

**UASI Proposal 3B:
Debris Staff Training and Exercising**

March 1, 2005

Submitted by: RESF #3 Public Works and Engineer (Debris)
COG Solid Waste Managers Group

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APPLICANT PROFILE



GOVERNMENT OF THE
DISTRICT OF
COLUMBIA

APPLICANT PROFILE

FY 2005 Homeland Security Grant Program: Urban Areas Security Initiative	
PROJECT TITLE:	3B - Debris Staff Training and Exercising
EMERGENCY SUPPORT FUNCTION:	RESF 3 (Debris)
PROJECT PERIOD:	April 15, 2005 through September 31, 2006
PROJECT SYNOPSIS:	The project has two main tasks: (1) planning and holding training classes for debris management staff in the NCR, and (2) planning and conducting a debris-specific table top exercise for the NCR.
IMPLEMENTING JURISDICTION:	To Be Determined OR the Metropolitan Washington Council of Governments on behalf of local governments in the NCR
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Proposal Summary

Problem Summary

Debris management is often the most time consuming and expensive of all disaster management tasks. Because it is often not regarded as a first-responder activity, debris management staff frequently does not get the level of training and exercising that is necessary for proper preparedness.

Debris management requires managers and field personnel that are trained to properly handle the task. Beyond the obvious frustrations and delays that poor debris removal response can create, a very serious consequence of poorly trained staff is improper documentation of operations. This failure has in numerous cases around the country caused the Federal Emergency Management Agency (FEMA) to refuse to reimburse localities for debris expenditures.

Project Description

COG will act as the Implementing Jurisdiction for the project (see request letter in Appendix A) if it continues to be the desire of the Solid Waste Managers Group and no other jurisdiction would like to act as the Implementing Jurisdiction. The issue will be discussed at the March 11 UASI meeting with the Chief Administrative Officers for the region. COG will arrange for the training, which will be provided by FEMA and through the Office of Domestic Preparedness Training Program. COG will host the training at its facilities and arrange for training sessions in Virginia and Maryland. COG will provide video conferencing service for the session hosted at its building.

COG will survey area solid waste managers and work with staff from FEMA and the U.S. Army Corps of Engineers to determine the proper course selection and sequence.

COG will arrange for a regional debris specific exercise by contracting with a consultant. COG plans to hire consultant Dewberry under a sole source agreement.

Staff will seek consultation from all ESFs through the proposed NCR Training Oversight Committee.

Estimated Cost

1.	Hosting of a minimum three on site training courses repeated three times in DC, MD, and VA; DC course will be available as video conference	\$3,000
2.	Production of regional debris exercise by contractor and hosting of exercise by COG	\$99,000
TOTAL		\$102,000

Project Goals, Objectives, and Implementation Steps

Project Timeline: April 15, 2005 – September 30, 2006

ID	Task Name	2005				2006			
		Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4
1	Goal 1: Provide coordinated, consistent, standardized training to meet regional homeland security training requirements for responders, government officials, schools, and the public (from HCR/HSS Goals and Objectives)								
2	Objective 1: Ensure that public works staff from area local governments have sufficient emergency debris management training								
3	Implementation Step 1: Develop debris management training curriculum for the region								
4	Task 1: COG to survey area solid waste managers on training needs of various staff levels								
5	Task 2: COG to work with FEMA and Army Corps of Engineers contacts to develop training schedule and curriculum								
6	Task 3: Present training plan to the proposed NCR Training Oversight Committee for approval								

ID	Task Name	2005				2006			
		Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4
7	Implementation Step 2: Schedule courses			▶					
8	Task 1: Make reservations with appropriate ODP, FEMA, and Army Corps contacts			■					
9	Task 2: Make room reservations and arrangements			■					
10	Task 3: Publicize and promote courses to local governments			■					
11	Task 4: Set up reservation system and track reservations			■					
12	Implementation Step 3: Hold courses			▶					
13	Task 1: Hold courses			■					
14	Task 2: Repeat courses			■					
15	Task 3: Keep records of staff that have completed course work in the NCR in a database			■					
16	Task 4: Ensure that evaluation phase is complete			■					

ID	Task Name	2005				2006			
		Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4
17	Goal 2: Regularly exercise IICR response capability to ensure continued improvement through a rigorous corrective action program, measure current capability and provide realistic training to area responders and government officials (from IICR/HSS Goals)								
18	Objective 1: Conduct IICR-wide emergency debris management exercise to test the capability of state, federal, and local personnel								
19	Implementation Step 1: Design table top exercise								
23	Implementation Step 2: Conduct table top exercise								
24	Task 1: Set date and promote exercise								
25	Task 2: Make arrangements and take reservations for exercise								
26	Task 3: Hold exercises								
27	Task 4: Conduct hot wash and post-exercise discussions and								
28	Implementation Step 3: Evaluate exercise								
29	Task 1: Analyze TTX evaluation materials and write final exercise report								

Project Description

Background and Need

Local government solid waste managers have frequently commented that their employees need better emergency debris training and exercising in order to be prepared for disasters. On their own, many local governments have not been able to organize sufficient training sessions for their staff. And most regional exercises to date have not been geared to explore debris management problems.

FEMA and the Office of Domestic Preparedness Training Program offer several training courses that would be beneficial to the NCR, but these courses must be scheduled with much advance planning. It is not reasonable to stage training sessions for each individual jurisdiction. For COG to arrange a series of regional training sessions would be a more effective and efficient use the trainer's and trainee's time.

Regional exercises involving local government public works staff have usually been structured to cover one or two days of disaster scenario. This type of exercise is well suited to police and fire first responders that must immediately manage the impact of the situation, but not to debris managers. Debris management operations typically unfold over the days, weeks, and months after the initial disaster event. An exercise that properly tests debris personnel should reflect these needs.

Continued lack of training and exercising can have several negative impacts. Beyond the obvious frustrations and delays that poor debris removal response can create, a very serious consequence of poorly trained staff is improper documentation of operations. This failure has in numerous cases around the country caused the Federal Emergency Management Agency to refuse to reimburse localities for debris expenditures.

Addressing NCR and National Goals

Homeland Security Presidential Directive 8 (HSPD-8) acknowledged public works functions, such a debris management, as "first responder" types of activities. Historically, there has been much less planning in this area as compared to fire and police functions. Fire and police units are truly the first on the scene of an incident, but public works crews are called on to quickly clear travel routes and then settle into the long job of logistics planning for debris removal and disposal. Training and exercising has not been emphasized for debris staffs and HSPD-8 recognizes that it is time to treat these crews like other first responder staffs.

The project is an initiative that follows the goals stated on page 8 of the FY2005 UASI Request for Applications to "establish/enhance sustainable homeland security exercise programs" and to "establish/enhance sustainable homeland security training programs."

Additionally, this proposal relates to the following NCR/HSS goals:

- Goal 2 – Provide coordinated, consistent, standardized training to meet regional homeland security training requirements for responders, government officials, schools, and the public
- Goal 3 – Regularly exercise NCR response capability to ensure continued improvement through a rigorous corrective action program, measure current capability

and provide realistic training to area responders, government officials, business and nonprofit sectors and the public.

Detailed Project Description

COG will act as the primary agent for training project and as the contracting agent for the exercise project if it continues to be the desire of the Solid Waste Managers Group and no other jurisdiction would like to act as the Implementing Jurisdiction. The issue will be discussed at the March 11 UASI meeting with the Chief Administrative Officers for the region. Consult the Project Goals, Objectives, and Implementation Steps section for timelines. COG will arrange for the training, which will be provided by FEMA and through the Office of Domestic Preparedness Training Program. COG will host the training at its facilities and arrange for training sessions in Virginia and Maryland. COG will provide video conferencing service for the session hosted at its building. Course instruction is free of charge given proper arrangements.

COG will work with consultant Dewberry to design and conduct a debris management focused table top exercise (TTX). The Exercise will be oriented to meet ODP's Homeland Security Exercise and Evaluation Program (HSEEP) guidelines. In accordance with the HSEEP guideline, the team will develop the exercise around a weapons of mass destruction (WMD) attack scenario.

Objective 1: Ensure that public works staff from area local governments have sufficient emergency debris management training

Implementation Step 1: Develop debris management training curriculum for the region

Task 1: COG to survey area solid waste managers on training needs of various staff levels

COG will survey area solid waste managers to determine training gaps and to identify appropriate staff.

Task 2: COG to work with FEMA and Army Corps of Engineers contacts to develop training schedule and curriculum

COG will work with staff from FEMA and the U.S. Army Corps of Engineers to determine the proper course selection and sequence.

Suggested ODP Courses:

- AWR-110 WMD/Terrorism Awareness for Emergency Responders (Internet-based)
- AWR-112 Public Works for WMD Incidents: Basic Concepts (Internet-based)
- PER-210 Public Works: Planning for and Responding to a Terrorism/WMD Incident (on site)

Suggested FEMA Courses

- Emergency Management Institute – G202: Debris Management.
- Emergency Management Institute – E202: Debris Management.
- Others to be identified at FEMA recommendation.

Task 3: Present training plan to the proposed NCR Training Oversight Committee for approval

A newly formed NCR Training Oversight Committee will be reviewing all training in the NCR to ensure that instruction is not redundant and adherence to local, state, and federal rules.

Implementation Step 2: Schedule courses

Task 1: Make reservations with appropriate ODP, FEMA, and Army Corps contacts

COG staff will schedule the courses on behalf of the region with the instructing agencies.

Task 2: Make room reservations and arrangements

COG staff will make arrangements including room rental and food for special training sites in DC, Maryland and Virginia.

Task 3: Publicize and promote courses to local governments

COG staff will promote the courses to local governments and all relevant NCR entities.

Task 4: Set up reservation system and track reservations

COG will handle all reservation for the courses.

Implementation Step 3: Hold courses

Task 1: Hold courses

Instructors will come to the NCR to teach the course. There is no cost for the use of the federally-endorsed instructors.

Task 2: Repeat courses

The course will be repeated twice to accommodate the schedules and geographic dispersion off the students.

Task 3: Keep records of staff that have completed course work in the NCR in a database

COG will track the training level of solid waste staff in the NCR in a database and maintain the database.

Task 4: Ensure that evaluation phase is complete

COG in concert with the course instructor will ensure that proper evaluation procedures are followed for the training classes. COG will write up a report evaluating the success and progress of the debris training project.

Deliverables:

- NCR debris course curriculum
- 9 training courses
- Database tracking training level of regional staff
- Evaluation report on training project

Objective 1: Conduct NCR-wide emergency debris management exercise to test the capability of state, federal, and local personnel

Implementation Step 1: Design table top exercise

Task 1: Reach contract agreement with sole-source contractor Dewberry

See Organization, Experience, and Qualifications of Applicant section for justification.

Task 2: Hold initial planning meeting with key stakeholders

Dewberry will hold an initial planning meeting with MWCOG, and any designated representatives from other State or County agencies, to prepare for the exercises. The purpose of the meeting will be to discuss and determine the following elements for the exercise:

- Desired outcomes and expectations
- Local needs and background information
- Parameters of the exercise
- Dates, times, locations, and logistical requirements
- Specific exercise objectives
- The specific participating agencies and individuals, including invited participants and observers from relevant state and federal agencies.

Following the initial planning meeting, Dewberry will draft a letter of invitation on behalf of COG for the relevant State and local agencies that are identified as desired participants or observers for the exercise.

Task 3: Design Exercise

Dewberry will develop a realistic scenario for the TTX using the exercise objectives and parameters determined at the initial planning meeting. During exercise design, Dewberry will consult with representatives from COG or their designee to further refine and specify appropriate details for the scenario. To ensure realism, the scenario will be supported by appropriate local statistical data and incorporate knowledge of state and local emergency policies and procedures. The design should facilitate the evaluation of participant and system performance against appropriate quantitative measures.

The scenario developed will include a Master Scenario Event List (MSEL), injects for exercise participants, quantitative exercise evaluation criteria, and the methods to be used to evaluate the exercise. Depending on the exercise objective agreed upon in Task 2, the scenario may focus in any of several areas, such as:

- Policy Level Decision Making This is appropriate to evaluate preparedness and to identify areas for improvement at the level of organizational roles, responsibilities, and communication needs. The scenario, injects, and extent of play will engage senior officials and focus on the higher-level planning decisions most likely to be encountered by these officials. Because of this high-level focus, the Tabletop Exercise scenario shall be limited to approximately 10-12 participants, and shall not exceed 15 active participants. The scenario will not focus on first-responder level personnel.
- Plan Review and Agency Coordination This is suitable if the preferred outcome includes a desire to validate the applicability of current plans or recent modifications, confirm that roles and responsibilities are clearly defined, and ensure that appropriate coordination and communication mechanisms are in place. It is also appropriate if a participant wishes to confirm a consistent understanding of plans, and may be used as a training opportunity and facilitated discussion if so desired. The scenario, injects and extent-of-play will be tailored to exercise specific portions of the plans. This type of exercise may be scaled widely, with multiple facilitated groups each working from the

same scenario concurrently. Typical representation would be from 4 to 10 different agencies/organizations and a total participation of 20 to 50.

- EMA and Responder Operations This type of exercise is focused on a detailed look at specific response actions in the context of a scenario. It will typically have a more detailed MSEL, and may have timed components associated with it. It is particularly suited to identifying critical communications and information needs, process or procedural bottlenecks, or providing assurance that planned roles and responsibilities are supportable at the operational level. Organization of this type of exercise may be along functional, geographic, operational or agency lines, depending on the desired focus area and outcomes.

Although not exhaustive, the three types of exercises detailed provide an idea of the variety of TTX options available. Once the draft scenario has been developed, COG will submit it to the AEMA or their designee for review and comments.

Implementation Step 2: Conduct table top exercise

Task 1: Set date and promote exercise

Dewberry will assist COG with promotion of the exercise.

Task 2: Make arrangements and take reservations for exercise

COG will make arrangements for hosting the exercise.

Task 3: Hold exercise

Dewberry will conduct the TTX. The exercise event will begin with a pre-exercise briefing to welcome participants and provide an overview and instructions. The briefing will be followed immediately by the exercise itself.

Dewberry will provide experienced staff for conducting and evaluating the WMD Tabletop Exercise. Dewberry staff will include an exercise facilitator who controls the exercise play and associated personnel. It will also provide exercise evaluators and observers as specified in the approved design, as well as any required supporting graphic materials, audiovisual equipment and evaluation forms. The exercise play shall not exceed five hours in duration.

Task 4: Conduct hot wash and post-exercise discussions and debriefing

Immediately upon the completion of the exercise, participants will convene for a “hot wash,” which is a debriefing and discussion of the actions taken, problems encountered, and the strengths and weaknesses of the plan and response. Dewberry will assign personnel to take notes during this process. Formal written documentation will also be provided by each participant on an exercise evaluation form we will provide, which will be collected at the end of the hot wash session.

After the exercise, Dewberry will conduct follow-up conversations with key participants to clarify information made either verbally or on the evaluation forms. Dewberry will compile and analyze the information to form the basis of an exercise evaluation report.

Implementation Step 3: Evaluate exercise

Task 1: Analyze TTX evaluation materials and write final exercise report

Dewberry will compile and analyze information collected from exercise participants to produce an exercise evaluation report. The report shall document the highlights, pros, and cons of the exercise, and make recommendations for future preparedness efforts. The report will also assess projected consequences based on the outcome of the exercise, using quantitative measures. Dewberry will submit the draft report to COG and/or designee for review and comment. After making requested changes to the draft report, Dewberry will submit the final report.

Deliverables:

- Debris Tabletop Exercise
- Exercise Evaluation Report

Organization, Experience, and Qualifications of Applicant

The Metropolitan Washington Council of Governments intends to use its own staff to organize the training objective and to hire the consultant Dewberry to assist with the exercise objective.

Primary COG staff will be

- Stuart Freudberg, Director, Department of Environmental Programs, and
- John Snarr, Principal Environmental Planner, Department of Environmental Programs

Both COG staff worked extensively on the Regional Emergency Coordination Plan Debris Annex completed in January 2004. The annex is a regional communications and coordination document. Mr. Snarr staffs the Solid Waste Managers Group and has extensive experience in solid waste management issues and regional coordination.

COG believes that Dewberry presents a special set of qualifications that justifies its sole source selection for the project.

1. Dewberry recently completed the debris operations plan for the District of Columbia. The District of the center of the NCR and has few debris management resources given its limited open space. The District also contains the highest number of potential terrorist targets in the region and has the highest concentration of federal property. Dewberry is very familiar with these issues and had to write a District debris plan that incorporates neighboring jurisdictions and the federal government to be successful. Knowledge of these same issues will be prized in this project.
2. Of the three jurisdictions that have substantial debris operations plans (the District of Columbia, Fairfax County, Prince William County), all have hired Dewberry to assist with their plans.
3. The recently completed Debris Annex to the COG Regional Emergency Coordination Plan was largely created by Dewberry under contract to the Metropolitan Washington Council of Governments.
4. COG would like to hire Dewberry under UASI Grant Application 3A to write debris operations plans for those jurisdictions without a plan and to assist with the compilation of the U.S. Army Corp of Engineers NCR operations plan for debris management.
5. Dewberry has an extensive history of supporting debris exercises throughout the country (see explanation below).

Dewberry Exercise Experience and Qualifications

Federal Emergency Management Agency, Catastrophic Planning Exercise Design and Development.

Dewberry supported the design and delivery of a functional exercise to evaluate catastrophic response capabilities and coordination requirements between all levels of government. The scenario, featuring a catastrophic hurricane striking southeastern Louisiana, focused on limiting factors and issues, and identified critical trigger points for use in decision-making.

- Dewberry gathered and provided existing hurricane-specific and other catastrophic plans and studies, and estimated the consequences from the catastrophic hurricane scenario.
- Products included development of a critical infrastructure database, loss estimation projections, shelter demand estimation, debris estimation, and search and rescue mission projections.
- Dewberry helped conduct the exercise which included participation from FEMA HQ and FEMA Regions IV & V, the State of Louisiana, thirteen parishes in Louisiana, the National Weather Service, Federal Departments and Agencies staffing Emergency Support Functions, Emergency Management Assistance Compact (EMAC) representatives, and representatives from Mississippi, Arkansas, and Texas.
- Dewberry exercise facilitators had functional responsibility for debris, temporary housing, search and rescue, and special action topics.
- Post-exercise activities include preparation of after-action reports which will produce finalized plans for SE LA, a second exercise for the private/financial sectors, and a catastrophic plan template to be used on a national level.

Alabama Emergency Management Agency Exercise and Training Support

Dewberry provided technical assistance in the design, development, conduct, and evaluation of multiple emergency response tabletop exercises for state, local, and regional participants.

Staffing Plan

COG

- Stuart Freudberg, Director, Department of Environmental Programs, and
- John Snarr, Principal Environmental Planner, Department of Environmental Programs

Consultant Dewberry

- Staff under contract

Project Budget and Budget Justification

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
TOTAL M&A cost for Implementing Jurisdiction, which is to be determined. See Proposal Summary for explanation.	2.5% of total grant amount	\$ 2,538
	<i>Total</i>	<i>\$ 2,538</i>

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
See Personnel section for M&A total		\$ -
	<i>Total</i>	<i>\$ -</i>

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
				\$ -
Total				\$ -

D. Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years. (Note: Organization’s own capitalization policy and threshold amount for classification of equipment may be used). Expendable items should be included either in the “Supplies” category or in the “Other” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
Total		\$ -

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. (Note: Organization’s own capitalization policy and threshold amount for classification of supplies may be used). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Item	Computation	Cost
Total		\$ -

F. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

****COG's formal written procurement policy shall apply for all consultant contracts**

See the Organization, Experience, and Qualifications of Applicant section for justification for sole source contract with Dewberry

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from ODP.

Name of Consultant	Service Provided	Computation	Cost
Dewberry	Design and conduct debris specific training exercise		\$ 99,000
<i>subtotal</i>			\$ 99,000

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
Dewberry	metro DC region	Travel costs are included in fee shown above	\$ -
<i>subtotal</i>			\$ -

*Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000**.*

Item	Cost	
<i>subtotal</i>		\$ -

G. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
See Personnel section for M&A total		\$ -
<i>Total</i>		<i>\$ -</i>

H. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant’s cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant’s accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
See Personnel section for M&A total		\$ -
<i>Total</i>		<i>\$ -</i>

Budget Category	Amount
A. Personnel	\$ 2,538
B. Fringe Benefits	\$ -
C. Travel	\$ -
D. Equipment	\$ -
E. Supplies	\$ -
F. Consultants/Contracts	\$ 99,000
G. Other	\$ -
Total Direct Costs	\$ 101,538
H. Indirect Costs	\$ -
TOTAL PROJECT COSTS	\$ 101,538

Certifications and Assurances

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE DEPUTY MAYOR FOR PUBLIC SAFETY AND JUSTICE**

Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code. and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, The applicant certifies that:

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

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c.) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in The applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about—
 - (1) The dangers of drug abuse in the workplace;
 - (2) The applicant's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Grants Management and Development, 717 14th St., NW, Suite 1200, Washington, DC 20005. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
 - (1) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - (3) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (1), (c), (d), and (e). and (f)

B. The applicant may insert in the space provided below the sites for the performance of work done in connection with the specific grant:

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

As the duly authorized representative of the applications, I hereby certify that the applicant will comply with the above certifications.

Grantee Name and Address:

Metropolitan Washington Council of Governments
 777 North Capitol Street, NE, Suite 300

Washington, DC 20002

Application Number and/or Project Name:

PROPOSAL #3B: Debris Staff Training and Excercising

Grantee IRS/Vendor Number:

52-6060391

Typed Name and Title of Authorized Representative:

Signature

David J. Robertson, Executive Director
Metropolitan Washington Council of Governments

Date

Appendix A: Letter Requesting COG as Implementing Jurisdiction



Robert W. Wilson
Director

COUNTY OF PRINCE WILLIAM

4379 Ridgewood Center Drive, Prince William, Virginia 22192-5308
(703) 792-6820 Metro 631-1703 Fax (703) 792-6828

DEPARTMENT OF
PUBLIC WORKS

March 1, 2005

Leeann Turner
Director for Homeland Security Grants Administration
Office of the Deputy Mayor for Public Safety and Justice
1350 Pennsylvania Ave., NW
Suite 327
Washington, DC 20004:

Dear Ms. Turner:

The COG Solid Waste Managers Group serves as the organizing committee for Regional Emergency Support Function (RESF) #3 Public Works and Engineering for emergency debris management issues in the Washington metropolitan area. This committee has endorsed the concept for the enclosed proposal 3B Debris Staff Training and Exercising.

The Solid Waste Managers Group requests that the Metropolitan Washington Council of Governments be designated as the Implementing Jurisdiction on behalf of local governments in the NCR. COG has served as the implementing agent for the recently completed Debris Annex project for the region. Additionally, the nature of this planning project requires coordination and oversight across all major jurisdictions in the NCR. Given that this type of work is COG's core competency as a regional organization, the committee asks for COG to be in charge of implementing this project.

Please contact me with any questions at 703-792-6252 or tsmith@pwcgov.org.

Sincerely,

Thomas J. Smith, P.E.
Chair, COG RESF #3 Solid Waste Managers Group
Solid Waste Division Chief