



**STATE OF WISCONSIN**  
*DEPARTMENT OF MILITARY AFFAIRS*  
**DIVISION OF EMERGENCY MANAGEMENT**

Brian M. Satula  
Administrator

Scott Walker  
Governor

**EXAMPLE from 2018 flooding.**

August 15, 2018

Dear Potential Federal Public Assistance Applicant:

On August 10, 2018, the Federal Emergency Management Agency (FEMA) declared a Major Disaster (FEMA-4383-WI-DR) for the State of Wisconsin. This declaration makes Federal funding available to eligible state government agencies, local governments, and certain private nonprofit organizations on a cost-sharing basis for emergency work and the repair or replacement of facilities damaged by severe storms and flooding that took place June 15 through 19, for the following designated areas: Ashland County, Bayfield County, Burnett County, Clark County, Douglas County, and Iron County.

**To apply for the FEMA Public Assistance Program you must submit a completed Request for Public Assistance (RPA) no later than September 10, 2018.** This one page form should take less than 10 minutes to complete and is included with this letter.

In addition to the RPA, Wisconsin Emergency Management requests that you submit the attached State of Wisconsin Questionnaire to facilitate award documents, payments, and communications. The questionnaire asks for the following three items of information:

- DUNS Number: required by FEMA and WEM if approved for funding
- Applicant E-mail Address: required by WEM to receive information regarding your application
- Wisconsin Tax ID: required by the State if you are approved for funding

Please submit this information along with your RPA form **no later than September 10, 2018**. You may submit these forms in person at your county's applicant briefing, electronically to [DMAWEMPublicAssistance@wisconsin.gov](mailto:DMAWEMPublicAssistance@wisconsin.gov), or by fax to 608-223-6526.

Wisconsin Emergency Management and the Federal Emergency Management Agency (FEMA) will be holding applicant briefings in each declared county listed above on August 22 or 23, 2018.

If you have any questions please call your County Emergency Management Office. For your county's contact information visit the following website [http://emergencymanagement.wi.gov/counties/county\\_directors.asp](http://emergencymanagement.wi.gov/counties/county_directors.asp).

If at any time, you need additional assistance, please contact our office at: [DMAWEMPublicAssistance@wisconsin.gov](mailto:DMAWEMPublicAssistance@wisconsin.gov).

Sincerely,

Eric Learn  
State Public Assistance Officer  
Wisconsin Emergency Management

DEPARTMENT OF HOMELAND SECURITY  
Federal Emergency Management Agency  
**REQUEST FOR PUBLIC ASSISTANCE**

OMB Control Number 1660-0017  
Expires December 31, 2019

**Paperwork Burden Disclosure Notice**

Public reporting burden for this data collection is estimated to average 15 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW., Washington, DC 20472, Paperwork Reduction Project (1660-0017) **NOTE: Do not send your completed form to this address.**

**Privacy Act Statement**

Authority: FEMA is authorized to collect the information requested pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, §§ 402-403, 406-407, 417, 423, and 427, 42 U.S.C. 5170a-b, 5172-73, 5184, 5189a, 5189e; The American Recovery and Reinvestment Act of 2009, Public Law No. 111-5, § 601; and "Public Assistance Project Administration," 44 C.F.R. §§ 206.202, and 206.209.

|   |                |
|---|----------------|
| APPLICANT (Political subdivision or eligible applicant) | DATE SUBMITTED |
|---|----------------|

**EXAMPLE**

COUNTY (Location of Damages. If located in multiple counties, please indicate)

**APPLICANT PHYSICAL LOCATION**

STREET ADDRESS

|      |        |       |          |
|------|--------|-------|----------|
| CITY | COUNTY | STATE | ZIP CODE |
|------|--------|-------|----------|

**MAILING ADDRESS (If different from Physical Location)**

STREET ADDRESS

|                 |      |       |          |
|-----------------|------|-------|----------|
| POST OFFICE BOX | CITY | STATE | ZIP CODE |
|-----------------|------|-------|----------|

**Primary Contact/Applicant's Authorized Agent**

**Alternate Contact**

|                       |                       |
|-----------------------|-----------------------|
| NAME                  | NAME                  |
| TITLE                 | TITLE                 |
| BUSINESS PHONE        | BUSINESS PHONE        |
| FAX NUMBER            | FAX NUMBER            |
| HOME PHONE (Optional) | HOME PHONE (Optional) |
| 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 \_\_\_\_\_

# State of Wisconsin Request for Public Assistance Questionnaire

If you are approved for Federal Public Assistance for Disaster FEMA-4383-WI-DR, Wisconsin Emergency Management and FEMA will need a few additional items of information. 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 state share of the total project cost. Please submit this information along with your Request for Public Assistance (RPA) form.

**EXAMPLE**

**Name of Organization:** \_\_\_\_\_

**DUNS 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. MB has adopted the use of DUNS numbers as a way to keep track of how federal grant money is dispersed.

### ***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 DUNS Number by telephone takes between 5-10 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:** \_\_\_\_\_

WEM requires that you have an e-mail address for the person managing your grants. This will help us communicate quickly and effectively with you throughout the process of your various projects.

**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).

## DUNS NUMBER REQUIRED FOR ALL APPLICATIONS

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Dun & Bradstreet (D&B) keeps track of more than 70 million businesses worldwide through its Data Universal Numbering System (DUNS). In recent years, the DUNS number has become increasingly important to both federal and local governments, and national arts organizations.

First, the federal government adopted a new policy that requires all organizations to provide a DUNS number as part of their grant applications. Even Subgrantees are now required to obtain the DUNS number on their applications.

There is no fee for registering for a DUNS number. Organizations may register by phone or online. However, online registrations may take up to 30 days, so it is important that you begin the process now.

### What's the easiest way to get a DUNS number?

It only takes a day to get a DUNS number from D&B by phone (you may be on hold for a little while), but internet applications can take up to 30 days. Note that an authorizing official, not a project director, of the organization should request a DUNS number.

Call D&B's special toll-free number for federal grant applicants: **1-866-705-5711**. When you call, tell the operator that you are applying to a federal grant program and need to register for a DUNS number. The process will take about ten minutes. You will be asked to provide the following information (subject to minor changes):

- Legal name of organization
- Physical address (and PO box if you have one)
- Telephone number
- Web address
- Name of the authorizing official (e.g. president, director, etc.)
- The purpose of your organization (e.g. non-profit dance company to perform and create work)
- Total number of employees

Your organization can also register for a DUNS number via D&B's Web site (<https://www.dandb.com/product/companyupdate/companyupdateLogin?execution=e1s1>). Choose the "DUNS number only" option. **Please note that registration via the website may take up to 30 business days to complete!**