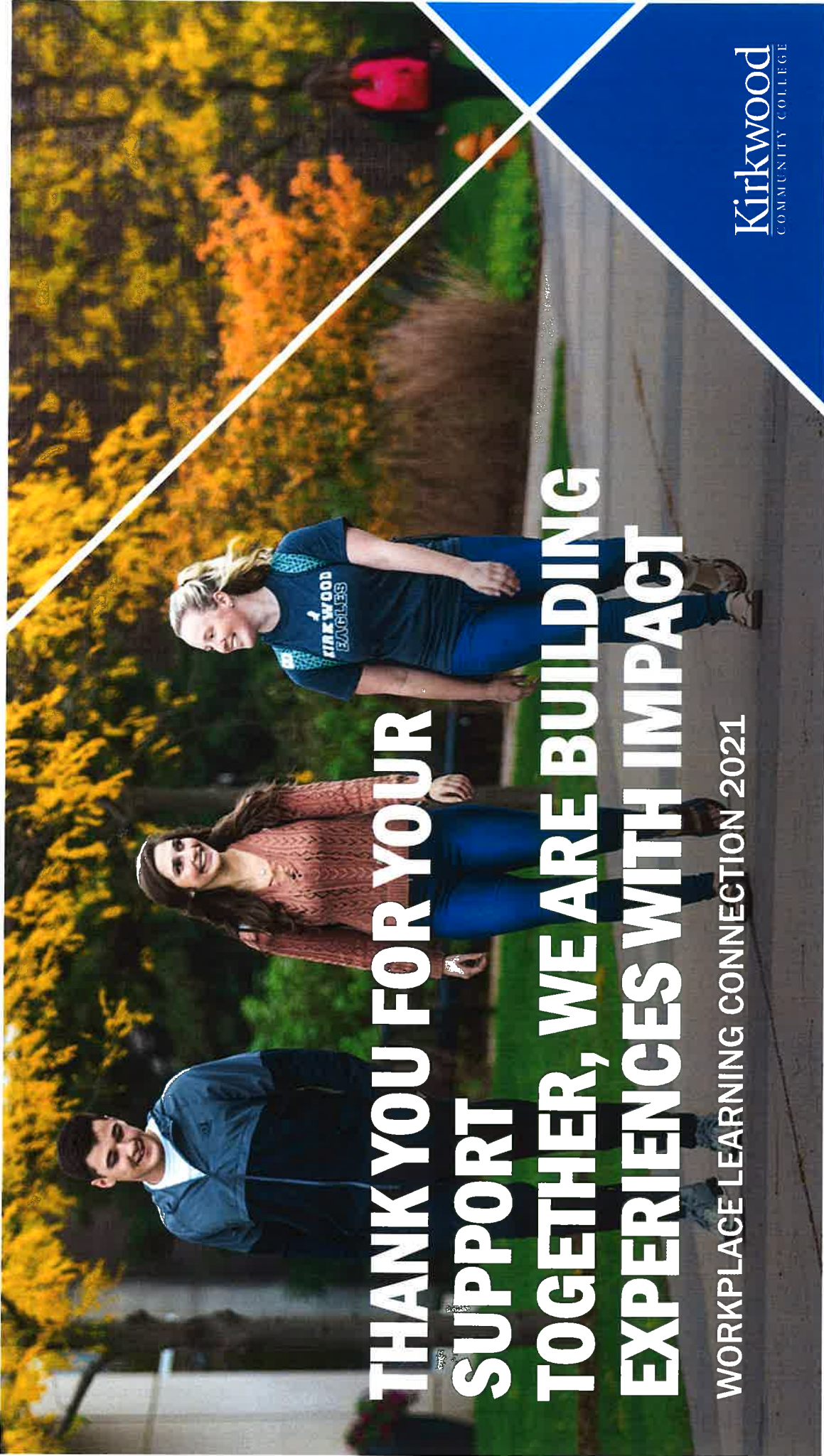


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**THANK YOU FOR YOUR  
SUPPORT  
TOGETHER, WE ARE BUILDING  
EXPERIENCES WITH IMPACT**

**WORKPLACE LEARNING CONNECTION 2021**

WASHINGTON COUNTY AMBULANCE SERVICE

Ambulance Staff Pay

FY 2022

- Ambulance staff includes Full-Time, Regular Part-Time, and Casual Part-Time employees.
- The Ambulance Director will have the discretion to start new employees at whatever level they feel is warranted based on experience or other factors.
- Advancement to other levels will be at the discretion of the Ambulance Director.
- The Board of Supervisors will authorize any additional funding needed in the Ambulance Department's budget upon approval of a personnel change request or during the budget process.
- Employees will receive cost of living adjustment increases per directive of the Board of Supervisors on July 1<sup>st</sup> of every year.
  - Each level will be increased by averaging the increase of all levels.
  - With the implementation of retention step changes for personnel, cost of living adjustment will be implemented for the FY2023; the FY2022 cost of living increase will not be added to ambulance service pay scale in tables below.

	Level 1	Level 2	Level 3	Level 4	Level 5
<b>EMT</b>					
FY 2022 Retention Pay Scale	\$20.37	\$20.87	\$21.87	\$23.87	\$26.27
BOS Cost of Living Increase X%	NA	NA	NA	NA	NA
Average Increase \$			NA		
FY 2022 Pay Scale	\$20.37	\$20.87	\$21.87	\$23.87	\$26.27
Increase per Step %	NA	NA	NA	NA	NA
Average Increase %			NA		

	Level 1	Level 2	Level 3	Level 4	Level 5
<b>AEMT</b>					
FY 2022 Retention Pay Scale	\$20.88	\$21.38	\$22.38	\$24.38	\$26.78
BOS Cost of Living Increase X%	NA	NA	NA	NA	NA
Average Increase \$			NA		
FY 2022 Pay Scale	\$20.88	\$21.38	\$22.38	\$24.38	\$26.78
Increase per Step %	NA	NA	NA	NA	NA
Average Increase %			NA		

	Level 1	Level 2	Level 3	Level 4	Level 5
<b>PARAMEDIC</b>					
FY 2022 Retention Pay Scale	\$22.98	\$23.92	\$25.87	\$28.02	\$32.18
BOS Cost of Living Increase X%	NA	NA	NA	NA	NA
Average Increase \$			NA		
FY 2022 Pay Scale	\$22.98	\$23.92	\$25.87	\$28.02	\$32.18
Increase per Step %	NA	NA	NA	NA	NA
Average Increase %			NA		

	Level 1	Level 2	Level 3	Level 4	Level 5
<b>FIELD SUPERVISOR</b>					
FY 2022 Retention Pay Scale	\$28.12	\$30.08	\$32.03	\$34.13	\$35.53
BOS Cost of Living Increase X%	NA	NA	NA	NA	NA
Average Increase \$			NA		
FY 2022 Pay Scale	\$28.12	\$30.08	\$32.03	\$34.13	\$35.53
Increase per Step %	NA	NA	NA	NA	NA
Average Increase %			NA		

	Level 1	Level 2	Level 3	Level 4	Level 5
<b>OFFICE ASSISTANT</b>					
FY 2022 Retention Pay Scale	\$19.73	\$20.11	\$20.90	\$22.78	\$25.07
BOS Cost of Living Increase X%	NA	NA	NA	NA	NA
Average Increase \$			NA		
FY 2022 Pay Scale	\$19.73	\$20.11	\$20.90	\$22.78	\$25.07
Increase per Step %	NA	NA	NA	NA	NA
Average Increase %			NA		

	Level 1	Level 2	Level 3	Level 4	Level 5
<b>BILLING CODER</b>					
FY 2022 Retention Pay Scale	\$21.15	\$21.65	\$22.65	\$25.65	\$28.05
BOS Cost of Living Increase X%	NA	NA	NA	NA	NA
Average Increase \$			NA		
FY 2022 Pay Scale	\$21.15	\$21.65	\$22.65	\$25.65	\$28.05
Increase per Step %	NA	NA	NA	NA	NA
Average Increase %			NA		

	Level 1	Level 2	Level 3	Level 4	Level 5
<b>ADMINISTRATIVE ASSISTANT</b>					
FY 2022 Retention Pay Scale	\$34.38	\$35.13	\$36.63	\$38.73	\$41.13
BOS Cost of Living Increase X%	NA	NA	NA	NA	NA
Average Increase \$			NA		
FY 2022 Pay Scale	\$34.38	\$35.13	\$36.63	\$38.73	\$41.13
Increase per Step %	NA	NA	NA	NA	NA
Average Increase %			NA		

❖ In addition to any cost of living adjustment, employees will receive a longevity pay increase of \$0.20 per hour at the beginning of each succeeding fiscal year after reaching Level 5.

- Longevity pay for employees at Level 5 begins July 1, 2021.

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## STATE OF IOWA

**KIM REYNOLDS**  
GOVERNOR

**ADAM GREGG**  
LT. GOVERNOR

IOWA DEPARTMENT OF HOMELAND SECURITY  
AND EMERGENCY MANAGEMENT  
JOHN BENSON, INTERIM DIRECTOR

October 6, 2021

Jacob Thorius  
County Engineer  
Washington County  
210 West Main Street  
Washington, IA, 52353



**SUBJECT: PDMC-PJ-07-IA-2019-008**  
**Washington County - Dogwood Ave Flood Mitigation Project**

Dear Mr. Thorius,

Washington County has been awarded federal assistance under Pre-Disaster Mitigation 2019 in accordance with the scope of work and budget that were included in the application package submitted to and approved by Iowa Department of Homeland Security and Emergency Management (HSEMD) and the Federal Emergency Management Agency (FEMA).

I have included one original Subaward Agreement for review, approval and signature. Please scan and email the signed copy to your project officer (Carol Tomb, [Carol.Tomb@iowa.gov](mailto:Carol.Tomb@iowa.gov)) and mitigation finance officer (Adrienne Ricehill, [Adrienne.Ricehill2@iowa.gov](mailto:Adrienne.Ricehill2@iowa.gov)). Any modifications to the scope of work or budget must have prior approval by HSEMD and FEMA. Please notify me if there are any anticipated changes.

If you have any questions or need assistance, please do not hesitate to call me at 515-725-9320, or e-mail me at [Adrienne.Ricehill2@iowa.gov](mailto:Adrienne.Ricehill2@iowa.gov).

Sincerely,

Adrienne Ricehill  
Digitally signed by Adrienne  
Ricehill  
Date: 2021.10.06 10:19:00 -05'00'

Adrienne Ricehill  
Mitigation Finance Officer

Enclosure

**SUBAWARD AGREEMENT**

**Between**

**Iowa Department of Homeland Security and Emergency Management**

**And**

**Washington County**

**PROJECT TITLE: Washington County - Dogwood Ave Flood Mitigation Project**

**SUBAWARD AGREEMENT NO: PDMC-PJ-07-IA-2019-008**

**DUNS NUMBER: 007628097**

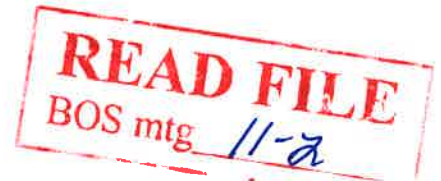
**FEDERAL AWARD IDENTIFICATION NUMBER (FAIN): EMK-2020-PC-0005**

**FEDERAL AWARD DATE: 09/17/2021**

**PERFORMANCE PERIOD START DATE: 09/17/2021**

**PERFORMANCE PERIOD END DATE: 12/16/2022**

**FEDERAL FUNDS OBLIGATED AMOUNT: \$231,387.75**



**I. SCOPE OF WORK:**

This Subaward Agreement (AGREEMENT) is to provide **Washington County** (SUBRECIPIENT) with federal assistance from the PDMC 2019 program. The total subaward is **\$308,517.00**. The federal share shall not exceed **\$231,387.75 or (75%)** of actual allowable subaward costs, whichever is less. The state share shall not exceed **\$30,851.70 or (10%)** of the actual allowable subaward costs, whichever is less. The SUBRECIPIENT shall provide at least **\$46,277.55 or (15%)** through local non-federal (cash and/or in-kind) sources for actual allowable subaward costs. These funds are to assist the SUBRECIPIENT with completing the approved scope of work in accordance with the work schedule, milestones, and budget that were submitted to and approved by Iowa Department of Homeland Security and Emergency Management (HSEMD) and the Federal Emergency Management Agency (FEMA). Any modifications to the approved scope and/or budget must be submitted to and approved by HSEMD prior to executing the changes. This includes all change orders. The SUBRECIPIENT is required to obtain all necessary permits before any construction begins.

## II. AGREEMENTS

HSEMD will provide financial oversight and management in the role of recipient/pass-through entity based on the grant guidance in 2 CFR, Part 200, Subpart D, Section 200.331, the grant financial guide and other state and federal guidelines. HSEMD will provide technical assistance and direction to the SUBRECIPIENT on programmatic and financial requirements. HSEMD will provide all appropriate documents and forms and make payments to the SUBRECIPIENT to complete the approved scope of work.

HSEMD is responsible for monitoring the SUBRECIPIENT's activities to provide reasonable assurance that the SUBRECIPIENT administers this subaward in compliance with federal and HSEMD requirements. Responsibilities include reviewing the SUBRECIPIENT's records that support receipts and expenditures, financial records are maintained and adequate for audit, proper cash management, and expenditures are eligible and allowable. A pre-award risk assessment is completed for each subrecipient to assist HSEMD in determining the minimum level of monitoring that will be needed throughout the life of this subaward in accordance with 2 CFR, Part 200, Section 200.205.

Additionally, the SUBRECIPIENT will be monitored periodically by HSEMD to ensure that the program goals, objectives, timelines, budgets, and other related program criteria are being met. Monitoring will be accomplished through a combination of office-based and on-site monitoring visits. Monitoring will involve the review and analysis of the financial, programmatic, and administrative records relative to each program, and will identify areas where technical assistance and other support may be needed.

The SUBRECIPIENT will allow HSEMD and auditors to access any necessary records and financial information as indicated in 2 CFR, Part 200, Subpart D, Section 200.336 and Section 200.337.

The SUBRECIPIENT will pass appropriate resolutions to assure HSEMD that it is participating, and will continue to participate, in the National Flood Insurance Program, if mapped.

The SUBRECIPIENT must disclose in writing any potential conflicts of interest to HSEMD in accordance with applicable FEMA policy and 2 CFR, Part 200, Subpart D, Section 200.112.

The SUBRECIPIENT must disclose in writing to HSEMD all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal subaward. Failure to make required disclosures can result in any of the remedies described in 2 CFR, Part 200, Subpart D, Section 200.338, Remedies for noncompliance, including suspension or debarment. (See also 2 CFR, Part 180 and 31 U.S.C. 3321.)

The SUBRECIPIENT and the SUBRECIPIENT's authorized representative agree to provide all supervision, inspection, accounting, and other services necessary to complete the scope of work from inception to closeout with the requirements set forth below.



### III. PERIOD OF PERFORMANCE

The approved Period of Performance for this subaward is from **09/17/2021 through 12/16/2022**. All work must be completed prior to the end of the Period of Performance. HSEMD will not reimburse the SUBRECIPIENT for costs that are obligated or incurred outside of the Period of Performance.

**If a time extension is needed, one must be requested at least 90 days prior to the end of the Period of Performance.** All requests must be supported by adequate justification submitted to HSEMD in order to be processed. This justification is a written explanation of the reason or reasons for the delay; an outline of remaining funds available to support the extended performance period; milestones that are unmet; and a description of performance measures necessary to complete the subaward. The Hazard Mitigation Time Extension Request Form will be made available to the SUBRECIPIENT. Without the justification, time extension requests will not be processed.

### IV. AUTHORITIES AND REFERENCES

The SUBRECIPIENT shall comply with all applicable laws and regulations. A non-exclusive list of laws and regulations commonly applicable to FEMA grants follows hereto for reference only.

- 2 CFR, Part 200 - [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. 5121 et seq.
- Title 44 of the Code of Federal Regulations (CFR) - Part 80-Property Acquisition and Relocation for Open Space, if applicable
- Title 44 of the Code of Federal Regulations (CFR) - Part 9-Floodplain Management and Protection of Wetlands
- Title 44 of the Code of Federal Regulations (CFR)- Part 201- Mitigation Planning
- Title 44 of the Code of Federal Regulations (CFR)- Part 206-Federal Disaster Assistance
- Title 31 CFR 205.6 Funding Techniques
- Hazard Mitigation Assistance Guidance, February 27, 2015- if applicable.
- SUBRECIPIENT's application that was received and approved by HSEMD and FEMA
- Any other applicable Federal Statutes including the Transparency and Recovery Act.

### V. GRANT MANAGEMENT SYSTEM

To ensure federal funds are awarded and expended appropriately, the SUBRECIPIENT will establish and maintain a grant management system as outlined in 2 CFR, Part 200, Subpart D, Section 200.302 and internal controls in section 200.303. The standards for SUBRECIPIENT organizations stem from the Office of Management and Budget's (OMB) uniform administrative requirements and the cost principles in 2 CFR, Part 200, Subpart E. State, local and tribal organizations must follow the uniform administrative requirements standards in 2 CFR Part 200. These standards combined with the audit standards provided within 2 CFR, Part 200, Subpart F



plus the requirements of the Generally Accepted Accounting Principles constitute the basis for all policies, processes and procedures set forth in this grant management system for the SUBRECIPIENT.

The SUBRECIPIENT's grant management system must include:

- internal controls based on the American Institute for Certified Public Accountants (AICPA) definitions and requirements in the government-wide administrative requirements and cost principles
- a chart of accounts that includes a separate cost center, fund, or accounting codes for each federal grant, program, or funding source
- procedures to minimize cash on hand in compliance with the Cash Management Improvement Act (CMIA) and good business processes
- the ability to track expenditures on a cash or accrual basis
- the ability to track expenditures in both financial and program budgets
- procedures to document all grant-related expenditures, broken down by budget line items
- procedures to ensure expenditures are eligible and allowable
- the ability to fulfill government-required financial reporting forms

## VI. PROCUREMENT

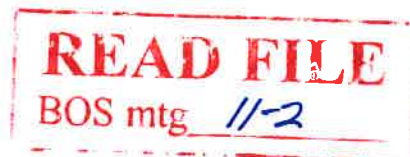
This AGREEMENT requires that all procurement be executed by the SUBRECIPIENT within the guidelines of 2 CFR, Part 200 Subpart D, Section 200.318 through Section 200.326 including Appendix II. Procurement standards must be in accordance with the written adopted procedures of the SUBRECIPIENT, provided that the local procurement standards conform to applicable State and Federal law and the standards identified in 2 CFR, Part 200. The SUBRECIPIENT must maintain written standards of conduct covering conflicts of interest as outlined in 2 CFR, Part 200 Subpart D, Section 200.318. The SUBRECIPIENT will ensure that every purchase order or other contract includes clauses required by Federal statutes and executive orders and their implementing regulations. **The SUBRECIPIENT must submit copies of its own written procurement guidelines, written conflict of interest guidelines, bid documents and contract documents to HSEMD prior to awarding or executing contracts. No contract will be accepted without HSEMD's prior review.**

## VII. AUDIT

The SUBRECIPIENT must comply with the requirements of the Single Audit Act Amendments of 1996 and 2 CFR, Part 200, Subpart F. Reference: Catalog of Federal Domestic Assistance (CFDA) Number: 97.047, Pre-Disaster Mitigation Program.

## VIII. PAYMENT REQUEST PROCESS

The SUBRECIPIENT may submit a payment request up to 30 days prior to an anticipated expenditure or disbursement. The SUBRECIPIENT must be able to account for the receipt, obligation, and expenditure of funds. If interest is earned, the SUBRECIPIENT agrees to comply with the federal requirements from 2 CFR, Part 200, Subpart D, Section 200.305. The SUBRECIPIENT may keep interest earned on Federal grant funds up to \$500 per fiscal year.



This maximum limit is not per subaward; it is inclusive of all interest earned as a result of all federal grant program funds received per year. Subrecipients are required to report all interest earned at least quarterly to HSEMD. HSEMD will provide instructions to the SUBRECIPIENT for the disposition of reported interest earned.

Payments to subrecipients are based on eligible expenditures that are specifically related to the approved subaward budget and scope of work. The SUBRECIPIENT has two options available to them when requesting payments from HSEMD. Subrecipients can request **Reimbursement** for allowable expenditures already paid, or request an **Advance** for expenditures to be paid within 30 days.

Payments shall be limited to the documented cash requirements submitted by the SUBRECIPIENT. The SUBRECIPIENT must submit a completed Payment Request Form and provide supporting documentation of eligible subaward costs to receive payment of funds.

- **Reimbursement** requests must include payment verification (i.e. paid invoices, receipts, payroll records with personnel activity reports, cancelled checks, general ledger print outs, etc.). HSEMD reserves the right to request that the SUBRECIPIENT submit additional expenditure documentation upon request.
- **Advance** payment requests must include the detailed costs the SUBRECIPIENT is obligated to pay (i.e. invoices, accepted quotes, executed contracts, or other documents). Payment verification documents (same documents required for a Reimbursement request) for the advance must be submitted to HSEMD within 30 days after the advance, and before future advances are made. If the SUBRECIPIENT is unable to demonstrate; the willingness to maintain written procedures that minimize the time elapsing between the transfer of funds and disbursement by HSEMD; a financial management system that meets the standards for fund control and accountability as established in 2 CFR, Part 200; or is considered a High Risk subrecipient; then reimbursement requests will be required.

No more than thirty (30) days should elapse between the date of receipt of a warrant and pay out of the funds by the SUBRECIPIENT. All supporting documentation must be submitted to HSEMD immediately following the SUBRECIPIENT's pay out of the funds.

**Required documents prior to payments from HSEMD.** Payment of funds will not be made to the SUBRECIPIENT until HSEMD has on file the following documents:

- FEMA Award Notification (attached to this AGREEMENT)
- Pre-Award Risk Assessment (attached to this AGREEMENT)
- Signed Subaward Agreement
- Substitute W9/Vendor Update Form (if not already on file at HSEMD)
- Chart of Accounts verifying that unique revenue and expenditure accounts, cost centers or account codes have been established within the SUBRECIPIENT's cash management/accounting system for each program included in this AGREEMENT.





- Procurement documents: written procurement and conflict of interest documents, method of procurement, bid specifications reviewed by HSEMD, copy of approved and executed contracts between the SUBRECIPIENT and contractor.
- Signed certification from the SUBRECIPIENT's authorized representative for the payment request as outlined in 2 CFR, Part 200, Subpart D, Section 200.415.

Expenditures must be in accordance with the approved scope of work and budget and in accordance with 2 CFR, Part 200, Subpart D, Section 200.29, Section 200.306 and Section 200.434. The SUBRECIPIENT contributions must be verifiable from the SUBRECIPIENT'S records, reasonable, allowable, allocable, and necessary under the grant program and must comply with all Federal requirements and regulations.

Cash match can be money contributed to the SUBRECIPIENT by the SUBRECIPIENT, other public agencies and institutions, private organizations and individuals as long as it comes from a non-federal source. Cash spent must be for allowable subaward costs in accordance with the SUBRECIPIENT'S approved scope of work and budget and must be applicable to the period to which the cost sharing or matching requirement applies. Documentation can be copies of the SUBRECIPIENT'S checks to the third parties and a copy of the SUBRECIPIENT'S general ledger for revenues and expenses clearly showing the federal and non-federal cash sources.

In-kind match must comply with the requirements of 2 CFR, Part 200, Subpart D, Section 200.306 entitled "Cost sharing or matching". The value of in-kind contributions is also applicable to the period to which the cost sharing or matching requirement applies. The in-kind match provided must be documented by the third party contributing the in-kind services. The in-kind match must be specifically stated in the SUBRECIPIENT'S scope of work and budget before in-kind match will be allowed to match this subaward. Documentation can be a letter (on letterhead) from the third party stating the scope of their work, what is being contributed as it relates to the scope of work, dates of service/donation, record of donor, the value (rates of staffing, equipment usage, supplies, etc.) a statement to the effect that the value is normally charged, deposit slips for cash contributions and a statement that the value is being waived on behalf of the SUBRECIPIENT to meet the matching requirements to the SUBRECIPIENT'S subaward. Such documentation must be kept on file by the SUBRECIPIENT.

If the local match is insufficient to satisfy the local match requirements for receiving all available federal funds, the awarded federal funds will be reduced accordingly so as not to exceed the maximum federal share allowed under this subaward.

The SUBRECIPIENT must maintain records and documentation showing how the value placed on third-party in-kind contributions is derived. Regulations are in 2 CFR, Part 200, Subpart D, sections 200.306 and 200.434.



**IX. PROGRAM INCOME**

Any program income generated must comply with 2 CFR, Part 200, Subpart D, Section 200.80 and Section 200.307. Program income must be deducted from the subaward's total allowable costs. All program income must be reported in the quarterly financial progress reports.

**X. REPORTING REQUIREMENTS**

Quarterly programmatic and financial reports are required on the progress relative to the approved scope of work as outlined in 2 CFR, Part 200, Subpart D, Section 200.328. Subrecipients are required to complete the quarterly progress report forms that are provided by HSEMD and submit them by the due dates stated by HSEMD. **Due dates are January 15, April 15, July 15, and October 15. The first report is due following the end of the reporting period in which the subaward was awarded by FEMA. The reporting periods are January-March, April-June, July-September, and October-December.**

**XI. CLOSE OUT**

The SUBRECIPIENT must prepare and submit by the end of the Period of Performance, and/or within 60 days of the completion of the approved scope of work, whichever comes first, all required financial, performance and other reports as outlined in 2 CFR, Part 200 Subpart D, Section 200.343 and Section 200.344. The SUBRECIPIENT must liquidate all obligations incurred under the subaward by the end of the Period of Performance. The SUBRECIPIENT must dispose of property purchased with subaward funds and dispose of or return government-furnished property no longer being used for subaward-related activities. All accounts must be settled, including reimbursements for any remaining allowable costs and refunds to HSEMD of any unobligated cash that was advanced.

**XII. RECORD RETENTION**

The SUBRECIPIENT must retain records pertinent to the Federal subaward for three years after the date of the final expenditure report is submitted as outlined in 2 CFR Part 200, Subpart D, section 200.333.

**XIII. WAIVERS**

No conditions or provisions of this AGREEMENT can be waived unless approved by HSEMD and the SUBRECIPIENT, in writing. Unless otherwise stated in writing, HSEMD's failure to insist upon strict performance of any provision of this AGREEMENT, or to exercise any right based upon a breach, shall not constitute a waiver of any right or obligation specified under this AGREEMENT.

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#### **XIV. AMENDMENTS AND MODIFICATIONS**

This AGREEMENT may be amended or modified in reference to the subaward funds provided, administrative procedures, or any other necessary matter, but not to take effect until approved, in writing, by HSEMD and the SUBRECIPIENT.

#### **XV. COMPLIANCE, TERMINATION AND OTHER REMEDIES**

Unless otherwise stated in writing, HSEMD requires strict compliance by the SUBRECIPIENT and its authorized representative(s) with the terms of this AGREEMENT, and the requirements of any applicable local, state and federal statute, rules, regulations; particularly those included in the Assurances in the Application which was submitted to FEMA by HSEMD.

HSEMD may suspend or terminate any obligation to provide funding or demand return of any unused funds, following notice from HSEMD, if the SUBRECIPIENT fails to meet any obligations under this AGREEMENT or fails to make satisfactory progress toward administration or completion of said subaward. The SUBRECIPIENT is responsible for repayment of funds as a result of subsequent refunds, corrections, overpayments, or disallowed costs for ineligible expenditures.

The SUBRECIPIENT understands and agrees that HSEMD may enforce the terms of this AGREEMENT by any combination or all remedies available to HSEMD under this AGREEMENT, or under any other provision of law, common law, or equity.

#### **XVI. INDEMNIFICATION**

It is understood and agreed by HSEMD and the SUBRECIPIENT and its agents that this AGREEMENT is solely for the benefit of the parties to this subaward and gives no right to any other party. No joint venture or partnership is formed as a result of this AGREEMENT.

The SUBRECIPIENT, on behalf of itself and its successors and assigns, agrees to protect, save, and hold harmless HSEMD and the State of Iowa, and their authorized agents and employees, from all claims, actions, costs, damages, or expenses of any nature whatsoever by reason of the negligent acts, errors, or omissions of the SUBRECIPIENT or its authorized representative, its contractors, subcontractors, assigns, agents, licensees, arising out of or in connection with any acts or activities authorized by this AGREEMENT. The SUBRECIPIENT's obligation to protect, save, and hold harmless as herein provided shall not extend to claims or causes of action for costs, damages, or expenses caused by or resulting from the negligent acts, errors, or omissions of HSEMD, the State of Iowa, or any of their authorized agents or employees.

The SUBRECIPIENT further agrees to defend HSEMD, the State of Iowa, and their authorized agents and employees against any claim or cause of action, or to pay reasonable attorney's fees incurred in the defense of any such claim or cause of action, as to which the SUBRECIPIENT is required to protect, save, or hold harmless said parties pursuant to paragraph 2 of this part. The SUBRECIPIENT's obligation to defend, or to pay attorney's fees for the defense of such claims or causes of action as herein provided, shall not extend to claims or causes of action for costs,



damages, or expenses caused by or resulting from the negligent acts, errors, or omissions of HSEMD, the State of Iowa, or any of their authorized agents or employees.

**XVII. ACKNOWLEDGMENTS**

The SUBRECIPIENT shall include, in any public or private release of information regarding the activities supported by this subaward, language that acknowledges the funding contribution by HSEMD and FEMA.

**XVIII. INDEPENDENT CONTRACTOR STATUS OF APPLICANT**

The SUBRECIPIENT, its officers, employees, agents and council members shall all perform their obligations under this AGREEMENT as an independent contractor and not in any manner as officers, employees or agents of HSEMD or the State of Iowa. All references herein to the SUBRECIPIENT shall include its officers, employees, city council/board members, and agents. HSEMD shall not withhold on behalf of any such officer, employee, city council/board member, or agent, or pay on behalf of any such person, any payroll taxes, insurance, or deductions of any kind from the funds paid to the SUBRECIPIENT for administrative purposes.

**XIX. GOVERNING LAW, VENUE AND SEVERABILITY**

The laws of Iowa shall govern this AGREEMENT and venue for any legal action hereunder shall be in the Polk County District Court of Iowa. If any provision under this AGREEMENT or its application to any person or circumstances is held invalid by any court of rightful jurisdiction, said invalidity does not affect other provisions of this AGREEMENT which can be given effect without the invalid provision.

**XX. NOTICES**

The SUBRECIPIENT shall comply with all public notices or notices to individuals as required by applicable state and federal laws, rules, and regulations and shall maintain a record of such compliance.

**XXI. RESPONSIBILITY FOR SUBAWARD**

While HSEMD undertakes to provide technical assistance to the SUBRECIPIENT and its authorized representative in the administration of the subaward, said subaward remains the sole responsibility of the SUBRECIPIENT in accomplishing subaward objectives and goals. HSEMD undertakes no responsibility to the SUBRECIPIENT, or any third party, other than what is expressly set out in this AGREEMENT.

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**XXII. NOTICES AND COMMUNICATIONS BETWEEN HSEMD AND  
SUBRECIPIENT**

All written notices and communications to the SUBRECIPIENT by HSEMD shall be to:

**Jacob Thorius  
County Engineer  
Washington County  
210 West Main Street  
Washington, IA 52353**

Or the Alternate Point of Contact,

**Kathy Dolan  
Office Manager  
Washington County  
210 West Main Street  
Washington, IA 52353**

All written communications to HSEMD by the SUBRECIPIENT and its authorized representative shall be to:

**Aimee Bartlett  
Attention: Mitigation Bureau  
Iowa Department of Homeland Security and Emergency Management  
7900 Hickman Road, Suite 500  
Windsor Heights, IA 50324**



**ENTIRE SUBAWARD AGREEMENT**

This AGREEMENT sets forth the entire AGREEMENT between HSEMD and the SUBRECIPIENT with respect to subject matter hereof. Commitments, warranties, representations and understandings or agreements not contained, or referred to, herein or amended thereto shall not be binding on either HSEMD or the SUBRECIPIENT. Except as may be expressly provided herein, no alteration of any of the terms or conditions of this AGREEMENT will be effective without written consent of both parties.

IN WITNESS WHEREOF, HSEMD and the SUBRECIPIENT have executed this AGREEMENT by the signatures of authorized persons of both entities and on the dates indicated below:

**Iowa Department of Homeland Security Washington County:  
and Emergency Management:**

\_\_\_\_\_  
Dennis Harper, Division Administrator

\_\_\_\_\_  
Richard Young, Board of Supervisors Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Representative (optional)

\_\_\_\_\_  
Date

Attachments: Exhibit A: FEMA Award Notification  
Exhibit B: Scope of Work  
Exhibit C: Pre-Award Risk Assessment

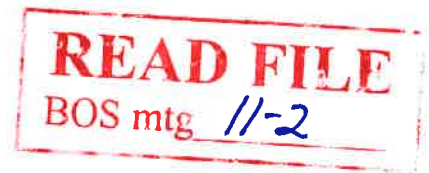


Exhibit A: FEMA Award Notification

FEMA Award Letter

**READ FILE**  
BOS mtg 11-2



Bartlett, Aimee <aimee.bartlett@iowa.gov>

# PDMC-PJ-07-IA-2019-008 Washington County Dogwood Avenue Flood Mitigation Project

1 message

FEMA-R7-MT-HMA <fema-r7-mt-hma@fema.dhs.gov> Tue, Sep 21, 2021 at 3:37 PM  
 To: "Aimee Bartlett (aimee.bartlett@iowa.gov)" <aimee.bartlett@iowa.gov>, "Pogones, Jonathan" <jonathan.pogones@iowa.gov>  
 Cc: "Kerschner, Mary" <Mary.Kerschner@fema.dhs.gov>, FEMA-R7-MT-HMA <fema-r7-mt-hma@fema.dhs.gov>, "Cox, Sandra" <Sandra.Cox@fema.dhs.gov>, "Steed, Nathan" <nathan.steed@fema.dhs.gov>

Aimee,

RE: FY 2019 Pre-Disaster Mitigation Assistance (PDM) Courtesy Notice of Award

Agreement: EMK-2020-PC-0005  
 Subaward: PDMC-PJ-07-IA-2019-008 Washington County Dogwood Avenue Flood Mitigation Project  
 Project  
 Approved Federal Share: \$231,387.75  
 Federal Award Date: 09/17/2021



This email serves a courtesy notification that The U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA) has granted approval for the Pre-Disaster Mitigation Assistance application submitted by Washington County. FEMA has released funds to the state in the amount of \$231,387.75.

Attached to this email is a copy of the Record of Environmental Consideration (REC), that outlines the review and conditions.

A few other details regarding this award are provided below; however, please refer to the agreement articles and other award documents provided in e-Grants for full details and requirements.

**Period of Performance Start and End Date:**

The period of performance shall be October 1, 2019 – September 10, 2024. All costs must be incurred during the period of performance, including eligible pre-award costs.

**Amount Awarded:**

Funds approved under this award may not be used for other purposes. If costs exceed the amount of funding that has been approved by FEMA, then the Recipient or Subrecipient shall pay the costs that are in excess of the approved budget.

**Programmatic Changes & General Terms and Conditions:**



The Recipient and Subrecipient must comply with all applicable laws and regulations. The Recipient and Subrecipients are bound by Title 44 of the Code of Federal Regulations (CFR) and the February 27, 2015, Unified Hazard Mitigation Assistance Guidance.

The Recipient must also comply with regulations found in Title 2 Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards "Super Circular" Title 2 CFR Part 170, Reporting Subaward and Executive Compensation – Appendix A to Part 170 – Award Term (see ARTICLE VII, TERMS AND CONDITIONS), and the Hazard Mitigation Assistance Guidance to implement this Award Agreement.

A change to the approved SOW requires prior approval from FEMA. The National Environmental Policy Act (NEPA) stipulates that additions or amendments to a PDM award statement of work (SOW) shall be reviewed by all state and federal agencies participating in the NEPA process. NEPA sign-off for all SOW additions or amendments is essential before the revised SOW can be approved by FEMA or implemented by the PDM Subrecipient.

**Reports:**

Quarterly progress reports for PDM projects are required. Please include this PDM project in your future e- Grants quarterly reports.

**Closeout:**

Per 2 CFR Part 200, when the appropriate grant award performance period expires, the Recipient shall submit the following documents within 90 days: (1) a final Financial Report; (2) final Program Performance Report; (3) an inventory of equipment purchased under each grant's funds; (4) an inventory of Federally-owned property; and (5) other required documents specified by program regulation.

If you have any questions concerning this action, please contact Mary Kerschner, Program Manager, at (816) 283-7967 or Stacy Robarge-Silkner, Chief, Hazard Mitigation Assistance Branch, at (816) 283-7679.

Thank you,

Mary Kerschner

Senior Specialist - Hazard Mitigation Assistance Branch | Mitigation Division | Region VII

Office: (816) 283-7967 | Mobile (816) 806-0957

mary.kerschner@fema.dhs.gov


FEMA-R7-MT-HMA@fema.dhs.gov

Federal Emergency Management Agency

fema.gov



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 **20210820 PDMC-PJ-07-IA-2019-008 REC.pdf**  
16K

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Exhibit B: Scope of Work

Scope of Work from Application

**Scope of Work:** Washington County is seeking to make roadway improvements that will raise the elevation of approximately ½ mile of the roadway so that future flooding events can be mitigated. An engineering case study has been completed and identified the 100-year flood elevation. A hydraulic study was also completed on the nearby bridge crossing over the Skunk River to account for bridge backwater. This project will raise the roadway to an elevation 2' higher than the 100-year flood elevation (including bridge backwater).

**Description of Proposed Project:** Washington County is seeking to make roadway improvements that will raise the elevation of approximately ½ mile of the roadway so that future flooding events can be mitigated. An engineering case study has been completed and identified the 100-year flood elevation. A hydraulic study was also completed on the nearby bridge crossing over the Skunk River to account for bridge backwater. This project will raise the roadway to an elevation 2' higher than the 100-year flood elevation (including bridge backwater).

**Budget**

Cost Type	Description	Amount
Engineering and Design	Engineering, Permitting & fees	\$11,830.00
Construction	Materials & Labor	\$286,307.00
Management Costs	Management Costs	\$10,380.00
<b>Total Award</b>		<b>\$308,517.00</b>

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Exhibit C: Pre-Award Risk Assessment

Conducted by HSEMD

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Recovery Division
Grant Pre-Award Risk Assessment

Applicant Information

Applicant: Washington County Engineer

Applicant EIN: 42-6005319

Applicant DUNS: 007628097

Applicant Authorized Representative: Jacob Thorius/Kathy Dolan

Applicant Authorized Representative Phone: 319-653-7731

Applicant Authorized Representative Email: engineer@co.washington.ia.us

Assessment Completed by: Christine Burkett

Assessment Date: 04/07/2021

Total Risk Assessment Score: 12 of 15. Risk Level\*: Medium (6-10)

Financial Stability points 2 of 2.

Mark all applicable items.

- Turnover in key staff in the past 12 months (i.e. city clerk, financial manager, superintendent, etc.) (-1 point)
Special investigations performed by the Iowa State Auditor in the past five (5) years. (-1 point)
For each Federal award, the applicant's accounting system has the ability to: (1 point)
Track revenues and expenditures separately from other expenditure and revenue sources. (including applicant matching funds) (i.e. separate accounts/work orders for each approved project)2 Attach chart of accounts/work order listing with particular accounts/work orders noted.
Tie revenues and expenditures to approved grant budget(s) and scope(s) of work.
Procedures for the segregation of duties3 Attach associated procedures. (1 point)

Quality Management Systems points 6 of 6.

Mark all applicable items.

- Procurement Policies. Attach procurement policies (1 point)

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1 2 CFR §200.415 requires that fiscal reports (including grant agreements, payment requests, etc.) be "signed by an official who is authorized to legally bind the non-Federal entity".

2 2 CFR §200.302(3) requires that records must adequately identify the source and use of federally-funded activities.

3 Required per 2 CFR §200.303; Segregation of Duties is outlined in GAO-14-704G Federal Internal Control Standards 10.12-14

- Includes documentation to ensure that contractor/vendor is not suspended or disbarred from federally-funded projects.<sup>4</sup> (1 point)
- Includes procedure to document affirmative solicitation of small and minority businesses, and women's business enterprises.<sup>5</sup> (1 point)
- Includes Contract Provisions for Non-Federal Entity Contracts Under Federal Awards<sup>6</sup>(1 point)
- Conflict of Interest Policies.<sup>7</sup> Attach associated policies. (1 point)
- Procedures for accounting for the entirety of employee time by individual Federal award and other non-Federally funded work (Personnel Activity Reports or similar). Attach employee time keeping procedures and examples of associated documentation.(1 point)

**Performance History** points 3 of 5

- New applicant (-1 point)
- Applicant has an outstanding balance with HSEMD (-1 point)
- Applicant is not suspended or disbarred from federal awards.<sup>4</sup> (1 point)

**Prior Grant Awards** (list only previous 4 programs)

(1 point for each grant in which all projects are completed and closed on or under budget)

CFDA #	# of Projects	Total \$ Obligated	Total \$ Expended	# Projects Completed and Closed	# of Quarterly Reports Completed	# of issues identified
97.036/4187	1	\$ 56,129.48	\$ 56,129.48	1	1	0
97.036/1688	2	\$ 15,248.27	\$ 15,248.27	2	0	0

**Prior Grant Monitoring Actions by HSEMD** (list only 5 most recent)

(-1 point for each identified issue).

Desk Review or Site Visit	Date	CFDA #	# of Projects Monitored	# of Issues Identified
Select One				0
Select One				
Select One				
Select One				
Select One				

<sup>4</sup> Must include documentation of check of contractor/vendor on Excluded Parties List System (EPLS) (<https://www.sam.gov>) (2 CFR §200.212)

<sup>5</sup> 2 CFR § 200.321; Listing available at <https://www.sam.gov>

<sup>6</sup> 2 CFR §200 Appendix II

<sup>7</sup> 2 CFR 200.112



**Prior Audit Findings** points 0

Review two (2) most recent audits of Federal Awards, and document findings on Federal awards.<sup>8</sup>  
(-1 point for each audit finding on a Federal award.)

Fiscal Year Audited	CFDA #	Auditor Opinion (Qualified, Unqualified, Disclaimer, or Adverse)	Finding Type(s) (Internal Control, Material Weakness, Significant Deficiency)	# of Findings	# of Findings Resolved
2019	N/A	Select One	Select One	0	0
2018	N/A	Select One	Select One	0	0
		Select One	Select One		
		Select One	Select One		
		Select One	Select One		

**Statutory and Regulatory Requirement Implementation** points 1 of 2.

Mark all applicable items

- Procedures for reporting all violations of Federal criminal law involving fraud, bribery, or gratuity violations possibly affecting Federal awards.<sup>9</sup> Attach associated policies (1 point)
- Policies and procedures to safeguard personally identifiable information (i.e. Social Security numbers, dates of birth, medical information, etc.)<sup>10</sup> Attach associated policies (1 point)

**\*Risk Level:**

(Note: Attachments must be included in order for the point to be awarded)

<u>Points</u>	<u>Level</u>	<u>Actions</u>
<0-5	High	Site Monitoring Visit or Desk Review, regular site visit and administrative reviews by HSEMD staff.
6-10	Medium	Desk Review upon closeout of projects as needed; continued quarterly progress report monitoring and project closeout monitoring.
11-15	Low	Continued quarterly progress report monitoring and project closeout monitoring.



<sup>8</sup> Audit information is available at: <https://harvester.census.gov/idds2013/FY2013.aspx> or <http://auditor.iowa.gov/reports/search.php>

<sup>9</sup> 2 CFR §200.113 requires that all non-Federal entities and applicants for a Federal award must disclose in a timely manner and in writing to the Federal awarding agency or pass-through entity any violations that may affect the Federal award.

<sup>10</sup> 2 CFR §200.303

# The News

419 B Avenue, PO Box 430 | Kalona, IA 52247-0430 | Phone (319) 656-2273 | Fax (319) 656-2299

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November 1, 2021

Washington County Board of Supervisors  
222 West Main St.  
PO Box 889  
Washington, IA 52356

Honorable Members of the Board of Supervisors

The News newspaper requests to once again be approved to publish Washington County public notices. We appreciate our ongoing partnership with the county to provide residents with public notices that affect their lives.

I am available to answer any questions from board members if there are any.

All the best,



Ron Slechta  
Publisher/Owner

