Disaster Strikes: Understanding What To Do During a Disaster

NEBRASKA

Good Life. Great Strength.

Agenda

- Discover how to track cost and document damages
- Learn what is included in the federal disaster declaration process

NEBRASKA
EMERGENCY MANAGEMENT AGENCY

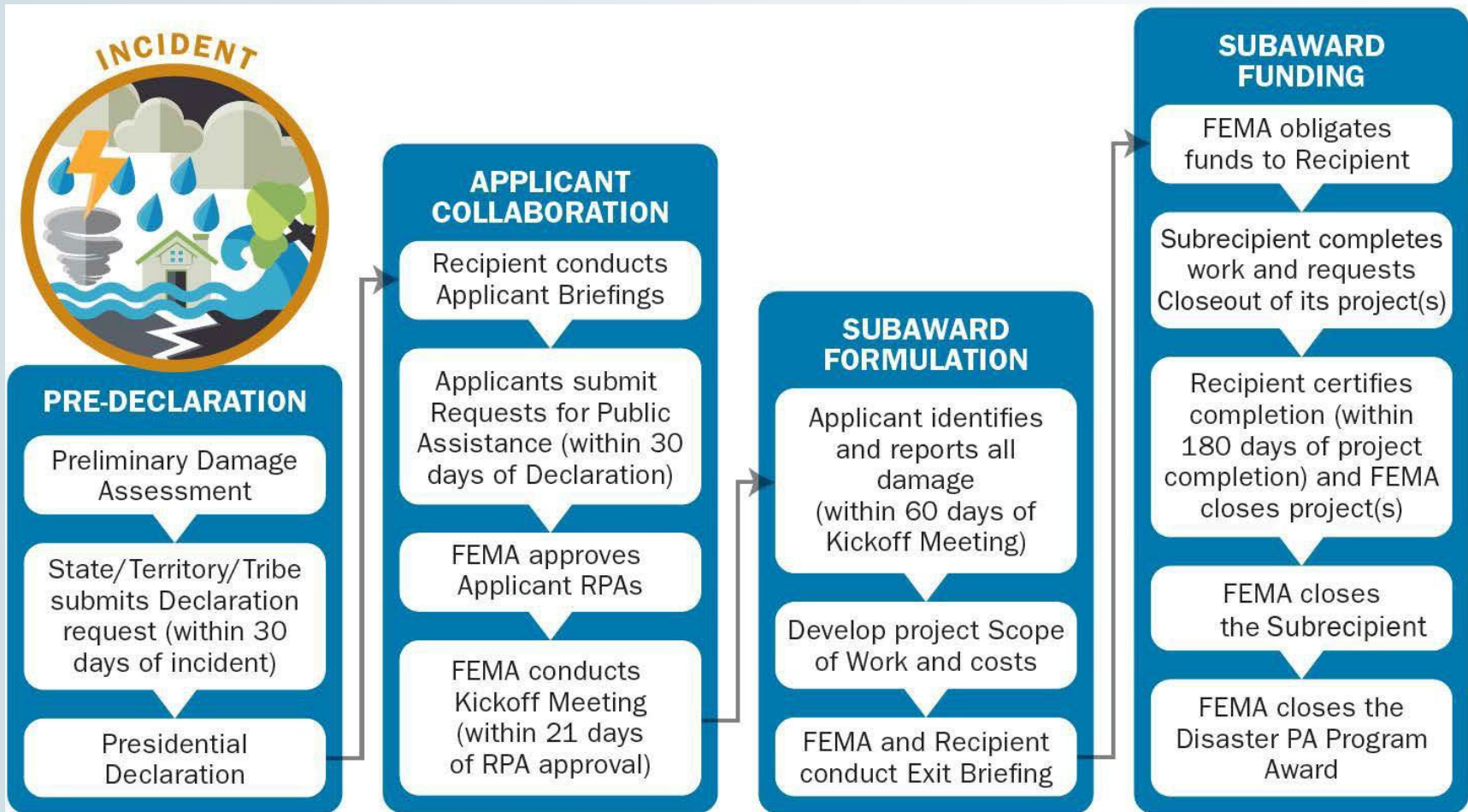# Public Assistance Program and Policy Guide (PAPPG)

- Combines all Public Assistance Policy into a single volume and provides an overview of the PA program implementation process with links to other publications and documents that provide additional process details.

- Disasters that occur this year will fall into January 2018 guidance

- Pay attention to updates: Houses of Worship as eligible applicants and updated Debris Removal requirements

Public Assistance Program and Policy Guide –
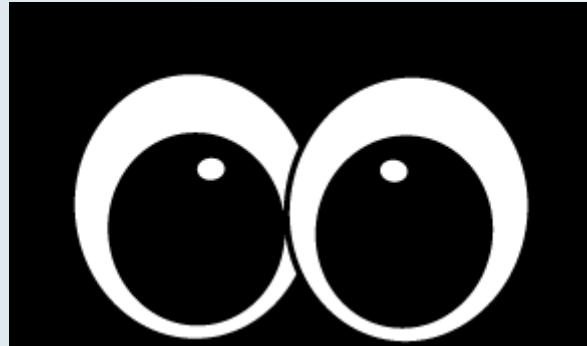FP-104-009-2 / January 2018
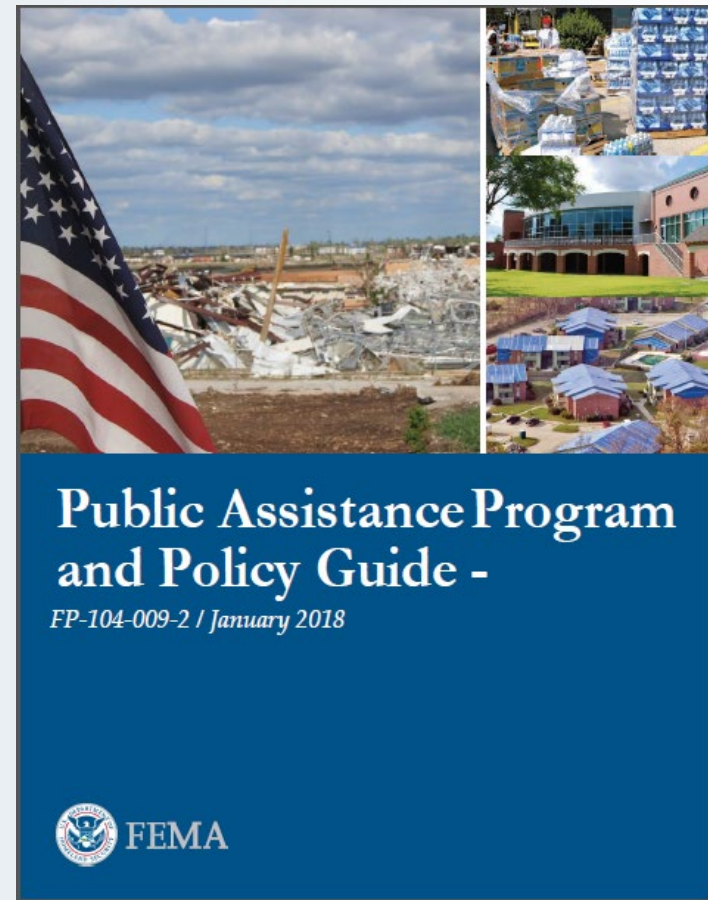
FEMA

FEMA Public Assistance (PA) Program - the basics

- The FEMA PA program provides assistance to Local, State, Tribal Governments, and certain types of private nonprofit (PNP) organizations to remove debris, provide emergency protective measures, and restore equipment, buildings, and other infrastructure damaged by the disaster.
- Disasters and their effects obviously vary by event and by community
  - Not every incident will result in financial assistance from State or Federal sources
  - Not every incident will require detailed information to be submitted
  - It is best to document damages the same way every time – you never know what may happen in terms of a declaration
  - Documenting all damages all the time can provide valuable information if/when you participate in Hazard Mitigation Grant Program
  - Documentation can assist with getting mitigation funds associated with public assistance projects

The Entire Federal Disaster Process

INCIDENT

PRE-DECLARATION

Preliminary Damage Assessment

State/Territory/Tribe submits Declaration request (within 30 days of incident)

Presidential Declaration

APPLICANT COLLABORATION

Recipient conducts Applicant Briefings

Applicants submit Requests for Public Assistance (within 30 days of Declaration)

FEMA approves Applicant RPAs

FEMA conducts Kickoff Meeting (within 21 days of RPA approval)

SUBAWARD FORMULATION

Applicant identifies and reports all damage (within 60 days of Kickoff Meeting)

Develop project Scope of Work and costs

FEMA and Recipient conduct Exit Briefing

SUBAWARD FUNDING

FEMA obligates funds to Recipient

Subrecipient completes work and requests Closeout of its project(s)

Recipient certifies completion (within 180 days of project completion) and FEMA closes project(s)

FEMA closes the Subrecipient

FEMA closes the Disaster PA Program Award

Declaration Process – a closer look

The event happened – Now what

- What was the event? What is an event?
  - An event/incident is any natural catastrophe, or, regardless of cause, any fire, flood, or explosion.
  - Typically in NE an event is a weather related event, but, can be a man made event.
    - We will focus on the weather events for now
    - Weather events include:
      - Tornado/high winds
      - Flood
   - Fire/drought
      - Ice
      - Others as well

The event occurred – who needs to know?

- Who do you call? Who needs to know?
  - Local elected officials need to know if they don't already
    - They have roles and responsibilities to perform following and event
    - Set up Incident Command System for command and control of response
  - First responders – if not already aware/in route

The event occurred – who needs to know?

- County Emergency Manager needs to be informed
  - They can assist in getting resources/assistance
  - They can contact State Emergency Management Agency
  - They are a conduit of information
  - All counties have an Emergency Manager
    - Can be part time
    - Can be Regional or single county EM
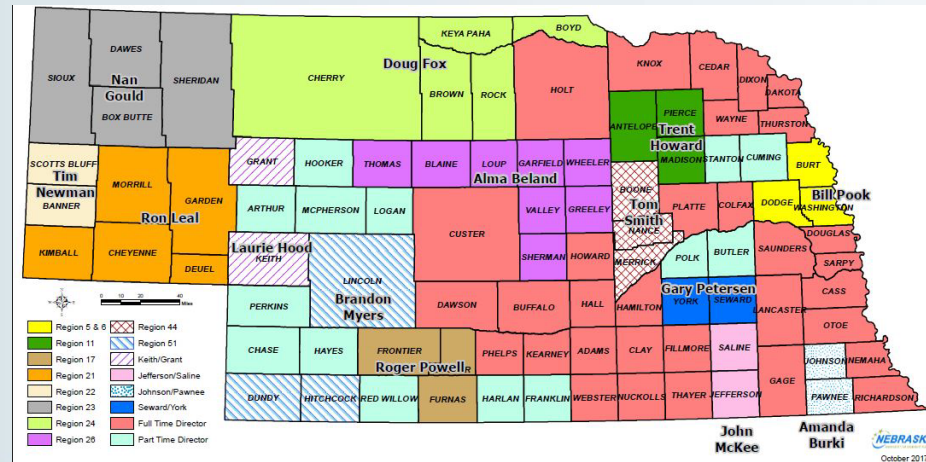
The event occurred – what happens

- Documentation begins immediately
  - We all know Volunteers and donations will show up immediately and can quickly become overwhelming
    - Donations will begin to "flood" into your jurisdiction – what is available for survivor needs?
    - Volunteers need to be documented for accountability purposes

The Event Occurred – What Happens

– Must begin to document damages before cleanup begins

  • Your staff may be overwhelmed and stretched/stressed to the breaking point

  • Try to find a "non-impacted" individual or two who can begin documenting (pictures/locations) damages

    – Each damaged tree on public property must be photographed and its location documented before cleaned up

   – Broken branches hanging in trees (hangers) need to be documented

What to Document?

- You will need to document everything you can as best as you can
  - documentation at first is the best you can
  - It can be organized later if necessary
- Documentation needs to include dimensions of what was damaged
  - Start with "What Happened?" What caused the damage(s)?
  - Then go to:
    - How much? What is the length, width, height, depth, cubic yards, etc.
    - Who did what?
    - How long did it take?
    - If emergency contract; how was it done – what contractors were contacted
   - How much did it cost/estimated to cost?

What Now?

- Things get a little crazy during and after the event
  - Lot of things moving and moving quickly
  - County EM should be notified of event and damages
    - You can request state assistance thru your County EM
    - State assistance can be field team, tech. assistance, etc.
    - Documentation of damages and costs still continues
  - County EMs contact NEMA staff of damages and extent of damages within their county(ies)
    - NEMA staff track notifications from County EM's and determine how to proceed
    - NEMA Staff can or will be sent to your jurisdiction for technical assistance if requested
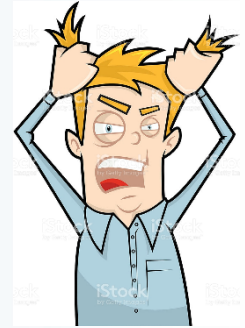
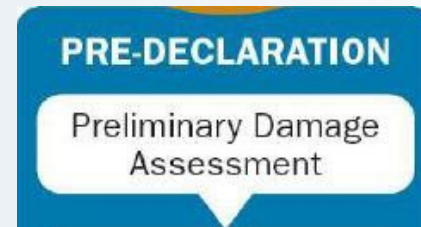# Declaration Process

- Remember back to this chart???
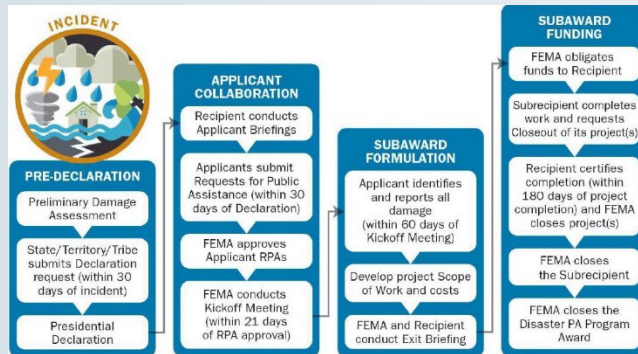
- Preliminary Damage Assessment
  - Begins with local damage assessment
    - How bad is it?
    - Does it exceed local capability to respond/recover – county help needed?
    - Does it exceed County capability to respond/recover – State help needed?
    - Does is exceed State capability to respond/recover – Federal help needed?
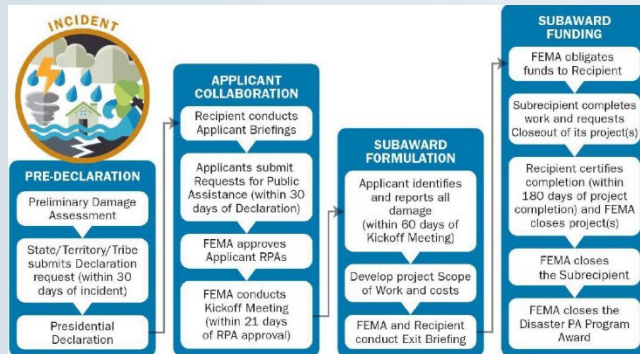
Declaration Process – Damage Assessments

- You are documenting your damages and costs (or estimated costs)
  - Pictures
  - Time cards
  - Bills etc.
- County EM contacts NEMA
  - NEMA staff come out and conduct "Local/State Damage Assessment" as required by Federal Law
    - Look at damages, conduct site visits to see damages
    - Look at documentation gathered so far
- State Requests FEMA assistance
  - FEMA and State conduct "FEMA/State/Local" damage assessment
    - Look at damages, conduct site visits to see damages
    - Look at damages gathered so far
    - Obtain estimates of costs associated with the event

Declaration Process - thresholds

- Individual public entity damage costs within a county are added together to reach the County Threshold calculated as county population (2010 census) times $3.68

- County damage totals are added together to reach the State Threshold calculated as State population (2010 census) times $1.46 = $2,666,457.86

FY 2018 DR Thresholds

Damage Assessment completed – Now What?

- Remember Declaration Chart again…

- Declaration request is submitted thru Governor's Office to FEMA Region VII, then forwarded to the President of U.S. via FEMA HQ

  – Request MUST be submitted to FEMA Region VII within 30 days of incident

  – MUST MOVE QUICKLY with assessments

Declaration request approved

- Whether declaration approved or not – Documentation of damages/costs continues
- If approved, FEMA staff will work with you to write project worksheets using the documentation you have
  - Projects are written based on Categories of Work:
    - Category A & B are "Emergency Work"
    - Category C, D, E, F, G are "Permanent Work"

Emergency Work	Permanent Work
Address an immediate threat: **A** Debris removal **B** Emergency protective measures	Restoration of: **C** Roads/bridges **D** Water control facilities **E** Buildings/equipment **F** Utilities **G** Parks, recreational, and other facilities

The Rest of the Disaster Process

- The next 4 – 6 months following a declaration is working with FEMA staff to write the project worksheets using the documentation you gathered
    - Without documentation, the damages and costs <u>DID NOT</u> happen
    - Photos, location of damages, employee time sheets, equipment use logs, materials used, contracts, etc. must be provided to justify costs and damages.
    - Documentation of what the Pre-Disaster condition of the facility was like MUST also be provided
        - Photos, Maintenance/repair records, inspection reports, etc.
        - If you can't prove the condition of the facility prior to the event, it will probably not be eligible for reimbursement; if it is, funding will probably be greatly reduced

Forms to use

- New FEMA **Required** form is the Damage Inventory sheet – ALL Damages must be entered into it
  - An excel spreadsheet use to log all damages
  - Must be submitted/provided to FEMA within 60 days of first substantial meeting with FEMA called the Recovery Scoping Meeting
  - Damage inventory can be updated any time within 60 day window
  - Damage inventory is submitted through FEMA's new Grants Portal
    - The FEMA grants Portal will know when the 60 day window ends
    - If you try to upload after the 60 day deadline, it won't work

Labor Summary Sheet

- Sheet used to summarize your employee labor costs
    - Will probably need multiple labor summary sheets depending on size of project
    - Summary sheets should only include costs associated with ONE project
    - Employees time sheets used to fill in summary sheets should be copied and attached behind the summary sheet

Equipment Summary Sheet

- Sheet used to summarize your owned equipment usage and costs
  - Will probably need multiple Equipment summary sheets depending on size of project
  - Sheet should only include costs associated with ONE project
  - Must have name of employee operating the equipment
  - Equipment usage log sheets should be attached behind summary sheet

Material Summary Sheet

- Sheet used to summarize your owned/purchased materials used and costs
- Should only include costs associated with one project – if materials on load tickets/invoices used on multiple projects; separate out how much used on each project
- Invoices/load tickets used on summary sheet should be behind summary

Contract Summary Sheet

- Sheet used to summarize your contracted work
- Should only include costs associated with one project
- Bid documents: Request for bid, bids received, invoices and proofs of payment should follow the summary sheet

Webinar 2: Disaster Strikes

Thank you!

Questions?

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