

**WASHINGTON MILITARY DEPARTMENT
EMERGENCY MANAGEMENT DIVISION**

**EXTREME WEATHER RESPONSE GRANT
RESPONSE FUNDS
AGREEMENT FORM**

ATTACHMENT A

SPECIAL TERMS AND CONDITIONS

I. INTRODUCTION

The Washington Military Department (WMD) herein known as “the DEPARTMENT”, through the Emergency Management Division, coordinates and facilitates the implementation of Extreme Weather Grant (EWG). The DEPARTMENT is authorized to enter into agreements with political subdivisions to reimburse Applicant for eligible expenses allowed under the Extreme Weather Grant funds. By submitting this Application & Agreement Form (“Agreement”), Applicant agrees to and accepts all terms and conditions listed in Attachment A and Attachment B.

II. ADMINISTRATIVE REQUIREMENTS

- A. The Parties shall use the following to determine allowable cost principles: State Office of Financial Management (OFM) Regulations-State Administrative and Accounting Manual (SAAM); and the Local Government Budget and Accounting Reporting System (BARS).

III. ELIGIBLE EXPENSES AND PRIORITIES ESTABLISHED BY LEGISLATURE

Priorities for expenditure of Extreme Weather Grant funds have been established by both the state legislature and the DEPARTMENT:

- A. The purpose of Engrossed Substitute Senate Bill 5187 Sec. 148 (11) is for the DEPARTMENT to administer grants to local governments and federally recognized tribes for costs to respond to community needs during periods of extremely hot or cold weather or in situations of severe poor air quality from wildfire smoke.
- B. The DEPARTMENT has general authority to enter into agreements with political subdivisions per RCW 38.52.030 (9): “The director, subject to the direction and control of the governor, shall prepare and administer a state program for emergency assistance to individuals within the state who are victims of a natural, technological, or human-caused disaster, as defined by RCW 38.52.010 (13). Such program may be integrated into and coordinated with disaster assistance plans and programs of the federal government which provide to the state, or through the state to any political subdivision thereof, services, equipment, supplies, materials, or funds by way of gift, grant, or loan for purposes of assistance to individuals affected by a disaster.”

IV. INELIGIBLE COSTS

Costs not identified as Eligible or Approved Conditionally Eligible Cost under this Agreement are considered ineligible for reimbursement. Ineligible costs include the following:

- A. *Bad Debts* - any losses arising from uncollectible accounts and other claims and related costs.
- B. *Contributions to a contingency reserve* - any funds set aside by the Applicant to reimburse unanticipated expenses. Such reserves are not eligible for reimbursement.
- C. *Depreciation* - of facilities or equipment.
- D. *Entertainment* - amusements, social activities, and any related incidental costs, including meals, beverages, lodging, rentals, transportation, and gratuities.
- E. *Fines and penalties* - costs resulting from violations of, or failure to comply with, federal, state, or local laws.

- F. *General expenses, beyond the statement of work, required to carry out overall government responsibilities* - including the salaries and expenses of the chief executive and their staff. Governments include state, local, and federally recognized Indian tribal governments. This restriction does not include the portion of salaries and expenses by the chief executive and staff that are directly attributable to managing and administering Whatcom Disaster Recovery Grant funds.
- G. *Illegal costs* - costs incurred as a result of procurement practices not in compliance with state or federal procurement laws may be ineligible and not reimbursed at the sole discretion of the DEPARTMENT.
- H. *Interest and other financial costs* - interest on debt, bond discounts, cost of financing and refinancing operations, and legal and professional fees are ineligible, except when authorized by state law.
- I. *Late / past due fees* - incurred by failing to pay vendor invoices, permit fees, or to return items in a timely manner.
- J. *Legal expenses* - related to claims against the Department, and legal services furnished by the chief legal officer of the state, local, or Native American tribal government (or his/her staff) solely for the purpose of discharging his/her general responsibilities as legal officer.
- K. *Legislative expenses* - salaries and other expenses of members of the state Legislature or similar local governmental bodies (e.g., county boards), if incurred in the members' official capacity.
- L. *Lobbying* - expenses related to lobbying activities.
- M. *Personal injury compensation* - or damages arising from activities under this grant, whether determined by adjudication, arbitration, negotiation, or otherwise.

V. BUDGET, REIMBURSEMENT, AND TIMELINE

- A. Within the total Grant Award Amount, travel, contracts, salaries, benefits, printing, equipment, and other goods and services or other budget categories will be reimbursed on an actual cost basis.
- B. The maximum amount of all reimbursement requests permitted to be submitted under this Agreement, including the final reimbursement request, is limited to and shall not exceed the total Grant Award Amount.
- C. If reimbursement of travel or subsistence expenses are included as part of this Agreement, they shall be paid in accordance with rates set pursuant to RCW 43.03.050 and RCW 43.03.060 as now existing or amended. The Applicant is required to provide copies of receipts to the DEPARTMENT for any travel related expenses other than authorized meals and mileage.
- D. Reimbursement requests will include a properly completed State A-19 Invoice Form and Reimbursement Spreadsheet (in the format provided by the DEPARTMENT) detailing the expenditures for which reimbursement is sought. Reimbursement requests must be submitted along with DEPARTMENT required forms and application procedures for the Extreme Weather Grant.

Reimbursement request totals should be commensurate to the time spent processing by the Applicant and the DEPARTMENT.
- E. Receipts and/or backup documentation for any approved items that are authorized under this Agreement must be maintained by the Applicant consistent with record retention requirements of this Agreement and be made available upon request by the DEPARTMENT, federal, state, and local auditors.
- F. All work under this Agreement must end on or before the Qualifying Disaster Incident End Date. The Application and Agreement Form, reimbursement request, and other required application documents must be submitted to the Department within sixty (30) days after the Qualifying Disaster Incident End Date, except as otherwise authorized by a written notification from the DEPARTMENT to the Applicant to provide additional time for completion of the Applicant's activities under this Agreement.

- G. No costs for purchases of equipment/supplies will be reimbursed until the related equipment/supplies have been received by the Applicant, its contractor, or any non-government entity to which the Applicant makes an award or payment and is invoiced by the vendor.
- H. Failure to submit timely, accurate, and complete reports and reimbursement requests as required by this Agreement will prohibit the Applicant from being reimbursed until such reports are submitted and the DEPARTMENT has had reasonable time to conduct its review.
- I. Applicant shall only use EWG funds under this Agreement to supplement existing funds and will not use them to replace (supplant) non-state funds that have been budgeted for the same purpose. The Applicant may be required to demonstrate and document that the reduction in non-state resources occurred for reasons other than the receipt or expected receipt of state funds.

VI. PAYMENT

Approved payment by the DEPARTEMENT to the Applicant shall only be made as reimbursement for eligible expenses approved by the DEPARTMENT within the Qualifying Disaster Incident Period. Work started or expenses incurred prior to and/or not completed withing the Qualifying Disaster Incident Period will not be eligible for reimbursement. The Applicant shall not request payment in anticipation of expenditures not yet incurred.

VII. THE APPLICANT AGREES TO:

- A. Use of Funding: The Applicant warrants that the award funds provided by the DEPARTMENT shall be used by the Applicant solely for reimbursement of those approved incurred eligible expenses as described in Engrossed Substitute Senate Bill 5187 Sec. 148 (11), incorporated herein, to fund Extreme Weather Shelter reimbursements. Reimbursement shall be made consistent with DEPARTMENT policies for eligible activities and costs under this grant.
- B. Duplication of Benefits: The Applicant shall establish clear sequence of delivery and make efforts to prevent any duplication of benefits of federal, other state agency, private insurance, or non-profit for extreme heat, cold, and poor air quality shelters.
- C. Compliance with Law: The Applicant will comply with all applicable state and federal laws.

VIII. THE MILITARY DEPARTMENT AGREES TO:

- A. Within thirty (30) days of approval of signed, dated invoice vouchers (Form A-19), and upon satisfactory completion of tasks and documentation of costs, as required under this Agreement, the DEPARTMENT will reimburse the Applicant up to the maximum allowable grant amount, or actual cost, whichever is lower as authorized by this Agreement.
- B. If a question arises about the requested reimbursement, the Applicant will be notified via e-mail and/or telephone call and will have five (5) working days to provide the requested information. If information satisfactory to the DEPARTMENT has not been provided within that time, the expense in question will be subtracted and the balance of approved eligible incurred expenses will be processed for reimbursement.

GENERAL TERMS AND CONDITIONS**1) DEFINITIONS**

As used throughout this Application the following terms shall have the meanings set forth below:

- A. "DEPARTMENT" shall mean the Washington State Military DEPARTMENT (WMD).
- B. "Applicant" shall mean the named city, county or tribe performing extreme heat, cold, and poor air quality sheltering activities under this Application. It shall include any contractor retained by the Applicant as permitted under the terms of this Application.
- C. "Contractor" shall mean one, not in the employment of the Applicant, who is performing all or part of those services under this Application under a separate contract with the Applicant.
- D. "WAC" is defined and used herein to mean the Washington Administrative Code.
- E. "RCW" is defined and used herein to mean the Revised Code of Washington.

2) ACCESS TO PUBLIC RECORDS

- A. The Parties acknowledge that the DEPARTMENT is subject to the Public Records Act, Chapter 42.56 RCW, and that records prepared, owned, used, or retained by the DEPARTMENT relating to the conduct of government or the performance of any governmental or proprietary function are available for public inspection or copying, except as exempt under RCW 42.56 or other statute which exempts or prohibits disclosure of specific information or records.
- B. The Applicant shall provide access to data generated under this Application to the DEPARTMENT and the State Auditor at no additional cost. This includes access to all information that supports the findings, conclusions, and recommendations of the Applicant's reports, including computer models and methodology for those models.
- C. Access to Data - State law prohibits state agencies from entering into agreements when the contractor could charge additional costs to the agency, the Joint Legislative Audit and Review Committee, or the Office of the State Auditor for access to data generated under the Application. Therefore, all such data will be provided at no additional expense. For the purposes of this requirement, "data" includes all information that supports the findings, conclusions, and recommendations of the contractor's reports, including computer models and methodology for those models.

3) ADVANCE PAYMENTS PROHIBITED

No payments in advance or in anticipation of services or supplies to be provided under this Application shall be made by the DEPARTMENT.

4) AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, 42 U.S.C. 12101 et seq. (also referred to as the "ADA") and its implementing regulations at 28 CFR Part 35.

The Applicant must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunication.

5) ATTORNEY'S FEES

Except as provided in the section entitled "Recapture Provisions", in the event of litigation or other action brought to enforce the terms of this Application or alternate dispute resolution process, each party agrees to bear its own attorney's fees and costs.

6) COMPLIANCE WITH APPLICABLE STATUTES, RULES, AND DEPARTMENT POLICIES

The Applicant shall comply with, and the DEPARTMENT is not responsible for determining compliance with, any and all applicable federal, state, and local laws, regulations, executive orders, and/or policies. This obligation includes, but is not limited to, nondiscrimination laws and/or policies; the ADA; ethics in laws and policies; Public Disclosure (RCW 42.56); and safety and health regulations. In the event of the Applicant's noncompliance or refusal to comply with any applicable law, regulation,

executive order, or policy, the DEPARTMENT may rescind, cancel, or terminate the Application whole or in part in its sole discretion. The Applicant is responsible for all costs or liability arising from its failure to comply with applicable law, regulation, executive order, or policy.

7) APPLICANT'S EMPLOYEES NOT EMPLOYEES OF DEPARTMENT

The Applicant and/or employees, contractors, or agents performing under this Application, are not employees or agents of the DEPARTMENT in any manner whatsoever. The Applicant will not be presented as nor claim to be an officer or employee of the DEPARTMENT or of the State of Washington for any reason, nor will the Applicant make any claim, demand, or application to or for any right, privilege, or benefit applicable to an officer or employee of the DEPARTMENT or of the State of Washington, including, but not limited to, Workers' Compensation coverage, unemployment insurance benefits, social security benefits, retirement membership or credit, or privilege, or benefit which would accrue to a civil service employee under RCW 41.06. It is understood that if the Applicant is another state agency, the officers and employees are employed by the State of Washington in their own right.

8) DISCLOSURE

The use or disclosure by any Party of any information concerning the DEPARTMENT, or its Extreme Weather Grant funds and program, for any purpose not directly connected with the administration of the DEPARTMENT's or the Applicant's responsibilities with respect to services provided under this Application is prohibited except by prior written consent of the DEPARTMENT or as required to comply with RCW 42.56, the Public Records Act, or court order.

9) DISPUTES

Except as otherwise provided in this Application, when a bona fide dispute arises between the Parties and it cannot be resolved through discussion and negotiation, either party may request a dispute hearing. The Parties shall select a dispute resolution team to resolve the dispute. The team shall consist of a representative appointed by the DEPARTMENT, a representative appointed by the Applicant, and a third party mutually agreed upon by both Parties. The team shall, by majority vote, resolve the dispute. The Parties agree that this dispute process shall be final and there will be no appeal of the decision.

10) GOVERNING LAW AND VENUE

This Agreement shall be governed by the laws of the State of Washington. In the event of a lawsuit involving this Agreement, venue shall be proper only in Thurston County. The Applicant, by execution of this Agreement, acknowledges the jurisdiction of the courts of Washington in this matter.

11) HOLD HARMLESS

The Applicant agrees to defend, hold harmless, and indemnify the State of Washington and the DEPARTMENT, their officers, agents, employees, and assigns against any and all damages or claims from damages resulting or allegedly resulting from the Applicant's performance or activities hereunder, including the performance of any contractor(s).

12) INSURANCE, INDUSTRIAL COVERAGE

Prior to performing work under this Agreement, the Applicant shall provide industrial insurance coverage for the Applicant's employees, as may be required by Title 51 RCW. The DEPARTMENT will not be responsible for payment of industrial insurance premiums or for any other claim or benefit for a consultant or any subcontractor or employee of the Applicant, which may arise during the performance of services under this Agreement. Before the start of any work required by this Agreement, the Applicant shall deliver to the DEPARTMENT certificates of insurance reflecting that the Applicant has obtained any insurance coverage required by this section.

13) INSURANCE, GENERAL COVERAGE

The DEPARTMENT and its officers, employees, and agents, while acting in good faith within the scope of their official duties, are covered by the State of Washington Self-Insurance Program and the Tort Claims Act (RCW 4.92.060 et seq.), and successful claims against the DEPARTMENT and its employees, officers, and agents in the performance of their official duties in good faith under this Agreement will be paid from the tort claims liability account as provided in RCW 4.92.130. Applicant

hereby notifies the DEPARTMENT that Applicant has full loss coverage for itself, its officers, employees, and agents, through self-insurance and/or the purchase of insurance. Upon the DEPARTMENT's request, Applicant will provide the DEPARTMENT with details of its self-insured retention, proof of its additional insurance, and all loss coverage. This program of self-insurance and/or purchased insurance includes general liability, automobile liability, workers compensation, and employers' liability.

14) LIABILITY

To the extent permitted by applicable law, each party to this Agreement shall be responsible for injury or death to persons and damage to property resulting from negligence on the part of itself, its employees, agents, officers, contractors, or subcontractors. Neither party assumes any responsibility to the other party for the consequences of any act or omission of any third party.

15) LIMITATION OF AUTHORITY

Only the assigned Authorized Signature for the DEPARTMENT or an assigned delegate by writing (delegation to be made prior to action) shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this Agreement. Furthermore, any alteration, amendment, modification, or waiver of any clause or condition of this Agreement is not effective or binding unless made in writing and signed by the authorized person.

16) LOSS OF FUNDING

In the event funding from state sources is withdrawn, reduced, or limited in any way after the effective date of the Agreement, the DEPARTMENT may suspend or terminate, or renegotiate the Agreement, without cause under the "Termination" clause and without the thirty (30) day notice requirement.

17) NONASSIGNABILITY

Neither this Agreement, nor any claim arising under this Agreement, nor the work to be provided under this Agreement, and any claim arising thereunder, shall be assigned or delegated by either party, in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

18) NONDISCRIMINATION

By submitting all application requirements, the Applicant shall comply with all federal and state nondiscrimination statutes and regulations. These requirements include, but are not limited to:

- A. Nondiscrimination in Employment: The Applicant shall not discriminate against any employee or applicant for employment because of race, creed, color, national origin, citizenship or immigration status, family with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of trained dog guide or service animal by a person with a disability. This requirement does not apply, however, to a religious corporation, association, educational institution, or society with respect to the employment of individuals of a particular religion to perform work connected with the carrying on by such corporation, association, educational institution, or society of its activities.
- B. The Applicant shall take action to ensure that employees are employed and treated during employment without discrimination because of their race, creed, color, national origin, citizenship or immigration status, family with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of trained dog guide or service animal by a person with a disability. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion, or transfer, recruitment, or recruitment selection for training, including apprenticeships and volunteers.

19) RECAPTURE PROVISION

In the event the Applicant fails to expend funds under this Agreement in accordance with applicable federal, state, and local laws and/or the provisions of the Agreement, the DEPARTMENT reserves the right to recapture funds in an amount equivalent to the extent of noncompliance. Such right of recapture shall exist for the life of the project following Agreement termination. Repayment by the Agreement of funds under this recapture provision shall occur within thirty (30) days of demand.

In the event the DEPARTMENT is required to institute legal proceedings to enforce the recapture provision, the DEPARTMENT shall be entitled to its costs thereof, including attorney fees, from the Applicant.

20) RECORDS, MONITORING, AND AUDIT ACCESS

- A. The Applicant shall perform under the terms of the Agreement and the DEPARTMENT may conduct reasonable and necessary monitoring of this grant.
- B. To permit such monitoring, the Applicant shall maintain books, records, documents, and other evidence, and accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement. These records shall be subject at all reasonable times to inspection, review, or audit by personnel duly authorized by the DEPARTMENT, the Office of the State Auditor, and federal officials so authorized by law, rule, regulation, or agreement.
- C. The Applicant will retain all books, records, documents, and other materials relevant to this Agreement for six (6) years from the date final payment is made hereunder and make them available for inspection by persons authorized under this provision.
- D. The DEPARTMENT or the State Auditor or any of their representatives and federal officials so authorized by law, rule, regulation, or agreement shall have full access to and the right to examine during normal business hours and as often as the DEPARTMENT or the State Auditor may deem necessary, all of the Applicant's records with respect to all matters covered in this Agreement. Such rights last for six (6) years from the date final payment is made hereunder.
- E. The Applicant shall cooperate with and freely participate in any monitoring, audit or evaluation activities conducted by the DEPARTMENT that are pertinent to the intent of this Agreement.

21) SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, and to this end the provisions of this Agreement are declared to be severable.

22) CONTRACTING

The Applicant shall comply with all applicable procurement laws, rules, and requirements. This will include the use of a competitive procurement process in the award of any contracts with its contractors and sub-contractors that are entered into under this Agreement. All contracting and sub-contracting agreements entered into pursuant to this Agreement shall incorporate this Agreement by reference.

23) TERMINATION

- A. If, through any cause, the Applicant or its contractors or sub-contractors shall fail to fulfill in a timely and proper manner its obligations under this Agreement or if the Applicant or its contractors or sub-contractors shall violate any of its covenants, agreements, or stipulations of this Agreement, the DEPARTMENT shall thereupon have the right to terminate this Agreement and withhold the remaining allocation if such default or violation is not corrected within thirty (30) days after submitting written notice to the Applicant describing such default or violation.
- B. Notwithstanding any provisions of this Agreement, either party may terminate this Agreement without cause by providing written notice of such termination, specifying the effective date thereof, at least thirty (30) days prior to such date. If this Agreement is so terminated, the DEPARTMENT shall be liable only for payment required under the terms of this Agreement for services rendered or goods delivered prior to the effective date of termination. Upon notice of such termination, the DEPARTMENT reserves the right to suspend all or part of the Agreement, withhold further payments, and prohibit the Applicant from incurring additional obligations of funds.
- C. Reimbursement for eligible expenses incurred by the Applicant prior to the effective date of such termination shall be as the DEPARTMENT reasonably determines.

D. The DEPARTMENT may unilaterally terminate or suspend all or part of this Agreement without cause, or may reduce its statement of work and budget, if there is a reduction in funds by the source of those funds, and if such funds are the basis for this Agreement.

24) TRAVEL AND SUBSISTENCE REIMBURSEMENT

If reimbursement of travel or subsistence expenses are included as part of this Agreement, they shall be paid in accordance with rates set pursuant to RCW 43.03.050 and RCW 43.03.060 as now existing or amended. The Applicant is required to provide to the DEPARTMENT copies of receipts for any travel related expenses other than meals and mileage that are authorized under this Agreement.

25) TREATMENT OF ASSETS

Upon successful completion of the terms of this Agreement, all assets, including equipment, purchased through this Agreement will be owned by the Applicant unless otherwise specified by the funding source. The Applicant shall be responsible for any and all operation and maintenance expenses and for the safe operation of said equipment including all questions of liability.

26) WAIVER OF DEFAULT

Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver of breach of any provision of the Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Agreement unless stated to be such in writing, signed by the Director or Contracts Administrator and attached to the original Agreement.

Please upload a signed copy of this Agreement through your online application for the Extreme Weather Response Grant.

If your application is approved, you will receive an official notice that you are eligible to submit reimbursement requests for each qualifying event during the performance period of this grant from July 1, 2024 – June 30, 2024.

Approved applicants with signed Agreement forms must meet the requirements listed below to be eligible for reimbursement. For each reimbursement request submitted, you will receive an official award letter that includes your award amount.

IMPORTANT NOTE: Reimbursement is **not guaranteed** and is contingent upon the availability of funds. Funding will be provided to all qualifying applicants on a first-come, first-served basis until the allocated funds are exhausted. Reimbursement decisions, including full, partial, or no reimbursement, are at the discretion of WMD and dependent on the remaining funding.

An applicant is eligible to submit a reimbursement packet if the following steps are completed:

- **Meet Extreme Weather Event Criteria** – For an event to qualify under this grant, jurisdiction must experience and/or have the following in place:
 1. An Extreme Weather Event existed in jurisdiction.
 - Extreme Heat, Extreme Cold and/or unhealthy Air Quality
 2. Sheltering is needed to meet health recommendation levels established by the Regional and/or Local/Tribal Public Health or other decision-making officials.
 - Local/Tribal determination of temperature levels for heating and cooling sheltering requirements.
 - Air Quality level for Wildfire smoke shelters.

AND/OR

If no local guidelines are in place, the following criteria will be used:

- A National Weather Service Advisories level of "Warning" for extreme heat and extreme cold will be used to determine eligibility.
 - "Unhealthy for All" category of AirNow Air Quality Index (or Air Quality Index value of 151 or higher) due to wildfire smoke.
- **Send notice of shelter periods** – Approved applicants must notify WMD/EMD Human Services of shelter operating periods for a qualifying Extreme Weather event within 15 days after the shelter closing date by sending an email to humanservicesgrants@mil.wa.gov.
 - Notice should include the criteria met by the qualifying weather event, along with the start and end date period of the shelter operations and estimated incurred costs if available.
 - You will receive a response letter from WMD that includes information on funding availability, and whether your request will receive full, partial, or no reimbursement for your shelter costs based on your cost estimates.
 - **Incur Costs** – Approved applicants must prepare supporting documents to show incurred eligible costs as described in this Grant Program Plan for the benefit of vulnerable populations.
 - **Submit Reimbursement Request** – Approved applicant must submit their Reimbursement Request Packet online within 90 days after the end of sheltering operations in response to the qualifying extreme weather event. Packet must include:
 - A19-1A Invoice Voucher.
 - Detailed Accounting/Expenditure Reports showing payments made for shelter costs incurred.

- Copies of invoice payments or receipts supporting expenditure reports.
- Any other documentation that supports the legitimacy of the expenditures such as, but not limited to, contracts, credit card statements, internal logs, or spreadsheets.

WMD will process payment of request within 30 days of receiving the reimbursement request. All reimbursement requests must be submitted by July 10, 2025, to meet end of state fiscal year agency close-out timelines. All requests must be submitted on or before this deadline to be eligible for reimbursement. Approved applicants are encouraged to submit their requests as early as possible to allow ample time for review and processing.

NOTE: If city or town application is approved, a courtesy notice will be sent to your county emergency management for their awareness of your application. The purpose of notifying county emergency management about city or town applications is to ensure that they are aware of grant activities within their jurisdiction. This notification serves as a courtesy notice to keep the county informed about the projects and funding being pursued under the Extreme Weather Response Grant Program. We do not expect any actions or interventions from the county; rather, this is simply to maintain transparency and enhance communication. By keeping the county emergency management aware of these activities, we aim to foster better coordination and understanding of the efforts being undertaken to support our communities during extreme weather events.

By completing and submitting this Agreement form and the Online Application Form, Applicant acknowledges and accepts terms of this Agreement and the Grant Program Plan referenced and incorporated herein contain all the terms and conditions agreed upon by the parties and govern the rights and obligations of the parties to this Agreement. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties.

Completed by:

Signature: _____

First & Last Name: _____

Job Title: _____

Date Completed: _____

Email Address & Phone: _____

Authorizing Personnel of Applicant:

Signature: _____

First & Last Name: _____

Job Title: _____

Date Completed: _____