



STATE OF WASHINGTON
MILITARY DEPARTMENT
EMERGENCY MANAGEMENT DIVISION

*MS: TA-20, Building 20B
Camp Murray, Washington 98430-5122*

December 14, 2020

Mr. Mark Billmire
Fire Chief
City of Lynden
215 4th St
Lynden WA 98264

RE: State No. D20-500
Disaster No. 4481-DR-WA
FEMA No. 073-40805-00
PW No. 134

Dear Mr. Billmire:

This is your copy of Amendment No. 135 for the above referenced application, which has been approved in the amount of \$ 13,565.02.

Federal Share of this amendment is:	\$ 10,173.77
State Share of this amendment is:	\$ 0.00
City Share of this amendment is:	\$ 3,391.25
Total:	\$ 13,565.02

The Federal Emergency Management Agency (FEMA) will reimburse 75 percent of the eligible costs associated with your approved projects. City of Lynden will pay 25 percent of the eligible non-federal share.

Please note the required conditions on the attached Project Worksheet (PW) that have been highlighted. In addition, please note the established mandatory work completion date.

If you do not agree with the determinations that have been made regarding project eligibility, time limits, funding, or any other determination made about the Project Worksheet, an appeal procedure requires the City to make a written request for appeal directly to this office. The appeal shall contain documented justification supporting the City's position, specifying the monetary figure in dispute and the provisions in federal law, regulation, or policy with which the City believes the initial action was inconsistent. Two copies of any related documentation supporting the appeal must be attached to the letter of appeal. This request for an appeal must be made within sixty days of the date of receipt of this amendment.

Enclosed is a completed invoice voucher (A-19-1A). The funds shown on this invoice voucher is the amount currently available for payment on your approved small project in this amendment.

Mr. Mark Billmire
December 14, 2020
Page Two

Please return the original invoice voucher, which has been dated and signed by the applicant agent or alternate listed on the Disaster Assistance Application:

Mr. Gerard Urbas
Public Assistance Program
Washington State Military Department
Building 20-B, MS: TA-20
Camp Murray, WA 98430-5122

Please retain this letter and your copy of the Project Worksheet for your records.

Please contact Diane Woodard, Program Delivery Manager, at (253) 512-7406 or diane.woodard@mil.wa.gov should you have any questions regarding the approved Project Worksheet.

Sincerely,



Gerard Urbas
Deputy State Coordinating Officer
Public Assistance

GU:al

Enclosure

FORM A19-1A (Rev. 12/96)		STATE OF WASHINGTON INVOICE VOUCHER
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AGENCY USE ONLY		
AGENCY NO.	LOCATION CODE	P.R. OR AUTH. NO.

AGENCY NAME Military Department Public Assistance Program, Bldg. 20B Camp Murray TA-20 Tacoma, Washington 98430-5122
VENDOR OR CLAIMANT (Warrant is to be payable to) City of Lynden 215 4 th St. Lynden, WA 98264

INSTRUCTIONS TO VENDOR OR CLAIMANT: Submit this form to claim payment for materials, merchandise or services. Show complete detail for each item.

Vendor's Certificate. I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veterans status.

BY _____
(SIGN IN INK)

(TITLE) (DATE)

FEDERAL I.D. NO. OR SOCIAL SECURITY NO. (For Reporting Personal Services Contract Payments to IRS) 91-6001257	RECEIVED BY	DATE RECEIVED
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DISASTER ASSISTANCE PAYMENT REQUEST

Payment requested for disaster assistance to help in the repair or restoration of damaged public facilities.

Contract No: **D20-500**

Disaster No: **4481-DR-WA**

Type of Request:

- ☒ Small Project Payment
Package #: 135 PW# 134
- ☐ Large Project Payment
PW #:
- ☐ Indirect Administrative Allowance
- ☐ Final Payment

Project Costs:

Proj/Sub 704UC \$ 10,173.77 (F)
 Proj/Sub 702UE \$ _____ (S)

Administrative Costs:

Proj/Sub 704UD \$ _____ (F)

PREPARED BY				TELEPHONE NUMBER ()				DATE		AGENCY APPROVAL				DATE		
DOC DATE		PMT. DUE DATE		CURRENT DOC. NO.		REF. DOC. NO.		VENDOR NO.		VENDOR MESSAGE		USE TAX		UBI NUMBER		
REF DOC SUF	TRANS CODE	M O D	FUND	MASTER INDEX		SUB OBJ	SUB OBJ	ORG INDEX	WORK CLASS ALLOC	COUNTY BUDGET UNIT	CITY/TOWN MOS	PROJECT	SUB PROJ	PROJ PHAS	AMOUNT	INVOICE NO.
				APPN INDEX	PROGRAM INDEX											
ACCOUNTING APPROVAL FOR PAYMENT										DATE		WARRANT TOTAL		WARRANT NUMBER		

Applicant: City of Lynden		FIPS Number: 073-40805-00	State Contract Number: D20-500	Local 702UE
Approved Project Application Amounts				Federal 704UC
				Admin 704UD
Amendment #	135			
Total Project Application	13,565.02			Totals
Federal Share	10,173.77			<u>13,565.02</u>
State Share				10,173.77
Local Share	3,391.25			
Admin	0.00			3,391.25

[illegible]

Capture Date: 12/10/2020 20:55

Federal Emergency Management Agency

Project Application Grant Report (P.2)

Disaster: FEMA-4481-DR-WA

Number of Records: 1

Applicant ID: 073-40805-00
 Bundle # : PA-10-WA-4481-
PW-00134(135)

Applicant: LYNDEN

PW #	Cat	Cost Share	Projected Completion Date	Approved PW Amount (\$)
PA-10-WA-4481-PW-00134(0)	B	N	09-22-2020	13,565.02

Facility Number:

1

Facility Name:

Damage # 380702; Emergency Protective Measures (Lynden Emergency Protective Measures)

Location:

Citywide, Lynden, WA

Scope of Work:

380702 Lynden Emergency Protective Measures

Work Completed - COVID-19 Application

In response to the threat of further COVID-19 infections, the applicant utilized force account labor, materials, and contracts in taking the Emergency Protective Measures of facility disinfection, providing PPE for first responders and emergency essential employees, medical waste disposal for PPE, and shift coverage/backfill for emergency medical providers under quarantine due to COVID-19 exposure.

Cost share for this version is 75%. All work and costs in this project fall between 2/10/2020 and 7/10/2020.

City of Lynden

- A. Provided facility disinfection through materials and contracts.
- B. Provided PPE for first responders and emergency essential employees, through materials.
- C. Provided medical waste disposal for 74.3 lb. of PPE, through materials.
- D. Provided shift coverage/backfill for emergency medical service providers under quarantine due to COVID-19 exposure.

1. Force Account Labor Overtime: 4 Laborers; 96 hours: \$5,524.92

2. Force Account Materials: \$6,985.10

3. Facility Disinfection - Contract: \$1,055.00

Work Completed Total: \$13,565.02

Project Notes:

- 1. The DDD, Scope, and Cost have been developed using Small Project Certification forms. All documentation used to validate this project has been specified in Grants Manager.
- 2. Disinfection work consisted of internal, hard-surface cleaning using commercially available products and per CDC guidelines. No runoff was associated with this work.
- 3. Medical waste disposal was for 74.3 lb. of PPE used by the Fire Department, including masks, gowns, and gloves. Medical waste was picked up by the Applicant's regular provider (Stericycle.com) on an increased schedule. Final disposal is Stericycle, 830 Westlake Ave, Morton, WA 98356 (GPS: 46.554670, -122.289399).

COVID-19 Application Disclosures:

Contracts must include a Termination for Convenience clause.

Capture Date: 12/10/2020 20:55

Federal Emergency Management Agency

Project Application Grant Report (P.2)

Disaster: FEMA-4481-DR-WA

Number of Records: 1

FEMA will only reimburse for PPE/medical supplies and equipment provided to and used by Applicants and essential workers as necessary to prevent the spread of infection as directed by public health officials not to exceed the duration of the HHS public health emergency declaration for COVID-19.

Under the COVID-19 Declarations, eligible emergency medical care costs are eligible for the duration of the Public Health Emergency, as determined by HHS.

Medical Waste will be disposed of in accordance with state-approved protocol.

Pursuant to Section 312 of the Stafford Act, FEMA is prohibited from providing financial assistance where such assistance would duplicate funding available from another program, insurance, or any other source for the same purpose.

1 PW	PWs (\$)	Subgrantee Admin Exp. (\$)	Total (\$)
Amount Eligible (\$)	13,565.02	0.00	13,565.02
Federal Share (\$)	10,173.77	0.00	10,173.77

PA-10-WA-4481-PW-00134(0) P	
Applicant Name:	Application Title:
LYNDEN	143159 - Lynden Emergency COVID-19 Response 2/10 to 7/1
Period of Performance Start:	Period of Performance End:
03-22-2020	09-22-2020

Bundle Reference # (Amendment #)	Date Awarded
PA-10-WA-4481-PW-00134(135)	12-09-2020

Subgrant Application - FEMA Form 90-91

Note: The Effective Cost Share for this application is 75%

FEDERAL EMERGENCY MANAGEMENT AGENCY PROJECT WORKSHEET

DISASTER		PROJECT NO.		PA ID	DATE	CATEGORY
FEMA	4481	-	DR	-WA	143159	NO. 11-25-2020
					073-40805-00	B
APPLICANT: LYNDEN					WORK COMPLETE AS OF: 11-25-2020 : 100 %	
Site 1 of 1						
DAMAGED FACILITY:					COUNTY: Whatcom	
Damage # 380702; Emergency Protective Measures (Lynden Emergency Protective Measures)						
LOCATION:					LATITUDE:	LONGITUDE:
PA-10-WA-4481-PW-00134(0): Citywide, Lynden, WA					48.945536	-122.453
Current Version:						
DAMAGE DESCRIPTION AND DIMENSIONS:						
PA-10-WA-4481-PW-00134(0): The Disaster #4481DR, which occurred between 1/20/2020 and --, caused:						
Damage # 380702; Emergency Protective Measures (Lynden Emergency Protective Measures)						
During the incident period of 1/20/2020 through [End Date], COVID-19 created an immediate threat to the health and safety of the general public requiring emergency response and protective measures.						
Provided facility disinfection for COVID-19 at 300 4th St, Lynden, WA (GPS: 48.945536,-122.453008) from 2/10/2020 to 7/10/2020.						
Provided shift coverage/backfill for for essential emergency medical service providers under quarantine due to COVID-19 exposure at throughout the City of Lynden from 3/11/2020 to 5/4/2020.						
Provided personal protective equipment (PPE) for first responders and emergency essential employees at throughout the City of Lynden from 3/4/2020 to 7/10/2020.						
Provided medical waste disposal for PPE for first responders at Lynden Fire Department, 214 4th St, Lynden, WA (GPS: 48.944797, -122.453282) from 2/10/2020 to 7/10/2020.						
Current Version:						
SCOPE OF WORK:						
PA-10-WA-4481-PW-00134(0):						

380702 Lynden Emergency Protective Measures

Work Completed – COVID-19 Application

In response to the threat of further COVID-19 infections, the applicant utilized force account labor, materials, and contracts in taking the Emergency Protective Measures of facility disinfection, providing PPE for first responders and emergency essential employees, medical waste disposal for PPE, and shift coverage/backfill for emergency medical providers under quarantine due to COVID-19 exposure.

Cost share for this version is 75%. All work and costs in this project fall between 2/10/2020 and 7/10/2020.

City of Lynden

- A. Provided facility disinfection through materials and contracts.
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1. Force Account Labor Overtime: 4 Laborers; 96 hours: \$5,524.92

2. Force Account Materials: \$6,985.10

3. Facility Disinfection – Contract: \$1,055.00

Work Completed Total: \$13,565.02

Project Notes:

1. The DDD, Scope, and Cost have been developed using Small Project Certification forms. All documentation used to validate this project has been specified in Grants Manager.
2. Disinfection work consisted of internal, hard-surface cleaning using commercially available products and per CDC guidelines. No runoff was associated with this work.
3. Medical waste disposal was for 74.3 lb. of PPE used by the Fire Department, including masks, gowns, and gloves. Medical waste was picked up by the Applicant's regular provider (Stericycle.com) on an increased schedule. Final disposal is Stericycle, 830 Westlake Ave, Morton, WA 98356 (GPS: 46.554670, -122.289399).

COVID-19 Application Disclosures:

Contracts must include a Termination for Convenience clause.

FEMA will only reimburse for PPE/medical supplies and equipment provided to and used by Applicants and essential workers as necessary to prevent the spread of infection as directed by public health officials not to exceed the duration of the HHS public health emergency declaration for COVID-19.

Under the COVID-19 Declarations, eligible emergency medical care costs are eligible for the duration of the Public Health Emergency, as determined by HHS.

Medical Waste will be disposed of in accordance with state-approved protocol.

Pursuant to Section 312 of the Stafford Act, FEMA is prohibited from providing financial assistance where such assistance would duplicate funding available from another program, insurance, or any other source for the same purpose.

Current Version:

Does the Scope of Work change the pre-disaster conditions at the site? ☐ Yes ☒ No

Special Considerations included? ☐ Yes ☒ No

Hazard Mitigation proposal included? ☐ Yes ☒ No

Is there insurance coverage on this facility? ☐ Yes ☒ No

PROJECT COST

ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
		*** Version 0 ***			
		Work Completed			
1	9001	Contract	1/LS	\$ 1,055.00	\$ 1,055.00

2	9007	Labor	1/LS	\$ 5,524.92	\$ 5,524.92
3	9009	Material	1/LS	\$ 6,985.10	\$ 6,985.10
				TOTAL COST	\$ 13,565.02
PREPARED BY Diane Woodard		TITLE PDMG	SIGNATURE		
APPLICANT REP. Mark Billmire		TITLE Fire Chief	SIGNATURE		

PA-10-WA-4481-PW-00134(0) P	
Applicant Name:	Application Title:
LYNDEN	143159 - Lynden Emergency COVID-19 Response 2/10 to 7/1
Period of Performance Start:	Period of Performance End:
03-22-2020	09-22-2020

Subgrant Application -Conditions

LYNDEN : PA-10-WA-4481-PW-00134					
Conditions Information					
Review Name	Condition Type	Condition Name	Description	Monitored	Status
Final Review	Other (EHP)	Standard Condition #1	Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.	No	Approved
Final Review	Program Conditions (Program Specific)	Standard Conditions (1 of 2)	RECORD RETENTION/DOCUMENTATION REQUIRED As described in Title 2 Code of Federal Regulations (C.F.R.) § 200.333, financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. Exceptions are stated in 2 C.F.R. §200.333(a) – (f)(1) and (2). All records relative to this project are subject to examination and audit by the State, FEMA and the Comptroller General of the United States and must reflect work related to disaster-specific costs. • PROCUREMENT In the seeking of proposals and letting of contracts for eligible work, the Applicant/Subrecipient must comply	No	Approved

Conditions Information

with its Local, State (provided that the procurements conform to applicable Federal law) and Federal procurement laws, regulations, and procedures as required by FEMA Policy 2 CFR Part 200, Procurement Standards, §§ 317-326. • SMALL PROJECTS The Recipient must submit its certification of the subrecipient's completion of all of its small projects and compliance with all environmental and historic preservation requirements within 180 days of the applicant's completion of its last small project, or the latest approved deadline, whichever is sooner. • FEMA-STATE AGREEMENT REQUIRED The terms of the FEMA-State Agreement are incorporated by reference into this project under the Public Assistance award and the applicant must comply with all applicable laws, regulations, policy, and guidance. This includes, among others, the Robert T. Stafford Disaster Relief and Emergency Assistance Act; Title 44 of the Code of Federal Regulations; FEMA Policy No. 104-009-2, Public Assistance Program and Policy Guide; and other applicable FEMA policy and guidance. • DHS STANDARD TERMS AND CONDITIONS REQUIRED The DHS Standard Terms and Conditions in effect as of the declaration date of this emergency declarations or major disaster, as applicable, are incorporated by reference into this project under the Public Assistance grant, which flow down from the Recipient to subrecipients unless a particular term or condition indicates otherwise. • UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS REQUIRED The Uniform Administrative Requirements, Cost Principles, and Audit Requirements set forth at Title 2 Code of Federal Regulations (C.F.R.) Part 200 apply to this

LYNDEN : PA-10-WA-4481-PW-00134

Conditions Information

			project award under the Public Assistance grant, which flow down from the Recipient to all subrecipients unless a particular section of 2 C.F.R. Part 200, the FEMA-State Agreement, or the terms and conditions of this project award indicate otherwise. See 2 C.F.R. §§ 200.101 and 110. • CHANGES IN SCOPE OF WORK REQUIRED The subrecipient must submit a written request through the Recipient to FEMA before it makes a change to the approved scope of work in this project. If the subrecipient commences work associated with a change before FEMA approves the change, it will jeopardize financial assistance for this project. See FEMA Policy No. 104-009-2, Public Assistance Program and Policy Guide.		
Final Review	Other (EHP)	Standard Condition #3	If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.	No	Approved
Final Review	Program Conditions (Program Specific)	Standard Conditions (2 of 2)	Duplication of Federal Programs REQUIRED Pursuant to section 312 of the Stafford Act, 42 U.S.C. 5155, FEMA is prohibited from providing financial assistance to any entity that receives assistance from another program, insurance, or any other source for the same work. The subrecipient agrees to repay all duplicated assistance to FEMA if they receive assistance for the same work from another Federal agency, insurance, or any other source. If an subrecipient receives funding from another federal program for the same purpose, it must notify FEMA through the Recipient and return any duplicated funding. • State of Washington Conditions The following conditions are imposed by the Recipient, the State of Washington: // RECORD RETENTION: As described in RCW 40.14.070 and DAN GS2011-169,	No	Approved

Conditions Information

financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award for a period of at least six (6) years following final payment and closure of the grant under this Agreement. Despite the minimum federal retention requirement of three (3) years, the more stringent State requirement of six (6) year must be followed. // MANAGEMENT COSTS: The Subrecipient is eligible to receive federal PA Management Costs up to 5 percent of the total award amount obligated for each Subrecipient at the time of its request. PA Management Costs includes any of the following when associated with the PA portion of a major disaster or emergency: Indirect costs, direct administrative costs, and other administrative expenses associated with a specific project. Documentation is required to substantiate the eligibility of management activities and associated costs in accordance with PA Management Costs Interim Policy – Standard Operating Procedures. // CHANGES IN SCOPE OF WORK: Point of contact for this action is Jon Holmes, State Public Assistance Officer at 253-512-7429 or jonathan.holmes@mil.wa.gov. // LARGE PROJECTS RECONCILIATION (CLOSEOUT): Point of contact for this action is Jon Holmes, State Public Assistance Officer at jonathan.holmes@mil.wa.gov. // SMALL PROJECT CERTIFICATION OF COMPLETION: Point of contact for this action is the WA-EMD-Public Assistance office. //Expedited Projects - Advance Payments: Pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C §5121-5207), Advance Payment process, FEMA will process a SUBRECIPIENT project worksheet which is provided to the state of Washington for direct disbursement

LYNDEN : PA-10-WA-4481-PW-00134

Conditions Information

			to SUBRECIPIENT. Pursuant to these provisions and RCW 43.88.160(5), these grant funds are not subject to the advance payments prohibition and will be disbursed immediately to SUBRECIPIENT as grants authorized by law with subsequent authentication and certification of expenditures. // RECIPIENT POINT OF CONTACT: Upon obligation of a project, the Recipient shall become the long-term point of contact for all matters pertaining to the project. Contact information: Jon Holmes, Public Assistance Program, Emergency Management Division, Building 20-B, MS: TA-20, Camp Murray, WA 98430-5122, or jonathan.holmes@mil.wa.gov. Website: mil.wa.gov/emergency-management-division/disaster-assistance/public-assistance		
Final Review	Other (EHP)	Standard Condition #2	This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize federal funding.	No	Approved
EHP Review	Other (EHP)	Standard Condition #3	If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.	No	Recommend
EHP Review	Other (EHP)	Standard Condition #2	This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize federal funding.	No	Recommend
EHP Review	Other (EHP)	Standard Condition #1	Any change to the approved scope of work will require re-evaluation for	No	Recommend

LYNDEN : PA-10-WA-4481-PW-00134					
Conditions Information					
			compliance with NEPA and other Laws and Executive Orders.		

Required Insurance Information					
Insurance Type	Policy#	Building/Property Amount	Content Amount	Insurance Amount	Deductible Amount
No Insurance					

PA-10-WA-4481-PW-00134(0) P	
Applicant Name:	Application Title:
LYNDEN	143159 - Lynden Emergency COVID-19 Response 2/10 to 7/1
Period of Performance Start:	Period of Performance End:
03-22-2020	09-22-2020

Current Project Status: **Awarded**

No.	Queue	User	Date/Time	Reason	Reviewer Comments
9	Award Review		12-09-2020 06:00 PM GMT	Financial module awarded the bundle	
8	Award Review	BOVA REBECCA	12-09-2020 05:05 PM GMT	Award Reviewer approved the award bundle	
7	Final Review	BRANNAN LISA	12-03-2020 05:46 PM GMT	Final Reviewer approved (eligible) the application	Verified by DIU the CRC Net Cost in GM is equal to the Total Project Cost in EMMIE and Cost Share matches in both systems. LB-DIU/12-3-2020
6	Insurance Review	BRANNAN LISA	12-03-2020 05:34 PM GMT	Insurance Reviewer recommended the application to be eligible	11/25/2020 Property insurance coverage for the Emergency Protective Measures represented on this project are not insured or insurable. No insurance relief is anticipated.

FEMA requires the Applicant to take reasonable efforts to pursue claims to recover insurance proceeds that it is entitled to receive from its insurer(s). In the event that any insurance proceeds are received for these expenses those proceeds must be reduced from FEMA Public Assistance funding to ensure no duplication of benefits has occurred.

This declaration is specific for the cost associated with the actions taken to protect the public health and safety of the general population from the COVID-19 Pandemic. No commercial property insurance proceeds are anticipated for these costs. If in the event any part or all costs are paid by an insurance policy, a duplication of benefits from insurance will occur. Applicant must notify grantee and FEMA of such recoveries and the Sub-Grant award amount must be reduced by actual insurance proceeds.

FEMA insurance requirements are specific to permanent work to replace, restore, repair,

No.	Queue	User	Date/Time	Reason	Reviewer Comments
					reconstruct, or construct a facility. No insurance requirements are mandated for Category B emergency work.
					Alex Polupan, PA Insurance Specialist CRC West, Sacramento, CA
5	Final Review	BRANNAN LISA	12-03-2020 04:52 PM GMT	Task is reassigned from JOSE ESQUIVEL TORRES to LISA BRANNAN	
4	EHP Review	KERSCHKE WILLIAM	12-01-2020 03:29 PM GMT	EHP Reviewer recommended the application to be eligible	<p>City of Lynden. Cat B. CRC Net Cost \$13,565.02. Work completed. Scope of work: Emergency Protective Measures of facility disinfection, providing PPE for first responders and emergency essential employees, medical waste disposal for PPE, and shift coverage/backfill for emergency medical providers under quarantine due to COVID-19 exposure. Disinfection work consisted of internal, hard-surface cleaning using commercially available products and per CDC guidelines. No runoff was associated with this work. Medical waste disposal was for 74.3 lb. of PPE used by the Fire Department, including masks, gowns, and gloves. Medical waste was picked up by the Applicant's regular provider (Stericycle.com) on an increased schedule. Final disposal is Stericycle, 830 Westlake Ave, Morton, WA 98356 (GPS: 46.554670, -122.289399). Scope of work meets: The statutory exclusion from NEPA in Section 316 of the Stafford Act applies to emergency protective measures under Sections 403 and 502 undertaken in response to COVID19 including the construction of temporary medical and sheltering facilities and repurposing, renovating, or re-using existing facilities as temporary medical and sheltering facilities.</p> <p>- wkerschk - 11/30/2020 17:30:10 GMT SOW did not affect coastal zone resources or uses. - wkerschk - 11/30/2020 17:31:21 GMT Per 44 CFR part 9.5(c)(1) Project is exempt from wetland management review. - wkerschk - 11/30/2020 17:32:35 GMT The project as described is not a type of activity that may affect ESA-listed species and/or critical habitat. - wkerschk - 11/30/2020 17:30:48 GMT Per 44 CFR part 9.5(c)(1) Project is exempt from floodplain management review. - wkerschk - 11/30/2020 17:32:24 GMT EMIS Comment 5. This undertaking was reviewed utilizing Stipulation III.C. of the FEMA COVID-19 Emergency Procedures. The scope of work has been reviewed and meets the criteria in Appendix B - Programmatic Allowances, Tier I: B.1 of the</p>

No.	Queue	User	Date/Time	Reason	Reviewer Comments
					FEMA COVID-19 Emergency Procedures dated May 14, 2020. - pfisher1 - 11/30/2020 22:54:09 GMT
3	Initial Review	DELROSARIO PAULO	11-25-2020 09:15 PM GMT	Initial Reviewer approved (eligible) the application	11.25.2020 DDD, SOW, and Cost, will be populated in EMMIE at Final Record Upload. Insurance and Mitigation will be entered in EMMIE during Final Record Upload if applicable. PDR DIU, CRC West
2	Initial Review	DELROSARIO PAULO	11-25-2020 09:14 PM GMT	Task is reassigned from JOSE ESQUIVEL TORRES to PAULO DELROSARIO	
1	Application	DELROSARIO PAULO	11-25-2020 09:13 PM GMT	FEMA submitted the application for FEMA Review	

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project PA-10-WA-4481-PW-00134

Title: 143159 - Lynden Emergency COVID-19 Response 2/10 to 7/1

NEPA DETERMINATION

Non Compliant Flag: No	EA Draft Date:	EA Final Date:
EA Public Notice Date:	EA Foni	Level: STATEX
EIS Notice of Intent	EIS ROD Date:	
Comment		

City of Lynden. Cat B. CRC Net Cost \$13,565.02. Work completed. Scope of work: Emergency Protective Measures of facility disinfection, providing PPE for first responders and emergency essential employees, medical waste disposal for PPE, and shift coverage/backfill for emergency medical providers under quarantine due to COVID-19 exposure. Disinfection work consisted of internal, hard-surface cleaning using commercially available products and per CDC guidelines. No runoff was associated with this work. Medical waste disposal was for 74.3 lb. of PPE used by the Fire Department, including masks, gowns, and gloves. Medical waste was picked up by the Applicant's regular provider (Stericycle.com) on an increased schedule. Final disposal is Stericycle, 830 Westlake Ave, Morton, WA 98356 (GPS: 46.554670, -122.289399). Scope of work meets: The statutory exclusion from NEPA in Section 316 of the Stafford Act applies to emergency protective measures under Sections 403 and 502 undertaken in response to COVID19 including the construction of temporary medical and sheltering facilities and repurposing, renovating, or re-using existing facilities as temporary medical and sheltering facilities.

- wkerschk - 11/30/2020 17:30:10 GMT

CATEX CATEGORIES

Catex Category Code	Description	Selected
	No Catex Categories were selected	

EXTRAORDINARY

Extraordinary Circumstance Code	Description	Selected ?
	No Extraordinary Circumstances were selected	

ENVIRONMENTAL LAW / EXECUTIVE ORDER

Environmental Law/ Executive Order	Status	Description	Comment
Clean Air Act (CAA)	Completed	Project will not result in permanent air emissions - Review concluded	
Coastal Barrier Resources Act (CBRA)	Not Applicable	Project is not on or connected to CBRA Unit or otherwise protected area - Review concluded	
Clean Water Act (CWA)	Completed	Project would not affect any water of the U.S. - Review concluded	
Coastal Zone Management Act (CZMA)	Completed	Project is located in a coastal zone area and/or affects the coastal zone	SOW did not affect coastal zone resources or uses. - wkerschk - 11/30/2020 17:31:21 GMT

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project PA-10-WA-4481-PW-00134

Title: 143159 - Lynden Emergency COVID-19 Response 2/10 to 7/1

Environmental Law/ Executive Order	Status	Description	Comment
	Completed	State administering agency does not require consistency review - Review concluded	
Executive Order 11988 - Floodplains	Completed	No effect on floodplain/flood levels and project outside floodplain - Review concluded	Per 44 CFR part 9.5(c)(1) Project is exempt from floodplain management review. - wkerschk - 11/30/2020 17:32:24 GMT
Executive Order 11990 - Wetlands	Completed	No effects on wetlands and project outside wetlands - Review concluded	Per 44 CFR part 9.5(c)(1) Project is exempt from wetland management review. - wkerschk - 11/30/2020 17:32:35 GMT
Executive Order 12898 - Environmental Justice for Low Income and Minority Populations	Completed	Low income or minority population in or near project area	
	Completed	No disproportionately high and adverse impact on low income or minority population - Review concluded	
Endangered Species Act (ESA)	Completed	No listed species and/or designated critical habitat present in areas affected directly or indirectly by the federal action - Review concluded	The project as described is not a type of activity that may affect ESA-listed species and/or critical habitat. - wkerschk - 11/30/2020 17:30:48 GMT
Farmland Protection Policy Act (FPPA)	Not Applicable	Project does not affect designated prime or unique farmland - Review concluded	
Migratory Bird Treaty Act (MBTA)	Completed	Project not located within a flyway zone - Review concluded	
Magnuson-Stevens Fishery Conservation and Management Act (MSA)	Completed	Project not located in or near Essential Fish Habitat - Review concluded	
National Historic Preservation Act (NHPA)	Completed	Applicable executed Programmatic Agreement. Activity meets Programmatic Allowance (enter date and # in comments) - Review concluded	EMIS Comment 5. This undertaking was reviewed utilizing Stipulation III.C. of the FEMA COVID-19 Emergency Procedures. The scope of work has been reviewed and meets the criteria in Appendix B - Programmatic Allowances, Tier I: B.1 of the FEMA COVID-19 Emergency Procedures dated May 14, 2020. - pfisher1 - 11/30/2020 22:54:09 GMT

CONDITIONS

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project PA-10-WA-4481-PW-00134

Title: 143159 - Lynden Emergency COVID-19 Response 2/10 to 7/1

Standard Conditions:

Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.

This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize federal funding.

If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.

X
VO

**Department of Homeland Security
Federal Emergency Management Agency**

General Info

Project #	143159	Project Type	Work Completed / Fully Documented
Project Category	B - Emergency Protective Measures	Applicant	City of Lynden (073-40805-00)
Project Title	Lynden Emergency COVID-19 Response 2/10 to 7/10/2020	Event	4481DR-WA (4481DR)

Damage Description and Dimensions

The Disaster # 4481DR, which occurred between 01/20/2020 and , caused:

Damage # 380702; Emergency Protective Measures (Lynden Emergency Protective Measures)

During the incident period of 1/20/2020 through [End Date], COVID-19 created an immediate threat to the health and safety of the general public requiring emergency response and protective measures.

- Provided facility disinfection for COVID-19 at 300 4th St, Lynden, WA (GPS: 48.945536,-122.453008) from 2/10/2020 to 7/10/2020.
- Provided shift coverage/backfill for for essential emergency medical service providers under quarantine due to COVID-19 exposure at throughout the City of Lynden from 3/11/2020 to 5/4/2020.
- Provided personal protective equipment (PPE) for first responders and emergency essential employees at throughout the City of Lynden from 3/4/2020 to 7/10/2020.
- Provided medical waste disposal for PPE for first responders at Lynden Fire Department, 214 4th St, Lynden, WA (GPS: 48.944797, -122.453282) from 2/10/2020 to 7/10/2020.

Final Scope

380702 Lynden Emergency Protective Measures

Work Completed – COVID-19 Application

In response to the threat of further COVID-19 infections, the applicant utilized force account labor, materials, and contracts in taking the Emergency Protective Measures of facility disinfection, providing PPE for first responders and emergency essential employees, medical waste disposal for PPE, and shift coverage/backfill for emergency medical providers under quarantine due to COVID-19 exposure.

Cost share for this version is 75%. All work and costs in this project fall between 2/10/2020 and 7/10/2020.

City of Lynden

- A. Provided facility disinfection through materials and contracts.
- B. Provided PPE for first responders and emergency essential employees, through materials.
- C. Provided medical waste disposal for 74.3 lb. of PPE, through materials.
- D. Provided shift coverage/backfill for emergency medical service providers under quarantine due to COVID-19 exposure.

Date Downloaded: 12/3/20 7:10am PST

CNA
12/3/2020

1. Force Account Labor Overtime: 4 Laborers; 96 hours: \$5,524.92
2. Force Account Materials: \$6,985.10
3. Facility Disinfection – Contract: \$1,055.00

Work Completed Total: **\$13,565.02**

Project Notes:

1. The DDD, Scope, and Cost have been developed using Small Project Certification forms. All documentation used to validate this project has been specified in Grants Manager.
2. Disinfection work consisted of internal, hard-surface cleaning using commercially available products and per CDC guidelines. No runoff was associated with this work.
3. Medical waste disposal was for 74.3 lb. of PPE used by the Fire Department, including masks, gowns, and gloves. Medical waste was picked up by the Applicant's regular provider (Stericycle.com) on an increased schedule. Final disposal is Stericycle, 830 Westlake Ave, Morton, WA 98356 (GPS: 46.554670, -122.289399).

COVID-19 Application Disclosures:

Contracts must include a Termination for Convenience clause.

FEMA will only reimburse for PPE/medical supplies and equipment provided to and used by Applicants and essential workers as necessary to prevent the spread of infection as directed by public health officials not to exceed the duration of the HHS public health emergency declaration for COVID-19.

Under the COVID-19 Declarations, eligible emergency medical care costs are eligible for the duration of the Public Health Emergency, as determined by HHS.

Medical Waste will be disposed of in accordance with state-approved protocol.

Pursuant to Section 312 of the Stafford Act, FEMA is prohibited from providing financial assistance where such assistance would duplicate funding available from another program, insurance, or any other source for the same purpose.

Cost

Code	Quantity	Unit	Total Cost	Section
9001 (Contract)	1.00	Lump Sum	\$1,055.00	Completed
9007 (Labor - Overtime)	1.00	Lump Sum	\$5,524.92	Completed
9009 (Material)	1.00	Lump Sum	\$6,985.10	Completed

CRC Gross Cost	\$13,565.02
Total Insurance Reductions	\$0.00
CRC Net Cost	\$13,565.02
Federal Share (75.00%)	\$10,173.77
Non-Federal Share (25.00%)	\$3,391.25

Subgrant Conditions

- As described in Title 2 Code of Federal Regulations (C.F.R.) § 200.333, financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. Exceptions are stated in 2 C.F.R. §200.333(a) – (f)(1) and (2). All records relative to this project are subject to examination and audit by the State, FEMA and the Comptroller General of the United States and must reflect work related to disaster-specific costs.
- In the seeking of proposals and letting of contracts for eligible work, the Applicant/Subrecipient must comply with its Local, State (provided that the procurements conform to applicable Federal law) and Federal procurement laws, regulations, and procedures as required by FEMA Policy 2 CFR Part 200, Procurement Standards, §§ 317-326.
- The Recipient must submit its certification of the subrecipient's completion of all of its small projects and compliance with all environmental and historic preservation requirements within 180 days of the applicant's completion of its last small project, or the latest approved deadline, whichever is sooner.
- The terms of the FEMA-State Agreement are incorporated by reference into this project under the Public Assistance award and the applicant must comply with all applicable laws, regulations, policy, and guidance. This includes, among others, the Robert T. Stafford Disaster Relief and Emergency Assistance Act; Title 44 of the Code of Federal Regulations; FEMA Policy No. 104-009-2, Public Assistance Program and Policy Guide; and other applicable FEMA policy and guidance.
- The DHS Standard Terms and Conditions in effect as of the declaration date of this emergency declarations or major disaster, as applicable, are incorporated by reference into this project under the Public Assistance grant, which flow down from the Recipient to subrecipients unless a particular term or condition indicates otherwise.
- The Uniform Administrative Requirements, Cost Principles, and Audit Requirements set forth at Title 2 Code of Federal Regulations (C.F.R.) Part 200 apply to this project award under the Public Assistance grant, which flow down from the Recipient to all subrecipients unless a particular section of 2 C.F.R. Part 200, the FEMA-State Agreement, or the terms and conditions of this project award indicate otherwise. See 2 C.F.R. §§ 200.101 and 110.
- The subrecipient must submit a written request through the Recipient to FEMA before it makes a change to the approved scope of work in this project. If the subrecipient commences work associated with a change before FEMA approves the change, it will jeopardize financial assistance for this project. See FEMA Policy No. 104-009-2, Public Assistance Program and Policy Guide.
- Pursuant to section 312 of the Stafford Act, 42 U.S.C. 5155, FEMA is prohibited from providing financial assistance to any entity that receives assistance from another program, insurance, or any other source for the same work. The subrecipient agrees to repay all duplicated assistance to FEMA if they receive assistance for the same work from another Federal

agency, insurance, or any other source. If an subrecipient receives funding from another federal program for the same purpose, it must notify FEMA through the Recipient and return any duplicated funding.

- The following conditions are imposed by the Recipient, the State of Washington: // **RECORD RETENTION:** As described in RCW 40.14.070 and DAN GS2011-169, financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award for a period of at least six (6) years following final payment and closure of the grant under this Agreement. Despite the minimum federal retention requirement of three (3) years, the more stringent State requirement of six (6) year must be followed. // **MANAGEMENT COSTS:** The Subrecipient is eligible to receive federal PA Management Costs up to 5 percent of the total award amount obligated for each Subrecipient at the time of its request. PA Management Costs includes any of the following when associated with the PA portion of a major disaster or emergency: Indirect costs, direct administrative costs, and other administrative expenses associated with a specific project. Documentation is required to substantiate the eligibility of management activities and associated costs in accordance with PA Management Costs Interim Policy – Standard Operating Procedures. // **CHANGES IN SCOPE OF WORK:** Point of contact for this action is Jon Holmes, State Public Assistance Officer at 253-512-7429 or jonathan.holmes@mil.wa.gov. // **LARGE PROJECTS RECONCILIATION (CLOSEOUT):** Point of contact for this action is Jon Holmes, State Public Assistance Officer at jonathan.holmes@mil.wa.gov. // **SMALL PROJECT CERTIFICATION OF COMPLETION:** Point of contact for this action is the WA-EMD-Public Assistance office. // **Expedited Projects - Advance Payments:** Pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C §5121-5207), Advance Payment process, FEMA will process a SUBRECIPIENT project worksheet which is provided to the state of Washington for direct disbursement to SUBRECIPIENT. Pursuant to these provisions and RCW 43.88.160(5), these grant funds are not subject to the advance payments prohibition and will be disbursed immediately to SUBRECIPIENT as grants authorized by law with subsequent authentication and certification of expenditures. // **RECIPIENT POINT OF CONTACT:** Upon obligation of a project, the Recipient shall become the long-term point of contact for all matters pertaining to the project. Contact information: Jon Holmes, Public Assistance Program, Emergency Management Division, Building 20-B, MS: TA-20, Camp Murray, WA 98430-5122, or jonathan.holmes@mil.wa.gov. Website: mil.wa.gov/emergency-management-division/disaster-assistance/public-assistance

Insurance

Additional Information

11/25/2020

Property insurance coverage for the Emergency Protective Measures represented on this project are not insured or insurable. No insurance relief is anticipated.

FEMA requires the Applicant to take reasonable efforts to pursue claims to recover insurance proceeds that it is entitled to receive from its insurer(s). In the event that any insurance proceeds are received for these expenses those proceeds must be reduced from FEMA Public Assistance funding to ensure no duplication of benefits has occurred.

This declaration is specific for the cost associated with the actions taken to protect the public health and safety of the general population from the COVID-19 Pandemic. No commercial property insurance proceeds are anticipated for these costs. If in the event any part or all costs are paid by an insurance policy, a duplication of benefits from insurance will occur. Applicant must notify grantee and FEMA of such recoveries and the Sub-Grant award amount must be reduced by actual insurance proceeds.

FEMA insurance requirements are specific to permanent work to replace, restore, repair, reconstruct, or construct a facility. No insurance requirements are mandated for Category B emergency work.

Alex Polupan, PA Insurance Specialist

O&M Requirements

There are no Obtain and Maintain Requirements on Lynden Emergency COVID-19 Response 2/10 to 7/10/2020.

Environmental Historical Preservation

Is this project compliant with EHP laws, regulations, and executive orders?

Yes

EHP Conditions

- Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.
- This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize funding.
- If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archaeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.

EHP Additional Info

There is no additional environmental historical preservation on Lynden Emergency COVID-19 Response 2/10 to 7/10/2020.

Final Reviews

Final Review

Reviewed By BOVA, REBECCA

Reviewed On 12/01/2020 10:01 AM PST

Review Comments

No comments available for the Final Review step

Recipient Review

Reviewed By Holmes, Jonathan

Reviewed On 12/03/2020 7:10 AM PST

Review Comments

Approved. WA PAO JLH

Project Signatures

Signed By Unsigned

Signed On Unsigned

Subrecipient Certification for Small Projects with Completed Work

Category B – Emergency Protective Measures

The Program Delivery Manager will complete the top portion of the certification. Subrecipient should read and sign the certification. PDMG will upload the signed certification in the Grants Manager on the project level.

Subrecipient Name: City of Lynden, Fire Department

Total Costs Claimed: \$13,565.02

Project Title: Lynden Emergency COVID-19 Response 2/10 to 5/30/2020

Project Number: 143159

I certify that the facility, work and costs claimed in this project are eligible in accordance with FEMA regulations and the *Public Assistance Program and Policy Guide*.

Specifically, I certify:

- As required by 44 C.F.R. §206.223 and in accordance with the terms laid out in the *Public Assistance Program and Policy Guide*, the damage described in this project was:
 1. A direct result of the declared event;
 2. Located within the designated disaster area; and
 3. Not a result of negligence.
 - As required by 44 C.F.R §§206.223 and 206.225 and in accordance with the terms laid out in the *Public Assistance Program and Policy Guide*, the emergency protective measures described in this project were:
 1. The Subrecipient's legal responsibility;
 2. Undertaken in response to a specific threat caused by the declared event; and
 3. Undertaken because they were
 - necessary to eliminate threats to life, public health, and safety; or
 - necessary to eliminate threats of significant damage to improved public.
 - As required by 44 C.F.R §206.228 and 2 C.F.R. Part 200 and in accordance with the terms laid out in the *Public Assistance Program and Policy Guide*, the costs for which the Subrecipient is claiming reimbursement were:
 1. Of a type generally recognized as ordinary and necessary for the type of facility or work;
 2. If contracted costs claimed on this project, incurred in compliance with federal, state, and local requirements for competitive procurement;
 3. Reduced by applicable credits, such as insurance proceeds and salvage values; and
 4. Reasonable as demonstrated by *[Check the method(s) by which the Subrecipient evaluated cost reasonableness]*:
 - ☐ a competitive procurement process,
 - ☐ the use of historical documentation for similar work,
 - ☒ average costs for similar work in the area,
 - ☐ published unit costs from national cost estimating databases, or
 - ☐ FEMA cost codes, equipment rates.
- And
5. If direct administrative costs directly claimed on this project, the direct administrative costs were:
 - Administrative or clerical services integral to a project or activity,
 - For activities specifically identified with the project, and
 - The costs were not also recovered as indirect costs.



- As required by Stafford Act § 312, 42 U.S.C. § 5155, and 2 CFR §200.406 and in accordance with the terms laid out in the Public Assistance Program and Policy Guide, the Subrecipient has either:
 - Provided FEMA with insurance documentation; or
 - Did not have insurance coverage cover in place for the facility at the time of the declared disaster.
- As required by Stafford Act § 311, 42 U.S.C. § 5154, 44 C.F.R. §§ 206.251-253, and in accordance with the terms laid out in the Public Assistance Program and Policy Guide and FEMA Policy 206-086-1 Public Assistance Policy on Insurance, the Subrecipient has or will obtain insurance coverage for all buildings, contents, equipment and vehicles in an amount equal to or greater than the total claimed cost, prior to any reductions.
- In order to demonstrate compliance with environmental and historic preservation (EHP) laws, regulations, and executive orders, the Subrecipient acknowledges that it may be required to submit documentation, such as a permit, a permit number, or proof of coordination with appropriate agencies.
- The Subrecipient acknowledges that final responsibility for ensuring compliance with EHP laws, regulations, and executive orders remains with FEMA. Failure to obtain and provide all requested federal, state and local documentation could make the project ineligible for funding.

Further, I certify the Subrecipient will maintain **all** documentation that supports this project in its own files in accordance with 2 C.F.R §200.333 as well as state and local record retention requirements.

Mark R Billmire

Applicant Representative Signature

Mark Billmire

Applicant Representative Name

11/5/2020

Date



PDMG Document & Information Requirements for Small Projects Category B - Emergency Protective Measures

PDMGs will collect the following information to support Subrecipients claims for small, completed work projects. Once complete, PDMGs will upload this document in the Grants Manager on the project level.

Subrecipient Name:

Total Costs Claimed: ✓

Project Title:

Project Number:

Information Needed for Damage Description and Dimensions

Describe the specific threat the declared event caused which the emergency work was intended to address.

During the inclusion period of 2/10/2020 through 5/30/2020, COVID-19 created an immediate threat to the health and safety of the general public requiring emergency response and protective measures.

Provided facility disinfection and implemented individual/community protective measures for the prevention of the spread of disease during COVID-19 Pandemic in order to protect lives, public health and safety at:

City of Lynden, 300 4th St, Lynden, WA 98264 GPS 48.945536, -122.453008

Eligibility Review Checklist for Damage Description and Dimensions

The threat described in this section was *[check those that apply]*

- ☒ A direct result of the declared event;
- ☒ Located within the designated disaster area; and
- ☒ Not a result of negligence.

Citation: 44 C.F.R. §206.223

Information Needed for Scope of Work

Describe the specific work that was performed to reduce the threat. Use as much detail as possible.

In response to the COVID-19 Public Health Emergency, the applicant contracted with MSNW Group, LLC for deep cleaning of facilities for essential employees safety, purchased supplies and equipment for employee and emergency medical patient's protection in taking the Emergency Protective Measures of providing facility disinfection at City of Lynden, 300 4th St, Lynden, WA 98264, to prevent spread of disease during this COVID-19 Pandemic. These purchases were to protect the staff from the spread of COVID by the use of masks, gloves, gowns and thermometers for monitoring staff wellness. Cleaning supplies and HEPA filters were purchased to reduce the risk. Adjustments were made to the ambulance to make it COVID ready.

Total Materials Costs: \$6,985.10

Total Contract Costs: \$1,055.00

Overtime costs were incurred by Firefighter / Emergency Medical Technician while conducting shift coverage for individuals that had exposure to COVID-19 and were required to quarantine per the EOC COVID-19 activation.

Employees that were providing shift coverage are essential emergency medical service providers (Firefighter / Emergency Medical Technician) and full staffing was a requirement to maintain the level of service for the Lynden community. This OT was Firefighter / Emergency Medical covering shifts for other staff that was in isolation of quarantine due to COVID-19.

Total OT hours: 96 hours

Total OT Costs: \$5,524.92

Eligibility Review Checklist for Scope of Work

The emergency protective measures described in this section were *[check those that apply]*

- ☒ The Subrecipient's legal responsibility;
- ☒ Undertaken in response to a specific threat caused by the declared event; and
- ☒ Undertaken because they were necessary to eliminate threats to life, public health, and safety; or necessary to eliminate threats of significant damage to improved public.

Citation: 44 C.F.R §206.223 and 206.225

Information and Documentation Needed for Costs

Total Costs Claimed:

\$13,565.02

Select each type of cost for which the Subrecipient is seeking reimbursement. Provide the total cost claimed for each selection. Gather the documentation indicated and upload the documents in the Essential Elements of Information section of the project in the Grants Manager.

Subrecipient's Own Employees

☒ Force Account Labor Costs Claimed:

\$5,524.92

Documents Required

- FEMA Form *Force Account Labor Summary* or other form that contains similar information
- FEMA Form *Applicant's Benefits Calculation Worksheet* or other form that contain similar information

☐ Force Account Equipment Costs Claimed:

Documents Required

- FEMA Form *Force Account Equipment Summary Record* or other form that contains similar information

☒ Force Account Materials Costs Claimed:

\$6,985.10

Documents Required

- FEMA Form *Materials Summary Record* or other form that contains similar information

☐ Rented or Purchased Equipment Costs Claimed:

- FEMA Form *Rented Equipment Summary Record* or other form that contains similar information

Contract

☒ Contract Costs Claimed:

\$1,055.00

Documents Required

- FEMA Form *Contract Work Summary Record* or other form that contains similar information

Labor Through Mutual Aid

☐ Mutual Aid Agreement Costs Claimed:

Documents Required

- Collect FEMA Form *Force Account Labor Summary* or other form that contains similar information
- Collect FEMA Form *Applicant's Benefits Calculation Worksheet* or other form that contain similar information

Donated Resources

☐ Donated Resources Costs Claimed:

☐ Donated Labor

Documents Required

- Use FEMA Form *Force Account Labor Summary* or other form that contains similar information
- Use FEMA Form *Applicant's Benefits Calculation Worksheet* or other form that contain similar information

☐ Donated Materials

Documents Required

- Use FEMA Form *Materials Summary Record* or other form that contains similar information

☐ Donated Equipment

Documents Required

- Use FEMA Form *Force Account Equipment Summary Record* or other form that contains similar information

Direct Administrative Costs

☐ Direct Administrative Costs Claimed: ***Use this section if Applicant NOT participating in the Direct Administrative Cost Pilot***

☐ Force Account Labor

Documents Required

- Use FEMA Form *Force Account Labor Summary* or other form that contains similar information
- Use FEMA Form *Applicant's Benefits Calculation Worksheet* or other form that contain similar information

☐ Contract

Documents Required

- Collect FEMA Form *Contract Work Summary Record* or other form that contains similar information

Eligibility Review Checklist for Costs

The costs in this section were

- ☒ Of a type generally recognized as ordinary and necessary for the type of facility or work;
- ☐ Reduced by applicable credits, such as and salvage values; and
- ☐ Reasonable as demonstrated by [*Check the method(s) by which the Subrecipient evaluated cost reasonableness*]:
 - ☐ a competitive procurement process,
 - ☐ the use of historical documentation for similar work,
 - ☒ average costs for similar work in the area,
 - ☐ published unit costs from national cost estimating databases, or
 - ☐ FEMA cost codes, equipment rates.

For Direct Administrative Cost claims: The Direct Administrative Costs were

- ☐ Administrative or clerical services integral to a project or activity;
- ☐ For activities specifically identified with the project; and
- ☐ The costs were not also recovered as indirect costs.

Citation: 44 C.F.R §206.228 and 2 C.F.R. Part 200

Information and Documentation Needed for Insurance

Is the facility insured?

☐ Yes

☒ No

- Collect the general property policy for the facility, schedule of covered locations, declarations page, all forms and endorsements.

If available, provide the settlement on the insured loss or insurance adjusters report.

Upload insurance documentation in the EEI of the project.

***Note: All projects will be reviewed for duplication of benefits

Riane Woodard

PDMG Signature

11/5/2020

Date

143159-DR-4481-City of Lynden
2/10 through 7/10-2020 COVID-19
Emergency Protective Measures

Cost Summary

Contract		\$1,055.00 ✓
Overtime	96 hours	\$5,524.92 ✓
<u>Materials</u>		<u>\$6,985.10</u> ✓
Total Costs		\$13,565.02 ✓

143159-DR-4481-City of Lynden
2/10 through 7/10-2020 COVID-19
Emergency Protective Measures

Labor

<u>Overtime</u>	<u>96 hours</u>	<u>\$5,524.92</u>
Total Labor		\$5,524.92

4481-DR-WA Project 143159

Mark R Billmire

11/5/2020

143159-DR-4481-City of Lynden
2/10 through 7/10-2020 COVID-19
Emergency Protective Measures

Materials

Total Materials

\$6,985.10 —

**DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
MATERIALS SUMMARY RECORD**

PAGE 1 OF 1

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

APPLICANT City of Lynden, Fire Department	PA ID NO. 073-40805-00	PROJECT NO. 143159	DISASTER 4481-DR-WA
LOCATION/SITE City of Lynden 300 4th St Lynden, WA 98264, 48.945396, -122.453125		CATEGORY B	PERIOD COVERING 2/10/2020-5/30/2020

DESCRIPTION OF WORK PERFORMED

City of Lynden purchased material to complete the work required to lessen an immediate threat to public health and safety or improve property that existed and was a direct result of the incident COVID-19 pandemic.

VENDOR	DESCRIPTION	QUAN.	UNIT PRICE	TOTAL PRICE	DATE PURCHASED	DATE USED	INFO FROM (CHECK ONE)	
							INVOICE	STOCK
	see summary Spreadsheet	1		\$6,985.10				

GRAND TOTAL _____

\$6,985.10

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

CERTIFIED

Mark R Billmire

TITLE
Fire Chief

DATE
11/5/2020

City of Lynden Fire Department

COVID- 19 Materials

PURPOSE: COVID-19 Materials

STATE INCIDENT NUMBER: 4481-DR-WA

TIME PERIOD:

From 2/10/2020

To 7/10/2020

Department Fire

Manager Chief Mark Billmire

Date	Purchaser	Vendor	Description	Item #	Item	Tax	Shipping	Columns	Total
2/10/2020	Stewart	Northwest Professional Service	Bleach	CLO30966	\$	53.52	\$	4.66	\$ 58.18
2/10/2020	Stewart	Northwest Professional Service	Clorox Disinfecting wipes	CLO15948	\$	210.44	\$	18.31	\$ 228.75
3/4/2020	Hatley	CHS NW Fairway True Value	Supplies for ambulance BSI control measures - Ambulance sealing	161966	\$	65.15	\$	5.67	\$ 70.82
3/5/2020	Billmire	State Surgical Supply	PPE Procedure Gowns	SKU 69025	\$	658.96	\$	-	\$ 658.96
3/9/2020	Dept.	Stericycle	Medical Waste Disposal - Normal bill is approx \$10, waste has increased exponentially due to PPE worn		\$	116.62			\$ 116.62
3/17/2020	Billmire	Inovatiqa	Surgical Masks	10126128-5194-E-CS	\$	160.00	\$	-	\$ 160.00
3/17/2020	Stewart	Northwest	Avistat-D Disinfectant	NCL 0252-36	\$	102.00	\$	8.87	\$ 110.87
3/20/2020	Baar	McKesson	N-95 Masks	285691	\$	108.91	\$	8.11	\$ 117.02
3/20/2020	Baar	McKesson	Cover, F/TAT-2000 & TAT-5000	762697	\$	88.33	\$	7.68	\$ 96.01
3/23/2020	Baar	CHS NW Fairway True Value	Storage box for aid unit supplies to prepare A7503 for COVID transports - Decon	217936	\$	41.96	\$	3.65	\$ 45.61
3/23/2020	Baar	Life-Assist	Additional Glove Supply (going through more than normal)	GL375 L, M, S, XL	\$	880.65	\$	76.62	\$ 957.27
3/23/2020	Baar	Life-Assist	HEPA Filters	OM28062	\$	57.80	\$	5.03	\$ 62.83
3/24/2020		Masion Schools	Surgical Masks	0318-NON27375	\$	59.40			\$ 59.40
3/30/2020	Brink	Safety Supply Northwest	MSA P-100 cartridges	179011-PR	\$	2,095.20	\$	172.85	\$ 2,466.44
4/13/2020	Stewart	Professional Service	SSS Instant Hand Sanitizer w/alcohol 800mL	44140	\$	150.00	\$	13.05	\$ 163.05
4/29/2020	Baar	MES	Thermometer & Face Masks	MS-131002 & MP3	\$	199.00	\$	18.27	\$ 228.28
5/1/2020	Baar	Life-Assist	Sani-Cloth Wipes, Large Tub (Qty 6)	AL413872	\$	49.38	\$	4.30	\$ 53.68
5/1/2020	Baar	Life-Assist	Alcohol Prep Pad Kendall WEBCOL	AL1	\$	1.94	\$	0.17	\$ 2.11

Company Name

Date	Purchaser	Vendor	Description	Item #	Item	Tax	Shipping	Columns	Total			
5/1/2020	Baar	Life-Assist	CONQUEROR Eyewear	1C2879	\$	44.98	\$	3.91	\$	48.89		
5/28/2020	Baar	CHS NW Fairway True	Cleaning supplies, Heppa Filer Mask supplies	163090 & 167471	\$	21.28	\$	1.85	\$	23.13		
5/30/2020	Larsen	Value	Ziplocs & Decon Spray	862565 & 246699	\$	19.96	\$	1.74	\$	21.70		
5/8/2020		Bay City Supply	Wipes, gloves	2150 & 4583	\$	75.96	\$	6.61	\$	82.57		
5/8/2020		Bay City Supply	Gloves	4582	\$	37.98	\$	3.30	\$	41.28		
5/21/2020		Bay City Supply	Cleaning supplies	6865, 1549	\$	42.23	\$	3.67	\$	45.90		
5/21/2020		Bay City Supply	Cleaning Supplies	6865	\$	12.10	\$	1.05	\$	13.15		
5/21/2020		Bay City Supply	Gloves	4576, 4578	\$	55.00	\$	4.79	\$	59.79		
6/9/2020		Bay City Supply	Towels, disinfectant cleanser	2200, 1441	\$	119.06	\$	10.36	\$	129.42		
4/14/2020		Reco	Masks		\$	750.00	\$	65.25	\$	815.25		
5/28/2020		CHS NW Fairway True	Detergent and clasp	137440	\$	21.28	\$	1.85	\$	23.13		
Total					\$	6,299.09	\$	451.61	\$	234.40	\$	6,985.10

Subtotal

\$ 6,985.10

Cash Advances

Total

\$ 6,985.10

Mark R Billmire

11/5/2020

143159-DR-4481-City of Lynden
2/10 through 7/10-2020 COVID-19
Emergency Protective Measures

Contract

Total Contract

\$1,055.00 —

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
CONTRACT WORK SUMMARY RECORD

PAGE _____ OF _____

O.M.B. Control Number: 1660-0017
Expires: June 30, 2020

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this data collection is estimated to average .5 hours per response. The burden estimates includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472-3100, Paperwork Reduction Project (1660-0017). **NOTE: Do not send your completed questionnaire to this address.**

DATE October 15, 2020	PA ID # 073-40805-00	PROJECT # 143159	DISASTER 4481-DR-WA
LOCATION/SITE City of Lynden, Fire Department	CATEGORY B		PERIOD COVERING 2/10/2020-5/30/2020

DESCRIPTION OF WORK PERFORMED
contract Cleaning for deep cleaning and disinfection

DATES WORKED	CONTRACTOR	BILLING/INVOICE NUMBER	AMOUNT	COMMENTS- SCOPE
				See contract summary attached
GRAND TOTAL			\$1,055.00	

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

CERTIFIED <i>Mark R Billmire</i>	TITLE Fire Chief	DATE 11/5/2020
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City of Lynden Fire Department

COVID- 19 Contract Costs

PURPOSE: COVID-19 Contracts

STATE INCIDENT NUMBER: 4481-DR-WA

TIME PERIOD:
From 2/10/2020
To 7/10/2020

Department Fire

Manager Chief Mark Billmire

Date	Purchaser	Vendor	Description	Item #	Item	Tax	Shipping	Column 5	Total
6/30/2020		Management Services NW	deep cleaning		\$ 425.00				\$ 425.00
6/30/2020		Management Services NW	Disinfectant cleaning		\$ 315.00				\$ 315.00
7/10/2020		Management Services NW	deep cleaning		\$ 315.00				\$ 315.00
Total Overtime									\$ 1,055.00

Mark R Billmire

11/5/2020