



FEMA-4276-WI-DR

Areas Eligible for Public Assistance: Ashland County, Bad River Band of the Lake Superior Chippewa, Bayfield County, Burnett County, Douglas County, Florence County, Iron County, Sawyer County, Washburn County

Eligible Areas for Hazard Mitigation Grant Program: Statewide

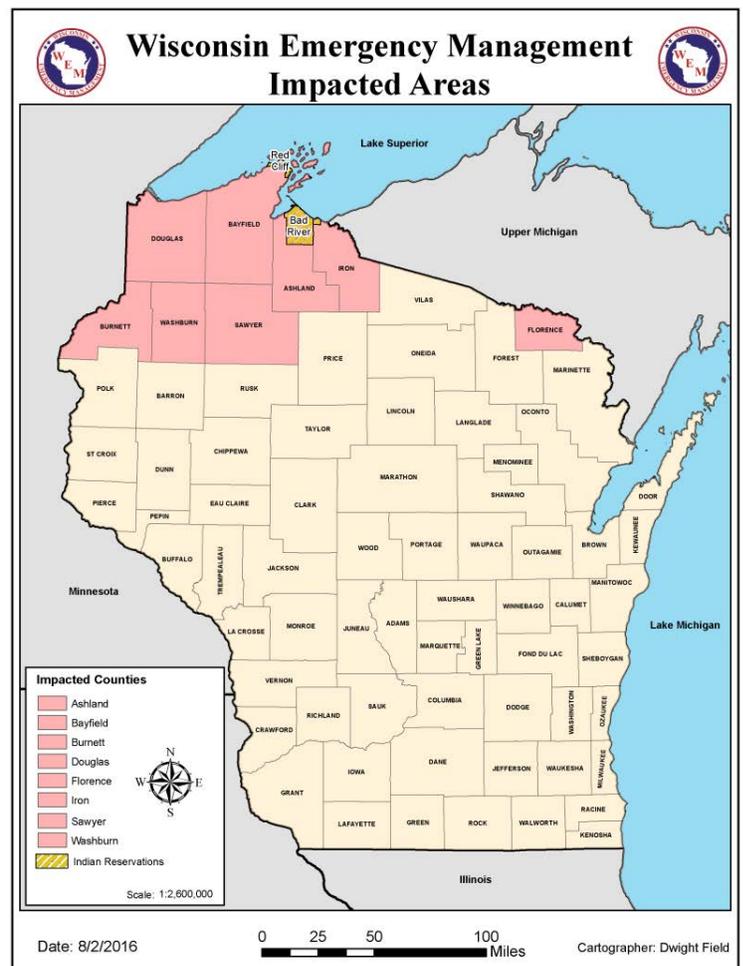
Incident Period: July 11-12, 2016

Declaration Date: August 9, 2016

Application Form Due: September 8, 2016

Applicant Briefing Handouts

- Applicant Briefing Schedule
- **Request for Public Assistance Application Form (Due by 9/8/2016!)**
- **WEM Public Assistance Questionnaire (Due by 9/8/2016!)**
- Public Assistance Program Presentation
- Hazard Mitigation Grant Program Presentation
- Public Assistance Procurement Cheat Sheet
- FEMA Public Assistance Documentation Forms
- FEMA and State DNR Environmental and Historic Preservation Information and Debris Forms





FEMA-4276-WI-DR
Severe Storms and Flooding
Incident Period: July 11-12, 2016
August 16-18, 2016 Applicants' Briefing Schedule

Date	Time	Team 1 Schedule Location	Time	Team 2 Schedule Location
Tuesday 8/16/2016	9:00 to 11:00 AM	Bayfield County Bayfield County Courthouse Bayfield County EOC 117 East 6th Street Washburn, WI 54891	9:00 to 11:00 AM	Douglas County Douglas County Government Center Douglas County EOC (Basement) 1316 N. 14 th Street Superior, WI 54880
	2:30 to 4:30 PM	Ashland County Morse Town Hall 402 2 nd Ave Mellen, WI 54546	2:30 to 4:30 PM	Burnett County Burnett County Government Center Room 160 7410 County Road K Siren, WI 54872
Wednesday 8/17/2016	9:30 AM	Bad River Band of Lake Superior Chippewa Chief Blackbird Center Conference Room C 72682 Maple Street Odanah, WI 54861	9:00 to 11:00 AM	Washburn County Minong Town Hall W7095 Nancy Lake Road Minong, WI 54859 715-466-5916
			2:30 to 4:30 PM	Sawyer County Sawyer County Courthouse Assembly Room 10610 Main Street Hayward, WI 54843
Thursday 8/18/2016	9:00 to 11:00 AM	Iron County Hurley City Hall, Meeting Room 405 5 th Avenue North Hurley, WI 54534		
	2:30 to 4:30 PM	Florence County Florence County Resource Center Lower Level Conference Room 5628 Forestry Drive Florence, WI 54121		

NOTES:

- Presentations will last for approximately 45 minutes.
- Remaining time will be allocated for Applicants to ask questions about projects, eligibility, procurement/contracting, and programs.
- All applicants will have the opportunity to submit an application at the briefing.
- Team 1: Robyn Wiseman and Anita Cornell (Public Assistance), Katie Sommers (Mitigation)
- Team 2: Robby Stoikes and Eric Learn (Public Assistance), Roxanne Gray and Caitlin Shanahan (Mitigation)



STATE OF WISCONSIN
DEPARTMENT OF MILITARY AFFAIRS
DIVISION OF EMERGENCY MANAGEMENT

Brian M. Satula
Administrator

Scott Walker
Governor

August 11, 2016

Dear Potential Federal Public Assistance Applicant:

On August 9, 2016, the Federal Emergency Management Agency (FEMA) declared a Major Disaster (FEMA-4276-WI-DR) for the State of Wisconsin. This declaration makes Federal funding is available to state, eligible local governments, and certain private nonprofit organizations on a cost-sharing basis for emergency work and the repair or replacement of facilities damaged by the July 11 through 12, 2016 severe storms and flooding for the following designated areas: Ashland County, Bad River Band of Lake Superior Chippewa, Bayfield County, Burnett County, Douglas County, Florence County, Iron County, Sawyer County, and Washburn County.

To apply for the FEMA Public Assistance Program you must submit a completed Request for Public Assistance (RPA) no later than September 8, 2016. This one page form should take less than 10 minutes to complete and is included in this packet.

In addition to the RPA, Wisconsin Emergency Management requests that you submit the attached State of Wisconsin Questionnaire to facilitate award documents, payments and communications. The questionnaire asks for the following three items of information:

- DUNS Number: required by FEMA and WEM if approved for funding
- Applicant E-mail Address: required by WEM to receive information regarding your application
- Wisconsin Tax ID: required by the State if you are approved for funding

Please submit this information along with your RPA form **no later than September 8, 2016**. You may submit these forms electronically to DMAWEMPublicAssistance@wisconsin.gov or fax them to 608-223-6526.

Wisconsin Emergency Management and the Federal Emergency Management Agency (FEMA) will be holding applicant briefings in each declared area listed above from August 16 through 18, 2016. If your organization cannot attend the applicant briefing, you may review the presentation materials on the Wisconsin Emergency Management website at <http://emergencymanagement.wi.gov/recovery/public-assistance.asp>.

If you have any questions please call your County Emergency Management Office. For your county's contact information visit the following website http://emergencymanagement.wi.gov/counties/county_directors.asp.

If at any time, you need additional assistance, please contact our office at: DMAWEMPublicAssistance@wisconsin.gov.

Sincerely,

Robyn M. Wiseman, CFM
State Public Assistance Officer
Wisconsin Emergency Management

DEPARTMENT OF HOMELAND SECURITY
 FEDERAL EMERGENCY MANAGEMENT AGENCY
REQUEST FOR PUBLIC ASSISTANCE

O.M.B. NO. 1660-0017
Expires April 30, 2013

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 10 minutes. Burden means the time, effort and financial resources expended by persons to generate, maintain, disclose, or to provide information to us. You may send comments regarding the burden estimate or any aspect of the collection, including suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (OMB Control Number 1660-0017). You are not required to respond to this collection of information unless it displays a valid OMB number. **NOTE: Do not send your completed questionnaire to this address.**

APPLICANT (Political subdivision or eligible applicant)		DATE SUBMITTED
COUNTY (Location of Damages. If located in multiple counties, please indicate)	DUNS NUMBER	<input type="text"/>

APPLICANT PHYSICAL LOCATION

STREET ADDRESS

CITY	COUNTY	STATE	ZIP CODE
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MAILING ADDRESS (If different from Physical Location)

STREET ADDRESS

POST OFFICE BOX	CITY	STATE	ZIP CODE
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Primary Contact/Applicant's Authorized Agent

Alternate Contact

NAME	NAME
TITLE	TITLE
BUSINESS PHONE	BUSINESS PHONE
FAX NUMBER	FAX NUMBER
HOME PHONE (Optional)	HOME PHONE (Optional)
CELL PHONE	CELL PHONE
E-MAIL ADDRESS	E-MAIL ADDRESS
PAGER & PIN NUMBER	PAGER & PIN NUMBER

Did you participate in the Federal/State Preliminary Damage Assessment (PDA)? YES NO

Private Non-Profit Organization? YES NO

If yes, which of the facilities identified below best describe your organization? _____

Title 44 CFR, part 206.221(e) defines an eligible private non-profit facility as: "... any private non-profit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations." Other essential governmental service facility means museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public."

Private Non-Profit Organizations must attach copies of their Tax Exemption Certificate and Organization Charter or By-Laws. If your organization is a school or educational facility, please attach information on accreditation or certification.

OFFICIAL USE ONLY: FEMA - _____ **-DR-** _____ **-** _____ **FIPS#** _____ **DATE RECEIVED** _____

State of Wisconsin Request for Public Assistance Questionnaire

If you are approved for Federal Public Assistance for Disaster FEMA-4276-WI-DR, Wisconsin Emergency Management and FEMA will need a few additional items of information. New Federal Grant requirements include the requirement that the organization receiving Federal Grants need to have a DUNS number. In addition, the State of Wisconsin requires certain information in order to pay the 12.5% state share of the total project cost. Please submit this information along with your Request for Public Assistance (RPA) form.

Name of Organization: _____

D-U-N-S number: _____

Dun & Bradstreet (D&B) DUNS Number

What is it and why does my institution have to provide it?

A DUNS number is a unique nine digit identification number that is free for all businesses required to register with the US Federal government for contracts or grants. Any entity that has applied for any sort of federal funding in the past should have a DUNS number already assigned. MB has adopted the use of DUNS numbers as a way to keep track of how federal grant money is dispersed. To learn more about the policy, you can read the [Federal Registrar Notice](#) (4-page PDF).

How do I find out my institution's DUNS number?

You should ask your institution's grant administrator or chief financial officer to provide your institution's DUNS number. Research universities and most colleges, independent libraries, and large organizations already have DUNS numbers. To check to see if your organization has a DUNS number already assigned, please use this link: <http://fedgov.dnb.com/webform/CCRSearch.do?val=1>

What if my institution does not have a DUNS number?

The chief financial officer or authorizing official of your institution will need to register for a DUNS number. Below is the telephone number and information that will need to be provided by any applicant that does not have a DUNS number.

Contact the D&B Government Customer Response Center
U.S. and U.S Virgin Islands: 1-866-705-5711
Monday - Friday 7 AM to 8 PM C.S.T.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes.

You will need to provide the following information:

- Legal Name	- Number of Employees
- Physical Address	- Mailing Address
- Telephone Number	- Contact Name
- SIC Code (Line of Business)	- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized

E-mail Address: _____

WEM requires that you have an e-mail address for the person managing your grants. This will help us communicate quickly and effectively with you throughout the process of your various projects.

Applicant WI Tax ID: _____

When the State of Wisconsin requests checks for payment we need the WI Tax ID for that jurisdiction/agency/non-profit prior to making any payments. Some applicants will be asked to submit a W-9 to verify their Tax ID if they have never received a check from the State system (typically applies only to non-profits).

DUNS NUMBER REQUIRED FOR ALL APPLICATIONS

Dun & Bradstreet (D&B) keeps track of more than 70 million businesses world-wide through its Data Universal Numbering System (DUNS). In recent years, the DUNS number has become increasingly important to both federal and local governments, and national arts organizations.

First, the federal government, adopted a new policy that requires all organizations to provide a DUNS number as part of their grant applications. Even Subgrantees are now required to obtain the DUNS number on their applications.

There is no fee for registering for a DUNS number. Organizations may register by phone or online. However, online registrations may take up to 30 days, so it is important that you begin the process now.

What's the easiest way to get a DUNS number?

It only takes a day to get a DUNS number from D&B by phone (you may be on hold for a little while), but Internet applications can take up to 30 days! Note that an authorizing official, not a project director, of the organization should request a DUNS number.

Call D&B's special toll-free number for federal grant applicants: **1-866-705-5711**. When you call, tell the operator that you are applying to a federal grant program and need to register for a DUNS number. The process will take about ten minutes. You will be asked to provide the following information (subject to minor changes):

- Legal name of organization
- Physical address (and PO box if you have one)
- Telephone number
- Web address
- Name of the authorizing official (e.g., president, director, etc.)
- The purpose of your organization (e.g., non-profit dance company to perform and create work)
- Total number of employees

Your organization can also register for a DUNS number via **D&B's Web site**. Choose the "DUNS number only" option. **Please note that registration via the website may take up to 30 business days to complete.**



FEMA-4276-WI-DR

Public Assistance Program Slides



**Public Assistance
Program
DR-4276
Applicant Briefing**

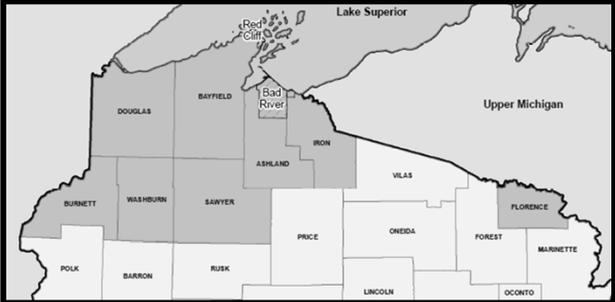


Wisconsin Public Assistance Program



FEMA-4276-WI-DR Information

<p>Incident Period</p> <ul style="list-style-type: none">• July 11-12, 2016• The time period during which eligible damages occur	<p>Declaration Date</p> <ul style="list-style-type: none">• August 9, 2016• Starts the clock for submitting applications and completing projects
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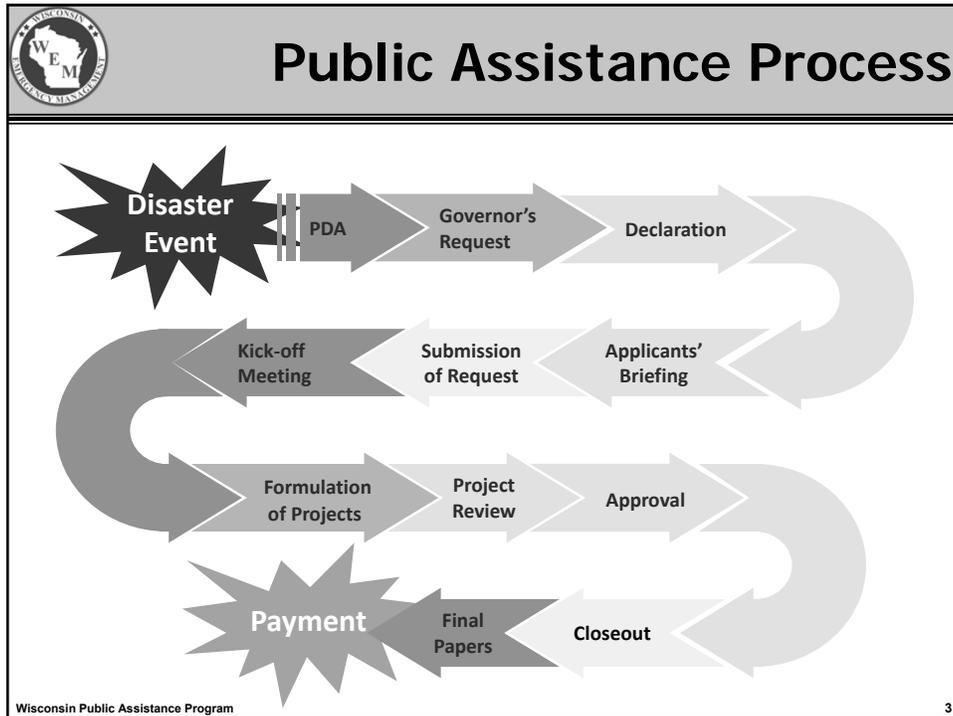


Impacted Area

- 8 counties
- 1 tribe
- Eligible damages must occur here!



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Application Request for Public Assistance (RPA)

DUE: September 8, 2016!
Required 30 days after FEMA declaration date

OBTAIN YOUR FORMS AT THESE SOURCES:

- WEM Website
- FEMA Website:
<http://www.fema.gov/library/viewRecord.do?id=2690>
- Your County Director
- At this Applicant's Briefing Meeting

The slide features a background image of a rocky, eroded hillside. The Wisconsin Public Assistance Program logo is in the top left corner.

 **Who Submits an Application?**

- State Governments
- County Governments
- Cities, Towns, & Villages
- Native American Tribes and Tribal Organizations
- Some Private Non-Profits
- Electrical Cooperatives
- Institutions of Higher Education
- School Districts

MUST SUBMIT AN RPA FORM BY DEADLINE!

Wisconsin Public Assistance Program



 **Facility, Work and Cost Eligibility**

- Damage must be disaster related
- Facility must be the legal responsibility of eligible subrecipient
- Have been in active use at the time of the disaster
- Be located in the designated disaster area
- Damage not covered by insurance
- Can't be funded by another Federal Agency
- Comply with all Federal, State and Local laws and regulations

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Eligible Work

Categories of Work

 A. Debris Clearance	 B. Protective Measures	Emergency Work
 C. Roads & Bridges	 D. Water Control Facilities	
 F. Utilities	 G. Other	Permanent Work



Project Information

Minimum Project Cost	\$3,050.00
Small Projects	\$3,050.00 to \$121,799.99
Based on cost estimates; easier closeout, faster payments; difficult cost-overrun recovery	
Large Projects	\$121,800.00 and above <small>x ≤ \$121,800.00</small>
Reimbursed on actual costs; must document all costs incurred on project; more detailed closeout audit	

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Cost Share

- **Outlined in the FEMA-State agreement**
 - Federal Share shall not be less than 75%
- **Recipient (WEM) determines the distribution of the non-Federal Share**
 - Wisconsin covers half of non-Federal match!
- **Cost share breakout**
 - 75% Federal
 - 12.5% State
 - 12.5% Subrecipient (“Local Match”)

Wisconsin Public Assistance Program



Kickoff Exploratory Call

- **FEMA Public Assistance Coordinator (PAC) will contact person on the Request for Public Assistance to set up an Exploratory Call**
- **Prior to the Exploratory Call, you will receive a confirmation email with an agenda for your Exploratory Call and detailed lists of what you should be prepared to talk about**
- **Exploratory Call: FEMA will start talking about your projects**



 **Kickoff Meeting**

- **FEMA holds kickoff meeting to discuss the PA Program in detail as it relates to YOUR project(s)**
- **At the kickoff meeting:**
 - Provide as much documentation as possible for costs incurred
 - Provide a list of damages that have not been repaired
 - Have ideas on how to incorporate mitigation on work not completed yet
- **Identify Damages (60 Days) – Clock begins with the kickoff meeting**



 **Assurances**

 Wisconsin Emergency Management
Department of Military Affairs
Public Assistance

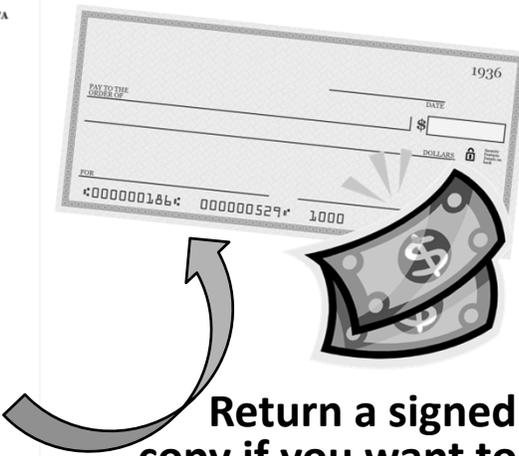
DMA Form 1017A

**ATTACHMENT II
ASSURANCES - CONSTRUCTION**

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance, and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review, and approval of construction plans and specifications.
4. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
5. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
6. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or prevents the appearance of personal or organizational conflict of interest, or personal gain.
7. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. (4728-4763)) relating to prescribed standards for merit systems for programs funded under one of the numerous initiatives or regulations specified in Appendix A or OPM's Standards for a Merit System of Personnel Administration (5 CFR, 900, Subpart F).
8. Will comply with the Lead Based Paint Poisoning Prevention Act (42 U.S.C. (4801 et seq.)) which prohibits the use of lead based paint in construction or rehabilitation or residence structures.

*Federal_Disaster_Number *FEMA_APP_ID# *Title of Applicant/Name



Return a signed copy if you want to get paid!

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Documentation

Track costs by Project Worksheet for the FEMA approved Scope of Work

It is **YOUR** responsibility to maintain all documentation!



The only eligible costs are those that are

DOCUMENTED

- Who did the work? 
- When did they do it? 
- Where did they do it? 
- What did they do? 
- What did they use?  
- How long did they do it? 



Recovery Section

 **Contracts and Procurements**

- Must be of reasonable cost
- Must follow competitive bidding procedures
- Must comply with Federal, State, and local procurement standards

FOLLOW THE MOST-RESTRICTIVE GUIDELINES!

- No Debarred Contractors

Wisconsin Public Assistance Program



 **Special Considerations**



- Issues which could affect the scope of work and funding of a project:
 - Insurance
 - Floodplain Management
 - Hazard Mitigation
 - Environmental Preservation
 - Historic Preservation and Cultural Resources
- Note: You must notify WEM Public Assistance staff if ANY changes to the scope of work are planned PRIOR TO STARTING WORK or risk losing funding for the project



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 **Problems/Questions**

- **Robyn Wiseman – State Public Assistance Officer**
Office: (608) 242-3200, Email: Robyn.Wiseman@wisconsin.gov
- **Robert Stoikes – Recovery Section Supervisor**
Office: (608) 242-3226, Email: Robert.Stoikes@wisconsin.gov
- **Eric Learn – Wisconsin Disaster Fund Coordinator**
Office:(608) 242-3259, Email: Eric.Learn@wisconsin.gov
- **Anita Cornell – All Hazards Recovery Planner**
Office:(608)242-3216, Email: Anita.Cornell@wisconsin.gov
- **General Public Assistance Contact Info:**
Fax: (608) 223-6526
Email: DMAWEMPublicAssistance@wisconsin.gov

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  **Important Dates**

**Request for Public Assistance (RPA) form due to
WEM or County Director
September 8, 2016**

**Last date to identify damages to your facilities
60 Days After Kickoff Meeting with
FEMA**

**Applicant's Project Workshop for Your County
Mid-September 2016**

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FEMA-4276-WI-DR

Mitigation Program Slides



 **Applicant Briefing**
DR-4276
An Introduction to Post-Disaster Mitigation Programs



 **What is Mitigation?**

“Mitigation is any sustained action taken to eliminate or reduce the long-term risk to human life and property from natural and technological hazards”

Federal Emergency Management Agency (FEMA)



Photo from Kenosha County



Photo from Soldiers Grove, WI

 **Value of Mitigation**

**For every \$1 spent on mitigation,
\$4 is saved in future damages.**
- National Institute of Building Sciences, 2005

 **Acquisition/Demolition**



Communities acquire land, demolish structures and keep the land in open space designation

Images from Gays Mills, Wisconsin



Elevation raises a structure out of the floodplain. Wisconsin has specific regulations to follow with elevation projects. See DNR for more information. Images from Soldiers Grove, WI



Community Safe Rooms built to FEMA-361 standards can withstand winds up to 250 MPH Images from Dunn, WI



Stormwater



Stream restoration, detention ponds, and other methods allow watersheds to better manage flooding

Images from Thiensville, WI



Floodproofing



Any combination of structural techniques that reduce or prevent flood damage to the structure or its contents.

Images from Darlington, WI

 **River Warning Systems**



River warning systems installed on conservation dams to warn county officials about expected dam breaching.

Images from Vernon County

 **Public Assistance Program**



Incorporate cost-effective mitigation measures when repairing damaged public facilities.

Black River Falls, WI



Unified Hazard Mitigation Assistance Program



Hazard Mitigation Grant Program



Pre-Disaster Mitigation Program



Flood Mitigation Assistance Program



FEMA



Funding Opportunities



Hazard Mitigation Grant Program

- All-hazards, post-disaster program
- Purpose: eliminate or reduce future disaster damages
- 20% of the federal funds allocated for Public and Individual Assistance programs since Wisconsin is an “enhanced plan” state (normally 15%)





Funding Opportunities



Hazard Mitigation Grant Program

- Eligible subrecipients: state/local/tribal governments and private non-profits
- Available statewide
- 75% FEMA, 12.5% state, 12.5% local match
- Estimated at \$5 million for DR-4276
- 7% available for hazard mitigation planning
- 5% Initiative funding for state priorities that may not pass a benefit-cost analysis



Local Match

- Any non-federal source
 - CDBG is pass-through money and loses federal identity
- Increased Cost of Compliance (ICC) funds
- State programs
- Property owners
- Volunteer and in-kind
- Will coordinate with agencies on the state hazard mitigation team

 <h2 style="display: inline;">Eligible Projects</h2>	
Eligible Activities	
Mitigation Projects	X
Property Acquisition & Structure Demolition	X
Property Acquisition & Structure Relocation	X
Structure Elevation	X
Mitigation Reconstruction	
Dry Floodproofing of Historic Residential Structures	X
Dry Floodproofing of Non-Residential Structures	X
Minor Localized Flood Reduction Projects	X
Structural Retrofitting of Existing Buildings	X

 <h2 style="display: inline;">Eligible Projects (cont.)</h2>	
Eligible Activities	
Mitigation Projects (Continued)	X
Non-Structural Retrofitting of Existing Bld. & Facilities	X
Safe Room Construction	X
Infrastructure Retrofit	X
Soil Stabilization	X
Wildfire Mitigation	X
Generators	X
Post-Disaster Code Enforcement	X
5% Initiative Projects	X
Advance Assistance	X
Hazard Mitigation Planning	X
Management Costs	X



Requirements

- Participating in the NFIP and in good standing
- Cost-effective
- Environmentally-sound
- Considered other alternatives
- Best alternative to solve the problem
- Local mitigation plan



Contact Information

- Roxanne Gray, Mitigation Section Supervisor,
roxanne.gray@wisconsin.gov
- Katie Sommers, State Hazard Mitigation Officer
katie.sommers@wisconsin.gov
- Caitlin Shanahan, Disaster Response and Recovery Planner
caitlin.shanahan@wisconsin.gov



FEMA-4276-WI-DR

Public Assistance Program Procurement Cheat Sheet



WEM's Procurement Cheat Sheet for the Public Assistance Program

Micro-Purchase Procedures (Federal; 2 C.F.R. § 200.320(a))

\$3,000.00 or less

- The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold = \$3,000.00
- To the extent practicable, must distribute micro-purchases equitably among qualified suppliers
- May be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable

Small Purchase Procedures (Federal; 2 C.F.R. § 200.320(b)) aka "Simplified Bid Process"

(State)

\$3,000 to \$50,000

- Relatively simple and informal procurement methods for securing services, supplies, or other property that does not cost more than the simplified acquisition threshold (Federal)
- Obtain a **minimum** of three (3) bids via phone, catalog, internet, fax, etc. The awarded bid must be **confirmed in writing** (State)
- Avoid sole source contracts for contracts above \$5,000 (State)
- NOTE: State sets the top end of the threshold; Federal guidelines are set to \$150,000, but we follow the standard that is the most restrictive

Formal Procurement Methods

\$50,000 and up (State)

- You *should* have some sort of written procedures for procurement transactions that help decide which type of formal method you use (Federal)
- State agencies have stricter standards for Procuring Services above \$50,000 (State)

Sealed Bidding (Federal; 2 C.F.R. § 200.320(c))

- Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the "responsible" bidder whose bid, conforming with all the material terms and conditions of the invitation for bids (IFB), is the lowest in price
- Bids must be solicited from an "adequate number of known suppliers," providing them sufficient response time before the date of opening of the bids
- Governments must publicly advertise the invitation for bids (change) (Federal)
- All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly (change) (Federal)
- This method is preferred for construction when sealed bidding is feasible, which is when certain conditions are present
- Other procedural requirements at 2 C.F.R. § 200.320(c)(2) (Federal)

Competitive Proposals (Federal; 2 C.F.R. § 200.320(d))

- Competitive proposals are generally used when conditions are not appropriate for sealed bids
- The appropriate method when more than one source is expected to submit an offer and either a fixed-price or cost-reimbursement type contract is awarded
- Requests for proposals **must be publicized** and identify all evaluation factors and their relative importance
- Proposals must be solicited from an adequate number of qualified sources
- Must have written method for conducting technical evaluations of the proposals received and for selection of the contractor
- Awards will be made to the responsible firm whose proposal is most advantageous to the program, with **price** and other factors considered

WEM's Procurement Cheat Sheet for the Public Assistance Program

What is Socioeconomic Contracting?

Socioeconomic contracting is a requirement where you take affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used **when possible** (2 C.F.R. § 200.321) The affirmative steps must include at least the following:

- Placing qualified small and minority businesses and women's business enterprises on solicitation lists
- Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises
- Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises
- Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce
- Requiring the prime contractor, if subcontracts are to be let, to take the five previous, affirmative steps
- Failure to comply with the former, equivalent procurement standard has been a very common finding in Office of Inspector General audits

Failure carry out these affirmative steps is frequently identified as a justification to de-obligate funding by the Department of Homeland Security (DHS), Office of Inspector General (OIG).

What is "Cost Plus Percentage of Cost" contracting?

A cost-plus-percentage-of-cost contract is a cost reimbursement contract containing some elements that obligates the applicant to pay the contractor an amount (in the form of either profit or cost), which cannot be determined at the time the contract is made and incurred in the future. In other words, you are contracted to pay costs to perform the work, plus a commission based on the percentage of these future incurred costs.

Federal regulations prohibit cost-plus-percentage-of-cost contracts because they provide no incentive for contractors to control costs—the more contractors charge, the more profit they make.

See the example to the right. This contractor's profit varies with the actual cost to perform the work. Total costs, including profit, are agreed to in negotiations prior to the work starting. The profit or "Fixed Fee" part of the invoice, highlighted in yellow, varies with the actual costs to perform the work. (Without looking at the specifics of the contract or purchase order, this cost would be deemed ineligible).

<u>Professional Services</u>			
<u>Staff Direct Hourly Rate</u>	<u>Hours</u>	<u>Hourly Rate</u>	<u>Charge</u>
Project Manager	0	\$ 40.00	\$ -
Professional Engineer	7	\$ 35.00	\$ 245.00
Registered Land Surveyor	5	\$ 35.00	\$ 175.00
Technician	5	\$ 27.00	\$ 135.00
Clerical	0	\$ 15.00	\$ -
Direct Employee Rate Total			\$ 555.00
<u>Indirect Overhead Fee</u>			
		<u>Overhead Rate</u>	<u>Charge</u>
Overhead Fees on Labor		89.90%	\$ 498.95
(Staff Direct Employee Rates x Accounting Overhead Rate)			
Indirect Overhead Fee			\$ 498.95
<u>Fixed Fee</u>			
		<u>Percentage Rate</u>	<u>Charge</u>
Fixed Fee		7.50%	\$ 79.05
(Direct Employee Rates + Overhead Rate) x (Fixed Fee Rate)			
Fixed Fee			\$ 79.05
Total Project Costs			\$ 1,132.99



FEMA-4276-WI-DR

FEMA Forms for Project Documentation

(Optional forms to help you organize
documentation)



DEPARTMENT OF HOMELAND SECURITY
 FEDERAL EMERGENCY MANAGEMENT AGENCY
CONTRACT WORK SUMMARY RECORD

PAGE _____ OF _____

*O.M.B. No. 1660-0017
 Expires December 31, 2011*

APPLICANT	PAID NO.	PROJECT NO.	DISASTER
LOCATIOJN/SITE	CATEGORY		PERIOD COVERING

DESCRIPTION OF WORK PERFORMED

DATES WORKED	CONTRACTOR	BILLING/INVOICE NUMBER	AMOUNT	COMMENTS- SCOPE

GRAND TOTAL _____		
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I CERTIFY THAT THE INFORMATION WAS OBTAINED FROM PAYROLL, INVOICES, OR OTHER DOCUMENT THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE	DATE
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**DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
FORCE ACCOUNT LABOR SUMMARY RECORD**

PAGE _____ OF _____

*O.M.B. No. 1660-0017
Expires December 31, 2011*

APPLICANT	PA ID NO.	PROJECT NO.	DISASTER
LOCATION/SITE		CATEGORY	PERIOD COVERING

DESCRIPTION OF WORK PERFORMED

NAME	JOB TITLE	DATES AND HOURS WORKED EACH WEEK							COSTS				
		DATE							TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS
NAME		REG.											
JOB TITLE		O.T.											
NAME		REG.											
JOB TITLE		O.T.											
NAME		REG.											
JOB TITLE		O.T.											
NAME		REG.											
JOB TITLE		O.T.											
NAME		REG.											
JOB TITLE		O.T.											

TOTAL COSTS FOR FORCE ACCOUNT LABOR REGULAR TIME _____ \$

TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME _____ \$

I CERTIFY THAT THE INFORMATION ABOVE WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE	DATE
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DEPARTMENT OF HOMELAND SECURITY
 FEDERAL EMERGENCY MANAGEMENT AGENCY
FORCE ACCOUNT EQUIPMENT SUMMARY RECORD

PAGE ____ OF ____

O.M.B. No. 1660-0017
 Expires April 30, 2013

APPLICANT	PA ID NO.	PROJECT NO.	DISASTER
LOCATION/SITE		CATEGORY	PERIOD COVERING

DESCRIPTION OF WORK PERFORMED

TYPE OF EQUIPMENT		OPERATOR'S NAME	DATES AND HOURS USED EACH DAY							COSTS		
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER		DATE							TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
			HOURS									
			HOURS									
			HOURS									
			HOURS									
			HOURS									
			HOURS									
			HOURS									
			HOURS									
GRAND TOTAL												

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE	DATE
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U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Maps and Sketches Sheet

O.M.B. No. 1660-0017
Expires October 31, 2008

DISASTER FEMA: _____ -DR: _____	PROJECT NO.	PA ID NO.	DATE	CATEGORY
APPLICANT		COUNTY		

U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Photo Sheet

O.M.B. No. 1660-0017
Expires October 31, 2008

DISASTER FEMA _____ -DR- _____	PROJECT NO.	PA ID NO.	DATE	CATEGORY
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APPLICANT	COUNTY
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PHOTO

PHOTO

DESCRIPTION	DESCRIPTION
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FEMA-4276-WI-DR

Private Non-Profit Eligibility Questionnaire



DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PNP FACILITY QUESTIONNAIRE

O.M.B. NO. 1660-0017
Expires December 31, 2011

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 30 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing, reviewing, and submitting the form. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC, 20472, Paperwork Reduction Project (1660-0017). Please do not send your completed survey to the above address.

FEMA and State personnel will use this questionnaire to determine the eligibility of specific facilities of an approved Private Non-Profit (PNP) organization (See 44 CFR 206.221). Owners of critical facilities (i.e., power, water (including providing by an irrigation organization or facility, if it is not provided solely for irrigation purposes), sewer, wastewater treatment, communications and emergency medical care) can apply directly to FEMA for assistance for emergency work (debris removal and emergency protective measures) and permanent work (repair, restore or replace a damaged facility). Owners of non-critical facilities can apply directly to FEMA for assistance for emergency work, but must first apply to the U. S. Small Business Administration (SBA) for assistance for permanent work. If the owner of a non-critical facility does not qualify for an SBA loan or the cost to repair the damaged facility exceeds the SBA loan amount, the owner may apply to FEMA for assistance.

1. Name of PNP Organization _____

2. Name of the damaged facility and location _____

3. What was the primary purpose of the damaged facility _____

4. Is the facility a critical facility as described above? Yes No

5. Who may use the facility _____

6. What fee, if any, is charged for the use of the facility _____

7. Was the facility in use at the time of the disaster? Yes No

8. Did the facility sustain damage as a direct result of the disaster? Yes No

9. What type of assistance is being requested? _____

10. Does the PNP organization own the facility? Yes No

11. If "Yes" obtain proof of ownership; check here if attached.

12. Does the PNP organization have the legal responsibility to repair the facility? Yes No

13. If "Yes", provide proof of legal responsibility; check here if attached. Yes No

14. Is the facility insured? Yes No

15. If "Yes", obtain a copy of the insurance policy; check here if attached.

Additional information or comments:

CONTACT PERSON

DATE



FEMA-4276-WI-DR

Environmental and Historic Preservation (EHP) “Greensheet”





WISCONSIN DISASTER 4276



Environmental/Historic Preservation and Disaster Recovery



FEMA's Environmental and Historic Preservation (EHP) program can help your community build back stronger, while preserving resources and protecting from future hazards.

Federal laws require all federal agencies consider their effects on natural and cultural resources before spending money.

The information and assistance described here will help your community avoid funding delays, while staying compliant with these laws.

Nicholas Mueller leads our EHP unit for this region. Feel free to contact him, the Wisconsin Emergency Management, or FEMA Public Assistance with any questions you might have regarding environmental or historic concerns at the number or email listed below.

Nicholas.Mueller@fema.dhs.gov
(312) 852-1584

Some projects can start without detailed review:

- Emergency Protective Actions
- Debris removal
- Repairs to pre-disaster condition or temporary repairs (unless 50 years old or older)

Some projects require more detailed environmental review:

- Debris disposal
- Projects that change a facility from its pre-disaster condition
- **Hazard mitigation projects**
- Projects affecting threatened/endangered species, wetlands or floodplains

Some projects require review and consultation:

- **Improved/Alternate projects**
- Projects with the potential to significantly impact the environment

Historic Preservation

Any structure **50 years old or older** may be eligible for the National Register of Historic Places. These resources (including buildings, bridges, culverts) must be reviewed by FEMA and the WI State Historic Preservation Office (SHPO).

Projects involving **ground disturbance** outside previously disturbed footprint (including facility realignment, borrow areas, utility burial, utility pole replacement, access roads, etc.) may require archaeological review prior to construction.



Debris Disposal

Applicants must follow guidance provided by the Wisconsin DNR and complete a Debris Management Self Certification Form for any debris project. Temporary debris storage outside licensed landfills, requires approval from the WI DNR.

Burning demolition material or using an air curtain burner requires a permit from WI DNR. Check with local DNR contacts on burning vegetative debris requirements.

Debris removal guidance is available on the WI DNR web site at <http://dnr.wi.gov/topic/waste/>

This publication presents a snapshot of the many laws and requirements for environmental clearance of FEMA Public Assistance projects. There are many other details not here that may prove useful for environmental compliance. The FEMA staff in the Joint Field Office is available to answer any questions you may have and to direct you to other resources that may be needed to ensure that all environmental considerations are explored.

Threatened & Endangered Species



Indiana Bat

Each of the counties included in DR-4276 contains threatened and endangered species.

Applicants should contact experts at FEMA, WI DNR or the U.S Fish and Wildlife Service, who can help determine if a listed species or their habitat is potentially present.



Culverts, Bridges & Work in Water



Projects involving proposed or completed work in a waterway, **must** include documentation of contact with the Wisconsin Department of Natural Resources and or the U.S. Army Corps of Engineers. Either a copy of a permit or letter from DNR indicating no permit is required will be required before project closeout.



Avoid Delays! Provide:

- Complete Scope of Work
- Exact Location(s)
- Date of Construction

Alert EHP ASAP:

- Improved Projects
- Alternate Projects
- New Construction
- Mitigation