

1. Meeting Packet (PDF)

Documents:

[2017-08-21 MEETING PACKET \(PDF\).PDF](#)

2. LEPC Public Notice 2017 All (PDF)

Documents:

[2017-08-21 LEPC PUBLIC NOTICE 2017 ALL \(PDF\).PDF](#)

Wahkiakum County Local Emergency Planning Committee (LEPC)
Meeting Agenda

August 31, 2017 at 6:00 p.m.
Wahkiakum County Court House BOCC meeting room

Call meeting to order

- A** Introductions and Sign in
- Please insure you have signed in and updated any contact information.
- B** Confirmation of a Quorum? (Three members of the Committee at a meeting shall constitute a quorum)
- Corrections and/or additions to the Agenda

Old Business:

- C** Approval of minutes from the 3/30/2017 regular meeting.
- Projects Updates:
- D** Wahkiakum County CEMP ESF 10
 - E** Wahkiakum County Hazards Mitigation Plan Revision

New Business:

- Review the "National Response Center Reports"
- Upcoming training and or events
- Budget update
- Current Funding \$0.00
- Upcoming meeting:

2017 meetings:

3/30/2016 at 6pm

6/29/2016 at 6pm

8/31/2016 at 6pm

11/30/2016 at 6pm (On the 5th Thursday of each month that contains a 5th Thursday at 6:00pm)

Wahkiakum County LEPC roster

Updated 3-30-2017

Position	Confirmed	Tern End
Local Elected Officials	Commissioner – Dan Cothren	6/3/2018
Law Enforcement	Detective – Mike Balch	6/3/2018
Emergency Management	D. E. M. - Beau Renfro	6/3/2018
Fire fighting		
First aid	Asst. Chief - Kevin Maki	6/3/2018
Health profession	Brent Freeman	3/30/2019
Hospital		
Transportation personnel	Director - Chuck Beyer	1/20/2018
Broadcast and print media	Reporter - Rick Nelson	1/20/2018
Community groups		
Owners and operators of facilities subject to the requirements of EPCRA (EPCRA - Emergency Planning and Community Right-to-Know Act of 1986, synonymous with SARA Title III)	Superintendent - Duncan Cruickshank	1/20/2018
Washington State Patrol (Optional)	Sergeant - Brad Moon	3/30/2019
Citizen at Large	Sandi Benbrook Rieder	1/12/2018
Coast Guard		

Wahkiakum County Local Emergency Planning Committee (LEPC)
Meeting Minutes



March 30, 2017 at 6:00 p.m.
Wahkiakum County Court House BOCC meeting room

Call meeting to order Time:18:09

Introductions and Sign in

Name	Agency	Title	Representing	Phone	E-mail
Beau Renfro	Wahkiakum County Sheriff's Office Department of Emergency Management	DEM Coordinator	DEM	360-795-3242	renfrob@co.wahkiakum.wa.us
Dan Cothren	Board Of Wahkiakum County Commissioners	Commissioner	Local Elected Officials	360-795-8048	cothrend@co.wahkiakum.wa.us
Kevin Maki	Wahkiakum County Fire District NO. 3	Asst. Chief	Fire / EMS	503-298-7286	asstchief321@wwest.net
Sandi Benbrook Rieder	N/A	N/A	Citizen at Large	(360) 751-2693	slbenbrook@yahoo.com

Call meeting to order: Chairman Beau Renfro called the meeting to order at 18:09 in the Wahkiakum County Courthouse BOCC meeting room. Beau took minutes. All members present signed in on the attendance roster and are listed above. It was noted that there was a quorum and that we would be able to conduct business at the meeting. We dispensed with the introductions as everyone was familiar with each other.

Agenda: Mr. Renfro asked for additions and/or corrections to the agenda. There was none suggested.

Old Business:

Election of Members: Commissioner Cothren made a motion to appoint Brent Freeman to replace Sue Cameron for a 2 year term as the Health Profession representative. The Motion was seconded by Mrs. Benbrook Rieder and then the motion passes with 4 in favor, 0 Objections and 0 Abstaining. Commissioner Cothren made a motion to appoint Brad Moon for an additional 2 year term as the WSP representative. The Motion was seconded by Mrs. Benbrook Rieder and then the motion passes with 4 in favor, 0 Objections and 0 Abstaining.

Previous meeting Minutes: Mr. Renfro asked for suggestions or corrections to the minutes from the 1/12/2017 regular meeting. Mrs. Benbrook Rieder made a motion to approve the minutes as presented from the 1/12/2017 LEPC regular meeting. The motion was seconded by Commissioner Cothren. The motion passes with 4 in favor, 0 Objections and 0 Abstaining.

Project updates:

Wahkiakum County ESF 10: Mr. Renfro discussed the Final Draft of the Emergency Support Function(ESF) 10 and explained that it is time to send it off to the State for approval with the Committees approval. Mrs. Benbrook Rieder made a motion to approve the draft and to send it off to the state for approval. The motion was seconded by Commissioner Cothren. The motion passes with 4 in favor, 0 Objections and 0 Abstaining.

Island Evacuation Plan and kits: Mr. Renfro discussed the Puget island evacuation plan and a draft of the maps that would be used during the event. There were lots of suggestion on the plan and alternate was of getting residence off the Island. We need to document resources that might be of assistance during an emergency. We will need lots of public education as well as training for the emergency responders. This project is a work in progress.

National Response Center(NRC) Reports: The group reviewed and discussed the three NRC reports since our last meeting.

Wahkiakum County Local Emergency Planning Committee (LEPC)
Meeting Minutes

March 30, 2017 at 6:00 p.m.

Wahkiakum County Court House BOCC meeting room

Budget update: Current funding \$0.00

Upcoming meeting:

06/29/2017 at 6pm

Proposed 2017 meetings:

3/30/2017 at 6pm

6/29/2017 at 6pm

8/31/2017 at 6pm

11/30/2017 at 6pm

(On the 5th Thursday of each month that contains a 5th Thursday at 6:00pm)

Adjournment: 18:43

Respectfully Submitted

Beau Renfro, Chairmen

Approved: ___ / ___ / ___

D

ATTACHMENT 1-PROMULGATION
EMERGENCY SUPPORT FUNCTION TEN
Oil and Hazardous Materials Response

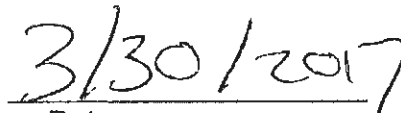
APPROVAL & IMPLEMENTATION

The Wahkiakum County LEPC developed ESF 10 to identify and implement hazardous materials emergency preparedness and response responsibilities in accordance with Chapter 118-40 Washington Administrative Code (WAC). The ESF details the purpose, policy, concept of operations, direction/control, actions and responsibilities of primary and support agencies to ensure a mutual understanding and a coordinated plan of action is implemented with appropriate agencies within Wahkiakum County.

The Wahkiakum County Local Emergency Planning Committee has the responsibility to studied this ESF and prepared or update it, as needed, the supporting plans and operating procedures needed to implement the ESF in the event of a hazardous material event.

The Wahkiakum County Department of Emergency Management is responsible for publishing and distributing this ESF and will issue changes as required.


Beau Renfro
LEPC Chairperson


Date

ATTACHMENT 3 - Hazardous Materials Incident Response Levels and Action
Classification

EMERGENCY SUPPORT FUNCTION TEN

Oil and Hazardous Materials Response

**HAZARDOUS MATERIALS INCIDENT RESPONSE LEVELS AND ACTION
CLASSIFICATIONS**

LEVEL I

1. Spills that can be contained and absorbed by equipment and supplies immediately available to emergency personnel.
2. Fires that can be extinguished with the resources immediately available to the first response agency.
3. Leaks that can be controlled using equipment and supplies immediately available to emergency personnel.
4. Incidents that do not require evacuation.

LEVEL II

1. An incident involving a greater hazard or larger area that poses a potential threat to life, property and/or the environment.
2. An incident involving a toxic substance that may require evacuation of citizens.
3. A hazardous materials incident which requires assistance from outside agencies to work with evacuees, coordinate with medical facilities, treat casualties and coordinate with agencies concerned with environmental impact.

LEVEL III

1. A major hazardous materials incident requiring resources beyond those of local departments and requiring expertise or resources of state, federal or private agencies and/or organizations in the first response community.
2. A hazardous materials incident within the County that involves evacuation of areas outside of Wahkiakum County.
3. A hazardous materials incident outside Wahkiakum County that requires evacuation of areas within Wahkiakum County.

ATTACHMENT 4 - PUBLIC SAFETY PROCEDURES

EMERGENCY SUPPORT FUNCTION TEN Oil and Hazardous Materials Response

PUBLIC SAFETY PROCEDURES

Shelter-in-Place

The term, "shelter in place", means to seek immediate shelter and remain there during an emergency rather than evacuate the area. Evacuation is the preferred public safety option. Therefore, shelter-in-place should only be used when an evacuation is not safe. The decision to shelter-in-place will be made by the IC in consultation with a hazardous materials technician or specialist, when possible. Once the decision to shelter-in-place is made, the IC will initiate or coordinate the release of information to instruct the affected population to shelter-in-place. This notification will be made using all means of communication available.

In the event of a critical incident in which hazardous (including chemical, biological or radiological) materials may have been released into the atmosphere either accidentally or intentionally, a decision to shelter-in-place may be the preferred method of safely waiting out the release. Consider providing the following instructions to citizens during a shelter-in-place situation:

- Turn off heating, cooling and ventilation system to prevent drawing in outside air.
- Get disaster supply kit, pets and their food and water.
- Move to a small, interior room above ground level and close doors and windows, rooms having little or no ventilation are preferred. Seal air vents, cracks around doors and windows with blankets, sheets, towels, plastic sheeting, duct tape or other materials.
- Do not use the fireplace or wood stove, extinguish all burning materials and close dampers.
- Notify those around you, and encourage others to remain in your room/office rather than to try to leave the building.
- Do not use the telephone unless you have an emergency.
- Listen to your local radio or television stations for further instructions.
- Stay in your rooms/offices/classrooms and only come out when you are told that it is safe.

It is important following a shelter-in-place event the public takes reverse actions. When outside toxic levels fall below those inside structures, directives should be given to begin ventilating buildings by restarting heating, cooling and ventilation systems and opening windows and doors. This is a critical component of the shelter-in-place concept but one where public compliance may become an issue.

Evacuation

The public is more likely to respond positively to an evacuation directive when they are well informed of the threat and appropriate action to take. It is very important the IC get the shelter-in-place or evacuation order out to the public as expeditiously as possible to minimize the potential of a wholesale self-evacuation. Uninformed, self-evacuees could frustrate response operations and compromise the traffic control plan.

The IC is responsible for determining the need to evacuate, executing the evacuation order and communicating evacuation procedures to the public. At a minimum, an evacuation directive should include:

- Location of the hazard.
- Description of the hazard.
- Description and boundaries of the evacuation zone.
- Name and address of shelters/reception centers.
- Primary evacuation routes to be used.
- Information on how special groups, i.e., schools, nursing homes, the functionally challenged, within the evacuation zone will be evacuated/assisted.
- Information on available public transportation system and pick-up points.
- Details on what to bring and not bring to the shelter/reception center.
- Information on security within the evacuation zone.
- Estimated time the zone/area will need to be evacuated.
- Information on how evacuees will receive instructions on when to return to the evacuation zone.

Time permitting, evacuees should also receive instructions to:

- Gather and pack only what is most needed, with particular attention given to medications, materials for infant care, essential documents, etc.
- Turn off heating, ventilation and cooling systems and appliances, except the refrigerator.
- Leave gas, water and electricity on unless damage is suspected, there is a leak, or advised to do so by authorities.
- Lock the house or building prior to leaving.
- Do not use the telephone unless it is an emergency.
- Car-pool or take only one car and drive safely. Keep all vehicle windows and vents closed, turn on local radio station for evacuation routes and up-to-date information.
- Follow directions given by officials along the evacuation route(s) and be prepared to provide the right-of-way to emergency response vehicles.
- Do not call your school or go to pick up children. The children will be moved if an evacuation is necessary at their location. The parents of evacuated children will be notified where to pick up children.

Evacuation plans are specific to the individual facility and possibly to the specific chemical. They will include special provisions and instructions for facilities in the

impacted area, especially those with captive or high risk populations, i.e., schools, hospitals, nursing homes, prisons, etc. Provisions will be made to evacuate the elderly and physically challenged who require assistance to comply with the evacuation directive. Precautionary, evacuation of certain, high-risk members of the affected population may be recommended even when no other segments of the population are evacuated. This could include infants, pregnant women, persons with respiratory illnesses and the elderly.

Once an evacuation is complete, no access to the evacuated area will be allowed without the express permissions of the IC. in coordination with the chief law enforcement officer. Once the area is deemed safe, the orderly return of evacuees to the evacuated area will be authorized through the IC. Return will be coordinated using predetermined procedures through designated checkpoints.

Any combination of the following modes of transportation will be utilized to transport evacuees from the evacuation zone to shelters/reception centers.

- Walking: When the evacuation is expected to be of short duration, evacuation zone is limited to a small area and weather conditions are acceptable, able-bodied persons may be asked to walk to a nearby shelter/reception center (school, parking lot, church, field, etc.). If the hazardous material is highly flammable and ignition sources need to be eliminated or surface arterials are in gridlock, walking would be the chosen mode for evacuation until a safe area is reached where follow-on transportation to a shelter/reception center is available.
- Private vehicle (car, van, pick-up truck, etc.): When walking is not an option, use of private vehicles is a viable alternative as long as the vehicle is in the area to be evacuated, fueled, and in operating condition. Use of personal vehicles can be quick and convenient and a community resource for transporting neighbors without access to their own vehicle or persons with physical challenges that do not require EMS level transportation.
- Public Transit (Wahkiakum County bus and school bus): This mode minimizes the stress on surface arterials and provides a means of evacuation for individuals without a vehicle or immediate access to a vehicle when the distance to clear the evacuation zone is too far to walk. It is also an excellent alternative for institutions such as hospitals and those housing the elderly. School buses can be used to augment the overall evacuation once students at risk have been evacuated.
- EMS vehicles (ambulance or handicap equipped vehicle): This mode is primarily used to transport the sick, infirmed or disabled from the evacuation zone to a shelter/reception center or other, more appropriate facility.

Public school buildings are normally used as evacuation shelters/reception centers when the evacuation is projected to last for an extended period of time; however, any large building outside the evacuation zone with adequate facilities could be utilized as

long as the owner agrees to its use. Every effort will be made to ensure each shelter/reception center is accessible to all evacuees, including the physically challenged and elderly. This may not be possible in every situation. In these instances, assistance will be provided and/or alternative facilities will be identified. Alternative facilities outside {Insert name of jurisdiction} may be required to accommodate the special needs population, hospital patients or jail/prison inmates.

The American Red Cross (ARC), in conjunction with faith based organizations, operates shelters/reception centers in Wahkiakum County. The services provided in these shelters/reception centers will be in accordance with ESF 6 - Mass Care, Emergency Assistance, Housing and Human Services of the Wahkiakum County Comprehensive Emergency Management Plan.

Law enforcement personnel will be assigned to secure the perimeter of the evacuation zone and, when environmental conditions permit. Periodically patrol the interior of the evacuation zone. Law enforcement personnel may also be dispatched to shelter/reception center locations to provide security. The Wahkiakum County EOC will request state assistance when the duration of the evacuation and/or size of the evacuation zone exceeds the capabilities of local law enforcement.

Law enforcement is responsible for verifying the identity of non-uniformed personnel requiring access to the evacuation zone to conduct business (local and state government, utilities, business owners, etc.) and maintaining a log recording when these individuals enter and exit the evacuation zone.

Sample Evacuation Warning Message

ATTENTION! (Lead Law enforcement / Executive / Mayor / City Manager) of _____, and the _____ Fire Department / District have issued the following emergency bulletin at (time) this morning / afternoon / evening: A chemical leak of occurred at_(time) this morning / afternoon / evening at location. This is a highly poisonous chemical and you are in immediate danger if exposed. No leak of the chemical is occurring at this time, I repeat there is no leak at this time, but a leak is possible while workers repair_____. You are directed to follow these emergency instructions now!

All people within the area bounded by_____ Street / Avenue / Road / etc. on the north, Street / Avenue / Road / etc. on the east,_____ Street / Avenue / Road / etc. on the south and _____ Street / Avenue / road / etc. on the west are directed to evacuate immediately. Tie a white cloth or towel to the outside front door knob to indicate the premises are vacated. Police will secure the area vacated and no one will be allowed to enter/reenter.

Use _____ Street / Avenue / Road / etc. to the north and _____ Street / Avenue / Road / etc. to the east as evacuation routes. Public shelters are set up at (name and address of facility) and (name and address of

facility) if you need shelter. The (public transit system) buses will provide transportation for residents of (location | sub-division | community | facility name). School children from School will be evacuated to (facility name) by their school buses. DO NOT go to the school to pick them up.

If you need transportation or special help, call (telephone number). DO NOT call 911 for assistance or information. Emergency workers are in the area to assist. Stay tuned to this (radio or TV) station for further instructions and for the "All Clear" to be issued.

ATTACHMENT 5 – REPORTING FACILITIES

EMERGENCY SUPPORT FUNCTION TEN

Oil and Hazardous Materials Response

REPORTING FACILITIES

I. REPORTING FACILITIES

Facility Name	Address	City	Zip Code	F D	Facility Emergency Coordinator/ Emergency Contact	Title	24-Hour Telephone
AT&T Mobility - Cathlamet	50 Cochran Drive	Cathlamet	98612	4	Caroline Lammers		
WA DOT Cathlamet	286 E. State Route 4	Cathlamet	98612	4	Carlen Volk		
**Facility Emergency Coordinator, Section 302 Reporting Facility							

II. SECTION 302, EXTREMELY HAZARDOUS SUBSTANCE FACILITIES MAPS

**ATTACHMENT 6 – WAHKIAKUM CO. HAZARDOUS MATERIALS CONTACT LIST
EMERGENCY SUPPORT FUNCTION TEN Oil and Hazardous Materials Response**

WAHKIAKUM COUNTY HAZARDOUS MATERIALS CONTACT LIST

CHEMTREC	HazMat Information	
Department of Ecology	Spill Line	
Environmental Protection Agency - Region X	24 Hour Line EPRCRA Hotline Region X Section 313 Questions Other Title III Questions	
Wahkiakum County DEM/LEPC	Beau Renfro	
Wahkiakum County EOC	24 Hour Dispatch	
Wahkiakum County Health and Human Services		
Wahkiakum County Public Works		
National Response Center	Reporting of all spills	
National Weather Service-Portland (NWS)		
WA State Dept. of Health (DOH)	Duty Officer	
WA State Dept. of Health	Radiation Protection	
WA State EMO - Duty Officer Commission		
WA State Patrol (WSP)		
WA State Polson Control Center		

Extremely Hazardous Substance (EHS) releases that exceed certain quantities must be reported to:

- 1. Department of Ecology & SERC (through WA State EMD)**
- 2. LEPC (through Mason County DEM/Dispatch)**
- 3. Local Fire Departments**

And sometimes:

- 4. National Response Center (if release quantity requires it)**
- 5. United States Coast Guard (for spills in or affecting the waterways)**

E

NOTICE

**Request for Proposal (RFP)
Wahkiakum County
County wide Hazard Mitigation Plan Comprehensive Review and Update**

Wahkiakum County is currently seeking proposals from qualified consultants to update the Wahkiakum County Hazard Mitigation Plan that meets all requirements under 44 CFR Part 201.6.

As described in the Federal Register (Volume 67, Numbers 38 and 109, dated February 26, 2002 and October 2002 respectively,) Section 322 of the Disaster Mitigation Act of 2000 requires that all local governments adopt an approved Hazard Mitigation Plan (Plan) to be eligible to receive future hazard mitigation grant funding. The purpose of the Plan is to demonstrate the "jurisdiction's commitment to reduce risks from natural hazards, serving as a guide for decision-makers as they commit resources to reducing the effects of natural hazards. Local plans will also serve as the basis for the State to provide technical assistance and to prioritize project funding."

To fulfill this requirement, Wahkiakum County seeks consultant services in order to update the existing Hazard Mitigation Plan thereby meeting the necessary requirements of and is approved by the Federal Emergency Management Agency (FEMA) and the Wahkiakum County.

******DEADLINE FOR SUBMISSION OF PROPOSALS******

The deadline for submission of proposals is the 10AM July 18th, 2017. Responses shall be submitted in a sealed envelope to:

SEALED PROPOSAL – CONSULTANT SERVICES – HAZARD MITIGATION PLAN

Beau Renfro, Coordinator
Wahkiakum County Sheriff's Office Department of Emergency Management
64 Main Street\PO Box 65
Cathlamet, WA 98612

Proposals will not be accepted by fax or electronic file transfer. Submissions should include one original and three copies.

Approved as to form:


Daniel H. Bigelow
Prosecuting Attorney

6/12/17

PART I. INTRODUCTION

Background

The Federal Disaster Mitigation Act of 2000 (DMA 2000) calls for, and 44 CFR Part 201.6 requires that each county and local municipality adopt a Multi-Hazard Mitigation Plan to be reviewed by the Washington State Emergency Management Division (WAEMD) and approved by the Federal Emergency Management Agency (FEMA) as a prerequisite to receipt of Hazard Mitigation project funding. Hazard Mitigation projects reduce the loss of life and property, human suffering, economic disruption, and disaster assistance costs resulting from natural disasters. Wahkiakum County has an existing plan, approved by FEMA in 2010. 44 CFR Part 201.6 requires local jurisdictions to review and revise plans to reflect changes in development, progress in local mitigation efforts, and changes in priorities, and resubmit it for approval within 5 years in order to continue to be eligible for mitigation project grant funding. The Wahkiakum County has received federal funding to review and revise the Hazard Mitigation Plan for Wahkiakum County with a 12.5% local match.

Project Overview

The primary purpose of the Wahkiakum County Hazard Mitigation Plan is to serve as a planning document to assist in preparing for, responding to, and recovering from disasters and other significant events that may occur within Wahkiakum County, Town of Cathlamet and other participants jurisdiction. This process shall also provide an updated Hazard Mitigation Plan that meets the requirements and approval of Federal Emergency Management Agency (FEMA) and the Washington State Emergency Management Division (WAEMD), so as to ensure that the participating jurisdictions continue to be eligible for future hazard mitigation funding.

Project Management

Wahkiakum County will be the administrative agency for the Plan, on behalf of the Planning Committee. As such, management of and contract administration for the Plan is the primary responsibility of the Wahkiakum County Sheriff's Office.

As this Plan will be partially grant funded and partially funded by local resources from each participating jurisdiction and from within Wahkiakum County, the selected consultant is expected to provide documentation of time spent revising

and updating the Plan and to adhere to a strict budget. To ensure that the revision of the Plan is consistent with the budget provided, staff from Wahkiakum County will meet periodically with the consultant and with the Planning Committee members to monitor the expenditure of funds and progress of work. With the submission of the final draft the consultant shall provide all documentation of time spent developing the Plan.

The consultant's work will not be complete until the Plan has been adopted by Wahkiakum County, The Town of Cathlamet, other participating entities, and accepted by the Federal Emergency Management Agency.

PART II. SCOPE OF WORK

The following Scope of Work shall be completed by the Consultant and shall meet all the requirements depicted on 44 CFR Part 201.6.

The consultant will lead the review and revision of the Plan; however, members of the Planning Committee will provide input, information, and comments throughout the development of the Plan. It is anticipated that the review and revision will follow the timeline identified on page 5. The consultant shall present a draft of the revised Plan to the Planning Committee by March 1, 2018, for review and comment. The consultant then shall present a final draft to the planning committee not later than April 30, 2017 for review and adoption by Wahkiakum County and the Town of Cathlamet. All Wahkiakum County deadlines are set to meet FEMA's grant deadline. This project shall be complete no later than August 11, 2018.

The consultant will be responsible for collecting all data, and performing all analyses, necessary for completion of the Plan. All data and information generated by the consultant shall meet Wahkiakum County's standards. See **PART VI**. Additionally, the consultant will supply Wahkiakum County with paper and digital copies of all data and information generated in association with this project.

To ensure payment from our granting agency and the best quality plan, the planning process and the new plan shall comply with all the additional requirements required by grant number D16-008 (attached).

Overall Project Design

Following is a list of the required steps in developing the Plan. For each step, the responsible agency is identified:

- (A) *Project Initiation.* Consultant selection process. **See PART III.**
- (B) *Recruitment of Planning Partners.* The Consultant will conduct an outreach effort within the existing partners included in the original Wahkiakum County Hazard Mitigation Plan and in addition, recruit additional local jurisdictional participation.
- (C) *Ensure Public Involvement in the Planning Process.* The Consultant shall involve the public in all aspects of the planning process.
- (D) *Refinement of Scope of Work.* Members of the Planning Committee (representatives from all involved jurisdictions and the public) will review and discuss with the selected consultant the Scope of Work, objectives for the Plan review and revision, summary of necessary and available data and information, required elements of the Plan, responsibilities for specific tasks, timeline, and process for documenting of time and resources spent on Plan revision. Review and revision of the Plan will begin once the selected members of the Planning Committee and consultant approve the Scope of Work.
- (E) *Collection of Available and New Data.* Consultant will identify, collect, and analyze updated and/or new data and integrate it into the Plan as the basis for the formulation of the recommendations. The consultant will also identify gaps in existing data and include recommendations to address these deficiencies. The Consultant shall complete a Threat and Hazard Identification and Risk Assessment (THIRA) according to FEMA standards.
- (F) *Draft Revised/Updated Plan.* Once all necessary data and information has been reviewed and revised and new data collected and incorporated, the consultant will develop an initial revised Plan draft, with all necessary elements, including:
- Brief introduction, including context for and description of the need for the Plan.
 - An evaluation of the existing plan reviewing for strengths, weaknesses, and utility.

- Brief description of the history, physical setting, land use patterns, and development trends of the area to be covered by the Plan.
- A listed assessment of the hazards and risks to which each of the participating partners is vulnerable with emphasis on the incorporation of the Washington State Department of Natural Resources Level 2 Hazus effort, Washington State Department of Transportation data, and additional information as identified by the planning committee.
- A hazard analysis updated in consultation with Wahkiakum County and the Planning Committee (the consultant shall be responsible for arranging with Wahkiakum County to conduct the analysis.)
- Listed summary of current federal, state and local programs and policies that address the identified risks.
- Stated Plan goal and objectives.
- A revised prioritized list of recommended strategies, programs, policies and actions to address identified hazards and risks, including those that are relevant to public facilities and infrastructures as well as general environmental conditions. The list should include a brief description of each recommendation, agencies responsible for implementing recommendations, and suggested timelines for implementing recommendations.
- Strategy for evaluating, revising and implementing recommendations.
- Documentation of public participation in Plan development.
- Documentation that the participating partners have met the requirements of the Disaster Mitigation Act of 2000, as described in the Federal Register (Volume 67, Numbers 38 and 190), dated February 26, 2002, and October 1, 2002 respectively).
- Other descriptions, documentation and Plan elements as required to meet WAEMD and FEMA approval.
- All relevant maps, graphs, charts, pictures and data to support document text will be listed and identified.
- One (1) color paper copy of the draft plan, one (1) digital (MS Word format) copy of the draft plan and (1) text searchable(OCR) PDF copy of the draft plan.

The consultant will present the Draft Revised Plan to the Planning Committee by March 1, 2018; the members of the Planning Committee will review the written draft and provide comments by March 15, 2018. The consultant shall amend the draft Plan per these comments and submit the plan to WAEMD, pending Planning Committee approval, by April 30, 2018.

(E) Final Plan. By June 30, 2018, the consultant shall present to members of the Planning Committee and other invited local officials the final version of the Plan, both verbally and in writing, including all requirements listed above and incorporating the comments suggested by the Planning Committee members, in a format suitable for reproduction by Wahkiakum County. The consultant shall provide Wahkiakum County with one (1) color paper copy of the final plan, one (1) digital (MS Word format) copy of the final plan and one (1) Text searchable (OCR) PDF copy of the final plan.

(F) Tentative Schedule. The following is a summary of the proposed timeline for the project, but maybe subject to change upon agreement with the consultant.

<u>Month</u>	<u>Activity</u>
6-9/2017	Project initiation and consultant selection Consultant participating agency recruitment Consultant formal needs and risk assessment
10-11/2017	Participating partners conduct hazard assessment Participating partners collect additional data and information Draft revision of HIVA (THIRA)
12/17-2/18	Development of mitigation strategies Conduct public forum regarding strategies, goals, objectives Draft plan complete
03/2018	Review and comment of draft by Planning Committee Presentation of draft Plan to public Review of draft Plan by WAEMD
04/2018	FEMA plan review
06/2018	Wahkiakum County plan adoption

PART III: CONSULTANT SELECTION PROCESS

Members of the ERP Review Committee will review proposals and may invite consultants to be interviewed. Final decisions about consultant selection will be based on the interviews and the Evaluation Criteria specified below. Once a consultant is recommended, the consultant will work with Wahkiakum County to negotiate a final contract document, including a detailed timeline for Plan completion. All contract documents will be executed with Wahkiakum County and will conform to Wahkiakum County policies and procedures. The selection process should be completed within 30 days of the submission of proposals.

Contents of Proposals

Proposals should include:

1. Statement of experience in similar projects, including brief project descriptions.
2. Identification of individuals to be assigned to the project and statement of qualifications of individuals and resources assigned to the project.
3. Statement of general approach, including a description of the recommended process and considerations for completing the Plan update and revision and for meeting the public participation requirements of WAEMD and FEMA. It is expected that the consultant will meet with the Planning Committee (i.e. one (1) hour meetings once a week) until the final Plan is completed.
4. Scope of Work detailing the timeline, necessary tasks for development of the Plan, and partners responsible for completing tasks.
5. General list of data and information needed to revise/update a Hazard Mitigation Plan.
6. An estimate of the cost of proposed Plan review and revision. If the total cost for the proposed Plan exceeds grant funds consultants should suggest modifications to the Scope of Work that remain consistent with and support the requirements of the Plan. Costs for completing specific sections of the proposed Plan should be estimated and noted in the proposal.
7. Reference list.

Evaluation Criteria

Consultant will be evaluated based on the following criteria:

- Experience and expertise in review and revision of hazard mitigation plans approved by WAEMD and FEMA – references to be provided.
- Experience with projects similar in scope for communities similar to those of Wahkiakum County.
- Ability to accomplish projects in a professional, thorough and timely manner.
- Qualifications of people and resources assigned to project.
- Ability to meet with the Planning Committee to review and revise the Plan.
- Costs of services consistent with and supporting the requirements of the Plan. Costs for completing specific sections of the proposed Plan should be estimated and noted in the proposal.
- Completeness and thoroughness of proposals and bid documents.

Validity Period

Submissions shall be valid for a period of 90 days following submission.

Selection Date

It is anticipated that Consultant selection will occur on July 11th 2017 at the regular meeting of the Wahkiakum County Board of County Commissioners, in Cathlamet, WA.

PART IV. PAYMENTS

Negotiations between Wahkiakum County and the selected consultant will take place regarding payment, however it is the intent of WAHAKIYKUM COUNTY to pay in installments based on production. Final payment will be withheld pending FEMA plan approval.

PART V. CONTRACT INFORMATION AND DEADLINE

Technical questions regarding this Request for Proposals should be submitted in writing (to include fax and email) to:

Beau Renfro, Coordinator
Wahkiakum County Sheriff's Office Department of Emergency Management
64 Main Street\PO Box 65
Cathlamet, WA 98612
Fax: (360) 795-7873
Email: renfrob@co.Wahkiakum.wa.us

Deadline for Submission

The deadline for submission for proposals is the close of business (10:00 a.m.) July 18, 2017. Responses shall be submitted in a sealed envelope to:

SEALED PROPOSALS – CONSULTANT SERVICES – HAZARD MITIGATION PLAN

Beau Renfro, Coordinator
Wahkiakum County Sheriff's Office Department of Emergency Management
64 Main Street\PO Box 65
Cathlamet, WA 98612

Proposals will not be accepted by fax or electronic file transfer. Submissions should include one original and three copies.

PART VI.

Included in the enclosures are "General Conditions to Bid" and "Mapping Standards".

GENERAL CONDITIONS TO BID

- 1) Proposal packages shall be submitted in a sealed envelope marked with the name of the consultant and the words "**SEALED PROPOSAL – CONSULTANT SERVICES – HAZARD MITIGATION PLAN**" marked on the outside of the envelope. Submit one original, with all original signatures on required forms, and **THREE** copies.
- 2) Consultant assumes the risk of any delay in the mail. Whether sent by mail or by personal delivery consultant assumes responsibility for having the proposal deposited on time at Wahkiakum County. Proposals received after the designated time stated will not be considered and will be returned to the consultant unopened.
- 3) The proposal, as presented, shall remain valid for a period of ninety (90) days from proposal due date.
- 4) Any deviations from the specifications are to be so noted and fully explained. Deviations will be analyzed, and if deemed to be in the best interests of Wahkiakum County, specification requirements may be waived.
- 5) It shall be the responsibility of each consultant to call to the attention of Wahkiakum County any apparent discrepancy in the specification so or any question of interpretation thereof. Failure to do so constitutes acceptance as written.
- 6) Wahkiakum County reserves the right to revise or amend the proposal specifications prior to the proposal due date by "written addenda.
- 7) Wahkiakum County reserves the right to reject any or all proposals and to negotiate with any consultant.
- 8) Proposals will be evaluated on the basis of qualifications, experience and cost. A contract compliant with 44 CFR Part 13.36(i) and the Post Katrina Emergency Management Reform Act will be awarded to the company offering the proposal that appears to be in the best interests of Wahkiakum County.

- 9) The apparent silence of the specification as to any details or the omission of a detailed description concerning any point shall be interpreted as meaning that only the best commercial practices are to prevail and that only first quality materials and work will be accepted.
- 10) All proposals submitted to Wahkiakum County become the property of Wahkiakum County and will be opened in the Wahkiakum County Board of County Commissioner's meeting. Each proposal will be checked to determine if it is complete and meets the requirements of the Request for Proposals.

MAPPING STANDARD

The standard software file format for spatial data is ESRI's vector format.

Wahkiakum County's preference is to receive digital data products in the standard geo-referenced file formats. If it is not possible for the consultant to provide the digital spatial data in the standard format, Wahkiakum County may accept the data as a geo-reference CAD (.dxf, .dwg or .dgn) file, or shapefile (.shp). Export files from other GIS software packages may be acceptable, but shall be pre-approved by Wahkiakum County. Other CAD drawing formats and non-geo-referenced files will not be accepted. In addition, the consultant is required to submit FGDC compliant metadata for each spatial data set.

The delivery format of all digital data products shall be clearly defined in responses to Requests for Proposals and/or the final contract for services. Early in the project, the consultant shall also review its proposed data structure, file format, geo-referencing standard and metadata content with the Wahkiakum County Building and Planning office to ensure that the final digital data products will meet our GIS requirements.

Existing Wahkiakum County developed map and digital GIS data products can be made available to the consultant based on Wahkiakum County Public Works data distribution standards and policy.

**Washington State Military Department
HAZARD MITIGATION GRANT AGREEMENT FACE SHEET**

1. Sub-Grantee Name and Address: Wahkiakum County Sheriff's Office DEM 64 Main Street PO Box 65 Cathlamet, WA 98612		2. Total Grant Amount: \$30,000 F, S, L Up to \$22,500 F; \$3,750 S; \$3,750 L		3. Grant Number: D16-008	
4. Sub-Grantee Contact, phone/email: Beau Renfro 360-795-3242 renfro@co.wahkiakum.wa.us		5. Grant Start Date: June 30, 2016		6. Grant End Date: August 11, 2018	
7. Department Program Manager, phone/email: Tim Cook, (253) 512-7467 tim.cook@mil.wa.gov		8. Data Universal Numbering System (DUNS): 114749216		9. UBI # (state revenue): 248-000-005	
10. Funding Authority: Washington State Military Department (the "Department"), and Federal Emergency Management Agency (FEMA)					
11. Funding Source Agreement #: FEMA-4188-DR-WA-1-P		12. Program Index # 754F4 / 752L4	13. Catalog of Federal Domestic Asst. (CFDA) # & Title: 97.039 (HMGP)		14. TIN or SSN: 91-6001377
15. Service Districts: (BY LEGISLATIVE DISTRICT): 19th (BY CONGRESSIONAL DISTRICT): 3rd		16. Service Area by County(ies): Wahkiakum County		17. Women/Minority-Owned, State Certified?: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> NO <input type="checkbox"/> YES, OMWBE # _____	
18. Contract Classification: <input type="checkbox"/> Personal Services <input type="checkbox"/> Client Services <input checked="" type="checkbox"/> Public/Local Gov't <input type="checkbox"/> Collaborative Research <input type="checkbox"/> A/E <input type="checkbox"/> Other _____			19. Contract Type (check all that apply): <input type="checkbox"/> Contract <input checked="" type="checkbox"/> Grant <input checked="" type="checkbox"/> Agreement <input type="checkbox"/> Intergovernmental (RCW 39.34) <input type="checkbox"/> Interagency		
20. Contractor Selection Process: <input checked="" type="checkbox"/> "To all who apply & qualify" <input type="checkbox"/> Competitive Bidding <input type="checkbox"/> Sole Source <input type="checkbox"/> A/E RCW <input type="checkbox"/> N/A <input type="checkbox"/> Filed w/OFM? <input type="checkbox"/> Advertised? <input type="checkbox"/> YES <input type="checkbox"/> NO _____			21. Contractor Type (check all that apply): <input type="checkbox"/> Private Organization/Individual <input type="checkbox"/> For-Profit <input checked="" type="checkbox"/> Public Organization/Jurisdiction <input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> VENDOR <input checked="" type="checkbox"/> SUBRECIPIENT <input checked="" type="checkbox"/> OTHER		
22. BRIEF DESCRIPTION: FEMA's Hazard Mitigation Grant Program provides grants for mitigation planning and cost-effective mitigation actions after a Presidential disaster declaration to reduce the risk of loss of life and property damage in future disasters. Title: Project 4188-1-P – Wahkiakum County Hazard Mitigation Plan Update - Provide funds to Wahkiakum County to Update their Hazard Mitigation Plan. Project details are noted in Attachment 3 - Certification and Assurances, Attachment 4 – Statement of Work and/or Description of the Project, Attachment 5 - Project Development Schedule, Attachment 6 - Project Budget, and the FEMA approved project application, each of which are incorporated herein by this reference.					
IN WITNESS WHEREOF, the Department and Sub-Grantee acknowledge and accept the terms of this Grant Agreement, exhibits, references and attachments hereto and have executed this Grant Agreement as of the date and year written below. This Grant Agreement Face Sheet; Special Terms & Conditions (Attachment 1); General Terms and Conditions (Attachment 2); Certification and Assurances (Attachment 3); Statement of Work and/or Description of Project (Attachment 4); Project Development Schedule (Attachment 5); Project Budget (Attachment 6); and all other documents, exhibits and attachments expressly referenced and incorporated herein contain all the terms and conditions agreed upon by the parties and govern the rights and obligations of the parties to this Grant Agreement. No other understandings, oral or otherwise, regarding the subject matter of this Grant Agreement shall be deemed to exist or to bind any of the parties hereto.					
In the event of an inconsistency in this Grant Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: 1. Applicable Federal and State Statutes and Regulations 2. Statement of Work and/or Project Description as outlined in FEMA approved Project Application 3. Special Terms and Conditions 4. General Terms and Conditions, and, 5. Other provisions of the contract incorporated by reference.					
WHEREAS, the parties hereto have executed this Grant Agreement on the day and year last specified below.					
FOR THE DEPARTMENT: Signature _____ Date 12/20/2016 Richard A. Woodruff, Contracts Administrator Washington State Military Department			FOR THE SUB-GRANTEE: Signature _____ Date 12-13-16 Blair H. Brady, Chair – Wahkiakum BOCC		
BOILERPLATE APPROVED AS TO FORM: Signature _____ Date _____ Brian E. Budhok (signature on file) 1/28/2015 Assistant Attorney General			APPROVED AS TO FORM: _____ Date _____		

Form 1/28/2015 mil

HMGP
Daniel H. Bigelow
Prosecuting Attorney
12/15/16

**Washington State Military Department
SPECIAL TERMS AND CONDITIONS**

ARTICLE I - KEY PERSONNEL:

1. The individuals listed below shall be considered key personnel and point of contact. Any substitution by either party must be submitted in writing.

SUB-GRANTEE		MILITARY DEPARTMENT	
Name	Beau Renfro	Name	Tim Cook
Title	County DEM Coordinator	Title	State Hazard Mitigation Officer
E-Mail	renfrob@co.wahkiakum.wa.us	E-Mail	tim.cook@mil.wa.gov
Phone	360-795-3242	Phone	253-512-7467
Name	Mark Howie	Name	Dave Spicer
Title	Wahkiakum County Sheriff	Title	Hazard Mitigation Grant Program Coordinator
E-Mail	howiem@co.wahkiakum.wa.us	E-Mail	David.Spicer@mil.wa.gov
Phone	360-795-3242	Phone	253-512-7082
Name		Name	
Title		Title	
E-Mail		E-Mail	
Phone		Phone	

ARTICLE II – ADMINISTRATIVE AND /OR FINANCIAL MANAGEMENT AND ACCOUNTING:

The SUB-GRANTEE shall comply with all applicable state and federal laws, regulations, and program guidance. A non-exclusive list of laws, regulations and guidance commonly applicable to FEMA grants are listed here for reference only, and include but are not limited to, the following:

1. Applicable FEMA CFR and Program Guidance provisions:
 - Title 44 Code of Federal Regulations (CFR) Part 206, Subpart N (206.430- .440), Hazard Mitigation Grant Program.
 - Title 44 CFR Part 79, Flood Mitigation Grants.
 - Title 44 CFR Part 80, Property Acquisition and Relocation for Open Space.
 - Title 44 CFR Part 7, Nondiscrimination in Federally Assisted Programs.
 - Title 44 CFR Part 9, Floodplain Management and Protection of Wetlands.
 - Title 44 CFR Part 10, Environmental Considerations.
 - Title 44 CFR Part 16, Enforcement of Nondiscrimination on the Basis of Handicap.
 - Title 44 CFR Part 17, Government wide Requirements for Drug-Free Workplace.
 - Title 44 CFR Part 18, New Restrictions on Lobbying.
 - *Hazard Mitigation Assistance Unified Guidance*, FEMA, July 12, 2013.
2. Cost Principles:
 - 2 CFR Part 220 – OMB Circular A-21, as revised, Cost Principles for Educational Institutions.
 - 2 CFR Part 225 as revised, Cost Principles for State, Local and Indian Tribal Governments.
 - 2 CFR Part 230 as revised, Cost Principles for Non-Profit Organizations.
3. Administrative Requirements:

- 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
 - OMB Circular A-102, as revised, Grants and Cooperative Agreements with State and Local Governments.
 - 2 CFR Part 215 – OMB Circular A-110, as revised, Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.
4. Audit Requirements:
- OMB Circular A-133, as revised, Audits of States, Local Governments, and Non-Profit Organizations.
5. The Sub-Grantee shall comply with the Federal Funding Accountability and Transparency Act (FFATA) and related OMB Guidance consistent with Public Law 109-282 as amended by section 6202(a) of Public Law 110-252 (see 31 U.S.C. 6101 note), and complete and return to the Department Attachment 7 attached to and made a part of this Agreement.

ARTICLE III – COMPENSATION SCHEDULE:

1. PROJECT FUNDING

The Department will administer the Hazard Mitigation Grant Program and will pass through the federal match and commit the required state match. The Sub-Grantee will commit the required local match.

- a. The total cost of the project (total project cost) for the purposes of this Grant Agreement is **\$30,000** dollars; PROVIDED that, if the total cost of the project when completed, or when this Grant Agreement is terminated, is actually less than above, the actual cost shall be substituted herein.
- b. The value of the contributions by the Sub-Grantee to the project shall be **\$3,750** dollars, or **12.5** percent, at minimum, of the total project cost. The Sub-Grantee's contributions may be cash or in-kind, must be from a non-federal source, must be reasonable, allowable and allocable, and must comply with all Federal requirements and regulations.
- c. When the Department enters into an agreement with the Federal Emergency Management Agency (FEMA) to contribute federal funds to this project, that federal contribution will be **\$22,500** dollars, or 75 percent of the total project cost, whichever is less.
- d. The value of the contributions by the Department to the project shall be **\$3,750** dollars, or **12.5** percent, at minimum, of the total project cost. The Department's contributions must be from a non-federal source and must comply with all Federal requirements and regulations.
- e. The Department shall not be obligated to pay any amount beyond that set out in Subsections c and d above, unless that additional amount has been approved in advance by both the Department and Sub-Grantee and is incorporated by written amendment into this Grant Agreement.
- f. Except as provided in Article III, 1. g. of this Agreement, some flexibility to shift funds between budget categories is allowed as follows: Transfer of funds between total direct cost categories in the approved budget will not be reimbursed without the prior written authorization of the Department and FEMA when such cumulative transfers among those approved cost categories exceed 10 percent of the total budget. Approved budget categories are as specified or defined in the Project Budget, Attachment #6.
- g. Transfer of funds between construction and non-construction budget categories is allowed only upon prior written approval and authorization of the Department. Approved budget categories are as specified or defined in the Project Budget, Attachment #6.

2. GRANT AGREEMENT PERIOD

Activities payable under this Grant Agreement and to be performed by the Sub-Grantee under this Grant Agreement shall only be those after the obligation of federal funds on June 30, 2016 and shall terminate on August 11, 2018. This period shall be referred to herein as the Grant Agreement Period and/or Period of Performance, unless expressly stated otherwise. Costs incurred during the Grant Agreement Period shall include pre-award costs authorized in writing by FEMA as well as eligible costs incurred after the effective date of the Grant Agreement Period and before termination.

- a. The Sub-Grantee shall complete the project as described in the FEMA approved project application, incorporated in and made a part of this Agreement by reference, and as described in Attachments #4, #5 and #6. In the event of extenuating circumstances, the Sub-Grantee may request, in writing, that the Department extend the deadline for Grant Agreement completion. The Department may, in its sole discretion, extend the deadline only by written amendment to this Agreement.
- b. No expenditure made, or obligation incurred, before or after the Grant Agreement Period shall be eligible, in whole or in part, for grant funds with the exception of pre-award costs authorized in writing by FEMA. In addition to any remedy the Department may have under this Grant Agreement, the amounts set out in Article III, section 1. **Project Funding**, above, may be reduced to exclude any such expenditure from participation.
- c. Failure to complete the project in a timely manner, as outlined in Attachment #5, is a material breach of this Grant Agreement for which the Department is entitled to termination or suspension under Attachment 2, section A.35.

3. PROJECT PAYMENT(S)

The Department, using disaster funds from PL 93-288, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, and the State of Washington, for the Hazard Mitigation Grant Program) (using mitigation funds from the Pre-Disaster Mitigation grant program, shall issue payments to the Sub-Grantee as follows:

- a. Payment for eligible, reimbursable work completed and billed on an A-19, Voucher Distribution, upon receipt of acceptable documentation, to include, but not limited to, copies of receipts for all goods and services purchased, copies of invoices from contractors and subcontractors for work completed, and copies of timesheets for staff involved with the project, sign-in/sign-out sheets for donated personnel and/or volunteer time spent on the project, and documentation to support other in-kind contributions.
- b. The Department reserves the right to withhold disbursement of up to 10 percent of the total project cost, as specified in Article III, section 1, Project Funding, to the Sub-Grantee until the project has been completed and given final approval by the Department.
- c. Final Payment: Final payment of any remaining, or withheld, funds will be made within 60 days after submission by the Sub-Grantee of the final report, final A-19, Voucher Distribution, and completion of all final inspections by the Department.

Final payment by the Department also may be conditioned upon a financial review, if determined necessary by the Department. Adjustments to the final payment may be made following any audits conducted by the Department, Washington State Auditor's Office, the United States Inspector General, or their authorized representatives.

ARTICLE IV – DOCUMENTATION

The Sub-Grantee is required to retain all documentation which adequately identifies the source and application of all mitigation grant funds for six years following the closure of this grant. For all funds received, source documentation includes adequate accounting of actual costs and recoveries incurred.

ARTICLE V – REPORTS:

1. In addition to the reports as may be required elsewhere in this Grant Agreement, the Sub-Grantee shall promptly prepare and submit the following reports to the Department's Key Personnel:
 - a. Quarterly progress reports, no later than the 15th day following the end of the fiscal quarter, indicating the status of the project, to include a brief narrative on progress during the quarter. The report shall identify the costs incurred to date, the percentage of work completed, the anticipated completion date of the project, and whether cost under runs or over runs are expected. In addition, the Sub-Grantee should note any challenges or issues associated with the project. Failure to submit a complete quarterly report within 15 days following the end of the quarter will result in suspension of all payments to the Sub-Grantee until a complete quarterly report is received by the Department.
 - b. A final report when the project is completed, prematurely terminated, or project assistance is terminated. The report shall include a final accounting of all expenditures and a description of work accomplished. If the project is not completed, the report shall contain an estimate of the percentage of completion, and shall indicate the degree of usefulness of the completed project. The report shall account for all expenditures not previously reported and shall include a summary for the entire project.

ARTICLE VI – TIME EXTENSIONS

A time extension request for Grant Agreement completion must be submitted by the Sub-Grantee to the Department no later than 60 days before the end of the Period of Performance. A time extension request must be in writing and identify the project, the reason the project has not been completed within the approved Period of Performance, a current status of the completion of the work, a detailed timeline for completion of the remaining elements, and an anticipated completion date for the completion of the remaining work. Failure to timely submit a complete time extension request may result in denial of the time extension and loss of funding for the project.

ARTICLE VII – SUBRECIPIENT MONITORING:

1. The Department may monitor the use of project funding, costs, and activities by the Sub-Grantee under this Grant Agreement during the Period of Performance and for the life of any equipment purchased under this Grant Agreement for compliance with federal and state laws and regulations, audit requirements, federal grant guidance, and applicable federal and state financial regulations, as well as 2 CFR Part 200 Subpart F or OMB Circular A-133, as amended. As a subrecipient of federal financial assistance under 2 CFR Part 200 Subpart F/Circular A-133, the Sub-grantee shall complete and return to the Department Attachment 8 "2 CFR Part 200 Subpart F/OMB Circular A-133 Audit Certification Form" with the signed Grant Agreement and each fiscal year thereafter until the Grant Agreement is closed, which form is incorporated in and made a part of this Agreement.
2. Monitoring activities may include, but are not limited to:
 - a. Review of quarterly project performance reports;
 - b. Review of all documentation related to Sub-Grantee completion of Grant Agreement deliverables and compliance with the Grant Agreement;
 - c. Review of reimbursement requests to ensure allowability and consistency with Grant Agreement budget;
 - d. On-site visits with the Sub-Grantee and of the project to review work in progress, equipment records and inventories, verify source documentation for reimbursement requests and performance reports, verify other supporting documentation, and verify completion of the project funded under this Grant Agreement.
3. As a subrecipient of federal funds, the Sub-Grantee is required to meet or exceed the monitoring activities, as outlined above, for all contractors, consultants, and subrecipients who receive pass-through funding from this Grant Agreement.

ARTICLE VIII – CLOSE-OUT

To initiate close-out, the Sub-Grantee is required to certify in writing the date completed and total amount expended on the project on FINAL PROJECT REPORT form to the Department. After receipt of the FINAL PROJECT REPORT form, the Department will conduct a site inspection and review supporting documentation for compliance with the requirements of the Grant Agreement. Prior to project close-out, the Sub-Grantee shall provide the Department with acceptable documentation supporting compliance with the Grant Agreement. General documentation supporting compliance with the Grant Agreement typically includes, but is not limited to, the following:

- Photographs of the structures or properties involved in the project **prior** to project implementation **and after** project implementation.
- Digital geospatial coordinates (latitude and longitude) for each structure with an accuracy of ± 20 meters (64) feet.
- Certificate of occupancy or equivalent documentation from the appropriate regulatory authority for each structure to certify it is code-compliant.
- Certification that the Sub-Grantee has met the environmental and historic preservation conditions of the grant award as described in this Grant Agreement.
- Copies of all compliance and consultation documentation required by the grant award as described in the Grant Agreement (e.g., coastal zone management consistency determination from Department of Ecology).
- Copies of all documentation related to inspection for and removal and disposal of asbestos and other hazardous materials from each property.

Specific additional documentation requirements for projects to acquire properties for open space include, but are not limited to, the following:

- Signed Statement of Voluntary Participation from owner of each acquired property.
- Documentation of dates of acquisition and structure demolition or removal from property for each property.
- Copy of recorded open space deed restrictions for each acquired property.
- Copy of AW-501 form filed with National Flood Insurance Program for each acquired repetitive loss property.
- Documentation of consultation with Army Corps of Engineers and State Department of Transportation regarding future use of each property.

Specific additional documentation requirements for projects to elevate structures above the base flood elevation include, but are not limited to, the following:

- Photographs of the structures prior to elevation, and front, rear and side photos post-elevation.
- Copies of the pre-project elevation certificate for each structure, or documentation of methodology used to calculate the first-floor elevations.
- Copies of the post-project elevation certificate for each structure.
- Copies of certificate of occupancy for each elevated structure to certify that it is code compliant.
- Certification by an engineer, floodplain manager or other senior official of the Sub-Grantee that each completed structural elevation is in compliance with local ordinances and National Flood Insurance Program regulations and technical bulletins.
- Copy of AW-501 form filed with National Flood Insurance Program for each elevated repetitive loss property.
- Copies of proof of flood insurance for each elevated structure.

- Copies of the recorded deed restriction related to maintenance of flood insurance for each property within the Special Flood Hazard Area.

The Department will consult with the Sub-Grantee regarding other documentation requirements of the Grant Agreement throughout the Period of Performance.

ARTICLE IX – ADDITIONAL SPECIAL CONDITIONS

1. CONSTRUCTION DOCUMENTS, CONTRACTS, CHANGE ORDERS

- a. **Construction Document Approval:** The Sub-Grantee agrees to submit one copy of all construction plans and specifications to the Department for review and approval prior to solicitation of bids for construction. Review by the Department will be for compliance with the terms of this Grant Agreement.
- b. **Construction Contracts:** Construction contracts shall be awarded through a process of competitive bidding, if required by federal, state and local law and in compliance with applicable procurement requirements of 44 CFR Part 13, section 13.36. Copies of all bids and contracts awarded shall be submitted to the Department upon request. Where all bids are substantially in excess of project estimates, the Department may, by notice in writing, suspend the project for determination of appropriate action, which may include termination of the Grant Agreement.
- c. **Construction Change Order:** All change orders must be in writing and shall be submitted to the Department. The Sub-Grantee shall pay any increase in the cost of the project as the result of a change order, unless the Department has agreed to the change with a written amendment to this Grant Agreement.

2. PROCUREMENT

The Sub-Grantee shall comply with the requirements of 44 CFR Part 13, section 13.36, Procurement, when procuring services, supplies, and property funded by this grant agreement. The Sub-Grantee must use its own procurement procedures which are consistent with applicable State and local laws and regulations, **provided** that the procurements conform to applicable Federal law and the standards identified in 44 CFR Part 13, section 13.36 as amended. Depending upon the scale of the procurement and the type of services or property to be procured under this Grant Agreement, the Sub-Grantee must use one of the following for its procurement:

- a. **Small purchases.** The Sub-Grantee shall obtain price or rate quotations from an adequate number of qualified sources for securing services, supplies, or other property that do not cost more than the federal simplified acquisition threshold, currently set at \$100,000.
- b. **Sealed bids (formal advertising).** The Sub-Grantee shall publicly solicit and award a firm-fixed-price contract (lump sum or unit price) to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price.
- c. **Competitive proposals.** The Sub-Grantee, when conditions are not appropriate for the use of sealed bids, shall solicit competitive proposals when more than one source is submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded.
- d. **Non-competitive proposals.** The Sub-Grantee may procure services or property through solicitation of a proposal from only one source, or after solicitation of a number of sources if competition is determined inadequate. Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids or competitive proposals, and one of the following circumstances applies: the item is available only from a single source; the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; the Department authorizes noncompetitive proposals; or competition is determined inadequate after solicitation of a number of sources.

The Sub-Grantee must maintain a contract administration system which ensures that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

The Sub-Grantee will make awards only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The Sub-Grantee will maintain records sufficient to detail the significant history of the procurement. These records will include, but are not limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

The Sub-Grantee will conduct all procurement transactions in a manner providing full and open competition consistent with the standards of 44 CFR Part 13, section 13.36.

3. ACQUISITION AND MANAGEMENT OF EQUIPMENT

The Sub-Grantee agrees that all equipment purchased under this Grant Agreement will be recorded and maintained in the Sub-Grantee's equipment inventory system, in compliance with 44 CFR 13.32, Equipment.

- Upon successful completion of the terms of this Grant Agreement, all equipment purchased through this Grant Agreement will be owned by the Sub-Grantee.
- The Sub-Grantee shall be responsible for any and all operation and maintenance expenses and for the safe operation of their equipment including all questions of liability.
- The Sub-Grantee shall maintain equipment records that include: a description of the property; the manufacturer's serial number, model number, or other identification number; the source of the equipment, including the Catalog of Federal Domestic Assistance (CFDA) number; who holds title; the acquisition date; the cost of the equipment and the percentage of Federal participation in the cost; the location, use and condition of the equipment at the date the information was reported; and disposition data including the date of disposal and sale price of the property.
- Records for equipment shall be retained by the Sub-Grantee for a period of six years from the date of the disposition, replacement or transfer. If any litigation, claim, or audit is started before the expiration of the six year period, the records shall be retained by the Sub-Grantee until all litigation, claims, or audit findings involving the records have been resolved.
- The Sub-Grantee shall take a physical inventory of the equipment and reconcile the results with the property records at least once every two years. Any differences between quantities determined by the physical inspection and those shown in the records shall be investigated by the Sub-Grantee to determine the cause of the difference. The Sub-Grantee shall, in connection with the inventory, verify the existence, current utilization, and continued need for the equipment.
- The Sub-Grantee shall develop a control system to ensure adequate safeguards to prevent loss, damage, and theft of the property. Any loss, damage or theft shall be investigated and a report generated.
- The Sub-Grantee will develop adequate maintenance procedures to keep the property in good condition.
- If the Sub-Grantee is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.
- When original or replacement equipment is no longer needed for the original project or program or for other activities currently or previously supported by a Federal agency, disposition of the equipment will be made as follows:

- i. Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold or otherwise disposed of by the Sub-Grantee with no further obligation to the awarding agency.
 - ii. Items of equipment with a current per-unit fair market value of more than \$5,000 may be retained or sold and the Sub-Grantee shall compensate the Federal-sponsoring agency for its share.
- As a subrecipient of federal funds, the Sub-Grantee must pass on equipment management requirements that meet or exceed the requirements outlined above for all contractors, consultants, and subrecipients who receive pass-through funding from this grant agreement.
4. As a recipient of federal financial assistance under this Agreement, the Sub-grantee shall comply with all applicable state and federal statutes, regulations, executive orders, and guidelines, including but not limited to the following:
- All applicable state and federal statutes, regulations and executive orders relating to nondiscrimination, including but not limited to the following: (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d et seq.) which prohibits discrimination on the basis of race, color or national origin; (b) the Civil Rights Act of 1968 (42 U.S.C. 3601), which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex; (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 et seq.), which prohibits discrimination on the basis of sex; (d) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of disability; (e) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101 et seq.), which prohibits discrimination on the basis of age; (j) Clean Air Act of 1970, (k) Clean Water Act of 1977, (n) Coastal Wetlands Planning, (o) Protection, and Restoration Act of 1990, (f) the Fair Housing Amendments Act of 1988, as amended (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (g) the Americans with Disabilities Act, as amended (42 U.S.C. §§ 12101-12213) which prohibits discrimination on the basis of disability; and (h) Executive Order 13166 Improving Access to Services for Persons with Limited English Proficiency.
 - All applicable state and federal statutes, regulations, executive orders and guidelines relating to environmental and historical preservation, including but not limited to the following: (a) the Coastal Wetlands Planning, Protection and Restoration Act of 1990, as amended (16 U.S.C. 3951 et seq.), Executive Order 11990 and 44 CFR Part 9; (b) the Clean Air Act of 1970, as amended (42 U.S.C. §7401) and the Clean Water Act of 1977, as amended (38 U.S.C. §§ 1251-1387) and Executive Order 11738; (c) floodplains management pursuant to EO 11988, as amended; (e) the Coastal Zone Management Act of 1972, as amended (P.L. 92-583, 16 U.S.C. §§1451 et seq.); (d) the National Environmental Policy Act, as amended (42 U.S.C. §4321); (e) the Safe Drinking Water Act of 1974, as amended (PL 93-523); (f) the Endangered Species Act of 1973, as amended (PL 93-205); and (g) the National Historic Preservation Act, as amended (PL 89-665, 16 U.S.C. §470 et seq.) and 36 CFR Part 800.
 - The Drug-Free Workplace Act of 1988, as amended (41 U.S.C. §701 et seq., 2 CFR 3001, 44 CFR Part 17).
 - Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. §7104) and 2 CFR §175.
 - The requirements of 45 CFR Part 46 Protection of Human Subjects for purposes of research, and the requirements in DHS Directive 026-04.

PUBLIC NOTICE

MEETING OF

THE WAHKIAKUM COUNTY LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

NOTICE IS HEREBY GIVEN that the regularly scheduled meeting of the Wahkiakum County Local Emergency Planning Committee(LEPC) meeting will commencing at 6:00 P.M., on 1/12/17, 3/30/17, 6/29/17, and 8/31/17 in the 3rd Floor Public Meeting Room, Located at 64 Main Street, in Cathlamet Washington.

DATED this 5th day of January, 2017

A handwritten signature in blue ink, appearing to read "Beau Renfro", is written over a horizontal line.

Coordinator, Beau Renfro

Wahkiakum Co. Department of Emergency Management

Email: December 27st, 2016

Posted on Website: December 27st, 2016

Published in the Wahkiakum County Eagle: January 5th, 2017

Post Date: January 5th, 2017