

ANNEX C

RECOVERY

GENERAL

The primary goal of “recovery” is to return an impacted area, its residents, its public services and its private industry to their pre-disaster condition, and through implementation of hazard mitigation measures, prevent similar impacts in natural disasters or large, human-caused incidents in the future.

This annex identifies the organization for and responsibilities of County agencies and departments specifically for “recovery.” Since most large incidents are multi-jurisdictional, in all probability emergency response as well as recovery will be coordinated by the Operational Area which, by designation, includes the cities, towns, and all other political entities in Nevada County. Whereas overall recovery will be coordinated by the OA, in most cases, individual jurisdictions work directly with state and federal organizations for much of the time.

PURPOSE

Part One – Recovery Operations and Organization:

- Describes the organization, roles and responsibilities for recovery in Nevada County.
- Assists jurisdictions within the County to recover from disasters successfully and optimize state and federal assistance.

Part Two – Disaster Assistance Information:

- Identifies disaster assistance programs available to government agencies, private and nonprofit agencies, businesses, and individuals.
- Provides references for disaster assistance information to include eligibility criteria, application instructions, and forms.

AUTHORITIES

- California Disaster Assistance Act , Chapter 7.5 of Division 1 of Title 2 of the Government Code, as amended (CDAA)
- California Emergency Services Act, Chapter 7 of Division 1 of Title 2, of the Government Code, as amended (ESA)
- Title 19, California Code of Regulations, Division 2, Chapter 6, Disaster Assistance Act (19 CCR)
- Public Law 93-288, Robert T. Stafford Disaster Relief and Emergency Assistance Act , as amended (Stafford Act)
- Title 44, Code of Federal Regulations (44 CFR), Parts 9, 10, 11, 13,14, 201 and 206

REFERENCES

FEMA Publications:

- *Public Assistance Guide*, FEMA Publication 322, July 2001
- *Debris Management Guide*, FEMA Publication 325, July 2007
- *Applicant Handbook*, FEMA Publication 323, September 1999

CA Cal EMA Publications:

- *A Guide for Establishing a Local Assistance Center*
- *Recovery Manual*
- *Disaster Recovery and Mitigation Handbook*
- *Disaster Debris Management, Statewide Strategy and Guidance*

PART ONE – RECOVERY OPERATIONS and ORGANIZATION

1.0 SCOPE

This Annex addresses recovery from emergency incidents or natural disasters that have resulted in a gubernatorial proclamation or a Presidential Declaration of an Emergency or of a Major Disaster. The procedures and provisions outlined herein are applicable to all agencies and organizations in the Nevada County Operational Area.

This section is not a substitute for detailed state and federal guidelines; rather it describes the roles of the County and other individuals, agencies and political jurisdictions in returning damaged portions of the County to a state of normalcy as quickly and efficiently as possible.

2.0 RECOVERY OVERVIEW

Recovery is different than response; however, there is no clearly defined point of separation between the two and indeed, very often, these functions overlap. Recovery consists of restoring government, individuals, and businesses to their pre-disaster conditions. And, in some cases, the pre-disaster condition will actually be improved or strengthened by completion of mitigation measures to help reduce or eliminate damage in future disasters or emergencies.

RECOVERY PHASES

- **Short-term:** begins during response and may last for a period of months. The focus is on health and safety, shelter and feeding, damage containment, utility restoration, debris clearance and removal, and full restoration of government services.
- **Long-term:** may last for years and, for the most part, each political jurisdiction addresses its own long-term tasks individually and on its own timeline. During long-term recovery, the community is returned to its pre-disaster or an improved condition, and tasks may include

revising land use planning, increasing hazard mitigation, facility restoration and reconstruction to an improved level, full economic restoration, and recovery of eligible disaster-related costs.

3.0 CONCEPT OF OPERATIONS FOR RECOVERY

3.1 GENERAL

Following the issuance of a Gubernatorial Proclamation of Emergency, or if the President issues or is anticipated to issue a Declaration of an Emergency or a Declaration of a Major Disaster, Nevada County's recovery operations will be a coordinated effort managed by OA.

The Operational Area plays a markedly different role in *recovery* than in *response*. During *response*, it coordinates countywide, collective response activities for all affected jurisdictions to ensure optimum utilization and prioritization of resources. However, during *recovery*, each jurisdiction works directly with state and federal program representatives as well as with local contractors, consultants, and relief agencies.

3.2 EMERGENCY SERVICES ORGANIZATION (ESO)

The ESO collects, documents, and formats disaster-related damage assessment information and assists all jurisdictions with recovery activities. The ESO also provides a network for those jurisdictions impacted by the disaster to share information and facilitate recovery.

3.3 ESO OBJECTIVES

The ESO:

- Facilitates day to day recovery activities throughout the OA by prioritizing and deconflicting simultaneous demands on critical assets, and providing a single source of information for disaster victims, government agencies and the public at large.
- Ensures all disaster-related damage is identified and documented in order to establish rebuilding priorities while facilitating FEMA damage assessments.
- Ensures disaster-related costs are identified and processed for reimbursement of claims.

3.4 MANAGEMENT OF RECOVERY OPERATIONS

Nevada County and the Nevada County OA will utilize a SEMS-based organization with the EOC Director having the primary responsibility to facilitate and coordinate recovery operations. The EOC Director may create a specific SEMS-based organization (Recovery Task Force) with the below duties.

- 3.7.1 Management:** Responsible for recovery coordination and management on behalf of the Board of Supervisors, including:
- Developing recovery policy issues requiring CEO or Board decisions.
 - Keeping elected officials apprised of recovery activities and progress.
 - Directing and approving release of information to the public.
 - Ensuring the safety of recovery activities.
- 3.7.2 Operations Section:** Responsible for coordinating, facilitating or prioritizing day to day recovery activities, as needed. Ensures, coordinates and monitors activities such as:
- Restoration of medical health facilities and services.
 - Returning government facilities to full operation mode.
 - Repairs to utility and transportation systems.
 - Collecting, removing and disposing of debris.
 - Demolishing condemned buildings.
 - Providing emergency housing.
 - Providing damage and safety inspections.
 - Providing an application process for disaster assistance.
- 3.7.3 Planning/Intelligence Section:** Prepares documents and makes recommendations for recovery activities including:
- Preparing an Action Plan for recovery operations.
 - Preparing recovery situation reports.
 - Zoning and land use ordinance changes and waivers.
 - Waiving/altering building permit process and requirements.
 - Preparing alternative building regulations/code enforcement.
 - Reviewing and incorporating recovery projects in the General Plan and the Local Hazard Mitigation Plan.
 - Documenting recovery operations.
 - Preparing After-Action Reports consistent with SEMS/NIMS.
 - Providing lessons learned for future mitigation planning.
- 3.7.4 Logistics Section:** Obtains resources for recovery operations, including:
- Temporary office space (and reallocates existing space).
 - Acquiring recovery supplies and equipment.
 - Providing vehicles and personnel.
- 3.7.5 Finance/Administration Section:** Manages the financial transactions of recovery, including:
- Preparing and maintaining the recovery budget.
 - Developing and maintaining recovery specific contracts.
 - Processing recovery accounting and claims.
 - Managing insurance claims for public agencies and for disaster assistance.

4.0 SEQUENCE OF INITIAL RECOVERY EVENTS

As alluded, recovery actually begins during incident response. Following a declaration of an Emergency or Major Disaster Declaration, response and recovery actions are implemented by all impacted jurisdictions; however the sequence of actions varies depending on the disaster. Initial recovery activities transpire in the immediate aftermath of an incident and might even occur while response activities are on-going.

Where it is suspected by the magnitude of the event that a federal disaster proclamation is imminent, Emergency Management Mutual Aid (EMMA) may be requested from Cal EMA to assist with organizing recovery operations. A Presidential Declaration of Emergency or Major Disaster requires a Local Emergency Proclamation, a State of Emergency Declaration by the Governor, and a request from the Governor to FEMA. The Local Proclamation enables jurisdictions and state agencies to render mutual aid, and for charging extraordinary mutual aid services to the state.

Therefore accurate recordkeeping and accounting practices are essential to maximizing incident cost recovery. Separate records related to the expenditure of supplies and equipment and personnel hours involved in recovery must be maintained from the outset of recovery during response. The following activities should be conducted during and after the initial response.

4.1 CONDUCT INITIAL DAMAGE ESTIMATES

4.1.1 Windshield Survey

A Windshield Survey is a survey of the entire impacted area by first responders, damage assessment teams and safety assessment teams via motor vehicle. It is conducted as early as possible in order to determine the scope, specific location(s) of impacted areas, and immediate resource needs. Survey results are submitted to both the ESO and, if established, the RTF Planning Section.

4.1.2 Safety Assessment

As soon as possible, an assessment is conducted by all impacted jurisdictions to identify immediate threats to public health and safety and to determine the true scope of the disaster. Cal EMA can provide assistance through the Safety Assessment Program (SAP) which is requested through the REOC. Safety Assessment is the evaluation of facilities, coordinated by the Safety Assessment Coordinator in the ESO Planning Section, to determine the condition of buildings and infrastructure for use and occupancy. These assessments are not intended to identify or quantify damage, but to categorize facilities as to their safety. Based on the assessment results, appropriate emergency protective measures are implemented, including one or more of the following:

- Road closures.
- Safety tagging or placarding of structures and demolishing of buildings.
- Relocation of businesses or government services from unsafe structures.
- Rapid debris removal and/or stream clearance.

- Mitigation of threats to public health, e.g., hazardous materials or infectious waste.

4.1.3 Damage Assessment

Following completion of the Safety Assessment, a detailed Damage Assessment is completed by each impacted jurisdiction, and summarized by:

- The extent of damage to each structure.
- Individual identifier for each damaged location.
- Geographic coordinates for each damaged location.
- Work category groups. (Attachment 4)

Damage Assessment teams produce reports that include clearly labeled photographs showing damages and estimated repair/replacement costs for each structure or infrastructure site (roads, bridges, water treatment plants, etc.) In addition, the RTF completes a list of projects for each work category such as utilities, public buildings, or water control facilities, etc. A project may consist of one item of work, such as repair to a single structure, or work that occurs at multiple sites, such as repair to several washouts along a road. Each project will be given an estimate of the repairs necessary to return the site to its pre-disaster condition or to current codes and standards. (Note: Jurisdictions may wish to use the disaster to pursue improvements to damaged areas. Costs associated with improvements will be considered and incorporated later in the recovery process.)

Copies of the Damage Assessment Summary are maintained by the Planning Sections of both the ESO and the RTF, and copies provided to:

- The “authorized agent” – appointed by Board of Supervisors.
- The Jurisdiction Coordinating Officer (JCO).
- Operational Area Coordinating Officer.
- State and Federal inspectors, as requested.

4.2 ESTABLISH RECOVERY ASSISTANCE FACILITIES

4.2.1 Local Assistance Center (Cities and County)

One or more Local Assistance Centers (LAC) will be established by the County or an affected city or cities at a central location at which individuals and businesses can obtain information and assistance. Representatives from local government (city, county and special district), state and federal agencies, relief agencies (e.g., Red Cross, Salvation Army), and essential service private businesses (e.g., telephone, power, etc.) are normally present in a LAC.

If the disaster does not receive a Presidential Declaration, the LAC provides the County and Cities with a venue at which victims’ needs are addressed (such as matching

victims with federal programs not requiring a Presidential Declaration), and from which the media is kept informed on disaster assistance programs.

Individuals not qualifying for any of the FEMA programs may receive support from other programs offered by local non-profit agencies. The authorized agent or JCO may be designated to act as a facilitator for citizens requesting assistance.

Assistance at the LAC normally includes:

- *County or City provided services:*
 - a) Mental Health counseling and referral (Behavioral Health Department).
 - b) Property tax relief (Nevada County Treasurer/Tax Collector).
 - c) Building permits (City or County Building Department).
 - d) Well testing/public health concerns (Environmental Health and Public Health Divisions).
- *State provided services:*
 - a) Contractor referral services (Department of Consumer Affairs).
 - b) Employment Information (Employment Development Department).
 - c) Drivers Licenses and Automobile Registrations (DMV).
- *Information concerning:*
 - a) County and Municipal services
 - b) Special district services.
 - c) Notifying utilities.
 - d) Getting a post office box.
 - e) Boarding animals.
 - f) Insurance policy retrieval, settlements, etc.

4.2.2 Disaster Recovery Centers (Federal Government)

Disaster Recovery Centers (DRC) are set up in facilities requested and coordinated through the RTF to house federal agencies and are managed by FEMA. They are either physically established or “virtually established” through a 1-800 telephone or on-line registration and application system. If one is physically established, it will consider the needs of and coordinate with existing OA and State response, relief and recovery agencies to ensure optimum accessibility for affected populations.

A DRC provides a central location for individuals and businesses to register for federal disaster assistance and to receive information and recovery resource materials. More than one DRC may be established in or near stricken areas.

4.2.3 Joint Field Office (Federal Government)

Following a Presidential Declaration of a Major Disaster or Emergency, a federal Joint Field Office (JFO) will be established in proximity to the disaster area. The JFO serves as the coordination point for both state and federal assistance.

Typical functions of the JFO include:

- Coordination of the overall federal assistance programs for Individual and Public Assistance (IA/PA), as well as any existing emergency work.
- Overall direction of public news releases on the progress of the emergency recovery actions, public notices on obtaining assistance, problems, and other pertinent information.
- Coordination and cooperation with other federal and state agencies.
- Action Planning, identifying priorities and potential problems, and documenting recovery actions.
- Operations – damage survey teams, outreach activities, and programs implementation (i.e., Public Assistance, Individual Assistance, Hazard Mitigation, etc.).
- Providing materials and resources needed for recovery.
- Tracking and monitoring of costs, approving purchases, and conducting audits.

PART TWO: DISASTER ASSISTANCE INFORMATION

The information in Part Two is applicable to all political jurisdictions in Nevada County and is provided herein for reference. Current and detailed information must be obtained directly from those agencies providing recovery funding and assets at the time of an incident or disaster. Disaster assistance is available from County, state and federal governments and may also be available from non-profit agencies and organizations.

1.0 SOURCES OF DISASTER ASSISTANCE

1.1 NEVADA COUNTY

Local assistance to individuals and businesses above and beyond the immediate needs of food and shelter includes loans, grants, assistance and advocacy in accessing state and federal assistance programs. This assistance is made available through the use of, community development grants, and access to federal programs (e.g., food stamps) managed by Nevada County. Non-profit agencies such as the American Red Cross, Salvation Army and possibly others may provide financial and non-financial assistance to individuals and families.

1.2 STATE

Disaster recovery assistance is available through a California Emergency Management Agency Director's Concurrence, or through a Governor's Proclamation of a State of Emergency. The California Disaster Assistance Act (CDAA) authorizes the Cal EMA Director, at his/her discretion, to provide financial assistance to local governments to repair and restore damaged

public facilities and infrastructure. Likewise, the California Emergency Services Act authorizes the Cal EMA Secretary to provide financial relief for emergency response actions and restoration of public facilities and infrastructure.

1.3 FEDERAL GOVERNMENT

A Presidential Declaration of Emergency or Major Disaster supports response activities of federal, state and local governments and disaster relief organizations by implementing federal recovery programs, including Individual Assistance, Public Assistance, and the Hazard Mitigation Grant Program.

2.0 TYPES OF FEDERAL ASSISTANCE

2.1 INDIVIDUAL ASSISTANCE (IA)

Individual Assistance is available to individuals or families, and to private-sector businesses through grants and/or loans from FEMA, Cal EMA, Small Business Administration (SBA), and the United States Department of Agriculture (USDA)

2.2 PUBLIC ASSISTANCE (PA)

Public Assistance and Hazard Mitigation Grants are available to local government entities, schools, institutions of higher education, and private, non-profit agencies.

3.0 INDIVIDUAL ASSISTANCE (IA)

The assistance programs available to individuals and families correspond to the level of the disaster declaration. All forms of assistance may be changed by the California legislature or by Congress at the time of the event. Consequently, appropriate and current sources of information, e.g., from websites or from state or federal agency offices should be consulted regarding current funding limits, eligibility requirements, etc.

3.1 INDIVIDUAL ASSISTANCE FROM THE FEDERAL GOVERNMENT

Most federal assistance to individuals and families is in the form of low interest loans to cover expenses not covered by state or local programs or private insurance. Those who do not qualify for loans may be eligible for cash grants.

The types of IA following a Presidential declared disaster may include one or more of the following, which is coordinated by federal agencies:

- **Disaster Housing Assistance Program** - Provides temporary housing to disaster victims.
- **Mortgage and Rental Assistance Program** - Provides grants for home-related mortgage or rent payments to disaster victims, who, as a result of a disaster, have lost their jobs or businesses and face foreclosure or eviction from their homes.

- **Housing and Urban Development (HUD) Programs** – Provide relief to disaster victims ranging from purchasing HUD homes to mortgage guarantee. Most disaster related assistance is done in coordination with FEMA.
- **Small Business Administration (SBA)** - Automatically implemented program following a Presidential disaster declaration for Individual Assistance or it may be implemented at the request of the Governor. Provides low interest loans to businesses and individuals who have suffered disaster losses.
- **Individual and Family Grant Program (IFGP)** - Authorized only by a federal disaster declaration to provide grants to disaster victims not eligible for SBA loans.
- **Cora Brown Fund** - Authorized only by a federal disaster declaration to provide disaster victims with assistance if they are not eligible for any other disaster assistance from the government or other organizations.
- **Other assistance -**
 - Veterans benefits
 - Tax refunds
 - Excise tax relief
 - Unemployment benefits
 - Crisis counseling
 - Legal Counseling

3.2 INDIVIDUAL ASSISTANCE FROM THE STATE

The State of California does not provide Individual Assistance; however, State programs under local administration may be utilized during an emergency. In addition, State agencies may provide indirect relief to victims, including:

- **Income tax relief** for disaster casualty losses (State Franchise Tax Board)
- **Disaster unemployment assistance** (Employment Development Department)
- **Insurance information** (Department of Insurance)
- **Veterans assistance** (California Department of Veterans Affairs (CDVA))
- **Guidance on obtaining licensed contractors for repairs** (California Contractors State License Board)

3.3 INDIVIDUAL ASSISTANCE FROM LOCAL SOURCES

Assistance is often available from local, non-profit organizations for those not eligible for government-sponsored programs. At any rate, local government assistance addressing the needs of individuals and families may include one or more of the following:

- **Individual and family loans or grants** (Community Development Block Grant (CDBG))
- **Access to federal programs** including food stamps, which can be expedited to qualified individuals (through County program managers).

4.0 PUBLIC ASSISTANCE (PA)

State and federal Public Assistance (PA) includes programs that target the repair and restoration of public infrastructure, facilities and services, and provides direct funding to “public agencies” such as the county, cities, special districts, school districts, and colleges. Federal assistance is also available to Indian tribal organizations and private, non-profit organizations that provide essential services.

The State Office of Emergency Services is the primary grantee for federal recovery funds and is responsible for processing all PA "sub-grants" to eligible applicants. Following a catastrophic disaster, and a request by the Governor, federal resources are mobilized through FEMA. PA generally pays 75% of the costs of approved projects for rebuilding damaged infrastructure.

4.1 PUBLIC ASSISTANCE FROM THE FEDERAL GOVERNMENT

- The Robert Stafford Disaster Relief Act of 1974 (the Stafford Act) is the primary source of Public Assistance. A Presidential Declaration of Emergency or Major Disaster is required to activate the provisions of this law.
- Public Assistance may include debris removal, emergency protective measures, repair of damaged public property, loans needed by communities for essential government functions, and grants for public schools.
- A Presidential *Major Disaster Declaration* activates long-term recovery programs, (some of which are matched by state programs), designed to help disaster victims, businesses and public entities.
- A Presidential *Emergency Declaration* is more limited in scope than the Major Disaster Declaration and without the long-term federal recovery programs. In general, it is federal assistance provided to meet specific emergency needs or to help prevent recurrence of a major disaster.
- The Stafford Act also authorizes a *Hazard Mitigation Grant Program* administered by FEMA, to provide grants to implement long-term hazard mitigation measures in the aftermath of a Major Disaster declaration. The purpose of the program is to reduce the loss of life and property from natural disasters by enabling mitigation measures to be implemented during short-term recovery.

4.2 PUBLIC ASSISTANCE FROM THE STATE

Under the California Disaster Assistance Act (CDAA), CA OES administers a PA program to provide financial assistance and reimbursement of costs incurred by local governments as a result of a disaster. Funding is available to counties, cities and special districts for repair of disaster-related damage to public buildings, flood control works, channels, irrigation works, city streets, county roads, bridges, and other public works. It does not apply to facilities used solely for recreation. It offers up to 75% of eligible costs to: repair, restore, reconstruct or replace public property or facilities; it covers direct and indirect costs of grant administration (with the Cal EMA Secretary's concurrence); and, it covers the cost of overtime and supplies used during emergency response.

- Conditions for California Disaster Assistance Act Implementation:
 - Cal EMA Secretary must concur with Local Emergency declaration for permanent restoration assistance;
 - Governor must proclaim a State of Emergency (for disaster response and permanent restoration assistance); or
 - President must declare a Major Disaster or Emergency (for matching fund assistance for cost sharing required under federal public assistance programs).
- Funding for the repair, restoration or replacement of public real property damaged or destroyed by a disaster is made available when the Cal EMA Secretary concurs with a Local Emergency proclamation requesting state disaster assistance. The program also provides for the reimbursement of some local government costs associated with emergency activities undertaken in response to a gubernatorial-declared State of Emergency. The program may also provide matching funds for cost sharing required under federal PA programs.

Per the California Government Code, when the Cal EMA Secretary determines that there are mitigation cost-effective measures that would substantially reduce the risk of future damage, hardship, loss or suffering in an area where a State of Emergency has been proclaimed by the Governor, the Director may authorize implementation of mitigation measures.

4.3 PUBLIC ASSISTANCE PROCESS OVERVIEW

Following a disaster or emergency event, the scope and extent of damage is determined primarily by first responders and a windshield survey. These confirm, among other things, the need for state or federal financial support for restoring governmental facilities and public infrastructure. Nevada County will have issued a Proclamation of Local Emergency that petitions the Governor to issue a Gubernatorial State of Emergency Proclamation. Coincidental with the County proclamation, the Safety and Damage Assessments for the unincorporated County and any affected city or cities are started. If warranted, the Governor requests a Presidential Emergency or Major Disaster Declaration, each of which carry specific resource and funding allocations. However, the flow of both state and federal assistance follows a well defined path as shown below.

The materials listed in References (above) are invaluable to understanding and successfully completing funding assistance requests from both the state and federal governments. However, this paragraph deals only with *Public Assistance* which is assistance to "public agencies, and in

some cases, "private non-profit organizations (PNP)." Eligible PNPs include educational, utility, irrigation, emergency, medical, rehabilitation, and temporary or permanent custodial care facilities (including those for the aged and disabled), and other PNP facilities that provide essential services of a governmental nature to the general public. PNPs that provide "critical services" (power, water - including water provided by an irrigation organization or facility, sewer, wastewater treatment, communications and emergency medical care) may apply directly to FEMA for a disaster grant.

4.4 PRELIMINARY DAMAGE ASSESSMENT (PDA)

In order to verify damage, determine its impact on the community, identify the types of federal assistance needed, and calculate a gross estimate of damage costs, a Preliminary Damage Assessment (PDA) is conducted by state and federal PDA Teams before the issuance of a Presidential declaration. Federal appropriations for the disaster are based on this information.

Affected jurisdictions facilitate the PDA process by assembling all available Safety and Damage Assessment information for the PDA. However, following the PDA, damage assessment information should be reviewed and updated in preparation for the disaster assistance application process.

Individual jurisdictions provide assistance and local knowledge to PDA Team(s) touring damaged locations. The most heavily damaged sites should be prioritized for inspection to ensure they get adequate time and attention from the PDA team.

Prior to starting the inspections, previously compiled damage assessment information should be provided to the PDA Teams. The teams, comprising three to four individuals from federal, state, and local agencies, assess both public and private sector damage. Upon completion, and upon issuance of a Presidential declaration, a federal Joint Field Office (JFO) is established.

4.5 STATE APPLICANTS' BRIEFING

As soon as practicable following the President's Declaration of an Emergency or a Major Disaster, the State conducts a meeting for all potential applicants for Public Assistance i.e., governmental agencies. The State representative notifies all potential applicants of the date, time and location of the briefing. The Authorized Agent, all JCOs and department financial analysts should attend this briefing. More than one briefing may be held depending on the size of the incident and the projected number of applicants.

Requirements and procedures for requesting and obtaining Public Assistance are explained at this briefing and applicants are provided with informational materials.

The *Request for Public Assistance* (FEMA Form 90-49) is an applicant's official notification to FEMA of the intent to apply for Public Assistance. The *Request* form is typically submitted at

the Applicants' Briefing but at any rate must be submitted within 30 days of the date of designating the county eligible for PA.

Each request is reviewed by federal and state personnel to assess eligibility. The State may designate a State Applicant Liaison (Liaison) to ensure that the applicant's needs are met and FEMA appoints a Public Assistance Coordinator (PAC) to manage the entire Public Assistance process. The PAC:

- Explains the program and its application to the applicant's specific needs
- Works with the applicant to develop projects
- Obtains any technical assistance, if required
- Ensures projects comply with applicable laws, regulations, and policies
- Ensures project *Special Considerations* are identified and reviewed
- Coordinates with the State as necessary to resolve problems
- Maintains the applicant's case management file

4.6 FEMA KICKOFF MEETING

Within one week of FEMA's receipt of a *Request for Public Assistance*, the PAC and State Liaison contact the applicant to schedule a Kickoff Meeting, to provide a much more detailed review of the PA program focusing on the specific needs of the applicant. This allows the PAC and Liaison to concentrate on eligibility and documentation requirements most pertinent to the applicant.

The PAC also discusses *special considerations*, such as floodplain management, insurance, hazard mitigation opportunities, and compliance with environmental and historic preservation laws, all of which can potentially affect the type and amount of assistance available and documentation needed.

4.7 PROJECT FORMULATION

Project formulation is the process of identifying the eligible scope of work and estimated costs for each project. Projects are divided into two groups based on the monetary threshold established in Section 422 of the Stafford Act and elaborated on in 44 CFR 206.203(C). Small projects are those projects with a total estimated cost below the "threshold," and large projects are those with a total estimated cost at or above the threshold. The threshold is adjusted according to the Consumer Price Index (CPI) each fiscal year to account for inflation. The determination of the threshold that will be used for a disaster is based on the declaration date of the disaster, regardless of when project approval is made, or when the work is performed.

4.7.1 Small Projects

Small project funding is estimated if actual costs are not available. This procedure is provided for in the Stafford Act in order to streamline processing and payment to the applicant. The State forwards the total Federal share of funds to the applicant as soon as practicable after project approval. The FFY 2008 upper threshold over which a project could not go to still be considered a "Small Project" was \$60,900.

4.7.2 Large Projects

Large project funding is based on documented actual costs. But, because of the complexity and nature of large projects, costing work typically is not complete at the time of FEMA approval. Therefore, large projects are approved based on initial, estimated costs, and funds generally made on a progress payment basis as work is completed. When all work is complete, the State performs a reconciliation of actual costs and transmits the information to FEMA for final funding adjustments.

4.8 PROJECT WORKSHEET (PW)

The PW is the primary form used to document the scope of work and cost estimate for each project. It includes the location, damage description and dimensions, scope of work, and cost estimate.

Each jurisdiction is responsible for preparing the PW for small projects and submitting it to the PAC. The applicant must submit any and all small project PWs to the PAC within 60 days of the Kickoff Meeting. However, they should be submitted as soon as possible to expedite the assistance process. The PAC may assign a Project Officer or Specialist to provide technical assistance if an assistance is required for PW preparation,

For large projects, a federal Project Officer works with the applicant to prepare the PW. The Project Officer may lead a team that includes a representative of the state and one or more specialists depending on the type and complexity of the project. The applicant, in coordination with the PAC, may combine work items into projects. In this manner, the projects may be organized around the applicant's needs. A project may consist of one item or several.

4.9 VALIDATION

A PW is prepared for each small project. While some applicants may request assistance in preparing a PW, other applicants proceed without assistance, and validation is conducted for those applicants (preparing their own PWs), the purpose of which is to ensure complete and accurate scope(s) of work, and that costs included are eligible for PA, are accurate and reasonable.

Large projects will not be validated. The Project Officer, working with the applicant, is responsible for developing the scope of work and cost estimate for a large project and submitting the PW to the PAC for review and processing.

4.10 FUNDING AND CLOSEOUT

FEMA and Cal EMA share responsibility for making PA Program funds available to the applicant. FEMA approves projects and provides the Federal share of the approved amount to Cal EMA. Funds that FEMA has obligated will be retained at the Federal level until OES is ready to award the grants. OES then provides its share of the grant amount and notifies the

applicant that funds are available. The method of payment to the applicant is dependent on the type of project – small or large. Closeout occurs when all projects have been formulated and subsequently approved, appeals have been resolved, and funds obligated.

5.0 HAZARD MITIGATION PROGRAMS

Following a Presidential Declaration of Major Disaster, the Hazard Mitigation Grant Program (HMGP) is activated by FEMA. Authorized by the Stafford Act, the HMGP provides funds for cost-effective projects which substantially reduce the risk of future damage, hardship, loss, or suffering resulting from a major natural disaster. Grants are available to eligible applicants in the declared areas only.

Stafford Act §404 funding may not be used to fund any mitigation project that might be used to complement or enhance mitigation funded under IA or PA. By regulation, §404 funding is the funding of last resort. During the immediate post-disaster period, officials and citizens are more responsive to mitigation recommendations, and unique opportunities to rebuild or redirect development may be available. Potential forms of mitigation:

- Changing building and fire codes
- Variances or set-backs in construction
- Zoning to reduce types of construction in high hazard areas
- Relocation or removal of structures from high hazard zones
- Creation of shaded fuel breaks/Fuels reduction programs
- Stream bed clearance
- Improving communications capabilities
- Weed abatement programs
- Improving emergency plans and agreements