

Klickitat County Department of Emergency Management seeks qualifications for persons and firms to develop a FEMA-WA State DEM Compliant Hazard Mitigation Plan. Qualifications must meet the requirements of the RFQ for Klickitat County Department of Emergency Management.

Qualifications are due to Klickitat County Department of Emergency Management - 199 Industrial Way, Goldendale, WA 98620 no later than 5 p.m., January 8th, 2018. For an RFQ packet call (509) 773-0582; visit [www.klickitatcounty.org/249/Emergency-Management](http://www.klickitatcounty.org/249/Emergency-Management); or email [emergencymanagement@klickitatcounty.org](mailto:emergencymanagement@klickitatcounty.org). All RFQ responses received by the closing date will be opened in a public meeting of the Board of County Commissioners on January 9, 2018, at or after 1:30 p.m. in the Klickitat County Board of Commissioners Chambers.

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**Klickitat County Department of Emergency Management  
Hazard Mitigation Plan**

# **REQUEST FOR QUALIFICATIONS**

**Issue Date: December 05, 2017**

**Submission Deadline: 5:00 PM on January 8, 2018**

**Request To: Persons and Firms with Qualifications & Experience in Developing FEMA-  
& Washington State DEM-Compliant Hazard Mitigation Grants**

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## **1. Overview of the Requirement**

In 2005, Klickitat County and the cities of Bingen, Goldendale and White Salmon entered into an inter-local agreement to create a joint local organization, known as the "Klickitat County Department of Emergency Management" (KCDEM), in accordance with RCW 38.52.070 and RCW 39.34.

KCDEM is responsible for emergency management program activities pursuant to RCW 118-03 and provision of emergency management program services to all four political subdivisions, as described in the KCDEM Interlocal Agreement.

To meet these responsibilities, KCDEM wishes to enter into a contract for the development of the County's first Hazard Mitigation Plan. This contract is funded with grant money from the Washington State Emergency Management Division.

KCDEM is comprised of a Director, Chief of Operations, Administrative Assistant, an Emergency Management Program Coordinator, and ten Communications Officers. In addition to Emergency Management Program activities, the Department is responsible for 911 Dispatch services and the operation and maintenance of the county Public Safety Radio System. This RFQ is only for the development of the State-required Hazard Mitigation Plan, as described in "4. Services" of this RFQ.

## **2. Definitions**

As used for this Request for Qualifications, the following terms shall have the meanings set forth below:

- A. KCDEM – Klickitat County Department of Emergency Management
- B. RFQ – Request for Qualifications
- C. County – Klickitat County, Washington
- D. Board of County Commissioners – Klickitat County Board of County Commissioners
- E. Director – KCDEM Director

## **3. Request for Qualifications**

### **3.1 Inquiries**

All inquiries related to this RFQ are to be directed, in writing, to Emergency Management Director Jeff King, via email, at [EmergencyManagement@KlickitatCounty.Org](mailto:EmergencyManagement@KlickitatCounty.Org). Information obtained from any other source is not official and should not be relied upon.

### **3.2 Closing Date**

Complete responses to this RFQ must be received no later than 5:00 PM on January 8<sup>th</sup>, 2018, at the Klickitat County Department of Emergency Management, 199 Industrial Way, Goldendale, WA 98620. Responses and their envelopes should be clearly marked on the outside of the delivery package or envelope: "Sealed Response – RFQ Hazard Mitigation Plan" along with the name and address of the respondent.

### **3.3 Late Responses**

Late RFQ responses will not be accepted.

### **3.4 Qualifications Review**

All RFQ responses received by the closing date will be opened in a public meeting of the Board of County Commissioners on January 9, 2018, at or after 1:30 PM.

All responses will be turned-over to the KCDEM Director for review by a review panel selected by—and including—the Director.

### **3.5 Review and Selection**

This RFQ is being used as the sole selection process for this specialized project.

The Qualifications Review Panel will check responses against the required criteria. Responses not meeting required criteria will not be considered for interviews.

Depending upon the number of qualified respondents received, the panel may hold interviews or request additional information to prepare their recommendations for a respondent with which to begin contract negotiations to further define the scope of work. The County Prosecuting Attorney will review the respondent's draft contract for legal compliance. The Board of County Commissioners will review and approve the contract during a regular public meeting of the Board.

### **3.6 Signed Response**

Responses must be signed and dated by the principle who will have the ultimate responsibility for completion of the Hazard Mitigation Plan project.

### **3.7 Acceptance of Responses**

This RFQ is not a binding agreement to purchase goods or services. Response to this RFQ will be assessed in light of the qualification review criteria and, if chosen for the shortlist, will be contacted for an interview.

## **4. Services**

- A. Klickitat County, Washington seeks a vendor to develop the County's first Hazard Mitigation Plan. The Plan must:
  - 1. Be representative of the entire county, including cities and large industry
  - 2. Meet all applicable State and Federal requirements for a Hazard Mitigation Plan
  - 3. Be accepted by the State of Washington's Emergency Management Division and FEMA.
- B. The vendor will coordinate with Klickitat County DEM's Emergency Management Program Coordinator throughout the project.
- C. The vendor shall provide a detailed work schedule that accomplishes the following:
  - 1. Builds a Planning Team
  - 2. Creates a Community Outreach Strategy
  - 3. Reviews Community Capabilities
  - 4. Incorporates these risks (HIVA): Wildfire and Bakken Oil Trains

#### 5. Develop a Mitigation Strategy

- D. Local Hospitals, the Klickitat County PUD, and the Central Klickitat Conservation District will have annexes developed as part of the Plan
- E. This Hazard Mitigation Plan will incorporate the Community Wildfire Protection Plan (CWPP) currently under development for this area by Washington State DNR
- F. The Plan and this project must fulfill all the Statement of Work requirements in the two contracts (three pages each) in Appendix A of this RFQ.
- G. The EM Program Coordinator can assist in scheduling meetings and facilities for interaction with Stakeholders and the Public.
- H. The vendor shall utilize ongoing communication with KCDEM to ensure that the County's current awareness of project status is maintained; and KCDEM is aware of any issues or problems; and the vendor can regularly address the timeliness of anticipated project completion.
- I. Provide the Final Draft of the Plan to the DEM Director by 5 PM on January 10, 2019
- J. The project will be considered complete and the vendor's responsibilities to Klickitat County and this project end when the State of Washington and FEMA both accept the Hazard Mitigation Plan.

### 5. Evaluation Criteria

Respondents will be assessed against the following criteria:

- A. Years of experience in production of Hazard Mitigation Plans
- B. Proven capacity to deliver the services specified in this RFQ on time and on/under budget
- C. Knowledge and experience in emergency management programs, planning and practices
- D. Understanding of local, state and federal regulations and funding of emergency management programs and the role of the Hazard Mitigation Plan in those programs.

### 6. Submission Requirements

- A. A statement of interest to include contact information (phone number, email and postal addresses) for both the principle responsible for the project and the proposed project leader.
- B. A resume outlining the respondent firm's experience
- C. A brief description of similar work done for similar-sized entities along with contact information for those entities
- D. The proposal to deliver the requested services in Section 4
- E. Documentation of responses to the Evaluation Criteria in Section 5
- F. A 'not to exceed' total project cost.
- G. Three professional references from agencies who hired the respondent to complete similar projects.

All responses shall be submitted on 8.5" x 11" paper. Responses shall be easily reproduced on a standard copier. Separate binders, tabs, dividers, etc., should be avoided. Stapling, paper clips or other fasteners that are easily detached are preferred.

### 7. Conflict of Interest

A conflict of interest exists wherever an individual could benefit directly or indirectly from access to information or from a decision over which they may have influence, and also includes a perceived conflict where someone

might reasonably perceive there to be such benefit and/or influence. A conflict of interest occurs when a staff member or consultant attempts to promote a private or personal interest that results in an interference with the objective exercise of their job responsibilities, or gains any advantage by virtue of his/her position with Klickitat County. Conflicts of interest may be real, potential or perceived.

The respondent should disclose conflicts of interest, in writing, to the Review Panel, who will consider the nature of the respondent's responsibilities and the degree of potential or apparent conflict in deciding the course of action that the respondent needs to take to remedy the conflict of interest.

## **8. Limitations**

**Independent Capacity:** The relationship of the Contractor to the County shall be that of an Independent Contractor rendering professional services. Nothing contained herein shall be deemed to be soliciting the relationship of employer and employee or principle and agent between the County and the Contractor.

**License, Fees, Permits and Taxes:** Contractor shall secure and pay for all applicable federal, state, and local licenses, permits and fees required for them to perform work set forth in the scope of work.

**Funding limitations:** This contract is funded by a one-time grant through the State of Washington Military Department and must be completed by the deadline imposed by the grant award.

Please be aware that there are statutory and policy limitations on the authority of the County to enter into certain terms and conditions of an agreement, including, but not limited to:

- A. Disclaimer and limitations of liability for damages;
- B. Waivers, disclaimers and limitations of legal rights, remedies, requirements and processes;
- C. Granting control of litigation or settlement to another party;
- D. Liability for acts or omissions of third parties
- E. Indemnities; and
- F. Confidentiality.

Terms and conditions related to the limitations will be negotiated and binding on the County only to the extent authorized by applicable laws of the State of Washington.

## **9. Reservations**

The County and the Review Committee reserve the right to reject any and all qualifications and to waive informality, technical defect, or clerical error in any qualification, as the interest of the County may require. All costs incurred in the preparation of the statement of qualifications will be borne entirely by the submitter. Anything submitted to the County becomes the property of the County and becomes a public record.

# APPENDIX A



**STATEMENT OF WORK AND/OR DESCRIPTION OF PROJECT**

SUBRECIPIENT: Klickitat County Emergency Management  
 PROJECT TITLE: Klickitat County Hazard Assessment and Risk Analysis

The purpose of this planning subgrant is for Klickitat County to create a Multi-Hazard Mitigation Plan, in accordance with 44 CFR Part 201.6, for review and approval by FEMA. For FMAG-HMGP grant funding purposes, the County's proposed Plan development activities have been divided into two separate subgrants, each with their own distinct scope of work and budget. This subgrant's scope of work includes the following planning elements:

**Element B: Hazard Identification and Risk Assessment**

- This Element includes the Hazard Identification and Vulnerability Analysis work.

**Element D: Plan Review, Evaluation, and Implementation**

- This Element includes the Plan's monitoring and maintenance section, and working to incorporate the Plan's content into other local planning efforts.

The Planning Team, with help from the community, stakeholders and a consultant/contractor will identify and analyze mitigation actions, and projects and prioritize them. This will include what areas it will cover and how it will relate to continued compliance with National Flood Insurance Program (NFIP). Specific mitigation actions and projects that will be looked at will include those for wildfire mitigation and flood mitigation. FEMA's Mitigation Ideas Manual will be utilized to help with identifying potential hazards and a comprehensive list should be achievable. With solicitation of the public, stakeholders and the planning team, Klickitat County should be able to address all areas of the County.

Klickitat County must submit for adoption the final plan documents to the State and FEMA Region X in sufficient time to ensure approval prior to the end of the Period of Performance of the subaward of November 3, 2019 (FM-5094).

A specific and more detailed scope of work is found in the FEMA approved Project Application FEMA-FM-5094-2-P, which is incorporated herein by reference.

**Klickitat County Agrees To:**

1. Comply with the terms of this Agreement and all Attachments, including but not limited to, accomplish tasks and conditions outlined in the Statement of Work And/Or Description of Project-Attachment 3, comply with the Project Development Schedule-Attachment 4, and comply with the Project Budget-Attachment 5.
2. Submit quarterly reports that cover the previous three months no later than the 15<sup>th</sup> of the following month (or the next work day) in January, April, July and October until all requirements are fulfilled. Quarterly reports are required regardless of the level of work completed during the reporting period. Quarterly reports must include sufficient narrative to determine the degree to which the project has been implemented, the estimated time for completion, and significant developments such as delays or adverse conditions that might raise costs or delay completion, as well as favorable conditions allowing lower costs or earlier completion. Failure of the SUBRECIPIENT to submit a complete quarterly report within 15 days following the end of the quarter will result in suspension of all payments until a complete quarterly report is received by the DEPARTMENT.
3. Submit pen-and-ink signed, approved invoice vouchers (state form A-19) for eligible, reimbursable work completed, no more frequently than monthly and no less frequently than quarterly. Each billing must identify the task(s) completed and any other funding identification pertinent to the task(s), including match. Supporting documentation is required for all costs, to include tracking of staff time spent on the project through timesheets or other documentation approved by the DEPARTMENT; dated invoices from all contractors and subcontractors for work completed; dated invoices for goods and services purchased; and documentation tracking in-kind contributions of personnel, equipment and supplies, if used on the project.

Project costs must be tracked and reported by approved budget cost categories as found in Project Budget, Attachment 5. Documentation of expenditures by approved budget cost categories should be made on a separate spreadsheet or table and included with each A-19, along with documentation to substantiate all project costs.

4. Return by DEPARTMENT staff of invoices to the SUBRECIPIENT if the SUBRECIPIENT is unable to provide sufficient documentation to staff within 15 calendar days of the staff's written request for additional documentation to support the reimbursement request.
5. Submit a signed final project report before final reimbursement is made by the DEPARTMENT.
6. PROGRAMMATIC, ENVIRONMENTAL AND HISTORIC PRESERVATION CONDITIONS

In completing this project, the SUBRECIPIENT must adhere to the following programmatic, environmental and historic preservation conditions:

- a. Scope of Work Change: Requests for changes to the Scope of Work after grant award are permissible as long as they do not change the nature or total project cost of the activity, properties identified in the application, the feasibility and effectiveness of the project, or reduce the Benefit Cost Ratio below 1.0. Requests must be supported by adequate justification, including a description of the proposed change; a written explanation of the reason or reasons for the change; an outline of remaining funds available to support the change; and a full description of the work necessary to complete the activity.  

A proposed change to the approved Scope of Work (as presented in the FEMA approved project application) must be submitted to the DEPARTMENT and FEMA in advance of implementation for re-evaluation for compliance with National Environmental Policy Act (NEPA) and other Laws and Executive Orders. Prior approval for a change to the approved Scope of Work must be obtained from the DEPARTMENT and FEMA before the change is implemented. Failure to obtain prior approval for a revised Scope of Work could result in ineligibility of resulting costs.
- b. Comply with all applicable federal, state and local laws and regulations. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize federal funding provided by this Agreement.
- c. Ensure that all completed work is in compliance with applicable state and local buildings codes and flood damage prevention legislation.
- d. Monitor site work during ground-disturbing activities for evidence of potential archaeological resources that are uncovered. SUBRECIPIENT must halt the project in the event historically or archaeologically significant materials or sites (or evidence thereof) are discovered. By way of example, such evidence may include, but is not limited to, artifacts such as arrowheads, bone fragments, pottery shards, and features such as fire pits or structural elements. All reasonable measures must be taken to avoid or minimize harm to such resources until such time as the SUBRECIPIENT notifies the DEPARTMENT, and FEMA, in consultation with the State Historic Preservation Officer (SHPO) and appropriate Native American tribes, determines appropriate measures have been taken to ensure that the project is in compliance with the National Historic Preservation Act. In addition, upon discovery of human skeletal remains, the SUBRECIPIENT is required by state law to notify the county coroner and local law enforcement in the most expeditious manner possible and to immediately stop any activity which may cause further ground disturbance.
- e. Determine the presence of hazardous materials and/or toxic waste, and identifying, handling, managing, abating and disposing of such materials in accordance with the requirements and to the satisfaction of the governing local, state and federal agencies, including but not limited to the Washington Department of Ecology. Such materials may include, but are not limited to, asbestos, lead-based paint, propane cylinders, sand blasting residue, discarded paints and solvents, cleaning chemicals, containers of pesticides, lead-acid batteries, items containing chlorofluorocarbons (CFCs), motor oil and used oil filters, and unlabeled tanks or containers.
- f. Conduct work during the non-flood season as determined by the local floodplain administrator. However, should construction be required during the flood season, as determined by the local floodplain administrator, all construction equipment shall be staged in an area not susceptible to flood events or be readily transportable out of the floodplain to minimize flood damage.
- g. Dispose of all debris at an approved and permitted location. No debris shall be temporarily staged or disposed of in a floodplain and/or a wetland.

- h. Confirm with the State Department of Ecology whether this project will require a consistency determination under the Coastal Zone Management Act. If required, the SUBRECIPIENT shall obtain and comply with all requirements of the determination prior to starting the project.
- i. Select, implement, monitor, and maintain Best Management Practices (BMPs) to control soil erosion and sedimentation, reduce spills and pollution, and provide habitat protection. The acquisition site shall be stabilized from erosion and silt laden runoff by implementing these BMPs and securing the site from transient vehicle access. Any excavation and/or grading shall be done within and/or adjacent to the existing building footprint area and not beyond undisturbed portions of the site.
- j. Resubmit the project to the DEPARTMENT and FEMA prior to implementation if any in-water work will occur or if any work will occur below the ordinary high water mark of any water resource in the area, so further coordination/consultation can take place with the National Marine Fisheries Service (NMFS) to determine whether appropriate measures have been taken to ensure the project is in compliance with the Endangered Species Act.
- k. Resubmit the project to the DEPARTMENT and FEMA for re-evaluation for compliance with national environmental policies if the "Project Limits" (including clearing, excavation, temporary staging, construction, and access areas) extend into: 1) an area not previously identified for environmental and historic preservation review, or 2) previously undisturbed ground. Additionally, all work on the project in these areas must stop until this re-evaluation is completed.
- l. National Historic Preservation Act Section 106 requirement: All proposed repair and construction activities on buildings listed in or eligible for the National Register of Historic Places (historic properties) should be done in-kind to match existing materials and form. In-kind means that the result of the proposed activities will match all physical and visual aspects of existing historic materials, including form, color and workmanship. In-kind mortar also will match the strength and joint tooling of existing historic mortar.
- m. (Additional requirements as noted by FEMA in grant award document).
- n. Cost overruns in excess of the approval budget are fully the responsibility of the SUBRECIPIENT, including those costs resulting from a change in the Scope of Work. The project must remain cost effective (i.e., Benefit Cost Ratio of 1.0 or greater) in the event of cost overrun.  
For Hazard Mitigation Grant Program (HMGP) only: A request for additional funds to cover a cost overrun may be granted by the DEPARTMENT and FEMA only if funds are available within the HMGP ceiling for this disaster, FEMA-FM-5094-WA. A request for additional funds must be fully documented

**The Military Department Agrees To:**

- 1. Provide staff coordination and input regarding grant administration for funding and technical assistance for project and reviews for mitigation construction projects, as necessary.
- 2. Except as otherwise provided in Article II, A.4, of this Agreement, reimburse Klickitat County within 30 days of receipt and approval of signed, dated invoice voucher(s) (state form A-19) with sufficient documentation of costs to include completion of tasks to date and dated invoices for goods and services purchased. Costs must be categorized according to the budget item and cost classification shown in the Project Budget, Attachment 5. The DEPARTMENT will return invoices to the SUBRECIPIENT if the SUBRECIPIENT is unable to provide sufficient documentation within 15 calendar days of the DEPARTMENT's written request for additional documentation to support the reimbursement request.
- 3. Coordinate with the staff of Klickitat County to schedule any sub-recipient monitoring, site visits or final inspections by DEPARTMENT staff.

**STATEMENT OF WORK AND/OR DESCRIPTION OF PROJECT**

SUBRECIPIENT: Klickitat County Emergency Management  
 PROJECT TITLE: Klickitat County Hazard Mitigation Planning and Facilitation

The purpose of this planning subgrant is for Klickitat County to create a Multi-Hazard Mitigation Plan, in accordance with 44 CFR Part 201.6, for review and approval by FEMA. For FMAG-HMGP grant funding purposes, the County's proposed Plan development activities have been divided into two separate subgrants, each with their own distinct scope of work and budget. This subgrant's scope of work includes the following planning elements:

**Element A: Planning Process**

- This Element includes the public involvement, neighboring agency coordination, and reviews of existing resources/information.

**Element C: Mitigation Strategy**

- This Element includes development of new or updated mitigation goals, objectives, and actions/projects.

**Element E: Plan Adoption**

- This Element includes coordination with local leaders to sign adoption agreements and forward them to the State and/or FEMA.

The Planning Team, with help from the community, stakeholders and a consultant/contractor will identify and analyze mitigation actions, and projects and prioritize them. This will include what areas it will cover and how it will relate to continued compliance with National Flood Insurance Program (NFIP). Specific mitigation actions and projects that will be looked at will include those for wildfire mitigation and flood mitigation. FEMA's Mitigation Ideas Manual will be utilized to help with identifying potential hazards and a comprehensive list should be achievable. With solicitation of the public, stakeholders and the planning team, Klickitat County intends to address all areas of the County.

Klickitat County must submit for adoption the final plan documents to the State and FEMA Region X in sufficient time to ensure approval prior to the end of the Period of Performance of the subaward of December 13, 2019 (FM-5113).

A specific and more detailed scope of work is found in the FEMA approved Project Application FEMA-FM-5113-2-P, which is incorporated herein by reference.

**Klickitat County Agrees To:**

1. Comply with the terms of this Agreement and all Attachments, including but not limited to, accomplish tasks and conditions outlined in the Statement of Work And/Or Description of Project-Attachment 3, comply with the Project Development Schedule-Attachment 4, and comply with the Project Budget-Attachment 5.
2. Submit quarterly reports that cover the previous three months no later than the 15<sup>th</sup> of the following month (or the next work day) in January, April, July and October until all requirements are fulfilled. Quarterly reports are required regardless of the level of work completed during the reporting period. Quarterly reports must include sufficient narrative to determine the degree to which the project has been implemented, the estimated time for completion, and significant developments such as delays or adverse conditions that might raise costs or delay completion, as well as favorable conditions allowing lower costs or earlier completion. Failure of the SUBRECIPIENT to submit a complete quarterly report within 15 days following the end of the quarter will result in suspension of all payments until a complete quarterly report is received by the DEPARTMENT.
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through timesheets or other documentation approved by the DEPARTMENT; dated invoices from all contractors and subcontractors for work completed; dated invoices for goods and services purchased; and documentation tracking in-kind contributions of personnel, equipment and supplies, if used on the project. Project costs must be tracked and reported by approved budget cost categories as found in Project Budget, Attachment 5. Documentation of expenditures by approved budget cost categories should be made on a separate spreadsheet or table and included with each A-19, along with documentation to substantiate all project costs.

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In completing this project, the SUBRECIPIENT must adhere to the following programmatic, environmental and historic preservation conditions:

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- b. Comply with all applicable federal, state and local laws and regulations. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize federal funding provided by this Agreement.
- c. Ensure that all completed work is in compliance with applicable state and local buildings codes and flood damage prevention legislation.
- d. Monitor site work during ground-disturbing activities for evidence of potential archaeological resources that are uncovered. SUBRECIPIENT must halt the project in the event historically or archaeologically significant materials or sites (or evidence thereof) are discovered. By way of example, such evidence may include, but is not limited to, artifacts such as arrowheads, bone fragments, pottery shards, and features such as fire pits or structural elements. All reasonable measures must be taken to avoid or minimize harm to such resources until such time as the SUBRECIPIENT notifies the DEPARTMENT, and FEMA, in consultation with the State Historic Preservation Officer (SHPO) and appropriate Native American tribes, determines appropriate measures have been taken to ensure that the project is in compliance with the National Historic Preservation Act. In addition, upon discovery of human skeletal remains, the SUBRECIPIENT is required by state law to notify the county coroner and local law enforcement in the most expeditious manner possible and to immediately stop any activity which may cause further ground disturbance.
- e. Determine the presence of hazardous materials and/or toxic waste, and identifying, handling, managing, abating and disposing of such materials in accordance with the requirements and to the satisfaction of the governing local, state and federal agencies, including but not limited to the Washington Department of Ecology. Such materials may include, but are not limited to, asbestos, lead-based paint, propane cylinders, sand blasting residue, discarded paints and solvents, cleaning chemicals, containers of pesticides, lead-acid batteries, items containing chlorofluorocarbons (CFCs), motor oil and used oil filters, and unlabeled tanks or containers.
- f. Conduct work during the non-flood season as determined by the local floodplain administrator. However, should construction be required during the flood season, as determined by the local floodplain administrator, all construction equipment shall be staged in an area not susceptible to flood events or be readily transportable out of the floodplain to minimize flood damage.

- g. Dispose of all debris at an approved and permitted location. No debris shall be temporarily staged or disposed of in a floodplain and/or a wetland.
- h. Confirm with the State Department of Ecology whether this project will require a consistency determination under the Coastal Zone Management Act. If required, the SUBRECIPIENT shall obtain and comply with all requirements of the determination prior to starting the project.
- i. Select, implement, monitor, and maintain Best Management Practices (BMPs) to control soil erosion and sedimentation, reduce spills and pollution, and provide habitat protection. The acquisition site shall be stabilized from erosion and silt laden runoff by implementing these BMPs and securing the site from transient vehicle access. Any excavation and/or grading shall be done within and/or adjacent to the existing building footprint area and not beyond undisturbed portions of the site.
- j. Resubmit the project to the DEPARTMENT and FEMA prior to implementation if any in-water work will occur or if any work will occur below the ordinary high water mark of any water resource in the area, so further coordination/consultation can take place with the National Marine Fisheries Service (NMFS) to determine whether appropriate measures have been taken to ensure the project is in compliance with the Endangered Species Act.
- k. Resubmit the project to the DEPARTMENT and FEMA for re-evaluation for compliance with national environmental policies if the "Project Limits" (including clearing, excavation, temporary staging, construction, and access areas) extend into: 1) an area not previously identified for environmental and historic preservation review, or 2) previously undisturbed ground. Additionally, all work on the project in these areas must stop until this re-evaluation is completed.
- l. National Historic Preservation Act Section 106 requirement: All proposed repair and construction activities on buildings listed in or eligible for the National Register of Historic Places (historic properties) should be done in-kind to match existing materials and form. In-kind means that the result of the proposed activities will match all physical and visual aspects of existing historic materials, including form, color and workmanship. In-kind mortar also will match the strength and joint tooling of existing historic mortar.
- m. (Additional requirements as noted by FEMA in grant award document).
- n. Cost overruns in excess of the approval budget are fully the responsibility of the SUBRECIPIENT, including those costs resulting from a change in the Scope of Work. The project must remain cost effective (i.e., Benefit Cost Ratio of 1.0 or greater) in the event of cost overrun.  
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**The Military Department Agrees To:**

1. Provide staff coordination and input regarding grant administration for funding and technical assistance for project and reviews for mitigation construction projects, as necessary.
2. Except as otherwise provided in Article II, A.4, of this Agreement, reimburse Klickitat County within 30 days of receipt and approval of signed, dated invoice voucher(s) (state form A-19) with sufficient documentation of costs to include completion of tasks to date and dated invoices for goods and services purchased. Costs must be categorized according to the budget item and cost classification shown in the Project Budget, Attachment 5. The DEPARTMENT will return invoices to the SUBRECIPIENT if the SUBRECIPIENT is unable to provide sufficient documentation within 15 calendar days of the DEPARTMENT's written request for additional documentation to support the reimbursement request.
3. Coordinate with the staff of Klickitat County to schedule any sub-recipient monitoring, site visits or final inspections by DEPARTMENT staff.