



**FEMA**

## **US&R GENERAL MEMORANDUM – 2017-051b**

July 19, 2017

**FOR:** National Urban Search & Rescue Response System  
Task Force Representatives

**FROM:** Wanda Casey, Chief  
Program Management Section  
Urban Search and Rescue Branch

**SUBJECT:** US&R General Memorandum 2017-051b – (Revised) FY2017 US&R Readiness  
Cooperative Agreement Timeline

This General Memorandum (GM) is being reissued to provide the Notice of Funding Opportunity package for the FY2017 US&R Readiness Cooperative Agreement, which can also be found in the solicitation on Grants.gov. In addition, this revised GM provides the checklist that will be used during the review of each submitted application. Every task force is strongly encouraged to use this document as a reference during application preparation.

The projected award timeline for the FY2017 US&R Readiness Cooperative Agreement is as follows:

- May 11, 2017:** Strategic Group Budget Planning Meeting – FEMA HQ
- May 26, 2017:** Discussion of FY2017 budget and Statement of Work/Program Requirements
- Jun 20-22, 2017:** Advisory Group/Subgroup Meetings – Additional work to finalize FY2017 budget and Statement of Work/Program Requirements
- June 12, 2017:** Final Federal Opportunity Announcement (with Appendices) submitted to the Grants Management Branch for coordination and approval.
- July 17, 2017:** Cooperative Agreement Notice of Funding Opportunity (NOFO) package posted on [www.grants.gov](http://www.grants.gov) and available for access
- Aug 7, 2017:** Submit SF424 through [www.grants.gov](http://www.grants.gov) for initial approval
- Aug 17, 2017:** DUE – All Application task force packages through the NDGrants System
- Aug 17, 2017:** DHS/FEMA (GPD and US&R Branch) begins review, negotiation, and approval of 28 task force applications through NDGrants System. GPD award packages.
- August 31, 2017:** Application reviews complete by US&R Branch (projected)
- September 30, 2017:** Anticipated Award Date (or October 1, 2017\*)

**US&R General Memorandum 2017-051b – (Revised) FY2017 US&R Readiness Cooperative Agreement Solicitation and Announcement Timeline**

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*US&R Task Force members have 90 days to accept their awards from the time of ND Grants System Notification. Note that this date is flexible, due to the time frame the task forces may need to obtain organization approvals.*

*ANTICIPATED PERIOD OF PERFORMANCE FOR FY 2017: October 1, 2017 – September 30, 2020 (36 months)*

**Attachments:**

**FY2017 Notice of Funding Opportunity – Appendix A – Statement of Work**  
**FY2017 Notice of Funding Opportunity – Appendix B – Task Force Narrative Workbook (FEMA Form 089-0-10)**  
**FY2017 Notice of Funding Opportunity – Appendix C – G**  
**FY2017 Application Review Checklist**

**cc:**

US&R Strategic Group  
US&R Advisory Group  
US&R Branch Staff  
FEMA Regional/Federal/International ESF #9 Representatives  
US&R Task Force Grant Managers