Department of Homeland Security Federal Emergency Management Agency

#### URBAN SEARCH AND RESCUE RESPONSE SYSTEM

**Task Force Narrative Workbook** 

PAPERWORK BURDEN DISCLOSURE NOTICE FEMA Form 089-0-10 OMB 1660-0073 Expires XXXXX

Public reporting burden for this data collection is estimated to average 4 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW., Washington, DC 20472-3100, Paperwork Reduction Project (1660-0073) NOTE: Do not send your completed form to this address.

Purpose The U.S. Department of Homeland Security (DHS) and the Federal Emergency Management Agency (FEMA) are accountable to provide support and funding for the maintenance and readiness of the National Urban Search and Rescue (US&R) Response System. The purpose of the Readiness Cooperative Agreement is to support the continued development and maintenance of a national urban search and rescue capability. Specifically, the agreement provides a mechanism for distribution of Cooperative Agreement funding for certain purposes in preparation for US&R disaster response. The Cooperative Agreement allows each Sponsoring Agency of a US&R task force the opportunity to maintain a high standard and condition of operational readiness and includes guidance on key areas for task force management to focus on continued preparedness efforts. The Cooperative Agreement provides direction to the US&R task force Sponsoring Agency for the use of funding to provide: administrative and program management, training, support, equipment cache procurement, maintenance and storage. This workbook is designed for use by the Sponsoring Agencies of all current task forces within the US&R Response System when applying for the US&R Readiness Cooperative Agreement solicitation. For more specific information and instructions for submission, refer to the applicable Notice of Funding Opportunity (NOFO) package and Statement of Work.

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## SAMPLE COVER LETTER FOR COPERATIVE AGREEMENT APPLICATION Month XX, 20XX

US Department of Homeland Security Federal Emergency Management Agency Grants Management Branch Attn: Ms. Tawana Mack 800 K Street NW - Rm: S430-5 Washington, DC 20472  Dear Ms. Mack:
Enclosed is the US&R application of Your Sponsoring Agency Name for the year 2015 Department of Homeland Security/FEMA, Urban Search & Rescue Cooperative Agreement for a total of \$XXX,XXX.
The following items have been completed electronically within ND Grants:  Application for Federal Assistance, SF 424  Budget Information-Non Construction Programs FEMA form SF 424A  Summary sheet for Assurances and Certifications, SF 424 B  SF GG/SF LLL - Lobbying Activities  The following are included in the Narrative Statement (FEMA Wkbk 089-0-10) and attached with the Application:  SPERIFF REMAINS AND ARROWS AND
Please call "Your Point of Contact" at (XXX) XXX-XXX or email at johndoe@wa.us or "Alternate Point of Contact" (XXX) XXX-XXXX or email at janedoe@wa.us for any other information that you may need.
Sincerely,  Your Agency Head Title
Agency

## PREPARER INFORMATION

Duamana	
Preparer	
Prefix	
First Name	
Middle Name	
Last Name	
Title	
Agency/Organization	
Address 1	
Address 2	
City	
State	
Zip	
Phone	
Fax	
E-mail	

## **CONTACT INFORMATION**

Point of Contact	
Prefix	
First Name	
Middle Name	
Last Name	
Title	
Agency/Organization	
Address 1	
Address 2	
City	
State	
Zip	
Phone	
Fax	
E-mail	

## **APPLICANT INFORMATION**

Applicant	
Task Force	
Organization Name	
Employer Identification Number	
DUNS Number	
Address 1	
Address 2	
City	
County	
State	
Zip	
Country	
Submission Date	
Type of Applicant	
Congressional District Applicant	
Congressional District Project	
Authorized Representative First Name	
Authorized Representative Middle Name	
Authorized Representative Last Name	

Authorized Representative Title	
Authorized Representative Phone Number	
Applicant Identifier (if applicable)	
State Applicant Identifier (if applicable)	
Organizational Unit:	
Department:	
Division:	
Made available for EO 12372 (Answer Y or	N )
Date Reviewed If applicable)	
"Y" for not covered "N" for not selected	

## **COOPERATIVE AGREEMENT BUDGET SUMMARY**

BUDGET SUMMARY						
Grant Program Function	Catalog of Federal Domestic Assistance	Estimated Unobligated Funds				
or Activity (a)	Number (b)	Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
US&R Readiness     Cooperative Agreement	97.025	0.00	0.00	0.00	\$	0.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$0.00	·	\$0.00	\$0.00	\$0.00
		BUDGE	T CATEGORIES			
6. Object Class Categori	es	(1)Admin. & Mgmnt.	GRANT PROGRAM, (2) Training	FUNCTION OR ACTIV (3) Equipment	/ITY (4) Storage & Maint.	Total (5)
a. Personnel		\$0.00			i ·	\$0.00
b. Fringe Benefit	S	0.00	0.00	0.00	0.00	0.00
c. Travel		0.00	0.00	0.00	0.00	0.00
d. Equipment		0.00	0.00	0.00	0.00	0.00
e. Supplies		0.00	0.00	0.00	0.00	0.00
f. Contractual		0.00	0.00	0.00	0.00	0.00
g. Construction		N/A	N/A	N/A	N/A	N/A
h. Other		0.00	0.00	0.00	0.00	0.00
i. Total Direct Ch	narges (sum of 6a-6h)	0.00	0.00	0.00	0.00	0.00
j. Indirect Charge	es	0.00	0.00	0.00	0.00	0.00
k. TOTALS (sum	of 6i and 6j)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7. Program Income		\$	\$	\$	\$	\$

	NON-FEDI	ERAL RESOURCE	ES	<b>.</b>	
(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.		\$	\$	\$	\$0.00
9.					0.00
10.					0.00
11.					0.00
12. TOTAL (sum of lines 8-11)		\$0.00		\$0.00	\$0.00
	FORECAS	TED CASH NEED	os '		
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$0.00	\$	\$	\$	\$
14. Non-Federal	0.00				
15. TOTAL (sum of lines 13 and 14)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
BUDGET ESTIMAT	ES OF FEDERAL FUI	NDS NEEDED FO	R BALANCE OF	THE PROJECT	
				DING PERIODS (Years)	
(a) Grant Program		(b) First	(c) Second	(d) Third	(e) Fourth
16.		\$	\$	\$	\$
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)		\$0.00	\$0.00	\$0.00	\$0.00
	OTHER BUD	OGET INFORMAT	ION		
21. Direct Charges:	22. Indirect Charg	jes:			
23. Remarks:					

# National Urban Search & Rescue Response System S&R Task Force Readiness Cooperative Agreement Budget Narrativ Purpose of Agreement

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

Our Task Force agrees to manage the continued development and maintenance of this National US&R Response System resource. We will be prepared to provide qualified, competent US&R personnel in support of ESF-9 activities under the National Response Framework. Specifically, the FY2015 US&R Notice of Funding Opportunity and the accompanying budget narrative provides our plan to accomplish our objectives identified by DHS/FEMA. This work plan identifies the key areas that our Task Force will focus its continued readiness efforts. These key areas are admistrative and program management, training, support, equipment cache preparedness, maintenance and storage. These key areas are detailed in the Grant Guidance/Statement of Work. This Cooperative Agreement will allow our Task Force to maintain a high standard and condition of operational readiness. It is the intent of our Task Force to comply with the US&R Response System FY 2015 US&R Notice of Funding Opportunity throughout the duration of this agreement.

While portions of the FY2015 US&R Notice of Funding Opportunity are included in the budget narrative, we acknowledge compliance with the FY2015 Notice of Funding Opportunity in its entirety.

#### **ADMINISTRATION & MANAGEMENT**

Task Force General Comments

Our Task Force will accomplish the goals set forth in the DHS-FEMA statement of work, guidance, and directives provided by the Urban Search & Rescue Program Office. The costs for the Administration & Management portion of this budget/harrative will be addressed in this section and will cover costs for a maximum amount of time of 12 months, and the costs will occur within the 36 month period of performance. The cost details will be provided in the object classes within this Program Category. The Administrative/Management personnel under this Readiness Cooperative Agreement is responsible for the day-to-day operations of the Task Force and will be responsible to ensure that all management, administrative and operational requirements are accomplished. Our Task Force will attempt to maintainedness of the Task Force and will be responsible to ensure that all management, administrative and operational requirements are accomplished. Our Task Force will attempt to maintainedness of the Task Force will attempt to maintain the program of the Cooperative Agreement. Funding for any deployments will be handled under the Response Cooperative Agreement.

Funding for any deployments will be handled under the Response Cooperative Agreement.

Total Administration & Management Cost	
	\$0

#### Personnel Salaries & Fringe Benefits

Personnel Salaries and Fringe Benefits

Notes for Personnel Salaries and Fringe Benefits Section
The US&R Task Force will provide sufficient staff for management and administration of the Task Force day- to-day activities to accomplish required supervisory, administrative, training and logistical duties.
Specifically: program management; grants management; financial management; administrative support; training coordination and instruction; logistics management and property accountability. This shall include, but is not limited to, funding personnel salaries relating to Task Force development and management; record-keeping, inventory and maintenance of the US&R Equipment Caches; correspondence with Task Force members and parties who support Task Force activities; along with similar management and administrative tasks.

rovide the staffs' salary, benefits, and also note any cost of living increases (percentage and amount) below that will be paid under the Readiness Cooperative Agreement. There is a drop down menu for the staff ositions, and any additional staff not noted can be added. If a staff position is part time, please provide the hours and hourly rate in the Personnel box below to clarify the time to be allotted, e.g., one day a week 0 hours a month at a rate of \$45.00 per hour, etc. If overtime hours are listed, please note them as a separate line item below. Put the total amount under salary. Note the hourly rate in the clarification box.

Personner Salaries and Fringe Benefits				Salary Dates	Salary Dates			
Staff Position	Name	Full/Part Time	Overtime Hours	(Current)	(Prior)	Fringe Benefits	Salary	Total
					, ,			\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0
								\$0 \$0
If other, list here								\$0
If other, list here								\$0
If other, list here								\$0
If other, list here								\$0
If other, list here								\$0
If other, list here								\$0
Totals			-			\$0	\$0	
Personnel Salaries			Cost Basis:	Please mark appropriat	e box(es) below.			
The area below is for any additional notes the Task paid staff positions. If the position is part-time list the separate area (Tab 11) for the position descriptions	he hours, and hourly r	ate. Also there is a		Union Agreements				
descriptions may be added as an attachment.				City/County/Organization	on Negotiated Agreen	nents		
				Historical Data				
				Bids/Quotes				
				Costs are in Compariso	n w/ other TFs for Sim	nilar Tasks or Items		
				Other	(List here):			
This narrative box has character limitations. F	or additional clarifi	cation use tab 12	1					
Fringe Benefits			Cost Basis	Please mark appropriat	e box(es) below.			
The area below is to state the total percentage (e.g. applicable) and list the items (e.g., health, dental, w	., 23%) for the Fringe lorkers' comp) that are	Benefits (if e included.	П	Union Agreements	,			
	· · · · · · · · · · · · · · · · · · ·		1		on Nonetistad Agreem	a a a ta		
				City/County/Organization	on Negotiated Agreen	ients		
				Historical Data				
				Bids/Quotes				
				Costs are in Compariso	n w/ other TFs for Sin	nilar Tasks or Items		
				Other	(List here):			
This narrative box has character limitations. F	or additional clarifi	cation use tab 12						

#### Travel

#### Notes for Travel Section

lotes for Travel Section
ttend DHS/FEMA-sponsored or DHS/FEMA-approved US&R meetings, conferences, and training sessions, to include Task Force Leader meetings, Advisory Organization Meetings, Ad Hoc Groups and Sub-Groups, inclident Support Team (1871) training/meetings, workshops, or others as directed by the US&R Program Office as they relate to the National US&R Response System. Other activities include on-site peer indininistrative Readiness Evaluation (ARE) of other Task Forces, quality assurance oversight of FEMA-sanctioned training courses, training with other Task Forces, grants management training, and research and levelopment for equipment, as directed by the US&R Program Office. Based on approval by the US&R Program Office and available funding, Task Forces can use funds to cover travel for product research and levelopment efforts, thereby keeping apprised of cutting edge technology for equipment used within the System.

bevelopment entors, thereby keeping apprised of culturing edge techniology for equipment used whithin the system.

There are also miscellaneous meetings that are required due to the dynamic program. Costs can be provided in detail or by trip costs, and a detail of the costs should be listed in the comments sections, that will show how you arrived at the trip total. The costs listed below are estimates due to travel locations that are unknown at the time of application. It is at this time when costs are generally based on historical data. There are drop down menus for some of the meetings, and you can add others that are in line with the statement of work. The drop down menu in the section below includes all events, allowing you the flexibility to account for your travel costs in this section Admin/Management Program Category. The Task Force is authorized to reallocate funds between Admin/Management travel and Training travel without requesting a budget change authorization. However, this change must be reflected in your Performance Report and note the reason(s) for the change.

#### Travel

Event Title	No. of Personnel	No. of Trips	Cost Per Person	Lump Sum
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
If other, list here				\$0
If other, list here				\$0
If other, list here				\$0
If other, list here				\$0
If other, list here				\$0
If other, list here				\$0
If other, list here				\$0
If other, list here				\$0
If other, list here				\$0
Total		-		\$0

Travel	Cost Basis: Please mark appropriate box(es) below.
Briefly describe breakdown of travel Cost Per Person. Provide examples of "other authorized travel" if selected	Union Agreements
	City/County/Organization Negotiated Agreements
	Historical Data
	Bids/Quotes
	Costs are in Comparison w/ other TFs for Similar Tasks or Items
This narrative box has character limitations. For additional clarification use tab 12	Other (List here):

#### Equipment

#### Notes for Equipment Section

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

These are the items our Task Force anticipates requiring for this Cooperative Agreement for the equipment object class under the Administration/Management Program Category. However, due to the dynamic program, the requirements for these items (within the amount approved at time of award for this object class) may change. Any changes to listed items will be reflected in the Performance Reports, with the reason for the change noted and the Task Force will not be required to submit a budget change if items are on the approved cache lists, authorized by program guidance or directives.

Item Description	Cache #	Unit Cost	No. of Units	Total Cost
				\$0
				\$0
				\$0
				\$0
				\$0 \$0
				\$0
				\$0
				\$0
				\$0
				\$0 \$0
				\$0
				\$0
				\$0
				\$0 \$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
Total		•		\$0

Equipment	Cost Basis: Please mark appropriate box(es) below.
Describe any additional supporting information for equipment costs below.	
	Union Agreements
	City/County/Organization Negotiated Agreements
	Historical Data
	☐ Bids/Quotes
This narrative box has character limitations. For additional clarification, use tab 12.	Costs are in Comparison w/ other TFs for Similar Tasks or Items
The same series of the series	Other (List here):

Su		

#### Notes for Supplies Section

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

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

Item	Cache #	Unit Cost	No. of Units	Total cost
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
Total				\$0

Supplies	Cost Basis: Please mark appropriate box(es) below.
Describe any additional supporting information for supply costs below.	
	Union Agreements
	City/County/Organization Negotiated Agreements
	Historical Data
	☐ Bids/Quotes
	Costs are in Comparison w/ other TFs for Similar Tasks or Items
This narrative box has character limitations. For additional clarification, use tab 12.	Other (List here):

#### Contractual

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

#### Contractual

Service	Quantity	Unit Cost	Total Cost		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0 \$0		
			\$0		
			\$0		
			\$0 \$0		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
Total	otal				

	1
Contractual	Cost Basis: Please mark appropriate box(es) below.
Describe any additional supporting information for contractual costs below.	Union Agreements
	City/County/Organization Negotiated Agreements
	Historical Data
	☐ Bids/Quotes
	Costs are in Comparison w/ other TFs for Similar Tasks or Items Other (List here):
This narrative box has character limitations. For additional clarification, use tab 12.	

Other					
Notes for Other Section					
This area will cover any miscellaneous items that are not covered in	the other object classes a	nd are allowable with	in the Statement of Work	•	
Item	Quantity	Unit Cost	Total Cost		
			\$0		
			\$0		
			\$0		
			\$0		
			\$0 \$0		
Total			\$0		
rotai			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	l	
Other		Cost Basis:	Please mark appropriate	box(es) below.	
Describe any additional supporting information for other costs below	٧.				
			Union Agreements		
			City/County/Organization	n Negotiated Agreeme	ents
			Historical Data		
			Bids/Quotes		
			Costs are in Comparison	w/ other TFs for Simil	lar Tasks or Items
This narrative box has character limitations. For additional	clarification, use tab 12		Other	(List here):	
Indirect Costs					
Notes for Indirect Costs Section					
Indirect Costs can only be listed if there is an Indirect Cost Rate Ag					
The Indirect Cost Rate Agreement you provide should state what condescription of the cost category for the base, the amount on which					
Indirect Costs					
Item/Category Item Descrip	tion	Base Amount	Percentage	Total Cost	
Total				\$0	
					•
Indirect Costs	law. Diagon advise who is		Please mark appropriate	box(es) below.	
Describe any additional supporting information for indirect costs be the Cognizant Federal Agency and the date of approval.	low. Flease advise wild is		Union Agreements		
			City/County/Organization	n Negotiated Agreeme	ents
			Historical Data		
			Bids/Quotes		

Other

This narrative box has character limitations. For additional clarification, use tab 12.

(List here):

#### **TRAINING**

		mments

Task Force General Comments

This Program Category covers the costs for the training portion of this Readiness Cooperative Agreement. The training portion of this budget/narrative will cover costs for a maximum amount of time of 12 months, and will be accomplished within the 36 month period of performance. This Task Force intends to maintain a deployable Task Force and will provide the required training to insure mission readiness, safety, and management of the Task Force. The training will be accomplished in accordance with the Urban Search & Rescue Program Office statement of work, program guidance, directives, and will also include training to meet the NIMS compliance requirements. The training cost details will be provided in the below object classes under this Program Category. Our Task Force will attempt to maintain the preparedness of the Task Force under this Readiness Cooperative Agreement, in order to provide critical emergency response services as one of the 28 teams for the National Urban Search and Rescue Response System. Funding for any deployments will be handled under the Activation Cooperative Agreement. The below list of training and costs covers what is anticipated for this Readiness Cooperative Agreement. Due to the dynamic program, training scheduling and requirement changes, some of the training listed may require revisions. Any changes will be noted within the Performance Reports, and will include the change and the reason for the change. It will not require a budget adjustment as long as the change is within the Program Category total as noted at time of award, and is an approved training requirement with the statement of work, program guidence, and directives. The only exception to this is the movement of travel funds between the Administration/Managment Program Category and the Training Program Category, which can be accomplished without requiring a budget change, however, it must be noted in the Performance Reports, with the change and the reason for the movement of funds.

	Cost	Training	Total
\$0			

#### Personnel Salaries & Fringe Benefits

#### Notes for Personnel Salaries and Fringe Benefits Section

otes for Personnel Salarles and Fringe Benefits Section
he Task Force can use this category to account for the salaries of Task Force Members attending US&R-related, US&R required, and local training as well as salaries for the training coordinator. This includes, but is not limited to, functional training, mobilization training, local training for the program, grants management training, training with other task forces, research and development for pulping the Description of the US&R program, as approved by the Program Manager/Grants Assistance Officer. This may so include backfill expenses for the individual(s) attending training. If specific costs are unknown, give estimated salary hours and average salary rate. If specific dates are unknown, provide stimated time frame (e.g., 1 day per week/month, etc.). If overtime hours are listed, please note them as a separate line item below. Put the total amount under salary. Note the hourly rate in the officerite most contribution.

۲	ersonnei	Salaries	and	rringe	benents

reisonnei Salaries and Fring						I .	
Staff Position	Training Event Description	Full/Part Time	Overtime Hours	Date Salary Charged	Fringe Benefits (If Applicable)	Salary	Total
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
Totals			\$0	\$0	\$0		

Personnel Salaries	Cost Basis: Please mark appropriate box(es) below.
The area below is to provide additional notes the Task Force may need to add for clarifying the range of salary rates used to develop the average hourly costs.	Union Agreements
	City/County/Organization Negotiated Agreements
	Historical Data
	☐ Bids/Quotes
	Costs are in Comparison w/ other TFs for Similar Tasks or Items
	Other (List here):
This narrative box has character limitations. For additional clarification use tab 12	
Fringe Benefits	Cost Basis: Please mark appropriate box(es) below.
The area below is to state the total percentage (e.g., 23%) for the Fringe Benefits (if applicable) and list the items (e.g., health, dental, workers' comp) that are included.	Union Agreements
	City/County/Organization Negotiated Agreements
	Historical Data
	Bids/Quotes
	Costs are in Comparison w/ other TFs for Similar Tasks or Items
	Other (List here):
This narrative box has character limitations. For additional clarification use tab 1	2

#### Travel

#### Notes for Travel Section

Notes for Travel Section
Attend DHS/FEMA-sponsored or DHS/FEMA-approved US&R meetings, conferences, and training sessions, to include Task Force Leader meetings, the Advisory Organization Meetings, Incident Support
Team (IST) training/meetings, workshops, or others as directed by the US&R Branch as they relate to the National US&R Response System. Other activities include on-site peer Administrative
Readiness Evaluations (AREs) of other US&R Task Forces, quality assurance oversight of FEMA-sanctioned training courses, training with other Task Forces, grants management training, and research
and development for equipment, as directed by the US&R Branch. Based on approval by US&R Branch and available funding, Task Forces can use funds to cover travel for product research and
development efforts, thereby keeping apprised of cutting edge technology for equipment used within the System.

There are also miscellaneous meetings that are required due to the dynamic program. Costs can be provided in detail or by trip costs, and a detail of the costs should be listed in the comments sections, that will show how you arrived at the trip total. The costs listed below are estimates due to travel locations are unknown at the time of application. It is at this time when costs are generally based on historical data. There are drop down menus for some of the meetings/training, and you can add others that are in line with the statement of work, program guidance, and directives. This will allow you the flexibility to account for your travel costs in this section (Training) or Admin/Management categories. The Task Force is authorized to reallocate travel funds between Admin/Management travel and Training travel without requesting a budget change authorization. However, any changes must be reflected in your Performance Report, with an explanation on the reason(s) for the change.

#### Travel

Event Title	No. of Personnel	Cost Per Person Lump Sum
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
If other, list here		\$0
If other, list here		\$0
If other, list here		\$0
If other, list here		\$0
If other, list here		\$0
If other, list here		\$0
If other, list here		\$0
If other, list here		\$0
If other, list here		\$0
Total		\$0

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

#### Notes for Equipment Section

Purchase of equipment specifically for training, to include props, training materials, training facility expenses, etc. are allowable under this Cooperative Agreement. The costs noted in this area are for the purchase of equipment and not service agreements, which should be included under contractual or other. Rolling or floating transportation, if allowable, will require specifications/approval as part of the application.

The general definition of "Equipment" out of the CFR is: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the governmental unit for financial statement purposes, or \$5000.

#### Equipment

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

Item Description	Item #	Cache #	Unit Cost	No. of Units	Total Cost	
						\$0 \$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
Total						\$0

	·
Equipment	Cost Basis: Please mark appropriate box(es) below.
Describe any additional supporting information for equipment costs below.	Union Agreements  City/County/Organization Negotiated Agreements  Historical Data  Bids/Quotes
This narrative box has character limitations. For additional clarification use tab	Costs are in Comparison w/ other TFs for Similar Tasks or Items  Other (List here):

#### Supplies

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

#### Supplies

will be reflected in the Pe	rformance Reports, with the i	reason for the change not	ed. A budget change	r, due to the dynamic program, the requirements for these items may change and any change is not required to be submitted if the costs in this category if costs remain the same and item
are allowable under the 0	Grant Guidance, current Cach	e List and official docume	ntation from the US&R	R Branch.
Item	Cache #	Unit Cost	No. of Units	Total Cost
				\$0 \$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
Total				\$0
				<u> </u>
Supplies			Cost Basis	Please mark appropriate box(es) below.
Describe any additional s	supporting information for sup	oply costs below.		Union Agreements
				City/County/Organization Negotiated Agreements
				Historical Data
				Bids/Quotes
				Costs are in Comparison w/ other TFs for Similar Tasks or Items
This narrative box has cl 12	haracter limitations. For add	ditional clarification use t	ab	Other (List here):
Contractual				
Notes for Contractual ! In the area below, list any	Section y supporting information for t	he contractual costs of se	rvices, rentals, etc., as	s it pertains to training.
Contractual Service		Quantity	Unit Cost	Total Cost
		- Laurency	5	\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
			1	\$0

\$0
\$0
Cost Basis: Please mark appropriate box(es) below.
Union Agreements
City/County/Organization Negotiated Agreements
Historical Data
☐ Bids/Quotes
Costs are in Comparison w/ other TFs for Similar Tasks or Items
b Other (List here):

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### Notes for Other Section

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

Other		

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

Other	Cost Basis: Please mark appropriate box(es) below.
Describe any additional supporting information for other costs below.	Union Agreements
	City/County/Organization Negotiated Agreements
	Historical Data
	Bids/Quotes
	Costs are in Comparison w/ other TFs for Similar Tasks or Items
This narrative box has character limitations. For additional clarification use tab $12$	Other (List here):

#### Indirect Costs

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

#### Indirect Costs

Item/Category	Item Description	Base Amount	Percentage	Total Cost
Total	•		•	\$0

Indirect Costs	Cost Basis: Please mark appropriate box(es) below.
Describe any additional supporting information for indirect costs below. Please advise who is the Cognizant Federal Agency and the date of approval.	Union Agreements
	City/County/Organization Negotiated Agreements
	Historical Data
	☐ Bids/Quotes
	Costs are in Comparison w/ other TFs for Similar Tasks or Items
This narrative box has character limitations. For additional clarification use tab	Other (List Here):
12	

### **EQUIPMENT**

Task Force General Comments

This Program Category covers the costs for the equipment portion of the Readiness Cooperative Agreement for our Task Force. The period of performance covers a 36 month period to accomplish the work in this area. Our Task Force intends to maintain a deployable Task Force and will provide the required equipment to insure mission readiness, safety, and management of the Task Force. The equipment will be purchased in accordance with the requirements of the Urban Search & Rescue Program Office statement of work, current cache list, and official guidance from the US&R Program Office. The equipment and supporting cost details will be provided in the below object classes under this Program Category.

Our Task Force will attempt to maintain the preparedness of the Task Force under this Readiness Cooperative Agreement, in order to provide critical emergency response services as one of the 28 teams for the National Urban Search and Rescue Response System.

The below list of equipment and costs covers what is anticipated for this Readiness Cooperative Agreement. Due to the dynamic program, training scheduling and requirement changes, some of the equipment listed may require revisions. Any changes will be noted within the Performance Reports, and will include the change and the reason for the change. It will not require a budget adjustment as long as the change is within the Program Category total as noted at time of award, and is an approved equipment requirement within the statement of work, current cache list, and official guidance from the US&R Program Office.

Total	<b>Equipment Cost</b>	
		¢n

#### **Personnel Salaries & Fringe Benefits**

#### Notes for Personnel Salaries and Fringe Benefits Section

The Task Force can use this category to account for the salaries of Task Force Members who perform duties related to maintenance of US&R equipment and vehicles. This may also include backfill expenses for individual(s) who are working with the cache. If specific costs are unknown, give estimated salary hours and average salary rate. If specific dates are unknown, provide estimated time frame (e.g., 1 day per week/month, etc.). If overtime hours are listed, please note them as a separate item below. Put the total amount under salary. Note the hourly rate in the clarification box.

#### Personnel Salaries and Fringe Benefits

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

Personnel Salaries	Cost Basis:	Please mark appropriate box(es) below.
The area below is to provide additional notes the Task Force may need to add for clarifying the range of salary rates used to develop the average hourly costs.		Union Agreements
		City/County/Organization Negotiated Agreements
	Historical Data	
	Bids/Quotes	
		Costs are in Comparison w/ other TFs for Similar Tasks or Items
		Other (List here):
This narrative box has character limitations. For additional clarification use tab		
Frience Develop (If Applicable)		
Fringe Benefits (If Applicable)	Cost Basis:	Please mark appropriate box(es) below.
The area below is to state the total percentage (e.g., 23%) for the Fringe Benefits (if applicable) and list the items (e.g., health, dental, workers' comp) that are included.		Please mark appropriate box(es) below.  Union Agreements
The area below is to state the total percentage (e.g., 23%) for the Fringe Benefits (if applicable) and list the items (e.g., health, dental, workers' comp) that are		
The area below is to state the total percentage (e.g., 23%) for the Fringe Benefits (if applicable) and list the items (e.g., health, dental, workers' comp) that are		Union Agreements
The area below is to state the total percentage (e.g., 23%) for the Fringe Benefits (if applicable) and list the items (e.g., health, dental, workers' comp) that are		Union Agreements  City/County/Organization Negotiated Agreements
The area below is to state the total percentage (e.g., 23%) for the Fringe Benefits (if applicable) and list the items (e.g., health, dental, workers' comp) that are		Union Agreements  City/County/Organization Negotiated Agreements  Historical Data
The area below is to state the total percentage (e.g., 23%) for the Fringe Benefits (if applicable) and list the items (e.g., health, dental, workers' comp) that are		Union Agreements  City/County/Organization Negotiated Agreements  Historical Data  Bids/Quotes

#### Travel

## Notes for Travel Section

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

Travel (If Applicable)

Event Title	No. of Personnel	Cost Per Person	No. of Trips (approx.)	Total Cost
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
If other, list here				\$0
If other, list here				\$0
If other, list here				\$0
If other, list here				\$0
If other, list here				\$0
If other, list here				\$0
Total		•		\$0

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

#### **Equipment**

#### Notes for Equipment Section

Your agency is authorized to purchase equipment as listed in the approved DHS/FEMA 2015 US&R Task Force Equipment Cache List, or any subsequently approved DHS/FEMA US&R Equipment list. Task Force personnel are reminded and directed not to exceed quantity and/or cost caps as listed on the cache list. Task Force must follow department procurement regulations, which are in accordance with 2 CFR Part 200 to ensure reasonable prices are obtained. The US&R Program Office and the Grants Office Assistance Officer must provide written approval for any other equipment not identified on approved cache list(s), in program guidance, or specifications. Those Task Forces who maintain an IST Medical Cache are to include the appropriate amount below for replacement of equipment and pharmaceuticals.

However, due to the dynamic program, the requirements for these items (within the amount approved at time of award for this object class) may change. Any changes to listed items will be reflected in the Performance Reports, noting the reason for the change and the Task Force will not be required to submit a budget change if items are on the approved cache lists, noted in the statement of work, or authorized by program guidance or directives. Rolling or floating equipment requires the specifications to be submitted to the US&R Branch/Grants Assistance Officer for prior approval. The general definition of "Equipment" out of the CFR is: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the governmental unit for financial statement purposes, or \$5000.

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

Item Description	Item #	Cache #	Unit Cost	No. of Units	Total Cost
					\$(
					\$0
					\$0
					\$0
					\$(
					\$( \$(
					\$0
					\$0
					\$(
					\$0
					\$( \$(
					\$0
					\$0 \$0 \$0 \$0
					\$0
					\$0
					\$0
					\$( \$(
					\$0
					\$(
					\$(
					\$(
Total					\$0

Equipment	Cost Basis: Please mark appropriate box(es) below.	
Describe any additional supporting information for equipment costs below.	Union Agreements	
	City/County/Organization Negotiated Agreements	
	Historical Data	
	☐ Bids/Quotes	
	Costs are in Comparison w/ other TFs for Similar Tasks or Items	
	Other (List here):	
This narrative box has character limitations. For additional clarification use tab		

#### **Supplies**

#### Notes for Supplies Section

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

#### Supplies

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

Item	Cache #	Unit Cost	No. of Units	Total Cost
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
Total				\$0

Supplies	Cost Basis	s: Please mark appropriate box(es) below.
Describe any additional supporting information for supply costs below.		Union Agreements
		City/County/Organization Negotiated Agreements
		Historical Data
		Bids/Quotes
		Costs are in Comparison w/ other TFs for Similar Tasks or Items
		Other (List here):
This narrative box has character limitations. For additional clarification use tab		

#### Contractual **Notes for Contractual Section** n the area below, list any supporting information for the contractual costs of services, rentals, etc., for equipment. Contractual Quantity **Unit Cost** Total Cost Service \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 Total \$0 Contractual Cost Basis: Please mark appropriate box(es) below Describe any additional supporting information for contractual costs below. Union Agreements City/County/Organization Negotiated Agreements Historical Data Bids/Quotes Costs are in Comparison w/ other TFs for Similar Tasks or Items (List here): This narrative box has character limitations. For additional clarification use tab Other Notes for Other Section This area will cover any miscellaneous items that are are equipment-related and allowable under the Statement of Work but not covered in the other object classes. Other **Total Cost** Item Ouantity **Unit Cost** \$0 \$0 \$0 \$0 \$0 \$0 \$0 Total \$0 Other Cost Basis: Please mark appropriate box(es) below. escribe any additional supporting information for other costs below. Union Agreements City/County/Organization Negotiated Agreements Historical Data

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

Bids/Quotes

Other

Costs are in Comparison w/ other TFs for Similar Tasks or Items

(List here):

#### **Indirect Costs**

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

#### **Indirect Costs**

Item/Category	Item Description	Base Amount	Percentage	Total Cost
Total			· · · · · · · · · · · · · · · · · · ·	\$0

Indirect Costs	Cost Basis	sis: Please mark appropriate box(es) below.	
Describe any additional supporting information for indirect costs below. Please advise who is the Cognizant Federal Agency and the date of approval.		Union Agreements	
		City/County/Organization Negotiated Agreements	
		Historical Data	
		Bids/Quotes	
		Costs are in Comparison w/ other TFs for Similar Tasks or Items	
		Other (List here):	
This narrative box has character limitations. For additional clarification use tab			

#### **STORAGE & MAINTENANCE**

#### Task Force General Comments

This Program Category covers the costs for the storage/maintenance portion of this Readiness Cooperative Agreement. The costs for the Storage/Maintenance portion of this budget/narrative will be addressed in this section and will cover costs for a maximum amount of time of 12 months for any warehouse lease or maintenance costs for the equipment/vehicles, and the costs will occur within the 36 month period of performance. Our Task Force intends to provide the required storage and maintenance for the equipment to insure mission readiness, safety, and management of the Task Force. The storage and maintenance will be in accordance with the requirements of the Urban Search & Rescue Program Office statement of work, program guidance, and directives. The supporting cost details will be provided in the below object classes under this

Program Category.
Our Task Force will attempt to maintain the preparedness of the Task Force under this Readiness Cooperative Agreement, in order to provide critical emergency response services as one of the 28 teams for the National Urban Search and Rescue Response System. The below list of costs covers what is anticipated for this Readiness Cooperative Agreement. Minor renovations are allowed for the warehouse and they will not change the footprint of the facility.

#### Total Storage & Maintenance Cost

#### Personnel Salaries & Fringe Benefits

#### Notes for Personnel Salaries and Fringe Benefits Section

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

#### Personnel Salaries and Fringe Renefits

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

Totals		\$0	\$0	\$0
Personnel Salaries	Cost Basis:	: Please mark appropriate box(es	s) below.	
The area below is to provide additional notes the Task Force may need to add for clarifying the range of salary rates used to develop the average hourly costs.		Union Agreements		
		City/County/Organization Negot	tiated Agreeme	ents
		Historical Data		
		Bids/Quotes		
		Costs are in Comparison w/ other	er TFs for Simil	ar Tasks or Items
		Other	(List here):	
This narrative box has character limitations. For additional clarification use tab				
		Bl. I i i i i	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	
Fringe Benefits The area below is to state the total percentage (e.g., 23%) for the Fringe Benefits (if	Cost Basis:	Please mark appropriate box(es	s) below.	
applicable) and list the items (e.g., health, dental, workers' comp) that are included.		Union Agreements		
		City/County/Organization Negot	tiated Agreeme	ents
		Historical Data		
		Bids/Quotes		
		Costs are in Comparison w/ other	er TFs for Simil	ar Tasks or Items
		Other	(List here):	
This narrative box has character limitations. For additional clarification use tab				

#### Travel

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

#### Travel (If Applicable)

Event Title	No. of Personnel	Cost Per Person	Number of Trips	Total Cost
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
If other, list here				\$0
If other, list here				\$0
If other, list here				\$0
If other, list here				\$0
If other, list here				\$0
If other, list here				\$0
Total		•		\$0

Travel	Cost Basis: Please mark appropriate box(es) below.
Briefly describe breakdown of travel Cost Per Person. Provide examples of "other authorized travel" if selected above.	Union Agreements
	City/County/Organization Negotiated Agreements
	Historical Data
	☐ Bids/Quotes
	Costs are in Comparison w/ other TFs for Similar Tasks or Item:
	Other (List here):
This narrative box has character limitations. For additional clarification use tab 12	

#### Equipment

#### Notes for Equipment Section

Notes for Equipment Section

This section may be used to reflect expenses related purchasing, maintenance and repair of equipment and vehicles, as approved by DHS/FEMA and within the scope of the Statement of Work. Your Task Force is authorized to purchase equipment as listed in the approved DHS/FEMA 2015 US&R Task Force Equipment Cache List, or any subsequently approved DHS/FEMA US&R Equipment list. Task Force personnel are reminded and directed not to exceed quantity and/or cost caps as listed on the cache list. Task Force must follow department procurement regulations, which are in accordance with 2 CFR Part 200 to ensure reasonable prices are obtained. The US&R Program Office and the Grants Office Assistance Officer must provide written approval for any other equipment not identified on approved cache list(s). Those Task Forces who maintain an IST Medical Cache are to include the appropriate amount below for replacement of equipment and pharmaceuticals. Please note: These expenses can be reflected within the Equipment category instead.

#### Equipment

Item Description	Item #	Cache #	Unit Cost	No. of Units	Total Cost
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
_					\$0
Total		•		•	\$0

Equipment	Cost Basis: Please mark appropriate box(es) below.	
Describe any additional supporting information for equipment costs below.	Union Agreements	
	City/County/Organization Negotiated Agreements	
	Historical Data	
	Bids/Quotes	
	Costs are in Comparison w/ other TFs for Similar Tasks or Items	
	Other (List here):	
This narrative box has character limitations. For additional clarification use tab 12		

## Supplies

Note	es for	Sunt	illes	Sec	tion

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

Supplies

Item	Cache #	Unit Cost	No. of Units	Total cost
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
Total				\$0

Cost Basis: Please mark appropriate box(es) below.
Union Agreements
City/County/Organization Negotiated Agreements
Historical Data
Bids/Quotes
Costs are in Comparison w/ other TFs for Similar Tasks or Items
Other (List here):

#### Contractual

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

nt		

Service	Prior Coverage Dates	ease Begin Date	Lease End Date	Quantity	Unit Cost	Total Cost
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0 \$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
Total						\$0

Contractual	Cost Basis: Please mark appropriate box(es) below.	
Describe any additional supporting information for contractual costs below. Include square footage and cost per for any facility leases included above.	Union Agreements	
	City/County/Organization Negotiated Agreements	
	Historical Data	
	Bids/Quotes	
	Costs are in Comparison w/ other TFs for Similar Tasks or Iter	ms
	Other (List here):	
This narrative box has character limitations. For additional clarification use tab 12		

#### Other

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

## Other (List minor renovation costs here)

Quantity	Unit Cost	Total Cost
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0.00
	Quantity	Quantity Unit Cost

Other	Cost Basis: Please mark appropriate box(es) below.
Describe any additional supporting information for other costs below.	Union Agreements
	City/County/Organization Negotiated Agreements
	Historical Data
	☐ Bids/Quotes
	Costs are in Comparison w/ other TFs for Similar Tasks or Items
This narrative box has character limitations. For additional clarification use tab	Other (List here):

## **Indirect Costs**

10	toc !	for In	diract	Cacte	Section

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

Indirect Costs				
Item/Category	Item Description	Base Amount	Percentage	Total Cost
Total				\$0
Indirect Costs			is: Please mark appropri	ate box(es) below.
	porting information for indirect costs below. P Federal Agency and the date of approval.	lease	Union Agreements	
			City/County/Organiza	tion Negotiated Agreements
			Historical Data	
			Bids/Quotes	
			Costs are in Compari	son w/ other TFs for Similar Tasks o
			Other	(List here):
This payenting have been shown	acter limitations. For additional clarification	uso tab		

## **BUDGET TOTALS**

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

Activity	Cost
Administration &	\$0.00
Management	· ·
Training	\$0.00
Equipment	\$0.00
Storage & Maintenance	\$0.00
Object Class	Cost
Personnel	\$0.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$0.00
Supplies	\$0.00
Contractual	\$0.00
Other	\$0.00
Indirect Charges	\$0.00
Activity Sum	\$0.00
Object Class Sum	\$0.00
Total	\$0.00

Section 10 Rudget Totals

## **POSITION DESCRIPTIONS**

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

1 Administrativo EnocialistiNamo	4. Logistics Coordinator: Name
Administrative Specialist:Name     Describe Administrative Specialist functions here.	4. Logistics Coordinator: Name  Describe Logistics Coordinator functions here.
Describe Administrative Specialist functions here.	Describe Logistics Cooldinator Turictions Here.
2. Financial Grants ManagerName	5. Logistics Manager: Name
Describe Financial Grants Manager functions here.	Describe Logistics Manager functions here.
3. Grant Manager: Name	6. Program Manager: Name
Describe Grant Manager functions here.	Describe Program Manager functions here.

7. Training Coordinator: Name	8. Training Manager: Name
Describe Describe Training Coordinator for the sections to the	Describe Training Manager functions to the
Describe Describe Training Coordinator functions here.	Describe Training Manager functions here.
Other (Please list position and name)	Other (Please list position and name)
Describe position functions here.	Describe position functions here.
Other (Please list position and name)	Other (Please list position and name)
Describe position functions here.	Describe position functions here.

## **BUDGET CLARIFICATION**

Please use the blocks below if additional space is needed to ADMINISTRATIVE/MANAGEMENT	clarify other sections of the narrative
ADMINISTRATIVE/MANAGEMENT	ADMINISTRATIVE/MANAGEMENT
Personnel Salaries:	Equipment:
Fringe Benefits:	Supplies:
- ringe benenie:	
Travel:	Contractual:
ADMINISTRATIVE/MANAGEMENT	ADMINSTRATIVE/MANAGEMENT
ADMINISTRATIVE/MANAGEMENT Other:	ADMINSTRATIVE/MANAGEMENT
Otner:	
Direct Charges	

TRAINING	TRAINING
Personnel Salaries:	Equipment:
Fringe Benefits:	Supplies:
Travel:	Contractual:

TRAINING	TRAINING
Other:	
Direct Charges	
EQUIPMENT	EQUIPMENT Equipment:
Personnel Salaries:	Equipment
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Fringe Benefits:	Supplies:
Tinge Benefitsi	ouppiicsi
Travel:	Contractual:

EQUIPMENT	EQUIPMENT
EQUIPMENT Other:	
Direct Charges	
birect charges	

STORAGE & MAINTENANCE	STORAGE & MAINTENANCE
Personnel Salaries:	Equipment:
Fringe Benefits:	Supplies:
Travel:	Contractual:
STORAGE & MAINTENANCE	STORAGE & MAINTENANCE
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Other:	STORAGE & MAINTENANCE