance with federal civil rights laws are also authorized pursuant to 44 C.F.R. Part 7.

c. ***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 historic properties to ensure that all activities and programs funded by FEMA, including grant-funded projects, comply with federal EHP laws, Executive Orders, regulations, and policies, as applicable.

Recipients and subrecipients proposing projects that have the potential to impact the environment, including, but not limited to, the construction of communication towers, modification or renovation of existing buildings, structures, and facilities, or new construction including replacement of facilities, must participate in the FEMA EHP review process. The EHP review process involves the submission of a detailed project description along with any supporting documentation requested by FEMA to determine whether the proposed project has the potential to impact environmental resources or historic properties.

In some cases, FEMA is also required to consult with other regulatory agencies and the public to complete the review process. Federal law requires EHP review to be completed before federal funds are released to carry out proposed projects. FEMA may not be able to fund projects that are not incompliance with applicable EHP laws, Executive Orders, regulations, and policies.

DHS and FEMA EHP policy is found in directives and instructions available on the FEMA.gov EHP page, the FEMA website page that includes documents regarding EHP responsibilities and program requirements, including implementation of the National Environmental Policy Act and other EHP regulations and Executive Orders. Individual FEMA programs have separate procedures to conduct and document EHP review. Guidance for individual grant programs are available from applicable program offices.

d. ***National Incident Management System (NIMS) Implementation***

In expending funds under this program, recipients that are state, local, tribal, or territorial governments must ensure and maintain adoption and implementation of NIMS. The state, local, tribal, or territorial government must show adoption of NIMS during any point of the period of performance. The list of objectives used for progress and achievement reporting is at https://www.fema.gov/emergency-managers/nims/implementation-training.

Emergency management and incident response activities require carefully managed resources (personnel, teams, facilities, equipment, and/or supplies) to meet incident needs. Using

standardized resource management concepts such as typing, credentialing, and inventorying, promote a strong national mutual aid capability needed to support delivery of core capabilities. Additional information on resource management, NIMS resource typing definitions, job titles, and position qualifications is on FEMA's website at https://www.fema.gov/emergency-managers/nims/components.

FEMA developed the National Incident Management System Guideline for the National Qualification System to describe national credentialing standards and to provide written guidance regarding the use of those standards. This guideline describes credentialing and typing processes and identifies tools which Federal Emergency Response Officials and emergency managers at all levels of government may use both routinely and to facilitate multijurisdictional coordinated responses.

Although state, local, tribal, and private sector partners (including nongovernmental organizations) are not required to credential their personnel in accordance with these guidelines, FEMA strongly encourages them to do so to leverage the federal investment in the Federal Information Processing Standards 201 infrastructure and to facilitate interoperability for personnel deployed outside their home jurisdiction.

Additional information about NIMS in general is available at https://www.fema.gov/emergency-managers/nims.

4. Reporting

Recipients are required to submit various financial and programmatic reports as a condition of award acceptance. Future awards and funds drawdown may be withheld if these reports are delinquent.

a. *Financial Reporting Requirements*

I. FEDERAL FINANCIAL REPORT (FFR)

Recipients must report obligations and expenditures through the FFR form (SF-425) to FEMA.

Recipients may review the Federal Financial Reporting Form (FFR) (SF-425) at https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1

Recipients must file the FFR electronically using the Payment and Reporting Systems (PARS).

II. FFR REPORTING PERIODS AND DUE DATES

An FFR must be submitted quarterly throughout the POP, including partial calendar quarters, as well as in periods where no grant award activity occurs. The final FFR is due within 120 days after the end of the POP. Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

Except for the final FFR due at 120 days after the end of the POP for purposes of closeout, the following reporting periods and due dates apply for the FFR:

Reporting Period	Report Due Date
October 1 – December 31	January 30
January 1 – March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30

Future awards and fund drawdowns may be withheld if these reports are delinquent, demonstrate lack of progress, or are insufficient in detail.

b. *Programmatic Performance Reporting Requirements*

I. PERFORMANCE PROGRESS REPORT (PPR)

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.

II. ADDITIONAL PROGRAMMATIC REPORTING REQUIREMENTS

Awardees are responsible for providing an Annual Self-Evaluation. The submission form and deadline are announced and distributed through a US&R Program Directive. The completed package is due 45 days after announcement, usually in January or February.

c. *Closeout Reporting Requirements*

I. CLOSEOUT REPORTING

Within 120 days after the end of the period of performance for the prime award or after an amendment has been issued to close out an award before the original POP ends, recipients must liquidate all financial obligations and must submit the following:

i. The final request for payment, if applicable.
ii. The final FFR (SF-425).
iii. The final progress report detailing all accomplishments, including a narrative summary of the impact of those accomplishments throughout the period of performance.
iv. Other documents required by this NOFO, terms and conditions of the award, or other FEMA guidance.

In addition, pass-through entities are responsible for closing out their subawards as described in 2 C.F.R. § 200.344; subrecipients are still required to submit closeout materials within 90 days of the period of performance end date. When a subrecipient completes all closeout requirements, pass-through entities must promptly complete all closeout actions for subawards in time for the recipient to submit all necessary documentation and information to FEMA during the closeout of the prime award.

After the prime award closeout reports have been reviewed and approved by FEMA, 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 de-obligated, and address the requirement of maintaining the grant records for at least three years from the date of the final FFR. The record retention period may be longer, 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. § 200.334.

The recipient is responsible for refunding to FEMA any balances of unobligated cash that FEMA paid that are not authorized to be retained per 2 C.F.R. § 200.344(d).

II. ADMINISTRATIVE CLOSEOUT

Administrative closeout is a mechanism for FEMA to unilaterally move forward with closeout of an award using available award information in lieu of final reports from the recipient per 2 C.F.R. § 200.344(h)-(i). It is a last resort available to FEMA, and if FEMA needs to administratively close an award, this may negatively impact a recipient's ability to obtain future funding. This mechanism can also require FEMA to make cash or cost adjustments and ineligible cost determinations based on the information it has, which may result in identifying a debt owed to FEMA by the recipient.

When a recipient is not responsive to FEMA's reasonable efforts to collect required reports needed to complete the standard closeout process, FEMA is required under 2 C.F.R. § 200.344(h) to start the administrative closeout process within the regulatory timeframe. FEMA will make at least three written attempts to collect required reports before initiating administrative closeout. If the recipient does not submit all required reports in accordance with 2 C.F.R. § 200.344, this NOFO, and the terms and conditions of the award, FEMA must proceed to administratively close the award with the information available within one year of the period of performance end date. Additionally, if the recipient does not submit all required reports within one year of the period of performance end date, per 2 C.F.R. § 200.344(i), FEMA must report in FAPIIS the recipient's material failure to comply with the terms and conditions of the award.

If FEMA administratively closes an award where no final FFR has been submitted, FEMA uses that administrative closeout date in lieu of the final FFR submission date as the start of the record retention period under 2 C.F.R. § 200.334.

In addition, if an award is administratively closed, FEMA may decide to impose remedies for noncompliance per 2 C.F.R. § 200.339, consider this information in reviewing future award applications, or apply special conditions to existing or future awards.

d. ***Additional Reporting Requirements***

I. 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:

i. Are presently excluded or disqualified.
ii. 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.
iii. 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
iv. 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.

II. 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.

III. SINGLE AUDIT REPORT

For audits of fiscal years beginning on or after December 26, 2014, recipients that expend $750,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report, also known as the single audit report.

The audit must be performed in accordance with the requirements of U.S. Government Accountability Office's (GAO) Government Auditing Standards, located at https://www.gao.gov/yellowbook/overview, and the requirements of Subpart F of 2 C.F.R. Part 200, located at http://www.ecfr.gov/cgi-bin/text-idx?node=sp2.1.200.f.

5. Monitoring and Oversight

Per 2 C.F.R. § 200.337, FEMA, through its authorized representatives, has the right, at all reasonable times, to make site visits or conduct desk reviews to review project accomplishments and management control systems to review award progress and to provide any required technical assistance. During site visits or desk reviews, FEMA will review recipients' files related to the award. As part of any monitoring and program evaluation activities, 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 award.

Effective monitoring and oversight help FEMA ensure that recipients use grant funds for their intended purpose(s); verify that projects undertaken are consistent with approved plans; and ensure that recipients make adequate progress toward stated goals and objectives. Additionally, monitoring serves as the primary mechanism to ensure that recipients comply with applicable laws, rules, regulations, program guidance, and requirements. FEMA regularly monitors all grant programs both financially and programmatically in accordance with federal laws, regulations (including 2 C.F.R. Part 200), program guidance, and the terms and conditions of the award. All monitoring efforts ultimately serve to evaluate progress towards grant goals and proactively target and address issues that may threaten grant success during the period of performance.

FEMA staff will periodically monitor recipients to ensure that administrative processes, policies and procedures, budgets, and other related award criteria are meeting Federal Government-wide and FEMA regulations. Aside from reviewing quarterly financial and programmatic reports, FEMA may also conduct enhanced monitoring through either desk-based reviews, onsite monitoring visits, or both. Enhanced monitoring will involve the review and analysis of the financial compliance and administrative processes, policies, activities, and other attributes of each federal assistance award, and it will identify areas where the recipient may need technical assistance, corrective actions, or other support.

Financial and programmatic monitoring are complementary processes within FEMA's overarching monitoring strategy that function together to ensure effective grants management, accountability, and transparency; validate progress against grant and program goals; and safeguard federal funds against fraud, waste, and abuse. Financial monitoring primarily focuses on statutory and regulatory compliance with administrative grant requirements, while programmatic monitoring seeks to validate and assist in grant progress, targeting issues that may be hindering achievement of project goals and ensuring compliance with the purpose of the grant and grant program. Both monitoring processes are similar in that they feature initial reviews of all open awards, and additional, in-depth monitoring of grants requiring additional attention.

Recipients and subrecipients who are pass-through entities are responsible for monitoring their subrecipients in a manner consistent with the terms of the federal award at 2 C.F.R. Part 200, including 2 C.F.R. § 200.332. This includes the pass-through entity's responsibility to monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.

In terms of overall award management, recipient and subrecipient responsibilities include, but are not limited to: accounting of receipts and expenditures, cash management, maintaining adequate financial records, reporting and refunding expenditures disallowed by audits, monitoring if acting as a pass-through entity, or other assessments and reviews, and ensuring overall compliance with the terms and conditions of the award or subaward, as applicable, including the terms of 2 C.F.R. Part 200.

G. DHS Awarding Agency Contact Information

1. Contact and Resource Information

a. ***Program Office Contact***

For specific programmatic questions relating to this NOFO, contact the US&R Admin / Finance Section Chief at 202-212-3799

b. ***Centralized Scheduling and Information Desk (CSID)***

CSID is a non-emergency comprehensive management and information resource developed by FEMA 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, 9:00 AM – 5:00 PM ET.

c. ***Grant Programs Directorate (GPD) Award Administration Division***

GPD's Award Administration Division (AAD) provides support regarding financial matters and budgetary technical assistance. Additional guidance and information can be obtained by contacting the AAD's Help Desk via e-mail at ASK-GMD@fema.dhs.gov.

d. ***FEMA Regional Offices***

Not applicable

e. ***Equal Rights***

The FEMA Office of Equal Rights (OER) is responsible for compliance with and enforcement of federal civil rights obligations in connection with programs and services conducted by FEMA and recipients of FEMA financial assistance. All inquiries and communications about federal civil rights compliance for FEMA grants under this NOFO should be sent to FEMA-CivilRightsOffice@fema.dhs.gov.

f. ***Environmental Planning and Historic Preservation***

The FEMA Office of Environmental Planning and Historic Preservation (OEHP) provides guidance and information about the EHP review process to FEMA programs and FEMA's recipients and subrecipients. All inquiries and communications about EHP compliance for FEMA grant projects under this NOFO or the EHP review process should be sent to FEMA-OEHP-NOFOQuestions@fema.dhs.gov .

g. ***Other Contact Information***

Not applicable

2. Systems Information

a. ***Grants.gov***

For technical assistance with Grants.gov, call the customer support hotline 24 hours per day, 7 days per week (except federal holidays) at (800) 518-4726 or e-mail at support@grants.gov.

b. ***Non-Disaster (ND) Grants***
For technical assistance with the ND Grants system, please contact the ND Grants Helpdesk at ndgrants@fema.dhsgov or (800) 865-4076, Monday through Friday, 9:00 AM – 6:00 PM ET. User resources are available at https://www.fema.gov/grants/guidance-tools/non-disaster-grants-management-system

c. ***Payment and Reporting System (PARS)***
FEMA uses the Payment and Reporting System (PARS) for financial reporting, invoicing, and tracking payments. FEMA uses the Direct Deposit/Electronic Funds Transfer (DD/EFT) method of payment to recipients. To enroll in the DD/EFT, recipients must complete a Standard Form 1199A, Direct Deposit Form. If you have questions about the online system, please call the Customer Service Center at (866) 927-5646 or email ask-GMD@fema.dhs.gov.

H. Additional Information

1. Termination Provisions

FEMA may terminate a federal award in whole or in part for one of the following reasons. FEMA and the recipient must still comply with closeout requirements at 2 C.F.R. §§ 200.344-200.345 even if an award is terminated in whole or in part. To the extent that subawards are permitted under this NOFO, pass-through entities should refer to 2 C.F.R. § 200.340 for additional information on termination regarding subawards.

a. ***Noncompliance***
If a recipient fails to comply with the terms and conditions of a federal award, FEMA may terminate the award in whole or in part. If the noncompliance can be corrected, FEMA may first attempt to direct the recipient to correct the noncompliance. This may take the form of a Compliance Notification. If the noncompliance cannot be corrected or the recipient is non-responsive, FEMA may proceed with a Remedy Notification, which could impose a remedy for noncompliance per 2 C.F.R. § 200.339, including termination. Any action to terminate based on noncompliance will follow the requirements of 2 C.F.R. §§ 200.341-200.342 as well as the requirement of 2 C.F.R. § 200.340(c) to report in FAPIIS the recipient's material failure to comply with the award terms and conditions. See also the section on Actions to Address Noncompliance in this NOFO.

b. ***With the Consent of the Recipient***
FEMA may also terminate an award in whole or in part with the consent of the recipient, in which case the parties must agree upon the termination conditions, including the effective date, and in the case of partial termination, the portion to be terminated.

c. ***Notification by the Recipient***
The recipient may terminate the award, in whole or in part, by sending written notification to FEMA setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. In the case of partial termination, FEMA may determine that a partially terminated award will not accomplish the purpose of the federal award, so FEMA may terminate the award in its entirety. If that occurs, FEMA will

follow the requirements of 2 C.F.R. §§ 200.341-200.342 in deciding to fully terminate the award.

2. Period of Performance Extensions

Extensions to the period of performance (POP) for this program are allowed. Extensions to the POP identified in the award will only be considered through formal, written requests to the FEMA US&R Branch and the FEMA Grants Assistance Officer and must contain specific and compelling justifications as to why an extension is required. Recipients are advised to coordinate with the FEMA US&R Branch and the FEMA Grants Assistance Officer as needed when preparing an extension request.

All extension requests must address the following:

a. The grant program, fiscal year, and award number.
b. Reason for the delay –including details of the legal, policy, or operational challenges that prevent the final outlay of awarded funds by the deadline.
c. Current status of the activity(ies).
d. Approved POP termination date and new project completion date.
f. Remaining available funds, both federal and, if applicable, non-federal.
g. Budget outlining how remaining federal and, if applicable, non-federal funds will be expended.
h. Plan for completion, including milestones and timeframes for achieving each milestone and the position or person responsible for implementing the plan for completion; and
i. Certification that the activity(ies) will be completed within the extended POP without any modification to the original statement of work, as described in the submitted budget narrative, amendments (if applicable) and as approved by FEMA.

Extension requests will be granted only due to compelling legal, policy, or operational challenges. Extension requests will only be considered for the following reasons:

- Contractual commitments by the recipient or subrecipient with vendors prevent completion of the project, including delivery of equipment or services, within the existing POP.
- The project must undergo a complex environmental review that cannot be completed within the existing POP.
- Projects are long-term by design, and therefore acceleration would compromise core programmatic goals; or
- Where other special or extenuating circumstances exist.

Recipients should submit all proposed extension requests to FEMA for review and approval at least 10 days prior to the end of the POP to allow sufficient processing time.

3. Disability Integration

Pursuant to Section 504 of the Rehabilitation Act of 1973, recipients of FEMA financial assistance must ensure that their programs and activities do not discriminate against other qualified individuals with disabilities.

Grant recipients should engage with the whole community to advance individual and community preparedness and to work as a nation to build and sustain resilience. In doing so, recipients are encouraged to consider the needs of individuals with disabilities into the activities and projects funded by the grant.

FEMA expects that the integration of the needs of people with disabilities will occur at all levels, including planning; alerting, notification, and public outreach; training; purchasing of equipment and supplies; protective action implementation; and exercises/drills.

The following are examples that demonstrate the integration of the needs of people with disabilities in carrying out FEMA awards:

- Include representatives of organizations that work with/for people with disabilities on planning committees, work groups and other bodies engaged in development and implementation of the grant programs and activities.
- Hold all activities related to the grant in locations that are accessible to persons with physical disabilities to the extent practicable.
- Acquire language translation services, including American Sign Language, that provide public information across the community and in shelters.
- Ensure shelter-specific grant funds are in alignment with FEMA's Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters.
- If making alterations to an existing building to a primary function area utilizing federal funds, complying with the most recent codes and standards and making path of travel to the primary function area accessible to the greatest extent possible.
- Implement specific procedures used by public transportation agencies that include evacuation and passenger communication plans and measures for individuals with disabilities.
- Identify, create, and deliver training to address any training gaps specifically aimed toward whole-community preparedness. Include and interact with individuals with disabilities, aligning with the designated program capability.
- Establish best practices in inclusive planning and preparedness that consider physical access, language access, and information access. Examples of effective communication access include providing auxiliary aids and services such as sign language interpreters, Computer Aided Real-time Translation (CART), and materials in Braille or alternate formats.

FEMA grant recipients can fund projects towards the resiliency of the whole community, including people with disabilities, such as training, outreach and safety campaigns, provided that the project aligns with this NOFO and the terms and conditions of the award.

4. Conflicts of Interest in the Administration of Federal Awards or Subawards

For conflicts of interest under grant-funded procurements and contracts, refer to the section on Procurement Integrity in this NOFO and 2 C.F.R. §§ 200.317 – 200.327.

To eliminate and reduce the impact of conflicts of interest in the subaward process, recipients and pass-through entities must follow their own policies and procedures regarding the

elimination or reduction of conflicts of interest when making subawards. Recipients and pass-through entities are also required to follow any applicable federal and state, local, tribal, or territorial (SLTT) statutes or regulations governing conflicts of interest in the making of subawards.

The recipient or pass-through entity must disclose to the respective Program Analyst or Program Manager, in writing, any real or potential conflict of interest that may arise during the administration of the federal award, as defined by the federal or SLTT statutes or regulations or their own existing policies, within five days of learning of the conflict of interest. Similarly, subrecipients, whether acting as subrecipients or as pass-through entities, must disclose any real or potential conflict of interest to the recipient or next-level pass-through entity as required by the recipient or pass-through entity's conflict of interest policies, or any applicable federal or SLTT statutes or regulations.

Conflicts of interest may arise during the process of FEMA making a federal award in situations where an employee, officer, or agent, any members of his or her immediate family, his or her partner has a close personal relationship, a business relationship, or a professional relationship, with an applicant, sub-applicant, recipient, subrecipient, or FEMA employees.

5. Procurement Integrity

Through audits conducted by the DHS Office of Inspector General (OIG) and FEMA grant monitoring, findings have shown that some FEMA recipients have not fully adhered to the proper procurement requirements when spending grant funds. Anything less than full compliance with federal procurement requirements jeopardizes the integrity of the grant as well as the grant program. To assist with determining whether an action is a procurement or instead a subaward, please consult 2 C.F.R. § 200.331.

The below highlights the federal procurement requirements for FEMA recipients when procuring goods and services with federal grant funds. FEMA will include a review of recipients' procurement practices as part of the normal monitoring activities. **All procurement activity must be conducted in accordance with federal procurement standards at 2 C.F.R. §§ 200.317 – 200.327.** Select requirements under these standards are listed below. The recipient and any of its subrecipients must comply with all requirements, even if they are not listed below.

Under 2 C.F.R. § 200.317, when procuring property and services under a federal award, states (including territories) must follow the same policies and procedures they use for procurements from their non-federal funds; additionally, states must now follow 2 C.F.R. § 200.321 regarding socioeconomic steps, 200.322 regarding domestic preferences for procurements, 200.323 regarding procurement of recovered materials, and 2 C.F.R. § 200.327 regarding required contract provisions.

All other non-federal entities, such as tribes (collectively, non-state entities), must have and use their own documented procurement procedures that reflect applicable SLTT laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in 2 C.F.R. Part 200. These standards include, but are not limited to,

providing for full and open competition consistent with the standards of 2 C.F.R. § 200.319 and § 200.320.

a. ***Important Changes to Procurement Standards in 2 C.F.R. Part 200***

OMB recently updated various parts of Title 2 of the Code of Federal Regulations, among them, the procurement standards. States are now required to follow the socioeconomic steps in soliciting small and minority businesses, women's business enterprises, and labor surplus area firms per 2 C.F.R. § 200.321. All non-federal entities should also, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States per 2 C.F.R. § 200.322.

The recognized procurement methods in 2 C.F.R. § 200.320 have been reorganized into informal procurement methods, which include micro-purchases and small purchases; formal procurement methods, which include sealed bidding and competitive proposals; and noncompetitive procurements. The federal micro-purchase threshold is currently $10,000, and non-state entities may use a lower threshold when using micro-purchase procedures under a FEMA award. If a non-state entity wants to use a micro-purchase threshold higher than the federal threshold, it must follow the requirements of 2 C.F.R. § 200.320(a)(1)(iii)-(iv). The federal simplified acquisition threshold is currently $250,000, and a non-state entity may use a lower threshold but may not exceed the federal threshold when using small purchase procedures under a FEMA award.

See 2 C.F.R. §§ 200.216, 200.471, and Appendix II as well as section D.13.a of the NOFO regarding prohibitions on covered telecommunications equipment or services.

b. ***Competition and Conflicts of Interest***

Among the requirements of 2 C.F.R. § 200.319(b) applicable to all non-federal entities other than states, in order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. FEMA considers these actions to be an organizational conflict of interest and interprets this restriction as applying to contractors that help a non-federal entity develop its grant application, project plans, or project budget. This prohibition also applies to the use of former employees to manage the grant or carry out a contract when those former employees worked on such activities while they were employees of the non-federal entity.

Under this prohibition, unless the non-federal entity solicits for and awards a contract covering both development and execution of specifications (or similar elements as described above), and this contract was procured in compliance with 2 C.F.R. §§ 200.317 – 200.327, federal funds cannot be used to pay a contractor to carry out the work if that contractor also worked on the development of those specifications. This rule applies to all contracts funded with federal grant funds, including pre-award costs, such as grant writer fees, as well as post-award costs, such as grant management fees.

Additionally, some of the situations considered to be restrictive of competition include, but are not limited to:

- Placing unreasonable requirements on firms for them to qualify to do business.
- Requiring unnecessary experience and excessive bonding.
- Noncompetitive pricing practices between firms or between affiliated companies.
- Noncompetitive contracts to consultants that are on retainer contracts.
- Organizational conflicts of interest.
- Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
- Any arbitrary action in the procurement process.

Per 2 C.F.R. § 200.319(c), non-federal entities other than states must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed SLTT geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Under 2 C.F.R. § 200.318(c)(1), non-federal entities other than states are required to maintain written standards of conduct covering conflicts of interest and governing the actions of their employees engaged in the selection, award, and administration of contracts. **No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest.** Such conflicts of interest would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the non-federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-federal entities may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-federal entity. If the recipient or subrecipient (other than states) has a parent, affiliate, or subsidiary organization that is not a state, local, tribal, or territorial government, the non-federal entity must also maintain written standards of conduct covering organizational conflicts of interest. In this context, organizational conflict of interest means that because of a relationship with a parent company, affiliate, or subsidiary organization, the non-federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization. The non-federal entity must disclose in writing any potential conflicts of interest to FEMA or the pass-through entity in accordance with applicable FEMA policy.

c. ***Supply Schedules and Purchasing Programs***

Generally, a non-federal entity may seek to procure goods or services from a federal supply schedule, state supply schedule, or group purchasing agreement.

I. GENERAL SERVICES ADMINISTRATION SCHEDULES

States, tribes, and local governments, and any instrumentality thereof (such as local education agencies or institutions of higher education) may procure goods and services from a General Services Administration (GSA) schedule. GSA offers multiple efficient and effective procurement programs for state, tribal, and local governments, and instrumentalities thereof, to purchase products and services directly from pre-vetted contractors. The GSA Schedules (also referred to as the Multiple Award Schedules and the Federal Supply Schedules) are long-term government-wide contracts with commercial firms that provide access to millions of commercial products and services at volume discount pricing.

Information about GSA programs for states, tribes, and local governments, and instrumentalities thereof, can be found at https://www.gsa.gov/resources-for/programs-for-State-and-local-governments and https://www.gsa.gov/buying-selling/purchasing-programs/gsa-schedules/schedule-buyers/state-and-local-governments.

For tribes, local governments, and their instrumentalities that purchase off of a GSA schedule, this will satisfy the federal requirements for full and open competition provided that the recipient follows the GSA ordering procedures; however, tribes, local governments, and their instrumentalities will still need to follow the other rules under 2 C.F.R. §§ 200.317 – 200.327, such as solicitation of minority businesses, women's business enterprises, small businesses, or labor surplus area firms (§ 200.321), domestic preferences (§ 200.322), contract cost and price (§ 200.324), and required contract provisions (§ 200.327 and Appendix II).

II. OTHER SUPPLY SCHEDULES AND PROGRAMS

For non-federal entities other than states, such as tribes, local governments, and nonprofits, that want to procure goods or services from a state supply schedule, cooperative purchasing program, or other similar program, in order for such procurements to be permissible under federal requirements, the following must be true:

- The procurement of the original contract or purchasing schedule and its use by the non-federal entity complies with state and local law, regulations, and written procurement procedures.
- The state or other entity that originally procured the original contract or purchasing schedule entered into the contract or schedule with the express purpose of making it available to the non-federal entity and other similar types of entities.
- The contract or purchasing schedule specifically allows for such use, and the work to be performed for the non-federal entity falls within the scope of work under the contract as to type, amount, and geography.
- The procurement of the original contract or purchasing schedule complied with all the procurement standards applicable to a non-federal entity other than states under at 2 C.F.R. §§ 200.317 – 200.327; and

- With respect to the use of a purchasing schedule, the non-federal entity must follow ordering procedures that adhere to applicable state, tribal, and local laws and regulations and the minimum requirements of full and open competition under 2 C.F.R. Part 200.

If a non-federal entity other than a state seeks to use a state supply schedule, cooperative purchasing program, or other similar type of arrangement, FEMA recommends the recipient discuss the procurement plans with the FEMA US&R Branch.

d. ***Procurement Documentation***

Per 2 C.F.R. § 200.318(i), non-federal entities other than states and territories are required to maintain and retain records sufficient to detail the history of procurement covering at least the rationale for the procurement method, contract type, contractor selection or rejection, and the basis for the contract price. States and territories are encouraged to maintain and retain this information as well and are reminded that in order for any cost to be allowable, it must be adequately documented per 2 C.F.R. § 200.403(g).

Examples of the types of documents that would cover this information include but are not limited to:

- Solicitation documentation, such as requests for quotes, invitations for bids, or requests for proposals.
- Responses to solicitations, such as quotes, bids, or proposals.
- Pre-solicitation independent cost estimates and post-solicitation cost/price analyses on file for review by federal personnel, if applicable.
- Contract documents and amendments, including required contract provisions; and
- Other documents required by federal regulations applicable at the time a grant is awarded to a recipient.

6. Record Retention

a. ***Record Retention Period***

Financial records, supporting documents, statistical records, and all other non-federal entity records pertinent to a federal award generally must be maintained for at least three years from the date the final FFR is submitted. *See* 2 C.F.R. § 200.334. Further, if the recipient does not submit a final FFR and the award is administratively closed, FEMA uses the date of administrative closeout as the start of the general record retention period.

The record retention period **may be longer than three years or have a different start date** in certain cases. These include:

- Records for real property and equipment acquired with federal funds must be retained for **three years after final disposition of the property**. *See* 2 C.F.R. § 200.334(c).
- If any litigation, claim, or audit is started before the expiration of the three-year period, the records **must be retained until** all litigation, claims, or audit findings involving the records **have been resolved and final action taken**. *See* 2 C.F.R. § 200.334(a).

- The **record retention period will be extended if the recipient is notified in writing** of the extension by FEMA, the cognizant or oversight agency for audit, or the cognizant agency for indirect costs. *See* 2 C.F.R. § 200.334(b).
- Where FEMA requires recipients to report program income after the period of performance ends, the **program income record retention period begins at the end of the recipient's fiscal year in which program income is earned**. *See* 2 C.F.R. § 200.334(e).
- For indirect cost rate proposals, cost allocation plans, or other rate computations records, the start of the record retention period depends on whether the indirect cost rate documents were submitted for negotiation. If the **indirect cost rate documents were submitted for negotiation, the record retention period begins from the date those documents were submitted** for negotiation. If indirect cost rate documents were **not submitted for negotiation, the record retention period begins at the end of the recipient's fiscal year or other accounting period covered by that indirect cost rate**. *See* 2 C.F.R. § 200.334(f).

b. ***Types of Records to Retain***

FEMA requires that non-federal entities maintain the following documentation for federally funded purchases:

- Specifications
- Solicitations
- Competitive quotes or proposals
- Basis for selection decisions
- Purchase orders
- Contracts
- Invoices
- Cancelled checks

Non-federal entities should keep detailed records of all transactions involving the grant. FEMA may at any time request copies of any relevant documentation and records, including purchasing documentation along with copies of cancelled checks for verification. *See, e.g.*, 2 C.F.R. §§ 200.318(i), 200.334, 200.337.

In order for any cost to be allowable, it must be adequately documented per 2 C.F.R. § 200.403(g). Non-federal entities who fail to fully document all purchases may find their expenditures questioned and subsequently disallowed.

7. National Incident Management System (NIMS) Implementation

Incident management activities require carefully managed resources (personnel, teams, facilities, equipment, and supplies). NIMS defines a national, interoperable approach for sharing resources, coordinating, and managing incidents, and communicating information. Incident management refers to how incidents are managed across all homeland security activities, including prevention, protection, mitigation, response, and recovery.

Utilization of the standardized resource management concepts such as typing, credentialing, and inventorying promote a strong national mutual aid capability needed to support delivery

of core capabilities. Recipients should manage resources purchased or supported with FEMA grant funding according to NIMS resource management guidance.

Additional information on resource management and NIMS resource typing definitions and job titles/position qualifications is on FEMA's website at https://www.fema.gov/emergency-managers/nims/components. Additional information about NIMS in general is available at https://www.fema.gov/emergency-managers/nims.

8. Actions to Address Noncompliance

Non-federal entities receiving financial assistance funding from FEMA are required to comply with requirements in the terms and conditions of their awards or subawards, including the terms set forth in applicable federal statutes, regulations, NOFOs, and policies. Throughout the award lifecycle or even after an award has been closed, FEMA or the pass-through entity may discover potential or actual noncompliance on the part of a recipient or subrecipient. This potential or actual noncompliance may be discovered through routine monitoring, audits, closeout, or reporting from various sources.

In the case of any potential or actual noncompliance, FEMA may place special conditions on an award per 2 C.F.R. §§ 200.208 and 200.339, FEMA may place a hold on funds until the matter is corrected, or additional information is provided per 2 C.F.R. § 200.339, or it may do both. Similar remedies for noncompliance with certain federal civil rights laws are authorized pursuant to 44 C.F.R. Parts 7 and 19.

In the event the noncompliance is not able to be corrected by imposing additional conditions or the recipient or subrecipient refuses to correct the matter, FEMA might take other remedies allowed under 2 C.F.R. § 200.339. These remedies include actions to disallow costs, recover funds, wholly or partly suspend or terminate the award, initiate suspension and debarment proceedings, withhold further federal awards, or take other remedies that may be legally available. For further information on termination due to noncompliance, see the section on Termination Provisions in the NOFO.

FEMA may discover and take action on noncompliance even after an award has been closed. The closeout of an award does not affect FEMA's right to disallow costs and recover funds as long the action to disallow costs takes place during the record retention period. *See* 2 C.F.R. §§ 200.334, 200.345(a). Closeout also does not affect the obligation of the non-federal entity to return any funds due as a result of later refunds, corrections, or other transactions. 2 C.F.R. § 200.345(a)(2).

The types of funds FEMA might attempt to recover include, but are not limited to, improper payments, cost share reimbursements, program income, interest earned on advance payments, or equipment disposition amounts.

FEMA may seek to recover disallowed costs through a Notice of Potential Debt Letter, a Remedy Notification, or other letter. The document will describe the potential amount owed, the reason why FEMA is recovering the funds, the recipient's appeal rights, how the amount can be paid, and the consequences for not appealing or paying the amount by the deadline.

If the recipient neither appeals nor pays the amount by the deadline, the amount owed will become final. Potential consequences if the debt is not paid in full or otherwise resolved by the deadline include the assessment of interest, administrative fees, and penalty charges; administratively offsetting the debt against other payable federal funds; and transferring the debt to the U.S. Department of the Treasury for collection.

FEMA notes the following common areas of noncompliance for FEMA's grant programs:

- Insufficient documentation and lack of record retention.
- Failure to follow the procurement under grants requirements.
- Failure to submit closeout documents in a timely manner.
- Failure to follow EHP requirements.
- Failure to comply with the POP deadline.

9. Audits

FEMA grant recipients are subject to audit oversight from multiple entities including the DHS OIG, the GAO, the pass-through entity, or independent auditing firms for single audits, and may cover activities and costs incurred under the award. Auditing agencies such as the DHS OIG, the GAO, and the pass-through entity (if applicable), and FEMA in its oversight capacity, must have access to records pertaining to the FEMA award. Recipients and subrecipients must retain award documents for at least three years from the date the final FFR is submitted, and even longer in many cases subject to the requirements of 2 C.F.R. § 200.334. In the case of administrative closeout, documents must be retained for at least three years from the date of closeout, or longer subject to the requirements of 2 C.F.R. § 200.334. If documents are retained longer than the required retention period, the DHS OIG, the GAO, and the pass-through entity, as well as FEMA in its oversight capacity, have the right to access these records as well. *See* 2 C.F.R. §§ 200.334, 200.337.

Additionally, non-federal entities must comply with the single audit requirements at 2 C.F.R. Part 200, Subpart F. Specifically, non-federal entities, other than for-profit subrecipients, that expend $750,000 or more in federal awards during their fiscal year must have a single or program-specific audit conducted for that year in accordance with Subpart F. 2 C.F.R. § 200.501. A single audit covers all federal funds expended during a fiscal year, not just FEMA funds. The cost of audit services may be allowable per 2 C.F.R. § 200.425, but non-federal entities must select auditors in accordance with 2 C.F.R. § 200.509, including following the proper procurement procedures. For additional information on single audit reporting requirements, see section F of this NOFO under the header "Single Audit Report" within the subsection "Additional Reporting Requirements" or, other applicable document.

The objectives of single audits are to:

- Determine if financial statements conform to generally accepted accounting principles (GAAP);
- Determine whether the schedule of expenditures of federal awards is presented fairly;
- Understand, assess, and test the adequacy of internal controls for compliance with major programs; and
- Determine if the entity complied with applicable laws, regulations, and contracts or grants.

For single audits, the auditee is required to prepare financial statements reflecting its financial position, a schedule of federal award expenditures, and a summary of the status of prior audit findings and questioned costs. The auditee also is required to follow up and take appropriate corrective actions on new and previously issued but not yet addressed audit findings. The auditee must prepare a corrective action plan to address the new audit findings. 2 C.F.R. §§ 200.508, 200.510, 200.511.

Non-federal entities must have an audit conducted, either single or program-specific, of their financial statements and federal expenditures annually or biennially pursuant to 2 C.F.R. § 200.504. Non-federal entities must also follow the information submission requirements of 2 C.F.R. § 200.512, including submitting the audit information to the Federal Audit Clearinghouse within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. The audit information to be submitted include the data collection form described at 2 C.F.R. § 200.512(c) and Appendix X to 2 C.F.R. Part 200 as well as the reporting package described at 2 C.F.R. § 200.512(b).

The non-federal entity must retain one copy of the data collection form and one copy of the reporting package for three years from the date of submission to the Federal Audit Clearinghouse. 2 C.F.R. § 200.512; *see also* 2 C.F.R. § 200.517 (setting requirements for retention of documents by the auditor and access to audit records in the auditor's possession).

FEMA, the DHS OIG, the GAO, and the pass-through entity (if applicable), as part of monitoring or as part of an audit, may review a non-federal entity's compliance with the single audit requirements. In cases of continued inability or unwillingness to have an audit conducted in compliance with 2 C.F.R. Part 200, Subpart F, FEMA and the pass-through entity, if applicable, are required to take appropriate remedial action under 2 C.F.R. § 200.339 for noncompliance, pursuant to 2 C.F.R. § 200.505.

10. Payment Information

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 SF-1199A, Direct Deposit Form.

FEMA utilizes the Payment and Reporting System (PARS) for financial reporting, invoicing and tracking payments. For additional information, refer to https://isource.fema.gov/sf269/execute/LogIn?sawContentMessage=true.

11. Whole Community Preparedness

Preparedness is a shared responsibility that calls for the involvement of everyone—not just the government—in preparedness efforts. By working together, everyone can help keep the nation safe from harm and help keep it resilient when struck by hazards, such as natural disasters, acts of terrorism, and pandemics.

Whole Community includes:

- Individuals and families, including those with access and functional needs
- Businesses
- Faith-based and community organizations
- Nonprofit groups
- Schools and academia
- Media outlets
- All levels of government, including state, local, tribal, territorial, and federal partners

The phrase "Whole Community" often appears in preparedness materials, as it is one of the guiding principles. It means two things:

1. Involving people in the development of national preparedness documents.
2. Ensuring their roles and responsibilities are reflected in the content of the materials.

12. Appendices

A. National Urban Search and Rescue Response System (US&R) Task Force FY 2021 Cooperative Agreement Statement of Work
B. Cooperative Agreement Funding – Recommended Allocations (Spend Plan)
C. Task Force Allocations and Budget Totals
D. Administration Budget
E. Special Equipment Cache Allocations (HEPP, IST, Medical)
F. Annual Advisory Organization Stipends
G. Summary of Deliverables and Points of Contact

Appendix A
US&R Task Force FY 2021 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.

a. *Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services*

Effective August 13, 2020, and mandated by section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY 2019 NDAA), Pub. L. No. 115-232 (2018), FEMA recipients and subrecipients may not use grant funds to:

i. Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
ii. Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system; or
iii. Enter into contracts or extend or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

F. Cooperative Agreement Funding

The FY 2021 Cooperative Agreement base total (or minimum amount) for each task force is $1,236,878.00 (estimated). The US&R Branch recommended allocations are outlined in *Appendix C* of this NOFO. Additional funds allocated to specific task forces are provided by the US&R Branch in *Appendices D, E and F.*

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 2021 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. 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.
f. 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.
g. 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.
h. 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.
i. 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.
j. 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*.
k. Ensure funds are properly allocated, accounted for, and reported for those task forces that receive additional funding to host meetings, deliver national training, and

facilitate special projects. These funds are intended to defray personnel salary, backfill, travel and other administrative costs associated with the additional funding provided in accordance with Sponsoring Agency policies and *Appendices C*, *D*, *E*, and *F*.

l. Ensure funds are properly allocated, accounted for, and reported for congressionally mandated and end-of-year supplemental funding intended to recapitalize the equipment cache.
m. 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.
n. 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.
o. 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.
p. 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* and C for travel. All travel funds shall be accounted for under Management and Administration and/or Training at the task force level.
q. 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.

r. 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. 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

   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 more than one year & a per unit cost of at least $5,000. Supplies, on the other hand, are tangible personal

property lower than the $5,000 equipment threshold regardless of its useful life. Phones, tablets, etc. would more likely be supplies than equipment.

a. The Sponsoring Agency is authorized to purchase equipment as listed in the System's most current *FEMA Approved Equipment Cache List*, dated March 18, 2021 (issued as US&R Program Directive 2021-005), or most current Approved Equipment Cache List. (Available on https://www.responsesystem.org or by contacting the US&R Branch).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 (Annex B)*.
b. The task force shall procure and maintain all items specifically identified and funded in the budget spend plan for the purpose of equipment cache recapitalization. The priority for the FY21 CA recapitalization will be Self-Contained Breathing Apparatus (SCBA). Any change to the recapitalization priority will be communicated to FEMA US&R System resources via FEMA US&R Program Directive. 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. Adherence to the federal procurement requirements ensures reasonable prices are obtained, and reasonable costs are 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*. 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.

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 (per the Cache Movement Plan which include but not limited to, heavy, medium, and light weight vehicles) 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-furnished 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 recipient must submit, no later than 120 calendar days after the end date of the period of performance, all financial, performance, and other reports as required by the terms and conditions of the Federal award. A subrecipient must submit to the pass-through entity, no later than 90 calendar days (or an earlier date as agreed upon by the pass-through entity and subrecipient) after the end date of the period of performance, all financial,

performance, and other reports as required by the terms and conditions of the Federal award. The Federal awarding agency or pass-through entity may approve extensions when requested and justified by the non-Federal entity, as applicable.

Unless the Federal awarding agency or pass-through entity authorizes an extension, a non-Federal entity must liquidate all financial obligations incurred under the Federal award no later than 120 calendar days after the end date of the period of performance as specified in the terms and conditions of the Federal award.

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 120 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 120days 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 reviews 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 – Spend Plan

FY 2021 - $37.832M Budget Spend Plan - 04/01/2021					
2021-OS-A391-D60D-XXXX				Final Budget Amount:	$ 37,832,000
Task Forces:	$ 35,766,584			Direct Support:	$ 2,065,416
Task Force Readiness Cooperative Agreements					
#	ITEM	UNIT COST	QTY	EXTENDED COST	SUBTOTAL
1	Program Management	$ 652,000	28	$1,236,878	$34,632,584
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	$ 185,650			
7	Equip Recapitilization - Congressional Intent	$ 51,728			
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	$ 672,000	$ 672,000
11	Nat'l Level Training Delivery Hosting	See: Spend Plan TF Details	1	$ -	$ -
12	Nat'l Level Training Initiatives	See: Spend Plan TF Details	1	$ -	$ -
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	$ 9,000	$ 9,000
18	Annual Meetings Hosting	See: Spend Plan TF Details	1	$ -	$ -
19	Annual Advisory Organization Stipends	See: Spend Plan TF Details	1	$ 163,500	$ 163,500
20	Canine Search Specialist Certification Process	See: Spend Plan TF Details	1	$ -	$ -
21	**TF Readiness Cooperative Agreements Subtotal:**			**94.5%**	**$ 35,766,584**
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:**			**5.5%**	**$ 2,065,416**
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 – Spend Plan (cont)

FY 2021 - $37.832M Budget Spend Plan - 04/01/2021					
	2021-OS-A391-D60D-XXXX			Final Budget Total Amount:	$ 37,832,000
	A391 - Task Forces:	$ 35,766,584		Direct Support:	$ 2,065,416
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	$ 85,000	$ 595,000
32	HEPP Cache Recapitalization	*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:	$ 672,000
34	Nat'l Lvl Training Hosting - CSS	*NY-TF1*		$ 35,000	$ -
35	Nat'l Lvl Training Hosting - Comm N Workshop	*MA-TF1*		$ 35,000	$ -
36	Nat'l Lvl Training Hosting - Comm Spec	*CA-TF2*		$ 90,000	$ -
37	Nat'l Lvl Training Hosting - HERS	*OH-TF1*		$ 45,000	$ -
38	Nat'l Lvl Training Hosting - Log	*IN-TF1*		$ 40,000	$ -
39	Nat'l Lvl Training Hosting - MTT	*CA-TF4*		$ 90,000	$ -
40	Nat'l Lvl Training Hosting - MTT	*PA-TF1*		$ 90,000	$ -
41	Nat'l Lvl Training Hosting - PTT	*CA-TF5*		$ 40,000	$ -
42	Nat'l Lvl Training Hosting - SOFR	*CO-TF1*		$ 35,000	$ -
43	Nat'l Lvl Training Hosting - TFL	*NV-TF1*		$ 35,000	$ -
44	Nat'l Lvl Training Hosting - TSS	*UT-TF1*		$ 40,000	$ -
45				Line 10: Nat'l Level Training Delivery Hosting Total:	$ -
46	Nat'l Lvl Annual Water Ops Training Workshop	*MD-TF1 / VA-TF1*		$ 10,000	$ -
47				Line 11: Nat'l Level Training Initiatives Total:	$ -
48	IST Support - ISTL Stipend - Red IST	*VA-TF2*	1	$ 3,000	$ 3,000
49	IST Support - ISTL Stipend - White IST	*CA-TF5*	1	$ 3,000	$ 3,000
50	IST Support - ISTL Stipend - Blue IST	*NE-TF1*	1	$ 3,000	$ 3,000
51	IST Support - C&GS Stipend Facilitation	*NE-TF1*		$ 1,500	$ -
52	IST Support - IST Trng Facilitation	*NE-TF1*		$ 100,000	$ -
53				Line 16: IST Support Total:	$ 9,000
54	Annual Mtg Hosting - Bienniel SAC Meeting (CY20)			$ 20,000	$ -
55	Annual Mtg Hosting - CY21 Strat Mtg			$ 1,000	$ -
56	Annual Mtg Hosting - CY21 Adv Grp Mtg			$ 1,000	$ -
57	Annual Mtg Hosting - CY21 TFR Mtg			$ 40,000	$ -
58	Annual Mtg Hosting - CY21 Grants Wkshp (1 day)			$ 5,000	$ -
59	Annual Mtg Hosting - CY21 Trng/Exercise Wkshp (2 days)			$ 10,000	$ -
60	Annual Mtg Hosting - CY21 Adv Org Meetings			$ 40,000	$ -
61				Line 17: Annual Mtg Hosting Total:	$ -
62	Annual Adv Org Stipends - SACR-Ds	*CA-TF5, CO-TF1, MD-TF1*	3	$ 4,000	$ 12,000
63	Annual Adv Org Stipends - TFR-N	*NY-TF1*	1	$ 10,000	$ 10,000
64	Annual Adv Org Stipends - TFR-Ds	*PA-TF1 *see notes*	1	$ 7,500	$ 7,500
65	Annual Adv Org Stipends - Adv Grp Chair	*IN-TF1*	1	$ 15,000	$ 15,000
66	Annual Adv Org Stipends - Dep Adv Grp Chair	*UT-TF1*	1	$ 12,000	$ 12,000
67	Annual Adv Org Stipends - IST Rep	*CA-TF5*	1	$ 18,000	$ 18,000
68	Annual Adv Org Stipends - Legal Rep	*UT-TF1*	1	$ 4,000	$ 4,000
69	Annual Adv Org Stipends - Func Grp Ldrs	*See current Adv Org List*	4	$ 6,000	$ 24,000
70	Annual Adv Org Stipends - Dep FGLs & ISTGAs	*See current Adv Org List*	8	$ 2,000	$ 16,000
71	Annual Adv Org Stipends - Subgroup & Unit Ldrs	*See current Adv Org List*	15	$ 2,000	$ 30,000
72	Annual Adv Org Stipends - IT Support	*UT-TF1*	1	$ 15,000	$ 15,000
73	Annual Adv Org Stipends - Exer Unit Support	*NE-TF1*	0	$ 7,500	$ -
74				Line 18: Annual Advisory Organization Stipends Total:	$ 163,500
75	Canine Search Specialist Certification Evaluations		0	$ 32,500	$ -
76				Line 19: Canine Search Specialist Certification Process Total:	$ -

Appendix B – Spend Plan (cont)

FY 2021 - $37.832M Budget Spend Plan - 04/01/2021					
2021-OS-A391-D60D-XXXX			Final Budget Total Amount:	$	37,832,000
Task Forces:	$	35,766,584	Direct Support:	$	2,065,416

Direct Task Force Support Spend Plan							
#	ITEM	DETAILS	QTY	UNIT COST		SUBTOTAL	
1	Balance of Planned Operational Travel Costs	*On: Ops Trvl Spend Plan*	n/a	n/a		$	24,000
2	IST and HEPP Fleet Use & Maintenance		1	$	77,000	$	77,000
3	IST Equipment	*IST Clothing*	1	$	5,004	$	5,004
4	Learning Management System *(Annual sustainment fee)*		1	$	74,986	$	74,986
5	Nat'l Training Development/Delivery		1	$	400,000	$	400,000
6	Program Documentation (Fed Register/FOGs)		1	$	5,000	$	5,000
7	Security Clearances *(Tier 2 - $6,163)*		2	$	6,163	$	12,326
8	Shipping - Freight, General		1	$	10,000	$	10,000
9	Technical Support Contract	*HSFE70-15-F-0090*	1	$	80,000	$	80,000
10	US&R Mail	*UPS / DHL*	1	$	5,000	$	5,000
11	USACE Interagency Agreement		1	$	153,000	$	153,000
12	Warehouse Services Credit Card		1	$	15,000	$	15,000
13	Equipment Cache Recapitilization (Remaining Portable Radios	*228 Portable Radios*	1	$	1,188,600	$	1,188,600
14	Equipment Cache Recapitilization (shipping for Portable Radios	*228 Portalbe Radios, Shipping*	1	$	15,000	$	15,000
15	OCONUS Operations			$	-	$	-
15	IT Service Cost for SIM Cards		1	$	500	$	500
16						$	-
17							
18				$	-	$	-
19				$	-	$	-
20				$	-	$	-
21				$	-	$	-
22				$	-	$	-
23				$	-	$	-
24				$	-	$	-
25				$	-	$	-
26				$	-	$	-
27				$	-	$	-
28				$	-	$	-
29				$	-	$	-
30				$	-	$	-
31				$	-	$	-
32				$	-	$	-
28				$	-	$	-
29				$	-	$	-
30				$	-	$	-
31				$	-	$	-
32				$	-	$	-
33	Direct Task Force Support Subtotal:				5.46%	$	2,065,416

Appendix C – Task Force Allocations and Budget Totals

	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: Steve Walshire (steve.j.walshire@phoenix.gov)** 2430 S. 2nd Avenue Phoenix, AZ 85009 (602) 256-3149	$1,236,878	$0	$0	$1,236,878
2	City of Los Angeles Fire Department (CA-TF1) **Attn: Craig White (craig.white@lacity.org)** 5021 N. Sepulveda Blvd. Sherman Oaks, CA 91403 (818) 756-9678	$1,236,878	$2,000	$0	$1,238,878
3	Los Angeles County Fire Department (CA-TF2) **Attn: Trevon Epsy (trevon.espy@fire.lacounty.gov)** 12605 Osborne Street Pacoima, CA 91331 (818) 890-5700	$1,236,878	$0	$0	$1,236,878
4	Menlo Park Fire Protection District (CA TF3) **Attn: Ben Marra (benm@MenloFire.org)** 170 Middlefield Road Menlo Park, CA 94025 650-688-8405	$1,236,878	$0	$0	$1,236,878
5	City of Oakland Fire Services Agency (CA TF4) **Attn: Nick Luby (nluby@oaklandca.gov)** 150 Frank H. Ogawa Plaza, Suite 3354 Oakland , CA 94612-2007 (510) 615-5872	$1,236,878	$2,000	$0	$1,238,878
6	Orange County Fire Authority (CA-TF5) **Attn: Steve Dohman (stevedohman@ocfa.org)** 19811 Pauling Avenue Lake Forest, CA 92610 (949) 389-0055	$1,236,878	$33,000	$0	$1,269,878
7	City of Riverside Fire Department (CA-TF6) **Attn: Steve McKinster (smckinster@riversideca.gov)** 3085 St. Lawrence Street Riverside, CA 92504 (951) 351-6232	$1,236,878	$0	$96,500	$1,333,378
8	City of Sacramento (CA-TF7) **Attn: TBD** 5770 Freeport Blvd. #200 Sacramento, CA 95822 (916) 767-2204	$1,236,878	$0	$96,000	$1,332,878
9	City of San Diego Fire-Rescue Department (CA-TF8) City of San Diego **Attn: Aide Barbat (abarbat@sandiego.gov)** 1010 Second Ave., Suite 400 San Diego, CA 92101 (619) 572-5690	$1,236,878	$0	$0	$1,236,878
10	West Metro Fire Protection District (CO-TF1) **Attn: Rodney Tyus (rtyus@westmetrofire.org)** 433 S. Allison Street Lakewood, CO 80226-4332 (303) 274-0814 x11	$1,236,878	$4,000	$96,000	$1,336,878
11	Metro-Dade County Fire Department (FL TF1) **Attn: Brandon Webb (Brandon.Webb@miamidade.gov)** 9300 NW 41 St. Miami, FL 33178 (786) 331-4486	$1,236,878	$0	$0	$1,236,878
12	City of Miami Fire and Rescue (FL-TF2) **Attn: Erik Sanchez (eriksanchez@miamigov.com)** 1150 SW 22nd Street Miami, FL 33129 (786) 554-3155	$1,236,878	$0	$96,000	$1,332,878
13	City of Indianapolis - DPS (IN-TF1) **Attn: Tom Neal (Thomas.Neal@indy.gov)** 2650 Fortune Circle East Drive Indianapolis, IN 46241 (317) 327-6762	$1,236,878	$17,000	$96,000	$1,349,878
14	City of Beverly Emergency Management Agency (MA-TF1) **Attn: Mark Foster (mfoster@beverlyma.gov)** 13 Morningside Drive Beverly, MA 01915 (978) 922-5680	$1,236,878	$0	$0	$1,236,878
15	Montgomery County Fire and Rescue Service (MD-TF1) Dept. of Fire & Rescue Services **Attn: Robert Stojinski** **(robert.stojinski@montgomerycountymd.gov)** 701-C Dover Road Rockville, MD 20852 (240) 777-2355	$1,236,878	$4,000	$96,000	$1,336,878

Appendix C – Task Force Allocations and Budget Totals (cont.)

	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: Charles Leake (cleake@bcfdmo.com)** 1520 Business Loop, 70 West Columbia, MO 65202 (573) 447-5000	$1,236,878	$0	$0	$1,236,878
17	City of Lincoln, NE Fire and Rescue Department (NE TF1) **ATTN: Brad Thavenet (wthavenet@lincoln.ne.gov)** 1801 Q Street Lincoln, NE 68508 (402) 441-8799	$1,236,878	$13,000	$0	$1,249,878
18	New Jersey State Police (NJ-TF1) **Attn: Kevin Morrissey (lppmorrk@gw.njsp.org)** 2350 State Hwy. 34 North Manasquan (Wall Twsp.), New Jersey 08736 (732) 528-3040 x 14	$1,236,878	$0	$0	$1,236,878
19	Clark County Fire Department (NV-TF1) **Attn: TBD** 575 East Flamingo Road Las Vegas, NV 89119 (702) 455-8417	$1,236,878	$4,000	$96,000	$1,336,878
20	NYC Office of Emergency Management (NY-TF1) **Attn: Jonathan Rotta (jrotta@oem.nyc.gov)** 11 Water Street Brooklyn, NY 11201 (347) 203-3429	$1,236,878	$12,000	$0	$1,248,878
21	Miami Valley Fire/EMS Alliance (OH-TF1) **Attn: Evan Schumann (eschumann@ohtf1.com)** 2800 Old Springfield Road, Suite E Vandalia, Ohio 45377 (937) 742-7244	$1,236,878	$8,000	$0	$1,244,878
22	Philadelphia Fire Department (PA-TF1) **Attn: Ken Pagurek (pagurekk@patf1.org)** 6601 New State Road Philadelphia, PA 19141-2202 (215) 683-9245	$1,236,878	$9,500	$0	$1,246,378
23	City of Memphis Division of Fire Services **Attn: Johnny Lock (Johnny.Lock@memphistn.gov)** 4341 O.K. Robertson Rd Memphis, TN 38127 (901) 636-5713	$1,236,878	$2,000	$0	$1,238,878
24	Texas Engineering Extension Service (TX-TF1) **Attn: Chuck Jones (chuck.jones@teex.tamu.edu)** John B. Connally Bldg. 301 Tarrow College Station, TX 77840 (979) 458-6670	$1,236,878	$12,000	$192,500	$1,441,378
25	Salt Lake Urban Search & Rescue (UT-TF1) **Attn: Bryan Case (bcase@unifiedfire.org)** 6726 South Navigator Drive West Jordan, UT 84084 (801) 824-3706	$1,236,878	$37,000	$0	$1,273,878
26	Fairfax County Fire and Rescue Dept. **Attn: Jeff Lewis (jeffrey.lewis@fairfaxcounty.gov)** 4600 West Ox Road Fairfax, VA 22030 (703) 803-2105	$1,236,878	$0	$0	$1,236,878
27	Virginia Beach Fire Department (VA-TF2) **Attn: Robert Darling (rdarling@vbgov.com)** Special Operations,Municipal Center 2408 Courthouse Drive, Building #21 Virginia Beach, VA 23456-9065 (757) 385-2022	$1,236,878	$11,000	$96,500	$1,344,378
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) 798-2682	$1,236,878	$2,000	$0	$1,238,878
	Totals:	**$34,632,584.00**	**$172,500**	**$961,500**	**$35,766,584**

Appendix D – Task Force 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 - Subgroup Ldr - Exercise	2,000.00					2,000.00
CA-TF2							0.00
CA-TF3							0.00
CA-TF4	L71 - Subgroup Ldr - Medical	2,000.00					2,000.00
CA-TF5	L49 - ISTL Stipend L62 - SAC-D L67 - Adv Org IST Rep L69 - Functional Grp Ldr - Logs L70 - IST Group Adv - Ops	 4,000.00 18,000.00 6,000.00 2,000.00				3,000.00	33,000.00
C-TF6	L64 - TFR-D	0.00					0.00
CA-TF7							0.00
CA-TF8							0.00
CO-TF1	L62 - SACR-D L64 - TFR-D	4,000.00 0.00					4,000.00
FL-TF1							0.00
FL-TF2							0.00
IN-TF1	L65 - Advisory Group Chair L71 - Subgroup Ldr - Transportation	15,000.00 2,000.00					17,000.00
MA-TF1							0.00
MD-TF1	L62 - SACR-D	4,000.00					4,000.00
MO-TF1							0.00
NE-TF1	L50 - ISTL Stipend L69 - Func Grp Ldr - Finance/Admin L70 - Dep. Functional Grp Ldr - Ops L70 - Dep. Functional Grp Ldr - Adm/Fin (hold)	 6,000.00 2,000.00 2,000.00				3,000.00	13,000.00
NJ-TF1							0.00
NV-TF1	L71 - Subgroup Ldr - Public Affairs L71 - Subgroup Ldr - Safety	2,000.00 2,000.00					4,000.00
NY-TF1	L64 - TFR-N L71 - Subgroup Ldr - Canine	10,000.00 2,000.00					12,000.00
OH-TF1	L69 - Functional Grp Ldr - Planning L71 - Subgroup Leader - Management Policy	6,000.00 2,000.00					8,000.00
PA-TF1	L64 - TFR-D L70 - Planning Functional Group - IST GA	7,500.00 2,000.00					9,500.00
TN-TF1	L70 - Dep. Functional Grp Ldr - Planning	2,000.00					2,000.00
TX-TF1	L69 - Functional Grp Ldr - Ops L70 - ISTGA - Logistics L71 - Subgroup Ldr - Equipment L71 - Subgroup Ldr - Structures	6,000.00 2,000.00 2,000.00 2,000.00					12,000.00
UT-TF1	L66 - Dep Adv Group Chair L68 - Legal Rep L70 - ISTGA - Admin/Finance L71 - Subgroup Leader - Communications L71 - Subgroup Leader - Training L72 - Adv Org IT Support	12,000.00 4,000.00 2,000.00 2,000.00 2,000.00 15,000.00	2				37,000.00
VA-TF1							0.00
VA-TF2	L48 - ISTL Stipend L70 - Dep. Functional Grp Ldr - Log L71 - Subgroup Ldr - HazMat L71 - Subgroup Ldr - Search L71 - Subgroup Ldr - Rescue	 2,000.00 2,000.00 2,000.00 2,000.00				3,000.00	11,000.00
WA-TF1	L71 - Subgroup Ldr - Finance	2,000.00					2,000.00
	Totals:	163,500.00	0.00	0.00	0.00	9,000.00	172,500.00

Appendix E – Special Equipment Cache Allocations

Sponsoring Organization/Cooperative Agreement Recipients	Task Force	HEPP Cache Maintenance & Recapitalization (PAPR Year 1 of 3) - Line 9	IST Cache Maintenance & Recapitalization - Line 8	Total Amount Per Task Force
City of Phoenix Fire Department	AZ-TF1			$ -
City of Los Angeles Fire Department	CA-TF1			$ -
Los Angeles County Fire Department	CA-TF2			$ -
Menlo Park Fire Protection District	CA-TF3			$ -
Oakland Fire Department	CA-TF4			$ -
Orange County Fire Authority	CA-TF5			$ -
City of Riverside Fire Department	CA-TF6		$ 96,500.00	$ 96,500.00
City of Sacramento Fire Department	CA-TF7	$ 96,000.00		$ 96,000.00
City of San Diego Fire-RescueDepartment	CA-TF8			$ -
West Metro Fire Protection District	CO-TF1	$ 96,000.00		$ 96,000.00
Miami-Dade County Fire Department	FL-TF1			$ -
City of Miami Fire and Rescue	FL-TF2	$ 96,000.00		$ 96,000.00
City of Indianapolis - DPS	IN-TF1	$ 96,000.00		$ 96,000.00
City of Beverly EMA	MA-TF1			$ -

Appendix E – Special Equipment Cache Allocations (cont.)

Sponsoring Organization/Cooperative Agreement Recipients	Task Force	HEPP Cache Maintenance & Recapitalization (PAPR Year 1 of 3) - Line 9	IST Cache Maintenance & Recapitalization - Line 8	Total Amount Per Task Force
Montgomery County Fire and Rescue Service	MD-TF1	$ 96,000.00		$ 96,000.00
Boone County Fire Protection District	MO-TF1			$ -
Lincoln Fire & Rescue	NE-TF1			$ -
NJ State Police	NJ-TF1			$ -
Clark County Fire Department	NV-TF1	$ 96,000.00		$ 96,000.00
NYC Office of Emergency Management	NY-TF1			$ -
Miami Valley Fire/EMS Alliance	OH-TF1			$ -
Philadelphia Fire Department	PA-TF1			$ -
City of Memphis Fire Service	TN-TF1			$ -
Texas Engineering Extension Service	TX-TF1	$ 96,000.00	$ 96,500.00	$ 192,500.00
Salt Lake Urban Search & Rescue	UT-TF1			$ -
Fairfax County Fire and Rescue Dept.	VA-TF1			$ -
Virginia Beach Fire Department	VA-TF2		$ 96,500.00	$ 96,500.00
Pierce County Dept. of Emerg. Mgmt/US&R	WA-TF1			$ -
Totals:		$ 672,000.00	$ 289,500.00	$ 961,500.00

Appendix F – Advisory Organization Stipends

Line #	Position	First Name	Last Name	TF	Stipend
62	SAC - Division Central	Don	Lombardi	CO-TF1	4,000
62	SAC - Division East	Scott	Goldstein	MD-TF1	4,000
62	SAC - Division West	Brian	Fennessey	CA-TF5	4,000
63	TFR - National	Joe	Downey	NY-TF1	10,000
64	TFR - Division Central	Rod	Tyus	CO-TF1	
64	TFR - Division East	Ken	Pagurek	PA-TF1	7,500
64	TFR - Division West	Steve	McKinster	CA-TF6	
65	Advisory Group Chair	Bill	Brown	IN-TF1	15,000
66	Advisory Group Chair - Deputy	Keith	Bevan	UT-TF1	12,000
67	Advisory Group - IST Representative	Mike	Boyle	CA-TF5	18,000
68	Advisory Group - Legal Representative	Brian	Roberts	UT-TF1	4,000
69	FUNCTIONAL GROUP LEADER	Jeff	Saunders	TX-TF1	6,000
69	FUNCTIONAL GROUP LEADER	Mike	Cayse	OH-TF1	6,000
69	FUNCTIONAL GROUP LEADER	Richard	Ventura	CA-TF5	6,000
69	FUNCTIONAL GROUP LEADER	Brad	Thavenet	NE-TF1	6,000
70	DEPUTY FUNCTIONAL GROUP LEADER	Rob	Patterson	NE-TF1	2,000
70	DEPUTY FUNCTIONAL GROUP LEADER	Bill	Geyer	TN-TF1	2,000
70	DEPUTY FUNCTIONAL GROUP LEADER	Wayne	Black	VA-TF2	2,000
70	DEPUTY FUNCTIONAL GROUP LEADER	TBD	TBD	NE-TF1	2,000
70	IST GROUP ADVISOR	Kevin	Fetterman	CA-TF5	2,000
70	IST GROUP ADVISOR	Ken	Wright	TX-TF1	2,000
70	IST GROUP ADVISOR	Jennifer	Bevan	UT-TF1	2,000
70	IST GROUP ADVISOR	Marty	Nevil	PA-TF1	2,000
71	SUBGROUP LEADER - CANINE	Scott	Mateyaschuk	NY-TF1	2,000
71	SUBGROUP LEADER - COMMUNICATIONS	Justin	Waters	UT-TF1	2,000
71	SUBGROUP LEADER - EQUIPMENT	Keith	Brown	TX-TF1	2,000
71	SUBGROUP LEADER - EXERCISE	Jarvis	Willis	CA-TF1	2,000
71	SUBGROUP LEADER - FINANCE	Vanessa	Soun	WA-TF1	2,000
71	SUBGROUP LEADER - HAZMAT	Mark	Hundley	VA-TF2	2,000
71	SUBGROUP LEADER - MANAGEMENT - POLICY	Evan	Schumann	OH-TF1	2,000
71	SUBGROUP LEADER - MEDICAL	Linda	Buell	CA-TF4	2,000
71	SUBGROUP LEADER - PUBLIC AFFAIRS	Karl	Lee	NV-TF1	2,000
71	SUBGROUP LEADER - RESCUE	Jon	Rigolo	VA-TF2	2,000
71	SUBGROUP LEADER - SEARCH	Jim	Ingledue	VA-TF2	2,000
71	SUBGROUP LEADER - STRUCTURES	Peter	Keating	TX-TF1	2,000
71	SUBGROUP LEADER - TRAINING	Mike	Ulibarri	UT-TF1	2,000
71	SUBGROUP LEADER - TRANSPORTATION	Mark	Rapp	IN-TF1	2,000
71	UNIT LEADER - SAFETY	Jim	Colston	NV-TF1	2,000
72	Annual Advisory Org Stipends - IT Support			UT-TF1	15,000
73	Annual Advisory Org Stipends - Exer Unit Support				
				Total: Shows on Tab 1 Line 19 and Tab 2 Line 74	**163,500**

Appendix G – Summary of Deliverables and Points of Contact

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 through Grants.gov (www.grants.gov). Once determined eligible, submit complete package through NDGrants System	Tawana Mack / Rayna Bal	Use **current template (FEMA Form 089-0-10)**
2	Task Force Self-Evaluation	scheduled in advance	Email	Parry Boogard	National US&R Reponse System Task Force Self-Evaluation Scoresheet (FEMA Form 089-0-14)
3	Equipment Database	January 31st	Submit via email or LMS	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	Rayna Bal	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)	Tawana Mack	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.	Postal or Email	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 120 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*):	**FEMA-USR-GRANTS@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	Equipment Inventory	Email	Tawana Mack / Rayna Bal	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	Email	Tawana Mack / Rayna Bal FEMA-USR-Grants@fema.dhs.gov	purchased with Federal grant funds, which the aggregate exceeds $5,000 or provide written statement (in cover letter) that such supplies (if any) do not exceed $5,000. ***If not applicable, state so in Cover Letter***
6	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.

Appendix G – Summary of Deliverables and Points of Contact (cont)

POC NAME	EMAIL	Phone	ADDRESS
US&R BRANCH CONTACTS GROUP EMAIL ACCOUNT Brian Smith Bruce Neuhaus Buddy Ey Parry Boogard Rayna Bal	 FEMA-USR-GRANTS@fema.dhs.gov briand.smith@fema.dhs.gov bruce.neuhaus@fema.dhs.gov elwood.ey-iii@fema.dhs.gov parry.boogardjr@fema.dhs.gov Rayna.Bal@fema.dhs.gov	 N/A 202-212-4316 202-924-1707 202-702-8854 202-212-4570 202-646-7933	 U.S. Department of Homeland Security Federal Emergency Management Agency US&R Branch, **ORR-RS-OP-UB** Attn: (Appropriate name here) 500 C Street, SW Washington, DC 20472
US&R WAREHOUSE CONTACT - EQUIPMENT INVENTORY ITEMS Bruce Barnett Dave Conrad	 bruce.barnett@fema.dhs.gov davidp.conrad@fema.dhs.gov	 202-212-1763 202-322-3717	Federal Emergency Management Agency US&R Warehouse 13990 Park Center Road Building 9 Herndon, VA 20171-3222
GRANT PROGRAMS DIRECTORATE CONTACT TBD Robert Tate	 TBD Robert.Tate@fema.dhs.gov	 TBD 202-297-0743	 U.S. Department of Homeland Security Federal Emergency Management Agency DHS-FEMA-GPD Attn: (Appropriate name here) 400 C Street, SW, 3N Washington, D.C. 20472-3635
ADDRESS TO RETURN REFUND CHECKS (Make payable to the Federal Emergency Management Agency) ***Note: Please make sure address is current before sending any checks, as this is subject to change.***		***All Checks and Money Orders:*** FEMA P.O. Box 6200-16 Portland, OR 97228-6200 ***ACH (Automatic Clearing House)*** FEMA ABA: 0510-3670-6 Account Number: 540048	***Payments sent via courier (e.g., UPS, DHL, Fedex)*** U.S. Bank Attn: Government Lockbox FEMA Finance Center #6200-16 17650 NE Sandy Blvd Portland, OR 97230 ***Fed Wire*** Type/Sub Type Code: 1000 Financial Institution: 021030004 TREAS NYC Account #: D-70070002-FEMA