

Menlo Park Fire Protection District

California Task Force # 3 Urban Search & Rescue

This section provides budget overview for the Cooperative Agreement's between the Department of Homeland Security, Federal Emergency Management Agency and the Menlo Park Fire Protection District, as the sponsoring agency for California Urban Search and Rescue Task Force 3. The Task Force provides critical emergency response services as part of the 28 teams of the National Search and Rescue Response System.

The Task Force proposes to accomplish their goals and objectives based upon the four primary program areas established in the Cooperative Agreement, which are Administration, Training, Equipment Acquisition, and Storage & Maintenance. There is \$1,310,330 budgeted from July 1, 2007 to June 30, 2008. The total amount includes funding from the FY 2005, FY 2006 and FY 2007 co-operative agreement periods.

This budget document presents three open co-operative grant agreements:

1. FY 2005 Cooperative Agreement - \$ 897,000.

- Period of Performance:

- Originally 3/1/2005 – 6/30/2006
- Extended by FEMA Program Office to 10/31/2006
- Current status 3/1/2005 – 12/31/2007, approved by FEMA on June 25, 2007.

Extensions were requested and have been approved to allow additional time to complete the scope of work. The Hurricane Katrina deployment significantly reduced the time available to complete the objectives of the agreement. The budget for FY 2007-08 is **\$255,956**.

2. FY 2006 Cooperative Agreement - \$ 602,915.

- Period of Performance:

- Originally 4/1/2006 – 7/31/2007
- Current status 4/1/2006 – 6/30/2008, approved by FEMA on Oct. 30, 2007.

Extensions were requested and have been approved to allow additional time in complete the scope of work. The Hurricane Katrina deployment, overlapping period of performances, and the resignation of the Program Manager are all events that have delayed completing objectives of the agreement. The budget for FY 2007-08 is **\$243,874**.

3. FY 2007 Cooperative Agreement - \$ 810,500.

- Period of Performance:

- Originally 6/1/2007 – 9/30/2008
- Current status 6/1/2007 – 9/30/2008

The FY2007 Cooperative Agreement between the Department of Homeland Security, Federal Emergency Management Agency and the Menlo Park Fire Protection District, the sponsoring agency for California Urban Search and Rescue Task Force 3, continues to maintain critical emergency response services as one of the 28 teams of the National Urban Search and Rescue Response System. The budget for FY 2007-08 is **\$810,500**.

Summary of Expenditures for July 1, 2007 – June 30, 2008

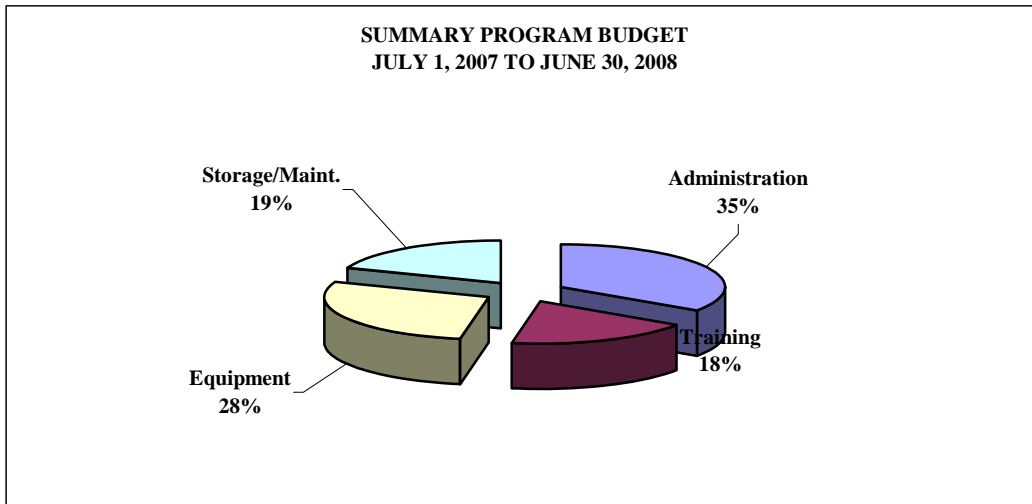
The following table provides an over view of the budget for the District’s FY 2007-08, commencing July 1, 2007 and ending June 30, 2008. The source of funds is not shown and in all cases the expenditures are reimbursed to the District after the expenditure is incurred. Each of the Co-operative grant agreements operates with a fund balance of \$00.00, with cash flow management occasionally creating a negative fund balance. As shown in the following table there is \$1,381,063 included in the current year budget from three separate grant agreements, distributed between the four major program areas. FEMA requests detailing of expenditures for a 12 month fiscal cycle ending June 30, 2008. Actual period of performance is from July 1, 2007 to September 30, 2008.

Program Summary for FY 2007-08

Administration	451,653
Training	239,785
Equipment	366,621
Storage/Maintenance	252,271
Total Expenditures	<u>\$ 1,310,330</u>

Use of Funds by Agreement by Program:

FY 2005-06	Administration	6,789
	Training	31,256
	Equipment	208,311
	Storage/Maintenance	9,600
		<u>\$ 255,956</u>
FY 2006-07	Administration	75,076
	Training	51,000
	Equipment	98,298
	Storage/Maintenance	19,500
		<u>\$ 243,874</u>
FY 2007-08	Administration	369,788
	Training	157,529
	Equipment	60,012
	Storage/Maintenance	223,171
		<u>\$ 810,500</u>



Summary of Source and Use of Funds

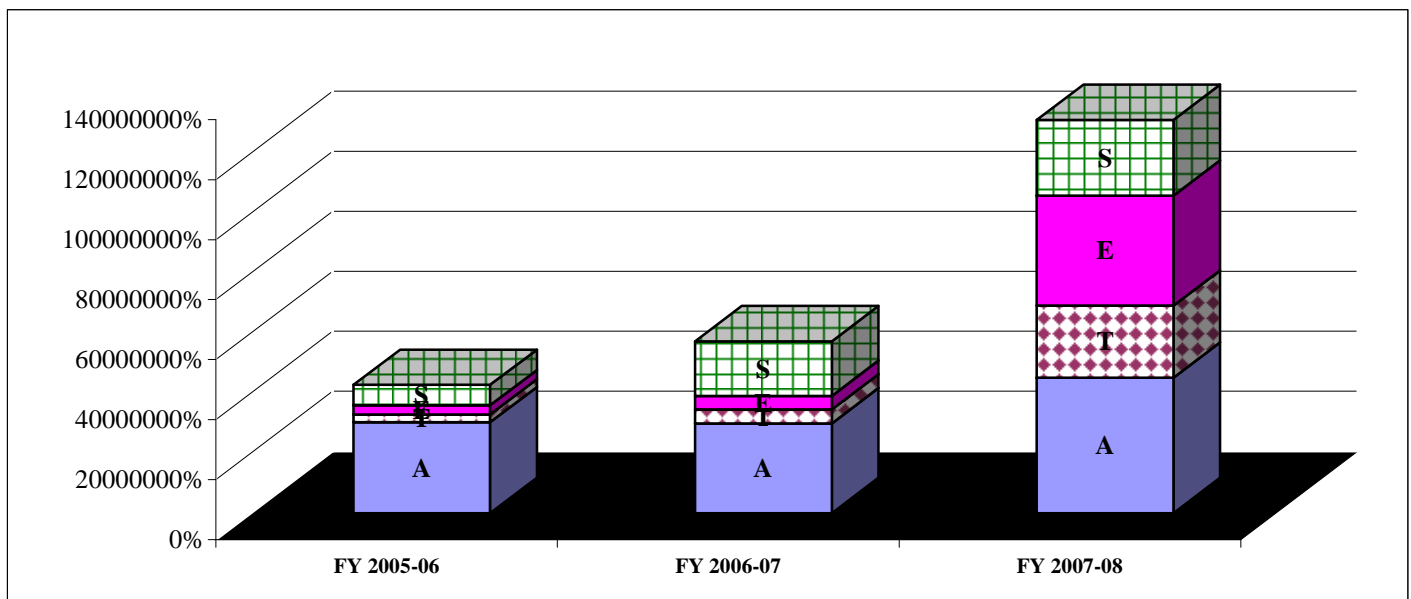
The following table provides an over view from FY 2005-06 through FY 2008-09. The source of funds is shown by agreement by year of reimbursement, while the use of funds is shown by program area by year in which the expense is incurred. The source of funds is shown as \$2,310,415, with an expenditure plan over three fiscal years. There is a cross over between the timing of the cooperative agreements and the District's fiscal year. The District's planned FY 2008-09 is from July 1, 2008 to June 30, 2009. This includes the last three months (July 1 2008- September 30, 2008) of the FY 2007 cooperative agreement. As shown it is anticipated that all expenses will be incurred by June 30, 2008.

	Grant Total	2005-06 Actual	2006-07 Adopted	2006-07 Est. Yr End	2007-08 Adopted
<u>Source of Funds:</u>					
CO-OP Agreement FY 2005-06	897,000	427,405		213,639	255,956
CO-OP Agreement FY 2006-07	602,915		602,915	359,041	243,874
CO-OP Agreement FY 2007-08	810,500				810,500
Interest Earnings		-		-	
Total Source of Funds	2,310,415	427,405	602,915	572,680	1,310,330

Use of Funds by Program:

Administration	A	1,054,032	303,040	320,915	299,339	451,653
Training	T	311,674	25,708	62,000	46,181	239,785
Equipment	E	442,425	30,497	68,000	45,307	366,621
Storage/Maint	S	502,284	68,160	152,000	181,853	252,271
Total Use of Funds		2,310,415	427,405	602,915	572,680	1,310,330

The following table provides an overview of the program expenditures by fiscal year:



FY 2005-06 Cooperative Agreement Summary Source & Use of Funds

The following table provides an overview of the source and use of funds for the FY 2005-06 cooperative agreement. The expenditures are summarized by both category of expenditure and by FEMA designated program area. Following this overview is a program by program disclosure.

The primary expenditures of \$ 255,956 for FY 2007-08 are:

- A 24' Box Truck
- 100 sets of Cold Weather Gear
- Maintenance and calibration to Hazardous Materials equipment
- Instructor training for CPR, Rope Rescue, Confined Space and Lifting & Moving
- \$25K set aside for Overtime and Backfill for the transfer of old cache to new cache as requested by FEMA

FY 2005-06 (March 1, 2005 to June 30, 2006)
(Extension Requested to December 31, 2007)

	2005-06 Actual	2006-07 Est. Yr End	2007-08 Adopted	Grant Totals
Source of Funds:				
Fund Balance @ 7/1		-	-	-
Grant	427,405	213,639	255,956	897,000
Interest Earnings				
Total	427,405	213,639	255,956	897,000
Use of Funds:				
Personnel	161,354	37,239	31,256	229,849
Fringe Benefits	84,172	-	-	84,172
Travel	27,142	27,052	-	54,194
Equipment	-	-	207,211	207,211
Supplies	15,117	11,155	7,700	33,972
Contractual	137,301	138,193	9,789	285,283
Construction				
Other	2,319	-	-	2,319
Total Direct Charges	427,405	213,639	255,956	897,000
Indirect Charges				
Total	427,405	213,639	255,956	897,000
Use of Funds by Program:				
Administration	303,040	98,740	6,789	408,569
Training	25,708	29,017	31,256	85,981
Equipment	30,497	25,792	208,311	264,600
Storage/Maint	68,160	60,090	9,600	137,850
Total	427,405	213,639	255,956	897,000
Fund Balance @ 6/30	-	-	-	-

FY 2005-06 Cooperative Agreement Administration Program

Program Purpose: The program purpose is to provide staff for management and administration of the US&R Task Force day- to-day activities and to accomplish required supervisory, administrative, training and logistical duties. Primary areas of focus are program management; grants management; administrative support; training coordination, instruction and support; logistics management and accountability. This shall include, but is not limited to, funding personnel salaries and expenses 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. The following table summarizes the expenditure activity in this program, followed by a brief analysis of each expenditure category.

FY 05 Administration				
<u>Expenditure Category</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2007-08</u>	<u>Grant</u>
	<u>Actual</u>	<u>Est. Yr End</u>	<u>Adopted</u>	<u>Totals</u>
Personnel	146,403	30,029		176,432
Fringe Benefits	84,172	-		84,172
Travel	27,142	27,052		54,194
Equipment	-	-		-
Supplies	5,360	4,430		9,790
Contractual	37,644	37,229	6,789	81,662
Other	2,319	-		2,319
Total	303,040	98,740	6,789	408,569

\$6,789 are budgeted in FY 2007-08 to provide baseline medicals as required by FEMA directives.

\$ 98,740 were expended in FY 2006-07 on salaries for full-time benefited Special Operations Chief and Grants Mgr and contract employees to manage US&R warehouse, phone and internet service for warehouse, IT Support, Utilities, Alarm System, medical clearance services provided by Workforce Medical, Vehicle and Canine Insurance, office/warehouse supplies, id machine supplies, medical storage bins, Fedex mailings, work group supplies, and Garbage Service.

\$303,040 were expended in FY 2005-06 on salaries for full-time benefited Special Operations Chief and Grants Mgr and contract employees to manage US&R warehouse, phone and internet service for warehouse, IT Support, Utilities, Alarm System, medical clearance services provided by Workforce Medical, Vehicle and Canine Insurance, office/warehouse supplies, id machine supplies, medical storage bins, Fedex mailings, work group supplies, and Garbage Service.

FY 2005-06 Cooperative Agreement Training Program

Program Purpose: The program purpose is to provide US&R-related or US&R-required training for Task Force personnel, including the delivery of local US&R training courses or other courses specifically required by the US&R Position Descriptions (refer to US&R Program Directive 2006-021) or the US&R Program Office. The following table summarizes the expenditure activity in this program, followed by a brief analysis of each expenditure category.

FY 05 Training				
	2005-06	2006-07	2007-08	Grant
<u>Expenditure Category</u>	<u>Actual</u>	<u>Est. Yr End</u>	<u>Adopted</u>	<u>Totals</u>
Personnel	14,951	7,210	31,256	53,417
Supplies	4,446	2,819		7,265
Contractual	6,311	18,988		25,299
Total	25,708	29,017	31,256	85,981

\$ 31, 256 are budgeted in FY 2007-08 to accomplish the following:

At the request of Program Office, the new cache is to be in-service 6/1/2007. This will require approximately 500 hrs at \$50/hour. Although the Task Force has been working on the old cache vs. new cache on a regular basis, the timeframe from the Program Office has established a need for additional funds to complete this task on time.

It has been since 2003 that a full WMD Awareness Training has been held, with new members on the team, this will get them qualified.

As part of General Training Requirements, Program Directive 2005-011, provide Operations Training for NFPA #1670. The increase in cost is due to increase in salaries over a 2 year period.

Provide CPR training for all Civilian US&R Team Members who do not currently possess a valid CPR card

\$ 29,017 were expended in FY 2006-07: Monthly maintenance fee to individual agencies, Task Force Leaders (TFL) & Work Group (WG) Meetings in Baltimore, MD June 06, for Med Specialist Training, Logistics Specialist Training, for Task Force Leader Training, Incident Support Team Training, for Technical Search Training, Plans Training, Canine Search Recertification & Training, Canine Stipends, Crane Rigging Class & Support, ESS Driver Training, Rope Rescue Training, Lifting & Moving continuing education training, small tools and supplies for training.

\$25,708 were expended in FY 2005-06 on monthly maintenance fee to individual agencies, TFL & WG Meeting in Ft. Lauderdale, FL Jan 06, Med Spec Training, Logs Specialist Training, Plans Training, Grants Management Training, and supplies and small tools for training.

FY 2005-06 Cooperative Agreement Equipment Acquisition Program

Program Purpose: The program purpose is to purchase equipment as listed in the approved DHS/FEMA Task Force Equipment Cache List, dated August 2003 or any subsequently approved DHS/FEMA US&R Equipment list. The following table summarizes the expenditure activity in this program, followed by a brief analysis of each expenditure category.

FY 05 Equipment Acquisition				
<u>Expenditure Category</u>	<u>2005-06 Actual</u>	<u>2006-07 Est. Yr End</u>	<u>2007-08 Adopted</u>	<u>Grant Totals</u>
Equipment			207,211	207,211
Supplies	3,197	251	1,100	4,548
Contractual	27,300	25,541		52,841
Total	30,497	25,792	208,311	264,600

\$208,311 are budgeted in FY 2007-08. With the FY03 grant, we purchased what we thought would be the appropriate number of vehicles to move the cache. During the Hurricane Katrina deployment both our 14-person Swift Water Rescue Team and Type 1 team were deployed with the cache. If a Type 3 team were deployed, we would not have any additional vehicles available to move the remaining cache. The purchase of the 24' Box Truck with Sleeper will give us the ability to move all the cache. Additional funds in the FY05 grant were allocated to purchase 100 sets of cold weather gear.

\$ 25,792 were expended in FY 2006-07 on Bulk fuel for US&R fleet & Fleet Insurance.

\$ 30,497 were expended in FY 2005-06 on Bulk fuel for US&R fleet & Fleet Insurance.

FY 2005-06 Cooperative Agreement Storage / Maintenance Program

Program Purpose: The program purpose is to **provide** US&R equipment cache storage facility or facilities. This may include planning and engineering and other costs for development, maintenance, and/or lease of storage facilities and associated equipment for US&R equipment and supplies. The following table summarizes the expenditure activity in this program, followed by a brief analysis of each expenditure category.

FY 05 Storage/Maintenance				
<u>Expenditure Category</u>	<u>2005-06 Actual</u>	<u>2006-07 Est. Yr End</u>	<u>2007-08 Adopted</u>	<u>Grant Totals</u>
Personnel				-
Equipment				-
Supplies	2,114	3,655	6,600	12,369
Contractual	66,046	56,435	3,000	125,481
Total	68,160	60,090	9,600	137,850

\$9,600 are budgeted in FY 2007-08 to purchase the following:

Australian Navy Bucket Hats - Stock increase for team members

Tables for "Office" set up during deployment

HazMat Draeger tubes have expired and need replacing: on-going basis

Calibration & Service on HazMat Equipment

Service & Repair of HazMat Equipment

Calibration & purchase of sensors for monitors

\$ 60,090 were expended in FY 2006-07 on Rent of the US&R warehouse, maintenance on US&R vehicles and US&R equipment, Crane and Forklift service, Defibulator Service and HazMat Sensors and Gas Calibration.

\$ 68,160 were expended in FY 2005-06 on US&R Warehouse rent, various shop supplies and IFTA License & Decals.

FY 2006-07 Cooperative Agreement Summary Source & Use of Funds

The following table provides an overview of the source and use of funds for the FY 2006-07 cooperative agreement. The expenditures are summarized by both category of expenditure and by FEMA designated program area. Following this overview is a program by program disclosure.

The primary expenditures of \$ 243,874 for FY 2007-08 are:

- Salaries for part-time Program Manager and full-time Grants Manager and Logistics/Warehouse Specialist
- Rent and utilities for US&R Warehouse
- Fleet Insurance

FY 2006-07 (April 1, 2006 - July 31, 2007)					
(Extension Requested to 6/30/2008)					
	2005-06	2006-07	2006-07	2007-08	Grant
	Actual	Adopted	Est. Yr End	Adopted	Totals
<u>Source of Funds:</u>					
Fund Balance @ 7/1		-	-	-	-
Grant		602,915	359,041	243,874	602,915
Interest Earnings					
Total	-	602,915	359,041	243,874	602,915
<u>Use of Funds:</u>					
Personnel	-	113,524	71,653	72,922	144,575
Fringe Benefits	-	17,804	13,025	-	13,025
Travel	-	79,500	52,220	16,000	68,220
Equipment	-	-	-	69,484	69,484
Supplies	-	25,000	7,256	54,314	61,570
Contractual	-	364,087	211,901	31,154	243,055
Construction					-
Other	-	3,000	2,986	-	2,986
Total Direct Charges	-	602,915	359,041	243,874	602,915
Indirect Charges					
Total	-	602,915	359,041	243,874	602,915
<u>Use of Funds by Program:</u>					
Administration	-	320,915	200,599	75,076	275,675
Training	-	62,000	17,164	51,000	68,164
Equipment	-	68,000	19,515	98,298	117,813
Storage/Maint	-	152,000	121,763	19,500	141,263
Total	-	602,915	359,041	243,874	602,915
Fund Balance @ 6/30	-	-	-	-	-

FY 2006-07 Cooperative Agreement Administration Program

Program Purpose: The purpose of this program is to provide staff for management and administration of the US&R Task Force day- to-day activities to accomplish required supervisory, administrative, training and logistical duties. Primary areas of focus are program management; grants management; administrative support; training coordination, instruction and support; logistics management and accountability. This shall include, but is not limited to, funding personnel salaries and expenses 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. The following table summarizes the expenditure activity in this program.

FY 06 Administration

<u>Expenditure Category</u>	2005-06	2006-07	2006-07	2007-08	Grant
	Actual	Adopted	Est. Yr End	Adopted	Totals
Personnel		107,524	67,974	21,922	89,896
Fringe Benefits		17,804	13,025		13,025
Travel		79,500	52,220	16,000	68,220
Supplies		17,000	6,499	15,000	21,499
Contractual		96,087	57,895	22,154	80,049
Other		3,000	2,986		2,986
Total	-	320,915	200,599	75,076	275,675

\$75,076 budgeted in FY 2007-08 to accomplish the following: Chief Frank Fraone filling the position of Program Manager and Program Coordinator during vacancies. Chief Fraone attended a one week Rescue Work Group Meeting. Reimburse District at hourly benefited rate per completed time sheets of approximately 163 hours.

Administrative Specialist Amy Kraska sharing the day-to-day Program Manager duties during vacancies. District MOU requires a 5% out-of-grade deferential from 3/19/2007 to 10/30/07.

Logistics Contract employee resigned September 2007. Logistical needs have been attained by off duty team members on overtime.

New Member added to the Legal Issues Work Group from CA-TF3. Associated legal issues specific to CA-TF3 and the FEMA system.

Upgrade computer networking system for Program Coordinator, Program Manager, Admin Spec and Logistics Office (2) - 5 computers.

Advertising/Recruiting/Background/Baseline costs for new of Program Coordinator and Logistics/Warehouse Specialist

Visit other Task Force to review best practices, send TFL/Grants/Logs personnel – 5.

Logistics Personnel (2) attending Workshops and training classes.

Provide required Baseline Medicals for specific Task Force Members.

Travel request for Dave Hammond: Chair of the Structures Sub-Group.

\$ 200,599 were expended in FY 2006-07 on salary for Program Manager Oct 2006 – March 2007, Salary and benefits for Grants Manager October 2006 – June 2007 and salary for contract Logistics/Warehouse Specialist October 2006 – June 2007. Program Manager, Grants Manager and Fire Chief attended Semi-annual TFL meeting. FEMA sanction trainings included Logs Spec, IATA, Medical Specialist, Plans Team Training, Safety Officer Training, Communications Training and Grants Management required training.

FY 2006-07 Cooperative Agreement Training Program

Program Purpose: : The program purpose is to provide US&R-related or US&R-required training for Task Force personnel, including the delivery of local US&R training courses or other courses specifically required by the US&R Position Descriptions (refer to US&R Program Directive 2006-021) or the US&R Program Office. The following table summarizes the expenditure activity in this program, followed by a brief analysis of each expenditure category.

FY 06 Training					
<u>Expenditure Category</u>	<u>2005-06 Actual</u>	<u>2006-07 Adopted</u>	<u>2006-07 Est. Yr End</u>	<u>2007-08 Adopted</u>	<u>Grant Totals</u>
Personnel		6,000	3,679	51,000	54,679
Contractual		56,000	13,485	-	13,485
Total	-	62,000	17,164	51,000	68,164

\$51,000 are budgeted in FY 2007-08 to accomplish Mob Ex drill. Team was first up for month of June with no deployment. To meet FY06 SOW, Sec VI, A4, will hold MobEx drill in the April/May 2008 timeframe.

\$ 17,164 were expended in FY 2006-07 on Canine Stipend for 6 canine handlers for period from October 2006 to June 2007. Canine insurance from October 2006 – June 2007 and Participating Agency and Civilian Coordinator fee for October 2006 – June 2007

FY 2006-07 Cooperative Agreement Equipment Acquisition Program

Program Purpose: The program purpose is to purchase equipment as listed in the approved DHS/FEMA Task Force Equipment Cache List, dated August 2003 or any subsequently approved DHS/FEMA US&R Equipment list. The following table summarizes the expenditure activity in this program, followed by a brief analysis of each expenditure category.

FY 06 Equipment Acquisition					
<u>Expenditure Category</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2006-07</u>	<u>2007-08</u>	<u>Grant</u>
	<u>Actual</u>	<u>Adopted</u>	<u>Est. Yr End</u>	<u>Adopted</u>	<u>Totals</u>
Equipment				69,484	69,484
Supplies		8,000	757	28,814	29,571
Contractual		60,000	18,758	-	18,758
Total	-	68,000	19,515	98,298	117,813

\$98,298 budgeted in FY 2007-08 to purchase the following: Spare tires mounts for three semi trailers: \$2500.00

Install battery tenders on 2 Tractors, 1 Command Vehicle and 2 Rescue Vehicles used for ground transportation to ensure rapid response capabilities.

Hammers, Drill Bits, Ropes, Nails, Tool Belts, back supports, fuel cans, etc. expired batteries and patches for Defibulator - Items missing from the new cache list.

Purchase of two new satellite phones through KR Nida Companies.

Install Fire Extinguishers and First Aid Kits for all CA-TF3 Support Vehicles. Pending approval from FEMA Program Office Trailer & Piggy Back Forklift - \$69,484.00

\$ 19,515 were expended in FY 2006-07 on Fleet insurance and fuel for period of October 2006 – June 2007.

FY 2006-07 Cooperative Agreement Storage / Maintenance Program

Program Purpose: The program purpose is to **provide** US&R equipment cache storage facility or facilities. This may include planning and engineering and other costs for development, maintenance, and/or lease of storage facilities and associated equipment for US&R equipment and supplies. The following table summarizes the expenditure activity in this program, followed by a brief analysis of each expenditure category.

FY 06 Storage/Maintenance					
<u>Expenditure Category</u>	<u>2005-06</u>	<u>2006-07</u>	<u>2006-07</u>	<u>2007-08</u>	<u>Grant</u>
	<u>Actual</u>	<u>Adopted</u>	<u>Est. Yr End</u>	<u>Adopted</u>	<u>Totals</u>
Supplies				10,500	10,500
Contractual		152,000	121,763	9,000	130,763
Total	-	152,000	121,763	19,500	141,263

\$19,500 budgeted in FY 2007-08 on Calibration of Detection System, Fit-Test Equipment and other HazMat items.

The Scissor Lift will allow for easier access to cache items located on trucks, pallets and warehouse racks. It will also allow for easier maintenance of HVAC System, Lighting Fixtures and Drop Down Electrical Outlets at US&R Warehouse.

Install/monitor Camera Security System and PA system in US&R Warehouse.

\$ 121,763 expended in FY 2006-07 on US&R Warehouse rent for period of October 2006 – June 2007.

FY 2007-08 Cooperative Agreement Summary Source & Use of Funds

The following table provides an overview of the source and use of funds for the FY 2007-08 cooperative agreement. The expenditures are summarized by both category of expenditure and by FEMA designated program area. There are no expenditures for June 2007 due to delays in receipt of the formal grant award for FEMA program office. FEMA requests detailing of expenditures for a 12 month fiscal cycle ending June 30, 2008. Actual period of performance is from July 1, 2007 to September 30, 2008. Based on these requirements, No detailed expenditures are listed for July, August and September in this budget process. Continuing expenditures for salaries, rent and insurance are expected during this period. Following this overview is a program by program disclosure.

The primary expenditures of \$ 810,500 for FY 2007-08 are:

- Salaries for Program Coordinator, Grants Manager and Warehouse Manager
- Rent and utilities for US&R Warehouse
- Mobilization Drill slated for April/May 2008
- National US&R Canine Evaluation November 2008

FY 2007-08 (June 1, 2007- September 30 ,2008)

	2006-07 Est. Yr End	2007-08 Adopted	2008-09 Planned	Grant Totals
<u>Source of Funds:</u>				
Fund Balance @ 7/1	-	-	-	-
Grant	-	810,500	-	810,500
Interest Earnings				
Total	-	810,500	-	810,500
<u>Use of Funds:</u>				
Personnel	-	166,325	-	166,325
Fringe Benefits	-	20,636	-	20,636
Travel	-	83,000	-	83,000
Equipment	-	6,000	-	6,000
Supplies	-	21,200	-	21,200
Contractual	-	428,339	-	428,339
Construction				-
Other	-	85,000	-	85,000
Total Direct Charges	-	810,500	-	810,500
Indirect Charges				
Total	-	810,500	-	810,500
<u>Use of Funds by Program:</u>				
Administration	-	369,788	-	369,788
Training	-	157,529	-	157,529
Equipment	-	60,012	-	60,012
Storage/Maint	-	223,171	-	223,171
Total	-	810,500	-	810,500
Fund Balance @ 6/30	-	-	-	-

FY 2007-08 Cooperative Agreement Administration Program

Program Purpose: The program purpose is to provide staff for management and administration of the US&R Task Force day- to-day activities, to accomplish required supervisory, administrative, training and logistical duties. Primary areas of focus are program management; grants management; administrative support; training coordination, instruction and support; logistics management and accountability. This shall include, but is not limited to, funding personnel salaries and expenses 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. The following table summarizes the expenditure activity in this program, followed by a brief analysis of each expenditure category.

FY 07 Administration

<u>Expenditure Category</u>	2006-07	2007-08	2008-09	Grant
	<u>Est. Yr End</u>	<u>Adopted</u>	<u>Planned</u>	<u>Totals</u>
Personnel		122,524		122,524
Fringe Benefits		20,636		20,636
Travel - Work Groups- per FEMA		83,000		83,000
Supplies		5,000		5,000
Contractual		138,628		138,628
Other				-
Total	-	369,788	-	369,788

\$369,788 budgeted in FY 2007-08 to accomplish the following:

Personnel & Fringe Benefits: \$ 143,160 - Salaries for non-benefited Program Coordinator and Grants Manager

Travel – Work Groups- per FEMA: \$83,000 in related travel cost for sending Working Group members and Chairpersons to attend nationally sponsored US&R meetings and for travel to trainings for this Cooperative Agreement, as directed by the US&R Program Office. This amount is based on a calculation provided by the US&R Program Office and the Task Force will track each meeting or training individually. CA-TF3 is following the guidelines as provided in the State of Work dated 11/30/2006. Chairpersons' attendance at the nationally sponsored US&R meeting, as shown below:

EVENTS	# of Events	# of People	\$\$ / Person	TOTAL
TFL Meetings	2	5	\$2,200	\$ 22,000
OPS Group Meetings	2	2	\$2,025	\$ 8,100
Work Group Meetings	2	3	\$2,150	\$12,900
Nat'l Training Courses	9	1	\$4,000	\$36,000
On-Site Peer Evaluations	1	1	\$1,000	\$1,000
Grants Management	2	1	\$1,500	\$3,000
No-Notice Exercises				

TOTAL TRAVEL SUBCATEGORY	\$83,000.00
--------------------------	-------------

Supplies: \$6,000 – Supplies – The Task Force anticipates expending \$5,000.00 for administrative supplies. Supplies such as files, folders, pencils, pens, postage, paper, and supplies for deployment “go kits”. These costs are based on prior grants.

Contractual: \$137,628 - The Task Force anticipates expending \$4,000.00 towards audit services as required under Federal Law. This cost is based on prior grant.

The Task Force anticipates expending \$8,000.00 towards services to support the National US&R Rescue Working Group Chair Program. Anticipated purchases include computer, travel case, and secretarial support for Work Group Mtgs.

The Task Force anticipates expending \$8,000.00 towards services to support the National US&R Technical Working Group Chair. With the prior approval of both the Program and Grants Management Offices, \$3,000.00 of the funds will be spent towards the attendance of Dave Hammond at the 8th Pacific Earthquake Engineering Conference to be held in December 2007.

Anticipated purchases – sub-committee face to face meetings, fees to cover website, www.disasterengineering.org, miscellaneous expenses, new StS Equipment for testing/training and postage.

The Task Force anticipates expending \$58,728.00 towards the contract Logistical Support employee – Tony Ciardella. Major responsibility for cache management. There are no benefits paid for this position and a 2% cost of living increase has been considered. It is anticipated that with the FY 2007 funding the salary for this position will be covered from a period of July 2007 to June 2008.

The Task Force anticipates expending \$6,000.00 towards US&R Phones. This cost is based on prior grants.

The Task Force anticipates expending \$2,900.00 towards Information Technology support

The Task Force anticipates expending \$50,000.00 towards for medical screening as described in the Statement of Work and US&R Program Directive 2005-008.

The Task Force anticipates expending \$1,000.00 towards Federal Express and UPS mailings. These costs are based on prior grants.

FY 2007-08 Cooperative Agreement Training Program

Program Purpose: The program purpose is to provide US&R-related or US&R-required training for Task Force personnel, including the delivery of local US&R training courses or other courses specifically required by the US&R Position Descriptions (refer to US&R Program Directive 2006-021) or the US&R Program Office. The following table summarizes the expenditure activity in this program, followed by a brief analysis of each expenditure category.

FY 07 Training				
<u>Expenditure Category</u>	2006-07	2007-08	2008-09	Grant
	<u>Est. Yr End</u>	<u>Adopted</u>	<u>Planned</u>	<u>Totals</u>
Personnel		35,401		35,401
Contractual		37,128		37,128
Other - Canine Evaluation		25,000		25,000
Other - Mobilization Exercise		60,000		60,000
Total	-	157,529	-	157,529

\$157,529 are budgeted in FY 2007-08 to accomplish the following:

Personnel: \$35,401 – \$9,600.00 is allocated for cache training and logistics workshop. This estimated cost is based on 8 people times 8 hours times 3 days at \$50.00 per hour. \$13,801.00 is allocated for related training and associated meetings. Examples of said are: canine meetings, meetings involving all managers and would cover backfill expenses for task force attending meeting and cache familiarization training sessions. \$12,000.00 is allocated for personnel overtime teaching cost to support US&R trainings and exercises throughout the period of performance. The average hourly cost per training is approximately \$50/hour.

Contractual: \$ 37,128 - The Task Force anticipates providing it's Participating Agencies and Civilians with funding to support training, coordination, record keeping, and other related duties. Monthly fee of \$200 - \$250 per agency/civilian x 5 agency/civilian – est. cost of \$17,400. This funding is stated in their signed agreements. Base on prior approved grants.

The Task Force anticipates expending funds for the purpose of acquisition, maintenance, training and certification of US&R search canines and handlers, \$12,528.00. Monthly stipends are provided to the Canine Search Specialist/Handlers of \$87/month times 12 months = \$1044.00 times 12 civilians handlers. Based on prior approved grants.

The Task Force anticipates expending \$7,200.00 towards the support of canine insurance. Canine insurance cost approximately \$50/month times 12 months = \$600/year times 12 dogs. Based on prior approved grants.

Canine Evaluation; \$25,000 has been allocated by FEMA for canine evaluation as granted in the statement of work. This will provide semi-annual certification for all canines. This cost includes hotel/per diem/travel, logistical support, building supplies and personnel time.

Mobilization: \$60,000 – for Task Force Mobilization Exercise these cost would cover salaries, backfill, food, transportation, sanitation, rental equipment and any other applicable expenditures.

FY 2007-08 Cooperative Agreement Equipment Acquisition Program

Program Purpose: The program purpose is to purchase equipment as listed in the approved DHS/FEMA Task Force Equipment Cache List, dated August 2003 or any subsequently approved DHS/FEMA US&R Equipment list. The following table summarizes the expenditure activity in this program, followed by a brief analysis of each expenditure category.

FY 07 Equipment Acquisition				
<u>Expenditure Category</u>	<u>2006-07 Est. Yr End</u>	<u>2007-08 Adopted</u>	<u>2008-09 Planned</u>	<u>Grant Totals</u>
Equipment - Various Small Tools		6,000		6,000
Supplies - Fuel & Propane		9,000		9,000
Contractual		45,012		45,012
Total	-	60,012	-	60,012

\$60,012 are budgeted in FY 2007-08 to accomplish the following:

Small tools : \$6,000 is allocated for the purchase of small tools and equipment, examples of said would be; calibration and testing equipment for hazardous material equipment. Small tools include wrenches, hammers, drill, and screwdriver set.

Supplies : \$ 9,000 for US&R fleet related fuel and propane for forklifts. This amount is based on an increase in gasoline and diesel fuel costs and based on prior grants.

Contractual: \$45,012 toward vehicle insurance costs associated with the new fleet and the existing US&R vehicles and trailers donated, screened or purchased for the purposes of program support. It is anticipated that existing \$3751/month times 12 months - \$45,012 will increase but we cannot effectively determine what any change might be in the future.

FY 2007-08 Cooperative Agreement Storage / Maintenance Program

Program Purpose: The program purpose is to provide US&R equipment cache storage facility or facilities. This may include planning and engineering and other costs for development, maintenance, and/or lease of storage facilities and associated equipment for US&R equipment and supplies. The following table summarizes the expenditure activity in this program, followed by a brief analysis of each expenditure category.

FY 07 Storage/Maintenance				
<u>Expenditure Category</u>	2006-07	2007-08	2008-09	Grant
	<u>Est. Yr End</u>	<u>Adopted</u>	<u>Planned</u>	<u>Totals</u>
Personnel		8,400		8,400
Supplies		7,200		7,200
Contractual - Warehouse Rent		187,951		187,951
Contractual		19,620		19,620
Total	-	223,171	-	223,171

\$223,171 are budgeted in FY 2007-08 to accomplish the following:

Personnel : \$8,400 – towards salary cost associated with the Fire District mechanic needed to service and repair the US&R fleet. This is based on prior grants The Fire District mechanic hourly rate is approximately \$35.00 per hour and using his services two times a month for a total of 20 hours per month times 12 months = 240 hours. The mechanics time will be tracked on a District Time and Attendance Sheet.

Supplies : \$ 7,200 - maintenance of the fleet, including oil, filters, tires, smog certifications, parts and batteries and cleaning and bathroom supplies.

Warehouse Rent : \$ 187,951 –\$187,951.00 towards the increase rent on the US&R warehouse and office space for a period of one year. Square footage is 26,000. Base rent is \$.65 per square foot. Going rate of \$1.00 to \$1.25 in the general Menlo Park area.

Contractual: \$ 19,620 - for PG&E services, alarm system and garbage & recycle service, based on current actual costs.