

MARSHALL (COUNTY) - ER Assist Inc. **Task Order KY-MARSHALL-2023-GM**

Contract Name:	KY-MARSHALL-2023	Task Order #:	KY-MARSHALL-2023-GM
Disaster/Event:	Any open Disasters including DR-4630-KY	Disaster aka:	SEVERE STORMS, STRAIGHT-LINE WINDS, FLOODING, AND TORNADOES
Billing type:	Hourly	Not to Exceed (NTE) Amount:	\$35,000
Period of Service Start Date:	05/04/2023	Projected Period of Service End Date: (unless task order funds expended earlier)	12/31/2025

Scope of Services: Disaster Response and Recovery Services

ER Assist may perform some or all of the following tasks as directed by MARSHALL (COUNTY):

- Funding Development, Management, Review, or Closeout Advice
- Support filing and tracking of costs
- Support development of damage descriptions and scopes of work
- Support reporting to State and Federal agencies
- Support operational and administrative compliance actions
- Draft requests for reimbursement and other funding forms
- Draft information submissions to State/FEMA/related audit agencies

Scope Note: Due to the nature of disaster response and recovery, this task order for hourly work for a set time period may not represent all costs. Additional task orders may need to be issued.

Costs for Requested Services: Contractor compensation will not exceed the task order NTE amount stated above without prior written authorization of the Client.

Contractor service costs are inclusive of all costs with the exception of those expenses related to federal per diem, allowable mileage and/or rental vehicles, rental vehicle petroleum products, airfare, and lodging. Expenses will comply with General Services Administration (GSA) Federal Travel Regulation (FTR) and Travel/Per Diem Bulletins and be directly passed through without markup. Receipts will be provided.

Rate schedule of positions expected to be used (from Contract):



Position Name	Hourly Rate
Documentation Specialist	\$40.00
Project Reviewer	
- In Office	\$125.00
- Telecommuting	\$114.71
Insurance Specialist	
- In Office	\$125.00
- Telecommuting	\$100.00



ER Assist may utilize software to complete work at no additional charge to Client. For the purposes of both transparency and expediency, where available, ER Assist will provide Client access to software, including ER Assist's own proprietary software so client may access documents, data, and project status.

Invoicing. ER Assist shall submit invoices monthly. Work will be documented in a manner consistent with funding and audit requirements. A majority of invoiced costs will be eligible for reimbursement by State and Federal funding.

Client Responsibilities: ER Assist is being engaged to help with disaster funding. To ensure ER Assist is able to conduct various work tasks described, client may need to:

- Identify a central contact person or key contacts
- Provide access to knowledgeable individuals who can answer questions and assist in obtaining additional information.
- Make personnel aware of the need for timely documents and data submission.
- Provide ER Assist with communications from FEMA/State/Insurance/Loan Authorities the same day it is received by client and/or appoint ER Assist as an additional allowed person that may communicate with authorities.

Client understands not providing collaborative and timely information to ER Assist may negatively impact overall funding for Client.

For: ER Assist Inc	For: MARSHALL (COUNTY)
Signed: 	Signed: 
Date:	Date: 8.1.23
Printed Name: Laurel Matula	Printed Name: Kenn Spragg
Position: President	Position: Judge / Executive



MARSHALL (COUNTY) - ER Assist Inc. Task Order KY-MARSHALL-2023-HM

Contract Name:	KY-MARSHALL-2023	Task Order #:	KY-MARSHALL-2023-HM
Disaster/Event:	Any open Disasters including DR-4630-KY	Disaster aka:	SEVERE STORMS, STRAIGHT-LINE WINDS, FLOODING, AND TORNADOES
Billing type:	Hourly	Not to Exceed (NTE) Amount:	\$15,000
Period of Service Start Date:	05/04/2023	Projected Period of Service End Date: (unless task order funds expended earlier)	12/31/2025

Scope of Services: Hazard Mitigation

ER Assist may perform some or all of the following tasks as directed by MARSHALL (COUNTY):

- Grant Development for Hazard Mitigation Grant
- Funding Development, Management, Review, or Closeout Advice
- Support filing and tracking of costs
- Support development of damage descriptions and scopes of work
- Support reporting to State and Federal agencies
- Support operational and administrative compliance actions
- Draft requests for reimbursement and other funding forms
- Draft information submissions to State/FEMA/related audit agencies

Scope Note: Due to the nature of disaster response and recovery, this task order for hourly work for a set time period may not represent all costs. Additional task orders may need to be issued.

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Rate schedule of positions expected to be used (from Contract):



Position Name	Hourly Rate
Documentation Specialist	\$40.00
Project Reviewer	
- In Office	\$125.00
- Telecommuting	\$114.71
Public Assistance Coordinator	
- In Office	\$140.00
- Telecommuting	\$120.00

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For: ER Assist Inc	For: MARSHALL (COUNTY)
Signed: 	Signed: 
Date:	Date: 8/1/23
Printed Name: Laurel Matula	Printed Name: Kevin Spraggs
Position: President	Position: Judge/Executive



EXHIBIT B (FOR CONTRACTS EXCEEDING \$100,000) - CERTIFICATION REGARDING
LOBBYING

The undersigned certifies that, 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 instruction.
3. The undersigned shall require that the language of this certification be included in the award document 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, ER Assist, 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.



Laurel Matula, President

Name and Title of Contractor's Authorized Official

Date



Position	Hourly Rate
Public Assistance Coordinator	
- In Office	\$140.00
- Telecommuting	\$120.00
Insurance Specialist	
- In Office	\$125.00
- Telecommuting	\$100.00
Debris Specialist	
- In Office	\$80.00
- Telecommuting	\$65.00
Incident Management Teams	
- In Office	\$100.00
- Telecommuting	\$80.00
Logistics Support	
- In Office	\$124.50
- Telecommuting	\$95.00
Project Worksheet Reviewer / Project Reviewer	
- In Office	\$125.00
- Telecommuting	\$114.71
Volunteer Coordination	
- In Office	\$80.00
- Telecommuting	\$60.00
Documentation Specialist	
- In Office	\$40.00
- Telecommuting	\$40.00

