



**FEMA**

## **US&R PROGRAM DIRECTIVE – 2015-010**

December 28, 2015

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

**FROM:** Fred Endrikat, Chief  
Urban Search and Rescue Branch

**SUBJECT:** US&R Program Directive 2015-010 – Closeout Guidance for Response  
Cooperative Agreements

**Implementation Date:** 12/28/2015;      **Re-issue Date:** 12/27/2018

The purpose of this Program Directive is to provide guidance to the National Urban Search and Rescue (US&R) Response System (the System) regarding the retention period for Response/Activation Cooperative Agreement records. This includes the reimbursement packages, as well as all associated Amendments (FEMA Form 40-21 – Assistance Award/Amendment). Unlike Readiness Cooperative Agreements, Response Cooperative Agreements have a five-year period of performance, funded with no-year funding through the Disaster Relief Fund.

### **According to the Uniform Administrative Requirements:**

#### ***44 CFR Part 13.42 - Retention and access requirements for records:***

*(c) Starting date of retention period—(1) General. When grant support is continued or renewed at annual or other intervals, the retention period for the records of each funding period starts on the day the grantee or subgrantee submits to the awarding agency its single or last expenditure report for that period. However, if grant support is continued or renewed quarterly, the retention period for each year's records starts on the day the grantee submits its expenditure report for the last quarter of the Federal fiscal year. In all other cases, the retention period starts on the day the grantee submits its final expenditure report. If an expenditure report has been waived, the retention period starts on the day the report would have been due.*

#### ***2 CFR Part 200.333 - Retention requirements for records:***

*Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient.*

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Since the Response Cooperative Agreements have a five-year period of performance, the three-year retention period would begin once the task force has submitted their **final** reimbursement package to the US&R Branch. The reimbursement package serves as the “expenditure report”, referenced in 44 CFR Part 13.42 and 2 CFR 200.333, for each incident.

**For all FY2003 Response Cooperative Agreements (and prior):** Unless action is pending on these records, they can be discarded appropriately.

**For all FY2008 Response Cooperative Agreements:** Determine the date the task force submitted last reimbursement package for this Cooperative Agreement and retain all associated records for three years from that date.

If any claim, litigation or other pending action remains on the Cooperative Agreement, this retention period will be extended and all records associated with this action shall be retained until the pending action or litigation is resolved.

If the task force Sponsoring Agency has a longer retention period for records, the task force may retain the records for the longer period, as required by the Sponsoring Agency’s policies.

If you have any questions, please contact Catherine Deel ([Catherine.Deel@fema.dhs.gov](mailto:Catherine.Deel@fema.dhs.gov)) or Shu-Ahn Li ([Shu-Ahn.Li@fema.dhs.gov](mailto:Shu-Ahn.Li@fema.dhs.gov)).

cc:

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