

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

OMB 1660-0073  
Expires December 31, 2018

**PAPERWORK BURDEN DISCLOSURE NOTICE**  
**FEMA Form 089-0-10**

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***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.

***Urban Search & Rescue (US&R) Readiness Cooperative Agreement***  
**Task Force Narrative Workbook**  
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## **COVER LETTER FOR COOPERATIVE AGREEMENT APPLICATION**

July 15, 2021

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 **Nevada Task Force 1** for the year 2021 Department of Homeland Security/FEMA, Urban Search & Rescue Cooperative Agreement for a total of \$1,336,878.

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

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

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

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

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

- ☐ 8. Indirect Cost Rate Agreement
- ☒ 9. Specifications for all rolling transportation
- ☐ 10. Pre-Award Cost Request and Approval

Please call **“Heidi-Karin Albrecht”** at (702) 455-7196 or email at [halbrecht@clarkcountynv.gov](mailto:halbrecht@clarkcountynv.gov) for any other information that you may need.

Sincerely,

John Steinbeck  
Fire Chief  
Clark County Fire Department

## PREPARER INFORMATION

Preparer	
Prefix	
First Name	Heidi-Karin
Middle Name	
Last Name	Albrecht
Title	Grants Manager
Agency/Organization	Clark County Fire Department
Address 1	575 E Flamingo Rd
Address 2	
City	Las Vegas
State	NV
Zip	89119
Phone	702-455-7196
Fax	702-598-4223
E-mail	<a href="mailto:halbrecht@clarkcountynv.gov">halbrecht@clarkcountynv.gov</a>

## CONTACT INFORMATION

Point of Contact	
Prefix	
First Name	Heidi-Karin
Middle Name	
Last Name	Albrecht
Title	Grants Manager
Agency/Organization	Clark County Fire Department
Address 1	575 E Flamingo Rd
Address 2	
City	Las Vegas
State	NV
Zip	89119
Phone	702-455-7196
Fax	702-598-4223
E-mail	<a href="mailto:halbrecht@clarkcountynv.gov">halbrecht@clarkcountynv.gov</a>

## APPLICANT INFORMATION

Applicant	
Task Force	Nevada Task Force 1
Organization Name	Clark County Fire Department
Employer Identification Number	88-6000028
DUNS Number	136794711
Address 1	575 E Flamingo Rd
Address 2	
City	Las Vegas
County	Clark
State	NV
Zip	89119
Country	United States
Submission Date	7/24/2020
Type of Applicant	Government
Congressional District Applicant	
Congressional District Project	
Authorized Representative First Name	John
Authorized Representative Middle Name	
Authorized Representative Last Name	Steinbeck
Authorized Representative Title	Fire Chief

Authorized Representative Phone Number	702-455-7311
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 or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. US&R Readiness Cooperative Agreement	<b>97.025</b>	0.00	0.00	1,336,878.00	\$	1,336,878.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$0.00	\$0.00	\$1,336,878.00	\$0.00	\$1,336,878.00
BUDGET CATEGORIES						
6. Object Class Categories		GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
		(1) Admin. & Mgmt.	(2) Training	(3) Equipment	(4) Storage & Maint.	
a. Personnel		\$362,972.00	\$116,250.00	\$70,000.00	\$0.00	\$549,222.00
b. Fringe Benefits		164,893.00	6,975.00	1,400.00	0.00	173,268.00
c. Travel		30,115.00	36,620.00	0.00	0.00	66,735.00
d. Equipment		0.00	0.00	110,562.00	0.00	110,562.00
e. Supplies		10,000.00	10,000.00	19,671.00	2,100.00	41,771.00
f. Contractual		32,454.00	2,445.00	70,653.00	285,768.00	391,320.00
g. Construction		N/A	N/A	N/A	N/A	N/A
h. Other		4,000.00	0.00	0.00	0.00	4,000.00
i. Total Direct Charges (sum of 6a-6h)		604,434.00	172,290.00	272,286.00	287,868.00	1,336,878.00
j. Indirect Charges		0.00	0.00	0.00	0.00	0.00
k. TOTALS (sum of 6i and 6j)		\$604,434.00	\$172,290.00	\$272,286.00	\$287,868.00	\$1,336,878.00
7. Program Income		\$	\$	\$	\$	\$

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

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

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

Our Task Force agrees to manage the continued development and maintenance of this National US&R Response System resource. We will be prepared to provide qualified, competent US&R personnel in support of ESF-9 activities under the National Response Framework. Specifically, the **FY2021 US&R Notice of Funding Opportunity (NOFO)** and the accompanying budget narrative provides our plan to accomplish our objectives identified by DHS/FEMA. This work plan identifies the key areas that our Task Force will focus its continued readiness efforts. These key areas are administrative and program management, training, support, equipment cache preparedness, maintenance and storage. These key areas are detailed in the Grant Guidance/Statement of Work. This Cooperative Agreement will allow our Task Force to maintain a high standard and condition of operational readiness. It is the intent of our Task Force to comply with the US&R Response System **FY 2021 US&R NOFO** throughout the duration of this agreement.

While portions of the **FY2021 US&R NOFO** are included in the budget narrative, we acknowledge compliance with the **FY2021 US&R NOFO** 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/narrative 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, administration and operational requirements are accomplished. 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 under the Response Cooperative Agreement. Funding for any deployments will be handled under the Response Cooperative Agreement.

### Total Administration & Management Cost

**\$604,434**

### Personnel Salaries & 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.

Provide 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 positions, 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, 40 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.

#### Personnel Salaries and Fringe Benefits

Staff Position	Name	Full/Part Time	Estimated Hours	Salary Dates (Current)	Salary Dates (Prior)	Fringe Benefits	Salary	Total
Program Manager	Karl Lee	Full-Time		12/25/21-12/24/22	12/25/20-12/24/21	\$40,024	\$91,874	\$131,898
Grant Manager	Heidi Albrecht	Full-Time		12/25/21-12/24/22	12/25/20-12/24/21	\$47,097	\$91,874	\$138,971
Training Manager	Kenyon Leavitt	Full-Time		12/25/21-12/24/22	12/25/20-12/24/21	\$51,701	\$76,232	\$127,933
Task Force Representative	tbd	Part-Time	750.00	12/25/21-12/24/22	12/25/20-12/24/21	\$375	\$18,750	\$19,125
Logistics Manager	Romeric Santos	Full-Time		12/25/21-12/24/22	12/25/20-12/24/21	\$24,766	\$ 43,742	\$68,508
Task Force Representative	tbd	Part-Time	750.00	12/25/21-12/24/22	12/25/20-12/24/21	\$375	\$18,750	\$19,125
Task Force Representative	tbd	Part-Time	750.00	12/25/21-12/24/22	12/25/20-12/24/21	\$375	\$18,750	\$19,125
								\$0
								\$0
								\$0
Advisory Committee Monthly Meetings	Team Members	Part-Time	120.00			\$180	\$3,000	\$3,180
								\$0
<i>If other, list here</i>								\$0
<i>If other, list here</i>								\$0
<i>If other, list here</i>								\$0
<i>If other, list here</i>								\$0
<i>If other, list here</i>								\$0
<i>If other, list here</i>								\$0
<b>Totals</b>						<b>\$164,893</b>	<b>\$362,972</b>	<b>\$527,865</b>

#### Personnel Salaries

The area below is for any additional notes the Task Force may need to add for clarifying the paid staff positions. If the position is part-time list the hours, and hourly rate. Also there is a separate area (Tab 11) for the position descriptions for each staff position listed, or position descriptions may be added as an attachment.

Complying with the statement of work for the cooperative agreement, all positions shall remain with the time requirements of the grant. Salaries for the positions shall cover the pay period of 1/1/21 to 12/31/21. The hourly rate for the Program Manager is \$44.17; for the Grants Manager is \$44.17; for the Training Manager is \$36.65; for the Logistics Manager (Store Keeper) is \$21.03; the three task force representatives hourly rate is \$25.00 per hour and we have not determined what positions they may fill. Members attending monthly advisory meetings is \$25.00 an hour. Based on the past year, due to Covid-19 restrictions we did not have many General Staff meetings. The total amount of hours is an educated guess. Our part-time people are only allowed to work a total of 1000 hours per year and since we have not determined the positions, we are estimating 750 hours.

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

#### Cost Basis: Please mark appropriate box(es) below.

- ☐ Union Agreements
- ☒ City/County/Organization Negotiated Agreements
- ☐ Historical Data
- ☐ Bids/Quotes
- ☐ Costs are in Comparison w/ other TFs for Similar Tasks or Items
- ☐ Other (List here):

#### Fringe Benefits

The area below is to state the total percentage (e.g., 23%) for the Fringe Benefits (if applicable) and list the items (e.g., health, dental, workers' comp) that are included.

Retirement (PERS) 29.25%, Medicare 1.45%, Worker's Comp 1%, Unemployment .0%, Health Insurance for full-time staff is \$10,900 per year, and Longevity for Grants Manager is 7.7%. The Training Manager gets a PERS rate of 43%, Worker's Comp is 7%, and his Health Insurance is \$12,480. The benefits for the part-time people vary for each team member. Clark County is 2.45% to 50.95%, Las Vegas Fire is 0% to 104%, North Las Vegas is 19.65% to 63.95%, and City of Henderson is 4.45% to 40.5%. Benefits average approximately \$1.50 per hour for other CCFD and other jurisdictions. Benefits average approximately 2% for our part-time, affiliate members.

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

#### 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):

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

There are also miscellaneous meetings that are required due to the dynamic program. Costs can be provided in detail or by trip costs, and a detail of the costs should be listed in the comments 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 or the Training Program Category. The Task Force is authorized to reallocate funds between Admin/Management travel and Training travel without requesting a budget change authorization. However, this change must be reflected in your Performance Report and note the reason(s) for the change.

Travel	Cost Basis: Please mark appropriate box(es) below.
<p>Briefly describe breakdown of travel Cost Per Person. Provide examples of "other authorized travel" if selected above.</p> <p>These figures are based on past historical data. The overall average cost to attend task force related meetings is \$1385.00 per person. This breaks down to approximately \$725 for airfare, \$600 for hotel, \$200 for per diem, and \$60 for miscellaneous costs including luggage fees, transportation, and parking. In some cases, a rental car is needed due to the location of the training.</p>	<p><input type="checkbox"/> Union Agreements</p> <p><input type="checkbox"/> City/County/Organization Negotiated Agreements</p> <p><input type="checkbox"/> Historical Data</p> <p><input type="checkbox"/> Bids/Quotes</p> <p><input type="checkbox"/> Costs are in Comparison w/ other TFs for Similar Tasks or Items</p> <p><input type="checkbox"/> Other (List here):</p>
This narrative box has character limitations. For additional clarification use tab 12	

**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, higher-end 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 out of 2 C.F.R. Part 200 is: Equipment is tangible personal property with a useful life of at least 1 year & a per unit cost of at least \$5,000 (or the non-federal entity's equivalent threshold, whichever is lower).

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.

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

**Notes for Supplies Section**

In the below area, provide an **approximate** listing of the supplies necessary for the administration/management of this cooperative agreement. Supply items/costs that should be listed are items to support the administration/management of the Task Force and other than what the equipment definition states in 2 C.F.R. Part 200. Supplies, on the other hand, are tangible personal property lower than the \$5,000 equipment threshold or have a useful life of less than a year. Phones, tablets, etc. would more likely be supplies than equipment. 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
Miscellaneous Supplies		\$10,000	1	\$10,000
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
<b>Total</b>				<b>\$10,000</b>

Supplies	Cost Basis: <i>Please mark appropriate box(es) below.</i>
<p><i>Describe any additional supporting information for supply costs below.</i></p> <p>The above figure is based on historical data from last year's spending. The purchases include copier paper, binders, label making supplies, folders, envelopes, writing instruments, etc.</p>	<p><input type="checkbox"/> <i>Union Agreements</i></p> <p><input type="checkbox"/> <i>City/County/Organization Negotiated Agreements</i></p> <p><input type="checkbox"/> <i>Historical Data</i></p> <p><input type="checkbox"/> <i>Bids/Quotes</i></p> <p><input type="checkbox"/> <i>Costs are in Comparison w/ other TFs for Similar Tasks or Items</i></p> <p><input type="checkbox"/> <i>Other</i> <span style="float: right;"><i>(List here):</i></span></p>
<p><b>This narrative box has character limitations. For additional clarification, use tab 12.</b></p>	

**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.

<b>Service</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>
Medical Screening	1	\$5,160	\$5,160
Veterinary Services	12	\$1,362	\$16,344
Miscellaneous Phone Services - Internal Charges	12	\$500	\$6,000
Copier Service	12	\$250	\$3,000
Mailing Services - Federal Express	1	\$250	\$250
One Call Now	1	\$1,700	\$1,700
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
<b>Total</b>			<b>\$32,454</b>

Contractual	Cost Basis: Please mark appropriate box(es) below.
Describe any additional supporting information for contractual costs below.	
The above figures are based on past historical data obtained from last year's grant. The medical screening averages \$750 per physical and blood testing is approximately \$150.00. Immunizations are usually provided for no charge from the local jurisdictions. (cont on Clarification Tab) The veterinarian costs are for the required vaccinations, health and dental visits, and pet food for the (9) search and rescue dogs. The amount has not varied much in the past 5-10 years. The task force has purchased the canines and maintaining their health is critical to insure their life expectancy. The telephone charges are for landlines, fax line, alarm, and cell phones for various members of the task force. Some of the above charges are "internal charges" - charged through the County. Copier lease and mailing services (Fedex) are self-explanatory. Those expenses are charged on a yearly basis from July 1 to June 30 to coincide with the County's fiscal year. One Call Now is the notification service notifying task force members about important matters each month through a telephone tree.	<input type="checkbox"/> <i>Union Agreements</i> <input checked="" type="checkbox"/> <i>City/County/Organization Negotiated Agreements</i> <input checked="" type="checkbox"/> <i>Historical Data</i> <input type="checkbox"/> <i>Bids/Quotes</i> <input type="checkbox"/> <i>Costs are in Comparison w/ other TFs for Similar Tasks or Items</i> <input type="checkbox"/> <i>Other</i> <span style="float: right;">(List here):</span>
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 and are allowable within the Statement of Work.

Item	Quantity	Unit Cost	Total Cost
Stipend for Public Affairs Leader	1	\$2,000	\$2,000
Stipend for Safety Leader	1	\$2,000	\$2,000
			\$0
			\$0
			\$0
			\$0
<b>Total</b>			<b>\$4,000</b>

**Other**

Describe any additional supporting information for other costs below.

In the Statement of Work, Section VIII.A.11 we are required to use additional funds provided under the FEMA grant in support of Group Leaders in Public Affairs and Safety Officer. This will be used to cover costs related to their position as SG Leaders which includes travel costs, overtime, backfill, and other administrative costs.

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**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):

**Indirect Costs****Notes for Indirect Costs Section**

Indirect Costs can only be listed if there is an Indirect Cost Rate Agreement that has been approved by a cognizant Federal Agency. A copy of the Indirect Cost Rate Agreement should accompany the application. The Indirect Cost Rate Agreement you provide should state what category or categories the Indirect Costs are based on, 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
<b>Total</b>				<b>\$0</b>

**Indirect Costs**

Describe any additional supporting information for indirect costs below. Please advise who is the Cognizant Federal Agency and the date of approval.

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

**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):

## TRAINING

### Task Force General Comments

This Program Category covers the costs for the training portion of this Readiness Cooperative Agreement. The training portion of this budget/narrative will cover costs for a maximum amount of time of 12 months, and will be accomplished within the 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 within the statement of work, program guidance, and directives. The only exception to this is the movement of travel funds between the Administration/Management Program Category and the Training Program Category, which can be accomplished without requiring a budget change, however, it must be noted in the Performance Reports, with the change and the reason for the movement of funds.

### Total Training Cost

**\$172,290**

### Personnel Salaries & Fringe Benefits

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

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

#### Personnel Salaries and Fringe Benefits

Staff Position	Training Event Description	Full/Part Time	Estimated Hours	Date Salary Charged	Fringe Benefits (If Applicable)	Salary	Total
Task Force Members	Canine	Part-Time	600.00		\$900	\$15,000	\$15,900
Task Force Members	Swim Test	Part-Time	25.00		\$38	\$625	\$663
Task Force Members	Water Rescue Training, Laughlin	Part-Time	800.00		\$1,200	\$20,000	\$21,200
Task Force Members	Travel to FEMA courses	Part-Time	350.00		\$525	\$8,750	\$9,275
Task Force Members	Mobilization Exercise	Part-Time	1,500.00		\$2,250	\$37,500	\$39,750
Task Force Members	Hazmat/WMD Training (HEPP)	Part-Time	375.00		\$563	\$9,375	\$9,938
Task Force Members		Part-Time			\$0	\$0	\$0
Task Force Members		Part-Time			\$0	\$0	\$0
Task Force Members		Part-Time			\$0	\$0	\$0
Task Force Members		Part-Time			\$0	\$0	\$0
Task Force Members		Part-Time			\$0	\$0	\$0
Task Force Members		Part-Time			\$0	\$0	\$0
Jurisdiction Members	All - Backfill for members	Part-Time	500.00		\$1,500	\$25,000	\$26,500
							\$0
							\$0
<b>Totals</b>					<b>\$6,975</b>	<b>\$116,250</b>	<b>\$123,225</b>

#### Personnel Salaries

The area below is to provide additional notes the Task Force may need to add for clarifying the range of salary rates used to develop the average hourly costs.

All members are paid a flat rate of \$25.00 per hour for training. The numbers used for training is based on the past year. We send at least one task force member on travel to each class that is provided throughout the year. All members are paid to attend all classes - home and travel. These hours represent the amount of hours attributed to travel and classes such as canine evaluations, medical specialist, structural specialist, water rescue, water operations, communications, communications networking, IST, safety officer, structural collapse, HERS, and grants training. When backfill is needed, the backfill personnel are paid their regular OT rate (1.5 times hourly rate) which averages \$50.00 an hour. The mobilization exercise numbers are based on 125 members and 8 hours. Hazmat/WMD training hours based on the past year.

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#### Cost Basis: Please mark appropriate box(es) below.

- ☐ Union Agreements
- ☒ City/County/Organization Negotiated Agreements
- ☒ Historical Data
- ☐ Bids/Quotes
- ☐ Costs are in Comparison w/ other TFs for Similar Tasks or Items
- ☐ Other (List here):

#### Fringe Benefits

The area below is to state the total percentage (e.g., 23%) for the Fringe Benefits (if applicable) and list the items (e.g., health, dental, workers' comp) that are included.

The benefits for other jurisdictions vary for each team member. Clark County is 2.45% to 50.95%, Las Vegas Fire is 0% to 104%, North Las Vegas is 19.65% to 63.95%, and City of Henderson is 4.45% to 40.5%. Benefits average approximately \$1.50 per hour for other CCFD and other jurisdictions. Benefits average approximately 2% for our part-time, affiliate members.

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#### Cost Basis: Please mark appropriate box(es) below.

- ☐ Union Agreements
- ☒ City/County/Organization Negotiated Agreements
- ☒ Historical Data
- ☐ Bids/Quotes
- ☐ Costs are in Comparison w/ other TFs for Similar Tasks or Items
- ☐ Other (List here):

**Travel****Notes for Travel Section**

Attend DHS/FEMA-sponsored or DHS/FEMA-approved US&R meetings, conferences, and training sessions, to include Task Force Leader meetings, the 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 the 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
Heavy Equipment & Rigging Specialist	2	\$1,885	\$3,770
Logistics Specialist	2	\$1,885	\$3,770
Medical Specialist	2	\$1,885	\$3,770
Planning Specialist	2	\$1,885	\$3,770
Safety Officer	2	\$1,885	\$3,770
Technical Search Specialist	2	\$1,885	\$3,770
Canine Search Specialist	7	\$500	\$3,500
Water Rescue	35	\$300	\$10,500
			\$0
<i>If other, list here</i>			\$0
<i>If other, list here</i>			\$0
<i>If other, list here</i>			\$0
<i>If other, list here</i>			\$0
<i>If other, list here</i>			\$0
<i>If other, list here</i>			\$0
<i>If other, list here</i>			\$0
<i>If other, list here</i>			\$0
<i>If other, list here</i>			\$0
<b>Total</b>			<b>\$36,620</b>

Travel	Cost Basis: Please mark appropriate box(es) below.
<p>Briefly describe breakdown of travel Cost Per Person. Provide examples of "other authorized travel" if selected above.</p> <p>These figures are based on past historical data. The overall average cost to attend task force related meetings is \$1885.00 per person. This breaks down to approximately \$525 for airfare, \$600 for hotel, \$200 for per diem, \$500 for class fees, and \$60 for miscellaneous costs including luggage fees, transportation, and parking. In some cases, a rental car is needed due to the location of the training. Historically, any travel involving canines has been very low and averages \$500.00 per person. When we conduct water rescue training, it is overnight and conducted in Laughlin, Nevada. We usually have one class a year and send approximately 35 people. The average cost is approximately \$300 which include hotel and food.</p>	<p><input type="checkbox"/> Union Agreements</p> <p><input type="checkbox"/> City/County/Organization Negotiated Agreements</p> <p><input checked="" type="checkbox"/> Historical Data</p> <p><input type="checkbox"/> Bids/Quotes</p> <p><input type="checkbox"/> Costs are in Comparison w/ other TFs for Similar Tasks or Items</p> <p><input type="checkbox"/> Other (List here):</p>
<p>This narrative box has character limitations. For additional clarification use tab 12</p>	

<p><b>Notes for Equipment Section</b></p> <p>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.</p> <p>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.</p>
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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.

[illegible]

<b>Equipment</b> Describe any additional supporting information for equipment costs below.	<b>Cost Basis:</b> Please mark appropriate box(es) below.
<div style="border: 1px solid black; height: 730px; width: 100%;"></div>	<div style="display: flex; flex-direction: column; align-items: flex-start;"> <div><input type="checkbox"/> <i>Union Agreements</i></div> <div><input type="checkbox"/> <i>City/County/Organization Negotiated Agreements</i></div> <div><input type="checkbox"/> <i>Historical Data</i></div> <div><input type="checkbox"/> <i>Bids/Quotes</i></div> <div><input type="checkbox"/> <i>Costs are in Comparison w/ other TFs for Similar Tasks or Items</i></div> <div> <input type="checkbox"/> <i>Other</i> <span style="margin-left: 100px;"><i>(List here):</i></span> </div> </div>
This narrative box has character limitations. For additional clarification use tab 12	

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

The above figure is based on last year's figures. They include manuals printed by the County print shop, notepads, thumb drives, flip charts, and easels.



**Other****Notes for Other Section**

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

**Other (If Applicable)**

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

**Other**

Describe any additional supporting information for other costs below.

**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):

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**Indirect Costs****Notes for Indirect Costs Section**

Indirect Costs can only be provided if there is an Indirect Cost Rate Agreement that has been approved by a cognizant Federal Agency. A copy of the Indirect Cost Rate Agreement should accompany the application. The Indirect Cost Rate Agreement that you provide should state what category or categories the Indirect Costs are based on, 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
<b>Total</b>				<b>\$0</b>

**Indirect Costs**

Describe any additional supporting information for indirect costs below. Please advise who is the Cognizant Federal Agency and the date of approval.

**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):

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## EQUIPMENT

<b>Task Force General Comments</b>
<p>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 &amp; Rescue Branch statement of work, current cache list, and official guidance from the US&amp;R Branch. 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.</p> <p>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&amp;R Branch.</p>

<b>Total Equipment Cost</b>
\$272,286

### Personnel Salaries & Fringe Benefits

<b>Notes for Personnel Salaries and Fringe Benefits Section</b>
<p>The Task Force can use this category to account for the salaries of Task Force Members who perform duties related to maintenance of US&amp;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.</p>

#### Personnel Salaries and Fringe Benefits

Staff Position	Full/Part Time	Estimated Hours	Date Salary Charged	Fringe Benefits (If Applicable)	Salary	Totals
Warehouse Personnel	Part-Time	1,800.00	1/1/2022	\$900	\$45,000	\$45,900
HEPP Cache Administration	Part-Time	1,000.00	1/1/2022	\$500	\$25,000	\$25,500
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
<b>Totals</b>				<b>\$1,400</b>	<b>\$70,000</b>	<b>\$71,400</b>

<b>Personnel Salaries</b>	<b>Cost Basis:</b> Please mark appropriate box(es) below.
<p>The area below is to provide additional notes the Task Force may need to add for clarifying the range of salary rates used to develop the average hourly costs.</p> <p>All members are paid a flat rate of \$25.00 an hour for working in the warehouse. The hours are based on the past year and do not include working with the HEPP cache.</p>	<div style="display: flex; flex-direction: column; gap: 10px;"> <div><input type="checkbox"/> Union Agreements</div> <div><input checked="" type="checkbox"/> City/County/Organization Negotiated Agreements</div> <div><input checked="" type="checkbox"/> Historical Data</div> <div><input type="checkbox"/> Bids/Quotes</div> <div><input type="checkbox"/> Costs are in Comparison w/ other TFs for Similar Tasks or Items</div> <div><input type="checkbox"/> Other <span style="float: right;">(List here):</span></div> </div>
<b>This narrative box has character limitations. For additional clarification use tab 12</b>	

<b>Fringe Benefits (If Applicable)</b>	<b>Cost Basis:</b> Please mark appropriate box(es) below.
<p>The area below is to state the total percentage (e.g., 23%) for the Fringe Benefits (if applicable) and list the items (e.g., health, dental, workers' comp) that are included.</p> <p>The benefits for other jurisdictions vary for each team member. Clark County is 2.45% to 50.95%, Las Vegas Fire is 0% to 104%, North Las Vegas is 19.65% to 63.95%, and City of Henderson is 4.45% to 40.5%. Benefits average approximately \$1.50 per hour for other CCFD and other jurisdictions. Benefits average approximately 2% for our part-time, affiliate members.</p>	<div style="display: flex; flex-direction: column; gap: 10px;"> <div><input type="checkbox"/> Union Agreements</div> <div><input type="checkbox"/> City/County/Organization Negotiated Agreements</div> <div><input type="checkbox"/> Historical Data</div> <div><input type="checkbox"/> Bids/Quotes</div> <div><input type="checkbox"/> Costs are in Comparison w/ other TFs for Similar Tasks or Items</div> <div><input type="checkbox"/> Other <span style="float: right;">(List here):</span></div> </div>
<b>This narrative box has character limitations. For additional clarification use tab 12</b>	

<p><b>Notes for Travel Section</b></p> <p>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. <b>Please note: These expenses can be reflected within the Administrative/Management or Training travel category instead.</b> 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.</p>	
---	--

Event Title	No. of Personnel	Cost Per Person	No. of Trips (approx.)	Total Cost
				\$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
<b>Total</b>				<b>\$0</b>

<b>Notes for Equipment Section</b>	
<p>Your agency is authorized to purchase equipment as listed in the approved DHS/FEMA 2015 US&amp;R Task Force Equipment Cache List, or any subsequently approved DHS/FEMA US&amp;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&amp;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.</p>	
<p>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&amp;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.</p>	

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

<b>Item Description</b>	<b>Item #</b>	<b>Cache #</b>	<b>Unit Cost</b>	<b>No. of Units</b>	<b>Total Cost</b>
Cardiac Monitors		Medical	\$25,000	2	\$50,000
Generator 7.0-7.4 KW - HEPP		Haz Mat/WMD	\$4,387	1	\$4,387
HEPP Cache Replacement		Haz Mat/WMD	\$56,175	1	\$56,175
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
<b>Total</b>					<b>\$110,562</b>

Equipment	Cost Basis: <i>Please mark appropriate box(es) below.</i>
Describe any additional supporting information for equipment costs below.	<input type="checkbox"/> <i>Union Agreements</i> <input checked="" type="checkbox"/> <i>City/County/Organization Negotiated Agreements</i> <input type="checkbox"/> <i>Historical Data</i> <input checked="" type="checkbox"/> <i>Bids/Quotes</i> <input type="checkbox"/> <i>Costs are in Comparison w/ other TFs for Similar Tasks or Items</i> <input type="checkbox"/> <i>Other</i> <span style="float: right;"><i>(List here):</i></span>
The items listed above need replacement. The Pneumatic Tire Lift truck is replacing one that we have had for over 20 years and was obtained used from the sponsoring agency. The Generator is for the HEPP cache.	
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## Supplies

### Notes for Supplies Section

In the area below, provide an approximate listing of necessary supplies. Supply items/costs that should be listed are items other than what the equipment definition states as follows: The general definition of "Equipment" out of the 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
Misc supplies		\$1	19671	\$19,671
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
<b>Total</b>				<b>\$19,671</b>

Supplies	Cost Basis: Please mark appropriate box(es) below.
Describe any additional supporting information for supply costs below.	<input type="checkbox"/> Union Agreements <input checked="" type="checkbox"/> City/County/Organization Negotiated Agreements <input checked="" type="checkbox"/> Historical Data <input checked="" type="checkbox"/> Bids/Quotes <input type="checkbox"/> Costs are in Comparison w/ other TFs for Similar Tasks or Items <input type="checkbox"/> Other (List here):
<p>This is for misc small tools, equipment, deployment bag supplies (sunscreen, sanitizer, bug spray, etc), and misc parts for repairs. Anything that is approximately \$200 or less. This is based on purchases made this past year.</p>	
This narrative box has character limitations. For additional clarification use tab 12	

**Contractual****Notes for Contractual Section**

In the area below, list any supporting information for the contractual costs of services, rentals, etc., for equipment.

**Contractual**

Service	Quantity	Unit Cost	Total Cost
Vehicle Maintenance	12	\$3,200	\$38,400
IsoTropic (BEGAN, Iridium, Satellite Service)	1	\$9,800	\$9,800
NI Government (6 Sat Phones)	1	\$9,642	\$9,642
ECR Sales (Badge Pass)	1	\$1,464	\$1,464
MyDBSolutions	1	\$4,639	\$4,639
A, T, & T First Net (for 11-IPhones,14-Ipads)	12	\$250	\$3,000
A.T.&T First Net (2-Cubic Vocality ROIP, 2-Air Cards)	12	\$184	\$2,208
AED Annual Calibration	1	\$1,200	\$1,200
Teletrac NavMan	1	\$300	\$300
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
<b>Total</b>			<b>\$70,653</b>

**Contractual**

Describe any additional supporting information for contractual costs below.

Vehicle maintenance is provided by the sponsoring agency and includes insurance, fuel costs, and maintenance. This number is based on the previous year's total. As we have replaced outdated vehicles, the amount spent on repairs has decreased. As required by the Communication's committee, each year we continue to spend more money on monthly/yearly service fees for our communications equipment. We have an electronic door pass for the warehouse with a service contract each year. We have purchased and are using MYDBSolutions for all types of inventory (equipment and personnel). We maintain our defibrillators annually.

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

**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):

**Other****Notes for Other Section**

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

**Other**

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

**Other**

Describe any additional supporting information for other costs below.

**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):

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

**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**

Describe any additional supporting information for indirect costs below. Please advise who is the Cognizant Federal Agency and the date of approval.

**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):

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

## 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 for any warehouse lease or maintenance costs for the equipment/vehicles, and the costs will occur within the 36 month period of performance. 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 Statement of Work, Section F, Cooperative Agreement Funding at pages 21-22). Task forces may write contracts with an available fund's clause or option years for protection. The storage and maintenance will be in accordance with the requirements of the Urban Search & Rescue Branch statement of work, program guidance, 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. 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. The National IIS&P Branch

### Total Storage & Maintenance Cost

**\$287,868**

### Personnel Salaries & Fringe Benefits

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

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

#### Personnel Salaries and Fringe Benefits

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

#### Personnel Salaries

The area below is to provide additional notes the Task Force may need to add for clarifying the range of salary rates used to develop the average hourly costs.

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

#### Cost Basis: Please mark appropriate box(es) below.

- ☐ Union Agreements
- ☐ City/County/Organization Negotiated Agreements
- ☐ Historical Data
- ☐ Bids/Quotes
- ☐ Costs are in Comparison w/ other TFs for Similar Tasks or Items
- ☐ Other (List here):

#### Fringe Benefits

The area below is to state the total percentage (e.g., 23%) for the Fringe Benefits (if applicable) and list the items (e.g., health, dental, workers' comp) that are included.

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

#### 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):



Notes for Travel Section
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Travel (If Applicable)				
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Event Title	No. of Personnel	Cost Per Person	Number of Trips	Total Cost
				\$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
<b>Total</b>				\$0

<b>Travel</b>	<b>Cost Basis:</b> Please mark appropriate box(es) below.
Briefly describe breakdown of travel Cost Per Person. Provide examples of "other authorized travel" if selected above.	<div> <input type="checkbox"/> <i>Union Agreements</i> </div> <div> <input type="checkbox"/> <i>City/County/Organization Negotiated Agreements</i> </div> <div> <input type="checkbox"/> <i>Historical Data</i> </div> <div> <input type="checkbox"/> <i>Bids/Quotes</i> </div> <div> <input type="checkbox"/> <i>Costs are in Comparison w/ other TFs for Similar Tasks or Items</i> </div> <div> <input type="checkbox"/> <i>Other</i> <span style="float: right;">(List here):</span> </div>
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**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 2017 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 Branch 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.**

[illegible]

Equipment	Cost Basis: Please mark appropriate box(es) below.
Describe any additional supporting information for equipment costs below.	
	<div data-bbox="919 961 1395 1190"> <input type="checkbox"/> <i>Union Agreements</i>  <input type="checkbox"/> <i>City/County/Organization Negotiated Agreements</i>  <input type="checkbox"/> <i>Historical Data</i>  <input type="checkbox"/> <i>Bids/Quotes</i>  <input type="checkbox"/> <i>Costs are in Comparison w/ other TFs for Similar Tasks or Items</i>  <input type="checkbox"/> <i>Other</i> (List here): </div>
This narrative box has character limitations. For additional clarification use tab 12	

<p><b>Notes for Supplies Section</b></p> <p>In the area below, provide an approximate listing of necessary supplies. Supply items/costs that should be listed are items other than what the equipment definition states as follows: The general definition of "Equipment" out of the 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.</p>	
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Item	Cache #	Unit Cost	No. of Units	Total cost
Misc Warehouse Supplies		\$175	12	\$2,100
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
<b>Total</b>				<b>\$2,100</b>

<b>Supplies</b>	<b>Cost Basis:</b> Please mark appropriate box(es) below.
Describe any additional supporting information for supply costs below.	
The above is for cleaning and bathroom supplies for the warehouse and is based on the past year.	<div> <input type="checkbox"/> <i>Union Agreements</i>  <input checked="" type="checkbox"/> <i>City/County/Organization Negotiated Agreements</i>  <input checked="" type="checkbox"/> <i>Historical Data</i>  <input type="checkbox"/> <i>Bids/Quotes</i>  <input type="checkbox"/> <i>Costs are in Comparison w/ other TFs for Similar Tasks or Items</i>  <input type="checkbox"/> <i>Other</i> <span style="float: right;">(List here):</span> </div>
This narrative box has character limitations. For additional clarification use tab 12	

<p><b>Notes for Contractual Section</b></p> <p>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&amp;R equipment and supplies. Under the quantity for leases please include the square footage of the warehouse. 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 Statement of Work, Section F, Cooperative Agreement Funding at pages 21-22). Task forces may write contracts with an available fund's clause or option years for protection.</p>
--

Service	Prior Coverage Dates	Lease Begin Date	Lease End Date	Quantity	Unit Cost	Total Cost
Warehouse	1/1/2021-12/31/2021	1/1/2022	12/31/2022	12	\$21,391	\$256,692
						\$0
Utilities	1/1/2021-12/31/2021	1/1/2022	12/31/2022	12	\$2,165	\$25,980
Garbage	7/1/2020-6/30/2021	7/1/2021	6/30/2022	12	\$25	\$300
Towels and Mats	7/1/2020-6/30/2021	7/1/2021	6/30/2022	12	\$78	\$936
Cable TV	7/1/2020-6/30/2021	7/1/2021	6/30/2022	12	\$90	\$1,080
Security	7/1/2020-6/30/2021	7/1/2021	6/30/2022	12	\$65	\$780
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
<b>Total</b>						<b>\$285,768</b>

Contractual	Cost Basis: Please mark appropriate box(es) below.
<p>Describe any additional supporting information for contractual costs below. Include square footage and cost per for any facility leases included above.</p> <p>We were under a 5 year lease addendum with the landlord which expires September 30, 2021. We were not able to come to an agreement with our current landlord, so we are looking for a new facility. We will continue to cover rent under last years grant for the calendar year of January 1 to December 31. We can only guess at our new monthly rate. I used our current rate and added another 3%. Satelllite TV, alarm, and garbage are continuous expenses. Utilities are based on the past year's average numbers. We have a weekly garbage service and a weekly laundry service that provides clean towels and floor mats.</p>	<div> <input type="checkbox"/> <i>Union Agreements</i> </div> <div> <input checked="" type="checkbox"/> <i>City/County/Organization Negotiated Agreements</i> </div> <div> <input checked="" type="checkbox"/> <i>Historical Data</i> </div> <div> <input type="checkbox"/> <i>Bids/Quotes</i> </div> <div> <input type="checkbox"/> <i>Costs are in Comparison w/ other TFs for Similar Tasks or Items</i> </div> <div> <input type="checkbox"/> <i>Other</i> <span>(List here):</span> </div>
<p>This narrative box has character limitations. For additional clarification use tab 12</p>	

<b>Notes for Other Section</b>	
This area will cover any miscellaneous items that are storage & maintenance-related and allowable under the Statement of Work but not covered in the other object classes. 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	

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

<b>Other</b>	<b>Cost Basis:</b> Please mark appropriate box(es) below.
Describe any additional supporting information for other costs below.	
	<input type="checkbox"/> <i>Union Agreements</i>
	<input type="checkbox"/> <i>City/County/Organization Negotiated Agreements</i>
	<input type="checkbox"/> <i>Historical Data</i>
	<input type="checkbox"/> <i>Bids/Quotes</i>
	<input type="checkbox"/> <i>Costs are in Comparison w/ other TFs for Similar Tasks or Items</i>
This narrative box has character limitations. For additional clarification use tab 12	<input type="checkbox"/> <i>Other</i> (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
<b>Total</b>				<b>\$0</b>

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

## BUDGET TOTALS

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

Activity	Cost
Administration & Management	\$604,434.00
Training	\$172,290.00
Equipment	\$272,286.00
Storage & Maintenance	\$287,868.00
Object Class	Cost
Personnel	\$549,222.00
Fringe Benefits	\$173,268.00
Travel	\$66,735.00
Equipment	\$110,562.00
Supplies	\$41,771.00
Contractual	\$391,320.00
Other	\$4,000.00
Indirect Charges	\$0.00
<b>Activity Sum</b>	<b>\$1,336,878.00</b>
<b>Object Class Sum</b>	<b>\$1,336,878.00</b>
<b>Total</b>	<b>\$1,336,878.00</b>

## POSITION DESCRIPTIONS

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

<b>1. Administrative Specialist: TBD</b>
<i>Describe Administrative Specialist functions here.</i>
<p><i>This position provides administrative support at the Program Office. Duties may include, but are not limited to using photocopy equipment to duplicate, collate and staple printed materials; compiles sets of duplicated materials. Prepares labels and addresses and places materials in envelopes; prepares materials for mailing and/or directly delivers materials as instructed. Files materials and purges files, following established guidelines. Types forms, labels and other documents from prior information or drafts, using a word processor; proofreads typed materials for accuracy and correct English usage. Provides basic factual information to the public over the telephone or at a public counter. Maintains basic records of work performed. Uses standard office equipment.</i></p>

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

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

<b>5. Logistics Manager: Rico Santos</b>
<i>Describe Logistics Manager functions here.</i>
<p><i>The Logistics Manager is responsible for the management of the cache while stored at the Program Office. The Logistics Manager shall work with the Program Manager in ensuring cache readiness is maintained at all times for possible deployment. The Logistics Manager responsibilities shall include, but are not limited to, conducting periodical inventories of the cache to ensure property accountability, identify equipment that is damaged or destroyed and file the correct federal property accountability forms, and submit all requests for replacement items for used, expended, or damaged equipment. Ensures purchases meet federal, state, and local requirements. The Logistics Manager is responsible for ensuring all equipment issued to deploying task force members are accounted for and ensure the Task Force can meet all deployment requirements as set forth by FEMA, and handle any additional tasks as assigned by the Program Manager.</i></p>

<b>3. Grant Manager: Heidi-Karin Albrecht</b>
<i>Describe Grant Manager functions here.</i>
<p><i>The Grants manager is responsible for managing and coordinating all US&amp;R Cooperative Agreements from FEMA. The Grants Manager works directly with the Task Force Program Manager and reports to the sponsoring agency administrative chief. The US&amp;R Grants Manager is responsible for ensuring the completion, compliance, and submission of Cooperative Agreements applications; ensuring the maintenance of all original Cooperative Agreement applications; ensuring the maintenance of all original office program files; conferring with the Program manager on a regular basis on grant expenditures and contract compliance per the Cooperative Agreement; providing regular FEMA US&amp;R Cooperative Agreement updates to the Program Manager and Supervisor; ensuring the completion, compliance, and submission of all FEMA US&amp;R required reports; maintaining copies of all applicable federal, state, local, and/or agency-specific policies and procedures; travel to attend training and meetings as required; and performing additional duties as required.</i></p>

<b>6. Program Manager: Karl Lee</b>
<i>Describe Program Manager functions here.</i>
<p><i>Responsible for the day-to-day operations of the FEMA US&amp;R program. Ensures that each Task Force member is in compliance with the Federal Emergency Management Agency's guidelines as well as other federal, state, local, and supporting agency requirements placed on the Task Force by the various agencies the team is supporting. Example of duties include, but are not limited to, plan and organize administrative, operational, budgetary, and/or other activities related the to department's US&amp;R response program.</i></p>

<b>7. Training Coordinator: Kenyon Leavitt</b>
<i>Describe Training Coordinator functions here.</i>
<p>The Training manager is responsible for working with the Team Managers and scheduling training sessions to ensure personnel are maintaining compliance with mandatory program training requirements. The Training Manager ensures that certificates are compliant for all training and tracked in each member's file.</p>

<b>8. Medical Cache Manager: TBD</b>
<i>Describe Training Manager functions here.</i>
<p>Responsible for managing the medical cache during non deployment periods. The Specialist will ensure all medicines and controlled drugs are monitored for expiration dates and replace when required. The Specialist will also rotate all medical supplies (i.e. airway tubes, bandages, iv tubes, etc) with a local ambulance service provider to reduce replacement costs. They will perform other tasks as directed by the Program Manager.</p>

<b>9. HEPP Cache Manager TBD</b>
<i>Describe position functions here.</i>
<p>The HEPP Cache Specialist is responsible for ensuring the readiness of the HEPP cache including performing the required monthly performance checks for all HEPP monitors and PAPR units. The Specialist is also responsible for inventorying and replacing all HEPP filters before expiration; performing all monthly performance checks for all task force monitors and replacing all filters before expiration dates; responsible for semi-annual inspection of all masks, full face and half face, for all task force personnel to ensure all personnel have the proper mask and cartridges in their issued mask kits; and perform other tasks assigned by the Program Manager.</p>

<b>Personnel Manager TBD</b>
<i>Describe position functions here.</i>
<p>Responsibilities include, but are not limited to, accepting all new applications to the Task Force; ensuring all applicants have submitted all required federal and local forms to become an active member; coordinate with the Training Manager to insure all new members complete all mandatory training; coordinate with new members to insure they are attending all mandatory courses that are scheduled for new personnel. Responsible for collecting all on-line course completion certificates from the Task Force website drop-box. The US&amp;R Specialist is also responsible for managing the Task Force Notification system that alerts personnel to Alerts, Activations, training and other special events. Other responsibilities include coordinating the removal of those members who fail to meet training obligations and other Task Force requirements.</p>

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

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



ADMINISTRATIVE/MANAGEMENT	ADMINISTRATIVE/MANAGEMENT
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<b>Personnel Salaries:</b>	
<b>Fringe Benefits:</b>	
<b>Travel:</b>	

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

<i>Other:</i>	
<i>Direct Charges</i>	








