

## **DISASTER 1795-HAZARD MITIGATION GRANT PROGRAM**

### **Additional Federal and State Requirements**

The requirements in this document provide a summary of some of the key federal and state requirements which apply to these grant funds.

1. **Federal Guidance Document:** The Sub-grantee must comply with all applicable requirements in the Federal Emergency Management Agency program guidance document applicable to the Federal Hazard Mitigation Grant Program for disasters declared prior to June 1, 2009 titled "Hazard Mitigation Grant Program Desk Reference, October 1999". A copy of this guidance document is available from the following website: <http://www.fema.gov/library/viewRecord.do?id=1472>.
2. **Federal Regulations:** The Sub-grantee shall comply with the most recent version of the following federal Administrative Requirements, Cost Principles, and Audit Requirements. A non-exclusive list of regulations commonly applicable to U.S. DHS mitigation grants are listed below:
  - A. Administrative Requirements:
    - 44 CFR Part 13, "Uniform Administrative Requirements for Grants and Cooperative Agreement to State and Local Governments".
    - 2 CFR Part 215, "Uniform Administrative Requirements for Grants and Cooperative Agreement with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations".
  - B. Cost Principles:
    - 2 CFR Part 225, State and Local Governments. (OMB Circular A-87)
    - 2 CFR Part 220, Educational Institutions. (OMB Circular A-21)
    - 2 CFR Part 230, Non-profit Organizations. (OMB Circular A-122)
  - C. Audit Requirements:
    - OMB Circular A-133, Audits of State, Local Governments, and Non-Profit Organizations.
3. **Federal Assurances and Special Conditions:** The Sub-grantee shall comply with the requirements in the FEMA-State Agreement in **Attachment A** of this document which is fully incorporated herein.
4. **Federal Procurement and Contracting Requirements:** A Sub-grantee is required to follow its own procurement procedures **as long as those procedures meet or exceed the federal procurement standards established in 44 CFR 13.36**. A summary of some of these federal procurement standards is included in Attachment B of this document.
5. **Interest Income:** A Sub-grantee shall promptly, but at least quarterly, remit interest earned on advanced grant funds to the U.S. Department of Homeland Security. The Sub-grantee may keep interest earned, up to \$100 per fiscal year for administrative expenses.
6. **Requirements Applicable to Property/Equipment Purchased Using Grant Funds:** For all tangible, nonexpendable, personal property having a per unit cost of more than \$5,000 acquired in whole or in part with federal grant funds, the Sub-grantee must comply with the requirements specified in 44 CFR 13.32 summarized in part below:
  - A. Maintain records that include the following:
    - i. A description of the property;
    - ii. Manufacturer's serial number or other identification number;
    - iii. Source of the property;
    - iv. Identification of the title holder;
    - v. Acquisition date;
    - vi. Cost of the property;
    - vii. Percentage of Federal participation in the cost of the property;
    - viii. Location of the property;
    - ix. Use of the property;

- x. Condition of the property; and
  - xi. The ultimate disposition of the property, including the date of disposal and sale price.
- B. A control system shall be developed and implemented to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft shall be investigated and fully documented and made a part of the official project records.
- C. Adequate maintenance procedures shall be developed and implemented to keep the property in good condition.
- D. The Sub-grantee shall take a physical inventory of the property and the result reconciled with the property records at least once every two (2) years. Any differences between quantities determined by the physical inspection and those in the accounting records shall be investigated to determine the cause of the difference. The Sub-grantee shall, in connection with the inventory, verify the existence, current utilization, current location, and continued need for the property.
- E. The Sub-grantee shall not dispose of any property acquired in whole or in part with funds provided under this Agreement, except in accordance with 44 CFR 13.32(e), if applicable, and any applicable state and local laws, rules and regulations.
7. **Hatch Act:** The Sub-grantee must comply with the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limits the political activities of employees whose principal employment activities are funded in whole or part with federal funds (Coverage is not dependent on the source of an employee's salary, nor is it dependent upon whether the employee actually administers the funds or has policy duties with respect to them). State and local employees subject to the Hatch Act continue to be covered while on vacation leave, annual leave, sick leave, leave without pay, administrative leave or furlough.
- **Political Do's and Don't's For State and Local Employees:** An individual principally employed by a state or local executive agency in connection with a program financed in whole or in part by federal loans or grants.

<b>Allowed Political Activity</b>	<b>Prohibited Political Activity</b>
May be a candidate for public office in a nonpartisan election	May not be a candidate for public office in a partisan election
May campaign for and hold elective office in political clubs and organizations	May not use official authority or influence for the purpose of interfering with or affecting the results of an election or nomination for office
May campaign for and hold elective office in political clubs and organizations	
May actively campaign for candidates for public office in partisan and nonpartisan elections	May not directly or indirectly coerce contributions from subordinates in support of a political party or candidate
May contribute money to political organizations or attend political fundraising functions	
May participate in any activity not specifically prohibited by law or regulation	

- An election is partisan if any candidate for an elective public office is running as a representative of a political party whose presidential candidate received electoral votes at the preceding presidential election.

The Office of the Special Counsel: The Office of the Special Counsel is responsible for investigating reports or complaints of Hatch Act violations by covered employees of state and local governments. (<http://www.osc.gov/hatchact.htm>)

## ATTACHMENT A

U.S. Department of Homeland Security  
FEMA Regional Office  
536 S. Clark Street 6th Fl.  
Chicago, IL 60605



# FEMA

### FEMA-STATE AGREEMENT

On September 23, 2008, the President declared that a major disaster exists in the State of Indiana. This declaration was based on damage resulting from severe storms and flooding beginning on September 12, 2008, and continuing. This is the FEMA-State Agreement for this major disaster, designated FEMA-1795-DR, under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §§ 5121-5206 (Stafford Act), in accordance with 44 CFR § 206.44.

1. No Federal assistance under the Stafford Act shall be approved unless the damage or hardship to be alleviated resulted from the major disaster that took place beginning on September 12, 2008, and continuing; except that reasonable expenses that were incurred in anticipation of and immediately preceding such event may be eligible.
2. Federal assistance under the Stafford Act and this Agreement shall be limited to the following areas of the State and such additional areas as may be subsequently designated by FEMA:

Lake, LaPorte, and Porter Counties for Individual Assistance.

All counties in the State of Indiana are eligible to apply for assistance under the Hazard Mitigation Grant Program.

3. The Governor has requested the Individuals and Households Program, and agrees that the State will make available its 25% share of any Other Needs Assistance that is provided under Section 408(e) of the Stafford Act. The Governor also agrees to abide by the State Administrative Plan for administration and management of Section 408, Federal Assistance to Individuals and Households. When FEMA administers Other Needs Assistance under the FEMA Option, the State agrees to reimburse FEMA for the non-federal cost share of assistance FEMA provides to individuals and households and FEMA will bill the State monthly for the cost share. The State agrees to pay the bill within 30 days of receipt.
4. Funds are available on a 75 percent Federal cost share basis for hazard mitigation measures that could substantially reduce the risk of future damage, hardship, loss or suffering in any areas designated for hazard mitigation within the State, subject to meeting the local mitigation plan requirement at 44 CFR 201.6 and 206.434(b)(1). Total Federal contributions are based on the estimated aggregate grant amount to be made under the Stafford Act for this disaster (less any associated administrative costs), and shall be: 15 percent for the first \$2,000,000,000 or less of such amounts; 10 percent of the portion of such amounts over \$2,000,000,000 and not more than \$10,000,000,000; and 7.5 percent of the portion of such amounts over \$10,000,000,000 and not more than \$35,333,000,000

5. Pursuant to 44 CFR § 206.208, if direct Federal Assistance is requested by the State, the Governor certifies that the State will: 1) provide without cost to the United States all lands, easements, and rights-of-ways necessary to accomplish the approved work; 2) hold and save the United States free from damages due to the requested work, and shall indemnify the Federal Government against any claims arising from such work; 3) provide reimbursement to FEMA for the nonfederal share of the cost of such work; and 4) assist the performing Federal Agency in all support and local jurisdictional matters.

6. Pursuant to Sections 403 and 407 of the Stafford Act, 42 U.S.C. §§ 5170b & 5173, if debris removal is authorized, the State agrees to indemnify and hold harmless the United States of America for any claims arising from the removal of debris or wreckage for this disaster. The State agrees that debris removal from public and private property will not occur until the landowner signs an unconditional authorization for the removal of debris.

7. Attached and also made a part of this Agreement are:

Exhibit A, State Certification Officers (A list of State officials authorized to execute certifications and otherwise to act on behalf of the State),

Exhibit B, General Conditions,

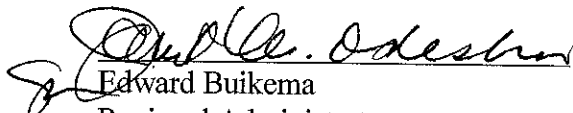
Exhibit C, Disaster Grant Agreement Articles, and

Exhibit D, Individuals and Households Program, Other Needs Assistance, Cooperative Agreement Articles

8. This Agreement may be amended at any time by written approval of both parties.

Agreed:

  
Mitchell E. Daniels, Jr.  
Governor

  
Edward Buikema  
Regional Administrator

Date: 9/25/2008

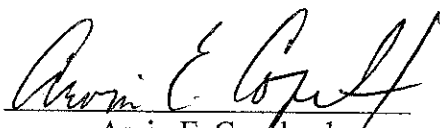
Date: 9/24/08

## EXHIBIT A

### STATE CERTIFICATION OFFICERS

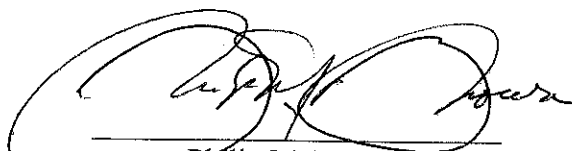
1. The Governor hereby certifies that Arvin E. Copeland is the Governor's Authorized Representative (GAR) empowered to execute on behalf of the State all necessary documents for disaster assistance, including approval of subgrants and certification of claims for Public Assistance. Philip M. Brown is the Alternate Governor's Authorized Representative and is similarly empowered. Their specimen signatures follow:

GAR



Arvin E. Copeland

Alternate GAR



Philip M. Brown

2. The Governor's Authorized Representative, named above, is responsible for State performance of hazard mitigation activities under this Agreement and, further, Janet S. Crider is designated the State Hazard Mitigation Coordinator for the purposes of such hazard mitigation activities.
3. The Governor hereby certifies that Joseph E. Wainscott, Jr. and Arvin E. Copeland are the State Coordinating Officer (SCO) and Alternate State Coordinating Officer, respectively, who will act in cooperation with the Federal Coordinating Officer under this declared major disaster.
4. The Governor hereby certifies that George C. Thompson is the representative of the State authorized to receive donations or loans of surplus property on behalf of the State and to execute certification, agreements, and other necessary documents with regard thereto.
5. The Governor hereby certifies that George C. Thompson is the official of the State authorized to execute compliance reports, carry out compliance reviews, and distribute informational material as required by FEMA to ensure that all recipients of Federal disaster assistance are in full compliance with FEMA nondiscrimination regulations (located at 44 CFR Part 7).
6. The Governor hereby certifies that George C. Thompson is the official of the State who will execute compliance reports, carry out compliance reviews, and distribute informational material as required by FEMA to ensure that all recipients of Federal disaster assistance are in compliance with the General Services Administration List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

## **EXHIBIT B**

### **GENERAL CONDITIONS**

FEMA and the State agree to take measures to deliver assistance to individuals, households, and governments as expeditiously as possible, consistent with Federal laws and regulations. To that end, the following terms and conditions apply:

1. Federal assistance will be made available, within the limits of funds available from Congressional appropriations for such purposes, in accordance with the Stafford Act, Executive Orders 12148, as amended, and 12673, and applicable regulations found in Title 44 of the Code of Federal Regulations (CFR), and applicable policy and guidance.
2. If necessary because of limited funds, FEMA will give first priority to assistance for individuals and households, emergency work for protection of public health and safety, and administrative costs for managing the disaster program. Public assistance recovery claims, hazard mitigation, and fire management assistance will be paid when, and if, funds become available and will be provided on a first come, first serve basis.
3. Pursuant to the regulations, the State agrees to be the grantee for all grant assistance provided under the Stafford Act, with the exception of the Individuals and Households Program – Other Needs Assistance when it is administered under the FEMA option. The State agrees to comply with the requirements of laws and regulations found in the Stafford Act and 44 CFR. The State hereby waives any consultation process under Executive Order 12372 and 44 CFR Part 4, for grants, loans, or other financial assistance under the Stafford Act for this major disaster.
4. Within his/her authorities, the Governor shall ensure, through the State agency responsible for regulation of the insurance industry, that insurance companies make full payment of eligible insurance benefits to disaster victims and other recipients of Federal disaster assistance. The State also shall take all responsible steps to ensure that disaster victims are aware of procedures for filing insurance claims, and are informed of any State procedures instituted for assisting insured disaster victims. Further, the State shall take all actions necessary and reasonable to ensure that all recipients of Federal disaster assistance are aware of their responsibility to repay government assistance that is duplicated by insurance proceeds.
5. The State agrees, on its behalf and on behalf of its political subdivisions and other recipients of Federal disaster assistance, to cooperate with the Federal Government in seeking recovery of funds that are expended in alleviating the damages and suffering caused by this major disaster against any party or parties whose intentional acts or omissions may have caused or contributed to the damage or hardship for which Federal assistance is provided pursuant to the Presidential declaration of this major disaster.
6. The State agrees, on its behalf and on behalf of its political subdivisions and other recipients of Federal disaster assistance, to seek recovery of all funds that are expended in alleviating the damages and suffering caused by this major disaster against any party or parties whose negligence or other tortious conduct may have caused or contributed to the damage or hardship for which Federal assistance is provided pursuant to the Presidential declaration of this major disaster. FEMA will treat such amounts as duplicated benefits available to the Grantee in accordance with 42 U.S.C. § 5155 and 44 CFR § 206.191.

## **EXHIBIT C**

### **DISASTER GRANT AGREEMENT ARTICLES**

**ARTICLE I.** The United States of America through the Administrator, Federal Emergency Management Agency (FEMA), Department of Homeland Security (hereinafter referred to as "FEMA") or his/her delegate, agrees to grant to the State of Indiana (hereinafter referred to as "the Grantee") funds in the amount specified on the obligating document, to support the Grant Program authorized under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §§ 5121-5206 (Stafford Act), and activated in the FEMA-State Agreement for FEMA-1766-DR. The Grantee agrees to abide by and comply with: the grant terms and conditions as set forth in this document, all provisions of the State Administrative Plan for each disaster grant, and all conditions contained in the FEMA-State Agreement. These Grant Agreement Articles do not apply to the Individuals and Households Program – Other Needs Assistance, when it is administered under the FEMA or Joint Option.

**ARTICLE II.** This agreement takes effect at the time the FEMA-State Agreement is executed and remains in effect until the grant program(s) has been closed by FEMA. Refer to obligating documents for funding information.

**ARTICLE III.** The Grantee agrees to comply with all applicable laws and regulations, including but not limited to the following laws, regulations, and OMB circulars that govern standard grant management practices and are incorporated into this Agreement by reference. Due to the nature of grant administration following a Presidential declaration of a disaster or emergency, some variance from standard practice may be warranted upon determination by FEMA.

**The Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §§ 5121-5206 (Stafford Act)**

#### **Title 44 of the Code of Federal Regulations (CFR)**

<b>OMB Circular A-21</b>	Cost Principles for Educational Institutions
<b>OMB Circular A-87</b>	Cost Principles for State and Local Governments
<b>OMB Circular A-102</b>	Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments
<b>OMB Circular A-110</b>	Uniform Administrative Requirements for Grants and Agreements with institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
<b>OMB Circular A-122</b>	Cost Principles for Nonprofit Organizations
<b>OMB Circular A-133</b>	Audits of States, Local Governments, and Non-Profit Organizations
<b>31 CFR § 205.6</b>	Funding techniques
<b>ASSURANCES</b>	Submitted with the SF 424, Application for Federal Assistance

**ARTICLE IV.** The specific terms and conditions of this agreement are as follows:

1. **ASSURANCE COMPLIANCE:** The certifications signed by the Grantee in the FEMA-State Agreement relating to maintenance of a Drug-Free Workplace (44 CFR Part 17, Subpart F) and New Restrictions on Lobbying (44 CFR Part 18) apply to this grant agreement and are incorporated by reference.
2. **CLOSE OUT:**
  - a. **Reports Submission:** Per 44 CFR § 13.50, when the appropriate grant award performance period expires, the Grantee shall submit the following documents within 90 days: (1) Financial Performance or Progress Report; (2) Financial Status Report (SF 269) or Outlay Report and Request for Reimbursement for Construction Programs (SF-271) (as applicable); (3) Final request for payment (SF-270) (if applicable); (4) Invention disclosure (if applicable); and (5) Federally-owned property report.
  - b. **Reports Acceptance:** FEMA shall review the Grantee reports, perform the necessary financial reconciliation, negotiate necessary adjustments between the Grantee's and FEMA's records, and close out the grant in writing.
  - c. **Records Retention:** Records shall be retained for 3 years (except in certain rare circumstances described in 44 CFR § 13.42) from the date the final financial status report is submitted to FEMA in compliance with 44 CFR § 13.42.
3. **CONSTRUCTION REQUIREMENTS:** Prior to the start of any construction activity, the Grantee shall ensure that all applicable Federal, State, and local permits and clearances are obtained, including FEMA compliance with the National Environmental Policy Act, the National Historic Preservation Act, the Endangered Species Act, and all other environmental laws and executive orders.
4. **COPYRIGHT:** The Grantee is free to copyright original work developed in the course of or under the agreement. FEMA reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for Government purposes. Publication resulting from work performed under this agreement shall include an acknowledgement of FEMA financial support, by grant number, and a statement that the publication does not constitute an endorsement by FEMA or reflect FEMA views.
5. **COST SHARE:** The Grantee shall follow the cost-sharing requirements in 44 CFR § 13.24. Project cost-share shall be available with the approval of each project. Performance Period/Project Completion extensions shall not be approved for delays caused by lack of cost-share funding.
6. **ENFORCEMENT:** Enforcement remedies shall be processed as specified under 44 CFR § 13.43 when the Terms and Conditions of this Cooperative Agreement are not met.
7. **FUNDS TRANSFER:** No transfer of funds to agencies other than those identified in the approved grant agreement shall be made without prior approval of FEMA.
8. **HOSPITAL COST PRINCIPLES:** OMB Circular A-87 and program regulations shall be used to determine costs for non-profit hospitals funded under FEMA grants.



9. **INSURANCE:** In compliance with P.L. 103-325, Title V National Flood Insurance Reform Act of 1973, section 582 requires that any person who receives federal assistance for the repair, replacement, or restoration for damage to any personal, residential, or commercial property, at any time, must maintain flood insurance if the property is located in a Special Flood Hazard Area.
10. **PAYMENT PROCESS:** The Grantee shall be paid using the U.S. Department of Health and Human Services Payment Management System (HHS/Smartlink) provided the Grantee maintains and complies with procedures for minimizing the time between transfer of funds from the US Treasury and disbursement by the Grantee and Subgrantees. The Grantee commits itself to: 1) initiating cash drawdowns only when actually needed for its disbursement; 2) timely financial reporting as per FEMA requirements, using the SF 269 or equivalent report; and 3) imposing the same standards of timing and amount upon any secondary recipient.
11. **PERFORMANCE PERIODS:**
  - a. Program/Grant Award: All grant awards activities, including all projects and/or activities approved under each grant award, shall be completed within the time period prescribed in FEMA regulations and on the obligating documents.
  - b. Extensions: Written request for an extension will include information and documentation to support the amendment and a schedule for completion. No subsequent grant agreements, monetary increase amendments, or time extension amendments will be approved unless all financial and performance reports have been submitted to the appropriate Regional Office. Extensions to performance periods shall be in compliance with program regulation timeframes. Extensions shall not be approved for delays caused by lack of cost-share funding. Only the FEMA Regional Administrator or Disaster Recovery Manager can approve exceptions to this policy.
12. **RECOVERY OF FUNDS:**
  - a. The State will process the recovery of assistance through error, misrepresentation, or fraud, or if funds are spent inappropriately. A list of applicants/subgrantees from whom recoveries are processed will be submitted on the quarterly progress report to allow FEMA to adjust its program and financial information systems.
  - b. Adjustments to expenditures will be made as funding is recovered and will be reported quarterly on the Financial Status Report.
  - c. The State will reimburse FEMA for the Federal share of awards not recovered through quarterly financial adjustments within the 90-day close out liquidations period.
  - d. All fraud identifications will be reported to the FEMA Office of Inspector General and the State agrees to cooperate with any investigation conducted by the FEMA Office of Inspector General.
  - e. The State shall reimburse FEMA the amount of funding recovered through the recapture of outstanding checks not claimed by recipients of assistance. The recovered funds shall be submitted to FEMA within 30 days from the expiration date printed on the check. A list of outstanding checks with check expiration dates shall be submitted to FEMA with the final progress/performance report.

13. **REFUND, REBATE, CREDITS:** The State shall transfer to FEMA the appropriate share, based on the Federal support percentage, of any refund, rebate, credit or other amounts arising from the performance of this agreement, along with accrued interest, if any. The Grantee shall take necessary action to effect prompt collection of all monies due or which may become due and to cooperate with FEMA in any claim or suit in connection with amounts due.
14. **REPORTS:**
- a. Federal Cash Transaction Report: If the Grantee uses the HHS/SMARTLINK payment system, the Grantee shall submit a copy of the PMS 272 Cash Transaction Report that the Grantee previously submitted to the United States Department of Health and Human Services (HHS).
  - b. Financial Status Report: The Grantee shall submit Financial Status Reports, SF 269 or FF 20-10, to the FEMA Regional Office 30 days after the end of the first federal quarter following the initial grant award. (The Disaster Recovery Manager may waive this initial report.) The Grantee shall submit quarterly financial status reports thereafter until the grant ends. Reports are due on January 30, April 30, July 30, and October 30.
  - c. Performance Report:
    - 1. If applicable, the Grantee shall submit performance/progress reports in compliance with each program identified under the FEMA-State Agreement to the FEMA Regional Office 30 days after the end of the first federal quarter following the initial grant award. The Disaster Recovery Manager may waive the initial report. The Grantee shall submit quarterly performance/progress status reports thereafter until the grant ends. Reports are due on January 30, April 30, July 30, and October 30.
    - 2. The quarterly performance/progress reports shall include a status of the project's completion, amount of expenditures, and amount of payment for advancement or reimbursement of costs for each project funded under each of the programs authorized under the FEMA-State Agreement.
  - d. Final Reports: The State shall submit a Final Financial Status Report and Performance Report 90 days from each program's grant award performance period expiration date.
  - e. Enforcement: The Disaster Recovery Manager or the Regional Administrator may suspend drawdowns if quarterly reports are not submitted on time.
15. **TERMINATION:** Either the Grantee or FEMA may terminate grant award agreements by giving written notice to the other party at least seven (7) calendar days prior to the effective date of the termination. All notices are to be transmitted via registered or certified mail, return receipt requested, to the FEMA Regional Administrator/Disaster Recovery Manager or the Governor's Authorized Representative, as applicable. The Grantee's authority to incur new costs will be terminated upon arrival of the date of receipt of the letter or the date set forth in the notice. Any costs incurred up to the earlier of the date of the receipt of the notice or the date of termination set forth in the notice will be negotiated for final payment. Closeout of the grant award will be commenced and processed as prescribed under Article IV.2.

## CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 44 CFR Part 17, Subpart F. The regulations require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or governmentwide suspension or debarment. (See 44 CFR Part 17, Subparts C and D.)

- A. The grantee certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing an ongoing drug-free awareness program to inform employees about--
    - (1) The dangers of drug abuse in the workplace;
    - (2) The grantee's policy of maintaining a drug-free workplace;
    - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will--
    - (1) Abide by the terms of the statement; and
    - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  - (e) Notifying the agency in writing within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position and title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
  - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted--
    - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, 29 U.S.C. § 701 *et seq.*; or
    - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with this grant:

Place(s) of Performance: (Street address, city, county, state, zip code)

Indiana Government Center  
302 W. Washington Street, Room E208  
Indianapolis, IN 46204-2767

Indiana Department of Homeland Security  
Organization Name

FEMA-1795-DR  
Disaster Number

Joseph E. Wainscott, Jr.  
Name and Title of Authorized Representative

  
Signature

9/25/00  
Date

## CERTIFICATION REGARDING LOBBYING

### Certification For Contracts, Grants, Loans, and Cooperative Agreements

This certification is required by the regulations implementing the New Restrictions on Lobbying, 44 CFR Part 18. The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Joseph E. Wainwright, Jr. Executive Director  
Name and Title of Authorized Representative

[Signature]  
Signature

9/25/00  
Date



**FEMA**

**AMENDMENT NUMBER ONE TO THE  
FEMA-STATE AGREEMENT**

***FEMA 1795-DR-IN***

This is Amendment Number One to the FEMA-State Agreement for the major disaster FEMA 1795-DR-IN, declared on September 23, 2008. This Amendment serves to include additional areas for supplemental disaster assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §§ 5121-5206 (Stafford Act).

Paragraph 2 of the FEMA-State Agreement is hereby amended to read as follows:

2. Federal assistance under the Stafford Act and this Agreement shall be limited to the following areas of the State and such additional areas as may be subsequently designated by FEMA:

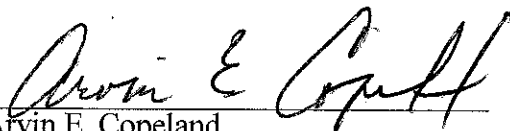
Lake, LaPorte, and Porter Counties for Individual Assistance.


All counties in the State of Indiana are eligible to apply for assistance under the Hazard Mitigation Grant Program.

***Effective September 26, 2008: Jefferson, Jennings and Harrison Counties  
for Individual Assistance.***

All other paragraphs of this Agreement remain unchanged, unless previously amended.

Agreed:

  
Arvin E. Copeland  
Governor's Authorized Representative

  
Stephen M. DeBlasio, Sr.  
Federal Coordinating Officer

Date: 9-27-08

Date: 9/27/08



**FEMA**

**AMENDMENT NUMBER TWO TO THE  
FEMA-STATE AGREEMENT**

***FEMA 1795-DR-IN***

This is Amendment Number Two to the FEMA-State Agreement for the major disaster FEMA 1795-DR-IN, declared on September 23, 2008. This Amendment serves to include additional areas for supplemental disaster assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §§ 5121-5206 (Stafford Act).

Paragraph 2 of the FEMA-State Agreement is hereby amended to read as follows:

2. Federal assistance under the Stafford Act and this Agreement shall be limited to the following areas of the State and such additional areas as may be subsequently designated by FEMA:

Lake, LaPorte, and Porter Counties for Individual Assistance.

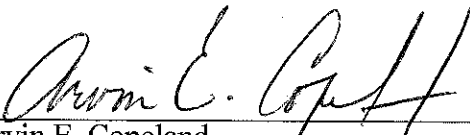
All counties in the State of Indiana are eligible to apply for assistance under the Hazard Mitigation Grant Program.


Effective September 26, 2008: Jefferson, Jennings and Harrison Counties for Individual Assistance.

***Effective October 3, 2008: Clark, Crawford, Dearborn, Jackson, Knox, Lawrence, Martin, Pike, Spencer and Switzerland Counties for Individual Assistance.***

All other paragraphs of this Agreement remain unchanged, unless previously amended.

Agreed:

  
Arvin E. Copeland  
Governor's Authorized Representative

  
Stephen M. DeBlasio, Sr.  
Federal Coordinating Officer

Date: 10-3-08

Date: 10/3/08



# FEMA

## AMENDMENT NUMBER THREE TO THE FEMA-STATE AGREEMENT

### *FEMA 1795-DR-IN*

This is Amendment Number Three to the FEMA-State Agreement for the major disaster FEMA 1795-DR-IN, declared on September 23, 2008. This Amendment serves to close the incident period for the major disaster FEMA-1795-DR-IN.

The preamble paragraph and paragraph 1 of the FEMA-State Agreement for FEMA-1795-DR-IN are hereby amended to read as follows:

On September 23, 2008 the President declared that a major disaster exists in the State of Indiana. This declaration was based on damage resulting from severe storms and flooding beginning on September 12, 2008, through midnight October 6, 2008. This is the FEMA -State Agreement for this major disaster, designated FEMA-1795-DR, under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §§ 5121-5206 (Stafford Act), in accordance with 44 CFR § 206.44.

1. No Federal assistance under the Stafford Act shall be approved unless the damage or hardship to be alleviated resulted from the major disaster that took place September 12, 2008, through midnight October 6, 2008; except that reasonable expenses that were incurred in anticipation of and immediately preceding such event may be eligible.

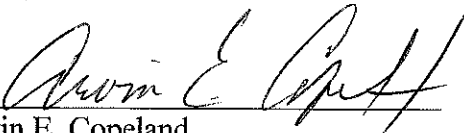
Paragraph 7 of the FEMA-State Agreement is amended as follows:

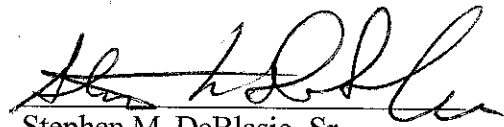
Exhibit D, Individuals and Household Programs, Other Needs Assistance, Cooperative Agreement Articles.

Is deleted from paragraph 7.

All other paragraphs of this Agreement remain unchanged, unless previously amended.

Agreed:

  
Arvin E. Copeland  
Governor's Authorized Representative

  
Stephen M. DeBlasio, Sr.  
Federal Coordinating Officer

Date: 10/7/08

Date: 10/7/08





**FEMA**

## **AMENDMENT NUMBER FOUR TO THE FEMA-STATE AGREEMENT**

### ***FEMA 1795-DR-IN***

This is Amendment Number Four to the FEMA-State Agreement for the major disaster FEMA 1795-DR-IN, declared on September 23, 2008. This Amendment serves to include additional areas for supplemental disaster assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §§5121-5206 (Stafford Act).

Paragraph 2 of the FEMA-State Agreement is hereby amended to read as follows

2. Federal assistance under the Stafford Act and the Agreement shall be limited to the following areas of the State and such additional areas as may be subsequently designated by FEMA:

Lake, LaPorte, and Porter Counties for Individual Assistance.

All Counties in the State of Indiana are eligible to apply for assistance under the Hazard Mitigation Grant Program.

Effective September 26, 2008: Jefferson, Jennings and Harrison Counties for Individual Assistance.

Effective October 3, 2008: Clark, Crawford, Dearborn, Jackson, Knox, Lawrence, Martin, Pike, Spencer and Switzerland Counties for Individual Assistance.

Effective October 6, 2008: Incident Period is closed effective October 6, 2008.

***Effective October 16, 2008: Clark, Crawford, Dearborn, Harrison, Jefferson, Jennings, Lake, Porter, and Switzerland Counties for Public Assistance (already designated for Individual Assistance).***

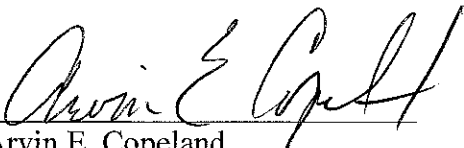
*Fayette, Ripley, and Wayne Counties for  
Public Assistance.*


*Scott and Washington Counties for Individual  
Assistance and Public Assistance.*

*Floyd and Perry Counties for Individual  
Assistance.*

All other paragraphs of this Agreement remain unchanged, unless previously amended.

Agreed:

  
Arvin E. Copeland  
Governor's Authorized Representative

  
Stephen M. De Blasio Sr.  
Federal Coordinating Officer

Date: 10/16/08

Date: 10/16/08



**FEMA**

## **AMENDMENT NUMBER FIVE TO THE FEMA-STATE AGREEMENT**

### ***FEMA 1795-DR-IN***

This is Amendment Number Five to the FEMA-State Agreement for the major disaster FEMA 1795-DR-IN, declared on September 23, 2008. This Amendment serves to include additional areas for supplemental disaster assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §§ 5121-5206 (Stafford Act).

Paragraph 2 of the FEMA-State Agreement is hereby amended to read as follows:

2. Federal assistance under the Stafford Act and this Agreement shall be limited to the following areas of the State and such additional areas as may be subsequently designated by FEMA:

Lake, LaPorte, and Porter Counties for Individual Assistance.

All counties in the State of Indiana are eligible to apply for assistance under the Hazard Mitigation Grant Program.

Effective September 26, 2008: Jefferson, Jennings and Harrison Counties for Individual Assistance.

Effective October 3, 2008: Clark, Crawford, Dearborn, Jackson, Knox, Lawrence, Martin, Pike, Spencer and Switzerland Counties for Individual Assistance.

Effective October 6, 2008: Close of the Incident Period.

Effective October 16, 2008: Clark, Crawford, Dearborn, Harrison, Jefferson, Jennings, Lake, Porter, and Switzerland Counties for Public Assistance (already designated for Individual Assistance).

Fayette, Ripley, and Wayne Counties for Public Assistance.

Scott and Washington Counties for Individual Assistance and Public Assistance.

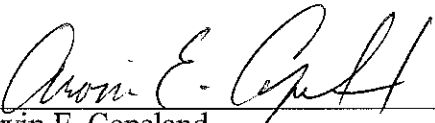
Floyd and Perry Counties for Individual Assistance.


***Effective October 24, 2008    Floyd, Jackson, Lawrence, Martin, Perry, Pike and  
Spencer Counties for Public Assistance (already  
designated for Individual Assistance).***

***Decatur, Dubois, Franklin, Gibson, Newton, Ohio,  
Orange, Rush, Union, Vanderburgh, and Warrick  
Counties for Public Assistance.***

All other paragraphs of this Agreement remain unchanged, unless previously amended.

Agreed:

  
\_\_\_\_\_  
Arvin E. Copeland  
Governor's Authorized Representative

  
\_\_\_\_\_  
Stephen M. DeBlasio, Sr.  
Federal Coordinating Officer

Date: 10/24/08

Date: 10/24/08



**FEMA**

## **AMENDMENT NUMBER SIX TO THE FEMA-STATE AGREEMENT**

### ***FEMA 1795-DR-IN***

This is Amendment Number Six to the FEMA-State Agreement for the major disaster FEMA 1795-DR-IN, declared on September 23, 2008. This Amendment serves to include additional areas for supplemental disaster assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §§ 5121-5206 (Stafford Act).

Paragraph 2 of the FEMA-State Agreement is hereby amended to read as follows:

2. Federal assistance under the Stafford Act and this Agreement shall be limited to the following areas of the State and such additional areas as may be subsequently designated by FEMA:

Lake, LaPorte, and Porter Counties for Individual Assistance.

All counties in the State of Indiana are eligible to apply for assistance under the Hazard Mitigation Grant Program.

Effective September 26, 2008: Jefferson, Jennings and Harrison Counties for Individual Assistance.

Effective October 3, 2008: Clark, Crawford, Dearborn, Jackson, Knox, Lawrence, Martin, Pike, Spencer and Switzerland Counties for Individual Assistance.

Effective October 6, 2008: Close of the Incident Period.

Effective October 16, 2008: Clark, Crawford, Dearborn, Harrison, Jefferson, Jennings, Lake, Porter, and Switzerland Counties for Public Assistance (already designated for Individual Assistance).

Fayette, Ripley, and Wayne Counties for Public Assistance.

Scott and Washington Counties for Individual Assistance and Public Assistance.

Floyd and Perry Counties for Individual Assistance.

Effective October 24, 2008      Floyd, Jackson, Lawrence, Martin, Perry, Pike and  
Spencer Counties for Public Assistance (already  
designated for Individual Assistance).

Decatur, Dubois, Franklin, Gibson, Newton, Ohio,  
Orange, Rush, Union, Vanderburgh, and Warrick  
Counties for Public Assistance.


***Effective November 5, 2008:      Franklin, Gibson, Ohio, Orange, Ripley,  
Vanderburgh, and Warrick Counties for Individual  
Assistance (already designated for Public  
Assistance).***

***Jasper, Posey and St. Joseph Counties for  
Individual Assistance.***

All other paragraphs of this Agreement remain unchanged, unless previously amended.

Agreed:

  
Arvin E. Copeland  
Governor's Authorized Representative

  
Stephen M. DeBlasio, Sr.  
Federal Coordinating Officer

Date: 11-12-08

Date: 11/8/08



**FEMA**

## **AMENDMENT NUMBER SEVEN TO THE FEMA-STATE AGREEMENT**

### ***FEMA 1795-DR-IN***

This is Amendment Number Seven to the FEMA-State Agreement for the major disaster FEMA 1795-DR-IN, declared on September 23, 2008. This Amendment serves to include additional areas for supplemental disaster assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §§ 5121-5206 (Stafford Act).

Paragraph 2 of the FEMA-State Agreement is hereby amended to read as follows:

2. Federal assistance under the Stafford Act and this Agreement shall be limited to the following areas of the State and such additional areas as may be subsequently designated by FEMA:

Lake, LaPorte, and Porter Counties for Individual Assistance.

All counties in the State of Indiana are eligible to apply for assistance under the Hazard Mitigation Grant Program.

Effective September 26, 2008: Jefferson, Jennings and Harrison Counties for Individual Assistance.

Effective October 3, 2008: Clark, Crawford, Dearborn, Jackson, Knox, Lawrence, Martin, Pike, Spencer and Switzerland Counties for Individual Assistance.

Effective October 6, 2008: Close of the Incident Period.

Effective October 16, 2008: Clark, Crawford, Dearborn, Harrison, Jefferson, Jennings, Lake, Porter, and Switzerland Counties for Public Assistance (already designated for Individual Assistance).

Fayette, Ripley, and Wayne Counties for Public Assistance.

Scott and Washington Counties for Individual Assistance and Public Assistance.

Floyd and Perry Counties for Individual Assistance.

Effective October 24, 2008     Floyd, Jackson, Lawrence, Martin, Perry, Pike and  
Spencer Counties for Public Assistance (already  
designated for Individual Assistance).

Decatur, Dubois, Franklin, Gibson, Newton, Ohio,  
Orange, Rush, Union, Vanderburgh, and Warrick  
Counties for Public Assistance.

Effective November 5, 2008:     Franklin, Gibson, Ohio, Orange, Ripley,  
Vanderburgh, and Warrick Counties for Individual  
Assistance (already designated for Public  
Assistance).


Jasper, Posey and St. Joseph Counties for Individual  
Assistance.


***Effective November 7, 2008     LaPort County for Public Assistance (already  
designated for Individual Assistance).***

***Daviess County for Public Assistance.***

All other paragraphs of this Agreement remain unchanged, unless previously amended.

Agreed:

  
\_\_\_\_\_  
Arvin E. Copeland  
Governor's Authorized Representative

  
\_\_\_\_\_  
Stephen M. DeBlasio, Sr.  
Federal Coordinating Officer

Date: 11-12-08

Date: 11/8/08





**FEMA**

January 2, 2009

Mr. Phil M. Brown  
Alternate Governor's Authorized Representative  
Indiana Department of Homeland Security  
302 West Washington Street, Room E-208  
Indianapolis, IN 46204

Dear Mr. Brown:

Based on your request for FEMA to allow a 6 month time extension and additional funding for Putnam County, I am pleased to inform you the request has been approved effective December 19<sup>th</sup>, 2008.

Sincerely,

A handwritten signature in black ink, appearing to read "Regis Leo Phelan", written over the printed name.

Regis Leo Phelan  
Federal Coordinating Officer  
FEMA 1766/1795-DR-IN

**ATTACHMENT B**  
**MAKING PURCHASES USING FEDERAL GRANT FUNDS**  
**Federal Procurement and Contracting Requirements**

**Federal Procurement and Contracting Requirements:** A Sub-grantee is required to follow its own procurement procedures **as long as those procedures meet or exceed the federal procurement standards** established in 44 CFR 13.36. A brief summary of some of these federal requirements is as follows:

**A. Procurement Methods (44CFR 13.36(d))**

**i. Small Purchase Procedure (44 CFR 13.36(d)(1))**

- To purchase services and supplies of \$100,000 or less
  - Relatively simple and informal method
  - Cannot exceed simplified acquisition threshold of \$100,000
  - Must obtain price or rate quotation from adequate number of qualified sources (usually 3)
- Awarded based on lowest documented price quote

**ii. Sealed Bids (Formal Advertising) (44 CFR 13.36(d)(2))**

- For sealed bidding to be feasible, all of the following conditions should be present (generally used for construction and debris removal contracts):
  - A complete, adequate and realistic specification or description of project is available.
  - Two or more responsible bidders are willing and able to compete effectively.
  - Bids publicly solicited and advertised and a firm-fixed-price contract (lump sum or unit price) awarded
  - The procurement lends itself to a firm fixed price contract.
- If the sealed bid procurement method is used, the following requirements are applicable:
  - The invitation for bids will be publicly advertised and bids shall be solicited from an adequate number of known suppliers, providing them sufficient time prior to the date set for opening the bids.
  - The invitation for bids, which will include any specifications and pertinent attachments, shall define the items or services in order for the bidder to properly respond.
  - All bids will be publicly opened at the time and place prescribed in the invitation for bids.
  - A firm fixed-price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of
  - Any or all bids may be rejected if there is a sound documented reason
- Contract awarded to the responsible bidder whose bid conforms with invitation for bid and whose bid is lowest in price

**iii. Competitive Proposals (44 CFR 13.36(d)(3))**

Generally used to purchase Architectural, engineering or professional and personal services when conditions are not appropriate for the use of sealed bids.

- Requests for proposals will be publicized and identify all evaluation factors and their relative importance.
- Any response to publicized requests for proposals shall be honored to the maximum extent practical.
- Proposals will be solicited from an adequate number of qualified sources.
- The Sub-grantee must have a method for conducting technical evaluations of the proposals received and for selecting awardees
- Awards will be made to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered

- The Sub-grantee may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

iv. **Noncompetitive (Sole Source) proposals (44 CFR 13.36(d)(4))**

The following conditions are applicable to all sole source or noncompetitive procurements:

- (1) **Competitive Procurement must be infeasible:** A noncompetitive procurement can only be used when the award of a contract is infeasible under small purchase order procedures, sealed bids or competitive proposals and one (1) of the following circumstances apply:
  - (A) The item is available only from a single source;
  - (B) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
  - (C) The awarding agency (IDHS) authorizes noncompetitive proposals; or
  - (D) After solicitation of a number of sources, competition is determined inadequate.
- (2) **Cost analysis required:** Cost analysis, i.e., verifying the proposed cost data, the projections of the data, and the evaluation of the specific elements of costs and profits, is required.
- (3) **Awarding agency review may be required:** A Sub-grantee is required to submit the proposed procurement to IDHS for pre-award review (in accordance with 44 CFR 13.36(g)).]

**B. General Federal Procurement Standards (44 CFR 13.36(b)):**

- Contracts must be monitored by the Sub-grantee to assure compliance with terms, conditions and specifications of contracts or purchase orders.
- The Sub-grantee must maintain written code of standards governing award and administration of contracts (conflicts of interest, selection and award, etc.) and the Sub-grantee must comply with the applicable federal conflict of interest requirements established in 44 CFR 13.36(b)(3)
- The Sub-grantee will review proposed procurements to avoid unnecessary or duplicate purchases
- Intergovernmental agreements for procurement are encouraged
- Use of excess and surplus property is suggested when feasible
- Use of value engineering clauses in construction contracts of sufficient size is encouraged
- Contracts will be awarded only to responsible contractors possessing ability to perform
- Supporting documents must be maintained and include - rationale for method of procurement, selection of contract type, contractor selection or rejection and basis for contract price
- Use of time and material contracts is limited to situations where 1) no other contract is feasible, and 2) includes a ceiling price. (This must be documented)
- The Sub-grantee will have responsibility for settlement of all contractual and administrative issues arising out of procurements
- The Sub-grantee must have protest procedures to handle and resolve disputes relating to procurements

**C. Competition (44 CFR 13.36(c)):**

- All procurement transactions will provide full and open competition. Examples of restrictive competition include:
  - a. Unreasonable requirements on firms in order for them to qualify
  - b. Requiring unnecessary experience or excessive bonding
  - c. Noncompetitive awards to consultants on retainer
  - d. Organizational conflicts of interest
  - e. Specifying only brand name products
  - f. Any arbitrary action in the procurement process
- Geographical preferences in evaluation of bids is prohibited

- Written selection procedures must be in place for all procurements identifying all requirements firms must fulfill
- Ensure all pre-qualified lists of persons, firms or products are current and include enough qualified sources to ensure maximum open and free competition

**D. Affirmative Action (44 CFR 13.36(e)):**

- The Sub-grantee will take all necessary affirmative action steps to ensure that minority firms, women's business enterprises, and labor surplus area firms are used when possible

**E. Contract Cost and Price: (44 CFR 13.36(f))**

- The Sub-grantee must perform cost or price analysis in connection with every procurement action
- The Sub-grantee must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed.
- Costs and prices based on estimated costs will be allowable only to the extent that they are consistent with Federal cost principles.
- Cost plus a percentage of cost and percentage of construction cost methods of contracting shall not be used.

**F. State Review: (44 CFR 13.36(f))**

- The Sub-grantee must make available to the State technical specifications on proposed procurements and, on request, make pre award documents available i.e. requests for proposals or invitations for bids, independent cost estimates.
- Review is required in all cases when a Sub-grantee's procurement procedure fails to comply with standards, procurement exceeds simple acquisition threshold and is awarded without competition or only one bid or offer is received, or is awarded to other than low bidder or brand name is specified.
- The Sub-grantee may request that its procurement system be reviewed to determine whether its system meets these standards, or the Sub-grantee may self-certify its procurement system

**G. Bonding Requirements: (44 CFR 13.36(h))**

For construction or facility improvement contracts exceeding \$100,000, the State may accept the Sub-grantee's bonding policy and requirements. If such a determination has not been made, the following are minimum bonding requirements

- A bid guarantee from each bidder equivalent to five (5) percent of bid price
- A performance bond from contractor for 100% of contract price
- Payment bond of the part of the contractor for 100% of the contract price.

**H. Types of Contracts**

Lump sum:	Contract for work within a prescribed boundary with a clearly defined scope and total price
Unit price	Contract for work done on an item-by-item basis with cost determined on a unit basis
Cost + fixed fee	Either a lump sum or unit price contract with a fixed contractor fee added into price
Time & materials	Should be avoided, but may be allowed for work necessary immediately after disaster and after a determination that no other contract is suitable; include a cost ceiling or "not to exceed" provision [44CFR13. 36(b)(10)]
Cost plus % of cost	Not allowed by FEMA Regulations
Contingency	Not allowed by FEMA Regulations

**I. Contract Provisions: (44 CFR 13.36(i)) Contracts must contain these provisions:**

- Administrative, contractual or legal remedies in instances where contractors violate or breach contract terms—Contracts for more than \$100,000.
- Termination clause for cause and termination for convenience—Contracts for more than \$10,000.

- Compliance with Equal Employment Opportunity regulations—All construction contracts awarded in excess of \$10,000.
- Compliance with Anti-Kickback regulations—All contracts for construction or repair
- Compliance with Davis-Bacon Act –Construction contracts in excess of \$2,000
- Compliance with Contract Work Hours and Safety Standards Act—Construction contracts in excess of \$2,000, and in excess of \$2,500 for contracts which involve the employment of mechanics or laborers
- Notice of reporting requirements and regulations pertaining to reporting—All contracts
- Notice of requirements pertaining to patent rights—All contracts
- Notice of requirements pertaining to copyrights and rights in data—All contracts
- Access of any records by grantee, sub grantee, Federal grantor, Comptroller or any duly authorized representatives—All contracts
- Records must be retained for at least three years after final payments are made—All contracts
- Compliance with CAA, CWA, EPA regulations—Contracts in excess of \$100,000.
- Mandatory standards relating to energy efficiency—All contracts
- The Lobbying Certification—All contracts
- Federal Debarment and Suspension Requirements—All contracts