



NORTHWEST PENNSYLVANIA EMERGENCY RESPONSE GROUP

EQUIPMENT REQUEST APPLICATION

(Effective August 2015)

As a result of the reduced funding made available to the Northwest Pennsylvania Emergency Response Group, it is necessary that equipment requests be more heavily scrutinized. Additionally, in years past, there has been a duplication of equipment requests whereby several agencies have obtained the same equipment when it was not necessary. In order to ensure that all member agencies associated with the task force have an opportunity to obtain necessary equipment and have their requests reviewed fairly, new policies must be put in place.

Requesting agency submitting requests for funding must be an active member of the task force and need to regularly attend the ERG meetings, especially when equipment requests are being reviewed.

Requests for large projects (over \$5,000) need to be submitted to the NW PA ERG as part of the next Federal Fiscal Year (FFY) State Homeland Security Grant Program grant application. These projects will then be evaluated against current equipment lists on a regional level, funding availability, equipment type, priority, and how equipment will enhance specific regional capability(ies).

If an equipment request is approved, the requesting agency shall sign a *Memorandum of Understanding* with the NW PA ERG for the use and maintenance of the equipment, as well as, an *Equipment Receipt Form* upon delivery of equipment. **Both forms must for completed, signed and returned to the Program Manager for EVERY equipment request.**

INSTRUCTIONS:

Please complete the **DGM-24 Equipment Request Form** and return it to the Program Manager, electronically, along with at least one quote. Shipping or freight charges must also be included in the quote, if applicable. The requester will be notified via email when request is approved or denied.

If a request is approved for procurement by the Subcommittee and Executive Board, it will be submitted to PEMA for processing. Once a Purchase Order or Shopping Cart is issued by PEMA, it will be forwarded to the requester via e-mail. Then, upon successful delivery of all equipment, the requester will be required to complete/sign the Equipment Receipt Form and MOU, and return **both** documents to the Program Manager electronically, within 2 weeks of equipment receipt. Failure to return these documents may result in the loss of property.

For additional questions or concerns, please contact the Program Manager.

Edisa Berberkic, Program Manager

2880 Flower Road

Erie, PA 16509

814-451-7939 (Office)

eberberkic@eriecountygov.org

DGM-24 Equipment Request Form

Task Force

Grant Year

Grant Program

Task Force Workgroup/Subcommittee

Mission Area

Project Name & #

AEL Numbers

Equipment Type

Equipment Description

Use additional sheet if necessary.

Detailed specifications for the requested items must be included.

Timeframe/date for estimated delivery.

Will equipment be maintained by HSGP Funds?

Estimated Cost

Will the equipment be used solely in a surge capacity?

Is the location of the equipment security sensitive?

LETPP Amount

Is manufacturer substitution allowable?

If no, explain

Suggested Vendor Name

Phone

Vendor ID# (if known)

State Contract # (if applicable)

Address

Identify how this equipment/service will support the Region.

Identify how/where this equipment/service will be developed or used.

Identify how the recipient will provide for maintenance and care for the equipment or coordinate this service over the next 5 years.

Identify any additional instructions or comments.

Delivery Location & Point of Contact

Special Instructions for Delivery

Contact Person for this Request

Name

Phone

Email

Receiving County/Counties

Receiving Team/Entity

I certify that my company/department/organization/agency/team is NIMS Compliant; and, if provided equipment by the Task Force we agree that, if available and requested, we would support a regional response to a major incident. If procuring equipment, I certify the equipment will be properly maintained and any use/theft reported promptly to the Task Force.

Requestor

Signature

Date

County/City/Committee

Signature

Date

Approval (if applicable)

Task Force Use Only

Approved by Executive Board

Date of Executive Board Approval

Budget Code (if Applicable)

Equipment Tracking Number (if Applicable)

Comments:

Task Force Approver

Signature

Date

MEMORANDUM OF UNDERSTANDING

Between

The Northwest Pennsylvania Emergency Response Group

And

(Receiving Agency)

The Northwest Pennsylvania Emergency Response Group (NW PA ERG) via the County Emergency Management Agency under the Authority of the Commonwealth Counterterrorism Planning, Preparedness and Response Act 227 and Title 35 is charged with conducting counterterrorism planning, training, preparedness and response activities.

The NW PA ERG via the County Emergency Management Agency and the above-mentioned receiving agency both agree to the following:

1. The NW PA ERG via the county emergency management agency will assist in providing standardized domestic preparedness including training, planning, exercise, and equipment procurement, as appropriate, that will allow all elements of the public safety community within the region to better respond to emergencies involving an actual or potential natural or man-made disaster including but not limited to a Weapons of Mass destruction incident.
2. The Recipient understands and agrees that any equipment purchased through the NW PA ERG remains the property of the NW PA ERG; it is only loaned to the user agency and the NW PA ERG can re-assign equipment as needed.
3. The Recipient agree that all NW PA ERG property in their possession will be well-maintained, mission-capable, and staffed (if applicable) at all times. Should any equipment not be utilized, properly maintained, or misused, it will be returned to the NW PA ERG.
4. The Recipient agrees to return any NW PA ERG property when requested by the NW PA ERG.
5. The Recipient agrees to have adequate personnel trained and available in the event of response to emergencies within and outside the region involving an actual or potential natural or man-made disaster including but not limited to a Weapons of Mass destruction incident.
6. The Recipient agrees to understand that all equipment purchased through the NW PA ERG using Department of Homeland Security funding is not only intrastate deployable, but also, interstate under the Emergency Management Assistance Compact (EMAC).
7. The Recipient agrees to comply with all appropriate and necessary legal requirements as outlined under the OSHA Title 29 CFR and the Homeland Security Grant Program (HSGP) regarding the use, training, operation, maintenance, and disposal of any NW PA ERG equipment, vehicle(s), and supplies.
8. The Recipient agrees to comply with all NW PA ERG and manufacturer's policies, procedures and standards regarding the use, storage, maintenance, replacement, and disposal of any equipment, vehicle(s), and supplies.

9. The Recipient agrees to properly tag every piece of equipment and vehicle it receives from the NW PA ERG with a cost of \$5,000 or greater. The tag used must read "Purchased by Department of Homeland Security" and can be obtained from the County Emergency Management Agency.
10. The Recipient agrees to notify the NW PA ERG and County Emergency Management Coordinator immediately when any NW PA ERG equipment has been re-assigned or transferred to another department/agency/organization within their municipality, county, or region. The Recipient will complete a DGM-10 Transfer of Equipment Form and submit it to the Program Manager.
11. The Recipient MUST develop and maintain a Standard Operating Procedure (SOP) and Maintenance Policy (MP) for each NW PA ERG equipment or vehicle with a cost of \$5,000 or greater. Such SOP and/or MP must be readily available for review to the NW PA ERG, the County Emergency Management Agency, PEMA, and FEMA effective October 1, 2013.
12. The Recipient agrees to maintain a vehicle or usage log on each NW PA ERG piece of equipment (as applicable) and agrees to submit copies of all logs to the NW PA ERG annually (per calendar year) by May 31st, effective March 31, 2014. Blank copies of both the mileage and usage log can be obtained from the Program Manager.
13. The Recipient can use NW PA ERG equipment, vehicle(s), and supplies in any local-level incident; however, the Recipient agrees to replace all supplies/equipment used (this includes any supplies hermetically sealed in which packaging has been opened).
14. The Recipient agrees to cover any costs incurred for the regular use and maintenance of equipment and understands that the NW PA ERG will not and cannot, per the Homeland Security Grant Program, pay for or reimburse the Recipient for any reoccurring maintenance fees associated with the use or operation of equipment.
15. The Recipient agrees to provide all packing slips, serial numbers (where applicable), and a signed Equipment Receipt Form to the Program Manager upon successful delivery of any equipment.
16. The Recipient agrees to add all equipment (and its specifications) received from the NW PA ERG into the Knowledge Center resource database.
17. Recipient agrees that an inventory of all NW PA ERG provided equipment shall be completed and spreadsheet submitted to the Program Manager by June 1st of each year.

By signing this *Memorandum of Understanding*, I affirm that the agency/department/organization I represent has read, fully understands, and agrees to all the terms and conditions outlined in this document*. Failure to comply with the MOU will result in the loss of property.

***This form needs to be signed by the chief or department head.**

Date	Receiving Agency Representative Name	Receiving Agency Representative Signature
Date	NW PA ERG Representative Name	NW PA ERG Representative Signature

EQUIPMENT RECEIPT FORM

Acknowledgement of Equipment Received from the
Northwest Pennsylvania Emergency Response Group

By

(Receiving Agency)

The following equipment has been received:

Quantity	Serial or Model # (if applicable)	Description of Equipment

I, as the signatory, acknowledge the receipt of the above equipment on behalf of my organization/agency/department, from the Northwest Pennsylvania Emergency Response Group. I also affirm that the agency/department/organization that I represent has read, understands and agrees to all the terms and conditions outlined in the attached *Memorandum of Understanding*. Failure to comply with the MOU will result in the loss of property.

(Date Received)

(Representative Name)

(Representative Signature)

(Representative E-Mail)

(Representative or Receiving Agency Phone #)

For NW PA ERG Use Only

Purchase Order(s):	Grant Year:
Total Cost:	Project:

(Date)

(NWPAERG Representative Signature)