

OS

FEDERAL EMERGENCY MANAGEMENT AGENCY

INTERAGENCY AGREEMENT

PAGE 1 OF 2

1. INTERAGENCY AGREEMENT NO.

EME-2003-IA-0194

2. EFFECTIVE DATE

See Block 16 Below

3. PROJECT/REQUISITION NO.

E346157Y

4. ISSUED BY

National Emergency Training Center
NETC Acquisition Section
Patrick D. Hobbs, Building E
16825 South Seton Avenue
Emmitsburg MD 21727

5. NAME, TITLE, PHONE NUMBER OF EACH GOVERNMENT PROJECT OFFICER FOR BOTH AGENCIES

Larry Maruskin, 301-447-1141

(FEMA PO)

Don Switzer, 301-504-7534

(Other Agency's Project Monitor)

6. AGENCY PERFORMING SERVICE

U.S. CONSUMER PRODUCT SAFETY COMMISSION
ATTN: DON SWITZER

4330 EAST WEST HIGHWAY
BETHESDA MD 20814

7. PROJECT TITLE

RESIDENTIAL FUEL-BURNING ROOM HEATING/VENTING PRODUCTS

8. PROJECT OBJECTIVE

CONDUCT A PROGRAM TO RESEARCH FIRES ASSOCIATED WITH FUEL-FIRED ROOM HEATING AND VENTING PRODUCTS, INCLUDING FIREPLACE (WOOD AND GAS), GAS ROOM HEATERS (VENTED AND UNVENTED), FIREPLACE INSERTS, VENTING/FLUE MATERIALS AND COAL/WOOD/PELLET STOVES.

9. PERFORMANCE PERIOD OF AGREEMENT

12 MONTHS FROM EFFECTIVE DATE OF AWARD

10. ACCOUNTING AND APPROPRIATION DATA

See Continuation Sheet

11. DOLLAR VALUE OF AGREEMENT

\$100,000.00

12. FUNDING (The Federal Emergency Management Agency agrees to advance/reimburse funds up to the dollar amount of this agreement, upon receipt of a properly executed Standard Form 1080 or 1081. The appropriate form must be executed in original and six copies, be identified with agreement number and accounting data, and transmitted to the following office for funds action.)

National Emergency Training Center
Budget and Finance, E-115

16825 South Seton Avenue
Emmitsburg, MD 21727

ALC: 70070004

FEMA shall reimburse the Agency cited in Block 6 of this form for expenses incurred in providing the requested services with the exception of those that may be caused by administrative error of the agency cited in Block 6 (for example, payment of interest to contractors due to late payment)

(Any funds not utilized for the performance of the work described in this agreement must be returned to the Federal Emergency Management Agency.)

13. PURSUANT TO THE AUTHORITY OF

FEDERAL FIRE PREVENTION AND CONTROL ACT OF 1974 (P.L. 101-391)

(The Federal Emergency Management Agency may enter into this agreement. the person executing this agreement has a written delegation of authority to do so on behalf of the agency.)

14. SIGNATURE OF PERSON AUTHORIZED TO SIGN

DATE

6/27/03

16. SIGNATURE OF PERSON AUTHORIZED TO SIGN

DATE

6/10/03

15. TYPE NAME, TITLE OF PERSON AUTHORIZED TO SIGN

Donna Hutton, Contracting Officer
U.S. CONSUMER PRODUCT SAFETY COMMISSION

17. TYPE NAME, TITLE OF PERSON AUTHORIZED TO SIGN

CYNTHIA A. ADAMS
Contracting Officer

FEDERAL EMERGENCY MANAGEMENT AGENCY

CONTINUATION PAGE

A.1 PRICE/COST SCHEDULE

ITEM NO.	DESCRIPTION OF SUPPLIES/SERVICES	QTY	UNIT	UNIT PRICE	AMOUNT
0001	Resid. Fuel-Burning Heating/Venting Prod - IA/CPSC FUNDING/REQ NO: 01:	1	JOB	\$100,000.00	\$100,000.00
				\$100,000.00 E346157Y	
GRAND TOTAL ---					<u>\$100,000.00</u>

ACCOUNTING AND APPROPRIATION DATA:

ACRN APPROPRIATION

01 2003-03 -6200RA-6200 -E64014-2589-D

REQUISITION NUMBER

E346157Y

AMOUNT

F

\$100,000.00

CPSC ACCOUNTING DATA: 03 PS EXOB 4400 21725
253a

R/03/4400/003

ARTICLES
TO
INTERAGENCY AGREEMENT
FOR
EME-2003-IA-0194

I. PURPOSE

The Consumer Product Safety Commission (CPSC) and the Federal Emergency Management Agency (FEMA), United States Fire Administration (USFA), hereby enter into an agreement for Residential Fuel-Burning Room Heating/Venting Products.

II. AUTHORITY

The Federal Fire Prevention and Control Act of 1974 (P.L. 101-391).

III. STATEMENT OF WORK AND SCHEDULE OF DELIVERABLES

The Statement of Work is included as Attachment I to this Interagency Agreement.

IV. ADMINISTRATION

Administration of this requirement is the responsibility of CPSC. CPSC will monitor contract performance, and other program management functions.

V. PROJECT OFFICIALS

A. ROLES

1. The Project Manager (PM) is designated by the Servicing Agency and shall be that agency's principal official involved in the project. The PM is responsible for assuring performance of the services outlined in this Interagency Agreement and compliance with all its provisions. His/her primary interaction with the Requesting Agency for technical guidance shall be with the Project Officer.
2. The Project Officer (PO) shall be an official of the Requesting Agency. The PO designated by FEMA shall be responsible for the review and monitoring of the tasks prescribed in the SOW.

The Project Officer does not have the authority to alter any obligations under this Interagency Agreement. He/She is not authorized to make any representations or commitments of any kind on behalf of the CO for the Requesting Agency. Any circumstances which may arise requiring a change in the terms of this Interagency Agreement shall be referred to the CO by the PO with his/her analysis and recommendations. The CO shall retain final authority to implement any changes to this Interagency Agreement.

3. The Contracting Officer (CO) has full authority to negotiate, administer and execute all business matters of this Interagency Agreement. Further, should any changes to the scope, budget, schedule, or any other terms of the agreement become necessary, only the CO shall have the authority to amend the Interagency Agreement.

B. IDENTIFICATION

1. The Project Manager is: Don Switzer
(301) 504-7534
2. The Project Officer is: Larry Maruskin
(301) 447-1141
4. The Contracting Officer is: Cynthia A. Adams
(301) 447-1221

VI. ON-CAMPUS HOUSING

Dormitory rooms are available to CPSC and CPSC's contractors for overnight housing when such personnel are required to be on campus at the NETC for meetings or the conduct of training activities. The room(s) is provided at no cost to the Contractor. CPSC shall notify the Project Officer of housing requirements as soon as they are known to allow a reasonable time for arrangements to be made. NETC Policy states that all persons staying on campus for more than one night are required to purchase a meal ticket from the campus cafeteria for each day they are on campus.

VII. FUNDING

The Federal Emergency Management Agency agrees to transfer funds to CPSC to be used to provide personnel, equipment, materials and logistical support to perform the work necessary to support this requirement. The work shall be performed in accordance with the tasks specified in the statement of work.

VIII. PERIOD OF PERFORMANCE

The period of performance for this Interagency Agreement is 12 months from the effective date (date of issue) through June 30, 2004.

IX. CANCELLATION OF THE INTERAGENCY AGREEMENT

Termination of this Agreement may be effected by either party upon 60 days written notice.

X. CONTENT OF THE INTERAGENCY AGREEMENT

This Interagency Agreement number EME-2003-IA-0194 consists of the following:

- A. Cover page, FEMA Form 40-3, Interagency Agreement.
- B. Schedule of Articles I through X.
- C. Attachment I – Statement of Work

Attachment 1

Scope of Work

Residential Fuel-Burning Room Heating /Venting Products

The U.S. Consumer Product Safety Commission (CPSC), in cooperation with the U.S. Fire Administration (USFA) will conduct a program to research fires associated with fuel-fired room heating and venting products, including fireplaces (wood and gas), gas room heaters (vented and unvented), fireplace inserts, venting/flue materials, and coal/wood/pellet stoves. The most recent assessment of the fire hazard associated with residential room heating and ventilation products indicate that there are annually 610 non-firefighter injuries and 210 deaths associated with 34,000 residential fires in the United States.

Although CPSC has attempted to address fires associated with room heaters (room heaters, as defined herein, excludes central furnaces, electric baseboard heaters, and other electric heaters), an inordinate number of fires continue to be reported. Project efforts will be directed toward identifying failure modes and examining recently developed technologies with the ultimate goal of upgrading safety standards for these products. In FY 2003 CPSC will contract with a nationally recognized expert in investigating fires caused by fuel-burning room heaters. The expert will be directed to:

1. Research causes of room heater and venting fires;
2. Examine recent technological advances such as sensors and material of construction that could be applied to fuel-burning room heaters and venting products to reduce the risk of fire caused by these products;
3. Research the safety standards and codes for fuel-burning room heaters and venting products and identify potential weaknesses.

The Contractor will provide CPSC with a brief monthly summary report covering activities and accomplishments, expenditures, plans, and problems encountered or anticipated..

The initial year's work will determine the need for continuing the research. The information from this research will be used, in subsequent years, to develop recommendations to the voluntary safety standards for these products and to the national model building codes. CPSC has been very effective in using this approach to improve the safety of residential LP-gas usage. Combining the results of the research into failure modes, evolving technology, and the safety standards, to develop and support changes to the codes and standards for fuel-burning room heaters and venting product could result in a significant reduction in the number of fires, deaths and injuries caused by fuel-burning room heaters.

General Provisions:

CPSC shall produce a report for this effort, documenting the work done and conclusions reached. This information will be used in FY 2004 and FY 2005 to develop and support recommendations to the safety codes and standards. CPSC will also provide USFA with a brief monthly summary report covering activities and accomplishments, expenditures, plans, and problems encountered or anticipated.

Deliverables:

Any formal deliverables (i.e. reports, documents) created as a result of this Interagency Agreement shall be done in compliance with Federal "plain English" policies, directives, etc.

The following sections were inadvertently left off of the copies of IAG EME-2003-IA-0194 "Residential Fuel-Burning Room Heating/Venting Products" that FEMA sent to us for signature. With the consent of the FEMA project Officer, Larry Maruskin, I have attached them to the end of the copies they provided.

General Provisions:

CPSC will produce an informal report (memorandum) for this effort, documenting the work done and conclusions reached. CPSC will also provide USFA with brief bimonthly reports covering activities and accomplishments, expenditures, plans, and problems encountered or anticipated.

Deliverables:

Any formal deliverables (i.e., reports, documents) created as a result of this Interagency Agreement shall be done in compliance with Federal "plain English" policies, directives, etc.

Any formal deliverables must be submitted in the following format:

Two copies of a color laser proof, error free final of this final deliverable/documents to the USFA Project Officer before 30 days prior to the completion of this project. The final document shall be submitted in the following manner for both Print and Web Publishing as well:

Print Publishing:

FEMA guidelines established shall be followed; deliverables prepared as described in InfoGram #00-08 dated April 17, 2000. Preferred desktop publishing programs are QuarkXpress or Adobe Pagemaker; for illustrations, use Adobe Illustrator or Macromedia Freehand. For image manipulation, use Adobe Photoshop. Files shall be preflighted. A completed GPO Form 952 shall be submitted for all files.

A PDF Press Optimized file shall be prepared.

All files shall be placed on a CD-ROM or Iomega Zip Disk formatted for PC.

Web Publishing:

The technical standards described in *36 CFR Part 1194.22 Electronic and Information Technology Accessibility Standards*, Part 1194.22, Subpart B – Technical Standards, *Web-Based Intranet and Internet Information and Applications* (Volume 65 No. 246, Page 80525 – December 21, 2000, and the Department of Justice guidance document *Web-based Intranet and Internet Information and Applications (6/21/01)*, per the following guidance available at the following U.S. Department of Justice web page: <http://www.access-board.gov/sec508/guide/index.htm> shall be followed.

Deliverables shall be submitted in HTML, PDF and Word 2000 formats.

HTML. HTML files shall, at a minimum, pass WAI Priority One accessibility and validate to HTML 4.01 and CSS 2.0.

PDF (screen optimized). Tagged PDF files shall be created with Acrobat 5.0 and reviewed using the Acrobat Accessibility Checker and screen reader software to ensure they are properly tagged and fully accessible. PDF files shall be considered optimized for accessibility if they contain:

- a logical reading order;
- alternate text descriptions for images;
- scanned documents with accessible text. Hard copy pages scanned to PDF must be saved as Image+Hidden Text, optically recognized, and tagged;
- security (if used) with accessible text;
- links and navigational aids. Include bookmarks for all items in the table of contents and hypertext links on references to web site addresses, e-mail addresses, tables of content, figures and tables;
- and a specified document language.

Word 2000. Styles shall be used to format text such as titles, headings and paragraphs. Alternate text shall be placed on all images.

If an audio/video file is to be posted, the file shall contain closed-captioning or a script containing the text of the audio shall be provided in Text, HTML or Word 2000 format.

Content that requires a browser plug-in, such as Macromedia's Flash, shall be authored to meet the technical standards of 36 CFR Part 1194.22.

All files shall be placed on a CD-R:OM or Iomega Zip Disk formatted for PC.

Other Printing Requirements

All printed camera-ready materials shall be produced at not less than 1200 dots per inch output. All images, e.g., photographs and illustrations, shall be error free and require no changes.