

London, Sarah

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**From:** Brunette, Timothy [Timothy.Brunette@associates.fema.dhs.gov]  
**Sent:** Thursday, December 29, 2011 5:26 PM  
**To:** Duchac, Bill  
**Subject:** FW: State/Misc.

FYI

Timothy J Brunette (CTR)

Cell [REDACTED]

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**From:** Brunette, Timothy  
**Sent:** Thursday, December 29, 2011 5:25 PM  
**To:** Costello, Frederick; Barnett, Tim  
**Cc:** Diegel, Archie (CTR); Minns, Brian; Chase, William H; Collins, Darlene  
**Subject:** RE: State/Misc.

Update:

VAST – I'm waiting for information from Craig Whipple, FPR re: a rebuttal to the draft analysis and also for information from Bryant Watson re: maintenance records. We've set COB 1/6 as the date they're to have their info to us. Once I have it, I'll review it and draft another draft analysis for your review.

WSOC – Bill Chase and I have been going over where the various projects are at in regards to Archie to ensure no overlaps or having things fall thru the cracks. Bill Duchac, (risk manager) is going to put something together for us re: the status of the projects from the State's perspective. The temporary relocation PWs are in the forefront and will require time extension requests for the various departments in addition to the VSH. The asbestos abatement PW, grounds cleanup, mold remediation and a PW for 20 vehicles are next in the queue. There has been some mitigation work completed at the WSOC that needs to be captured as well. Their insurance carrier has provided comprehensive reports/estimates for 27 of the buildings so far. They will prove helpful but BGS will have to verify the data before we'll have any firm numbers to work with.

Let me know when you want to get together. I hope this helps...

Timothy J Brunette (CTR)

Cell [REDACTED]

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**From:** Costello, Frederick  
**Sent:** Thursday, December 29, 2011 4:47 PM  
**To:** Barnett, Tim  
**Cc:** Brunette, Timothy; Diegel, Archie (CTR); Minns, Brian; Chase, William H; Collins, Darlene  
**Subject:** State/Misc.

Tim,  
We should discuss the following Tuesday:

VAST – Peter Rennert asked me today in progress on VAST; I told him know, as I suspect everyone of vacation. We should meet and get everyone (PA) up to speed before the next "general" meeting on the subject.

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State Complex Waterbury – As above, also make sure there is no overlap as Brian is the State PAC and review the diverse duties between Bill and Archie.

Frederick J. Costello, P.E.  
Deputy PA Group Supervisor

London, Sarah

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**From:** Brunette, Timothy [Timothy.Brunette@associates.fema.dhs.gov]  
**Sent:** Tuesday, December 27, 2011 3:48 PM  
**To:** Chase, William H  
**Cc:** Duchac, Bill; Rousseau, Paul  
**Subject:** WSOC Temp Relocation  
**Attachments:** WSOC\_temp\_relo\_determination\_V1.docx; Insurance info 12-15-11.xls

Hi Bill,

For your review, please find my attached draft analysis re: the facilities at the WSOC and whether or not they are eligible for temporary relocation. The spreadsheet was provided by Bill Duchac and details the costs for both eligible and ineligible relocation costs.

There are two important questions that need to be addressed in this situation; Which facilities are eligible for temporary relocation? and; What is the protocol for BGS to submit their request for a time extension for the eligible facilities? There was some confusion with the submission of the time extension request to the GAR for the Vermont State Hospital and I would like to avoid any missteps as there are potentially eight letters that will be coming forward soon.

Let me know what you find out and thanks for your help!

Timothy J Brunette (CTR)  
FEMA 4022 DR VT  
ERPMC, Project Specialist  
Public Assistance - 2nd Floor  
128 Lakeside Ave.  
Burlington, VT 05401  
Cell [REDACTED]  
Personal Cell [REDACTED]  
[Timothy.Brunette@associates.fema.dhs.gov](mailto:Timothy.Brunette@associates.fema.dhs.gov)

Waterbury State Office Complex (WSOC)  
Temporary Relocation by Agency/Department  
Eligibility Recommendations

Based on the guidance provided with FEMA Recovery Policy 9523.3 *Provision of Temporary Relocation Facilities*, the following recommendations are presented for review and determination. See attached spreadsheet for additional information.

**ELIGIBLE:**

The Agency of Human Services (AHS) consists of the following departments located at the WSOC: Department of Disability, Aging and Independent Living (DAIL), Department of Children and Families (DCF), Department of Mental Health (DMH), Vermont State Hospital (VSH) (part of DMH), Department of Corrections (DOC) and the AHS Secretary's office. The services provided by the AHS qualify these facilities for temporary relocation.

The Agency of Agriculture, Division of Agriculture Resource Management and Environmental Stewardship (ARMES) operates a multifunction laboratory at the WSOC. The ARMES laboratory performs the official analysis for the interstate shipment of animals, dairy products, meats, animal feeds and fertilizers. The pesticide laboratory is responsible for the analysis of pesticides. The services provided by the ARMES laboratory qualify this facility for temporary relocation.

**PARTIALLY ELIGIBLE:**

All of the divisions of the Agency of Natural Resources (ANR) are not eligible. Within the ANR, the Department of Environmental Conservation (DEC), Water Quality Division's laboratory can be considered eligible because it is used to monitor drinking water quality. The space occupied by the Dam Safety Inspectors can be considered eligible because safety inspections can be considered an essential community service. Fish and Wildlife (F&W) in general do not qualify. However, because the F&W Game Wardens have the same authority as State Police Officers and at times, performs the same functions, personnel managing the Game Wardens can be considered administrative support to an essential service and therefore the supporting facilities can be considered eligible.

**INELIGIBLE:**

Buildings and General Services (BGS), Forest, Parks and Recreation (FPR) and the Department of Human Resources (DHR) do not provide an essential community service so therefore, they are not eligible for temporary relocation even though their facilities at the WSOC were not able to be occupied as a result of the flooding.

Office Relocations Resulting From Tropical Storm Irene												
Department	Origin Location	Destination Location	Town	Staff	Moving expense	Furniture expense	DII Data ckt cost	DII Tele cost	Dept purch material	Phone	Data	
SO - Dev. Disability Council	1 North	322 Industrial Ave (League)	Berlin	3	\$975.00					Y	Y	
SO - VT CNCs	1 North	439 Industrial Avenue/ Blue Cross Blue Shield	Berlin	5	\$0.00					Y	Y	
SO - Refugee Resettlement	1 North	108 Cherry St	Burlington	1	\$0.00					Y	Y	
DMH - Children's Unit	Wasson	108 Cherry St	Burlington	9	\$0.00					Y	Y	
DCF	Osgood, 6/7/8/9/ North, 2/3 North, "A" Building	IBM 967 - 1	Essex Junction	185	\$19,680.00						Y	
DOC	6/7 South	100 State St, Suite 100 (Capital Plaza)	Montpelier	9	\$0.00					Y	Y	
SO - IT	2 Osgood, 4/6/7 North	133 State St/State owned	Montpelier	36	\$6,166.00					Y	Y	
DCF - IT	4/6/7 North	133 State St/State owned	Montpelier	24	\$5,242.75					Y	Y	
DMH	Wasson	26 Terrace St	Montpelier	44	\$3,768.75	\$4,914.00				Y	Y	
SO - Tobacco Board	North Connector	13 Baldwin	Montpelier	1	\$0.00							
DAIL	Weeks	118 State Street	Montpelier	1	\$0.00							
AIF - AAGs	Ladd	109 State Street	Montpelier	24	\$0.00					Y	Y	
DMH - VSH	Brooks	379 South Barre Rd. (Old Lottery)	South Barre	49	\$5,450.00							
Administration	4/5/6/7 South, Dale	426 Industrial Avenue	South Burlington	70	\$0.00	\$164,643.14						
DOC	4/5/6/7 South, Dale	Statewide	Statewide	49	\$0.00							
DMH VSH Staff	5 North, North Connector, Svc's, Planning	Statewide	Statewide	180	\$0.00							
SO - CO, Admin	Osgood	208 Hurricane Lane	Williston	25	\$1,100.00	\$17,596.00				Y	Y	
DCF - 3 call centers	3 Osgood, 8/9 North, "A" Ground	208 Hurricane Lane	Williston	50	\$1,901.00	\$49,032.00				Y	Y	
SO - Rate Setting	Ladd	25 Omega Drive	Williston	2	\$800.00					Y	Y	
DOC - Parole Board	Ladd	25 Omega Drive	Williston	10	\$2,318.75							
DAIL - CO and BO	Weeks	289 Hurricane Lane 2nd Floor	Williston	27	\$3,643.75	\$46,508.80				Y	Y	
DCF - ADPC	Dale 1	289 Hurricane Lane 1st Floor	Williston	12	\$3,050.00	\$51,032.80				Y	Y	
DVHA	N/A	289 Hurricane Lane 1st Floor	Williston	24	\$1,550.00							
SO - DUALS	North Connector	289 Hurricane Lane 1st Floor	Williston	2	\$2,052.00							
DAIL	Weeks	329 Harvest Lane	Williston	12	\$3,987.50					Y	Y	



Office Relocations Resulting From Tropical Storm Irene												
Department	Origin Location	Destination Location	Town	Staff	Moving expense	Furniture expense	7/31/2012	DI Data ckt cost	DI Tele cost	Dept purch material	Phone	Data
ANR												
Sec's office		Northern Power 186 Mad River Park	Waitsfield		\$8,528.05	\$97,071.13					Y	Y
DEC		Northern Power 186 Mad River Park	Waitsfield		\$3,236.17							
FP&R		Northern Power 186 Mad River Park	Waitsfield		\$1,550.00							
F&W		Northern Power 186 Mad River Park	Waitsfield		\$5,144.00							
				91								
		VSAC 10 East Allen Drive	Winoski		\$3,150.00	??					Y	Y
DEC Laundry Building		VSAC 10 East Allen Drive	Winoski		\$6,036.00							
F&W												
				135								
DEC		Rock of Ages 772 Graniteville Rd	Graniteville	52	\$2,120.00	\$4,252.59					Y	Y
FP&R		81 River St	Montpelier	4							Y	Y
F&W		542 Route 302 (by lagare)	Berlin	10	\$6,046.00						Y	Y
Geo	Logue Cottage	VSAC 10 East Allen Drive		3	\$520.00							
LAB	ANR Lab ( DEC)	UYM	Burlington	13	\$1,600.00						Y	Y
IT	Laundry Bldg	434 us rt 302	Waterbury	6	\$790.00						Y	Y
Sub-Total ANR				314	\$38,720.22	\$96,323.72						

Office Relocations Resulting From Tropical Storm Irene											
Department	Origin Location	Destination Location	Town	Staff	Moving expense	Furniture expense	DI Data ext cost	DI Tele cost	Dept purch material	Phone	Data
DHR											
Learning Ctr	Osgood	439 Ind Ave (BCBS)	Berlin		\$550.00	None BCBS				Y	Y
Wellness					\$0.00						
Emp/ recruitment					\$0.00						
Recruitment				11	\$0.00						
HR staff	Osgood	20 Kimball	So Burlington	11	\$1,250.00					Y	Y
HR staff	DPS	DPS	Waterbury	2	\$0.00					Y	Y
Sub-Total DHR				24	\$1,800.00						
AGRIC											
LAB	ag lab	UVM		7						Y	Y
Pests	Ag lab	322 Ind Ave (Lague)	Berlin	1	\$1,329.00					Y	Y
Plants		322 Ind Ave (Lague)		4							
Wgt's & Meas		322 Ind Ave (Lague)		1							
Sub-Total AGRIC				13	\$1,329.00						
BGS											
Maint	Maint Shop	same	Waterbury	45	\$0.00					Y	Y
Fleet	Recycle Bldg	5 Green Mtn Drive (DOL)	Montpelier	8	\$0.00					Y	Y
Surplus	WSOC	Surplus prop US 2	Waterbury	3	\$0.00					Y	Y
Assorted Moves & boxes for all departments & Storage Trailers					\$37,476.75						
Sub-Total BGS				56	\$37,476.75						



Office Relocations Resulting From Tropical Storm Irene											
Department	Origin Location	Destination Location	Town	Staff	Moving expense	Furniture expense	DII Data ckt cost	DII Tele cost	Dept purch material	Phone	Data
				1354	\$155,711.47	\$433,310.46					
TOTAL											

Est. lease Annual Cost	Location Information			Lease Duration	Lease End	Lease #	Janitorial	Comments
Cost Per SF	Cost	leased SQ. Feet	Monthly Cost	6MO /6MO OPTION				
		9,600	\$5,600.00			420	Con-BGS	AHS and Ag are sharing space
\$14,732.00	\$15.25	966	\$1,228.00	5 m then m t-m	4/19/2012	419	LL-BGS	
state prop				NA	NA	NA	BGS	VDH
state prop				NA	NA	NA	BGS	VDH
\$715,137.50	\$17.50	40,865	\$59,595.00	1 year	9/18/2012	llc 612	LL-BGS	
\$49,080.00	\$18.88	2,600	\$4,090.00	5 m/ 6 mo renewal	3/31/2012	415	LL	
state prop				NA	NA	NA	BGS	DII
state prop				NA	NA	NA	BGS	DII
state prop				N/A	NA	NA	BGS	Lost furniture on 1st floor Watson- Nothing ordered by BGS
state prop				N/A	NA	NA	BGS	still not seated
state prop				N/A	NA	NA	BGS	Veteran's Affairs
state prop				N/A	NA	NA	BGS	AG Office
\$165,000.00	\$16.50	10,000	\$13,750.00	6 m/ 6 mo renewal		414	Con-BGS	
				1 YR + 6 MO OPTION				lease negotiation in process - estimated occupancy 1st floor December, 2nd floor earlier
				N/A				
\$91,938.00	\$20.00	4,597	\$7,661.00	6 m/ 6 mo renewal	2/28/2012	408	LL	Additional circuit arriving 11/15; SOV responsible for signage
\$275,814.00	\$20.00	13,791	\$22,985.00	6 m/ 6 mo renewal	2/28/2012	408	LL	A Bldg ground Call Centers all furniture and equipment lost
\$46,080.00	\$12.00	4,000	\$3,840.00	6 m/ 6 mo renewal	4/19/2012	418	Con-BGS	
\$11,520.00	\$12.00	800	\$960.00	6 m/ 6 mo renewal	4/19/2012	418	Con-BGS	
\$92,616.00	\$20.00	4,743	\$7,718.00	6 m/ 6 mo renewal	2/28/2012	410	LL	2nd floor furniture set up. Firm Private offices in Waterbury to workstations
\$80,600.00	\$20.00	4,000	\$6,717.00	6 m/ 6 mo renewal	2/28/2012	410	LL	1st floor ADPC - All furniture and equipment lost
\$80,600.00	\$20.00	4,000	\$6,717.00	6 m/ 6 mo renewal	2/28/2012	410	LL	
\$6,180.00	\$20.00	257	\$515.00	6 m/ 6 mo renewal	2/28/2012	410	LL	
\$105,528.00	\$12.00	8,794	\$8,794.00	6 m/ 6 mo renewal	3/31/2012	413	Con-BGS	

[illegible]

Est lease Annual Cost	Location Information		Monthly Cost	Lease Duration	Lease End	Lease #	Janitorial	Comments
	Cost Per SF	Leased SQ. Feet						
						422	Contract to BGS	Reused workstations to maximize efficiency. Work stations replaced some lost furniture.
		14,100						
						425	landlord	Lost all furniture & equipment. Rental costs include \$3,585/mo for 150 parking spaces.
\$474,048.00								MBST furniture existed. Ordered additional workstations. Work stations replaced some lost furniture.
		26,000						
		9,160				411	Contract to BGS	Reused furniture for 12 workstations.
		1,200					Contract to BGS	
		1,800				417	Contract to BGS	
								Most furniture existed. Ordered additional workstations. Work stations replaced some lost furniture.
\$0.00						613		
		2,000				423	Contract to BGS	

[illegible]

Est Lease Annual Cost	Location Information		Monthly Cost	Lease Duration	Lease End	Lease #	Janitorial	Comments
	Cost Per SF	Leased SQ. Feet						
\$2,577,313.50		209,187						

Office Relocations Resulting From Tropical Storm Irene										
Department	Origin Location	Destination Location	Town	Staff	Moving expense	Furniture expense	Dtl Data ckt cost	Dtl Tele cost	Dept purch material	Phone Data
SO - Dev. Disability Council	1 North	322 Industrial Ave (Lague)	Berlin	3	\$975.00					Y
SO - VT NCES	1 North	439 Industrial Avenue/ Blue Cross Blue Shield	Berlin	5	\$0.00					Y
SO - Refugee Resettlement	1 North	108 Cherry St	Burlington	1	\$0.00					Y
DMH - Children's Unit	Wasson	108 Cherry St	Burlington	9	\$0.00					Y
DCF	Osgood, 6/7/8/9 North, 2/3 North, "A" Building	18M 967 - 1	Essex Junction	185	\$19,680.00					Y
DOC	6/7 South	100 State St, Suite 100 (Capital Plaza)	Montpelier	9	\$0.00					Y
SO - IT	2 Osgood, 4/6/7 North	133 State St/State owned	Montpelier	36	\$6,166.00					Y
DCF - IT	4/6/7 North	133 State St/State owned	Montpelier	24	\$6,242.75					Y
DMH	Wasson	26 Terrace St	Montpelier	44	\$3,768.75	\$4,914.00	Folding Tables			Y
SO - Tobacco Board	North Connector	13 Baldwin	Montpelier	1	\$0.00					
DAIL	Weeks	118 State Street	Montpelier	1	\$0.00					
All - AAGS	Ladd	109 State Street	Montpelier	24	\$0.00					Y
DMH - VSH Administration	Brooks	379 South Barre Rd. (Old Lottery)	South Barre	49	\$5,450.00					
DOC	4/5/6/7 South, Dale	426 Industrial Avenue	South Burlington	70	\$0.00	\$154,643.14				
DOC Staff	4/5/6/7 South, Dale	Statewide	Statewide	49	\$0.00					
DMH VSH Staff	Dale	Statewide	Statewide	180	\$0.00					Y
SO - CO Admin Svcs, Planning	5 North, North Connector, Osgood	208 Hurricane Lane	Williston	25	\$1,100.00	\$17,596.00				Y
DCF - 3 call centers	3 Osgood, 8/9 North, "A" Ground	208 Hurricane Lane	Williston	50	\$1,901.00	\$49,052.00				Y
SO - Rate Setting	Ladd	25 Omega Drive	Williston	2	\$800.00					Y
DOC - Parole Board	Ladd	25 Omega Drive	Williston	10	\$2,318.75					
DAIL - CO and BO	Weeks	289 Hurricane Lane 2nd Floor	Williston	27	\$3,643.75	\$46,508.80				Y
DCF - ADPC	Dale	289 Hurricane Lane 1st Floor	Williston	12	\$3,050.00	\$51,252.80				Y
DVHA	N/A	289 Hurricane Lane 1st Floor	Williston	24	\$1,550.00					
SO - DUALS	North Connector	289 Hurricane Lane 1st Floor	Williston	2	\$2,052.00					
DAIL	Weeks	329 Harvest Lane	Williston	12	\$3,987.50					Y

[illegible]



Office Relocations Resulting From Tropical Storm Irene											
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TOTAL				1354	\$155,711.47	\$433,310.46					

[illegible]

Office Relocations Resulting From Tropical Storm Irene											
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										7/31/2012	
ANR											
Sec's office											
		Northern Power 186 Mad River Park	Waitsfield		\$8,528.05	\$92,071.13				Y	Y
DEC		Northern Power 186 Mad River Park	Waitsfield		\$3,236.17						
FP&R		Northern Power 186 Mad River Park	Waitsfield		\$1,550.00						
F&W		Northern Power 186 Mad River Park	Waitsfield		\$5,144.00						
				91							
		VSAC 10 East Allen Drive	Winhooski		\$3,150.00	??				Y	Y
DEC Laundry Building		VSAC 10 East Allen Drive	Winhooski		\$6,036.00						
F&W											
				135							
DEC		Rock of Ages 772 Graniteville Rd	Graniteville	52	\$2,120.00	\$4,137.59				Y	Y
FP&R		81 River St	Montpelier	4						Y	Y
F&W		542 Route 302 (by lagare)	Berlin	10	\$6,046.00					Y	Y
Geo	Logue Cottage	VSAC 10 East Allen Drive		3	\$520.00						
LAB	ANR Lab ( DEC)	UVM	Burlington	13	\$1,600.00					Y	Y
IT	Laundry Bldg	434 us rt 302	Waterbury	6	\$790.00					Y	Y
Sub-Total ANR				314	\$38,720.22	\$96,323.72					

Department	Origin Location	Destination Location	Town	Staff	Moving expense	Furniture expense	DI Data cdt cost	DI Tele cost	Dept purch material	Phone	Data
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F&W		Northern Power 186 Mad River Park	Waitsfield		\$5,144.00						
				91							
		VSAC 10 East Allen Drive	Wincooski		\$3,150.00					Y	Y
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F&W				135							
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Wellness					\$0.00						
Emp/ recruitment					\$0.00						
Recruitment				11	\$0.00						
HR staff	Osgood	20 Kimball	So Burlington	11	\$1,250.00					Y	Y
HR staff	DPS	DPS	Waterbury	2	\$0.00					Y	Y
Sub-Total DHR				24	\$1,800.00						
AGRIC											
LAB	ag lab	UVM		7						Y	Y
Pests	Ag lab	322 Ind Ave (Lague)	Berlin	1	\$1,329.00						
Plants		322 Ind Ave (Lague)		4							
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BGS											
Maint	Maint Shop	same	Waterbury	45	\$0.00					Y	Y
Fleet	Recycle Bldg	5 Green Mtn Drive (DOL)	Montpelier	8	\$0.00					Y	Y
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Assorted Moves & boxes for all departments & Storage Trailers					\$37,476.75						
Sub-Total BGS				56	\$37,476.75						

[illegible]

[illegible]

[illegible]

Est/lease Annual Cost	Location Information		Monthly Cost	Lease Duration	Lease End	Lease #	Janitorial	Comments
	Cost Per SF	leased SQ. Feet						
\$2,577,313.50		209,187						



London, Sarah

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**From:** Brunette, Timothy [Timothy.Brunette@associates.fema.dhs.gov]  
**Sent:** Tuesday, December 27, 2011 1:26 PM  
**To:** Duchac, Bill  
**Subject:** WSOC  
**Attachments:** WSOC\_temp\_relo\_determination.docx

Bill,

Can you please review this and comment? I don't know if FPR has Game Wardens or are they called Park Rangers. If they are rangers, do they have the same police authority? Thx, tjb

Timothy J Brunette (CTR)  
FEMA 4022 DR VT  
ERPMC, Project Specialist  
Public Assistance - 2nd Floor  
128 Lakeside Ave.  
Burlington, VT 05401  
Cell [REDACTED]  
Personal Cell [REDACTED]  
[Timothy.Brunette@associates.fema.dhs.gov](mailto:Timothy.Brunette@associates.fema.dhs.gov)

Waterbury State Office Complex (WSOC)  
Temporary Relocation by Agency/Department  
Eligibility Recommendations

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**INELIGIBLE:**

Buildings and General Services (BGS) and the Department of Human Resources (DHR) do not provide an essential community service so therefore are ineligible for temporary relocation even though their facilities at the WSOC were not able to be occupied as a result of the flooding.

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London, Sarah

---

**From:** Brunette, Timothy [Timothy.Brunette@associates.fema.dhs.gov]  
**Sent:** Tuesday, December 27, 2011 8:58 AM  
**To:** Duchac, Bill; Flood, Patrick  
**Subject:** RE: FEMA question

All sole source procurement actions (noncompetitive awards) will receive particular scrutiny and are subject to 44 CFR §13.36(c) *Competition*. This subject is big on the Auditor's radar recently so I suggest we address it upfront. #1, We will need to show that your procurement rules were followed re: emergency needs (if this was the case) #2, the justification for sole sourcing the A&E design work and #3, the costs are reasonable. The urgency re: getting the patients into safe surroundings is reasonable in my mind but the stronger the case we can make the better. Were any of the A&E firms pre-qualified to do work before the storm hit? That will help if they were. Unless your procurement procedures are more restrictive, 44 CFR §13.36(d)(1) *Procurement by small purchase procedures* allow for informal bidding process up to \$100K as long as an adequate number of sources were contacted.

Let me know where you're at so far and we can go from there as to putting together the justification and bringing Bill Chase into the discussion. Thx, tjb

[http://edocket.access.gpo.gov/cfr\\_2007/octqtr/44cfr13.36.htm](http://edocket.access.gpo.gov/cfr_2007/octqtr/44cfr13.36.htm)

(c) *Competition*. (1) All procurement transactions will be conducted in a manner providing full and open competition consistent with the standards of section 13.36. Some of the situations considered to be restrictive of competition include but are not limited to:

(4) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate.

(i) Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids or competitive proposals and one of the following circumstances applies:

- (A) The item is available only from a single source;
- (B) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- (C) The awarding agency authorizes noncompetitive proposals; or
- (D) After solicitation of a number of sources, competition is determined inadequate.

(ii) Cost analysis, i.e., verifying the proposed cost data, the projections of the data, and the evaluation of the specific elements of costs and profits, is required.

(iii) Grantees and subgrantees may be required to submit the proposed procurement to the awarding agency for pre-award review in accordance with paragraph (g) of this section.

Timothy J Brunette (CTR)

Cell [REDACTED]

Personal Cell [REDACTED]

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**From:** Duchac, Bill [mailto:bill.duchac@state.vt.us]

**Sent:** Tuesday, December 27, 2011 8:16 AM

**To:** Flood, Patrick

**Cc:** Brunette, Timothy  
**Subject:** RE: FEMA question

You are correct that the conceptual work, preliminary to discussion of options would be acceptable. But full blown project work would require some significant level of justification to sole source. It can be done, but just as it would require approval from the secretary of administration, a similar level of support and review to explain why this is the only man for the job should be documented. I copied Tim for his perspective on the question. And to be certain that I got it right.

Bill Duchac  
Manager Office of Risk Management BGS Financial Operations  
10 Baldwin Street Montpelier, VT 05633-2005  
[REDACTED] Direct 802 828-1269 Facsimile [REDACTED] Mobile bill.duchac@state.vt.us

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Please consider the environment before printing this e-mail

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**From:** Flood, Patrick  
**Sent:** Monday, December 26, 2011 12:33 PM  
**To:** Duchac, Bill  
**Subject:** FEMA question

We met with hospitals the other day and I relayed the instructions that projects must be bid.

They were ok with that but had a question about spending to date on architectural drawings. They needed to have them just to get to this point in the discussion, and they each had an architectural firm they regularly worked with, so went ahead and did it. They would also proceed with the same architect for the next level of design. I assume FEMA does not care about that level of activity. Certainly when the projects are developed, the construction will go out for bid. DO you see any issues here?

London, Sarah

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**From:** Brunette, Timothy [Timothy.Brunette@associates.fema.dhs.gov]  
**Sent:** Friday, December 16, 2011 11:32 AM  
**To:** Duchac, Bill; Rousseau, Paul  
**Subject:** FW: Direct Administrative Costs  
**Attachments:** Administrative Cost Policy DAP9525 9 (9 08 09).pdf

FYI

Timothy J Brunette (CTR)

Cell [REDACTED]

Personal Cell [REDACTED]

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**From:** Collins, Darlene  
**Sent:** Friday, December 16, 2011 11:29 AM  
**To:** Ambrose, Gerald (CTR); Arbulu, Jorge; Bahr, Jeffrey; Ballance, Faith; Barnett, Tim; Boutet, Michael; Brunette, Timothy; Calderone, Natalie (CTR); Callahan, Jean; Cambio, Richard; Chan, Nicholas; Chase, William H; Cloak, John; Coleman, Pamela; Collins, Darlene; Combes, Joseph; Copeland, John; Corbiere, Amy; Corti, Paul; Costello, Frederick; Dauderis, Peter; Dewar, Matthew; Diegel, Archie (CTR); Egan, Paul (CTR); Emerson, Joseph; Forstie, Brent; Foster, Patricia S; Frohn, Jeff; Ganeto, David; Glennon, Michael; Graham, Richard; Grube, Paul; Kennedy, Brian (CTR); Kirkland, Jeff; Lawson, Lester (CTR); Lindemuth, Richard; Luxenberg, Roland; Melillo, Robert; Minns, Brian; Morrill, Timothy; Nickey, Bradley; Nordstrom, Lorna; Oleary, Michael; Park, Edward (CTR); Paul, Gregory; Pempek, Frank; Pentkowski, Ronald; Pinkham, Kenneth; Rios, Rita; Robinson, Catherine (CTR); Rodgersson, Michele; Russo, Patrick; Schafer, Bruce; Schmidt, David; Schultz, Thomas; Shelton, Milton; Sidell, Lou; Smith, Jeffrey (OGA); Spaulding, Stu (CTR); Stam, Anita; Tootle, Corliss; Vancleave, Jerry; Vanluling, Robert; Vezina, Gerald; Walker, Jerry (CTR); Walkes, Kevin; Whedbee, Grace; Whedbee, Kenneth; Whitman, Gregory  
**Subject:** FW: Direct Administrative Costs

Please see email below

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**From:** Stam, Anita  
**Sent:** Friday, December 16, 2011 11:27 AM  
**To:** Collins, Darlene  
**Subject:** Direct Administrative Costs

Darlene please forward this e-mail along with the attachment to all of our PA staff:

Attached is a memo regarding Disaster Assistance Policy 9525.9 Section 324 Management Costs and Direct Administrative Costs dated September 8, 2009. Please pay particular attention to the 'Indirect and Direct Administrative Activity List' which provides more detailed information regarding those items which are eligible for inclusion as DAC costs for the Sub-Grantee (Applicant) for each separate Project Worksheet.

Just a friendly reminder, the applicant needs to be providing the Project Specialist with the DAC costs and the backup documentation. Under no circumstances should we be the ones developing these costs or to calculate them based on a percentage.

Thank you very much for your continued, diligent effort to produce a high quality project to assist the applicant in their recovery process.

---

*Anita F. Stam*

Anita F. Stam  
FEMA-4022-DR-VT  
QA-QC Lead/PAC  
128 Lakeside Avenue  
Burlington, VT 05401

[REDACTED] (Cell)  
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[anita.stam@fema.dhs.gov](mailto:anita.stam@fema.dhs.gov)

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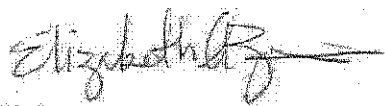
FEMA

MEMORANDUM FOR: Regional Administrators  
Acting Regional Administrators  
FEMA Regions I – X

Transitional Recovery Office Directors

Federal Coordinating Officers

ATTENTION: Disaster Assistance Division Directors

FROM: Elizabeth A. Zimmerman   
Assistant Administrator  
Disaster Assistance Directorate

SUBJECT: Disaster Assistance Policy DAP9525.9, *Section 324 Management Costs and Direct Administrative Costs* and  
Recovery Policy 9525.14, *Grantee Administrative Costs*

This memorandum provides additional guidance on implementing Disaster Assistance Policy DAP9525.9, *Section 324 Management Costs and Direct Administrative Costs* and Recovery Policy 9525.14, *Grantee Administrative Costs*.

#### **Grantee Direct Administrative Costs**

In order to streamline and improve the efficiency of reimbursing grantees for direct administrative costs, FEMA will allow grantees to claim direct administrative costs on an applicant basis rather than on a project basis. Therefore, the grantee may request reimbursement for direct administrative costs on one category Z project worksheet (PW) per applicant, rather than multiple PWs as stipulated in paragraph VII D. (7) of DAP 9525.9, *Section 324 Management Costs and Direct Administrative Costs*. Grantees must continue to document its direct administrative costs on a project-by-project basis. When utilizing one Category Z PW, the PW must cross-reference each emergency work or repair project PW and document the direct administrative costs for each project separately.

## Use of Contractors

Pursuant to Recovery Policy 9525.14, *Grantee Administrative Costs*, grantees and applicants may use contractors to perform grant management functions. Neither Federal regulations nor FEMA policy precludes Public Assistance grantees or applicants from using contractors to perform eligible Public Assistance grants management activities. Public Assistance staff should not discourage use of contractors. Such contractor costs are eligible for funding provided as section 324 management costs or as direct administrative costs.

## Reasonable Contract Costs

FEMA will reimburse grantees and applicants reasonable administrative costs to perform eligible Public Assistance activities. Staff must consider the following factors when evaluating the reasonableness of requested costs: (1) method of contracting for the services (2) the skill level of persons performing the activities, and (3) the amount of time required to perform an activity. FEMA regulations found at 44 CFR §13.36 **Procurement**, outline procurement requirements for grant recipients to use for all contracts funded by grants. FEMA usually considers costs resulting from competitively procured contracts to be reasonable, provided the skill levels are appropriate for the activities performed. Contract costs are typically higher than the cost of force account labor. For most Public Assistance projects, a junior or mid-level technical or program specialist (or equivalent) is appropriate for the effort. For complex projects, staff with a higher level of technical proficiency and/or experience may be appropriate. Public Assistance staff must ensure that the grantee or applicant contracted for the appropriate mix of skill levels for the types of emergency work and permanent repair projects that are eligible for FEMA funding.

The last element staff must consider in determining reasonable costs is the amount of time required to perform a particular task. Typically, the major tasks include inspecting damaged facilities, determining the extent of damage, and developing the scope of work and cost estimate required to restore the facilities. (Attached is a list of tasks related to Public Assistance projects that applicants and grantees perform.) Staff should use the amount of time it takes FEMA staff to perform similar functions as a reference point to determine if the amount of time the grantee or applicant requests is reasonable.

## Small Projects

The level of effort to prepare PWs will vary from applicant to applicant. Many applicants seek FEMA support in developing scopes of work and cost estimates. However, FEMA encourages applicants to prepare project worksheets for small projects. When applicants prepare project worksheets for small projects, FEMA will validate 20 percent of the small projects for compliance with program eligibility and reasonableness. If FEMA determined that the first sample meets program eligibility requirements, FEMA will accept all of the applicant's small projects without detailed review (except for math errors). If FEMA observes issues with the first sample, it will validate another sample. If the second sample fails validation, FEMA will review all of the applicant's small projects.



## **Large Projects**

Normally, FEMA works with the grantee and applicant to prepare the project worksheet for large projects. FEMA expects applicants to identify the scope of disaster-related damages to their facilities. Applicants may document the disaster damages, scope of work, and cost estimate on a PW and submit the project worksheet to FEMA for review. Applicants should inform FEMA of the level of effort they will invest in developing a large project PW to facilitate better coordination and avoid duplication of effort.

## **Travel and Per Diem**

Travel and per diem costs for contractor employees that work on eligible Public Assistance projects are eligible as direct costs if such costs can be and are attributed to individual projects.

## **Documentation**

In accordance with 44 CFR §13.20 **Standards for financial management agreements**, grantees and applicants must maintain documentation to support all costs they request for reimbursement. Grantees and applicants must provide a summary of backup information and a random sample of original documentation if they have completed the project when FEMA writes the project worksheets. If FEMA prepares a project based on an estimate, grantees and applicants must provide documentation on how they developed the estimates for direct grant management costs.

## **Direct Administrative and Section 324 Management Costs**

The attached table provides a list of PA administrative activities. While all activities are eligible for reimbursement with section 324 Management Cost funding, those marked as "Direct" may be direct charged to projects if they can be fully documented as such. The table is not an exhaustive list and there may be exceptions to the categorizations.

## **Attachment**

The Applicant's Pre-Award Activities and Other Activities (See Attachment)				
Phase	Administrative Task	Administrative Activity Description	Indirect (I) / Direct (D)	Grantee / Sub-Grantee
Post Declaration Activities	Applicant Briefing	Activities related to attending and participating in the applicant's briefing for the overall program.	I	Grantee & Sub-Grantee
	RPA Submission and Processing	Activities related to the subgrantee's submission of its Request for Public Assistance (RPA) for the overall program.	I	Grantee & Sub-Grantee
	Other Pre-Award Activity	Any other activities related to general pre-award activities, including identifying and producing eligibility and other critical documents.	I	Grantee & Sub-Grantee
Project Listing Development	Sub-Applicant Site Identification	Activities carried out to identify and generate a list of damaged sites for one specific project.	D	Grantee & Sub-Grantee
	Kick-Off Meeting	Activities related to attending and participating in the applicant kick-off meeting for the overall program.	I	Grantee & Sub-Grantee
	Immediate Needs	Activities to discuss the need for immediate funding and collect supporting documentation for one specific project.	D	Grantee & Sub-Grantee
	Preliminary Cost Estimate	Activities to refine the initial total damage cost estimate before the individual project worksheets are developed.	I	Grantee & Sub-Grantee
	Data Collection & Dissemination	Activities to collect damage data, invoices, estimates and support documentation related to one specific project.	D	Grantee & Sub-Grantee
	Travel & Expenses	Travel expenses related to one specific project for any of the direct administrative activities listed in this phase.	D	Grantee & Sub-Grantee
	Travel & Expenses	All travel expenses related to general support and not tied directly to one specific project.	I	Grantee & Sub-Grantee
Project Formulation	Special Considerations	Activities carried out to evaluate the impact of hazard mitigation measures, insurance coverage, historic preservation, environmental impact, and flood risk for one specific site or project.	D	Grantee
	Financial Compliance Reviews (FA)	Activities to review or support the compliance of the project with Public Assistance financial requirements for one specific project.	D	Grantee & Sub-Grantee
	Other Funding Anticipation	Activities to document funding, scope of work, and other impacts resulting from mitigation, alternate, improved, or other funding requests for one specific project.	D	Grantee & Sub-Grantee
	Site Visits	Activities related to visiting, surveying, and assessing sites for one specific project.	D	Grantee & Sub-Grantee
	Project Description Development	Activities related to developing the detailed site-specific damage description component of one specific project worksheet.	D	Grantee & Sub-Grantee
	Project Scope Development	Activities related to developing the scope of work component for one specific project worksheet.	D	Grantee & Sub-Grantee
	Project Cost Estimation & Documentation	Activities related to estimating/quantifying project costs, collecting supporting documentation, and calculating allowable fringe rates for one specific project.	D	Sub-Grantee
	Alternate Site Project Request (if warranted)	Activities to assemble and support requests from FEMA and the grantee related to an alternate project request for one specific project.	D	Sub-Grantee

PW Processing	Site Improvement Project Request (if warranted)	Activities to assemble and support requests from FEMA and the grantee related to an improved project request for one specific project.	D	Sub-Grantee
	PW Writing	Activities attributed to directly producing or writing the project worksheet for one specific project.	D	Grantee & Sub-Grantee
	PW Review & Final Approval	Activities related to supporting the review of one specific project, including the final review and approval of the project worksheet by FEMA and the grantee.	D	Grantee
	PW Exit Briefing	Activities related to participation in the exit briefing for the overall program.	I	Grantee & Sub-Grantee
	FEMA/Grantee Meetings & Responses	Activities related to attending, coordinating, and responding to correspondence and meeting requests from FEMA and grantee officials for the overall program and not specific to one project.	I	Grantee & Sub-Grantee
	Travel & Expenses	Travel expenses related to one specific project for any of the direct administrative activities listed in this phase.	D	Grantee & Sub-Grantee
	Travel & Expenses	All travel expenses related to general support and not tied directly to one specific project.	I	Grantee & Sub-Grantee
	Program Funding Request Formulation	Activities related to organizing total loss for damaged sites into logical groups.	I	Grantee & Sub-Grantee
	PA Programmatic Compliance Reviews	Activities to review and/or support compliance with Public Assistance programmatic requirements.	I	Grantee
	Eligibility Review	Actions carried out to support FEMA and the grantee's determination of the sub-applicant, facility, work, and cost eligibility for one specific project.	D	Grantee
PW Processing	Program Funding Request Documentation	Activities to reproduce documents and files for use in supporting the project worksheet's funding request for one specific project.	D	Grantee
	Program Funding Request Processing	Activities to assemble, transmit, and process program funding documents to request disbursement of funds for one specific project.	D	Grantee
	Additional FEMA/Grantee Documentation Requests	Activities related to collecting and processing document requests from FEMA and the grantee for one specific project.	D	Sub-Grantee
	Alternate Projects Development (if warranted)	Activities related to justifying and developing an alternate project plan and/or additional activities directly related to one specific alternate project request.	D	Grantee & Sub-Grantee
	Improved Projects Development (if warranted)	Activities related to justifying and developing an alternate project plan and/or additional activities directly related to one specific improved project request.	D	Grantee & Sub-Grantee
	Travel & Expenses	Travel expenses related to the processing of one specific project for any of the direct administrative activities listed in this phase.	D	Grantee & Sub-Grantee
	Travel & Expenses	All travel expenses related to general support and not tied directly to one specific project.	I	Grantee & Sub-Grantee

PW Management & Close-Out	Project Payment Requests	Activities related to developing, requesting, transmitting, and processing documents to request all or portion of the allocated project award amount for one specific project.	D	Grantee & Sub-Grantee
	Project Cost Reconciliations	Activities to assist the grantee with assembling, transmitting, and developing final actual costs for grant closure related to one specific project.	D	Grantee & Sub-Grantee
	Project Inspection Request	Activities to respond to grant review, inspection, or closure document requests from the grantee for one specific project.	D	Grantee & Sub-Grantee
	Evaluating/Estimating Cost Overruns	Activities to adjust or estimate cost over/under runs for the purpose of project closeout for one specific project.	D	Grantee & Sub-Grantee
	Preparing PW Versions for Cost Adjustments	Activities to support the development of a new version of the current project worksheet for the purpose of adjusting the project amount for one specific project.	D	Grantee & Sub-Grantee
	Other Program management/Close-out Activities	Activities related to the close-out process of a one specific project worksheet.	D	Grantee & Sub-Grantee
	Travel & Expenses	Travel expenses related to one specific project for any of the direct administrative activities listed in this phase.	D	Grantee & Sub-Grantee
	Travel & Expenses	All travel expenses related to general support and not tied directly to one specific project.	I	Grantee & Sub-Grantee

Note: The categorization of administrative tasks on this list represent the most likely scenarios for the typical PA program and there may be exceptions to the "rules of thumb" represented. Also, even though this list indicates possible Grantee involvement throughout activities in all phases, not all Grantees will participate in all PA program phases and respective administrative activities.