

P15000039932

(Requestor's Name)

(Address)

(Address)

(City/State/Zip/Phone #)

☐ PICK-UP

☐ WAIT

☐ MAIL

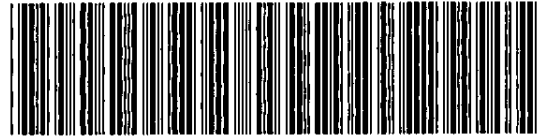
(Business Entity Name)

(Document Number)

Certified Copies \_\_\_\_\_ Certificates of Status \_\_\_\_\_

Special Instructions to Filing Officer:

Office Use Only



800271347018

RECEIVED  
15 MAY -4 PM 4:23  
DIVISION OF CORPORATIONS

FILED  
2015 MAY -4 AM 8:42  
CLERK OF STATE  
TALLAHASSEE, FLORIDA

5/5ar

CORPORATION SERVICE COMPANY  
1201 Hays Street  
Tallahassee, FL 32301  
Phone: 850-558-1500

ACCOUNT NO. : I20000000195

REFERENCE : 615808 121501A

AUTHORIZATION : *Lydia Cohen*

COST LIMIT : \$ 70.00

ORDER DATE : May 4, 2015

ORDER TIME : 3:05 PM

ORDER NO. : 615808-005

CUSTOMER NO: 121501A

DOMESTIC FILING

NAME: DISASTER PROGRAM & OPERATIONS,  
INC.

EFFECTIVE DATE:

☒ ARTICLES OF INCORPORATION  
☐ CERTIFICATE OF LIMITED PARTNERSHIP  
☐ ARTICLES OF ORGANIZATION

PLEASE RETURN THE FOLLOWING AS PROOF OF FILING:

☐ CERTIFIED COPY  
☒ PLAIN STAMPED COPY  
☐ CERTIFICATE OF GOOD STANDING

CONTACT PERSON: Lydia Cohen - EXT. 62974

EXAMINER'S INITIALS: \_\_\_\_\_

FILED  
2015 MAY -4 AM 3:42  
TALLAHASSEE, FL  
CLERK OF COURT

**ARTICLES OF INCORPORATION**  
**of**  
**DISASTER PROGRAM & OPERATIONS, INC.**  
(a corporation)

Executed by the undersigned for the purposes of forming a Florida Corporation under Chapter 607, Florida Statutes (2014):

**ARTICLE I. NAME AND ADDRESS**

The name and address of the corporation is:

**DISASTER PROGRAM & OPERATIONS, INC.**  
**529 Sunset Drive**  
**Ponte Vedra Beach, Florida 32082**

FILED  
2015 MAY -4 AM 8:42  
SECRETARY OF STATE  
MY KINGSLEY

**ARTICLE II. DURATION AND COMMENCEMENT**

This corporation shall exist perpetually and shall commence on the date of execution and acknowledgment of these Articles of Incorporation.

**ARTICLE III. PURPOSES**

This corporation is organized for the following purposes:

1. To provide disaster consulting and disaster training services.
2. To hire and/or train personnel to carry out these purposes.
3. To rent, lease, purchase and/or own facilities and equipment which are sufficient for the conduct and/or operation of the purposes of the corporation.
4. To transact any and all lawful business for which corporations may be incorporated or organized under the laws of the State of Florida.

**ARTICLE IV. CAPITAL STOCK**

This corporation is authorized to issue 1000 shares of Five Dollar (\$5.00) per share par value common stock which shall be designated common shares, all of which shall be the same class.

#### **ARTICLE V. VOTING RIGHTS**

Except as otherwise provided by law, the entire voting power for the election of Directors and for all other purposes shall be vested exclusively in the holders of the outstanding common shares of this corporation. The holder of each outstanding common share shall be entitled to one (1) vote per share unless otherwise provided in the By-Laws.

#### **ARTICLE VI. MANAGEMENT**

The business of this corporation shall be managed by a Board of Directors chosen by the Shareholders or the Shareholders may elect to have the corporation managed by the Shareholders acting as Directors, in which case the terms shall be used interchangeably herein, pursuant to Chapter 607, Florida Statutes (2014).

#### **ARTICLE VII. INITIAL REGISTERED AGENT AND OFFICE**

The street address of the initial Registered Agent of this corporation is **233 E. Bay Street, Ste. 930, Jacksonville, Florida 32202**, and the name of the initial Registered Agent of this corporation at that address is **C. HOLT SMITH, III, ESQUIRE**.

#### **ARTICLE VIII. INITIAL BOARD OF DIRECTORS**

This corporation shall have one (1) Director initially, the number of which may be increased or decreased from time to time according to the By-Laws of this corporation, but shall never be less than one (1) Director. The name and address of the initial Director of this corporation is:

**GABRIELLE BENIGNI**

**529 Sunset Drive  
Ponte Vedra Beach, Florida 32082**

#### **ARTICLE IX. INCORPORATOR**

The name and address of the person signing these Articles of Incorporation is:

**GABRIELLE BENIGNI**

**529 Sunset Drive  
Ponte Vedra Beach, Florida 32082**

#### **ARTICLE X. AMENDMENT**

This corporation reserves the right to amend or repeal any provision contained in these Articles of Incorporation, or any amendment to them, and any right conferred upon the Shareholders is subject to this reservation.



IN WITNESS WHEREOF, the undersigned subscribing Incorporator has hereunto set his hand and seal this 12<sup>th</sup> day May 2015 for the purpose of forming this corporation under the laws of the State of Florida.

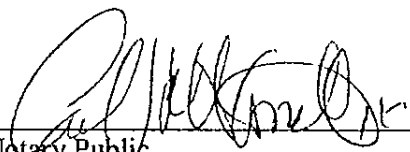
  
GABRIELLE BENIGNI

STATE OF FLORIDA  
COUNTY OF DUVAL

I HEREBY CERTIFY that on this day before me, an officer duly authorized in the state aforesaid and in the county aforesaid to take acknowledgments, personally appeared **GABRIELLE BENIGNI**, who executed the foregoing instrument as Incorporator of **DISASTER PROGRAM & OPERATIONS, INC.**, a corporation named herein, and acknowledged before me that she executed the same as such Incorporator, in the name of and on behalf of the said corporation. She is ☒ personally known to me or has ☐ produced \_\_\_\_\_ as identification and did (did not) take an oath.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, this 1 day of May 2015.

(SEAL)

  
Notary Public

CARL Holt Smith  
Typed/printed name of Notary

My Commission Expires: \_\_\_\_\_

**CERTIFICATE DESIGNATING PLACE OF BUSINESS  
OR DOMICILE FOR THE SERVICE OF PROCESS  
WITHIN THE STATE, NAMING AGENT UPON WHOM  
SERVICE OF PROCESS MAY BE SERVED**

IN COMPLIANCE WITH SECTION 48.091, FLORIDA STATUTES, THE  
FOLLOWING IS SUBMITTED:

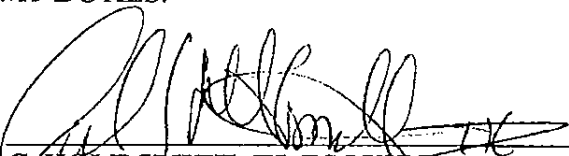
First, that **DISASTER PROGRAM & OPERATIONS, INC.**, desiring to organize or qualify under the laws of the State of Florida, with its principal place of business at the City of Ponte Vedra Beach, State of Florida, has named C. HOLT SMITH, III, ESQUIRE, located at 233 E. Bay Street, Ste. 930, Jacksonville, Florida 32202, as its Agent to accept service of process within Florida.

**DISASTER PROGRAM & OPERATIONS, INC.**

By:   
GABRIELLE BENIGNI, President

DATED: May 1, 2015

HAVING BEEN NAMED TO ACCEPT SERVICE OF PROCESS FOR THE ABOVE STATED CORPORATION, AT THE PLACE DESIGNATED IN THIS CERTIFICATE, I HEREBY AGREE TO ACT IN THIS CAPACITY, AND I FURTHER AGREE TO COMPLY WITH THE PROVISIONS OF ALL STATUTES RELATIVE TO THE PROPER AND COMPLETE PERFORMANCE OF MY DUTIES.

  
C. HOLT SMITH, III, ESQUIRE  
Registered Agent

DATED: May 1, 2015

**TAB I: DP&O ATTACHMENTS**

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**GABRIELLE E BENIGNI**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

---

**IS-00800.B**

**National Response Framework, An Introduction**

*Issued this 9th Day of May, 2008*



Cortez Lawrence, PhD  
Superintendent  
Emergency Management Institute



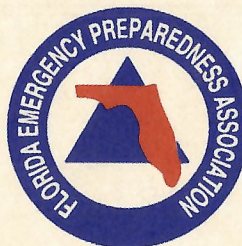
20th Annual  
**Governor's Hurricane Conference**  
Ft. Lauderdale, Florida May 8-10, 2006

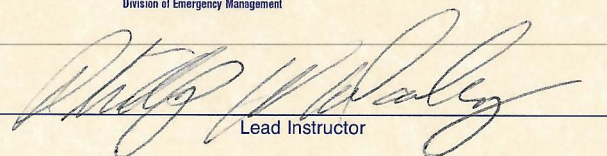
TS-II DEBRIS MANAGEMENT (G202) (12.0 CREDIT HOURS)

Training Session

*Certificate of Attendance*

**GABRIELLE BENIGNI**



  
Lead Instructor



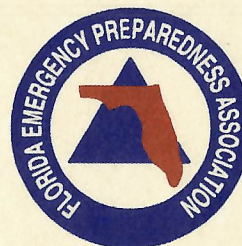


21st Annual  
**Governor's Hurricane Conference**  
Fort Lauderdale, Florida May 14-16, 2007

TS-I 1 DEBRIS MANAGEMENT (G202) (12.0 CREDIT HOURS)

Training Session  
*Certificate of Attendance*

GABRIELLE BENIGN



*Phil Worley*  
Lead Instructor



# State of Indiana

Be It Known That

**Gabrielle B. Estes**

having qualified as required by law is hereby  
authorized to practice in the State of Indiana as a

**Certified Professional Geologist**

In witness whereof this Certificate Number 1541  
is given by the Indiana Geological Survey this  
18th day of July, 1994.

This certificate is issued in accordance with Public Law 245.  
Acts of the 101st General Assembly of 1979, as amended.



A handwritten signature in dark ink, appearing to read "James C. Allen", is written over a horizontal line.

State Geologist



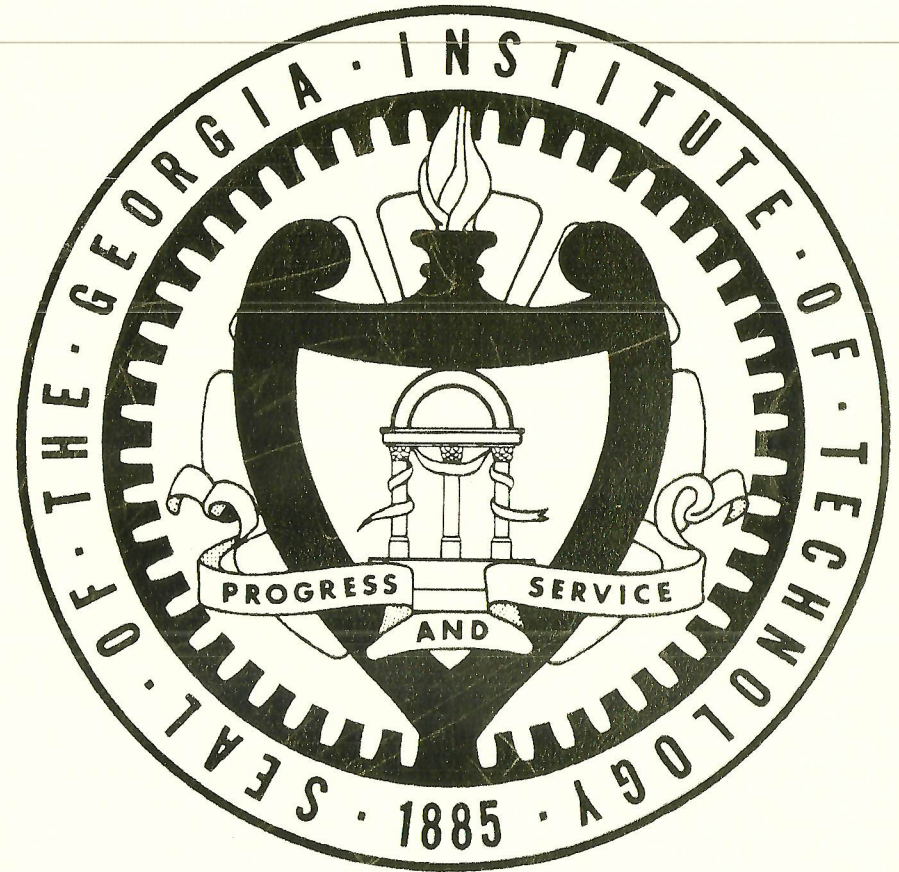
# GEORGIA INSTITUTE OF TECHNOLOGY

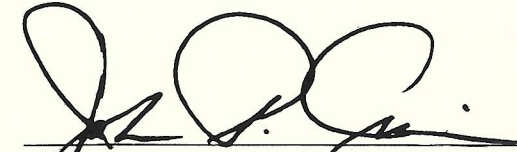
This is to certify that

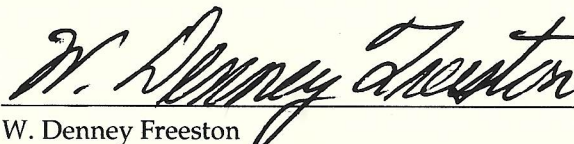
**Gabrielle B. Estes**

has successfully completed  
**Advanced Supervision of Asbestos  
Abatement Projects:  
Annual Update Course**

conducted by  
GEORGIA TECH  
CONTINUING EDUCATION  
Atlanta, Georgia  
**May 18, 1994**



  
John P. Crecine  
President

  
W. Denney Freeston  
Director, Continuing Education



**ENVIRONMENTAL SCIENCE AND ENGINEERING, INC.**

**CERTIFICATE OF TRAINING**

**This is to Certify that**

*Gabrielle Benigni*

**has Successfully Completed**

**32 Hrs. Asbestos Supervisory, Designer  
& Asbestos Abatement Course**

**PER**

**U.S. EPA ABESTOS HAZARD EMERGENCY RESPONSE ACT**

**(AHERA)**

  
Personnel Director

*June 1988*

  
Instructor



**CERTIFIED INDUSTRIAL HYGIENIST, INC.**  
**CERTIFICATE OF COMPLETION**

**This Certifies that**

*Gabrielle Benigni Estes*

**has Successfully Completed the**

**8 Hr. Advanced Supervision of Asbestos Abatement Projects**

**PER**

**U.S. EPA ABESTOS HAZARD EMERGENCY RESPONSE ACT**

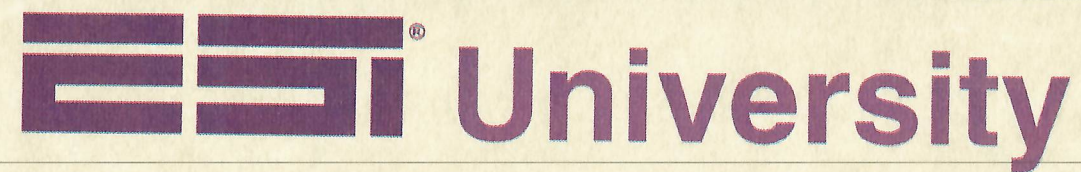
**(AHERA)**

  
**Personnel Director**

*May 1993*

  
**Instructor**





## Training Certificate

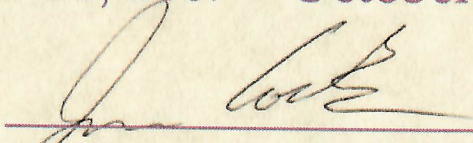
Gabrielle Benigni

has successfully completed the  
16 hour

**WebEOC Administrator and Board Building Course**  
presented at ESi University

October 20, 2009 – October 21, 2009



  
James M. Cook, CEM  
President, ESi University



Approved for Credit



**Emergency Management Institute - Independent Study Program**  
16825 South Seton Avenue, Emmitsburg, MD 21727 (301) 447-1200

***STUDENT TRANSCRIPT***



**FEMA**

**Last Name**  
BENIGNI

**First Name**  
GABRIELLE

**MI**

**Student ID**  
\*\*\*-\*\*-1969

**Issued:** May 16, 2008

**Course Code and Title**

IS-00005.A	An Introduction to Hazardous Materials
IS-00200	ICS for Single Resources and Initial Action Incidents
IS-00230	Principles of Emergency Management
IS-00275	Role of the Emergency Operations Center in Community Preparedness, Response & Recovery
IS-00630	Introduction to the Public Assistance Process
IS-00631	Public Assistance Operation I
IS-00632	Intro to Debris Opers in FEMA's Public Assis. Prg
IS-00650	Building Partnerships in Tribal Communities
IS-00700	National Incident Management System (NIMS), An Introduction
IS-00800.B	National Response Framework, An Introduction

**Completed**

**CEUs\***

06/17/2006	1.0
11/01/2006	0.3
07/17/2006	1.0
07/18/2006	1.0
06/17/2006	0.2
06/13/2006	0.7
06/13/2006	0.5
05/11/2008	1.0
11/02/2006	0.3
05/09/2008	0.3

\*\*\*\*\* End of Transcript \*\*\*\*\*

# Successful Completion(s)

IS-00005.A	An Introduction to Hazardous Materials
IS-00230	Principles of Emergency Management
IS-00275	Role of the Emergency Operations Center
IS-00630	Introduction to the Public Assistance Process
IS-00631	Public Assistance Operation I
IS-00632	Intro to Debris Opers in FEMA's Public Assis. Prg

All available courses can be found on the Independent Study website at <http://training.fema.gov/EMIWeb/IS/>.

## Emergency Management Institute



# FEMA

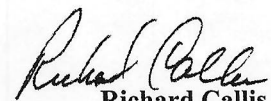
This Certificate of Achievement is to acknowledge that

**GABRIELLE E. BENIGNI**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of this course:

**IS-00230**  
**Principles of Emergency Management**

*Issued this 17th Day of July, 2006*

  
**Richard Callis**  
Acting Superintendent  
Emergency Management Institute

1.0 CEU

FEMA Form 16-31, October 05

DETACH THIS STUB

Student Record: **BENIGNI, GABRIELLE** \*\*\*-\*\*-1969**Successful Completion(s)**

IS-00005.A	An Introduction to Hazardous Materials
IS-00630	Introduction to the Public Assistance Process
IS-00631	Public Assistance Operation I
IS-00632	Intro to Debris Ops in FEMA's Public Assis. Prg

All available courses can be found on the Independent Study website at <http://training.fema.gov/EMIWeb/IS/>.

# Emergency Management Institute



## FEMA

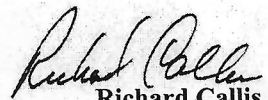
This Certificate of Achievement is to acknowledge that  
**GABRIELLE BENIGNI**

has reaffirmed a dedication to serve in times of crisis through continued  
professional development and completion of this course:

**IS-00005.A**

**An Introduction to Hazardous Materials**

*Issued this 17th Day of June, 2006*

  
**Richard Callis**  
Acting Superintendent  
Emergency Management Institute

1.0 CEU

FEMA Form 16-31, October 05

DETACH THIS STUB

**Successful Completion(s)**

IS-00631 Public Assistance Operation I  
IS-00632 Intro to Debris Opers in FEMA's Public Assis. Prg

All available courses can be found on the Independent Study website at <http://training.fema.gov/EMIWeb/IS/>.

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

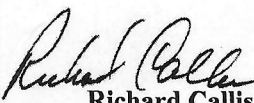
**GABRIELLE BENIGNI**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of this course:

**IS-00632**

**Intro to Debris Opers in FEMA's Public Assis. Prg**

*Issued this 13th Day of June, 2006*

  
**Richard Callis**  
Acting Superintendent  
Emergency Management Institute

0.5 CEU

FEMA Form 16-31, October 05

DETACH THIS STUB



Successful Completion(s)

IS-00005.A	An Introduction to Hazardous Materials
IS-00630	Introduction to the Public Assistance Process
IS-00631	Public Assistance Operation I
IS-00632	Intro to Debris Ops in FEMA's Public Assis. Prg

All available courses can be found on the Independent Study website at <http://training.fema.gov/EMIWeb/IS/>.

# Emergency Management Institute



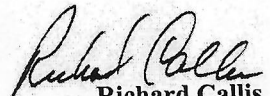
## FEMA

This Certificate of Achievement is to acknowledge that  
**GABRIELLE BENIGNI**

has reaffirmed a dedication to serve in times of crisis through continued  
professional development and completion of this course:

**IS-00630**  
**Introduction to the Public Assistance Process**

*Issued this 17th Day of June, 2006*

  
**Richard Callis**  
Acting Superintendent  
Emergency Management Institute

DETACH THIS STUB

0.2 CEU



Student Record: **BENIGNI, GABRIELLE** \*\*\*-\*\*-1969

**Successful Completion(s)**

IS-00631 Public Assistance Operation I  
IS-00632 Intro to Debris Ops in FEMA's Public Assis. Prg

All available courses can be found on the Independent Study website at <http://training.fema.gov/EMIWeb/IS/>.

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

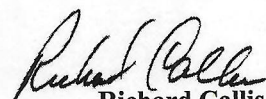
**GABRIELLE BENIGNI**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of this course:

**IS-00631**

**Public Assistance Operation I**

*Issued this 13th Day of June, 2006*

  
**Richard Callis**  
Acting Superintendent

Emergency Management Institute

FEMA Form 16-31, October 05

0.7 CEU

DETACH THIS STUB

# Emergency Management Institute



## FEMA

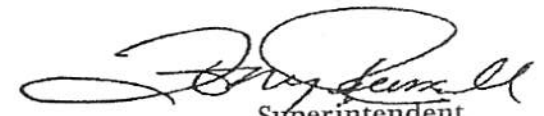
This is to certify that  
**Kathleen Suzanne Shingledecker**  
successfully completed

Project Worksheet Development  
Oklahoma City, OK

Issued this 22nd day of June, 2012



Deputy Superintendent  
Emergency Management Institute



Superintendent  
Emergency Management Institute

## Shingledecker, Kathleen

---

**From:** INDEPENDENT STUDY <INDEPENDENT.STUDY@fema.dhs.gov>  
**Sent:** Friday, August 28, 2015 10:48 AM  
**To:** Shingledecker, Kathleen  
**Subject:** Independent Study Course Information for Course: IS-00634

555986  
0090

---

DO NOT DELETE THIS EMAIL

---

Dear KATHLEEN SHINGLEDECKER:

Congratulations! You have successfully passed the Independent Study Course "IS-00634" entitled "Introduction to FEMA's Public Assistance Program".

Please retain this email for your records, as this is the only way to access your certificate. \*\*\*You will not receive a certificate in the mail.\*\*\*

To access your certificate of completion, select the link below. If you cannot select the link, please copy and paste the link into your address line in your internet browser.

Adobe Reader is required to open the certificate. If you do not have this software, it can be obtained as a free download at <http://www.adobe.com>

Certificate of Completion link:

<http://emilms.fema.gov/ecert/cert.asp?ID=204-avqp%15%13%7B%04I%1C%1B%60%0B%60%0A%7B%14%15%7Em%0Dw%7F%05%02%08c%08%06a%0Efkx%25%5FM TWI%28%5C%24%3C%3D%0DG6%16%7E%09bg%14%3Cvu%2FYQ%24%40%08v%5EXEY%5E%22%29Wxb%7DYRK%3AD Xt%25%25042jv%0A%02md%0F%7B%14ybd>

To print this certificate, select the "Print" icon on the PDF Menu displayed in the new PDF window. This icon looks like a little printer.

To save this certificate, select the "Save" icon on the PDF Menu displayed in the new PDF window. This icon looks like a floppy disk. When you select this icon, a dialog box will appear where you can specify the location on your computer to save the file as well as the file name.

If you have questions, please contact us at:

Email: [independent.study@fema.dhs.gov](mailto:independent.study@fema.dhs.gov)  
Website: <http://training.fema.gov/is>

Independent Study Program  
Emergency Management Institute  
National Preparedness Directorate

**Emergency Management Institute - Independent Study Program**  
16825 South Seton Avenue, Emmitsburg, MD 21727 (301) 447-1200

**STUDENT TRANSCRIPT**



**FEMA**

Last Name First Name MI Student ID  
HINGLEDECKER, PHD KATHLEEN S \*\*\*-\*\*-9261

Issued: July 01, 2014

S-00324	Community Hurricane Preparedness	10/24/2003	1.0
S-00331	Introduction to Radiological Emergency Preparedness Exercise Evaluation	11/04/2004	1.0
S-00340	Hazardous Materials Prevention	11/01/2004	1.0
S-00346	Hazardous Materials for Medical Personnel	08/28/2001	1.0
S-00362	Multi-Hazard Emergency Planning for Schools	11/02/2004	0.8
S-00386	Introduction to Residential Coastal Construction	11/04/2002	1.4
S-00393	Introduction to Mitigation	08/08/2001	1.0
S-00394	Mitigation for Homeowners	10/18/2001	1.0
S-00513	The Professional in Emergency Management	07/26/2001	1.0
S-00546	Continuity of Operations (COOP) Awareness Course	05/24/2005	0.1
S-00547	Introduction to Continuity of Operations (COOP)	05/24/2005	0.5
S-00600	Special Considerations for FEMA PA Projects	01/30/2002	1.0
S-00630	Introduction to the Public Assistance Process	09/04/2001	0.2
S-00631	Public Assistance Operation I	11/25/2002	0.7
S-00632	Intro to Debris Ops in FEMA's Public Assis. Prg	12/27/2002	0.5
S-00650	Building Partnerships in Tribal Communities	11/01/2004	1.0
S-00700	National Incident Management System (NIMS), An Introduction	10/21/2004	0.3
S-00701.a	NIMS Multiagency Coordination System (MACS)	11/12/2010	0.5
S-00702	NIMS Public Information System	12/08/2006	0.3
S-00703	NIMS Resource Management	12/08/2006	0.3
S-00703.a	NIMS Resource Management	11/18/2010	0.3
S-00704	NIMS Communications and Information Management	11/12/2010	0.2
S-00775	EOC Management and Operations	11/22/2010	0.4
S-00800	National Response Plan (NRP), an Introduction	01/20/2005	0.3
S-01900	National Disaster Medical System (NDMS) Federal Coordinating Center Operation:	11/28/2006	0.3

\*\*\*\*\* End of Transcript \*\*\*\*\*

  
**Tony Russell**  
Superintendent  
Emergency Management Institute

\* One Continuing Education Unit (CEU) is equal to ten (10) student contact hours using the guidelines of the American National Standards Institute (ANSI) / International Association for Continuing Education and Training (IACET) 1-2007 Standard.

**Emergency Management Institute - Independent Study Program**  
16825 South Seton Avenue, Emmitsburg, MD 21727 (301) 447-1200

***STUDENT TRANSCRIPT***




**FEMA**

Last Name: HINGLEDECKER, PHD      First Name: KATHLEEN      MI: S      Student ID: \*\*\*-\*\*-9261

Issued: July 01, 2014

<u>Course Code and Title</u>	<u>Completed</u>	<u>IACET CEUs*</u>
3-00001      Emergency Program Manager An Orientation to the Position	08/31/1992	1.0
3-00002      Emergency Preparedness, USA	08/08/2001	1.0
3-00003      Radiological Emergency Management	09/25/1992	1.0
3-00004      Preparedness Planning in Nuclear Crisis	08/16/1993	1.0
3-00005      An Introduction to Hazardous Materials	08/04/1992	1.0
3-00005.a      An Introduction to Hazardous Materials	09/04/2005	1.0
3-00007      A Citizen's Guide to Disaster Assistance	08/28/2001	1.0
3-00008      Building for the Earthquakes of Tomorrow	11/08/2001	1.0
3-00010      Animals in Disaster, Awareness and Preparedness	11/02/2001	1.0
3-00010.a      Animals in Disaster: Awareness and Preparedness	11/22/2010	0.4
3-00011      Animals in Disaster, Community Planning	08/13/2001	1.0
3-00011.a      Animals in Disasters: Community Planning	11/22/2010	0.5
3-00015      Special Events Contingency Planning for Public Safety Agencies	02/12/2003	0.4
3-00022      Are You Ready? An In-depth Guide to Citizen Preparedness.	11/03/2004	1.0
3-00055      Household Hazardous Materials A Guide for Citizens	05/06/2003	0.3
00100.FW      Introduction to the Incident Command System, ICS-100	10/22/2004	0.3
00111      Livestock in Disaster	01/08/2003	1.0
00120      An Orientation to Community Disaster Exercises	11/09/2001	1.0
00120.a      An Introduction to Exercises	06/19/2013	0.5
00130      Exercise Evaluation and Improvement Planning	06/21/2013	0.5
00139      Exercise Design	11/02/2004	1.5
00195      Basic Incident Command System	01/23/2002	1.0
00200.FW      Basic Incident Command System, ICS-200, for Federal Disaster Workers	10/22/2004	0.3
00208      State Disaster Management	01/10/2002	1.0
00208.a      State Disaster Management	12/10/2010	1.0
00230      Principles of Emergency Management	10/20/2005	1.0
00230.c      Fundamentals of Emergency Management	06/21/2013	0.6
30235      Emergency Planning	11/02/2004	1.0
30240      Leadership & Influence	11/07/2002	0.9
30241      Decision Making & Problem Solving	04/01/2003	0.8
30242      Effective Communication	11/01/2002	0.8
30244      Developing and Managing Volunteers	04/01/2003	1.0
30253      Coordinating Environmental & Historic Preservation Compliance	11/01/2004	1.0
30271      Anticipating Hazardous Weather & Community Risk	01/28/2002	1.0
30275      Role of the Emergency Operations Center in Community Preparedness, Response & Recovery	02/03/2002	1.0
30279      Retrofitting Flood Prone Residential Structures	11/12/2001	1.0
30288      Role of Voluntary Agencies in Emergency Mgmt	11/12/2001	1.0
30292      Disaster Basics	01/08/2003	1.0
30301      Radiological Emergency Response	10/11/2001	1.0
30302      Modular Emergency Radiological Response Transportation Training	09/04/2005	1.0
30317      Introduction to CERT	11/04/2004	0.6

  
**Tony Russell**  
Superintendent  
Emergency Management Institute

\* One Continuing Education Unit (CEU) is equal to ten (10) student contact hours using the guidelines of the American National Standards Institute (ANSI) / International Association for Continuing Education and Training (IACET) 1-2007 Standard.

# National Emergency Training Center



## FEMA

### Certificate of Achievement

**Kathleen Shingledecker**

**has successfully fulfilled all course activities and requirements for the  
Master Exercise Practitioner Program and is hereby recognized by  
the Emergency Management Institute as a**

**Master Exercise Practitioner**

May 15, 2014

A handwritten signature in dark ink, appearing to read "J. R. Smith", written over a horizontal line.

Superintendent  
Emergency Management Institute

This is to certify that  
***Kathleen Shingledecker***  
attended the three-day trainings equivalent to  
22 professional development hours on:

***FEMA 232, Homebuilders' Guide to Earthquake-Resistant  
Design and Construction,  
FEMA 395, Earthquake Safety and Mitigation for Schools,  
FEMA P-767, Earthquake Mitigation for Hospitals, and  
FEMA E-74, Reducing the Risks of Nonstructural Earthquake Damage***

Presented  
Under the National Earthquake  
Technical Assistance Program (NETAP)

July 13-15, 2015  
Oklahoma City, Oklahoma



**FEMA**

A handwritten signature in dark ink, appearing to read "Michael Griffin", written over a horizontal line.

**Michael Griffin**  
Course Instructor



This is to certify that

***Kathleen Shingledecker***

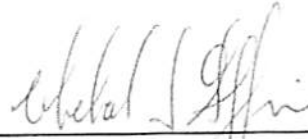
attended the two-day (12 contact hours) training:

***FEMA P-154 Rapid Visual Screening of Buildings  
for Potential Seismic Risk, and***

***ATC-20 Postearthquake Safety Evaluation of Buildings, with  
Rapid Observation of Vulnerability  
and Estimation of Risk (ROVER)***

Presented

April 8-9, 2015  
Oklahoma City, OK



---

**Michael Griffin, P.E.**  
Course Instructor



**FEMA**



# Division of Emergency Management



## Certificate of Achievement

**Kathleen Shingledecker**

**HAS SUCCESSFULLY COMPLETED**

**L-147HSEEP Train the Trainer**

*Mark Holt*

State Training & Exercise Officer

**06/20/2013**

Date

**Thomas Robinson**

Instructor/Course Manager

Rick Scott, Governor  
State of Florida



Bryan W. Koon, Director  
Division of Emergency Management

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**LISDEY APARICIO GONZALEZ**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00100.c**

**Introduction to Incident Command System, ICS-100**

*Issued this 1st Day of October, 2018*



Steven P. Heidecker  
Acting Deputy Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**LISDEY APARICIO GONZALEZ**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00700.b**

**An Introduction to the National Incident Management Sys**

*Issued this 4th Day of October, 2018*



Steven P. Heidecker  
Acting Deputy Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

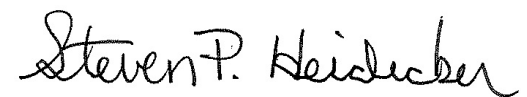
**LISDEY APARICIO GONZALEZ**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00559**

**Local Damage Assessment**

*Issued this 2nd Day of October, 2018*



Steven P. Heidecker  
Acting Deputy Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**LISDEY APARICIO GONZALEZ**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00703.a**

**NIMS Resource Management**

*Issued this 2nd Day of October, 2018*



0.3 IACET CEU

Steven P. Heidecker  
Acting Deputy Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**ELIZABETH VALDES**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00011.a**

**Animals in Disasters: Community Planning**

*Issued this 22nd Day of October, 2018*



Steven P. Heidecker  
Acting Deputy Superintendent  
Emergency Management Institute



# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**ELIZABETH VALDES**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00015.A**

**Special Events Contingency Planning  
for Public Safety Agencies**

*Issued this 6th Day of November, 2006*



Cortez Lawrence, PhD  
Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that


**ELIZABETH VALDES**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00100**

**Introduction to the Incident Command System,  
(ICS 100)**

*Issued this 4th Day of October, 2006*

  
Richard Callis, Acting Superintendent



# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that


**ELIZABETH VALDES**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00200**

**ICS for Single Resources and  
Initial Action Incidents**

*Issued this 10th Day of October, 2006*



Richard Callis, Acting Superintendent

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that  
**ELIZABETH VALDES**

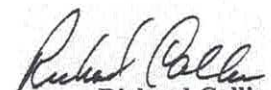
has reaffirmed a dedication to serve in times of crisis through continued  
professional development and completion of this course:

**IS-00230**

**Principles of Emergency Management**

*Issued this 12th Day of June, 2006*

1.0 CEU

  
**Richard Callis**  
Acting Superintendent  
Emergency Management Institute

FEMA Form 16-31, October 05

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**ELIZABETH VALDES**


has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of this course:

**IS-00275**

**Role of the Emergency Operations Center  
in Community Preparedness, Response & Recovery**

*Issued this 07th Day of June, 2006*

1.0 CEU

  
**Richard Callis**  
Acting Superintendent  
Emergency Management Institute

FEMA Form 16-31, October 05

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**ELIZABETH VALDES**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00321**

**Hurricane Mitigation Basics for Mitigation Staff**

*Issued this 27th Day of October, 2018*



Steven P. Heidecker  
Acting Deputy Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**ELIZABETH VALDES**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00559**

**Local Damage Assessment**

*Issued this 25th Day of September, 2018*



Steven P. Heidecker  
Acting Deputy Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**ELIZABETH VALDES**

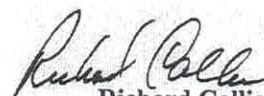
has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of this course:

**IS-00630**

**Introduction to the Public Assistance Process**

*Issued this 14th Day of June, 2006*

0.2 CEU

  
**Richard Callis**  
Acting Superintendent  
Emergency Management Institute

FEMA Form 16-31, October 05

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**ELIZABETH VALDES**

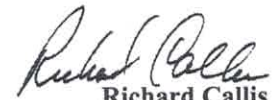
has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of this course:

**IS-00631**

**Public Assistance Operation I**

*Issued this 25th Day of May, 2006*

0.7 CEU

  
**Richard Callis**  
Acting Superintendent  
Emergency Management Institute

FEMA Form 16-31, October 05



# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**ELIZABETH VALDES**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00634**

**Introduction to FEMA's Public Assistance Program**

*Issued this 25th Day of September, 2018*



Steven P. Heidecker  
Acting Deputy Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that


**ELIZABETH VALDES**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00700**

**National Incident Management System  
(NIMS) an Introduction**

*Issued this 12th Day of October, 2006*

  
Richard Callis, Acting Superintendent

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**ELIZABETH VALDES**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00702**

**NIMS Public Information Systems**

*Issued this 1st Day of November, 2006*



0.3 IACET CEU

  
Tony Russell  
Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**ELIZABETH VALDES**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00703.a**

**NIMS Resource Management**

*Issued this 25th Day of September, 2018*



0.3 IACET CEU

Steven P. Heidecker  
Acting Deputy Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**ELIZABETH VALDES**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00800.A**

**National Response Plan (NRP), an Introduction**

*Issued this 6th Day of November, 2006*



Cortez Lawrence, PhD  
Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This is to certify that

**Michael J Penfield**

successfully completed

**Public Assistance Program Delivery Management  
Orlando, Florida**

**February 20 - 26, 2018**



Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

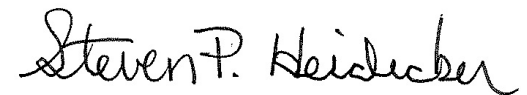
**NICOLAS EVELYN**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00010.a**

**Animals in Disasters: Awareness and Preparedness**

*Issued this 5th Day of November, 2018*



Steven P. Heidecker  
Acting Deputy Superintendent  
Emergency Management Institute



# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**NICOLAS EVELYN**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00011.a**

**Animals in Disasters: Community Planning**

*Issued this 26th Day of October, 2018*



Steven P. Heidecker  
Acting Deputy Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**NICOLAS EVELYN**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00100.c**

**Introduction to Incident Command System, ICS-100**

*Issued this 25th Day of September, 2018*



Steven P. Heidecker  
Acting Deputy Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**NICOLAS EVELYN**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00559**

**Local Damage Assessment**

*Issued this 26th Day of September, 2018*



Steven P. Heidecker  
Acting Deputy Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

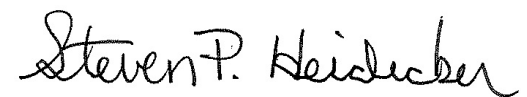
**NICOLAS EVELYN**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00700.b**

**An Introduction to the National Incident Management Sys**

*Issued this 25th Day of September, 2018*



Steven P. Heidecker  
Acting Deputy Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**NICOLAS EVELYN**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00703.a**

**NIMS Resource Management**

*Issued this 26th Day of September, 2018*



Steven P. Heidecker  
Acting Deputy Superintendent  
Emergency Management Institute



# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**NICOLAS EVELYN**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00800.c**

**National Response Framework, An Introduction**

*Issued this 25th Day of September, 2018*



Steven P. Heidecker  
Acting Deputy Superintendent  
Emergency Management Institute

# FLORIDA DEPARTMENT OF FINANCIAL SERVICES

***NICOLAS EVELYN***

***License Number : W541323***

## **Resident Insurance License**

● 0620 - ADJUSTER - ALL LINES

## **Issue Date**

01/10/2019

### **Please Note:**

A licensee may only transact insurance with an active appointment by an eligible insurer or employer. If you are acting as a surplus lines agent, public adjuster, or reinsurance intermediary manager/broker, you should have an appointment recorded in your own name on file with the Department. If you are unsure of your license status you should contact the Florida Department of Financial Services immediately. This license will expire if more than 48 months elapse without an appointment for each class of insurance listed. If such expiration occurs, the individual will be required to re-qualify as a first-time applicant. If this license was obtained by passing a licensure examination offered by the Florida Department of Financial Services, the licensee is required to comply with continuing education requirements contained in 626.2815 or 648.385, Florida Statutes. A licensee may track their continuing education requirements completed or needed in their MyProfile account at <https://dice.flds.com>. To validate the accuracy of this license you may review the individual license record under "Licensee Search" on the Florida Department of Financial Services website at <http://www.MyFloridaCFO.com/Division/Agents>



Jimmy Patronis  
Chief Financial Officer  
State of Florida

**FLORIDA DEPARTMENT OF FINANCIAL SERVICES**

**NICOLAS EVELYN**

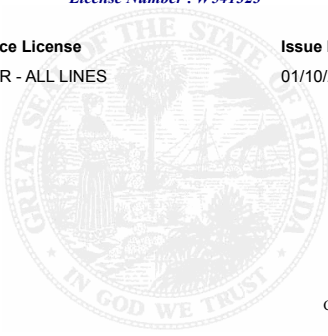
***License Number : W541323***

**Resident Insurance License**

•0620 - ADJUSTER - ALL LINES

**Issue Date**

01/10/2019



A handwritten signature in cursive script, reading "Jimmy Patronis".

Jimmy Patronis  
Chief Financial Officer  
State of Florida

**Please Note**

A licensee may only transact insurance with an active appointment by an eligible insurer or employer. If you are acting as a surplus lines agent, public adjuster, or reinsurance intermediary manager/broker, you should have an appointment recorded in your own name on file with the Department. If you are unsure of your license status you should contact the Florida Department of Financial Services immediately. This license will expire if more than 48 months elapse without an appointment for each class of insurance listed. If such expiration occurs, the individual will be required to re-qualify as a first-time applicant. If this license was obtained by passing a licensure examination offered by the Florida Department of Financial Services, the licensee is required to comply with continuing education requirements contained in 626.2815 or 648.385, Florida Statutes. A licensee may track their continuing education requirements completed or needed in their MyProfile account at <https://dice.fldfs.com>. To validate the accuracy of this license you may review the individual license record under "Licensee Search" on the Florida Department of Financial Services website at <http://www.MyFloridaCFO.com/Division/Agents>

# FLORIDA DEPARTMENT OF FINANCIAL SERVICES

***NICOLAS EVELYN***

***License Number : W541323***

## **Resident Insurance License**

● 0620 - ADJUSTER - ALL LINES

## **Issue Date**

01/10/2019

### **Please Note:**

A licensee may only transact insurance with an active appointment by an eligible insurer or employer. If you are acting as a surplus lines agent, public adjuster, or reinsurance intermediary manager/broker, you should have an appointment recorded in your own name on file with the Department. If you are unsure of your license status you should contact the Florida Department of Financial Services immediately. This license will expire if more than 48 months elapse without an appointment for each class of insurance listed. If such expiration occurs, the individual will be required to re-qualify as a first-time applicant. If this license was obtained by passing a licensure examination offered by the Florida Department of Financial Services, the licensee is required to comply with continuing education requirements contained in 626.2815 or 648.385, Florida Statutes. A licensee may track their continuing education requirements completed or needed in their MyProfile account at <https://dice.flds.com>. To validate the accuracy of this license you may review the individual license record under "Licensee Search" on the Florida Department of Financial Services website at <http://www.MyFloridaCFO.com/Division/Agents>



Jimmy Patronis  
Chief Financial Officer  
State of Florida



# FLORIDA DEPARTMENT OF FINANCIAL SERVICES

***LISDEY APARICIO***

***License Number : W537694***

## **Resident Insurance License**

● 0620 - ADJUSTER - ALL LINES

## **Issue Date**

12/17/2018

### **Please Note:**

A licensee may only transact insurance with an active appointment by an eligible insurer or employer. If you are acting as a surplus lines agent, public adjuster, or reinsurance intermediary manager/broker, you should have an appointment recorded in your own name on file with the Department. If you are unsure of your license status you should contact the Florida Department of Financial Services immediately. This license will expire if more than 48 months elapse without an appointment for each class of insurance listed. If such expiration occurs, the individual will be required to re-qualify as a first-time applicant. If this license was obtained by passing a licensure examination offered by the Florida Department of Financial Services, the licensee is required to comply with continuing education requirements contained in 626.2815 or 648.385, Florida Statutes. A licensee may track their continuing education requirements completed or needed in their MyProfile account at <https://dice.flds.com>. To validate the accuracy of this license you may review the individual license record under "Licensee Search" on the Florida Department of Financial Services website at <http://www.MyFloridaCFO.com/Division/Agents>



Jimmy Patronis  
Chief Financial Officer  
State of Florida

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**PHILIP J KOKINAKES**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00100**

**Introduction to the Incident Command System,  
ICS-100**

*Issued this 6th Day of November, 2007*



Michael J. Sharon  
Deputy Superintendent  
Emergency Management Institute  
Federal Emergency Management Agency

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**PHILIP J KOKINAKES**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00200**

**ICS for Single Resources and  
Initial Action Incidents, ICS-200**

*Issued this 18th Day of December, 2007*



Michael J. Sharon  
Deputy Superintendent  
Emergency Management Institute  
Federal Emergency Management Agency

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**PHILIP J KOKINAKES**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00552**

**The Public Works Role in Emergency Management**



*Issued this 29th Day of February, 2012*



Michael J. Sharon  
Deputy Superintendent  
Emergency Management Institute  
Federal Emergency Management Agency



# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**PHILIP J KOKINAKES**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00631**

**Public Assistance Operation I**

*Issued this 19th Day of December, 2007*



Michael J. Sharon  
Deputy Superintendent  
Emergency Management Institute  
Federal Emergency Management Agency

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**PHILIP J KOKINAKES**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00632**

**Intro to Debris Ops in FEMA's Public Assis. Prg**



*Issued this 19th Day of December, 2007*



Michael J. Sharon  
Deputy Superintendent  
Emergency Management Institute  
Federal Emergency Management Agency

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**PHILIP J KOKINAKES**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00700**

**National Incident Management System  
(NIMS), An Introduction**

*Issued this 18th Day of December, 2007*



Michael J. Sharon  
Deputy Superintendent  
Emergency Management Institute  
Federal Emergency Management Agency

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**PHILIP J KOKINAKES**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00800.a**

**National Response Plan (NRP), an Introduction**



*Issued this 19th Day of December, 2007*



Michael J. Sharon  
Deputy Superintendent  
Emergency Management Institute  
Federal Emergency Management Agency



# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**PHILIP J KOKINAKES**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:


**IS-00810**

**Emergency Support Function (ESF) #10  
Oil and Hazardous Materials Response**

*Issued this 24th Day of October, 2008*



0 IACET CEU

  
Michael J. Sharon  
Deputy Superintendent  
Emergency Management Institute  
Federal Emergency Management Agency

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**REINERIO VALDES**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

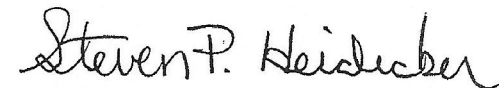
**IS-00011.a**

**Animals in Disasters: Community Planning**

*Issued this 28th Day of October, 2018*



0.4 IACET CEU



Steven P. Heidecker  
Acting Deputy Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**REINERIO VALDES**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00700.b**

**An Introduction to the National Incident Management Sys**

*Issued this 25th Day of September, 2018*



0.4 IACET CEU



Steven P. Heidecker  
Acting Deputy Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**REINERIO VALDES**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

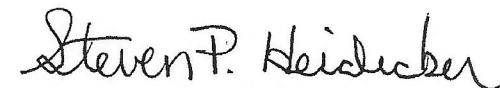
**IS-00100.c**

**Introduction to Incident Command System, ICS-100**

*Issued this 25th Day of September, 2018*



0.2 IACET CEU



Steven P. Heidecker  
Acting Deputy Superintendent  
Emergency Management Institute



# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**REINERIO VALDES**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

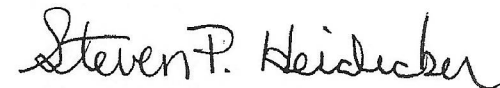
**IS-00800.c**

**National Response Framework, An Introduction**

*Issued this 25th Day of September, 2018*



0.3 IACET CEU



Steven P. Heidecker  
Acting Deputy Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**REINERIO VALDES**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00559**

**Local Damage Assessment**

*Issued this 26th Day of September, 2018*



Steven P. Heidecker  
Acting Deputy Superintendent  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**REINERIO VALDES**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00703.a**

**NIMS Resource Management**

*Issued this 26th Day of September, 2018*



Steven P. Heidecker  
Acting Deputy Superintendent  
Emergency Management Institute

# FLORIDA DEPARTMENT OF FINANCIAL SERVICES

***ROBERT E RUSSAKOFF***

***License Number : W548776***

## **Resident Insurance License**

● 0620 - ADJUSTER - ALL LINES

## **Issue Date**

02/18/2019

### **Please Note:**

A licensee may only transact insurance with an active appointment by an eligible insurer or employer. If you are acting as a surplus lines agent, public adjuster, or reinsurance intermediary manager/broker, you should have an appointment recorded in your own name on file with the Department. If you are unsure of your license status you should contact the Florida Department of Financial Services immediately. This license will expire if more than 48 months elapse without an appointment for each class of insurance listed. If such expiration occurs, the individual will be required to re-qualify as a first-time applicant. If this license was obtained by passing a licensure examination offered by the Florida Department of Financial Services, the licensee is required to comply with continuing education requirements contained in 626.2815 or 648.385, Florida Statutes. A licensee may track their continuing education requirements completed or needed in their MyProfile account at <https://dice.flds.com>. To validate the accuracy of this license you may review the individual license record under "Licensee Search" on the Florida Department of Financial Services website at <http://www.MyFloridaCFO.com/Division/Agents>



Jimmy Patronis  
Chief Financial Officer  
State of Florida





NOTARY I.D. NO.  
1575863

COMMISSION NO.  
GG 332860

# STATE OF FLORIDA

Executive Department

I, Ron DeSantis, Governor of Florida, by virtue of the authority vested in me  
by the Constitution and Laws of this State,  
do hereby commission

**Elizabeth Valdes**

to be

**NOTARY PUBLIC**

in and for the State of Florida  
from May 10, 2019 through May 9, 2023 and in the  
Name of the People of the State of Florida to have, hold and exercise the said office and  
all the powers and responsibilities appertaining thereto, and to receive the privileges  
and emoluments thereof in accordance with the law,

In Testimony Whereof, I do hereunto set my hand and cause to be affixed the  
Great Seal of the State, Tallahassee, Florida.

Governor

Secretary of State      aannotaries



# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**JOEAMY SUAREZ**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00244.b**

**Developing and Managing Volunteers**

*Issued this 10th Day of May, 2021*



Jeffrey D. Stern, Ph.D.  
Superintendent  
Emergency Management Institute  
Federal Emergency Management Agency

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**JOEAMY SUAREZ**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00556**

**Damage Assessment for Public Works**

*Issued this 13th Day of May, 2021*



Jeffrey D. Stern, Ph.D.  
Superintendent  
Emergency Management Institute  
Federal Emergency Management Agency

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**JOEAMY SUAREZ**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-00558**

**Public Works and Disaster Recovery**

*Issued this 14th Day of May, 2021*



Jeffrey D. Stern, Ph.D.  
Superintendent  
Emergency Management Institute  
Federal Emergency Management Agency

# Emergency Management Institute



## FEMA

This Certificate of Achievement is to acknowledge that

**JOEAMY SUAREZ**

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

**IS-01010**

**Emergency Protective Measures**

*Issued this 12th Day of May, 2021*



Jeffrey D. Stern, Ph.D.  
Superintendent  
Emergency Management Institute  
Federal Emergency Management Agency



### Required Clauses from Federal Emergency Management Agency (FEMA) in accordance with 2 C.F.R. § 200.326 AND 2 C.F.R. Part 200, Appendix II, Required Contract Clauses.

The Federal Emergency Management Agency (FEMA) requires that the following terms and conditions be incorporated into this Solicitation as well as into a resulting subsequent Contract. By submitting a Proposal in response to this Solicitation, the Proposer acknowledges and agrees to adhere to the specific requirements of these clauses. The term “Contractor” shall be used interchangeably and also mean the “Proposer.”

#### 1. REMEDIES

- a. Standard. Contracts for more than the simplified acquisition threshold, currently set at \$250,000, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. See 2 C.F.R. Part 200, Appendix II(A).
- b. Applicability. This requirement applies to all FEMA grant and cooperative agreement programs.

#### 2. TERMINATION FOR CAUSE AND CONVENIENCE

- a. Standard. All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity, including the manner by which it will be effected and the basis for settlement. See 2 C.F.R. Part 200, Appendix II(B).
- b. Applicability. This requirement applies to all FEMA grant and cooperative agreement programs.

#### 3. EQUAL EMPLOYMENT OPPORTUNITY

**If applicable, exact language below in subsection 3.d is required.**

- a. Standard. Except as otherwise provided under 41 C.F.R. Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. § 60-1.4(b), in accordance with Executive Order 11246, *Equal Employment Opportunity* (30 Fed. Reg. 12319, 12935, 3 C.F.R. Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, *Amending Executive Order 11246 Relating to Equal Employment Opportunity*, and implementing regulations at 41 C.F.R. Part 60 (Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor). See 2 C.F.R. Part 200, Appendix II(C).

**b. Key Definitions.**

- i. Federally Assisted Construction Contract. The regulation at 41 C.F.R. § 60-1.3 defines a “federally assisted construction contract” as any agreement or modification thereof between any applicant and a person for construction work which is paid for in whole or in part with funds obtained from the Government or borrowed on the credit of the Government pursuant to any Federal program involving a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, or any application or modification thereof approved by the Government for a grant, contract, loan, insurance, or guarantee under which the applicant itself participates in the construction work.
  - ii. Construction Work. The regulation at 41 C.F.R. § 60-1.3 defines “construction work” as the construction, rehabilitation, alteration, conversion, extension, demolition or repair of buildings, highways, or other changes or improvements to real property, including facilities providing utility services. The term also includes the supervision, inspection, and other onsite functions incidental to the actual construction.
- c. Applicability. This requirement applies to all FEMA grant and cooperative agreement programs.
- d. Required Language. The regulation at 41 C.F.R. Part 60-1.4(b) requires the insertion of the following contract clause.

During the performance of this contract, the contractor agrees as follows:

**(1)** The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

**(2)** The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

**(3)** The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

**(4)** The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

**(5)** The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

**(6)** The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

**(7)** In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

**(8)** The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: *Provided*, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon

contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

#### 4. DAVIS-BACON ACT

- a. Standard. All prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. §§ 3141-3144 and 3146-3148) as supplemented by Department of Labor regulations at 29 C.F.R. Part 5 (Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction). See 2 C.F.R. Part 200, Appendix II(D). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week.
- b. Applicability. The Davis-Bacon Act only applies to the Emergency Management Preparedness Grant Program, Homeland Security Grant Program, Nonprofit Security Grant Program, Tribal Homeland Security Grant Program, Port Security Grant Program, and Transit Security Grant Program. **It DOES NOT apply to other FEMA grant and cooperative agreement programs, including the Public Assistance Program.**
- c. Requirements. If applicable, the non-federal entity must do the following:
  - i. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
  - ii. Additionally, pursuant 2 C.F.R. Part 200, Appendix II(D), contracts subject to the Davis-Bacon Act, must also include a provision for compliance with



the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations at 29 C.F.R. Part 3 (Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States). The Copeland Anti-Kickback Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to FEMA.

- iii. Include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”).

Suggested Language. The following provides a sample contract clause:

Compliance with the Davis-Bacon Act.

- a. All transactions regarding this contract shall be done in compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) and the requirements of 29 C.F.R. pt. 5 as may be applicable. The contractor shall comply with 40 U.S.C. 3141-3144, and 3146-3148 and the requirements of 29 C.F.R. pt. 5 as applicable.
- b. Contractors are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.
- c. Additionally, contractors are required to pay wages not less than once a week.

## **5. COPELAND ANTI-KICKBACK ACT**

- a. Standard. Recipient and subrecipient contracts must include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”).

- b. Applicability. This requirement applies to all contracts for construction or repair work above \$2,000 in situations where the Davis-Bacon Act also applies. **It DOES NOT apply to the FEMA Public Assistance Program.**
- c. Requirements. If applicable, the non-federal entity must include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations at 29 C.F.R. Part 3 (Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States). Each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to FEMA. Additionally, in accordance with the regulation, each contractor and subcontractor must furnish each week a statement with respect to the wages paid each of its employees engaged in work covered by the Copeland Anti-Kickback Act and the Davis Bacon Act during the preceding weekly payroll period. The report shall be delivered by the contractor or subcontractor, within seven days after the regular payment date of the payroll period, to a representative of a Federal or State agency in charge at the site of the building or work.

Sample Language. The following provides a sample contract clause:

Compliance with the Copeland “Anti-Kickback” Act.

- a. Contractor. The contractor shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.
- b. Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.
- c. Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.”

## 6. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

- a. Standard. Where applicable (see 40 U.S.C. §§ 3701-3708), all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations at 29 C.F.R. Part 5. See 2 C.F.R. Part 200, Appendix II(E). Under 40 U.S.C. § 3702, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Further, no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous.
- b. Applicability. This requirement applies to all FEMA contracts awarded by the non-federal entity in excess of \$100,000 under grant and cooperative agreement programs that involve the employment of mechanics or laborers. It is applicable to construction work. These requirements do not apply to the purchase of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- c. Suggested Language. The regulation at 29 C.F.R. § 5.5(b) provides contract clause language concerning compliance with the Contract Work Hours and Safety Standards Act. FEMA suggests including the following contract clause:

### Compliance with the Contract Work Hours and Safety Standards Act.

**(1) Overtime requirements.** No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

**(2) *Violation; liability for unpaid wages; liquidated damages.*** In the event of any violation of the clause set forth in paragraph (b)(1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (b)(1) of this section, in the sum of \$27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (b)(1) of this section.

**(3) *Withholding for unpaid wages and liquidated damages.*** The (**write in the name of the Federal agency or the loan or grant recipient**) shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b)(2) of this section.

**(4) *Subcontracts.*** The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (b)(1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (b)(1) through (4) of this section.

## **7. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT**

- a. **Standard.** If the FEMA award meets the definition of “funding agreement” under 37C.F.R. § 401.2(a) and the non-Federal entity wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the non-Federal entity must comply with the requirements of 37 C.F.R. Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements), and any implementing regulations issued by FEMA. See 2 C.F.R. Part 200, Appendix II(F).

- b. Applicability. This requirement applies to “*funding agreements*,” but it **DOES NOT apply to the Public Assistance**, Hazard Mitigation Grant Program, Fire Management Assistance Grant Program, Crisis Counseling Assistance and Training Grant Program, Disaster Case Management Grant Program, and Federal Assistance to Individuals and Households – Other Needs Assistance Grant Program, as FEMA awards under these programs do not meet the definition of “funding agreement.”
- c. Funding Agreements Definition. The regulation at 37 C.F.R. § 401.2(a) defines “funding agreement” as any contract, grant, or cooperative agreement entered into between any Federal agency, other than the Tennessee Valley Authority, and any contractor for the performance of experimental, developmental, or research work funded in whole or in part by the Federal government. This term also includes any assignment, substitution of parties, or subcontract of any type entered into for the performance of experimental, developmental, or research work under a funding agreement as defined in the first sentence of this paragraph.

## 8. CLEAN AIR ACT AND THE FEDERAL WATER POLLUTION CONTROL ACT

- a. Standard. If applicable, contracts must contain a provision that requires the contractor to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401-7671q.) and the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251-1387). Violations must be reported to FEMA and the Regional Office of the Environmental Protection Agency. See 2 C.F.R. Part 200, Appendix II(G).
- b. Applicability. This requirement applies to contracts awarded by a non-federal entity of amounts in excess of \$150,000 under a federal grant.
- c. Suggested Language. The following provides a sample contract clause.

### Clean Air Act

1. The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.



2. The contractor agrees to report each violation to the (**name of applicant entering into the contract**) and understands and agrees that the (**name of the applicant entering into the contract**) will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
3. The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

#### Federal Water Pollution Control Act

1. The contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
2. The contractor agrees to report each violation to the (**name of the applicant entering into the contract**) and understands and agrees that the (**name of the applicant entering into the contract**) will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
3. The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

### **9. DEBARMENT AND SUSPENSION**

- a. Standard. Non-Federal entities and contractors are subject to the debarment and suspension regulations implementing Executive Order 12549, *Debarment and Suspension* (1986) and Executive Order 12689, *Debarment and Suspension* (1989) at 2 C.F.R. Part 180 and the Department of Homeland Security's regulations at 2 C.F.R. Part 3000 (Nonprocurement Debarment and Suspension).
- b. Applicability. This requirement applies to all FEMA grant and cooperative agreement programs.

c. Requirements.

- i. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs and activities. See 2 C.F.R. Part 200, Appendix II(H); and 2 C.F.R. § 200.213. A contract award must not be made to parties listed in the SAM Exclusions. SAM Exclusions is the list maintained by the General Services Administration that contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. SAM exclusions can be accessed at [www.sam.gov](http://www.sam.gov). See 2 C.F.R. § 180.530.
- ii. In general, an “excluded” party cannot receive a Federal grant award or a contract within the meaning of a “covered transaction,” to include subawards and subcontracts. This includes parties that receive Federal funding indirectly, such as contractors to recipients and subrecipients. The key to the exclusion is whether there is a “covered transaction,” which is any nonprocurement transaction (unless excepted) at either a “primary” or “secondary” tier. Although “covered transactions” do not include contracts awarded by the Federal Government for purposes of the nonprocurement common rule and DHS’s implementing regulations, it does include some contracts awarded by recipients and subrecipients.
- iii. Specifically, a covered transaction includes the following contracts for goods or services:
  - 1. The contract is awarded by a recipient or subrecipient in the amount of at least \$25,000.
  - 2. The contract requires the approval of FEMA, regardless of amount.
  - 3. The contract is for federally-required audit services.
  - 4. A subcontract is also a covered transaction if it is awarded by the contractor of a recipient or subrecipient and requires either the approval of FEMA or is in excess of \$25,000.
- ci. Suggested Language. The following provides a debarment and suspension clause. It incorporates an optional method of verifying that contractors are not excluded or disqualified.

### Suspension and Debarment

- (1) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the contractor is required to verify that none of the contractor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- (2) The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- (3) This certification is a material representation of fact relied upon by (**insert name of recipient/subrecipient/applicant**). If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to (**insert name of recipient/subrecipient/applicant**), the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- (4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

### **10. BYRD ANTI-LOBBYING AMENDMENT**

- a. **Standard.** Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. § 1352. FEMA's regulation at 44 C.F.R. Part 18 implements the requirements of 31 U.S.C. § 1352 and provides, in Appendix A to Part 18, a copy of the certification that is required to be completed by each entity as described in 31 U.S.C. § 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the Federal awarding agency.

b. Applicability. This requirement applies to all FEMA grant and cooperative agreement programs. Contractors that apply or bid for a contract of \$100,000 or more under a federal grant must file the required certification. See 2 C.F.R. Part 200, Appendix II(I); 31 U.S.C. § 1352; and 44 C.F.R. Part 18.

c. Suggested Language.

Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

d. Required Certification. If applicable, contractors must sign and submit to the non-federal entity the following certification.

APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

\_\_\_\_\_  
Signature of Contractor's Authorized Official

\_\_\_\_\_  
Name and Title of Contractor's Authorized Official

\_\_\_\_\_  
Date



## 11. PROCUREMENT OF RECOVERED MATERIALS

- a. Standard. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. See 2 C.F.R. Part 200, Appendix II(J); and 2 C.F.R. § 200.322.
- b. Applicability. This requirement applies to all contracts awarded by a non-federal entity under FEMA grant and cooperative agreement programs.
- c. Requirements. The requirements of Section 6002 include procuring only items designated in guidelines of the EPA at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
- d. Suggested Language.
  - i. In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired—
    - 1. Competitively within a timeframe providing for compliance with the contract performance schedule;
    - 2. Meeting contract performance requirements; or
    - 3. At a reasonable price.
  - ii. Information about this requirement, along with the list of EPA-designated items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.
  - iii. The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act."