

**PLEASE DISTRIBUTE TO OTHERS WHO YOU BELIEVE WILL BE INVOLVED WITH THE PUBLIC ASSESSMENT PROCESS**

The National Weather Service has shortened the incident period for the incident to November 19. This is good news as we are moving forward rapidly with State and federal requests.

Now the work begins.

Please note that the figures you provide are not considered final. However, please be as accurate in your estimates as possible.

Our office must submit the complied county wide public damage assessment figures by December 9<sup>th</sup>. That means we need every agency to report their damages to this office by close of business December 6<sup>th</sup>. **Do not send your damages to the State directly, send them to our office at [wcsodem@co.whatcom.wa.us](mailto:wcsodem@co.whatcom.wa.us).**

The key document that needs to be filled out is the attached PDA Site Sheets FY2020.xlsx

**Questions need to be directed to our Whatcom County Sheriff's Office Division of Emergency Management.**

**IF YOU DO NOT ANTICIPATE PARTICIPATING IN FEMA PROGRAMS WE STILL NEED YOU TO COMPLETE THIS INFORMATION.**



Excellence, Integrity  
Teamwork

**John Gargett, Deputy Director**  
Whatcom County Sheriff's Office  
Division of Emergency Management  
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Bellingham, WA 98225  
(360) 778-7160

*Public documents and records are available to the public as required under RCW 42.56. The information contained in all correspondence with a governmental entity may be disclosable to third party requestors under the Public Records Act.*

**Tentative Incident Period – November 2 to November 19, 2021 - Severe Winter Storms, Straight-line Winds, Flooding, Mudslides, Landslides.**

**This is for the Public Assistance (PA) Program**

The State PA Program is starting the Initial Damage Assessment process to determine the extent of the damages which occurred to public facilities throughout the state. We are requesting that either:

- you notify us that your County (to include county, cities, special purpose districts, private non-profits, federally recognized tribal governments) did not experience extensive damages to your public facilities and infrastructure, or
- you forward completed preliminary damage assessment (PDA) forms by email to the WA PA Program by **3:00 pm, Thursday, December 9, 2021.**
- If damage assessment information is not received, then your County can not be included in a damage assessment of needs for public facilities.

This email contains several documents:

- Preliminary Damage Assessment (PDA) spreadsheet and a How to Guide to fill out the PDA form. Each jurisdiction will fill out the PDA forms. If a large County wants to submit separately by departments, that also is acceptable.
- (Note: When filling out the PDA spreadsheet, please indicate when (dates) the damages occurred (e.g. as a result of high winds or flooding – dates, etc). This is vital to the subsequent joint FEMA-State Preliminary Damage Assessment (PDA).

- Due to COVID-19 constraints, the joint FEMA-State PDA will be a hybrid virtual/field visits. Please provide complete documentation – photos, damage/dimensions, quantities, labor totals, equipment totals, materials totals, purchases totals, contract/rental totals in order for the joint FEMA-State team to validate your submissions – we will be contacting you if additional information is needed.

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For the joint FEMA-State (with USACE) Preliminary Damage Assessment, in general, the joint PDA team will need to be able to:

- Assign an estimated cost for damages;
- Have some basis to validate that the damages have been accurately assessed; and
- Review the costs for potential eligibility, reasonableness and duplication.

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This email is being sent to County Emergency Managers who will be coordinating the damage assessment process (within the county boundaries) and will be collecting and forwarding completed PDA forms from jurisdictions. **County Emergency Managers will be setting deadlines within the County in order to be able to forward all documentation to the State PA Program no later than Thursday, December 9, 2021, 4:00 pm.**

In order to facilitate and expedite the process, previous PA Program contacts will also be forwarded this email but we request you forward the completed Preliminary Damage Assessment (PDA) forms to the County Emergency Managers who in turn will submit them to the State PA Program.

The **anticipated event period (tentative)** for damages to have occurred in is: **November 2, 2021 – November 19, 2021 - Severe Winter Storms, Straight-line Winds, Flooding, Mudslides, Landslides.** (Note: A consolidated National Weather Service (NWS) Spokane, Pendleton, Portland, Seattle weather statement accompanied by a geotechnical//landslide statement will serve as the final incident period – final product in-work). A separate set of forms will need to be completed for each jurisdiction within the County which has damages. State Agencies will report separately and will send their information by County directly to the WA PA Program.

As always, I apologize upfront for the short notice/time crunch. I realize this is a short turnaround time, especially with the Thanksgiving holiday, but it is needed in order to allow time for a Joint FEMA-State Preliminary Damage Assessment of public facilities with FEMA as well as preparation of a formal Governor's major disaster declaration request. If the public damages warrant a Joint FEMA-State PDA, then **we anticipate teams would be starting on Monday, December 13, 2021.** Although we anticipate doing much of the validation work virtually (as many photos as you have will help), we request each agency have a knowledgeable representative available to assist the FEMA-State-USACE (federal/state) teams in the review of the damages to their facilities, a map identifying their damaged sites, and a vehicle available if any of the sites are not accessible by a sedan. (If you have multiple sites, then please let me know who the contact person is with phone and email contact information for each site when you return the forms.)

As this was an **Severe Winter Storms, High Winds, Flooding, Mudslides, Landslides**, look for damages in all categories of work: Categories A-G.

- Category A – Debris Removal (Note: Includes on-system and off-system road debris along with all other debris.)
- Category B – Emergency Protective Measures
- Category C – Roads and Bridges (non-federal aid roads) (Note: We will report federal aid road damages to WSDOT Emergency Management/Regional Local Programs but the costs should be placed in the narrative and not as part of the tabulated FEMA numbers.)
- Category D – Water Control Facilities (Note: We will report USACE and NRCS damages to those organizations, but the costs should be in the narrative and not as part of the tabulated FEMA numbers.)
- Category E – Buildings and Equipment (Note: Please indicate if there is insurance coverage. If there is insurance coverage, total costs should be in the narrative and only the uninsured portion placed in the tabulated FEMA numbers)
- Category F – Utilities (Electrical, Water, Wastewater, Stormwater, Communications)
- Category G - Parks, Recreational, and Other (Fencing, Lockout Towers, Hatcheries)

If your County **did not incur** any emergency response costs or damages to public facilities, please let us know with a quick “no damages” reply.

Send Forms to: [Assist.Public@mil.wa.gov](mailto:Assist.Public@mil.wa.gov) and [gary.urbas@mil.wa.gov](mailto:gary.urbas@mil.wa.gov)

If there are any questions, please contact me. I can be reached by phone at 253-512-7402 or by email at [gary.urbas@mil.wa.gov](mailto:gary.urbas@mil.wa.gov)

### **A couple of reminders if temporary or permanent repairs need to be started:**

Here is the website for checking suspended/debarred contractors: < <https://sam.gov>>. Anyone having work done by a contractor needs to be sure to check that the contractor is not on the federal suspended/debarred contractor list. After verification, document when it was checked (an easy way is to print out the response on the computer and file with the contract documents). In addition, State Prevailing Wages must be paid on work being done by contract. If necessary, please be sure to pass an Emergency Declaration resolution waiving your normal bidding processes to do emergency contracting.

Due to difficulties with Procurement/Contracting in previous disasters, we remind everyone about the following:

- **Emergency Declarations/Proclamations**
  - Use Standard and Approved Language
  - Must Be Dated Prior to the Date Any Contract Work Begins
  - Address the Waiver of the Competitive Bid Process
  - Cannot Waive the Entire Contracting Process
- **Time and Materials Contracts – Time and Equipment Contracts**
  - Generally, Not to Exceed the Emergency/Exigent Period – Immediate Threat.
  - Must Have Written Scope of Work
  - Must Have a “Not-To-Exceed” Provision
  - Must Have Strict Monitoring and Documentation of Expenses
  - A Cost Analysis Must Be Performed
  - Costs Must Be Reasonable
  - For Emergency Work Only
- **WSDOT LAG Manual Contracting (Force Account – 1.09.6) Guidelines**
  - Contracting using these guidelines have been problematic – Cost Plus Percentage of Costs
  - These Contracting Guidelines are not approved by FEMA and contract eligibility may be questioned.
- **Small Purchase/Contracts (Simplified Threshold) Limit for Federal Grants is \$250,000**
  - Please remember that the most restrictive (federal, state, local) is to be used
- **Avoid the following Procurement Methods**
  - Cost Plus Percentage of Costs Contracts
  - Contingency Contracts
  - Change Orders to an Established Contract for Work Unrelated to Original Contracts
  - Verbal Contracts (firm these contracts up as soon as possible into written contracts)
- **Please document all actions taken when entering into emergency contracts.**
- **For any work being done by a water body – please contact the Washington State Department of Fish and Wildlife for the emergency HPA permit and also the US Army Corps of Engineers for any emergency USACE permit or notification requirements.**

### **Environmental Permits for emergency or permanent work:**

- **For any work being done by a water body – please contact the Washington State Department of Fish and Wildlife for the emergency HPA permit and verify with the federal environmental**

**services** regarding any environmental requirements that may be required when work is being done. (US Department of Fish and Wildlife Service (USFWS) and NOAA-Fisheries (NMFS), and US Army Corps of Engineers)

- **Keep a contact log of all your emergency environmental notifications. Document all contacts – phone calls, faxes, e-mails**

If more information is needed, please call me or see our web site: [EMD Public Assistance website](#)

Also, here is a listing of the Public Assistance staff. Please do not struggle through this PDA process ..... Please contact us with any questions – we are here to help ..... We will be deploying staff to provide technical assistance throughout the high impact areas.

Gerard Urbas Deputy State Coordinating Officer - Public Assistance	253-512-7402 <a href="mailto:gary.urbas@mil.wa.gov">gary.urbas@mil.wa.gov</a>
Jon Holmes Regional Public Assistance Supervisor	253-512-7429 <a href="mailto:jonathan.holmes@mil.wa.gov">jonathan.holmes@mil.wa.gov</a>
Eric Cunningham Regional Public Assistance Supervisor	253-512-7408 <a href="mailto:eric.cunningham@mil.wa.gov">eric.cunningham@mil.wa.gov</a>
Kelly Thomas Regional Public Assistance Supervisor	253-512-7123 <a href="mailto:kelly.thomas@mil.wa.gov">kelly.thomas@mil.wa.gov</a>
Diane Woodard PA Program Closeout Manager	253-512-7406 <a href="mailto:diane.woodard@mil.wa.gov">diane.woodard@mil.wa.gov</a>
Geoff Phillips PA Program Closeout Manager	253-512-7447 <a href="mailto:geoffrey.phillips@mil.wa.gov">geoffrey.phillips@mil.wa.gov</a>
Kristin Moerler PA Program Closeout Manager	253-512-7457 <a href="mailto:Kristin.moerler@mil.wa.gov">Kristin.moerler@mil.wa.gov</a>
Brooke Tschida PA Program Delivery Manager	253-512-7434 <a href="mailto:brooke.tschida@mil.wa.gov">brooke.tschida@mil.wa.gov</a>
Beth Byrd-Rand PA Program Delivery Manager	253-512-7430 <a href="mailto:Beth.byrd-rand@mil.wa.gov">Beth.byrd-rand@mil.wa.gov</a>
Maureen LaMar PA Program Delivery Manager	253-512-7426 <a href="mailto:Maureen.lamar@mil.wa.gov">Maureen.lamar@mil.wa.gov</a>
Joel Fahland PA Program Delivery Manager	253-512-7126 <a href="mailto:joel.fahland@mil.wa.gov">joel.fahland@mil.wa.gov</a>
Cyndy Vilke	253-512-7492

PA Program Delivery Manager	<a href="mailto:cynthia.vilke@mil.wa.gov">cynthia.vilke@mil.wa.gov</a>
Shana Smith PA Program Delivery Manager	253-512-7441 <a href="mailto:Krishana.smith@mil.wa.gov">Krishana.smith@mil.wa.gov</a>
Donna Meador PA Program Delivery Manager	253-512-7435 <a href="mailto:Donna.meador@mil.wa.gov">Donna.meador@mil.wa.gov</a>
Amy Mampreian PA Program Delivery Manager	253-512-7446 <a href="mailto:Amy.mampreian@mil.wa.gov">Amy.mampreian@mil.wa.gov</a>
Andrew Matthews PA Program Delivery Manager	253-512-7415 <a href="mailto:Andrew.matthews@mil.wa.gov">Andrew.matthews@mil.wa.gov</a>
Ashley Lawton PA Program Delivery Manager	253-512-7427 <a href="mailto:Ashley.lawton@mil.wa.gov">Ashley.lawton@mil.wa.gov</a>
Kirsten Zerbe PA Program Delivery Manager	253-512-7048 <a href="mailto:Kirsten.zerbe@mil.wa.gov">Kirsten.zerbe@mil.wa.gov</a>
Rich Lopez PA Program Delivery Manager	253-512-7475 <a href="mailto:Richard.lopez@mil.wa.gov">Richard.lopez@mil.wa.gov</a>
Chris Polit DSCO – Fire Management Assistance Grant	253-512-7403 <a href="mailto:chris.polit@mil.wa.gov">chris.polit@mil.wa.gov</a>

Also, in addition to Preliminary Damage Assessment (PDA) reporting, for on-system (federal aid routes), below is the information for reporting damages to WSDOT Local Programs Regional Engineers.

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**Functional Classification - Map Application**

The Functional Classification Map Application allows users to view the Federal Functional Classifications for Washington State as defined and approved by the Federal Highway Administration (FHWA). The map is updated periodically. Changes in the functional classification system may be officially approved and not yet reflected on this site.

The Functional Class Map below has been upgraded and has increased functionality as well as an excellent Help and Users Guide.

[WSDOT Functional Classification Map](https://www.wsdot.wa.gov/mapsdata/travel/hpms/functionalclass.htm) - <https://www.wsdot.wa.gov/mapsdata/travel/hpms/functionalclass.htm>

**WSDOT Local Programs Regional Engineers**

Click on the region on the map or region name for detailed contact info. Click on the regions Local Programs (LP) Engineer to e-mail them.

- [Eastern Region](#) - LP Engineer Keith Martin, PE
- [North Central Region](#) - LP Engineer Brian Pearson, PE
- [Northwest Region](#) - LP Engineer Mehrdad Moini, PE
- [Olympic Region](#) - LP Engineer Bryan Dias, PE
- [South Central Region](#) - LP Engineer Randy Giles, PE
- [Southwest Region](#) - LP Engineer Michael Williams

Regional engineer contacts for local programs -- We work in cooperation with, and through, the regional Local Programs Offices. There are six Regional Local Programs offices in each region of the state. They are the direct link with local agencies and

partners such as tribal governments, ports and transit. The primary responsibility of the regional office is to manage the federal and state funds available in a manner that allows the agencies to be successful in their transportation endeavors. At the same time, the region staff assist agencies in their compliance with program requirements.

Regional Local Programs Engineers work closely with public works staff, engineering staff, and elected officials. They guide, counsel, and collaborate with these agencies on project scoping, funding, design, environmental documentation, construction, and project closure. The Local Programs Engineers also ensure representation of and advocacy for each agency's transportation concerns, interests, and needs to the Washington State Department of Transportation.

#### Eastern Region

Local Programs Engineer

Keith Martin, PE

(509) 324-6080

[MartinK@wsdot.wa.gov](mailto:MartinK@wsdot.wa.gov)

- Terri Brown (Real Estate Assistance) : (509) 577-1656 : [BrownT@wsdot.wa.gov](mailto:BrownT@wsdot.wa.gov)
- Heather Newell : (509) 324-6073 : [heather.newell@wsdot.wa.gov](mailto:heather.newell@wsdot.wa.gov)
- Brett Johnson : (509) 324-6081 : [JohnsBL@wsdot.wa.gov](mailto:JohnsBL@wsdot.wa.gov)
- Chad Roberts : (509) 324-6082 : [RoberCH@wsdot.wa.gov](mailto:RoberCH@wsdot.wa.gov)
- Hans Purdom (Environmental Engineer (NEPA –Eastern / South Central Regions) – (360) 705-7344 - [hans.purdom@wsdot.wa.gov](mailto:hans.purdom@wsdot.wa.gov)

#### North Central Region

Local Programs Engineer

Brian Pearson, PE

(509) 667-3090

[PearsoB@wsdot.wa.gov](mailto:PearsoB@wsdot.wa.gov)

- Greg Boatright : (509) 667-3091 : [BoatriG@wsdot.wa.gov](mailto:BoatriG@wsdot.wa.gov)
- Terri Brown (Real Estate Assistance) : (509) 577-1656 : [BrownT@wsdot.wa.gov](mailto:BrownT@wsdot.wa.gov)
- Trent deBoer (Archeologist - Statewide (NEPA – Northcentral) – (360) 705-6975 – [jodie.beall@wsdot.wa.gov](mailto:jodie.beall@wsdot.wa.gov)

#### Northwest Region

Local Programs Engineer

Mehrdad Moini, PE

(206) 440-4734

[MoiniM@wsdot.wa.gov](mailto:MoiniM@wsdot.wa.gov)

- Tareq Al-Zeer : (206) 440-4737 : [AlZeerT@wsdot.wa.gov](mailto:AlZeerT@wsdot.wa.gov)
- Shelley Cary : (206) 440-4730 : [CaryM@wsdot.wa.gov](mailto:CaryM@wsdot.wa.gov)
- Mike Davis : (206) 440-4727 : [DavisM@wsdot.wa.gov](mailto:DavisM@wsdot.wa.gov)
- Robert Dow : (206) 440-4736 : [DowR@wsdot.wa.gov](mailto:DowR@wsdot.wa.gov)
- Renae Larsen : (206) 440-4733 : [LarsenR@wsdot.wa.gov](mailto:LarsenR@wsdot.wa.gov)
- David Narvaez (Real Estate Assistance) : (206) 440-4205 : [NarvaeD@wsdot.wa.gov](mailto:NarvaeD@wsdot.wa.gov)
- Sayma Rahman : (206) 440-4729 : [RahmanS@wsdot.wa.gov](mailto:RahmanS@wsdot.wa.gov)
- Vicki Ramirez : (206) 440-4732 : [RamireV@wsdot.wa.gov](mailto:RamireV@wsdot.wa.gov)
- Melanie Vance (Environmental Engineer (NEPA – North East) – (360) 705-7376 – [melanie.vance@wsdot.wa.gov](mailto:melanie.vance@wsdot.wa.gov)

#### Olympic Region

Local Programs Engineer

Bryan Dias, PE

(360) 357-2631

[DiasB@wsdot.wa.gov](mailto:DiasB@wsdot.wa.gov)

- Bob Bergh : (360) 357-2649 : [BerghBo@wsdot.wa.gov](mailto:BerghBo@wsdot.wa.gov)
- Eva Betts (Real Estate Assistance) : (360) 705-7325 : [eva.betts@wsdot.wa.gov](mailto:eva.betts@wsdot.wa.gov)
- Mark Brooks : (360) 357-2609 : [BrooksM@wsdot.wa.gov](mailto:BrooksM@wsdot.wa.gov)
- Dawn Fletcher (Real Estate Assistance) : (360) 705-7325 : [FletcDM@wsdot.wa.gov](mailto:FletcDM@wsdot.wa.gov)
- Brian Moorehead : (360) 357-2712 : [MoorehB@wsdot.wa.gov](mailto:MoorehB@wsdot.wa.gov)
- Jodie Beall (Environmental Engineer (NEPA – Olympic / South West) – (360) 705-6975 – [jodie.beall@wsdot.wa.gov](mailto:jodie.beall@wsdot.wa.gov)

[South Central Region](#)

Local Programs Engineer

Randy Giles, PE

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- Peggy Allen : (509) 577-1782 : [AllenPS@wsdot.wa.gov](mailto:AllenPS@wsdot.wa.gov)
- Terri Brown (Real Estate Assistance) : (509) 577-1656 : [BrownT@wsdot.wa.gov](mailto:BrownT@wsdot.wa.gov)
- Phil Nugent : (509) 577-1801 : [NugentP@wsdot.wa.gov](mailto:NugentP@wsdot.wa.gov)
- Hans Purdom (Environmental Engineer (NEPA –Eastern / South Central) – (360) 705-7344 - [hans.purdom@wsdot.wa.gov](mailto:hans.purdom@wsdot.wa.gov)

[Southwest Region](#)

Local Programs Engineer

Michael Williams, PE

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- Eva Betts (Real Estate Assistance) : (360) 705-7325 : [eva.betts@wsdot.wa.gov](mailto:eva.betts@wsdot.wa.gov)
- Keith Molyneux : (360) 905-2214 : [MolyneK@wsdot.wa.gov](mailto:MolyneK@wsdot.wa.gov)
- Nils Robe : (360) 905-2217 : [RobeN@wsdot.wa.gov](mailto:RobeN@wsdot.wa.gov)
- Jodie Beall (Environmental Engineer (NEPA – Olympic / South West) – (360) 705-6975 – [jodie.beall@wsdot.wa.gov](mailto:jodie.beall@wsdot.wa.gov)

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Thanks, once again, please do not struggle through this PDA process ..... Please contact us with any questions – we are here to help .....

Gary

Gerard Urbas

Public Assistance Program Manager

Washington State Emergency Management Division

Washington Military Department

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