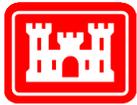




# Temporary Housing Mission Overview



## **US Army Corps of Engineers®**

Questions, comments, and suggestions related to this overview are encouraged. For more information, please contact the U.S. Army Corps of Engineers, Office of Homeland Security, Civil Emergency Management, 441 G Street NW, Washington, DC 20314-1000.

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## Scope of Temporary Housing Mission

FEMA performs the Temporary Housing Mission when all other existing resources for occupancy have been exhausted.

USACE supports FEMA in providing Temporary Housing for disaster victims through three distinct missions and each mission has a distinct FEMA Mission Assignment (MA) or Interagency Agreement (IA).

1. USACE may perform the full mission for Haul and Install (H&I) to private sites, commercial or public travel trailer (TT), or mobile home (MH) parks. USACE may also perform the construction of TT or MH group sites and/or build or bring to code existing commercial or public parks.
2. USACE may provide technical assistance to FEMA when FEMA uses their Individual Assistance-Technical Assistance Contractor (IA-TAC) to perform the full mission as USACE performs in paragraph one above. For 2006 and 2007, there are six \$100 million contracts to support the Individual Assistance program and to perform the full Housing Mission. With this contract, we anticipate that FEMA's first option will be to use their contractor for the full Housing Mission. However, FEMA has requested that we maintain the capability to perform the full Housing Mission.
3. USACE may provide, in a Federal Operations Support (FOS) mode, USACE employees to serve as FEMA Contracting Officer Technical Representatives (COTR) or Technical Monitors (TM) to execute FEMA's IA-TAC contract. The COTR and TM work directly for FEMA while performing this mission.

The tasks associated with the first mission (having the full mission) may include, but are not limited to:

1. For H&I Missions:
  - a. Let and administer the contract for the H&I mission.
  - b. Obtain right of entry (ROE) and site inspections of private sites and commercial or public parks as directed by FEMA and based on the results of FEMA's Personal Placement Interview (PPI) process for disaster victims.
  - c. Work with FEMA Direct Housing Operations (DHOPS) and USACE contractor to ensure the work orders for FEMA approved sites are quickly and properly processed and closed out.
  - d. Work with locals and state to expedite permitting and ensure all codes are identified and requirements met or properly waived.
  - e. NEPA Compliance Phase I investigations (Note: the USACE responder for this works for the FEMA Region's Environmental Officer and supports all FEMA missions, not just housing).
  - f. Inspection of and immediate repair to TT/MH to bring to a serviceable status and allow installation.
  - g. Quality Assurance (QA) of all USACE contractors and their actions.
  - h. Ready for Occupancy (RFO) inspections (May also be performed by FEMA).
  - i. Sign-in/lease-in of occupants to units (May also be performed by FEMA - USACE prefers FEMA to perform)
  - j. Long-term maintenance of TT/MH (Most often performed by FEMA - USACE prefers FEMA to perform.)



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2. Group site construction (including Emergency Group Shelters (EGS), and commercial or public park build-out.
  - a. Let and administer the contract for group site design and construction and associated H&I of units to the site.
  - b. Obtain ROE and identify viable group sites with local, state, FEMA and other federal agencies to meet NEPA compliance and in a location to meet all local, state and federal desired services for the occupants. (GSA and FEMA perform the leasing actions.)
  - c. Work with locals and state to expedite permitting and ensure all codes are identified and requirements met or properly waived.
  - d. NEPA Compliance Phase I investigation
  - e. Design and/or design review of group sites.
  - f. QA all USACE contractors and their actions.
  - g. Inspection and immediate repair to TT/MH to bring to a serviceable status and allow installation.
  - h. Ready for Occupancy (RFO) inspections (May also be performed by FEMA).
  - i. Sign-in/lease-in of occupants to units (May also be performed by FEMA - USACE prefers FEMA to perform)
  - j. Long-term maintenance of groups site to include TT/MH (Most often performed by FEMA - USACE prefers FEMA to perform)
3. In extreme situations the mission may include the design and construction of life support centers (tents).
4. Design, construct and operate TT/MH staging areas.
5. Site/unit deactivation: This includes removing and refurbishing units to be returned to inventory and removing all materials used to install the unit or as infrastructure for the site. This is often performed by a separate FEMA contract eighteen months after site construction. USACE prefers that method.
6. Site remediation: This includes bringing the site back to pre-federal use condition. While USACE can provide an IGE for this activity, it is recommended that FEMA negotiate a payment with the local entity and the local entity performs the work. Lack of agreement between FEMA and USACE on hold harmless clauses has precluded USACE from performing remediation construction.

The tasks associated with the second mission may include, but are not limited to:

1. Design review of group sites and staging areas
2. NEPA Compliance for Phase I investigation (Note: The USACE responder for this works for the FEMA Region's Environmental Officer and supports all FEMA missions, not just housing).
3. Assist as requested in group site identification.
4. QA of group site construction.
5. As requested, provide advice on construction contract management.
6. As requested, provide independent government estimates (IGE) for group site construction to FEMA.



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The tasks associated with the third mission may include, but are not limited to:

1. Provide up to five USACE employees who have been trained on the FEMA IA-TAC contract and given COTR authority by the IA-TAC contracting officer. COTR serve in a similar role as a USACE Contracting Officer Representative (COR). These individuals were selected in fall of 2006 from the cadre of Housing Subject Matter Experts (SME), of which there are approximately seventeen SMEs. Once trained, their primary disaster duty will be to serve as a FEMA COTR. Deployment duration may be up to 120 days.
2. Provide up to 25 USACE employees who have been trained on the FEMA IA-TAC contract and given TM authority by the IA-TAC contracting officer. The TM serves in a similar role as the USACE QA Supervisor. These individuals were selected in the fall of 2006. To maintain an association with the USACE Housing Team, five TM positions will be added to each USACE housing team. Once trained by FEMA, their primary disaster duty will be to serve as FEMA TM. Deployment duration may be up to 120 days.

## USACE Contracting Strategy for Temporary Housing

There is no Advance Contracting Initiatives (ACI) in place for the Temporary Housing Mission. Acquisition of services and material to execute a Temporary Housing Mission requires letting of contracts. Sample contracts are located on the USACE Temporary Housing CD. It is possible that USACE would issue a solicitation under emergency provisions of the FAR if necessary to meet Temporary Housing requirements. However, since preparation of contract documents and actual contract negotiations can be a time-consuming process, use of pre-executed contracts will greatly expedite the Temporary Housing Mission. Types of pre-executed contracts, which may be available for use in emergency situations, include:

- Indefinite Delivery Contracts/Indefinite Quantity Contracts
- Existing Service or Construction Contracts

Omaha District's RAPID contract has been successfully used within South Atlantic Division (SAD) to provide Haul and Install and group site construction and it can be used across the US. Mobile District's Civil Operations and Maintenance (O&M) contract was successfully used for H&I and groups site construction in Florida and Alabama and it can be used within SAD for a catastrophic event. Huntington District's Construction Indefinite Delivery Contract (IDC) has been successfully used for H&I and group site construction in Missouri and it can be used across the US. Rather than letting a new contract, these are good resources to quickly execute the Housing Mission if an existing contract in the responding district is not available. Using an in-place contract can greatly reduce the time to have the first units being installed, especially for a H&I mission, which means two to three days from issuing a task order versus two to three weeks for a new contract. Using an in-place contractor who has previously performed the mission successfully, may have a positive impact on mission accomplishment.

