

CNCS INTERNAL PROCEDURES: FEMA MISSION ASSIGNMENTS, DISASTER DEPLOYMENTS AND REIMBURSEMENTS

Purpose

This document defines internal responsibilities and describes the procedures of the Corporation when participating in federally-declared disaster response activities in accordance with applicable Memoranda of Understanding (MOU), Interagency Agreements (IA) and Mission Assignments (MA) with the Federal Emergency Management Agency (FEMA), U.S. Department of Homeland Security (DHS). The document further defines the disaster deployment and related reimbursement processes carried out by the Office of Emergency Management, the Office of Grants Management, and other CNCS Offices

Responsibility for the overall policy and process established by this document shall reside with the Office of Emergency Management (OEM), with specific roles identified herein being carried out by other CNCS units.

CNCS-FEMA Memorandum of Understanding (MOU)

CNCS has a Memorandum of Understanding (MOU) [**Appendix 1: pending**] in place with FEMA which establishes roles and responsibilities for each agency related to deployment of National Service participants currently serving in CNCS-sponsored programs to respond to federally-declared disasters and be reimbursed for costs associated with disaster deployments under a FEMA Mission Assignment or specified Interagency Agreement

Note: The MOU was signed by the chief executives of CNCS and FEMA in March 1999; this document is being updated at present.

General Eligibility

NCCC campus teams and current CNCS-funded programs or sponsors are eligible to engage National Service Participants, including AmeriCorps members, Senior Corps volunteers, and Learn and Serve America volunteers, to participate in disaster response deployments and receive reimbursement for expenses while deployed under a FEMA MA through the Corporation's Disaster Response Cooperative Agreement process. CNCS-funded programs or sponsors must have a Cooperative Agreement in place through CNCS to qualify for reimbursement. Because of its separate statutory authority as a federally-conducted program, NCCC is not subject to Disaster Response Cooperative Agreement requirements.

Disaster Response Cooperative Agreements

This opportunity is available to all direct CNCS grantees, all CNCS subgrantees, all sites of direct grantees that may not have a subgrant in place, and state or local VISTA or Senior Corps sponsors supported by CNCS State Offices. Application guidance materials are available through the Corporation's website and from the Office of Emergency Management. CNCS-

funded programs or sponsors interested in establishing a Cooperative Agreement with CNCS must submit a hard-copy application in accordance with the Disaster Response Cooperative Agreement (DRCA) application guidance (**Appendix 2: CNCS Disaster Response Cooperative Agreement Application**).

1. Cooperative Agreement Review/Approval/Award

This is not a competitive application process. Proposals are reviewed by the Office of Emergency Management, the responsible CNCS Program Officer and by the Office of Grants Management, in consultation with the Federal Financial Management Center, as appropriate. Reviews are performed using standardized review criteria provided by OEM and OGM. If necessary, the Program Officer requests additional information from the applicant. The CNCS Program Officer is responsible to confirm support of the State Commission or State Office, as appropriate. In the case of an application from a subgrantee organization funded under a direct grantee/sponsor, the CNCS Program Officer confirms the support of the direct grantee/sponsor.

Completed reviews are returned to OEM, which prepares a decision memo and compiles the Decision Package [may include more than one application]. The Decision Package includes:

- Official Clearance Sheet
- Recommendation Decision Memo
- Program Summary for each program recommended
- Completed Review Form[s]
- List of Disaster Response Cooperative Agreements approved to date

The OEM forwards the Decision Package for review by the responsible Program Office(s); OGM, CFO, and OGC – and final approval by the COO through the clearance process. Authority for COO approval was delegated by the CEO on September 27, 2005 [**Appendix 3: Delegation of Authority**]. Once an application is approved via Decision Memo, OEM provides an updated list (including the latest approval) of approved cooperative agreements to the Executive Office/COO and notifies the CNCS Program Officer and OGM.

As necessary, OGM will negotiate program-specific terms and conditions with successful applicants, and issue a Disaster Response Cooperative Agreement [**Appendix 4: Disaster Response Cooperative Award Template**]. Cooperative Agreements should be negotiated and awarded within six weeks of final approval by the COO. In exigent circumstances, OGM may issue “pre-award” commitment letters in advance of the actual awards.

OEM maintains a file for each Cooperative Agreement, containing the application, review documents, and the awarded CA. OEM will also routinely provide State Service Commissions and CNCS State Offices up-to-date rosters of Cooperative Agreement recipients based in their respective states.

Mission Assignments and Disaster Deployments

1. Budget Apportionment

The Corporation uses reimbursable authority to reimburse authorized disaster deployments

under a FEMA Mission Assignment. At the beginning of each fiscal year, the Budget Office requests reimbursable funds based on OEM estimate for the obligating authority needed for the fiscal year. The CNCS Budget Office coordinates the apportionment process with OMB. The OEM Director and COO Budget Officer monitor the funds , and may request additional funds in the event of an unusually active disaster season or a catastrophic event.

Upon receipt of a new Mission Assignment from OEM, the Executive Office/COO confirms with the Budget Office that required amount of funds are available in Momentum. Budget authority must be available prior to the deployment of a program under a Mission Assignment.

2. FEMA Mission Assignments

Mission Assignments [MA] are developed collaboratively on an individual state basis by FEMA, OEM, and designated state officials. As a Mission Assignment is being negotiated, OEM informs XO/COO to secure or confirm adequate apportionment. Mission Assignments are formally issued by FEMA with a cover letter to CNCS through OEM. The cover memo provides obligating authority (subject to OMB apportionment) to CNCS and specific reimbursement procedures. Usually, the Mission Assignment is faxed to OEM as soon as it is approved by FEMA, and the cover letter arrives in the mail at a later date.

Prior to the formal issuance of the Mission Assignment, OEM will begin to identify current deployable assets of CNCS programs, including NCCC teams, available to develop and undertake the activities authorized by FEMA. The Mission Assignment form (FEMA Form 90-129, Oct '02) (**Appendix 5: Mission Assignment Sample**) provides a FEMA tracking number and Mission Assignment number, identifies the FEMA contact, summarizes the assistance requested, defines the time period, and sets the dollar amount allocated to CNCS. Upon receipt of a FEMA Mission Assignment, OEM; 1) provides a copy to XO/COO and OGM; 2) notifies CNCS Executive Team of MA and preliminary steps to respond; and 3) enters the MA into the FEMA Mission Assignment Tracking Chart on the Shared Drive. It is the responsibility of OEM, working through AmeriCorps State National and Office of Field Liaison to ensure that State Offices and State Commissions are aware of the Mission Assignment.

The Executive Office/COO will create an External Direct Agreement (ED) in Momentum for the amount of Mission Assignment, and notifies OEM and OGM that deployments can be negotiated and approved to respond to Mission Assignment.

3. FEMA-CNCS Mission Assignment Tracking Chart

OEM is responsible for developing and maintaining the Mission Assignment Tracking Chart on the OEM Shared Drive. Key information [amounts, dates] is entered for each Mission Assignment, each approved program/team deployment, and other potential deployment expenses [OEM or Cadre staff travel, etc.] This Chart is used to track:

- individual Momentum Tracking Numbers
- implementation of Mission Assignments
- allocation of Mission Assignment funds
- approval of deployments and related expenses

- amendments to deployments
- submission of reimbursement requests by deployed programs/teams
- approval and reimbursement of deployment costs
- close-out of individual deployments [deobligation of unused funds]
- close-out of Mission Assignments
- utilization of Mission Assignment funds

While OEM is responsible for most data entry, and ensuring steps in the process meet established timelines, XO/COO will enter four specific data points: 1) date reimbursement info sent to Accounting; 2) date reimbursement is actually paid, 2) date of notification to FEMA of approved reimbursement amount, and; 4) Mission Assignment close-out information.

4. Disaster Response Deployment Approval

Because of the urgency of some disaster situations, OEM may begin preliminary discussions with potential responders in advance of the actual Mission Assignment, depending on the scope of the disaster and the nature of early communication with FEMA.

Similarly, the process of Mission Assignment development and execution often leaves a day or less for CNCS to finalize and approve specific deployments. Deployments may occur only within the approved start and end dates for each deployment; occasionally, exigent circumstances may require that the deployment start date precede the date when written approval of the DDS is established; such circumstances will be documented via email or other official record until the DDS is established, and the DDS will reflect the prior approval information. It is a critical and shared responsibility of OEM, XO/COO, and OGM to assure timely approval of deployments.

Once a Mission Assignment is received from FEMA and MA funds are available, OEM contacts one or more CNCS programs with active cooperative agreements and/or NCCC to develop specific response/relief/ recovery projects in support of the Mission Assignment. Determining which program[s] to contact, how many to contact, the nature of the activities to assign, and other matters related to the deployment are discretionary judgments made by OEM. While OEM will consider past performance, applications, capabilities, geographic location and other factors to identify appropriate response, there is no requirement to document this basis and rationale used for such operational decisions. Appropriate costs of these approved projects may be reimbursed with the funds available through the Mission Assignment.

When agreement is reached with a responding program/NCCC team about a potential deployment, information to complete a CNCS Disaster Deployment Summary [DDS] is provided by the program and OEM (**Appendix 6: CNCS Disaster Deployment Summary Form**). The DDS identifies the Mission Assignment, the responding program or NCCC Campus/Team and contact information, the dates and location of the deployment, the number of members responding, and deployment budget. The deployment budget is negotiated between OEM and the deploying program/team to support authorized response activities.

This budget includes only specified FEMA and CNCS-allowable costs, including travel, lodging, food, equipment, supplies, telecommunications, and other approved expenses. The deployment project is developed and the DDS processed, as follows:

- a. Responding Program (Cooperative Agreement Deployment)
 - Upon contact and request by OEM, the program negotiates deployment schedule and budget.
 - The program notifies its respective State Commission, State Office or national program about the possibility of deployment.
 - Provides OEM with a completed Automated Clearing House [ACH] Form to ensure accurate reimbursement to the correct bank account, or confirms that existing data is correct.
- b. Responding NCCC Campus/Team
 - OEM contacts NCCC Region Directors and NCCC headquarters staff with specific project parameters. Within twenty-four hours, NCCC campuses respond with team availability.
 - If NCCC cannot fulfill the project, OEM is notified ASAP.
 - The Disaster Coordinator for the responding campus contacts OEM immediately upon identification of team availability to negotiate the project DDS.
- c. OEM
 - Ensures the DDS contains: 1) all necessary information; 2) accurate project details; 3) reimbursable [allowable] budget cost estimate by category and total appropriate to the Mission Assignment and project, and; 4) Momentum Tracking Number [for grant program deployments].
 - Approves DDS, forwards Cooperative Agreement DDS to OGM and then to COO/XO; NCCC DDS to COO/XO only.
 - Immediately, notifies CNCS Program Officer of pending deployment.
 - Immediately, enters deployment details into Mission Assignment Tracking.
 - Receives ACH documentation from program and submits to Finance and Accounting for entry and/or confirmation in Momentum of current vendor and banking information. Garners confirmation that data is confirmed as accurate and entered in Momentum system.
- d. OGM
 - Reviews the DDS for cost allowability, within 24 hours of receipt from OEM.
 - Approves and signs DDS, returns to OEM.
 - Upon notification regarding RG completion from COO/XO, completes a Grant for Momentum Payment (GM) in Momentum to obligate total amount committed within 48 hours of notification from COO/XO of Commitment [RG] completion.
- e. XO/COO
 - Reviews the DDS to ensure that projected deployment costs, when considered with other costs allocated to that Mission Assignment, do not exceed the total available under the Mission Assignment.
 - Approves/signs DDS; enters initial approved budget total in Momentum as a Commitment within 24 hours of receipt from OEM; notifies OGM of Commitment.

- For Cooperative Agreement and NCCC Deployments, returns copy of signed DDS to OEM.
 - For NCCC deployments, creates Miscellaneous Obligation [MO] for amount of deployment [to be adjusted later based on approved reimbursement package].
- f. OEM notifies responding program/NCCC Team of approval of deployment.

Because of the urgency of some disaster situations, OEM may begin preliminary discussions with potential responders in advance of the actual Mission Assignment, depending on the scope of the disaster and the nature of early communication with FEMA.

Similarly, the process of Mission Assignment development and execution often leaves a day or less for CNCS to finalize and approve specific deployments, if we are to support FEMA effectively and fulfill expectations for the Mission Assignment. Deployments may occur only within the approved start and end dates for each deployment; occasionally, exigent circumstances may require that the deployment start date precede the date when written approval of the DDS is established; such circumstances will be documented via email or other official record until the DDS is established, and the DDS will reflect the prior approval information. It is a critical and shared responsibility of OEM, XO/COO, and OGM to assure timely approval of deployments.

5. Deployment Responsibilities

CNCS will have one or more staff members from OEM and/or the CNCS Disaster Cadre deployed to each Mission Assignment location. In such capacity, these individuals are the CNCS representatives. Duration of staff deployment will depend on scope and nature of disaster, extent of CNCS program involvement in response activity, and value of the support deployed staff are providing for CNCS deployments and the broader FEMA response effort.

Any proposed revisions to the approved project activities, timetable, or budget, including expenses not identified in approved budget or shifts among categories of the budget, should be reviewed with the CNCS representative on-site, who will secure OEM and FEMA approval, as necessary. If deployment circumstances require, OEM will ensure that necessary amendments to deployment activity, timetable or budget are negotiated, approved and documented on a Disaster Deployment Summary Amendment [**Appendix 7: CNCS Disaster Deployment Summary Amendment**]

- a. Cooperative Agreement Program and NCCC Deployments.
Deploying programs must front deployment costs. Receipts and other documentation of deployment related expenses must be maintained by the deployed program for 6.25 years to support reimbursement request, audits and FEMA records retention requirements.
- b. CNCS Staff Deployment
The OEM Staff member or Disaster Cadre Member is the lead CNCS representative at disaster sites for project development, logistics support, scheduling and guidance to participating programs concerning Mission Assignment and Disaster Deployment Summary requirements, and coordination with FEMA and other federal, state and

local responders. The CNCS staff member on-site is responsible to assure that FEMA expectations are being satisfied.

CNCS Disaster Cadre members[s] are selected for deployment to Mission Assignment locations by OEM based on availability, proximity, and background. Cadre members support OEM staff at the location, and, in absence of OEM staff, represent CNCS as above. For the duration of the cadre deployment, cadre members report directly to the Director of OEM or his/her designee. It is expected that deployed Cadre members will be in frequent contact with OEM for status reports, updates and guidance.

OEM and Disaster Cadre staff may be assigned CNCS Purchase Cards for use during Mission Assignment disaster deployments to cover allowable costs in support of authorized activities. It is anticipated the cards will be used to cover costs such as food, lodging, rental cars, and supplies to support the overall CNCS response. Specific use of the Cards by deployed staff must be approved in advance by OEM.

The CNCS travel authorization process is used to approve OEM staff or Disaster Cadre deployment to the Mission Assignment location and OEM or COO/XO will enter approved travel cost amounts on the Mission Assignment Tracking Chart [**Appendix 8: CNCS Staff Disaster Deployment Travel Procedures**]. Since FEMA will reimburse CNCS for the amount of overtime pay earned by deployed CNCS staff, OEM will estimate the amount of overtime to allocate to the Mission Assignment [**Appendix 9: CNCS Staff Disaster Deployment Overtime Procedures**], and enter these amounts on the Tracking Chart as well.

Reporting Requirements

1. Deployment Reporting.
FEMA generally requires routine activity reporting during deployment. This and any other reporting expectations will be clarified in advance of deployment. CNCS staff deployed to the disaster will help programs/teams meet reporting expectations during the deployment.
2. End-of-Activity Reporting.
Programs deployed under a CNCS Disaster Response Cooperative Agreement are required to submit a concise End-of-Activity Report within 30 days of the completion of a deployment that includes the number of participants, a brief narrative overview of project activity and accomplishments, and comments that might be helpful to future responders as well as the Corporation. CNCS Program Offices are responsible to assure that deployed programs meet these reporting requirements.

NCCC/HQ is responsible to assure that the deployed team: 1) fulfills NCCC project reporting requirements, 2) provides accomplishment information to OEM.

Reimbursement of Deployment Expenses

1. Reimbursement Request

Within 30 days of the completion of a deployment, the deployed program or NCCC Campus/Team must submit to OEM the final financial summary and reimbursement request, to include the following information:

- Deployment expense detail invoice sheet, confirming identity of program or NCCC Campus/Team, dates and location of deployment, and number of Corps/Team Members, with entries for transportation, food, lodging, rental vehicles, program vehicle mileage, supplies, communications, and other allowable expenses and total requested reimbursement. [**Appendix 10: Disaster Deployment Cost Reimbursement Grantee Invoice and Instructions**]
- Certifying signature from Cooperative Agreement Program Official or NCCC Team Leader [Request Preparer] and reviewing NCCC/Campus official.

Receipts or other source documentation to support claimed expenditures are not submitted to OEM, but must be maintained by the program for a period of at least 6.25 years [per FEMA requirement]. This documentation must be available for review by CNCS upon request. Additionally, CNCS may ask for copies of specific documentation to help resolve questions about the Reimbursement Request.

2. Reimbursement Request Review

OEM receives reimbursement request packages, enters information in Mission Assignment Tracking Chart, and monitors adherence to review/approval procedures and timelines. Reimbursement requests packages that cannot be successfully reviewed, either because the documentation is incomplete or insufficient, or required information is not included, will be returned to program/NCCC Campus for correction, with notice to the assigned Program Officer. Returned invoices must specify the allowed and questioned amounts, and reasons for potentially unallowable costs. Programs/NCCC are notified when invoices are fully approved.

Approval of request and execution of reimbursement should occur within 30 days of receipt of request from deploying program/team [within 60 days of end of deployment]. Procedures for review, approval and reimbursement of Cooperative Agreement Program deployments and NCCC deployments are described below:

a. Cooperative Agreement Program Deployment Reimbursements:

(1) OEM

- Enters and tracks Reimbursement Requests in FEMA Mission Assignment Tracking System.
- If necessary, provides copy of updated program ACH to Accounting and Financial Management Services to confirm Electronic Fund Transfer [EFT] feasibility.
- Follows-up with program when Reimbursement Request is not submitted within 30 days of end of deployment, and notifies CNCS Program Officer.

- Conducts preliminary review of package to assure completeness, identify potential unallowable costs, and seek clarification of information, as necessary.
- Forwards Reimbursement package to OGM for approval within 5 days of receipt. Package includes copy of Mission Assignment, Deployment Summary, Invoice, and Reimbursement Approval Form [**Attachment 11: Disaster Response Reimbursement Approval Form**].
- OEM maintains copy of the submitted reimbursement package.

(2) OGM

- Certifies the invoice by reviewing content for allowable costs, and determines recommended payment amount.
- Completes and signs Disaster Response Reimbursement Approval Form, and returns to OEM within 10 days of receipt.

(3) OEM

- concurs and forwards to COO/XO
- OEM provides summary of approved reimbursement, identifying any disallowed costs, to deployed program; confirms with program that there will be no additional reimbursement claims.

(3) COO/XO

- Signs Disaster Response Reimbursement Approval Form.
- Forwards Reimbursement Package to Accounting for payment.
- Returns copy of signed Reimbursement Approval Form to OEM.
- Upon completion of payment by Accounting [below], enters payment date on Mission Assignment Tracking Sheet, notifies OGM that payment has been made and requests deobligation of remaining funds.
- Confirms deobligation [GM] and executes decommitment [RG].

(4) Accounting

- Completes Grant Payment (GP) to prompt EFT payment to the program

(5) OGM deobligates remaining deployment funds.

b. NCCC Deployment Reimbursements:

(1) OEM

- Tracks/records Reimbursement Requests in FEMA Mission Assignment Tracking Chart.
- Reviews NCCC Reimbursement Requests
- NCCC HQ provides support/assistance to resolve questions.
- Completes Disaster Response Reimbursement Approval Form, signs, and forwards to COO/XO

(2) COO/XO

- Deobligates MO so that total matches approved reimbursement amount.
- Notify that funds [amount of approved reimbursement] are available for draw down on MO.
- NOTE: Accounting procedures for use of reimbursed funds by NCCC currently under review.

Close-out of Mission Assignments/Reimbursement from FEMA

At the end of the Mission Assignment period, Executive Office will notify FEMA of the amount of funds remaining in Mission Assignment unallocated to deployments, to allow FEMA to utilize funds for other purposes.

Mission Assignments will be closed out, following review/approval of all deployment-specific reimbursement requests, within 90 days of end of Mission Assignment period. The deadline is required by FEMA regulations.

Requests for reimbursement from FEMA are initiated by CNCS and may be processed as either full or partial reimbursements. The process for reimbursement from FEMA is as follows:

COO/XO

- Prepares summary package for the completed mission assignment; package includes: summary of total expenses by cost category and documentation required by FEMA billing instructions.
- Completes Mission Assignment Reimbursement Transmittal form and attaches the summary package (package includes the ED number)
- Forwards the Reimbursement Transmittal form and summary package to
 - o FEMA Disaster Finance Center – original package
 - o Accounting – copy of package
- Sends notification to FEMA Disaster Finance Center confirming amount of Mission Assignment used for deployments, and amount available for deobligation by FEMA

Accounting

- Sets up RB (Reimbursement Billing Document) in Momentum
- Electronically processes the request for reimbursement from FEMA through the IPAC (intra-governmental payment and collection) system.
- Creates the Reimbursement Cash Receipt in Momentum to signify the collection of funds per the billing (RB) document that was previously created

Provision for Collecting Reimbursed Program Costs if the Cost is Rejected by FEMA

CNCS is taking measures to mitigate risk that CNCS will reimburse a deployment expense for which FEMA then does not reimburse CNCS. Measures include negotiation of anticipated needs and activities when a Mission Assignment is established or amended; coordination with the FEMA Volunteer Agency Liaison (VAL) before and during deployments; securing written approval from FEMA/VAL for expenses outside the original MOU and/or MA during deployments; training CNCS staff on the FEMA MOU and allowable expenses; careful negotiation, review, and approval of Disaster Deployment Forms; continued emphasis to programs before and during deployments regarding allowable costs; and careful review of receipt packages prior to reimbursement. The Disaster Response Cooperative Agreement will also stipulate the authority to recover costs from a deployed program in the event a cost(s) was reimbursed erroneously.

If CNCS does reimburse an expense that FEMA later rejects, CNCS has authority to use program funds to cover an erroneous reimbursement resulting from disaster relief deployments.

ATTACHMENTS:

1. CNCS/FEMA MOU [pending, will be attached when final]
2. Disaster Response Cooperative Agreement (DRCA) Application [will be attached when final]
3. Delegation of Authority: COO Approval of Cooperative Agreements [September 27, 2005] [signed copy available]
4. Disaster Response Cooperative Agreement Award Template
5. Mission Assignment Sample (FEMA Form 90-129, Oct '02)
6. Disaster Deployment Summary [DDS]
7. Disaster Deployment Amendment [DDA]
8. CNCS Staff Disaster Deployment Travel Procedure
9. CNCS Staff Disaster Deployment Overtime Procedure
10. Disaster Deployment Reimbursement Invoice [Excel doc.], and Instructions
11. Disaster Response Reimbursement Approval Form

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ATTACHMENT 2

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE DISASTER RESPONSE COOPERATIVE AGREEMENT (DRCA) GUIDANCE AND APPLICATION INSTRUCTIONS

To enable Corporation-sponsored national service programs to engage members and participants in response to federally-declared disasters and to be eligible to be reimbursed by CNCS for related expenses, programs must have a CNCS Disaster Response Cooperative Agreement in place. This agreement is the legal instrument by which programs can be reimbursed by the Corporation for expenses incurred by the response, when it occurs under authority of a Mission Assignment from FEMA [or another agency].

This document describes eligibility criteria, the nature of disaster deployments, the Corporation's expectations for performance upon selection, and the application process. Please review this information carefully and follow the application instructions if your program is both qualified for and interested in entering into the CNCS Disaster Response Cooperative Agreement.

Eligibility Criteria

Only Corporation-sponsored programs (AmeriCorps*State and National and sub-grants or sites of State and National programs, AmeriCorps*VISTA, Senior Corps, and Learn & Serve America, as well as Professional Corps and other "non-traditional" CNCS programs) are eligible to apply. To be approved for the CNCS Disaster Response Cooperative Agreement, your application should establish that your program:

- Possesses the commitment and capacity, evidenced by program experience and participant training and background, to engage National Service Participants [i.e., AmeriCorps Members, Senior Corps participants, etc.] in responding to disasters.
- Understands the difficult conditions of deployment [described below] and informs and prepares its members/participants for these conditions.
- Ensures participants are in physical condition appropriate for specified tasks.
- Can cover the expenses incurred by deployment, pending reimbursement by the Corporation upon completion of the deployment.
- Can deploy participants within 24 to 48 hours of confirmation of deployment status.
- Has agreements in place with project sponsors allowing participants to leave regular duties in order to deploy.
- Has liability coverage in place for in-state and out-of-state disaster deployments, if the program intends to be available for out-of-state deployments.
- Will take reasonable steps to manage the risks inherent in disaster response.

Conditions of Deployment

It is important that programs and their participants understand that disaster deployments are considered ***hardship assignments***. Your program should not apply for this Cooperative

Agreement unless you understand that your participants may face unfavorable conditions, which may include:

- Extreme weather conditions such as high heat and humidity; sustained exposure to subfreezing temperatures or unmitigated heat from direct sunlight; rain, snow, or other forms of precipitation; lightning; and dangerous flooding situations.
- Possible exposure to infections and diseases due to dangerous and/or unsanitary conditions.
- Potentially dangerous working situations such as handling broken glass and twisted metal, climbing on roofs, and wading through flood waters.
- Unfavorable living conditions. Responders often sleep on gymnasium floors, at camp grounds, in church halls, and in college dorms. There is also the possibility of there being no heat, air conditioning, or hot water in living spaces.
- Limited food choices. Often, responders are fed by the mobile operations of other responding voluntary organizations such as the Salvation Army and the American Red Cross, or by churches in the community. The selection of food at these sites is extremely limited, so there is no guarantee that special dietary requirements can be reasonably accommodated. While options may exist, responders have, on occasion, had nothing else to eat except Meals Ready to Eat (MREs) provided by FEMA.
- Long work hours. In the days and weeks immediately following a disaster, much work must get done as quickly as possible. Responders may be required to work from sunrise to sunset to meet immediate needs. Workers in shelters may have to work in a 24 hour work environment. While FEMA usually tries to ensure one day off a week, there are no guarantees.
- Chaotic work environment. Individuals deployed to disasters must understand that most deployments do not work out exactly as anticipated. A “hurry up and wait” scenario is possible – participants rush to deploy, only to spend several days on site with very little to do as the operation is organized. Also, responders may end up doing something totally different than what they had deployed to do. In some cases, there may prove to be no need for the responders once they arrive, and they may be sent home immediately (expenses incurred will be reimbursed). *Flexibility* is the most important requirement for responding programs.

If You Want to Participate

We encourage programs that can meet the above criteria, understand the conditions they may face in responding to disasters, and possess the capacity and motivation to respond to disasters to apply. Only programs with an executed CNCS Disaster Response Cooperative Agreement in place will be eligible for deployment and reimbursement of expenses. Please review the two attachments: Overview of Disaster Response Process and Application Instructions.

Review/Approval

Submitted proposals will be reviewed by CNCS program and appropriate fiscal offices and the Corporation’s Office for Emergency Management (OEM). Proposal review will be based on the

criteria identified above, program financial capacity and other grant issues. Follow-up contact may be required to clarify proposal information.

You will be notified upon approval and the CNCS Disaster Response Cooperative Agreement will be awarded for a period of three years. There will be no funds awarded, other than the amounts of approved reimbursements following participation in disaster response projects. Thus, it is possible that you will have a Cooperative Agreement in place for three years, but not be deployed and hence not be issued any funds. In addition, if your CNCS grant [or sponsorship agreement] expires before the end of the three-year term and is not extended or otherwise continued, the Cooperative Agreement will be terminated as well.

The Cooperative Agreement will describe the roles and responsibilities and specify requirements and deadlines for participating CNCS programs/sponsors and for the Corporation.

Must I have a Cooperative Agreement in place to respond to disasters?

A CNCS program that does not have a CNCS Disaster Response Cooperative Agreement in place is free to participate in disaster response directly with a host organization, through the American Red Cross or through another intermediary. This process will not limit your opportunity or capacity to participate in disaster response – but unless a Cooperative Agreement is in place, reimbursement for expenses through the Corporation is not possible.

If you have any questions, please contact your primary CNCS program official.

Attachments:

I: CNCS Disaster Response Process

II: CNCS Disaster Response Cooperative Agreement Application Process, Forms and Instructions

III: FAQ

I. CNCS Disaster Response Process

In fulfilling its responsibilities in declared disaster situations, FEMA may negotiate and execute a Mission Assignment to the Corporation to support specific relief/recovery activities by CNCS programs in the disaster area. When a Mission Assignment is in place with CNCS, the Office of Emergency Management will work with FEMA and with state and local agencies and organizations to identify specific disaster response/relief/recovery projects in the disaster area and will identify appropriate CNCS programs to respond and fulfill these projects.

How programs are chosen for deployment

While the Corporation works closely with federal, state and local partners to identify specific projects related to the Mission Assignment, the Corporation wants to provide opportunities for disaster response for as many program participants as possible, and selection of responding programs is the Corporation's responsibility. Because the opportunities for response may be limited, we have identified criteria by which programs may be chosen for deployment. Programs with a CNCS Disaster Response Cooperative Agreement in place will be requested for deployment based on the following:

- Proximity to the disaster area. Ideally, resources closest to the location of the disaster are deployed, assuming those programs are not affected by the disaster.
- Specific skills requirements. For example, a program that has crews certified in chain saw operation may be contacted first for a debris removal assignment that requires those skills.
- Extent of training/background/experience relevant to identified project.
- Availability for deployment. Programs must be able to ensure that their teams will be ready to deploy within 24 to 48 hours, if needed.

Information Needed From Programs

Following are the kinds of information that will help us determine suitability for deployment included in the DRCA application. Failure to provide complete information may affect both the approval of a program for a DRCA and deployment on a Mission Assignment. The information requested is critical to be able to effectively match the capabilities of a program to the needs of a community affected by a disaster. The types of information and their use are as follows:

- **Training.** While specialized training is not generally required for most deployments, we want to know if participants have disaster-related training, such as First Aid/CPR, Community Emergency Response Team (CERT) training, fire suppression and/or search and rescue training (beyond that provided in CERT), any American Red Cross disaster response training, or any FEMA disaster training, including ICS [Incident Command System]. Knowledge of these trainings will allow CNCS to best match the skills of programs to the needs of the affected communities.

- **Certifications.** We want to know if participants are certified in any skills which could be useful in disaster response such as chain saw handling, fire suppression, or heavy equipment operation (including fork lifts, etc.).
- **Language skills.** Communication with affected populations is always a challenge in disaster deployment. We'll want to know if any participants have the ability to communicate in any language other than English, including American Sign Language.
- **Limitations.** If any participant has medical, physical, or psychological limitations (for example, fear of flying), we'll want to know. These limitations do not necessarily preclude deployment of the individual. In many instances, we can find ways to accommodate the individual's participation in the deployment.
- **Accessibility needs.** We will need to know if a participant has sight, hearing, or mobility issues. While every attempt is made to provide accessible workspace for those individuals, there may be instances when we will not be able to deploy them for certain assignments because of the nature of the work. In these cases, if other members of a participant's team are deployed, we will try to find a way to utilize that individual in some meaningful capacity.
- **Program availability.** If your program has specific limits on availability to respond – by location, time of year, type of disaster, etc., [e.g., if your program can only respond within your state; your program conducts training the first two weeks of Sept.; your program is closed from October through December], please include that information in your proposal. It will not affect likelihood of approval, but will be helpful in planning response to actual disasters.

Reimbursement Process

Only those expenses directly associated with deployment may be reimbursed to the program. Under the Memorandum of Understanding [MOU] with FEMA, the following are considered reimbursable expenses. Any other expenses must be approved in advance by CNCS and FEMA, or they cannot be reimbursed:

- **Travel.** The cost of getting participants to and from the disaster site, including any transportation to and from the airport and mileage for program-owned vehicles used to travel to the disaster site; additionally, cost of transportation to carry out the response at the disaster location is also covered.
- **Lodging.** Accommodations are usually pre-arranged for deploying programs, although programs are responsible for paying for those accommodations (if payment is required). The cost for lodging is not to exceed the lesser of the government per diem rates or CNCS allocation unless specifically approved by FEMA/CNCS. Lodging is often available on reduced- or no-cost basis at the disaster site.
- **Food.** Reimbursement for food, whether restaurant meals or self-cooked meals, is provided on actual cost basis, rather than on per diem amounts.
- Other expenses may include supplies and equipment, incidentals such as laundry, and fuel for vehicles used during deployment, whether owned by the program, rental company, GSA or provided by the requesting agency.
- In certain limited circumstances, reimbursement for the non-CNCS share of program expenses may be possible, with prior authorization and approval from CNCS.

Program Reporting Requirements

No later than 30 days after completion of a deployment:

- Programs should submit a report of project activity as outlined in the CNCS Disaster Reporting Guidelines. Additional information (news articles, program fact sheets, etc.) may also be submitted to supplement the disaster report.
- Programs must submit a final financial report and reimbursement request, to the CNCS Office of Emergency Management. Specific requirements for this report can be found in the CNCS Disaster Reimbursement Guidelines.

Failure to receive these materials can result in the delay or denial of a program's reimbursement request and possible disqualification from further deployment.

Additionally, programs should notify OEM of changes in their program operating status that may affect their deployment capacity. Such changes include: changes in program start and end dates, participant enrollment numbers, new training, etc.

II. CNCS Disaster Response Cooperative Agreement Application Process, Forms, and Instructions

Purpose: To create disaster response cooperative agreements with existing CNCS grantees/sponsors/project sites to enable reimbursement of expenses incurred by program participation in national disaster response efforts organized by other federal agencies. Organizations participating in these activities do so under CNCS Mission Assigned activities issued by the Federal Emergency Management Agency (FEMA).

Deadline: Applications may be submitted at any time, and will be reviewed within CNCS in a timely manner.

Additional Information: Please contact your primary CNCS program contact if you need additional information.

Application Guidance: To facilitate submission and approval of a Disaster Response Cooperative Agreement, the application must be prepared using the attached application forms and instructions and must be submitted on paper. All necessary application documents are attached. A complete application will contain the following:

1. SF-424 Application for Federal Assistance Facesheet
2. Disaster Response Cooperative Agreement Application
3. Assurances and Certification

Application Submission Information: Completed applications should be submitted via Non-postal carrier (non-US Postal Service because of security-related delays in receiving mail from USPS) or by hand delivery to: Office of Emergency Management, Corporation for National and Community Service, 1201 New York Avenue, NW, Washington, DC 20525.

Disaster Response Cooperative Agreement Application Section I

Date		Number of Members Available for Deployment	
Organization Name			
Address		Program Start Date	
Point of Contact		Program End Date	
Phone Number			
Fax Number			
E-mail			
*Have your members received the following trainings/certifications:			
CPR/First Aid <input type="checkbox"/>	Mass Care/Family Services <input type="checkbox"/>	Shelter Operations <input type="checkbox"/>	OSHA Certified Chainsaw Training <input type="checkbox"/>
U.S. Forest Service or National Parks Service Fire Fighting Red Card Certification <input type="checkbox"/>	Community Emergency Response Training (CERT) <input type="checkbox"/>	FEMA Incident Command System (IS-100) <input type="checkbox"/>	Emergency Medical Technician (EMT) <input type="checkbox"/>
Please list any additional trainings not mentioned above:			
Can your program provide fleet vehicles to support the deployment of your members?	Y/N	Is your program team-based or do your members generally work individually?	Team-Based/ Individual
Signature of Authorized Representative		Title	Date
For Agency Use Only:			
Date Application Received:			
Received by:			

*If the number of deployable members who received this training is less than the number of members you have deployable, please write in the number of members trained/certified next to the specified training.

Section II

On a separate document, please answer the following questions and submit them with your Cooperative Agreement application.

Narratives:

1. Please describe how your program meets the eligibility requirements outlined in the Eligibility Criteria section of the application instructions. Please be sure to address each item specifically.
2. Please describe your program's experience with previous disaster activities. Please quantify this information when possible (such as number of members deployed, number of events, etc.) *Note: that this information will not be used to determine if you are eligible to engage in a Cooperative Agreement or be deployed on a disaster. This information will be used to better match programs to the needs of the community affected.*
3. Please describe how your program's current activities/assets can be utilized to help communities affected by disaster. Can your program support a specific niche for communities needing assistance (such as assisting people with disabilities, working with non-English speaking populations, construction, etc.)?
4. Please attach documents verifying the liability coverage offered to your members and program.

Non-CNCS Share of Program Expenses:

The following information will help determine eligibility to receive reimbursement for the non-federal share of program support that may be lost due to disaster deployment. This information will be compared with information in your original CNCS support/grant to determine your program's eligibility. Programs can reference the DRCA Instructions and their grant requirements for more details on the non-federal share of program expenses.

Will your program request reimbursement for the non-federal share of program expenses when deployed on a disaster assignment? Y/N

Does your program lose non-federal funds when deploying on an in-state disaster assignment? Y/N

If so, please explain how those funds are lost, attaching supporting evidence.

Does your program lose non-federal funds when deploying on an out-of-state disaster assignment? Y/N

If so, please explain how those funds are lost, attaching supporting evidence.

If funds are lost, please provide the formula that allows your program to determine how much non-federal funding is lost.

III. Disaster Response Cooperative Agreement Frequently Asked Questions

What is a CNCS Disaster Response Cooperative Agreement (DRCA)?

- A DRCA is an agreement between the Corporation and one of its programs that is currently receiving assistance under the national service laws (grantees, VISTA sponsors, etc.) that provides a legal instrument by which programs can be reimbursed by the Corporation for expenses incurred by the response, when it occurs under authority of a Mission Assignment from FEMA [or another agency].

What is a Corporation Mission Assignment?

- A Corporation Mission Assignment is when FEMA tasks CNCS with specific activities during a Federally declared event. The Mission Assignment provides the funding mechanism that allows CNCS to reimburse a program for its disaster expenses in support of that Mission Assignment. It sets the parameters of the deployment including duration, location, activities, budget and primary point of contact.

Who is eligible for a Cooperative Agreement?

- Only Corporation programs that are currently receiving assistance under the national service laws may enter into a DRCA with the Corporation.

What must a program do to enter into a Cooperative Agreement?

- A program must complete the Cooperative Agreement application package and submit this package for Corporation review and approval.

How will the application packet be reviewed?

- The review consists of several steps:
 - The packet is received and reviewed by the Corporation's Office of Emergency Management (OEM).
 - The package is then forwarded to the appropriate program office (AmeriCorps State/National, VISTA, Senior Corps, Learn & Serve) for their review.
 - The program office will conduct their review of the package while confirming the consent of necessary commissions/state offices/parent organizations. This consent is required in order for the Corporation to approve the application.
 - The package is then forwarded to the appropriate fiscal office for their review.
 - Once these reviews are complete, the DRCA receives clearance from the appropriate offices (OEM, program, grants, general counsel, COO, CFO, etc.)
 - When the DCRA has received final review and clearance, the COO will sign the Cooperative Agreement Notification Letter to mark final approval of the cooperative agreement. A copy of this letter will be sent to the program for their records.

- CNCS will then enter into negotiation of a modified Cooperative Agreement in detail with that approved program.

Are there deadlines for submission of these application packages?

- No. Application packages can be received at any time. However, a program cannot receive any reimbursement for expenses prior to the final approval of the DRCA.

How will I find out if my application is approved?

- OEM will send you an official approval letter once your application is approved.

Can my program be deployed out of state?

- That depends on the details of your program. The Corporation does utilize out-of-state resources to support communities affected by disaster. However, the Cooperative Agreement neither overrides nor amends the existing framework of a program's original support from the Corporation. It merely provides a mechanism for the Corporation to legally engage a program in reimbursable disaster activities.

What if my program is not available to respond to a deployment request?

- The Corporation realizes that programs may have inactive periods that may affect their deployment capacity. The Corporation will attempt to identify which programs are able to respond to the deployment request and choose from those available programs.

What kind of training must my members/participants have to be deployed?

- There is no specific training requirement for programs to participate in the DRCA program. However, some Mission Assignments may require specific skill sets to meet the needs of the deployment. The Office of Emergency Management will always match the capacity of the deployed programs to the needs identified in the Mission Assignment. Programs that utilize the recommended trainings will have more opportunities to deploy to these specialized projects. Such trainings include:
 - OSHA approved chainsaw certification
 - American Red Cross CPR and First Aid
 - American Red Cross Mass Care and Family Services
 - FEMA Incident Command System (IS-100)

Where can I find additional disaster training for my members?

- There are many organizations that can provide a variety of trainings for disasters including FEMA, The American Red Cross, the U.S. Forest Service, the National Parks Service and CNCS.

What kind of disaster events will result in being contacted for deployment?

- Cooperative Agreement programs can be called up to respond to any Federally declared disaster where CNCS receives a FEMA Mission Assignment. The Corporation can receive a Mission Assignment in response to many different

events including: floods, forest fires, tornadoes, ice storms, earth quakes, terrorist attacks, pandemic flu, hurricanes, chemical spills, and many other types of incidents.

What if I receive a request to respond to a disaster separate from a Corporation Mission Assignment?

- Many Corporation programs currently support communities affected by disasters through existing relationships with local Red Cross chapters, state emergency management agencies, and other disaster organizations. CNCS encourages those relationships. If your program is engaged in other disaster activities upon receipt of a deployment request, please keep your obligations in mind when assessing your capacity to respond to the Mission Assignment.

What if my state or local government asks my program to respond to a local event?

- The same answer would apply to this question as the question above. CNCS wants to encourage those relationships to expand the response capacity of national service.

What role do state commissions play in the review of applications and the approval of deployments?

- If you are a program funded through a state commission, we will contact your commission to review your application for a Cooperative Agreement. Your commission must approve your application for it to move forward. Once your Cooperative Agreement is in place, your commission must approve your deployment to disasters under the auspices of the Cooperative Agreement. The deployment of a commission funded program can have a large impact on the operations and requirements of that commission. Those factors need to be considered when preparing for a possible disaster deployment. The applicant is strongly encouraged to contact their commission prior to submitting an application.

What role do national direct grantees play in the review of applications and the approval of deployments?

- Similar to the state commissions, national direct grantees can be heavily impacted by the deployment of their programs to communities affected by disaster and those impacts need to be considered both when reviewing a Cooperative Agreement Application and when responding to a deployment request. The applicant is strongly encouraged to contact their parent organization prior to submitting an application.

What role do Corporation State Offices play in the review of applications and the approval of deployments?

- Corporation State Offices are responsible for the support of Senior Corps and AmeriCorps*VISTA programs. State Offices (in consultation with the appropriate program office at CNCS headquarters) will conduct a review of the Cooperative Agreement applications for approval. State Offices will also be notified of the

deployment of these programs to communities affected by disasters and will consult with OEM about any programmatic issues that may impair deployment capacity. The applicant is strongly encouraged to contact their state office prior to submitting an application.

Why must my program front the expenses for a disaster deployment?

- The current CNCS system requires that programs itemize their expenses incurred during a disaster deployment and submit those expenses for review and reimbursement. CNCS presently does not have the capacity to advance funds for deployments.

What expenses associated with a disaster deployment can be reimbursed?

- The CNCS Disaster Reimbursement Guidelines will provide the information programs need about reimbursement and how to submit reimbursement packages.

How will I know if the liability coverage I have for my members/participants is sufficient for a disaster deployment?

- The liability coverage required to participate in the DRCA program must be sufficient to meet the needs of your existing CNCS support or grant. At a minimum, you must be able to provide coverage for both injuries that may afflict your members/participants and damages that members/participants may inflict upon the community in the provision of their service. Additionally, if your program is to deploy out of state, that liability coverage must be applicable to those out of state deployments.

Can my program be reimbursed for liability expenses?

- While duplication of coverage already provided under a Corporation base or sub-grant is not allowable, additional coverage is allowable if the existing policy only covers individuals who are performing service within and limited geographic area, or who are serving pursuant to specific terms and conditions set forth in the base or sub-grant.

Who can I speak to if I have additional questions?

- If you have questions, please feel free to contact the following people:
 - Colleen Clay, Program Manager, Partnerships and Outreach, cclay@cns.gov, 202-606-7561
 - Cee Cee Molineaux, Emergency Management Specialist, cmolineaux@cns.gov, 303-236-2032
 - Phil Shaw, Emergency Management Coordinator, pshaw@cns.gov, 202-606-6697

ATTACHMENT 4



Disaster Response Cooperative Agreement

between

CORPORATION FOR NATIONAL & COMMUNITY SERVICE

and

[Insert legal applicant name]

Administrative Information

Effective Date of this Agreement: [Date]

End Date of this Agreement [Insert date 3 year from above date or the expiration date of the Corporation base, grant, whichever comes first.]

Amendment Number to this Agreement: [insert from disaster tracking chart]

Corporation Contact Information

Director, Office of Emergency Management : [name provided by OEM]

Management :

Phone: [OEM phone]

Email: [OEM email]

Corporation Grants Officer: [Assigned GO]

Phone: [GO phone]

Email: [GO email]

Corporation Program Officer: [Assigned PO]

Phone: [PO phone]

Email: [PO email]

Recipient Contact Information

Recipient Authorized Representative: [Insert name provided by program]

Address: [Program address]

Phone: [Program representative phone]

Email: [Program representative email]

ARTICLE I. CORPORATION'S AUTHORITY

General

This cooperative agreement is entered into between the United States of America, hereinafter called the Government, represented by the Corporation for National and Community Service, hereinafter called the Corporation, and the Recipient hereinafter called Program, pursuant to the National and Community Service Act of 1990, and the Domestic Volunteer Service Act of 1973.

The Corporation, working with the Federal Emergency Management Agency (FEMA), agrees to support disaster response and related activities, performed by the Program. The Corporation and Program agree to abide by the terms and conditions set forth in this document. This agreement is part of a larger Corporation Disaster Response Program with numerous pre-screened and carefully selected grantees.

This Agreement is awarded under CFDA Number 83.505.

Background

The Corporation supports service at the national, state and local levels, overseeing AmeriCorps, Learn and Serve America, Senior Corps and VISTA. These initiatives provide opportunities for Americans of all ages and backgrounds to engage in service that addresses the nation's educational, public safety, environmental, homeland security, and other human needs; to achieve direct and demonstrable results; and to encourage all Americans to engage in such service.

FEMA provides assistance to state and local communities in preparing for, preventing, responding to and recovering from all-hazards, including natural disasters and terrorist attacks. FEMA works to prepare the nation for all-hazards by encouraging individuals, governmental entities, public and private groups at all levels to become informed of the risks they face, to make decisions that help keep people, property and institutions out of harm's way, and to possess the capability and knowledge needed to act when disasters occur.

In 1999, the Corporation and FEMA, entered into a Memorandum of Understanding (MOU) under authority provided by the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), 42 U.S.C. 5121-5206; Executive Order 12148, as amended; 44 CFR Part 206; and the National and Community Service Act of 1990, 42 U.S.C. 12651g (b). The MOU describes the major responsibilities of each agency in supporting emergency management activities and authorizes the Corporation to facilitate the deployment, on a voluntary basis, of participants in the Corporation's national service programs to respond to disaster relief requests from FEMA. The Corporation deploys current AmeriCorps Members of the National Civilian Community Corps (NCCC) as well as participants in other Corporation-funded programs who are available for such service.

FEMA provides for, or reimburses the Corporation for allowable expenses incurred by AmeriCorps, Learn and Serve America, and National Senior Service Corps participants, and other related programs as the Corporation may support from time to time, providing support to FEMA's disaster

response and recovery operations. FEMA also provides for, or arranges, as feasible and appropriate, for necessary supplies, tools and equipment for Corporation program participants to perform assigned functions during the response and recovery phase of a disaster operation.

Following a federal disaster declaration, FEMA executes a Mission Assignment to the Corporation, which establishes authority for the Corporation to deploy Corporation programs and to reimburse deployed programs for appropriate deployment expenses.

ARTICLE II. PROGRAM ELIGIBILITY

Only programs with current, active Corporation grants, VISTA Sponsorships or recipients of sub-grants from Corporation primary grantees are eligible to participate in this Cooperative Agreement Program in support of disaster response across the United States. If the Corporation's grant or sponsorship agreement with the program that is party to this Agreement expires, this Agreement will also expire. No provision, requirement or activity pursued under, or related to, this agreement shall impact the requirements and obligations of the Program under any other grant funded by the Corporation.

ARTICLE III. PROJECT DESCRIPTION AND OVERALL REQUIREMENTS

The Program shall perform activities described in:

- A. The "Application for Federal Assistance" Standard Form 424 (SF-424) and all attachments thereto, including any program narrative statement, which was included as part of the Program's application and approved by the Corporation for this Agreement, is incorporated into this Agreement by reference; and,
- B. Any and all Corporation Disaster Deployment Summary form(s) issued under this Agreement authorizing the Program to perform specific disaster response activities.

The application, and the Corporation's deployment orders (also known as a "Disaster Deployment Summary") including all correspondence associated with these documents, the overall Mission Assignment, and the announcement of this program, both existing and those that may be issued in the future, are incorporated by reference into this Agreement. The announcement of this program, the approved application, the approved deployment summaries, and the Disaster Deployment Summary(s) and related documentation are binding on the Program and its sub-awardees and contractors.

ARTICLE IV. PROJECT PERIOD

The period of performance for this Agreement is from the "effective date" to the "end date" shown on the cover page to this Agreement, or upon expiration of the Corporation grant/sponsorship agreement with the Program, whichever comes first. All costs must be incurred during the period of performance. The Program is entitled to reimbursement for

necessary, reasonable and allowable costs incurred during approved deployments pursuant to the terms and conditions of this Agreement during the period of performance in an amount not to exceed the amount allocated to the Program by CNCS from available FEMA Mission Assignment funds. It is possible to have multiple deployments within the three-year project performance period.

ARTICLE V. RESPONSIBILITIES AND PROCEDURES OF THE PARTIES

A. The Corporation

1. The Corporation negotiates with FEMA for a Mission Assignment. A Mission Assignment may support more than one individual deployment.
2. The Corporation's Office of Emergency Management (OEM) contacts the Program to determine if it is available to respond to the specific requirements set forth in the FEMA Mission Assignment. The selection of a Program or Programs to respond to a Mission Assignment is solely at the discretion of the Corporation, and the parties agree that non-selection to respond to a Mission Assignment will not be appealed or disputed.
3. After contact and negotiation with potential responding programs, the Corporation issues a Disaster Deployment Summary, which approves a deployment and serves as documentation of the number of participants who will be deployed by the Program, the specific dates of deployment, and the overall deployment budget including reimbursable cost categories. The Summary allocates an appropriate amount of funds from the Mission Assignment to cover approved expenses, includes program contact information and identifies the FEMA Mission Assignment Coordinator.
4. The Corporation will inform the program concerning how to proceed with its approved deployment, including contact information for on-site coordinators and destination information.

B. The Program

1. The Program has full fiscal and programmatic responsibility for managing all aspects of the deployment and deployment-supported activities in coordination with the Corporation and FEMA personnel. The Program is accountable to the Corporation for its operation of the approved deployment and must manage, use and expend funds in a reasonable manner. Although the Program may inform the Corporation about special problems that may arise, such communication does not diminish the Program's responsibility for making sound judgments and does not mean that the responsibility for operating decisions has shifted to the Corporation.
2. Follows the applicable OMB Circulars that govern its base Corporation grants (Cost Principles, Administrative Requirements, etc.)
3. Ensures it expends funds during the deployment period only. Because of the uncertain nature of any disaster assignment, the Program is not eligible for reimbursement of any costs incurred before a deployment is authorized through a signed Disaster Deployment Summary form. The Program should delay committing funds for expenses, including travel of any type, until the Program receives written authorization from the Corporation.

4. Negotiates with OEM to identify number of deployable members, dates of deployment, and deployment budget (reimbursable expenses). This information will be included on the Disaster Deployment Summary, confirmed through email or fax communication, approved by the Corporation and a copy returned to the Program.
5. Obligates and expends funds for the approved deployment consistent with the approved budget.
6. Tracks supplies purchased by the Program during deployment.
7. Returns tools, surplus supplies and equipment purchased for the deployment with FEMA funding, to FEMA personnel or FEMA's designee at the end for the deployment or otherwise follows FEMA's disposition of property, instruction to be obtained in writing.
8. Follows the appropriate grant and sub-grant administrative requirements for financial management including maintaining all receipts and other documentation of expenditures. Documentation must be retained for 6.25 years from the date of deployment. This period is longer than required for record retention in the base grant and must be followed for costs incurred under FEMA deployments.
9. Ensures that expenses recorded on the Disaster Deployment Summary form are consistent with the allowable costs negotiated under this agreement. Any cost deviation without written variance will not be reimbursed.
10. Requests advance approval for all costs not specifically identified and approved on the Disaster Deployment Summary form before incurring those costs. Consults with the Corporation/FEMA Mission Assignment Coordinator concerning any questions regarding allowable and unallowable costs in order to assure prompt financial reimbursements. Makes every effort to receive approvals timely, with some allowance provided for delays resulting from emergency conditions or unavailability of key Corporation staff in order to provide approval prior to expenditure.
11. Submits a Disaster Reimbursement Invoice within 30 days of completion of a deployment for expenditures incurred and authorized on the Disaster Deployment Summary. (See Attachment 2 for the form, spreadsheet template and instructions for completing this invoice). All original documentation support this invoice request (including supporting receipts) is maintained with the program, not submitted to the Corporation with the reimbursement invoice. The invoice must be submitted to :

Corporation for National and Community Service
Office of Emergency Management
1201 New York Avenue, NW
Washington, DC 20525

12. Notifies the Corporation immediately of any developments or delays that have significant impact on funded activities, any significant problems relating to the administration or financial aspects of the award, or any suspected misconduct or malfeasance related to the award or the Program. The Program shall inform the Corporation about any corrective action taken or being contemplated by the Program, as well as any assistance the Program needs to resolve the situation.
13. Recovers erroneous payments to contractors and/or sub-grantees. Recovered funds must be submitted to the Corporation as soon as the funds are collected, but no later than 90 days from the expiration date of this agreement.

14. Reports suspicions of fraud or abuse to the Corporation's Office of the Inspector General (IG). The Program agrees to cooperate with any investigation conducted by the Corporation IG's office. The IG may be contacted as 202-606-9390.
15. Transfers to the Corporation the appropriate share, based on the Federal support percentage, of any refund, rebate, credit or other amounts arising from the performance of this agreement, along with accrued interest, if any. The Program shall take necessary action to effect prompt collection for all monies due or which may become due and to cooperate with the Corporation in any claim or suit in connection with amounts due.

C. Mutual Responsibilities

1. The parties to this Agreement recognize that deployments will be identified, negotiated, and issued in a fast-paced environment where the potential for misunderstanding, error, or incorrect actions by one or more parties is higher than in a normal business environment.
2. After a Disaster Deployment Summary is issued by the Corporation and received by the Program, within ten (10) calendar days, either the Corporation or the Program may notify the other party that an administrative correction and/or a renegotiation of the agreement is necessary to address error, oversight or material misunderstanding of any nature.
3. It is also possible that upon deployment, the Program may find that modifications in the deployment agreement is required to meet the emergency disaster conditions encountered more effectively. Therefore, correction or renegotiation of the agreement may be required, within the 10-day revision period, which could revise eligible cost categories and amounts for reimbursement.

ARTICLE VI: FINANCIAL MANAGEMENT STANDARDS

This Agreement provides funds only when the Program is deployed by the Corporation under authority of a FEMA Mission Assignment to the Corporation and a specific Disaster Deployment Summary to the grantee.

The Program must maintain adequate and separate supporting documents for all expenditures of federal funds made under this award. The program must retain copies of receipts from all subgrantees for a period of 6.25 years after the end of each deployment. Receipts must be available for review and for audit. The program must follow the applicable Federal Cost Principles, administrative requirements and audit requirements incorporated by reference:

- A. **States, Indian Tribes, U.S. Territories, and Local Governments.** The following circulars and their implementing regulations apply to states, Indian tribes, U.S. territories, and local governments:
1. OMB Circular A-102, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments – 45 CFR part 2541.
 2. OMB Circular A-87, Cost Principles for State and Local Governments - 2 CFR part 225.
 3. OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations.

B. Nonprofit Organizations. The following circulars and their implementing regulations apply to nonprofit organizations:

1. OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations - 45 CFR 2543 or 2 CFR part 215.
2. OMB Circular A-122, Cost Principles for Nonprofit Organizations - 2 CFR part 230.
3. OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations.

C. Educational Institutions. The following circulars and their implementing regulations apply to educational institutions:

1. OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations - 45 CFR 2543 or 2 CFR part 215.
2. OMB Circular A-21, Cost Principles for Educational Institutions - 2 CFR part 220.
3. OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations.

These documents can be found at:

www.whitehouse.gov/OMB/Circulars

D. Other Applicable Statutes and Regulations.

The grantee must comply with all other applicable statutes, executive orders, regulations, and policies governing the grant, including, but not limited to, those cited in these Grant Provisions, the Grant Assurances and Certifications, and those cited in 45 CFR Parts 2541 and 2543.

Costs must be shown in books or records, e.g., a disbursement ledger or journal, and must be supported by a source document, such as a receipt, travel voucher, invoice, bill, affidavit, or similar document. This financial management system must follow standard accounting practices, and present sufficient internal controls to establish a clear audit trail for all funds expended. The financial management system must be capable of distinguishing expenditures attributable to this award from expenditures not attributable to this award. This system must be able to identify costs by budget line item and to differentiate between direct and indirect costs.

E. Audit and Funds Remittance

All FEMA/CNCS and deployment reimbursement awards are subject to audit by the Corporation or its Inspector General. Costs that are questioned and ultimately disallowed through the audit processes or monitoring by CNCS are subject to remittance through CNCS to FEMA.

ARTICLE VII. FINANCIAL MANAGEMENT REQUIREMENTS

Unless specifically negotiated and approved below under a specific Mission Assignment (MA) and deployment(s), the Corporation will not reimburse costs already included in a program's grant or sub-grant budget under its existing Corporation grant(s) or Commission sub-grants. This preclusion includes both the Corporation and non-Corporation shares of staff salaries paid, participant costs, staff overtime, administrative overhead and fees, and/or any costs already included within the approved budget of a Corporation base grant.

The program is responsible for reviewing all reimbursement requests to ensure all costs are allowable. The program understands that failure to fully document all allowable costs (from all subgrantees) may result in questioned costs and denied payments by the Corporation and FEMA.

ARTICLE VIII. ALLOWABLE AND UNALLOWABLE COSTS

This article identifies allowable costs that the Program may include in a budget under a deployment and which may be reimbursed. The **Disaster Deployment Summary** (see Attachment 1), used by CNCS to approve individual deployments, reflects the Corporation's approval of the Program's deployment with a budget(s) based on the allowable costs identified herein. The deployment budget must be established consistent with the conditions on allowable and unallowable costs established in this agreement. Only costs included on an approved deployment form and identified as allowable in this agreement will be reimbursed. CNCS may authorize additional reimbursable costs for unforeseen deployment expenses, if the program seeks approval from CNCS prior to incurring the expense.

Following deployment, programs submit reimbursement requests to CNCS. Careful attention to the following guidelines on allowable and unallowable costs, combined with compliance with approved deployment budgets, will result in reimbursement of expenses.

A. Universally Allowed Costs

The following costs may be incurred under a deployment approved by CNCS unless already funded in a Corporation grant. All costs must meet the necessary, reasonable and allocable standards under applicable OMB cost circulars. All costs incurred must be incurred during the time period approved, and at the location(s) approved for a deployment.

COMMUNICATIONS: Cost of communications (where not already covered under base grants and sub-grants) including cell phone charges directly supporting effective deployment operations, is allowable.

EQUIPMENT: Equipment is an allowable cost but must be specifically approved on the Disaster Deployment Summary form prior to the deployment. For program-owned equipment which is specifically allocable to a disaster assistance deployment, repair costs of breakdown/damage occurring during the Corporation/FEMA deployment as well as preventive maintenance are allowable.

FUEL: Allowable at cost for rental vehicles only if the rental cost does not include fuel.

INSURANCE: Program staff and members must be covered by workers' compensation or occupational accident insurance and liability insurance. Additional coverage is potentially allowable on a case-by-case basis (e.g. situations where workers' compensation or an existing insurance policy only covers individuals who are performing service within that State, or who are serving pursuant to specific terms and conditions that are set forth in the base grant), but duplication of coverage already provided under a sub-grant or other Corporation base grant agreement is not.

LAUNDRY: Laundry costs for deployed members/staff are allowable.

LODGING: Lodging costs include all relevant room charge costs and taxes. Lodging costs are only covered for those days used. Unused room costs are not reimbursable. Reasonableness of costs is considered under the maximum GSA federal rate for the area at the time of deployment or other justified rates consistent with market rate costs in the area of deployment.

MEALS: Reimbursement for meals is generally on an actual cost basis, rather than on a per diem basis. The grantee must maintain receipts for all food purchases as well as restaurant meals and/or dormitory or similar food costs following the applicable OMB Cost Circulars. Excessive expenditures such as expensive meals and disproportionate tips are unallowable.

In some cases per diem rate subsistence (Miscellaneous and Incidental Expenses – M&IE) may be allowed, but must be approved at or below the Federal per diem rates and as part of a specific Deployment Summary document. Generally, the Corporation will not approve the use of federal per diem rates unless there are clear indicators that this approach will result in considerable savings given the nature of a specific disaster deployment.

SUPPLIES: Supplies are generally defined as what you need, what you use, and what you consume to carry out the required activities. Purchase and/or repair of supplies is allowable. Replenishment of supply stock consumed in a deployment is allowable if properly and timely documented.

TRANSPORTATION: Transportation charges pay for the costs of getting participants to and from a disaster assistance location and the cost of moving them from place to place within the disaster location for the duration of a deployment. Allowable transportation charges include motor vehicle (e.g., automobile, trucks, and motorcycles), common carrier (e.g., airline, rail and bus), and other appropriate and necessary methods (e.g., taxi or airport limo) limited to the necessary and reasonable fees and charges incurred, or mileage claimed. Private airplane transportation costs are not reimbursed. Other allowable transportation costs include tolls, freight, express courier, cartage and transportation charges relating to either goods purchased, in process or delivered that are necessary, allowable and allocable to the deployment. First class and international travel costs are unallowable.

When using personal- or program-owned motor vehicles, reimbursement is based on mileage at the federal General Service Administration (GSA) privately owned vehicle (POV) mileage rates in effect at the time of deployment for the type of vehicle used. GSA automobile rates apply to cars and trucks of all sizes and capacities while the motorcycle rate is used for two- or three-wheeled motor vehicles. The GSA mileage rate is the only form of reimbursement; there is no separate transportation reimbursement for costs such as fuel, maintenance, repairs, insurance and related costs, and/or depreciation (wear and tear) costs. However, damage to vehicles beyond normal wear and tear, documented to have been directly caused by the disaster environment (e.g., debris on roads causing multiple flat tires), may be claimed and paid by the Corporation if written approval is secured from the Office of Emergency Management prior to a charge being claimed.

VEHICLE RENTAL: Actual costs are allowable. Ensure that all rented vehicles are fully utilized and returned promptly if no longer needed. Rental costs under a sale and leaseback arrangement are not allowable. Rental vehicle policies must include collision damage and personal liability coverage, and other appropriate insurance unless the deployed organization has secured other full coverage policies. Failure to properly insure vehicles and drivers is the sole legal responsibility of the deploying organization in the event of an accident or other adverse event during a deployment

B. Limitations on Costs Under this Agreement

Unless specifically negotiated and approved below under deployments, the Corporation will not reimburse costs already included in the program's budget under its existing Corporation grant(s). This preclusion includes both the Corporation and non-Corporation shares of staff salaries paid, participant costs, staff overtime, administrative overhead and fees, and/or any costs already included within the approved budget of a Corporation base grant.

The following costs items are allowable only if specifically negotiated and approved in a Disaster Deployment Summary:

- Administration and/or Indirect Costs
- Community Cost Items
- Heavy Duty Equipment
- Insurance
- Overtime
- Non-Corporation Share of Costs
- Staff Salary and Fringe Benefits
- Unanticipated Emergency Cost Items
- Other Costs

C. Other FEMA Directives

FEMA and/or the Corporation staff at a disaster location may seek assistance from deployed programs to purchase specific supplies or cover specific costs. In such instances, the activity and

the associated costs must be specified in the deployment budget in advance or approved in writing before incurring costs if the directive comes during the deployment. It is incumbent upon the deployed program to immediately coordinate and confirm such proposed additional costs with and seek approval from the Office of Emergency Management at the Corporation.

ARTICLE X. SPECIAL PROVISIONS

- A. BUDGET REVISIONS:** Significant transfers of funds between any budget cost categories require coordination with the Corporation Grants Officer and the Emergency Management Coordinator.
- B. LIABILITY, TRAINING AND SAFETY:** The Grantee/program must have adequate safety training programs and liability insurance coverage (and/or including Workers' Compensation) for the organization and for individuals engaged in activities under the Grant to engage in disaster relief activities.
- C. CONSTRUCTION PROJECT REQUIREMENTS:** Construction is not allowed under this Agreement. Minor renovation of facilities may be permitted under limited circumstances. Prior to the start of any renovation activity, the Program shall obtain express written authority from the Corporation. During any renovation activity, the Program must ensure that all applicable Federal, State, and local permits and clearances are obtained including FEMA compliance with the National Environmental Policy Act, the National Historic Preservation Act, the Endangered Species Act, and all other environmental laws and executive orders.
- D. ENFORCEMENT:** The Corporation will be the sole agency empowered to enforce remedies if the terms of this Agreement are not met.
- E. FUNDS TRANSFER:** No transfer of funds to agencies other than those identified in the approved agreement shall be made without prior approval of the Corporation.
- F. INSURANCE:** In compliance with Public Law 103-325, Title V National Flood Insurance Reform Act of 1973, section 582 requires that any Federal assistance provided to a person for the repair, replacement, or restoration for damage to any personal, residential or commercial property at any time must maintain flood insurance if the property is located in a Special Flood Hazard Area. The provision of Corporation or FEMA funded assistance is "federal assistance" for the purposes of this part.
- G. PAYMENT:**
1. No later than 30 days following a completed deployment, the Program will submit a **Disaster Reimbursement Invoice** (see Attachment 2) requesting payment. Interim vouchers may be submitted during longer-term deployments in 30 day increments.
 2. The Corporation will review reimbursement requests within 30 days of receipt.

3. The Program will respond to questions on reimbursement requests within 10 days following request from the Corporation.
4. The Corporation will amend this agreement and the award notification to fund any increases in the level of approved reimbursements, and for each deployment.
5. Recipient Program shall be paid by Treasury Check or Electronic Funds Transfer

H. **REPORTS & OTHER RECORDS:** The program must provide annual updates, at the request of OEM, concerning programmatic changes that may impact program capacity to respond to a disaster. That can include, but is not limited to: number of members available for deployment, change in program start and end dates, changes in training, availability of specialized equipment, etc.) If deployed, the Program shall submit reports and other documents as described within the time periods specified in this Agreement:

1. Requests for Reimbursement.

The standard federal financial reports (e.g., SF-269) are not required. Instead, the Program is required to submit a Disaster Reimbursement Invoice for reimbursable expenditures following provided instructions and using the basic outline and summary template provided (See attachment 2). The program must retain supporting documentation for all costs for which reimbursement is requested under this Agreement. This Invoice must be submitted within 30 days after completion of a deployment.

Programs will be reimbursed by the Corporation for allowable expenses related to the disaster deployment.

2. Deployment Reporting. Programs are required to capture and submit activity and accomplishment information during the deployment to FEMA. Such requirements will be clarified by OEM at the time of deployment.
3. Program Accomplishment Reports. At the conclusion of deployment, the deployed program must submit a summary report of project accomplishments as outlined in the CNCS Disaster Reporting Guidelines, to include number of participants, description of deployment activities, and qualitative and quantitative overview of accomplishments. This information will be used to form an aggregate report of the activities of all programs engaged in disaster activities and allow CNCS to highlight program participation in these events.
4. Enforcement. The Corporation may suspend reimbursement and/or deny future disaster deployments if the program fails to meet any reporting obligations.

I. **AMERICORPS MEMBER ELIGIBILITY AND SERVICE HOUR REQUIREMENTS:** All requirements for Member eligibility, and tracking and maintaining member service hour records applicable to the Program's AmeriCorps grant are in effect for this Agreement.

- J. EQUIPMENT:** Equipment is defined as tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit (including accessories, attachments, and modifications). Equipment is allowable as a direct cost under the award only with specific prior approval of the Corporation including identification in the approved budget for a deployment. In requesting prior approval from the Corporation, the Program will assure that each purchase of equipment:
1. Is necessary, reasonable, and cost-effective in meeting the award objectives;
 2. Does not duplicate other equipment that is reasonably available and accessible to the program; and
 3. Is purchased in accordance with standard Program practices.
 4. **Title to equipment.** Unless otherwise specified, title to equipment acquired by the Program funded under this Agreement will be vested in the Government.
 5. **Conditions of use.** The Program shall use the equipment for the Program purposes of the deployment for as long as needed, whether or not the program continues to be supported with Federal funds. If multiple uses will not interfere with program needs, the Program shall make the equipment available for use in other activities supported by the Corporation, or by other Federal agencies.
 6. **Disposition of equipment.** When no longer needed for the program, the Program must return the equipment to FEMA in accordance with the terms of this Agreement.
- K. MODIFICATION:** No alteration, amendment or modification of the terms of this Cooperative Agreement shall be valid unless executed by written amendment and approved by the Program and the Corporation.
- L. GOVERNING LAW:** Federal law (without regard to conflicts of law) shall govern any disputes arising under this cooperative agreement.
- M. THIRD PARTY ASSIGNMENTS:** No party may assign its rights or delegate its duties under this Agreement without the advance written consent of the other party. Subject to the foregoing, this Agreement is binding on and shall inure to the benefit of the parties and their successors and assigns.
- N. SEVERABILITY:** If any provision of the Cooperative Agreement is deemed invalid or unenforceable, it shall be deemed modified to the extent necessary to eliminate its invalidity or unenforceability, or if such modification is not possible without creating a conflict with other material terms of this Cooperative Agreement, the invalid or unenforceable provision shall be deemed severed and the remainder to the Cooperative Agreement shall continue in full force and effect.

O. ORDER OF PRECEDENCE IN RESOLUTION OF CONFLICTING PROVISION:

Any inconsistency in this Agreement shall be resolved by giving precedence in the following order, from highest authority to lowest: (a) Cooperative Agreement with Attachments including OMB Cost Principles and Administrative Requirements, (b) Corporation regulations, (c) FEMA regulations and the Stafford Financial Management Support Annex for Other Agencies under Section IX (F), and, (d) the Disaster Deployment Summary Form(s).

P. PRIOR APPROVAL REQUIREMENTS: The program will obtain prior written approval from the Corporation’s Grants Official and Emergency Management Coordinator for any significant project changes such as transfer of the project effort, and changes in objectives, scope, budget, or time line.

Q. MEMBER/VOLUNTEER AGREEMENTS: The Program must ensure that all Members (AmeriCorps) or Volunteers (Senior Corps, Learn and Serve America, or other CNCS programs) participating in a deployment have established written Member/Volunteer Contracts/Agreements which specifically address that the individuals will be engaged in disaster response, accompanying harsh and dangerous conditions, and similar situations.

[Authorized Representative]
Corporation for National & Community
Service
Washington, DC

[Authorized Representative]
Recipient Organization

Date

Date

ATTACHMENT 8

CNCS STAFF [DISASTER CADRE AND OEM STAFF] DISASTER DEPLOYMENT TRAVEL PROCEDURE:

Field-based Cadre Members:

1. OEM should simultaneously inform COO/XO and FFMC that this staff person has been *approved* for travel providing the following:
 - a. Name of the person.
 - b. Name/Number of the Mission Assignment.
 - c. Dates of deployment.
2. When a field person is assigned to deployment travel by the OEM HQ staff, s/he should notify OEM of estimated travel costs. This ensures that sufficient budget authority will be available for FFMC to obligate the Travel Order.
3. OEM will enter traveler name and amount of travel costs allocated on Mission Assignment Tracking Sheet.
4. COO/XO then insures that the budget authority is moved in Momentum to cover this travel:
 - a. COO/XO enters the amount into iBudget and notifies Budget Office of a pending voucher. Note: the voucher will include a negative from the overall “pot” of mission assignment funds and a positive into the cluster location code.
 - b. COO/XO will contact FFMC Supervisor when the authority has been posted in Momentum.
5. FFMC obligates the funds to the Travel Order in Momentum.
6. After the travel is completed, the FFMC will:
 - a. Deobligate the unused funds from the Travel Order.
 - b. Send a copy of the paid travel voucher to COO/XO.
7. COO/XO will then
 - a. Reduce the budget authority to match the total amount used
 - b. Note the final amount in the shared OEM/XO Mission Assignment Tracking Sheet.
 - c. Send a copy of the paid voucher to FEMA for reimbursement.

OEM staff and HQ-based Cadre members:

1. Staff travel assignments for disaster response are coordinated by OEM.
2. OEM should inform COO/XO when staff members are *approved* for travel providing the following:

- a. Name of the person.
 - b. Name of the specific Mission Assignment.
 - c. Dates of Deployment.
3. Traveler notifies OEM of estimated travel costs, so that budget authority can be added for obligation by COO/XO.
4. OEM will enter traveler name and amount allocated on Mission Assignment Tracking Sheet.
5. COO/XO then insures that the budget authority is moved in Momentum to cover this travel:
 - a. COO/XO enters the amount into iBudget and notifies Budget Office of a pending voucher. Note: the voucher will include a negative from the available Mission Assignment funds and a positive in the cluster location code.

Only under extreme circumstances should an employee be traveling without a travel order obligated in Momentum. This could occur if the Mission Assignment happens after hours or on weekends. The funds should be obligated the following business day.

6. COO/XO will then email the traveler and appropriate Budget Specialist with the fiscal coding and total approved funding for obligation.
7. After the travel is completed, the traveler will electronically forward his/her travel voucher and receipts to CFO/Accounting and copy COO/XO.
8. Once Accounting has paid the travel voucher, the Budget Specialist will deobligate the unused funds from the Travel Order.
9. COO/XO will then
 - a. Reduce the budget authority to match the total amount used
 - b. Note the final amount in the shared OEM/XO Mission Assignment Tracking Sheet.
 - c. Send a copy of the paid voucher to FEMA for reimbursement.

ATTACHMENT 9

CNCS STAFF DISASTER DEPLOYMENT OVERTIME PROCEDURE

Overtime pay for CNCS staff [OEM staff or Disaster Cadre staff] deployed to a declared disaster as part of CNCS Mission Assignment response is a reimbursable expense, per FEMA.

Accordingly, CNCS will approve pay for overtime earned by deployed staff members, and the Executive Office shall request full reimbursement from FEMA for these costs.

1) Prior Approval

- When OEM or Disaster Cadre staff are deploying to disaster site, OEM will
 - Calculate projected amounts of overtime for each deploying staff to allocate to specific deployment.
 - Enter amounts on Mission Assignment Tracking Chart.
- COO/XO will request budget authority to be moved to COO: OPE1-Z88-20101.
- Overtime requires prior approval by supervisors and Office Heads. Normally, this approval is handled within WebTA. Due to the exigencies of disaster deployment, supervisors of deploying staff may confirm approval [with support from OEM, up to a specific number of hours of Overtime per Pay Period] by e-mail, subject to concurrence by Office Heads.
- FLSA-non-exempt staff members are approved to earn Overtime, and will be paid for any earned Overtime.
- FLSA-exempt staff members are approved for Compensatory Time. For disaster deployment, it is anticipated that supervisors will approve payment for earned Comp Time, with concurrence from the department head.

2) Recording Overtime Hours

- Deployed staff will enter Overtime/Comp Time [depending on position] hours in appropriate categories on appropriate WebTA Pay Period records.
- For Overtime carried out by full-time permanent staff, time is entered in the “Over 40 Overtime” category from the drop-down menu.
- There is only one Comp Time category, which will be used by “exempt” employees.
- After entering # of OT or CT hours earned, reporting staff members should enter “Deployed to [SPECIFIC DISASTER; e.g., TN Tornado Recovery] per FEMA Mission Assignment” in comment section of time reporting page on WebTA. This ensures that the record reflects activity potentially reimbursable by FEMA.
- Supervisory approval in WebTA triggers base salary and overtime payment or Comp Time payment.

3) Insuring Overtime payment coding to Reimbursable Z funds

As overtime will first be coded to SE funds, the COO/XO will be required to request recoding to Z funds once the overtime is expended.

- The COO/XO will check SMS to review overtime occurred each pay period.
- Any overtime will be checked against the OEM log with COO/XO to verify whether this overtime is part of the Disaster activities.

- o If the overtime is part of the Disaster activities, the COO/XO will submit a request to Accounting for recoding from SE to COO: OPE1-Z88-20101.
- o Once the overtime is moved to the Z funds, COO/XO would deobligate the remaining overtime funds for that activity and note the actual payment on the Mission Assignment tracking sheet.
- o COO/XO will keep a copy of the SMS spreadsheet for back-up documentation to FEMA.

Note: OHC will consider adding a new category to the WebTA Drop Down menu, called “Overtime Worked – FEMA” when revisions become feasible.

ATTACHMENT 11



**CNCS Disaster Response
Reimbursement
Approval**

Mission Assignment Number		Date	
Deployed Program Name		Grant [GM] #: _____	
		Amendment # _____	
Address		Amount Previously Approved: _____	
		Amount This Amendment: _____	
		Total Approved To Date: _____	
NOTE:			
Point of Contact	Phone	Fax	E-mail
Project Start Date		Project End Date	
Project State:			
Expense Categories Claimed			
Transportation		\$0.00	
Lodging		\$0.00	
Food/Meals		\$0.00	
Rental Vehicles		\$0.00	
Program Vehicles/Mileage		\$0.00	
Supplies		\$0.00	
Communications		\$0.00	
Other:		\$0.00	
Other:		\$0.00	
<i>Total</i>		\$0.00	
Signatures for Approval			
Office of Emergency Management	Date	Executive Office	Date
Office of Grants Management	Date		

