



STATE OF WISCONSIN
DEPARTMENT OF MILITARY AFFAIRS
DIVISION OF EMERGENCY MANAGEMENT

Brian M. Satula
Administrator

Scott Walker
Governor

August 9, 2013

Dear Potential Federal Public Assistance Applicant:

On August 8, 2013 a Major Disaster (FEMA-4141-WI-DR) was declared for the State of Wisconsin. 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 June 20-28, 2013 severe storms and flooding counties in the counties of Ashland, Bayfield, Crawford, Grant, Iowa, Richland, St. Croix, Vernon and the Red Cliff Band of Lake Superior Chippewa.

To apply for Federal Public Assistance you must submit a completed Request for Public Assistance (RPA) **no later than September 9, 2013**. 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 September 9, 2013**. 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 608-223-6526.

Wisconsin Emergency Management and the Federal Emergency Management Agency (FEMA) will be holding applicant briefings in each declared county from August 14 – 16, 2013. 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,

Robert Stoikes
State of Wisconsin
Public Assistance Officer

State of Wisconsin Request for Public Assistance Questionnaire

If you are approved for Federal Public Assistance for Disaster FEMA-4141-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.

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).