



STATE OF WISCONSIN
DEPARTMENT OF MILITARY AFFAIRS
DIVISION OF EMERGENCY MANAGEMENT

Michael T. Hinman
Administrator

Scott Walker
Governor

May 3, 2011

Dear Potential Federal Public Assistance Applicant:

On May 3, 2011 Green County was added to the Major Disaster (FEMA-1966-WI-DR) as a declared county. Federal funding is available to state and eligible local governments and certain private nonprofit organizations on a cost-sharing basis for emergency work and the repair or replacement of facilities damaged by the January 31-February 2, 2011 snowstorm in the counties of Dane, Dodge, Grant, **Green**, Iowa, Kenosha, Lafayette, Milwaukee, Racine, Walworth, and Washington.

In addition, assistance is available to the state and eligible local governments on a cost-sharing basis for emergency protective measures, including snow assistance, for a continuous 48-hour period during or proximate to the incident period in the counties of Dane, Dodge, Grant, Green, Iowa, Kenosha, Lafayette, Milwaukee, Racine, Walworth, and Washington.

To apply for Federal Public Assistance you must submit a completed Request for Public Assistance (RPA) **no later than June 2, 2011**. This is a one page form and should take less than 10 minutes to complete. In addition to the RPA, Wisconsin Emergency Management requests that you submit the attached State of Wisconsin Questionnaire to facilitate obligations, payments and communications. The questionnaire asks for the following three items of information:

DUNS Number	– Required if approved for funding
Applicant E-mail Address	– Optional, but strongly encouraged
Wisconsin Tax ID	– Required if approved for funding

Please submit this information along with your Request for Public Assistance (RPA) form **no later than June 2, 2011**. You may submit these forms electronically to DMAWEMPublicAssistance@wisconsin.gov, mail them to the State of Wisconsin Public Assistance Office at the address below, or fax them to 608-242-3248.

Wisconsin Emergency Management and the Federal Emergency Management Agency (FEMA) will be holding an applicant briefing in Green County. If your organization cannot attend the applicant briefing you may review the presentation materials on the Wisconsin Emergency Management website at <http://emergencymanagement.wi.gov/recovery/government.asp>.

If you have any questions please call your County Emergency Management Office. For County EM Contact information visit the following website http://emergencymanagement.wi.gov/counties/county_directors.asp.

Sincerely,

Joseph M. Heinrich
State of Wisconsin
Public Assistance Officer

**DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
REQUEST FOR PUBLIC ASSISTANCE**

O.M.B. No. 1660-0017
Expires October 31, 2008

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 10 minutes. Burden means the time, effort and financial resources expended by persons to generate, maintain, disclose, or to provide information to us. You may send comments regarding the burden estimate or any aspect of the collection, including suggestions for reducing the burden to: Information Collections Management, U.S. Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (OMB Control Number 1660-0017). You are not required to respond to this collection of information unless a valid OMB number appears in the upper right corner of this form. **NOTE: Do not send your completed questionnaire to this address.**

APPLICANT <i>(Political subdivision or eligible applicant.)</i>	DATE SUBMITTED
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COUNTY *(Location of Damages. If located in multiple counties, please indicate.)*

APPLICANT PHYSICAL LOCATION

STREET ADDRESS

CITY	COUNTY	STATE	ZIP CODE
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MAILING ADDRESS *(If different from Physical Location)*

STREET ADDRESS

POST OFFICE BOX	CITY	STATE	ZIP CODE
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Primary Contact/Applicant's Authorized Agent		Alternate Contact	
NAME		NAME	
TITLE		TITLE	
BUSINESS PHONE		BUSINESS PHONE	
FAX NUMBER		FAX NUMBER	
HOME PHONE <i>(Optional)</i>		HOME PHONE <i>(Optional)</i>	
CELL PHONE		CELL PHONE	
E-MAIL ADDRESS		E-MAIL ADDRESS	
PAGER & PIN NUMBER		PAGER & PIN NUMBER	

Did you participate in the Federal/State Preliminary Damage Assessment (PDA)? Yes No

Private Non-Profit Organization? Yes No
If yes, which of the facilities identified below best describe your organization? _____

Title 44 CFR, part 206.221(e) defines an eligible private non-profit facility as: "... any private non-profit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations." "Other essential governmental service facility means museums, zoos, community centers, libraries homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public."

Private Non-Profit Organizations must attach copies of their Tax Exemption Certificate and Organization Charter or By-Laws. If your organization is a school or educational facility, please attach information on accreditation or certification.

Official Use Only: FEMA-_____-DR-_____-_____- FIPS# _____	Date Received:
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State of Wisconsin Request for Public Assistance Questionnaire

If you are approved for Federal Public Assistance for Disaster FEMA-1966-WI-DR, Wisconsin Emergency Management and FEMA will need a few additional items of information. New Federal Grant requirements include the requirement that the organization receiving Federal Grants need to have a DUNS number. In addition, the State of Wisconsin requires certain information in order to pay the 12.5% state share of the total project cost. Please submit this information along with your Request for Public Assistance (RPA) form **no later than June 2, 2011**.

Name of Organization: _____

D-U-N-S number: _____

Dun & Bradstreet (D&B) DUNS Number

What is it and why does my institution have to provide it?

A DUNS number is a unique nine digit identification number that is free for all businesses required to register with the US Federal government for contracts or grants. Any entity that has applied for any sort of federal funding in the past should have a DUNS number already assigned. OMB has adopted the use of DUNS numbers as a way to keep track of how federal grant money is dispersed. To learn more about the policy, you can read the [Federal Registrar Notice](#) (4-page PDF).

How do I find out my institution's DUNS number?

You should ask your institution's grant administrator or chief financial officer to provide your institution's DUNS number. Research universities and most colleges, independent libraries, and large organizations already have DUNS numbers. To check to see if your organization has a DUNS number already assigned, please use this link: <http://fedgov.dnb.com/webform/CCRSearch.do?val=1>

What if my institution does not have a DUNS number?

The chief financial officer or authorizing official of your institution will need to register for a DUNS number. Below is the telephone number and information that will need to be provided by any applicant that does not have a DUNS number.

Contact the D&B Government Customer Response Center
U.S. and U.S Virgin Islands: 1-866-705-5711
Monday - Friday 7 AM to 8 PM C.S.T.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes.

You will need to provide the following information:

- Legal Name	- Number of Employees
- Physical Address	- Mailing Address
- Telephone Number	- Contact Name
- SIC Code (Line of Business)	- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized

E-mail Address: _____

Although not required it is strongly advised that the main contact on the federal RPA has an e-mail address available. The State and FEMA handle thousands of applicants and e-mail allows our offices to effectively communicate with many applicants.

Applicant WI Tax ID: _____

When the State of Wisconsin requests checks for payment we need the WI Tax ID for that jurisdiction/agency/non-profit prior to making any payments. Some applicants will be asked to submit a W-9 to verify their Tax ID if they have never received a check from the State system (typically applies only to non-profits).