

OKLAHOMA DEPARTMENT OF EMERGENCY MANAGEMENT

MEMORANDUM

TO: All Public Assistance Applicants

FROM: Oklahoma Department of Emergency Management

DATE: December 11, 2007

SUBJECT: Debris Management Guidance

1. Attached for your information and use are two documents related to the above subject. Our office, in conjunction with our FEMA partners, is available to provide assistance and support with the interpretation and implementation of the respective debris management guidance. As you can see, the information will be valuable to you as you proceed through the debris management process in your community or respective entity. Of particular importance please note:

a. Any proposal to perform debris removal or debris monitoring services on a time and material basis. In accordance with 44 CFR, §13.36 (b) (10) time and material contracts should only be used:

(1) After a determination is made that no other contract is suitable. Need detailed justification as to why there is not any other contract available or suitable.

(2) If the contract includes a ceiling price that the contractor exceeds at its own risk.

b. Oklahoma Department of Emergency Management, in coordination with FEMA, can perform a review of your contract before the contract is effective if you desire. Obviously, our review should be performed after you have had the contract reviewed and approved by your respective City or County Attorney or respective General Counsel. Also, we cannot approve or disapprove a contract; rather, we can only provide assistance as to whether the contract contains the correct language to make respective work eligible according to FEMA standards and for FEMA reimbursement.

2. The OEM Public Assistance staff, along with the FEMA Public Assistance staff, at the Joint Field Office is available to assist you on all types of contracting issues. Please do not hesitate to contact our office and ask for that assistance.

3. Information can also be found on the FEMA website for additional information about this subject. The specific information with respective websites can be found at:

a. Debris Operations: Hand Loaded Trucks:
http://www.fema.gov/government/grant/pa/9523_12.shtm

b. Debris Operations: Clarification: Emergency Contracting Vs Emergency Work:
http://www.fema.gov/government/grant/pa/9580_4.shtm

c. Debris Removal: Applicant's Contracting Checklist:
http://www.fema.gov/government/grant/pa/9580_201.shtm

d. Debris Removal - Authorities of Federal Agencies:
http://www.fema.gov/government/grant/pa/9580_202.shtm

e. Debris Monitoring: http://www.fema.gov/government/grant/pa/9580_203.shtm

f. Debris removal on private property:
http://www.fema.gov/government/grant/pa/9523_12.shtm

g. Labor costs for Emergency Work:
http://www.fema.gov/government/grant/pa/9525_7.shtm

h. Payment of Contractors for Grant Management Tasks:
http://www.fema.gov/government/grant/pa/9525_11.shtm

i. Public Assistance Debris Management Guide:
<http://www.fema.gov/government/grant/pa/padocs.shtm#pdigest>

4. OEM Points-of-Contact: Kathleen Shingledecker, State Public Assistance Officer, at 405-869-3992, cell: (405) 823-2091, FAX: 405-869-3829, or e-mail: kathleen.shingledecker@associates.dhs.gov; Francis Bourke at (405) 869-3932, cell: (405) 833-3136, FAX: (405) 869-3829, or e-mail: francis.bourke@oem.ok.gov; or, Fred W. Liebe, State Coordinating Officer, at (405) 869-3815, cell: (405) 590-0114, or e-mail: fred.liebe@oem.ok.gov.

Enclosures