

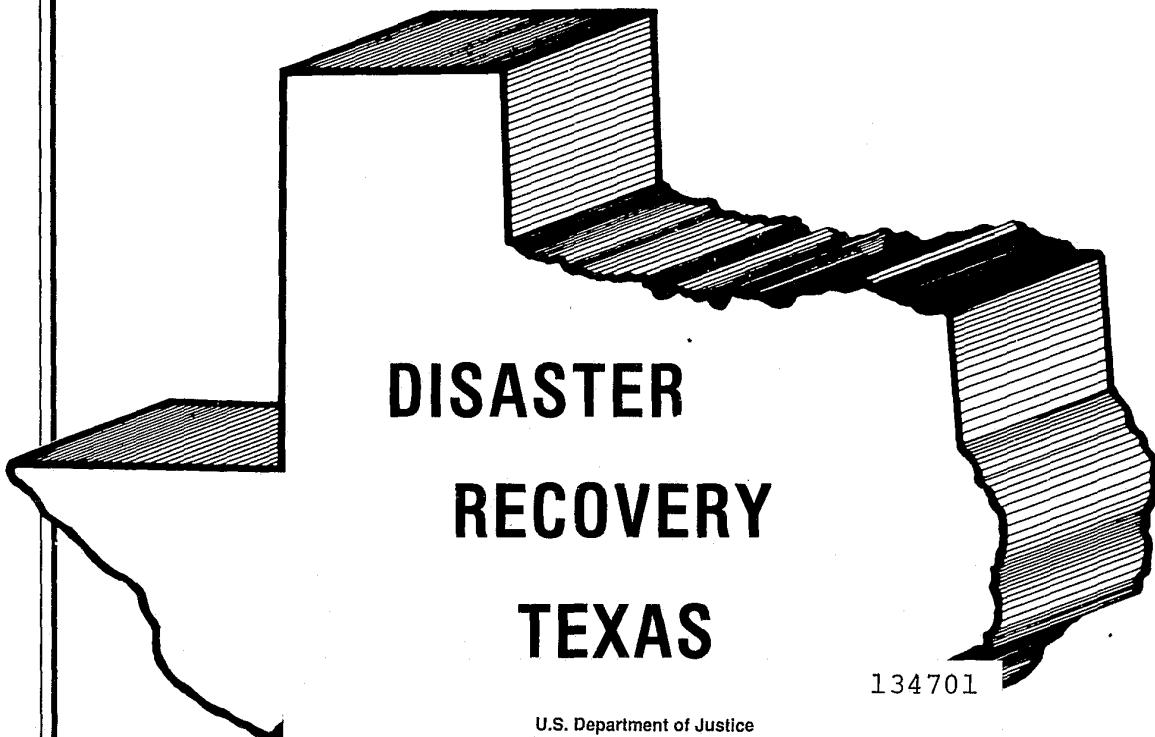


134701

STATE OF TEXAS

DIVISION OF EMERGENCY MANAGEMENT

TEXAS DEPARTMENT OF PUBLIC SAFETY



134701

U.S. Department of Justice
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JANUARY 1, 1991

DEM-62



DIVISION OF EMERGENCY MANAGEMENT

TEXAS DEPARTMENT OF PUBLIC SAFETY

WILLIAM P. CLEMENTS, JR.
Governor

5805 N. Lamar Blvd.
Box 4087
Austin, Texas 78773-0001
Duty Hours 512/465-2138
Nonduty Hours 512/465-2000

LEO E. GOSSETT
Director

ROBERT A. LANSFORD
Coordinator

Dear Emergency Management Director/Coordinator:

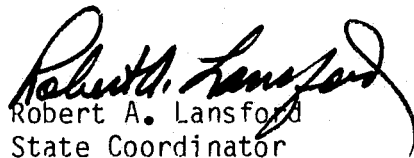
The accompanying document is sent to you in an effort to provide current information and procedures about community recovery from a natural disaster such as a flood, tornado, hurricane, etc. Please review the document, study it, and keep it available for use should a disaster strike your community.

Updates and changes will be provided to keep this manual current. Please make these changes as they arrive to insure the document is accurate and up-to-date when it is needed.

It is intended that this document be the property of the political jurisdiction the current Emergency Management Director/Coordinator represents. Should there be a change in the Director/Coordinator assignment, this document along with all other emergency management material should be transferred to the new appointee.

Your interest and efforts in Emergency Management are very much appreciated by this Division. Please do not hesitate to contact us if you have any questions about this document.

Sincerely,


Robert A. Lansford
State Coordinator

RAL:Em

PREFACE

This manual has been prepared to provide public officials in the State of Texas with information about the process, procedures, and programs necessary for smooth, positive recovery from community damage situations caused by natural disasters.

While the subject of disaster recovery from the periphery seems pure, clean, and simple it is very complex and complicated as you get closer and more involved. Many public officials find this out too late, and as a result, many situations are either unresolved or resolved at the expense of the community. In either case an individual, business or government agency is penalized by having to "bite the bullet" on recovery costs.

Since the community official is in the damaged area he or she is familiar with the desires of the citizens, and is active in the local planning and development process. It necessarily follows that local government officials should have recovery information in written form so that it will be available constantly, through time and subsequent public official changes for use at a moments notice should disaster strike.

It is interesting that normally when people talk about disaster actions they talk about Preparedness and Response. While there is a lot of action in the Preparedness and Response phases there is much more to handling disaster situations than those two phases of the Emergency Management cycle. Following those two phases is Recovery and this manual concerns itself with only this phase of the cycle.

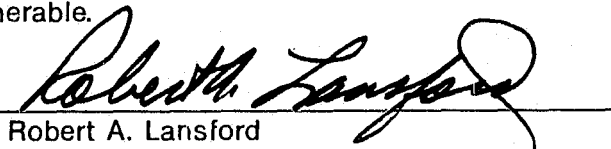
As you progress through the manual it will be obvious that Recovery, done properly, requires a great deal of work. You can see that recovery can be accomplished with very little preparation, but most likely, without advance preparation, recovery will not be complete, it will take a very long time, it will be expensive for the community as well as the people in the community, and the stage will be set for another disaster performance with the same or even greater damage results at some time in the future.

It will also be obvious, as you progress through the manual, that some advance thinking and planning will pay big dividends should a disaster occur to your community. It will also be obvious that a recovery plan drawn up after a disaster occurrence will be far less effective in reconstruction, repair, and individual assistance than good solid preparations for these events before the disaster occurs.

In reality, a community will recover from a disaster occurrence regardless of the effort applied by community leaders, but the quality of the recovery will be directly proportional to the planning accomplished ahead of time. That is: no planning means an unorganized, expensive, time-consuming, frustrating experience; and advance quality planning means an organized, well-orchestrated, recovery where maximum assistance is obtained and the community is a much safer place to live because of better construction and repair procedures.

Although the content and thrust of this manual are intended for city and county government officials, this does not mean that other people such as those of state agencies, local businesses, hospitals, schools, and individuals who work and reside in those local government entities would not obtain a great deal of information from this manual. They are all encouraged to refer to it for disaster recovery information. It can also serve as a handout and study material for students, conferees, emergency management coordinators, and floodplain administrators in their pursuit of enlightenment about the complex procedures of community recovery from disaster occurrence.

So read and study the manual and if you haven't made recovery plans already why not start today--or even review your existing plan, if you have one, and consider revising it to reflect any new information you may obtain. This is not only applicable to community leaders but also to individuals, businesses, and other organizations that are subject to being damaged by natural disaster occurrences to which the respective community is vulnerable.


Robert A. Lansford
State Coordinator

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PART I
DAMAGE ASSESSEMENT AND
REQUESTING ASSISTANCE

A. DAMAGE ASSESSMENT

The damage assessment is used to determine the amount and type of damages caused by the disaster and the impact of those damages on your community. Thus it is essential that an initial assessment of the total damage be made. The responsibility for making this assessment rests with the mayor or county judge of the appropriate community. The Emergency Management Coordinator should take the lead in putting the data together and coordinating the inputs for all departments.

The importance of the initial assessment cannot be over emphasized. If the State Division of Emergency Management (DEM) has to seek additional answers, make visits to obtain greater detail, or return the Disaster Summary Outline (DSO) for clarity, etc., time will be expended which will necessarily delay the request for any type of assistance.

Since speed and accuracy are essential in obtaining the maximum amount of help in the shortest amount of time, established, workable procedures and trained personnel are needed beforehand.

For other disaster damage such as that caused by tornadoes, hurricanes, major fires, severe weather, etc., other assessment procedures need to be established in the community before the disaster occurs.

There must be more than one person involved in the assessment process. A team, consisting of all those who should be involved in the worst disaster case, should be formed, trained, and alerted to the fact that in the event of a disaster in their community, they would have to be involved in the damage assessment process. The team could consist of people such as:

- County Agent for farm and ranch damage.
- Hospital Administrator or County Health official for fatalities, injuries, community health, etc.
- Building Inspector, Tax Assessor, lending institution, or insurance company for structure appraisers to evaluate buildings, mobile/modular homes, and businesses.
- School District Superintendent or school principal to provide school damage.
- Red Cross Representative for the number of people needing assistance.
- City/County Engineers, council members, commissioners department heads such as public works, utilities, etc, for inputs on Debris Clearance, Public Health, protective measures, and Road and Street Systems.
- Those in charge of levees, drainage systems, private nonprofit facilities, and recreational facilities, etc.

To assist communities in organizing correct assessment information, a form entitled "Disaster Summary Outline" (Form DEM-93) is included as an attachment.

The Disaster Summary Outline should be filled out completely and as quickly as possible after the disaster. It must be signed by the mayor or county judge, whichever is appropriate, and forwarded to DEM with a cover letter explaining why and what assistance is needed. Complete instructions for filling out DEM-93 are included with the form.

**INSTRUCTIONS FOR FILLING OUT
DISASTER SUMMARY OUTLINE
DEM-93 (09/87)**

| ITEM | ENTRY |
|--|---|
| Date | The date form was completed. |
| I. Jurisdiction | Political jurisdiction in which disaster damage occurred. |
| II. Budget Information | Enter information requested for budget area that would normally be used to make repairs to the public property that was damaged. |
| III. Type of Disaster (Flood, Hurricane, Tornado, etc.) | Hurricane, tornado, storm, flood, high water, Hurricane Tornado, etc.) wind-driven water, tidal wave, earthquake, landslide, mudslide, snowstorm, drought, fire, explosion or other catastrophe. |
| IV. Inclusive Dates Disaster Occurred | The date(s) which cover(s) the entire length of the disaster occurrence and must identify the beginning and the ending of the disaster. |
| V. Casualties: | |
| A. Fatalities | Number of persons who died as a direct result of this disaster. |
| B. Injuries | Number of persons who were injured as a direct result of this disaster. |
| C. Hospitalized | Number of people who were hospitalized as a result of this disaster. |
| VI. A. Were there agricultural losses? | "Yes" or "No" (Circle One) |
| B. Briefly describe those losses. | Briefly describe losses to farmers, ranchers and aquabusiness persons. |
| VII. Residential Losses | Information from other sources may be used to supplement inputs from local governmentrelated people. Form a team to gather information about the damage situation and train them ahead of time. Make figures as accurate as possible. |
| A. Single-family Homes: | Residences not including mobile homes, modular homes, motor homes or travel trailers which are designed and built for one family. |
| 1. Destroyed | Damaged beyond the cost it would take to tear down and rebuild. |
| 2. Damaged | Damaged to a degree that will allow repair at a cost less than it should take to tear down and rebuild. |
| 3. Average Repair Cost | Figure total repair and replacement costs and divide by the number of structures involved. Cost of contents may be included if available. |

4. % Covered By Insurance

This is tricky because homeowners insurance may cover fire and other damage but almost always does not cover flood damage. Flood insurance has to be taken out separately. Each owner of damaged property must be contacted individually to ascertain if they: 1. have insurance, 2. have homeowners insurance, or 3. have flood insurance.

If the disaster damage is from flooding, use flood insurance coverage as the basis for percentage. Otherwise, use homeowners insurance as the basis.

B. Mobile Homes:

Mobile and modular homes but not travel trailers and motor homes.

1. Destroyed

Same as for Single-family Homes above.

2. Damaged

Same as for Single-family Homes above.

3. Average Repair Cost

Same as for Single-family Homes above.

4. % Covered By Insurance

In many cases mobile home owners insurance policies cover all hazards including flooding, but owners should be contacted to determine what their individual policy covers. The percentage can be arrived at by comparing total number of damaged or destroyed homes covered by insurance with the total number of homes destroyed or damaged.

C. Multi-Family Homes

Residences not including mobile homes, modular homes, motor homes, or travel trailers which are designed and built for more than one family.

1. Destroyed

Same as for Single-family Homes above.

2. Damaged

Same as for Single-family Homes above.

3. Average Repair Costs

Same as for Single-family Homes above.

4. % Covered By Insurance

Same as for Single-family Homes above.

VIII. Business Losses:

Any structure being used with the intention of producing a profit in dollars.

1. Destroyed

Same as for Single-family Homes above.

2. Damaged

Same as for Single-family Homes above.

3. Average Repair Cost

Same as for Single-family Homes above, except products and equipment may be included.

4. % Covered By Insurance

Same as for Single-family Homes above, except some businesses carry additional insurance to cover loss of business which may cover them in case of disaster.

IX. Estimated Number of Persons Unemployed Because of This Disaster.

To determine this number consider businesses and industries, including farms and ranches, shut down as a direct result of the disaster and the number of people they normally employ. These

figures can be checked by referring to those who have applied for unemployment since the disaster; but, be careful of duplication since the same person may be identified by number in adding up those normally employed by a business and in the number applying for unemployment.

X. Estimated Number of Persons Whose Situation Will Be Completely Satisfied Through the Red Cross

These are all needs including food, personal clothing, short term temporary housing, some appliances, beds and bed clothing, home repairs, etc.

XI. Estimated Damage to Schools (Coordinate with School District Superintendents and Private School Owners)

The columns in this part make needed information self explanatory. The cost of equipment and educational materials may be included in the "amount damage" column.

XII. Public Property Damage Estimates: (Coordinate With Your Engineers, Commissioners, Department Heads, etc.) City and County Facilities Only

A through G relate to work categories on the Damage Survey Report. The various work categories are defined as follows: A and B are for emergency measures such as debris clearance on public roads and streets including right-of-way and other public property. In addition, structures can be demolished and removed.

It is not necessary for emergency work to meet the standards of permanent restoration or even comply with code and other specifications.

Category B is for emergency work (i.e. boarding up windows) done during or immediately prior to or after a disaster. Overtime for police and fire personnel may be eligible under this category.

Categories C through G are for permanent work to repair, reconstruct or replace facilities as they existed immediately prior to the disaster and in conformance with applicable standards.

Category C, Road and Street Systems, needs to be separated into paved, unpaved and bridges categories.

Other categories under this part are otherwise self explanatory.

XIII. I certify that the damages that occurred during this disaster are of such severity and magnitude that effective response is beyond the capability of _____ and that additional assistance is necessary.

Enter the political jurisdiction which is asking for assistance.

The Mayor, if the political jurisdiction is a city, or County Judge, if the assistance is for the unincorporated portion of a county, must sign the Disaster Summary Outline.

Enter the date the form is signed.

Disaster Summary Outline

Date _____

- I. Location (City/County) _____
- II. Type of Disaster (Flood, Hurricane, Tornado, etc) _____
- III. Inclusive Dates Disaster Occurred _____
- IV. Casualties:
- A. Fatalities _____
 - B. Injuries _____
 - C. Hospitalized _____
- V. A. Were there agricultural losses? yes no (circle one)
- B. Briefly describe those losses _____

- VI. Residential losses
- A. Single Family Homes
 - 1. Destroyed _____
 - 2. Damaged _____
 - 3. Average Repair Cost _____
 - 4. % Covered by Insurance _____
 - B. Mobile Homes
 - 1. Destroyed _____
 - 2. Damaged _____
 - 3. Average Repair Cost _____
 - 4. % Covered by Insurance _____
 - C. Multi-Family Homes
 - 1. Destroyed _____
 - 2. Damaged _____
 - 3. Average Repair Cost _____
 - 4. % Covered by Insurance _____
- VII. Business Losses
- 1. Destroyed _____
 - 2. Damaged _____
 - 3. Average Repair Cost _____
 - 4. % Covered by Insurance _____
- VIII. Estimated number of persons unemployed because of this disaster _____
- IX. Estimated number of persons whose situation will be completely satisfied by the Red Cross _____

X. Estimated Damage to Schools (coordinate with School District Superintendent's and Private School Owners)

| | Number Schools | Amount Damage | % Covered By Insurance |
|---|-------------------|------------------|---------------------------|
| A. Kindergarten | _____ | \$ _____ | _____ |
| B. Private (Elementary, Jr. High, High) | _____ | \$ _____ | _____ |
| C. Public (Elementary, Jr. High, High) | _____ | \$ _____ | _____ |
| D. Private (Colleges and Universities) | _____ | \$ _____ | _____ |
| E. Public (Colleges and Universities) | _____ | \$ _____ | _____ |
| F. Other Private Schools | _____ | \$ _____ | _____ |
| G. Other Public Schools | _____ | \$ _____ | _____ |

XI. Public Property Damage Estimates: (Coordinate with your engineers, commissioners, department heads, etc.) CITY & COUNTY FACILITIES ONLY.

| | | |
|--|--|----------|
| A. Debris Clearance | | \$ _____ |
| B. Public Health and Protective Measures | | \$ _____ |
| C. Road and Street Systems | 1. Paved \$ _____ 2. Unpaved \$ _____ 3. Bridges \$ _____ Total Road and Street Systems | \$ _____ |
| D. Dikes, Levees and Drainage Systems | | \$ _____ |
| E. Buildings and Related Equipment | | \$ _____ |
| F. Utilities | | \$ _____ |
| G. Facilities under Construction | | \$ _____ |
| H. Private Non-Profit Facilities | | \$ _____ |
| I. Other (Recreational Facilities, Etc.) | | \$ _____ |
| Total Public Property Damage | | \$ _____ |

XII. Total dollar value of local government efforts which have been or will be credited to this disaster and will not be claimed. \$ _____

XIII. I certify that the damages that occurred during this disaster are of such severity and magnitude that effective response is beyond the capability of _____, and that additional assistance is necessary.

Mayor/County Judge

Date

(County forms are to include only those parts of the county that are not covered by another form, i.e., a form submitted by an incorporated city.)

Disaster Summary Outline

Date August 24, 1983

- I. Location (City/County) Anystown, Peaceful County
- II. Type of Disaster (Flood, Hurricane, Tornado, etc) Hurricane Alicia
- III. Inclusive Dates Disaster Occurred August 18th
- IV. Casualties:
- A. Fatalities 0
 - B. Injuries 35
 - C. Hospitalized 15
- V. A. Were there agricultural losses? yes ☒ (circle one)
- B. Briefly describe those losses _____

VI. Residential losses

A. Single Family Homes

- 1. Destroyed 15
- 2. Damaged 56
- 3. Average Repair Cost \$36,000.00
- 4. % Covered by Insurance 62%

B. Mobile Homes

- 1. Destroyed 40
- 2. Damaged 10
- 3. Average Repair Cost 7,000.00
- 4. % Covered by Insurance 80%

C. Multi-Family Homes

- 1. Destroyed 2
- 2. Damaged 12
- 3. Average Repair Cost \$17,000.00
- 4. % Covered by Insurance 20%

VII. Business Losses

- 1. Destroyed 3
- 2. Damaged 5
- 3. Average Repair Cost \$22,000.00
- 4. % Covered by Insurance 80%

VIII. Estimated number of persons unemployed because of this disaster 150

IX. Estimated number of persons whose situation will be completely satisfied by the Red Cross 200

X. Estimated Damage to Schools (coordinate with School District Superintendent's and Private School Owners)

| | Number Schools | Amount Damage | % Covered By Insurance |
|---|-------------------|--------------------------------|---------------------------|
| A. Kindergarten | <u>1</u> | \$ <u>10,000.⁰⁰</u> | <u>80%</u> |
| B. Private (Elementary, Jr. High, High) | <u>2</u> | \$ <u>40,000.⁰⁰</u> | <u>80%</u> |
| C. Public (Elementary, Jr. High, High) | <u>3</u> | \$ <u>22,000.⁰⁰</u> | <u>0%</u> |
| D. Private (Colleges and Universities) | <u>0</u> | \$ <u>—</u> | <u>—</u> |
| E. Public (Colleges and Universities) | <u>1</u> | \$ <u>15,000.⁰⁰</u> | <u>80%</u> |
| F. Other Private Schools | <u>0</u> | \$ <u>—</u> | <u>—</u> |
| G. Other Public Schools | <u>0</u> | \$ <u>—</u> | <u>—</u> |

XI. Public Property Damage Estimates: (Coordinate with your engineers, commissioners, department heads, etc.) CITY & COUNTY FACILITIES ONLY.

| | | |
|--|-------------------------------|---------------------------------|
| A. Debris Clearance | | \$ <u>214,000.⁰⁰</u> |
| B. Public Health and Protective Measures | | \$ <u>3,000.⁰⁰</u> |
| C. Road and Street Systems | 1. Paved | \$ <u>200,000.⁰⁰</u> |
| | 2. Unpaved | \$ <u>65,000.⁰⁰</u> |
| | 3. Bridges | \$ <u>60,000.⁰⁰</u> |
| | Total Road and Street Systems | \$ <u>325,000.⁰⁰</u> |
| D. Dikes, Levees and Drainage Systems | | \$ <u>50,000.⁰⁰</u> |
| E. Buildings and Related Equipment | | \$ <u>40,000.⁰⁰</u> |
| F. Utilities | | \$ <u>20,000.⁰⁰</u> |
| G. Facilities under Construction | | \$ <u>10,000.⁰⁰</u> |
| H. Private Non-Profit Facilities | | \$ <u>30,000.⁰⁰</u> |
| I. Other (Recreational Facilities, Etc.) | | \$ <u>10,000.⁰⁰</u> |
| | Total Public Property Damage | \$ <u>702,000.⁰⁰</u> |

XII. Total dollar value of local government efforts which have been or will be credited to this disaster and will not be claimed. \$ 50,146.⁰⁰

XIII. I certify that the damages that occurred during this disaster are of such severity and magnitude that effective response is beyond the capability of the City of Anytown, and that additional assistance is necessary.

Marlin R. Zesterman
Mayor/County Judge

August 24, 1983
Date

(County forms are to include only those parts of the county that are not covered by another form, i.e., a form submitted by an incorporated city.)

BUDGET INFORMATION

COUNTY/CITY _____

FISCAL YEAR _____

DATE _____

TOTAL PROJECTED REVENUE _____

SPENT TO DATE _____

PUBLIC WORKS BUDGET _____

SPENT TO DATE _____

B. REQUESTING ASSISTANCE

After the initial assessment process is complete and all damage information is collected, an analysis of the situation needs to be made to determine what kind and how much outside assistance is needed. The cover letter for the Disaster Summary Outline may then be prepared and forwarded to the Division of Emergency Management. But first the analysis should reveal answers as follows:

1. Is the damage primarily to agriculture interests?
2. Is damage such that only immediate personal needs are required and the Red Cross, Salvation Army, the Mennonite Disaster Service, and other volunteer agencies can satisfy the victims' needs?
3. Is the damage primarily to homes where individual assistance programs are required?
4. Is the damage to public property such that public assistance programs are needed to recover?
5. Have businesses suffered losses which would cause loss of revenue?

The objective of the damage assessment is to determine how much of what type damage occurred so a determination can be made as to what programs are needed.

Part II explains the requirements for qualifying for various programs. Read them and determine whether there is sufficient damage to qualify for the appropriate declaration(s) indicated by the analysis.

If there is sufficient damage to qualify for any kind of declaration, prepare a cover letter for the DSO. The letter should be addressed to the Governor, should explain what happened, that damage is of such severity and magnitude that it is beyond the capability of community emergency services to handle, and that outside assistance is needed to alleviate damage, loss, hardship, and suffering caused by the disaster occurrence. You should also include budget information using the format on page 9.

Send the cover letter and the DSO to:

**The Honorable _____
Governor of Texas
c/o State Coordinator
Division of Emergency Management
P. O. Box 4087
Austin, TX 78773-0001**

When the documents arrive at DEM they are reviewed and a determination is made whether or not to visit the damaged community for an on-site inspection. If the inspection is made and it reveals that sufficient damages exist to warrant further action, all options for assistance are explored and a letter for the Governor's signature is prepared, signed, and dispatched to:

- FEMA for a presidential disaster declaration.
- SBA for a SBA disaster declaration.
- USDA for a FmHA disaster declaration.

Should your request be denied, you may appeal within 30 days of the date of the denial letter. The appeal must contain new information that would likely have a significant impact on the decision.

If separate declarations are sought, SBA and USDA will handle their own on-site review of the disaster declaration and their resultant loans.

In any case, the requesting community will be kept informed of action being taken. Sample letters requesting disaster declarations are included on pages 11 through 13.

(COUNTY LETTERHEAD)

September 30, 1987

The Honorable _____
Governor of Texas
c/o State Coordinator
Division of Emergency Management
P. O. Box 4087
Austin, TX 78773-0001

Dear Governor _____:

With the extreme amount of rainfall which fell in South Texas during May and June, Peaceful County is currently facing tremendous economic losses.

Our current conservative estimates of cash receipt crop losses will exceed \$9,000,000.00. The figures reflect heavy losses in vegetables (\$4 million) with over one million lost in sorghum, wheat and hay.

A large number of individuals have been laid off from work as a result of heavy rainfall. It is estimated by the Texas Employment Commission that 550 people are out of work because of the rain. The largest number of unemployed are in farm/ranch related occupations with another large number in the construction fields.

The road situation in Peaceful County has been affected to an extent by the rains that we have several families water bound due to impassable roads and water crossings. It is estimated that county road and crossing damage will exceed \$500,000.00.

Governor, as Peaceful County Judge, I am officially requesting Peaceful County be declared a disaster area for both state and federal programs that would be available to local entities.

It is my belief the damage to the roads in Peaceful County due to the rain constitutes a public safety hazard. Governor, Peaceful County does not have local funding available to make the needed repairs and to provide these citizens with effective relief.

Your assistance in this emergency matter, as it affects the safety and health needs of the citizens of Peaceful County, would be appreciated.

Sincerely,

Arley L. Goodguy
Peaceful County Judge
Peaceful County Courthouse
Peaceful, TX 70000

ALG:xxx

(COUNTY LETTERHEAD)

The Honorable _____
Governor of Texas
c/o State Coordinator
Division of Emergency Management
P. O. Box 4087
Austin, TX 78773-0001

Dear Governor _____:

Please consider this a request from Peaceful County for Small Business Administration loans based on flooding which occurred throughout Peaceful County on December 15, 1986.

Some businesses were flooded to a depth of four feet and have suffered economic losses which will devastate their ability to survive and continue to support their respective communities with their services. A few of the businesses so affected are Wayside Express, Southside Grocery and Seafood Market, Crowfoot's Restaurant, Arley's Ice House, Topside Boat Storage, Anytown Real Estate, all of Anytown, and Softspot Landing of Hotwell, Texas.

The accompanying Disaster Summary Outline reflects that economic damage to businesses alone exceeds \$3,000,000.00.

Your assistance in obtaining a Small Business Administration declaration so that individuals and businesses can obtain loans at reasonable interest rates to help them recover from the effects of our recent disaster will be greatly appreciated.

If any additional information is needed, please contact me at my office.

Sincerely,

Them I Serve
County Judge

(COUNTY LETTERHEAD)

July 29, 1987

The Honorable _____
Governor of Texas
c/o State Coordinator
Division of Emergency Management
P. O. Box 4087
Austin, TX 78773-0001

Dear Governor _____:

The Peaceful County Emergency Management personnel met this 22nd day of July, 1987. This meeting was held to discuss recent hail damage from a high intensity, short duration storm which occurred on July 18, 1987, and produced hail that destroyed all crops in a strip of land two miles wide and ten miles long.

Within this disaster area were 1600 acres of cotton, 100% destroyed; 1500 acres of milo, 75% destroyed; 500 acres of wheat, 60% destroyed; and 2000 acres of assorted crops, 20% destroyed.

Sir, I ask that Peaceful County be declared a disaster county. Our farmers need any help that can be made available to them.

A Disaster Summary Outline is attached. Thank you for your consideration.

Sincerely,

Jimmy Goodson, County Judge
Peaceful County

PART II
PROGRAMS

A. SMALL BUSINESS ADMINISTRATION (SBA)

A Presidential Declaration automatically triggers Small Business Administration (SBA) loans to individuals and businesses. These loans are made at lower rates of interest to help disaster victims recover from the effects of the disaster. The interest rate charged varies depending on the availability of loans from other sources and other economic factors and can change at any time. The interest rates given below were in effect at the time this manual was written. It is also important to note that SBA loans are not automatic. To be approved, the applicant must show the ability to repay the loan. Loans over \$10,000 must be secured by collateral. The three types of loans available are as follows:

Home disaster loans - These are loans to homewoners or renters to repair disaster related damage to primary homes or replace personal property. Refinancing of existing liens on damaged real property is also available under certain conditions. Renters are eligible for personal property loans only.

Current rates on home loans are 8% if credit is available elsewhere or 4% if credit is not available from other sources. Refinancing proceeds are loaned at the lower rate.

Real property loans are limited to \$100,000. However, the loan amount can be increased by up to 20% for mitigating devices for damaged real property. The amount of refinancing cannot exceed the amount loaned for real property damage and is limited to a maximum of \$100,000. Personal property loans are limited to \$20,000.

Terms - The repayment period depends on the size of the loan and the repayment capability of the applicant. The Maximum term is 30 years. Loan proceeds may be used to return a structure to pre-disaster condition. With the exception of mitigating devices, loan proceeds cannot be used to upgrade or make additions. Loan proceeds may not be used to replace luxury items or recreation vehicles. Functional antiques will be replaced by modern items. And dollar limitations apply to hobby and other unnecessary items.

Business physical disaster loans - Loan assistance is available to businesses to repair or replace disaster related damage to property owned by the business. Non-profit organizations are also eligible for these loans.

Physical disaster loans are currently 8% if credit is available elsewhere and 4% if credit is not available from other sources. The current rate for non-profit organizations is 9.25% regardless of credit availability.

Max amount - \$500,000

Terms - The applicant can be allowed up to thirty years to repay if there was no credit available from other sources. However, if credit was available from other sources, the loan must be repaid within three years. Loan proceeds may be used to restore land, buildings, leasehold improvements, inventory, machinery, equipment, furniture, and fixtures to pre-disaster condition. Upgrading is not authorized except to meet building codes or finance mitigation measures. Mitigation measures are limited to 20% of the loan amount and do not increase the maximum limit.

Economic injury disaster loans - These are working capital loans to small businesses and to small agriculture cooperatives to assist them through the disaster recovery period. These are available only if the business or its owners cannot obtain this type of assistance from nongovernment sources.

Economic injury loans are 4% and are only available where credit is not available elsewhere.

Max amount - \$500,000

Terms - These loans are made for a period of up to thirty years. The proceeds may be used to pay expenses, overhead, and fixed-debt installments which could have been paid if the disaster had not occurred.

These loans may also be available without a Presidential Declaration under the following circumstances:

SBA Physical Disaster Declaration - The Governor may request this declaration based on physical damage to homes and businesses in affected jurisdictions. The SBA's Central Office Administrator may approve if:

In any county or other political subdivision of a State, a combination of at least 25 homes, businesses, or other eligible institutions have each sustained uninsured losses of 40% or more of their estimated fair market replacement value or pre-disaster fair market value, whichever is lower.

Examples: The eligibility criteria have been met if 25 families are tenants in one apartment building, and each suffers a 40% uninsured loss. Likewise, if 25 separate businesses are tenants of one building, and each business suffers a 40% uninsured loss, the criteria have been met.

Or, at least 3 businesses have sustained uninsured losses of 40% or more of their estimated fair market value or pre-disaster fair market value, whichever is lower, and as a direct result of the physical damage, 25% or more of the work force in the community would be unemployed for at least 90 days.

All three loan programs are available under this declaration.

When the disaster damage is not sufficient to warrant the above actions, the Governor may still request Federal involvement in the form of subsidized loans if:

at least 5 small businesses in the state have suffered substantial economic injury and there is not reasonable financial assistance in the area.

Only Economic Injury Disaster Loans are available.

The Small Business Administration has a Memorandum of Understanding with the Secretary of Agriculture which makes Economic Injury Disaster Loans available to primary and contiguous counties under a Secretary of Agriculture declaration.

Application for the above programs may be made at the DAC, nearest available SBA office, or by calling the SBA 1-800 number.

B. U.S. DEPARTMENT OF AGRICULTURE (U.S.D.A.)

FARMERS HOME ADMINISTRATION (FmHA)

The Farmers Home Administration (FmHA) can make emergency (EM) loans in counties where physical property loss or damage and/or severe production losses occur as a result of a natural disaster that substantially affects farming, ranching, or aquaculture operations. EM loans will be made available to applicants who have suffered qualifying physical and/or production losses in a county named as eligible for Federal assistance under a major disaster or emergency declaration by the President; or under a natural disaster determination by the Secretary of Agriculture; or to applicants who have suffered qualifying severe physical property losses when, prior to action by the President or the Secretary, the FmHA Administrator determines that such losses have occurred as a result of a natural disaster. Farmers, ranchers or aquaculture operators whose operations are located in counties contiguous to the named counties may also qualify for EM loans.

A natural disaster determination by the Secretary of Agriculture is initiated by a formal written request from the County Judge to the Governor. The Governor, in turn, makes a formal written request to the Secretary of Agriculture. However, no such request is needed to initiate the action of the FmHA Administrator. The FmHA Administrator's action is initiated by the FmHA County Supervisor to the FmHA State Director, who makes the request to the FmHA Administrator.

FmHA EM loans are made to eligible applicants to help them overcome the adverse effects of a natural disaster. Loan funds may be used to:

- Restore or replace damaged property;
- Pay all or part of production costs associated with the disaster year and/or the year following the disaster year;
- Pay delinquent debt installments;
- Pay essential family living expenses;
- Construct, buy or improve essential buildings;
- Purchase essential machinery, equipment and foundation livestock;
- Pay costs to reorganize a farming system, when justified;
- Refinance short, intermediate and/or long-term debts when justified.

Applications are presented to the FmHA County Office serving the applicants county.

AGRICULTURAL STABILIZATION AND CONSERVATION SERVICE (ASCS)

ASCS provides assistance to agricultural producers in emergencies caused by natural disasters through haying and grazing privileges on cropland placed in the Acreage Conservation Reserve and in Conservation Use, The Livestock Feed Program and the Emergency Conservation Program.

Emergency haying and grazing may be authorized as needed during the restricted period on a county-by-county basis in the event of a natural disaster which substantially reduces the growth and yield of pasture and forage crops. The county Agricultural Stabilization and Conservation Committee (ASC) initiates the request for this program through the State ASC Committee.

The Livestock Feed Program is a combination of several programs which provide feed assistance to eligible livestock owners. Requests to implement the program are initiated by the county ASC or by the Governor after receiving a request from the County Judge. The State ASC Committee makes a recommendation to the Deputy Administrator, State and County Operations (DASCO), ASCS, who determines on a county-by-county basis if the program should be implemented.

The Emergency Conservation Program (ECP) provides emergency funds for sharing with farmers and ranchers the cost of restoring to productive use farmland seriously damaged by natural disasters. This program also provides cost sharing funds for carrying out emergency water conservation measures during periods of severe drought. The County ASC committee, in consultation with the State ASC committee, implements the ECP for eligible farmers for all disasters except drought. Under severe drought conditions, DASCO may implement the emergency measures.

C. FEDERAL DISASTER ASSISTANCE (PL 93-288 AS AMENDED BY PL 100-707)

The President reviews the disaster information and makes a determination as to whether the disaster has caused sufficient damage to require federal aid. If so, the president will declare the situation a major disaster and release federal resources to assist the community(s) in the recovery effort.

Once the declaration is made, the Federal Emergency Management Agency (FEMA) coordinates the numerous federal recovery programs for the disaster area. Then, in cooperation with state and local governments, FEMA establishes a Disaster Field Office (DFO) to oversee and support the entire operation and in conjunction with the state of Texas, FEMA establishes Disaster Application Centers (DACs) in the disaster areas to administer Individual Assistance.

There are two main avenues through which assistance is administered. One is through the DFO for Public Assistance to repair public property such as the courthouse, city hall, community centers, parks, recreation center, etc. The other is through the Disaster Application Center for Individual Assistance such as grants, loans, temporary housing, etc. These programs are long term recovery actions for individuals, families, and small businesses.

The American Red Cross (and other voluntary agencies) frequently will be on the scene administering emergency short-term assistance such as food, clothing, bedding, shelter, first aid, etc.

The entire effort is conducted cooperatively by the Federal, State and local governments and voluntary organizations. The intent is to help those who have been affected by the disaster.

FEDERAL/STATE ACTION

When the Presidential Declaration is received, the Federal Emergency Management Agency and State Division of Emergency Management (DEM) move immediately into the disaster area to set up their assistance programs.

As mentioned in a previous chapter, assistance is provided through the Public Assistance and Individual Assistance programs. Both programs are administered cooperatively by the Federal Coordinating Officer (FCO) and the State Coordinating Officer (SCO) and their respective staffs.

The Public Assistance program is conducted from the Disaster Field Office (DFO), which serves as the administrative center for the recovery effort.

The Individual Assistance programs are handled through facilities established in or near the area of worst damage. These facilities, called Disaster Application Centers, operate only long enough to process individuals, families, and businesses in that particular area. Applications for Individual Assistance are often taken by toll free telephone service.

The DFO remains open only until assistance activities can be handled by local, state and federal offices. The FCO and SCO staffs return to their respective offices and finish the disaster activities from there.

LOCAL ACTION

The local city and county government officials are responsible for making the recovery from a disaster work. In the process of working this task through there are five basic steps:

1. A fairly accurate damage assessment must be made to determine the extent of the disaster damage.
2. An analysis of the damage must be performed to determine the kind and quantity of assistance needed.
3. A request for assistance from resources outside of the community must be prepared and submitted appropriately to the governor through the Division of Emergency Management.
4. The recovery effort must be directed and guided in the best interest of the community
5. Locate an adequate facility to house one or more Disaster Application Centers. This facility must be provided by the local government at no expense to the applicant or the state and federal government.

Detailed information on damage assessment, requesting assistance, individual assistance, public assistance, hazard mitigation, public information, and documentation of work are covered in other sections of this manual.

Checklists are in Part IV.

DISASTER FIELD OFFICE (DFO)

The Disaster Field Office (DFO) is established in the vicinity of the disaster area and houses the Federal Coordinating Officer (FCO) and State Coordinating Officer (SCO) staffs. The DFO will probably function in the same location the entire time the Individual and Public Assistance programs are being administered. This procedure differs from that of the Disaster Application Centers (DACs) which operate for several days then close or move to another location to handle other applicants.

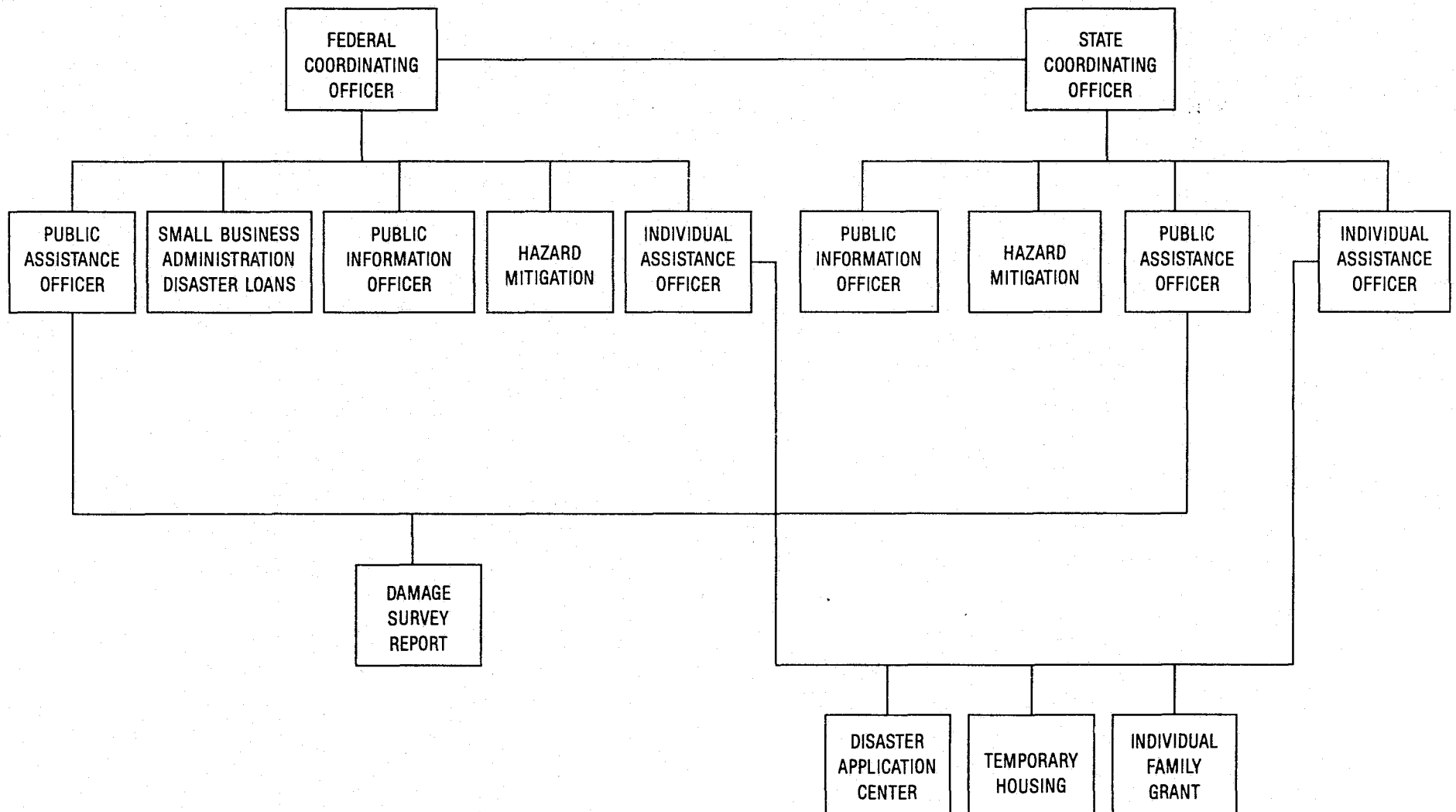
Overall supervision and guidance of all assistance programs is accomplished from the DFO. The DFO also provides an operating location for some functions such as temporary housing, public information, National Flood Insurance Program coordination, administrative and financial support for federal disaster program workers, disaster worker employment office, American Red Cross, etc.

In a situation where the damage area covers a large geographical area there may be a need for supplemental DFO support in another area. In this case a satellite DFO will be established to operate in a limited capacity to extend the efficiency of DFO operations throughout the entire disaster area.

The organization of the DFO, like so many other aspects of disaster recovery, is not rigid and must remain flexible so that it may be adjusted to meet the needs of each disaster situation.

In an effort to present the basic organization of the DFO the following chart is used.

**STATE — FEDERAL
DISASTER FIELD OFFICE**



THE STATE COORDINATING OFFICER AND STAFF

A State Coordinating Officer (SCO) is appointed by the Governor each time there is a presidential disaster declaration for an area of Texas. The standard procedure is to designate the SCO from the Division of Emergency Management (DEM) staff.

When appointed by the governor, the SCO will select his staff and all will deploy to the disaster area. From there, the SCO will perform as the on-scene manager for state interests in administering disaster assistance to people affected by the disaster. The SCO will work in concert with the Federal Coordinating Officer (FCO) throughout the disaster recovery effort.

The SCO and staff will operate from the Disaster Field Office (DFO) where the FCO and his staff are located. The SCO will serve as the central point of contact for local, state, and federal agencies which have a need for disaster recovery information. Duties of the SCO are identified as follows:

- Act as liaison with local government for state and federal programs.
- Provides assistance to the FCO in locating the DFO and the Disaster Application Center (DAC).
- Coordinate the state element of the disaster recovery effort in the DFO and the DAC(s).
- Supervise the SCO staff and other state agency personnel in the performance of their disaster recovery duties to assure that all possible actions are being taken to provide assistance.
- Process Damage Survey Reports (DSRs) and Project Applications (PAs) to assure that they are properly matched to the correct damage category and are properly signed.
- Act as Governor's Authorized Representative as required.
- Assure that any other action is taken to obtain maximum federal and state assistance for eligible people in the disaster area.

The SCO staff is sized and composed according to the anticipated work load of the disaster assistance effort. This is usually done by evaluating the number of structures damaged, the size of the geographical area, and the number of people affected by the disaster. Normally the SCO staff varies from 10 to approximately 50.

THE FEDERAL COORDINATING OFFICER AND STAFF

The Federal Coordinating Officer (FCO) is appointed by the President for each disaster and coordinates the Disaster Assistance activities of all Federal agencies including the FEMA regional activities of the region in which the disaster occurred. The FCO and staff are located in the DFO.

In the performance of duties the FCO is responsible for the overall recovery efforts including:

- Determining the types of assistance that are most urgently needed.
- Rendering assistance to those who need it as quickly as possible.
- Gathering all Federal agencies that have disaster assistance programs and coordinating their activities.
- Staffing the Disaster Field Office (DFO) and Disaster Application Centers (DACs) with required representation of Federal agency personnel.
- Coordinating the efforts of private relief organizations, such as the American Red Cross, that agree to operate under FCO supervision.
- Taking any other appropriate action to help the local population obtain all assistance to which it is entitled.

C. 1. INDIVIDUAL ASSISTANCE (DISASTER APPLICATION CENTER (DAC) OPERATIONS)

Individual Assistance (IA) is to help families, individuals, or owners of small businesses recover from the effects of disasters. Individual Assistance is administered through the Disaster Application Centers (DAC) and because of this the DAC is set up in or near the area which received the worst damage. In case of a very large damaged area or a large number of people who need help, additional DACs may be established to expedite processing applicants and reduce waiting and travel requirements for disaster victims.

The DAC is a collection of representatives from every federal and state government agency which may have assistance to offer people in the stricken community. They are all placed in one large structure so that applicants will have easy access to them and can check with each agency to determine what assistance may be available to them.

The site selection for the DAC is a joint state and local responsibility. The process will be speeded up if local officials will prepare ahead of time and identify buildings, with a minimum of approximately 4500 square feet of usable space near the disaster site, that would serve as DACs. Also, it would help if they would have an idea where 25-50 tables and 150-250 chairs might be obtained for use in the DAC. Personal comfort items such as air conditioning, heating, electricity, air circulation fans, water, rest rooms, etc., should be available.

Other DAC-related items are:

- Communications in the way of telephones or two-way radios for coordination between Disaster Field Office (DFO) and DACs.
- Coordinate with local government officials for people required to operate the DAC and the DFO.
- Local government should provide representative to handle local government assistance activities.
- Transportation arrangements for victims who are not able to get to the center (check with community action agencies).
- Custodial support.
- Emergency medical support.
- Training and scheduling of volunteers to assure full time coverage of their duty stations.
- Security personnel during operations and after closing.
- Trash cans, writing pads, pencils, ash trays, local telephone directories, maps of the disaster area(s), string, and masking tape.
- Bilingual support if required.
- Fire protection
- Parking facilities for peak period number of vehicles.
- Appropriate publicity through radio, television, newspaper, and public notices.
- Child care if practical.

The DAC management position will be jointly shared by the federal and state representatives so designated. Each will be responsible for his or her respective center personnel and the group will be chaired by the Federal Emergency Management Agency (FEMA) representative who has overall responsibility for the coordination and management of the Disaster Application Center.

Although the physical arrangement in a DAC will vary according to the kind of disaster which occurred and the services available to the damaged community, the following is offered as a typical layout with the entrance at the top of the page and the exit in the upper right hand corner. A copy of FEMA Form 90-69 is also attached.

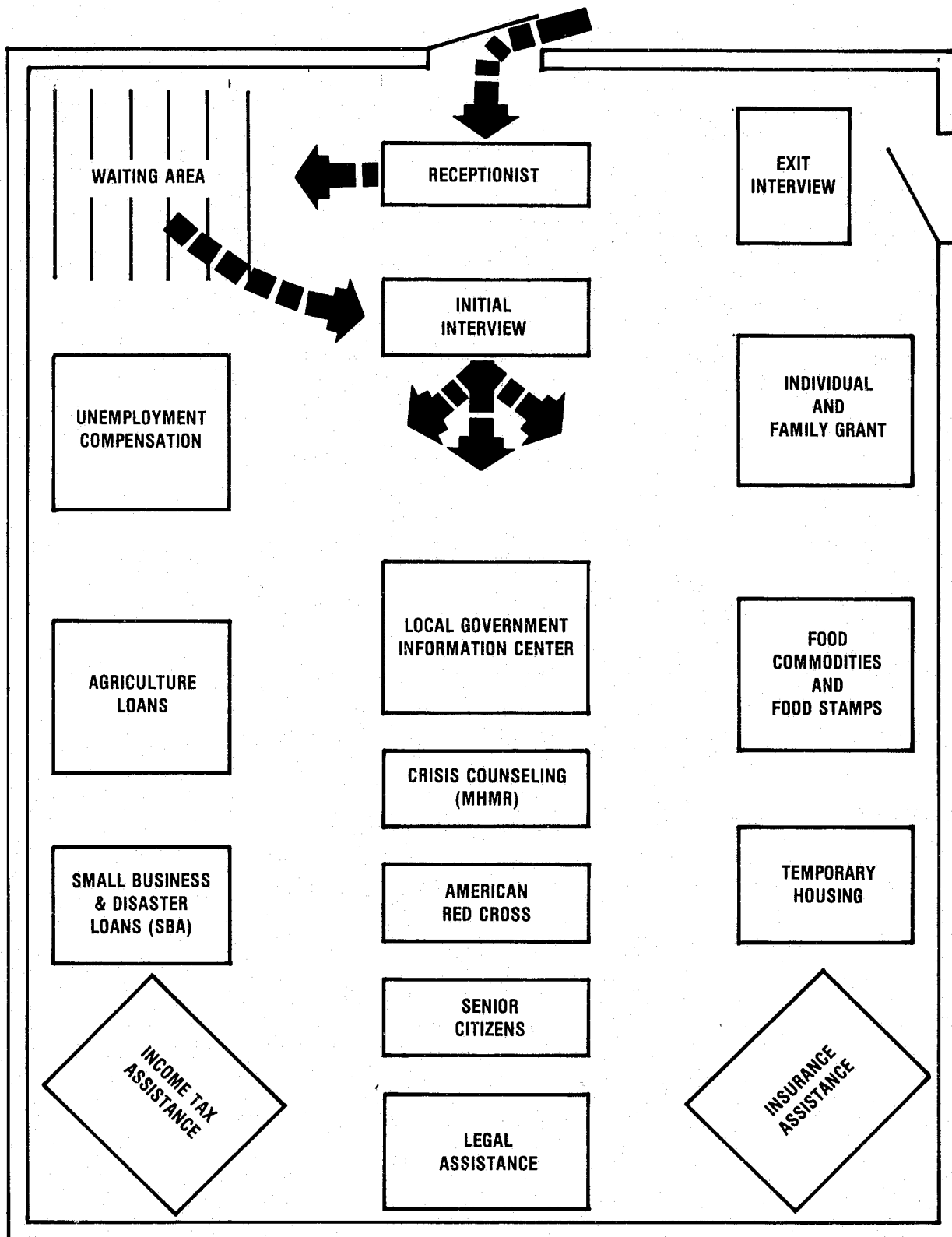
Applicants will enter the center, meet the receptionist, and proceed to the waiting area until there is an opening at the interview table. During the Initial Interview the applicant will be apprised of the various programs offered in the DAC. Application for program benefits can be made with the FEMA interviewers. After the interview, if the applicant has questions, he/she may proceed to appropriate positions for answers. Applications for the Small Business Administration (SBA) loans may have to be taken home to be completed and returned.

The respective agency receiving the application will process the request for assistance and notify the applicant directly when approved.

All appropriate Individual Assistance Programs offered in the DAC are listed in the next chapter. (SBA and Farmers Home Administration (FmHA) programs will be available as discussed earlier in Part II of this manual.)

Teleregistration (1-800 numbers) is becoming an increasingly important alternative to the conventional DAC approach. SBA and FmHA programs have used this means of taking applications for some time. Now FEMA is using this approach to speed up the application process for Temporary Housing and the Individual and Family Grant Programs.

TYPICAL DISASTER APPLICATION
CENTER LAY-OUT



| | | | | | | | |
|--|---|--|---|---|--|--|---|
| FEDERAL EMERGENCY MANAGEMENT AGENCY DISASTER ASSISTANCE REGISTRATION/APPLICATION | | | | | See Privacy Act on Reverse <input type="checkbox"/> | CONTRIBUTOR No A 5118 | OMB No 3067-0009 Expires June 30, 1987 |
| A APPLICANT INFORMATION | | | | | | | |
| 1 NAME OF APPLICANT (Last, First, MI) | | | 2 NAME OF SPOUSE/Co Applicant (Last, First, MI) | | | 3 SSN | |
| | | | | | | APPLICANT _____ SPOUSE _____ | |
| 4 GIVE A BRIEF SUMMARY OF HOW YOU WERE AFFECTED BY THE DISASTER | | | | | | | |
| 5 DATE OF LOSS | | | | | | | |
| 6 ADDRESS OF DAMAGED PROPERTY | | No. | Dir. | Street | City | State | Zip |
| | | | | | | | 7. COUNTY |
| 8. PRIMARY RESIDENCE | | | | | | | |
| <input type="checkbox"/> NO, go to 9 <input type="checkbox"/> YES → <input type="checkbox"/> Own/Rent Free <input type="checkbox"/> Rent <input type="checkbox"/> House <input type="checkbox"/> Mobile Home <input type="checkbox"/> Apartment/Duplex <input type="checkbox"/> Other | | | | | | | |
| 9. CURRENT MAILING ADDRESS | | No. | Dir. | Street | City | State | Zip |
| Same as above <input type="checkbox"/> | | | | | | | |
| 10 PHONE NUMBER(S) | | CURRENT PHONE | | WORK PHONE | | ALTERNATE PHONE | |
| | | | | | | | |
| 11. Was your BUSINESS damaged (includes rental property you own, but not farm property)? <input type="checkbox"/> YES <input type="checkbox"/> NO 12. Was your FARM damaged (includes crops, livestock, farm bldgs., machinery, but not FARM HOME)? <input type="checkbox"/> Check D2, 6, 8 <input type="checkbox"/> Check D2, 7, 8 13. Have you lost time at work or become UNEMPLOYED due to this disaster (includes Self-Employed)? <input type="checkbox"/> Check D5 14. Are your disaster-related needs LIMITED to BUSINESS or FARM damage, or UNEMPLOYMENT? <input type="checkbox"/> STOP - Skip to D9 - 11 <input type="checkbox"/> Check D3, 4 15. Do you have EMERGENCY need for CLOTHING, SHELTER or FOOD? <input type="checkbox"/> Check D3, C[4] 16. Do you have disaster related MEDICAL, DENTAL, or FUNERAL EXPENSES? <input type="checkbox"/> Check D2, 8 17. Was your HOME or PERSONAL PROPERTY affected (includes vehicles)? <input type="checkbox"/> Check as Appropriate 18. Do you need any services related to items D9 through D19? | | | | | | | |
| 19. HOUSEHOLD | NAMES OF ALL PERSONS LIVING IN HOME AT THE TIME OF DISASTER | | RELATION TO HEAD OF HOUSEHOLD | SEX | AGE | DEP Y/N | continued |
| | HOH | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| 20. Has anyone listed above also visited a DAC and applied for assistance? (Name) | | | | | | | |
| B INSURANCE/HOUSING INFORMATION (Registrar: Advise applicant on disaster housing assistance <input type="checkbox"/>) | | | | | | | |
| 1. DAMAGE OR LOSSES CAUSED BY: | | | | 2. INSURANCE COVERAGE: | | | |
| <input type="checkbox"/> Flood <input type="checkbox"/> Wind <input type="checkbox"/> Other <input type="checkbox"/> Rain <input type="checkbox"/> Fire | | | | <input type="checkbox"/> NO INSURANCE <input type="checkbox"/> Homeowners/Renters <input type="checkbox"/> Mobile Home <input type="checkbox"/> FLOOD - Policy No. & Company | | | |
| REGISTRAR: If damage is limited to wind, rain and/or fire and applicant has homeowners/renters insurance, check B[2], skip to C | | | | | | | |
| 3. Have any of the following items been SO SEVERELY affected that you and your family SHOULD NOT LIVE IN your primary residence? | | | | | | | |
| <input type="checkbox"/> Foundation/Outside Walls <input type="checkbox"/> Roof <input type="checkbox"/> Only Access (Bridge/Road) <input type="checkbox"/> Debris/Standing Water/Mud <input type="checkbox"/> Utility <input type="checkbox"/> Furnace (Season) <input type="checkbox"/> Other | | | | | | | |
| <input type="checkbox"/> YES, check B[1] and continue <input type="checkbox"/> NO, continue | | | | | | | |
| 4. Have you made any repairs to the above items at your own expense TO ENABLE YOU TO LIVE THERE? | | | | | | | |
| <input type="checkbox"/> YES, check B[1] <input type="checkbox"/> NO - If B3 and B4 above are NO, check B[3] below | | | | | | | |
| APPLICATION B[1] <input type="checkbox"/> Temporary Housing Application B[3] <input type="checkbox"/> No Application-Insufficient Damage/Expense | | | | | | | |
| DECISION: B B[2] <input type="checkbox"/> No Application - Insurance | | | | | | | |
| 5. CURRENT LOCATION: | | | | 6. PAID FOR BY: | | | |
| <input type="checkbox"/> Friends/Family <input type="checkbox"/> Mass Shelter <input type="checkbox"/> Hotel/Motel <input type="checkbox"/> Rental Unit | | | | <input type="checkbox"/> Applicant <input type="checkbox"/> Red Cross <input type="checkbox"/> No Cost <input type="checkbox"/> Other | | | |
| C INCOME INFORMATION (Registrar: Advise applicant on SBA and IFG programs <input type="checkbox"/>) | | | | | | | |
| 1. DAMAGE ESTIMATE | | | | 3. INCOME TEST | | | |
| Real Estate \$ _____ Personal Property _____ Other _____ | | | | a. Gross Income of Applicant _____ \$ _____ b. Other gross income (include spouse's income, interest, dividends) _____ c. Total (a + b) _____ d. SBA minimum cost of living amount for this size household _____ | | | |
| 2. NUMBER OF DEPENDENTS IN HOUSEHOLD INCLUDING APPLICANT: _____ | | | | If 3d is LESS than 3c: If 3d is GREATER than 3c: - Check C[1] below, issue SBA Application - Check D1 and go to Section E | | | |
| APPLICATION C[1] <input type="checkbox"/> SBA Application Issued C[3] <input type="checkbox"/> SBA Decline Issued - This IS an IFG Application for Housing, Personal Property and Transportation | | | | | | | |
| DECISION: C C[2] <input type="checkbox"/> SBA Application Refused C[4] <input type="checkbox"/> MEDICAL, DENTAL, FUNERAL EXPENSES-This IS an IFG Application | | | | | | | |
| D REFERRALS (Initial in blank spaces) | | | | | | | |
| <input type="checkbox"/> 1. Summary Decision (SBA) | | <input type="checkbox"/> 6. Business Loans (SBA) | | <input type="checkbox"/> 11. Legal Services | | <input type="checkbox"/> 16. Aging Services | |
| <input type="checkbox"/> 2. Map Reader | | <input type="checkbox"/> 7. Agricultural Aid | | <input type="checkbox"/> 12. Social Security | | <input type="checkbox"/> 17. _____ | |
| <input type="checkbox"/> 3. American Red Cross | | <input type="checkbox"/> 8. Tax Assistance | | <input type="checkbox"/> 13. Veterans Services | | <input type="checkbox"/> 18. _____ | |
| <input type="checkbox"/> 4. Vol. Agency | | <input type="checkbox"/> 9. Local Officials | | <input type="checkbox"/> 14. Food Stamps | | <input type="checkbox"/> 19. _____ | |
| <input type="checkbox"/> 5. Unempl. Assistance | | <input type="checkbox"/> 10. Insurance Services | | <input type="checkbox"/> 15. Consumer Svc. | | <input checked="" type="checkbox"/> 20. Exit Interview | |
| COMMENTS: | | | | | | | |
| E CERTIFICATION | | | | | | | |
| REGISTRAR: Ask APPLICANT to read the CERTIFICATION/AUTHORIZATION on the reverse side and SIGN below. | | | | | | | |
| APPLICANT: I have read or had read to me and understand the Certification on the reverse of this form. <input type="checkbox"/> | | | | | | | |
| 1 SIGNATURE OF APPLICANT | | 2 DATE | | 3 DAC No | | 4 NAME OF REGISTRAR (Print) | |
| | | | | | | 5 Lead Registrar (Init) | |
| F FLOOD HAZARD DETERMINATION (This section to be completed by map reader) | | | | | | | |
| 1 COMMUNITY PANEL NO | | 2 MAP DATE | | 3 ZONES <input type="checkbox"/> Zone A <input type="checkbox"/> Zone V <input type="checkbox"/> Other | | | |
| | | | | <input type="checkbox"/> Not Mapped <input type="checkbox"/> No Map <input type="checkbox"/> Floodway | | | |
| DIRECTION TO DAMAGED PROPERTY (Nearest cross street and other location aids (sketch map if necessary)) | | | | | | | |

PRIVACY ACT STATEMENT

AUTHORITY: The authority to collect this information is derived from the Disaster Relief Act of 1974, Title 42 United States Code, Sections 5121(b) (3), et. seq. and Executive Order 12148.

PRINCIPAL PURPOSE(S): The information is needed to determine your eligibility for disaster assistance and to refer you to the proper sources of assistance.

ROUTINE USES: The information will be given to the agencies from which you are seeking assistance. It may also be shared with insurers of your damaged property, and with other disaster assistance providers to ensure benefits are not duplicated.

MANDATORY OR VOLUNTARY DISCLOSURE: Giving us this information is voluntary; however, failure to give us the information may result in delay or rejection of your request for disaster assistance.

APPLICANT CERTIFICATION

For all disaster assistance for which I have applied and for which I may become eligible to receive, I CERTIFY THAT:

- This is the only Temporary Housing and/or Individual and Family Grant Program application submitted for me and my household;
- Neither I nor my family have refused assistance from any source for which application is now being made;
- I agree to repay FEMA/State or their agents if I receive assistance from any other source, including insurance settlement, which duplicates disaster assistance I/we receive through this application; and
- All facts given in this application are true and complete to the best of my knowledge and belief.

I UNDERSTAND THAT:

- I may be required to buy and maintain flood insurance as a condition of receiving disaster assistance. I will be notified of this requirement when assistance is offered.
- Willful misstatement, fraud, or misuse of funds in connection with any request for assistance may result in civil and/or criminal penalties.

I AUTHORIZE:

- Any agency or organization, including my insurance agent, to exchange whatever information is necessary to determine my eligibility for disaster assistance.
- FEMA, or the appropriate State agency, or their agents to verify the information on the application and to contact me to schedule an appointment to inspect my damaged residence and/or personal property.

APPLICATION SUMMARY

DISASTER HOUSING AID (Check one)

- ☐ You have applied for Temporary Housing Assistance. In a few days, someone will contact you to schedule an appointment to inspect the damage to your home. This inspection is necessary to determine if you are eligible for this program.
- ☐ Based on the information you have given us, Temporary Housing Assistance is not appropriate at this time. If your situation changes, or if you have had lodging costs, call the Disaster Information Hotline.

SBA HOME/PERSONAL LOAN (Check if applicant has SBA home/personal loan application packet)

- ☐ You have been given an application packet for a Disaster Home/Personal Property Loan from the Small Business Administration (SBA). Please fill out and return these forms as soon as possible.

IMPORTANT:

- No work will begin on your case until SBA receives your completed application. If you need help filling out your SBA loan application, call the Disaster Information Hotline.
- Even if you feel you cannot repay a loan, you are urged to fill out and return your application to SBA, because your name will not be referred for possible grant assistance unless you first submit your SBA loan application. Your application does not require you to accept any kind of loan; but if you decide not to accept a loan, you may be ineligible for possible grant assistance.
- SBA cannot tell you the interest rate, nor the amount and number of your monthly payments until you return your completed application and it has been processed. SBA will make every effort to set payments that you feel you can afford.
- If SBA determines that you cannot repay a loan large enough to cover your losses, your name will be referred to the State Individual and Family Grant Program.

INDIVIDUAL AND FAMILY GRANT (Check one or both if IFG application completed)

- ☐ The Small Business Administration (SBA) has determined that you cannot repay a loan. Therefore, your application for the State Individual and Family Grant Program has been accepted. In a few days, someone from the Grant Program will contact you for more information.
- ☐ You have needs that are not covered by the SBA disaster loan program such as medical, dental or funeral expenses. Therefore, your application for the State Individual and Family Grant Program has been accepted. In a few days, someone from the Grant Program will contact you for more information.

OTHER

- ☐ Your eligibility for disaster assistance cannot be determined without insurance information. If you have not done so already, you should immediately contact your insurance agent to file a claim for your damages and losses.

[x] Questions?

Call the DISASTER INFORMATION HOTLINE (Toll Free)

Exit Interviewer (Initial)

THIS SIDE TO BE COMPLETED ONLY BY SBA IF A SUMMARY DECISION IS INDICATED.

Review the back of SBA Form 1363, Summary Decline Letter, and have applicant sign where indicated before completing this form. Complete the worksheet below.

| DEBTS - OTHER OBLIGATIONS (Include alimony, child support, separate maintenance, etc.) Name and address of mortgagee or landlord: | AMOUNT (Debts - Other Obligations) |
|--|--|
| | \$ |
| Name of all creditors: | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| Excluding the debts listed above, total your approximate monthly living expenses (Include food, utilities, medical, clothing, transportation, etc.) | \$ |
| NOTE: The information contained herein, and any attachments hereto, are true and correct to the best of my knowledge. The statements are made for the purpose of receiving disaster assistance; I understand that false statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General. Refer to 18 USC 1001. | |
| SIGNATURE OF APPLICANT AND DATE | SIGNATURE OF JOINT APPLICANT/SPOUSE AND DATE |

Compare household size and applicant's total income with obligations listed above. If it is obvious that repayment ability is lacking, recommend a decline. If there is a split decision, an application must be given.

If declined, complete the Summary Decision section below. Prepare a decline letter in triplicate: original for applicant, one copy for SBA, one copy for IFG. Return ALL COPIES of FEMA Form 90-69 to the applicant, along with the original and IFG copy of the decline letter. Keep only the SBA copy of the decline letter. Direct applicant to the Map Reader.

If not declined, give applicant an SBA application packet and complete the Summary Decision section below. Return ALL COPIES of all forms to the applicant and direct applicant to the Map Reader.

If a prospective applicant should refuse an application, explain the consequences for the IFG Program. If the applicant still refuses an application, explain in the comments section below.

| | | | |
|--|------|---------------------------------|------|
| SBA SUMMARY DECISION | | | |
| <input type="checkbox"/> Declined <input type="checkbox"/> Gave Application <input type="checkbox"/> Refused Application (Explain in comments section below) | | | |
| SIGNATURE OF LOAN OFFICER | DATE | SIGNATURE OF CONCURRING OFFICER | DATE |

(LOAN OFFICER: Record Summary Decision on front in Section C. "Application Decision" block)

| |
|-----------|
| COMMENTS: |
|-----------|

INDIVIDUAL ASSISTANCE PROGRAMS ASSOCIATED WITH DAC OPERATIONS

The American Red Cross. The purpose of assistance by the American Red Cross is to mitigate the suffering caused by a disaster, regardless of the size of the catastrophe or the number of people involved. In the event of a Presidential declaration of a major disaster, the Red Cross cooperates to the fullest extent with the Federal Coordinating Officer appointed by the President and works in coordination with State and local governments and other voluntary agencies.

Assistance available from the Red Cross is in the form of food, clothing, shelter, and first aid provided through shelters, at aid and feeding stations, and directly to individual families. Supplementary nursing care and blood products are distributed to hospitals and other emergency medical facilities. Welfare inquiries from outside the affected areas are handled.

Funds or purchase orders are issued to individual families for food, clothing, medical care, health items, essential household furnishings, needed occupational supplies and equipment, emergency rental for housing, transportation, and temporary repairs to homes so that they can be reoccupied.

Information about available State and Federal aid and other resources is given to disaster victims.

Grant aid may be available for more extensive repairs or rebuilding of a home and the replacement of household goods when there is not a major disaster declaration or the family is not eligible for government benefits or such benefits are inadequate to meet essential disaster-caused needs.

Contact the local chapter of the American Red Cross or specially established disaster service centers for more information.

Churches

Assistance through local churches or interfaith groups is usually available for immediate needs such as food, clothing, spiritual and other personal needs. Local churches usually belong to a regional disaster assistance network that provides resources for needs within this particular region. Regional networks may be denominational; but, they help the general population and can be very resourceful in meeting community needs following a disaster.

Department of Labor funded by the Federal Emergency Management Agency (FEMA).

— Unemployment Assistance

The purpose of this assistance is to provide financial assistance to persons unemployed as a result of a major disaster.

Assistance is available after the Presidential declaration of a major disaster in the form of job placement and disaster unemployment assistance which is administered through Texas Employment Commission for the U.S. Department of Labor. The compensation received will not exceed the maximum amount of payment under the employment compensation program of the State in which the disaster occurred. Assistance may be provided until an individual is reemployed, but no longer than 26 weeks after the date of the major disaster declaration.

Eligible applicants are individuals who are unemployed as a result of a declared major disaster.

Application is made to the Texas Employment Commission local office or DAC Representative.

Federal Emergency Management Agency.

— Cora Brown Fund Assistance

The purpose of this assistance is to make funds available to assist victims of natural disasters for disaster-related needs that **have not been or will not be** met by governmental agencies or other relief organizations.

Assistance is available after the Presidential declaration of a major disaster.

Eligible applicants are persons affected by a Presidentially-declared disaster who have unmet needs after applying for all other available aid.

Application may be made through the Governor's Authorized Representative to the Federal Coordinating Officer.

— Crisis Counseling Assistance

The purpose of this assistance is to provide professional counseling services to victims of major disasters in order to relieve mental health problems caused or aggravated by a major disaster or its aftermath.

Available assistance will be provided by the National Institute of Mental Health, Public Health Service, Department of Health and Human Services, after a Presidential declaration of a major disaster. Assistance will include counseling services, which may include training of disaster workers by contract through the State Department of Mental Health and Mental Retardation.

Eligible applicant is the State.

Application is made by the State to the Federal Coordinating Officer or the FEMA Regional Director as appropriate.

— Flood Insurance

The purpose of this assistance is to enable persons as well as State and local governments to purchase insurance against losses from physical damage to, or loss of, buildings and their contents caused by floods, or flood-related mudslides, or flood-related erosion.

Assistance is available to provide insurance at a reasonable rate, backed by the Federal Government, for buildings and their contents.

Eligible applicants are property owners in communities which are participating in the National Flood Insurance Program.

People with structures or personal property in or near the floodplain should contact their local insurance agent for information and an application.

— Individual and Family Grants

The purpose of this assistance is to provide grants to meet disaster-related necessary expenses or serious needs of individuals or families adversely affected by a major disaster.

Eligible applicants are individuals or families with disaster-related necessary expenses or serious needs that cannot be met through assistance under other provisions of the Robert T. Stafford Act (PL 100-707) or from other means.

Assistance is available after the Presidential Declaration of a major disaster through grants up to \$11,000 per individual or family. This figure is adjusted annually based on the consumer price index. The program is funded by 75/25 Federal/State cost sharing

and the grants are made by the State.

Applications are taken by Disaster Application Center (DAC) Interviewers in the DAC and referred to the Texas Department of Human Services. In addition, teleregistration (1-800 numbers) is now being used to expedite the application process.

— **Temporary Housing**

The purpose of this assistance is to provide temporary housing for individuals and families displaced as a result of a disaster.

This assistance is available after the Presidential declaration of a major disaster or an emergency. Temporary housing in the form of government, private, and commercial resources; or, grants for minor repairs to owner-occupied damaged structures is provided. Temporary assistance is also provided with mortgage or rental payments for persons faced with losses of their residence because of disaster-created financial hardship.

Eligible applicants are individuals and families displaced from their homes by a disaster.

Application is made at the DAC during the interview process.

Food Distribution Program - Emergency Assistance

The purpose of this program is to provide commodities for the mass feeding of eligible victims of natural disasters.

This assistance can be provided by the Food and Nutrition Service, U.S. Department of Agriculture, after a presidentially declared disaster. The intent is to distribute food commodities for mass feeding purposes; but, the distribution of food to families in locations in which commercial food sources have been disrupted must be approved by the secretary of agriculture.

Application procedure is through the American Red Cross, Salvation Army, or other recognized local disaster feeding organization.

Food Stamp Program - Emergency Issue

The purpose of this program is to provide for emergency issuance of food stamps to victims in disaster areas where the normal channels of food distribution have been disrupted.

This assistance can be provided by Food and Nutrition Service, U.S. Department of Agriculture after a National level approval by the Food and Nutrition Service following a presidentially declared disaster. Maximum food stamp allotment of household size will be made for victims of natural disasters who are otherwise eligible.

Application is through the local Department of Human Services office.

Internal Revenue Service

— **Tax Information and Education**

The purpose of this assistance is to ensure that taxpayers who suffered losses receive the most current information regarding casualty loss claims and the filing of amended tax returns.

Assistance is available after a Presidential declaration of a major disaster or an emergency for advisory services, counseling, and guidance on tax matters, including assistance in the preparation of returns. Assistance is also provided in obtaining copies of prior year returns, when necessary, to file amended returns.

Eligible applicants are taxpayers who suffer losses as a result of a Presidentially-declared major disaster or emergency.

For assistance call the Internal Revenue Service toll free tax information telephone number listed in any telephone directory or visit a Disaster Application Center.

Legal Services

The purpose of this assistance is to provide legal services to low income individuals who need it as a result of a major disaster.

This service can be provided, after the Presidential declaration of a major disaster, by appropriate Federal agencies, state, and local bar associations and the Young Lawyers Division of the American Bar Association.

Further information on this program may be obtained at the DAC.

Mennonite Disaster Service

The purpose of the Mennonite Disaster Service is to assist individuals and communities in repair and rehabilitation work following a disaster.

Assistance available through the Mennonite Disaster Service is for:

- General, immediate clean up and restoration of disaster locations.
- Repairs, temporary or permanent, to homes of the elderly and the underinsured.
- The reconstruction and rehabilitation of residences and vital building facilities in an affected community.
- Mental health support programs in cooperation with the Mennonite Mental Health Centers.

Any disaster victim or community which has sustained damage because of a major disaster is eligible for assistance. Priority is given to the elderly, handicapped, widowed, disadvantaged minorities, and impoverished.

For assistance contact the nearest office of the Mennonite Disaster Service.

Salvation Army

The purpose of the Salvation Army is to meet the needs of victims of natural and manmade disasters.

Assistance available through the Salvation Army is for:

- Spiritual counseling - comforting the bereaved, consoling the injured and distressed.
- Family counseling and case work services.
- Registration and identification of victims.
- Missing persons services - locating individuals and answering inquiries from concerned relatives and families outside the disaster area.
- Medical assistance.
- Temporary shelter.
- Mass and Mobile feeding - hot meals or snacks for disaster victims and emergency workers.
- Collection of donated goods for victims - according to predetermined need.

- Distribution of clothing, food and commodities, furniture, bedding, cleaning supplies, and bibles.
- Services to emergency workers.
- Referrals - to appropriate government and private agencies for special services.
- Other services as required.

To be eligible for assistance, an individual (including disaster workers) or a community should have sustained damage as a result of a disaster occurrence.

For assistance, contact the nearest office of the Salvation Army.

Senior Citizens Assistance

The purpose of this program is to provide assistance to Senior Citizens who have been affected by a presidentially-declared disaster.

The service is provided by the local Senior Citizen activity center which serves the host community and is activated by FEMA as a normal function of establishing the DAC structure for disaster recovery operations.

C.2. PUBLIC ASSISTANCE

Public Assistance is a reimbursement program which provides funding on a percentage basis to eligible applicants who have suffered damages as a result of a Presidentially declared disaster and whose damages are within an area authorized for Public Assistance. Funding under this program is limited to repairing/restoring damaged items/facilities to their predisaster condition and will only be provided once all other means of funding have been exhausted.

Eligible applicants under the Public Assistance program are:

- State agencies and local governments
- Private Non-Profit organizations which own and operate a facility that provides an essential government service to the general public and has a:
 - IRS tax exemption letter or a State Private Non-Profit certification
- Indian tribes or tribal organizations

Public Assistance is administered through the Disaster Field Office and consists of two main types of work: Emergency and Permanent.

Emergency work is done immediately to save lives, protect and preserve property, public health, and safety, and to provide temporary facilities to restore essential public services. Emergency work does not necessarily have to comply with codes and ordinances since they are life sustaining or life protecting actions. The two "Emergency" work categories are identified by the letters "A" and "B" and include the following work:

- A. DEBRIS CLEARANCE, on public roads and streets including rights of way, public property, and private property in some cases.
- B. PROTECTIVE MEASURES for life, health, safety, and property.

Permanent work is that work required to restore a damaged facility to predisaster conditions.

The five "Permanent" work categories are identified by letters "C" through "G" and include the following work:

- C. ROAD SYSTEMS (Roads, Bridges, Traffic Controls, Streets, Culverts, etc.)
- D. WATER CONTROL FACILITIES (Dikes, Levees, Dams, Drainage Channels, and Irrigation Works)
- E. PUBLIC BUILDINGS & EQUIPMENT (Public Buildings, Supplies or Inventory, Vehicle or Other Equipment, Transportation Systems and Higher Education Facilities)
- F. PUBLIC UTILITY SYSTEMS (Storm Water Drainage, Sanitary Sewerage, Light, and Power)
- G. OTHER (Park Facilities, Recreation facilities)

**DIVISION OF EMERGENCY MANAGEMENT
NOTICE OF INTEREST
IN APPLYING FOR DISASTER ASSISTANCE**

| | | |
|--|--|---------------------------------|
| DECLARATION NUMBER FEMA - <u>863</u> - DR | PROJECT APPLICATION NUMBER <u>000</u> - _____ | NOI DATE <u>Nov 27, 1990</u> |
|--|--|---------------------------------|

The purpose of this form is to list damages to property and facilities so that inspectors may be appropriately assigned for a formal survey.

REQUIREMENTS FOR DAMAGE SURVEYS

| | |
|---|--|
| <p>A. DEBRIS CLEARANCE</p> <p><input checked="" type="checkbox"/> On public Roads & Streets including ROW</p> <p><input checked="" type="checkbox"/> Other Public Property</p> <p><input type="checkbox"/> Private Property (<i>When undertaken by local Govt. forces</i>)</p> <p><input type="checkbox"/> Structure Demolition</p> <p>C. ROAD SYSTEM</p> <p><input checked="" type="checkbox"/> Roads <input checked="" type="checkbox"/> Streets <input checked="" type="checkbox"/> Traffic Control</p> <p><input checked="" type="checkbox"/> Bridges <input checked="" type="checkbox"/> Culverts <input type="checkbox"/> Other *</p> <p>E. BUILDINGS AND EQUIPMENT</p> <p><input checked="" type="checkbox"/> Buildings and Equipment</p> <p><input checked="" type="checkbox"/> Supplies or Inventory</p> <p><input type="checkbox"/> Vehicles or other equipment</p> <p><input checked="" type="checkbox"/> Transportation Systems</p> <p><input type="checkbox"/> Other *</p> <p>G. OTHER (<i>Not in the above categories</i>)</p> <p><input checked="" type="checkbox"/> Park Facilities</p> <p><input type="checkbox"/> Recreational Facilities</p> | <p>B. PROTECTIVE MEASURES</p> <p><input checked="" type="checkbox"/> Life and Safety</p> <p><input type="checkbox"/> Property</p> <p><input checked="" type="checkbox"/> Health</p> <p><input type="checkbox"/> Stream/Drainage Channels</p> <p>D. WATER CONTROL FACILITIES</p> <p><input checked="" type="checkbox"/> Dikes <input type="checkbox"/> Dams</p> <p><input type="checkbox"/> Drainage Channels <input type="checkbox"/> Irrigation Works</p> <p><input type="checkbox"/> Levees <input type="checkbox"/> Other *</p> <p>F. PUBLIC UTILITY SYSTEMS</p> <p><input checked="" type="checkbox"/> Water</p> <p><input type="checkbox"/> Sanitary Sewerage</p> <p><input checked="" type="checkbox"/> Storm Drainage</p> <p><input type="checkbox"/> Light/Power</p> <p><input type="checkbox"/> Other *</p> |
|---|--|

* Indicate type of facility.

NOTE: If Private Non-Profit, provide name of facility and/or Private Non-Profit Owner.

| | | |
|---|---|---------------------------|
| NAME OF POLITICAL SUBDIVISION OR ELIGIBLE APPLICANT <u>West EDEX</u> | PRIVATE NON-PROFIT <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | COUNTY <u>Paradise</u> |
| AGENT/TITLE <u>Bill K. Lector</u> | | |
| BUSINESS ADDRESS (<i>Include Zip Code</i>) <u>P.O. Box 549 West EDEN, TX 77717</u> | | |
| BUSINESS TELEPHONE (<i>Include Area Code and extension</i>) <u>(409) 555-6666</u> | HOME TELEPHONE (<i>Include Area Code</i>) <u>(409) 555-1212</u> | |

FEDERAL EMERGENCY MANAGEMENT AGENCY
DISASTER RESPONSE AND RECOVERY

FEMA DECLARATION NUMBER

DATE

FIPS NUMBER

NOTICE OF INTEREST

IN APPLYING FOR FEDERAL DISASTER ASSISTANCE

The purpose of this form is to list the damages to property and facilities so that inspectors may be appropriately assigned for a formal survey.

REQUIREMENTS FOR FEDERAL DAMAGE SURVEYS

A. DEBRIS CLEARANCE

- ☐ On Public Roads & Streets including ROW
- ☐ Other Public Property
- ☐ Private Property (*When undertaken by local Government forces*)
- ☐ Structure Demolition

B. PROTECTIVE MEASURES

- ☐ Life and Safety ☐ Health
- ☐ Property ☐ Stream/Drainage Channels

C. ROAD SYSTEMS

- ☐ Roads ☐ Streets
- ☐ Bridges ☐ Culverts
- ☐ Traffic Control ☐ Other*

D. WATER CONTROL FACILITIES

- ☐ Dikes ☐ Levees ☐ Dams
- ☐ Drainage Channels ☐ Irrigation Works

E. PUBLIC BUILDINGS AND EQUIPMENT

- ☐ Public Buildings
- ☐ Supplies or inventory
- ☐ Vehicles or other equipment
- ☐ Transportation Systems
- ☐ Higher Education Facilities

F. PUBLIC UTILITY SYSTEMS

- ☐ Water ☐ Storm Drainage
- ☐ Sanitary Sewerage ☐ Light/Power
- ☐ Other*

G. FACILITIES UNDER CONSTRUCTION

- ☐ Public Facilities*
- ☐ Private Non-Profit Facilities**

H. PRIVATE NON-PROFIT FACILITIES**

- ☐ Educational ☐ Medical
- ☐ Emergency ☐ Custodial Care
- ☐ Utility

I. OTHER (*Not in above categories*)

- ☐ Park Facilities
- ☐ Recreational Facilities

* Indicate type of facility;

** Provide name of the facility and of private non-profit owner.

NAME AND TITLE OF REPRESENTATIVE WHO WILL ACCOMPANY THE SURVEY TEAM.

NAME OF POLITICAL SUBDIVISION OR ELIGIBLE APPLICANT

COUNTY

1 BUSINESS ADDRESS

2 ZIP CODE

3 BUSINESS TELEPHONE (Area Code/Number)

HOME TELEPHONE (Area Code/Number)

4 APPLICANT'S AUTHORIZED REPRESENTATIVE

BUSINESS TELEPHONE (Area Code/Number)



DESIGNATION OF APPLICANT'S AGENT

(Agent's Name) (Official Position)

of _____ is hereby authorized to execute and
(Organization)

file Application for Public Assistance in behalf of _____
(Organization)

for the purpose of obtaining certain state and federal financial assistance under the Disaster Relief Act (Public Law 93-288 as amended) or otherwise available. This agency is authorized to represent and act for _____ in all dealings with the
(Organization)

State of Texas for all matters pertaining to such disaster assistance required by the agreements and assurances printed on the reverse side hereof.

| | |
|----------------------|-------------------|
| DATE | NAME/SIGNATURE |
| AGENT'S WORK ADDRESS | OFFICIAL POSITION |
| AGENT'S PHONE NUMBER | ORGANIZATION |

AVAILABLE PUBLIC ASSISTANCE

There is a wide variety of assistance available to city and county governments following a disaster. The following gives a brief description of some of the programs. Included is the state agency you should contact for further information on these programs.

DEBRIS REMOVAL

| | |
|-----------------------|--|
| Purpose of Assistance | To provide Federal Financial Assistance for removal of debris and wreckage resulting from a major disaster or emergency from publicly and privately owned lands and waters when determined to be in the public interest. |
| Federal Agency | Federal Emergency Management Agency. |
| Assistance Available | After a Presidential declaration of a major disaster or an emergency, grants on a cost-share basis may be made to State or local governments for the removal of debris and wreckage. In certain situations, Federal agencies may be requested to arrange for the debris removal. |
| Eligible Applicants | State and local governments. |
| Application Procedure | Applications should be submitted to the Division of Emergency Management. |

COMMUNITY DISASTER LOANS

| | |
|-----------------------|--|
| Purpose of Assistance | To provide funds to any local government that has suffered a substantial loss of tax and other revenue as a result of a major disaster and has demonstrated a need for financial assistance in order to perform its governmental functions. |
| Federal Agency | Federal Emergency Management Agency. |
| Assistant Available | After a Presidential declaration of a major disaster, loans not to exceed 25 percent of the annual operating budget of that local government for the fiscal year in which the major disaster occurs. Repayment of all or any part of such loan may be cancelled to the extent that revenues of the local government during the 3 fiscal years following the disaster are insufficient to meet the operating expenses of that local government because of disaster-related revenue losses and unreimbursed disaster-related municipal operating expenses. |
| Eligible Applicants | Any local government which has demonstrated a substantial tax loss and a need for financial assistance as a result of a major disaster in order to perform its governmental functions. |
| Application Procedure | Application should be submitted through the Texas Division of Emergency Management, through the Regional Director to the Associate Director, State and Local Programs and Support, Federal Emergency Management Agency. |

EMERGENCY PROTECTIVE MEASURES

| | |
|-----------------------|--|
| Purpose of Assistance | To provide emergency protective measures to save lives, remove health and safety hazards, and protect property in a Presidentially declared major disaster or emergency. |
|-----------------------|--|

| | |
|-----------------------|--|
| Federal Agency | Federal Emergency Management Agency. |
| Assistance Available | After a Presidential declaration of a major disaster or an emergency, protect improved property from additional damage. Remove health and safety hazards, including use of vector control. Search and rescue operations. |
| Eligible Applicants | Any State or local government. |
| Application Procedure | Requests are made to the Division of Emergency Management. |

HAZARD MITIGATION GRANT PROGRAM

| | |
|-----------------------|--|
| Purpose of Assistance | To fund cost-effective hazard mitigation measures that are consistent with the evaluation of natural hazards under section 409 of the Robert T. Stafford Disaster and Emergency Assistance Act (the Stafford Act), and that substantially reduce the risk of future damage, hardship, loss, or suffering in any area affected by a major disaster. |
| Federal Agency | Federal Emergency Management Agency |
| Assistance Available | FEMA may contribute up to 50 percent of the cost of hazard mitigation measures. Total contributions under the Hazard Mitigation Grant Program shall not exceed 10 percent of the estimated aggregate amounts of grants to be made under section 406 of the Stafford Act, (Public Assistance permanent restorative work) for the major disaster. |
| Eligible Applicants | State and local governments, private or non-profit organizations or institutions, Indian Tribes or authorized tribal organizations and Alaskan native villages or organizations. |
| Application Procedure | Standard Form 424, Application for Federal Assistance, and supporting documentation should be submitted by the Division of Emergency Management to the appropriate Regional Director of the Federal Emergency Management Agency. |

HAZARD MITIGATION — TECHNICAL ASSISTANCE

| | |
|-----------------------|---|
| Purpose of Assistance | To prevent or minimize future disaster related damages caused by natural hazards subsequent to a major disaster pursuant to the Disaster Relief Act of 1974. |
| Federal Agency | Federal Emergency Management Agency. |
| Assistance Available | After a declaration of a major disaster or emergency, or declaration for Fire Suppression assistance, provide technical assistance to identify and evaluate natural hazards in disaster areas and to recommend appropriate hazard mitigation actions. |
| Eligible Applicants | State and local governments in disaster areas. |
| Application Procedure | Request for technical assistance should be submitted through the Governor's authorized Representative to the Regional Director of the Federal Emergency Management Agency. |

FIRE SUPPRESSION ASSISTANCE

| | |
|------------------------------|---|
| Purpose of Assistance | To provide assistance for the suppression of any fire on publicly (Non-Federal) or privately owned forest or grassland which threatens to become a major disaster. |
| Federal Agency | Federal Emergency Management Agency. |
| Assistance Available | Grants and other assistance required for the suppression of fires in accordance with a FEMA-State Agreement for Fire Suppression. |
| Eligible Applicants | Any State. |
| Application Procedure | The Governor of a State (or his/her authorized representative) must submit a request through the Federal Emergency Management Agency Regional Director. This request must be submitted at the time an incident fire constitutes a threat of a major disaster. |

PUBLIC TRANSPORTATION

| | |
|------------------------------|---|
| Purpose of Assistance | To provide emergency public transportation services to meet emergency needs when such services have been severely disrupted because of a major disaster. |
| Federal Agency | Federal Emergency Management Agency. |
| Assistance Available | After a Presidential declaration of a major disaster, transportation to governmental offices, supply centers, stores, post offices, schools, major employment centers, and other places may be provided as necessary. |
| Eligible Applicants | States and localities within a designated major disaster area. |
| Application Procedure | Applications should be submitted to the Division of Emergency Management. |

REPAIR OR RESTORATION OF PUBLIC FACILITIES

| | |
|------------------------------|---|
| Purpose of Assistance | To provide funds for repair, restoration, reconstruction, or replacement of public facilities which have been damaged or destroyed by a major disaster. |
| Federal Agency | Federal Emergency Management Agency. |
| Assistance Available | After a Presidential declaration of a major disaster, Federal contributions for repairing, restoring, reconstructing, or replacing any public facility belonging to a State or local government. The Federal contribution is made on the basis of the design of the facility as it existed immediately prior to the disaster and in conformity with applicable codes, specifications, and standards. Public facility includes: any publicly owned flood control, navigation, irrigation, reclamation, public power, sewage treatment and collection, water supply and distribution, watershed development, or airport facility, any non-Federal-aid street, road or highway, any other public building structure or system, including those used for educational, recreational, or cultural purposes. |
| Eligible Applicants | State or local governments in areas designated eligible for assistance under the President's declaration of a major disaster. |

**Application
Procedure**

Application should be submitted to the Division of Emergency Management.

SCHOOL CONSTRUCTION

**Purpose of
Assistance**

To provide assistance for the replacement or restoration of urgently needed school facilities in school districts where such replacement or restoration has been made necessary because of a major disaster. Also the construction for the public school district of minimum school facilities, if necessary, when a nonpublic school has been destroyed and will not be replaced.

Federal Agency

Office of Elementary and Secondary Education, Department of Education.

**Assistance
Available**

After a Presidential declaration of a major disaster, project grants to construct or restore schools, including additional facilities for children who attend private schools that were destroyed by a major disaster but have not been and will not be rebuilt.

**Eligible
Applicants**

Local educational agencies and certain public education agencies that provide free public education to children of elementary or secondary school age in classrooms of the agency; State must provide similar amount of assistance deemed reasonable by the Secretary of Education, as a condition of eligibility.

**Application
Procedure**

Applications are submitted to the Secretary of Education, through the State educational agency.

SCHOOL MAINTENANCE AND OPERATION ASSISTANCE

**Purpose of
Assistance**

To assist in replacing or repairing supplies, and equipment or making minor repairs to facilities damaged or destroyed by a major disaster. May replace lost total revenue necessary to provide level of free public education maintained by the school district prior to the disaster.

Federal Agency

Office of Elementary and Secondary Education, Department of Education.

**Assistance
Available**

After a Presidential declaration of a major disaster, grants for maintenance and operation expenditures:

To maintain the level of education which existed before the disaster when a deficiency occurs due to increased costs and loss of total current expenditure revenue.

For additional costs to educate children who formerly attended private schools.

For debris removal and cleanup, minor repairs to buildings and the repair or replacement of equipment and supplies.

For temporary facilities.

**Eligible
Applicants**

Local educational agencies and certain public education agencies that provide free public education to children of elementary or secondary school age in classrooms of the agency; State must provide similar amount of assistance deemed reasonable by the Secretary of Education, as a condition of eligibility.

**Application
Procedure**

Applications are submitted to the Secretary of Education through the State educational agency.

REPAIR OR RESTORATION OF PRIVATE NONPROFIT FACILITIES

| | |
|------------------------------|---|
| Purpose of Assistance | To provide Federal financial assistance for private nonprofit educational, utility, emergency, medical, and custodial care facilities, including those for the aged or disabled, and facilities providing essential services of a governmental nature to the general public, which were damaged or destroyed by a major disaster. |
| Federal Agency | Federal Emergency Management Agency. |
| Assistance Available | After a Presidential declaration of a major disaster, grants for repairing, replacing, reconstructing, or restoring a facility on the basis of its design as it was immediately prior to the disaster and in conformity with applicable codes, specifications, and standards. |
| Eligible Applicants | Eligible owners of private, nonprofit educational, utility, emergency, medical, and custodial care facilities, including those for the aged or disabled, and facilities providing essential services of a governmental nature to the general public. |
| Application Procedure | Application is made by the private nonprofit organization to the Division of Emergency Management. |

THE DAMAGE SURVEY REPORT PROCESS

The heart of the public assistance system is the Damage Survey Report (DSR), (FEMA Form 90-91, August 87). In the process of preparing the DSRs which are required for both Emergency and Permanent work, Federal and state engineers are dispatched from the DFO to the declared areas. This is where they join local engineers or designated agents to form a three-member team to evaluate the cost of repair or replacement of damaged facilities. This evaluation is recorded on DSRs.

Damage Survey Reports (DSRs) are completed for each category of Emergency Work and Permanent Work applicable. Each category applicable will have one or more DSRs depending on the number of work sites in that category. If a work site involves more than one category of work there should be DSRs for each category at that location.

When the three-member team completes and signs each DSR, the DSRs are then forwarded through the State Coordinating Officer to the Federal Coordinating Officer for approval. The process goes as follows:

1. The state and federal inspection teams are dispatched from the Disaster Field Office (DFO).
2. The dispatched survey team joins the local designated representative and the three of them survey the damaged area and complete the DSR.
3. All three team members sign the DSR. NOTE: The local inspector will be asked to concur or not concur with the evaluation.
4. All copies are delivered to the Federal Emergency Management Agency (FEMA) Disaster Assistance Specialist who begins the project review to insure they are filled out properly.
5. The DSR's are then transmitted to the SCO who will review the applicants project and notify the Designated Agent that the application is ready to be picked up.
6. At pickup the agent will be briefed on project documentation, appeals, completion deadlines, extensions, scope of work and certification.

The DSR form contains two Emergency and five Permanent work categories which are specifically identified. The two categories under "Emergency" work are:

- A. DEBRIS CLEARANCE, on public roads and streets including rights of way, public property, and private property in some cases.
- B. PROTECTIVE MEASURES for life and safety, health, property, and stream/drainage channels.

Emergency work does not necessarily have to comply with codes and ordinances since they are life sustaining or life protecting actions.

The five "Permanent" work categories on the DSR are identified by letters "C" through "G," and identify the work categories as follows:

- C. ROAD SYSTEMS (Roads, Bridges, Traffic Controls, Streets, Culverts, etc.)
- D. WATER CONTROL FACILITIES (Dikes, Levees, Dams, Drainage Channels, and Irrigation Works)
- E. PUBLIC BUILDINGS & EQUIPMENT (Public Buildings, Supplies or Inventory, Vehicle or other Equipment, Transportation Systems and Higher Education Facilities)
- F. PUBLIC UTILITY SYSTEMS (Storm Water Drainage, Sanitary Sewerage, Light, and Power)
- G. OTHER (Park Facilities, Recreation Facilities)

A copy of the DSR Form follows: One DSR will be prepared for each work site in each category of work so each community applying for Public Assistance may have several DSRs.

If it becomes apparent that the approved DSR is incorrect, for example, scope of work, cost estimates or time limitations, the SCO should be contacted immediately so that the work can be resurveyed to correct or amend the DSR.

After DSRs are approved by FEMA, further changes or additions to the scope, time limits, and cost overruns for each DSR must be submitted to the SCO and approved by FEMA before any funds are expended on these changes.

| FEDERAL EMERGENCY MANAGEMENT AGENCY DAMAGE SURVEY REPORT DISASTER RESPONSE AND RECOVERY (See instructions on reverse) | | | | 3. DECLARATION NO. FEMA 000 DR | |
|--|-------------|------------------------------------|---|--|--|
| 1. TO REGION 6 FEDERAL EMERGENCY MANAGEMENT AGENCY | | | | 4. INSPECTION DATE 30 AUG 1983 | |
| 2. APPLICANT (State, Agency, County, City, etc.) City of Anytown, Peaceful County | | PA NO. 034-33480 | | 5. WORK ACCOMPLISHED BY <input checked="" type="checkbox"/> CONTRACT <input type="checkbox"/> FORCE ACCOUNT | |
| 7. WORK CATEGORY ("X" Applicable Box) <input checked="" type="checkbox"/> EMERGENCY <input checked="" type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> PERMANENT <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I | | DSR NO. 32087 | | 6. PERCENTAGE OF WORK COMPLETED TO DATE 100 % | |
| 9. DAMAGED FACILITIES (Location, identification and description) City of Anytown - All streets | | | | 8A. FACILITY IN OR AFFECTS FLOOD PLAIN OR WET LANDS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | |
| 9. DESCRIPTION OF DAMAGE Storm generated debris was deposited on all streets and rights-of-way throughout the city. | | | | | |
| 10. SCOPE OF PROPOSED WORK Concentrate all debris from throughout the city at central location in the village park for later removal and disposal. | | | | | |
| 11. ESTIMATED COST OF PROPOSED WORK | | | | | |
| QUANTITY (a) | UNIT (b) | MATERIAL AND/OR DESCRIPTION (c) | UNIT PRICE (d) | COST (dollars) (e) | |
| 10000 | CY | Storm generated debris | 2.50 | \$ 25,000 | |
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| 12. EXISTING INSURANCE (Type) None | | | AMOUNT \$ | TOTAL \$ 25,000 | |
| 13. RECOMMENDATION BY FEDERAL INSPECTOR (Signature, Agency, date) Robert Right, FEMA 30 AUG 1983 | | | ELIGIBLE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | ATTACHMENTS | |
| 14. CONCURRENCE IN REPORT BY STATE INSPECTOR (Signature, Agency, date) Arley Sledge, T.D.H.P.T. 8/30/83 | | | CONCUR <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | ATTACHMENTS | |
| 15. CONCURRENCE IN REPORT BY LOCAL REPRESENTATIVE (Signature, Agency, date) Jennifer Knight, Anytown 8/30/83 | | | CONCUR <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | ATTACHMENTS | |
| 16. FEDERAL REVIEW (Signature, Agency, date) William Singer, FEMA 9/1/83 | | | FEMA REVIEW (Initials and date) CNB 9-2-83 | | |

INSTRUCTIONS

1. The Damage Survey Report (DSR) is not a Federal approval of this proposed project and does not obligate Federal funds. DSR's are field recommendations which are attached as supporting justification to the applicant's project application, which must be approved by the Governor's Authorized Representative and the FEMA Regional Director. The applicant can be given no assurance of Federal reimbursement for any of the proposed work prior to approval of the project application by the Regional Director.
2. Use this form for the Federal Inspector's Damage Survey Report when required for emergency assistance, debris removal, temporary housing, or permanent repairs, replacement, or other restorative work. Separate DSR's will be prepared for emergency and for permanent work.
3. The Federal Inspector will attach properly captioned and cross referenced maps, sketches, or photos, as necessary to locate or describe the damages and the proposed scope of work. Additional sheets reporting comments by the DSR team members or any other pertinent information may be attached by the Federal Inspector to the original DSR.
4. Description of damages and "Scope of Proposed Work" should be stated in quantitative terms. For example, provide estimated quantities of debris removal or earth movement in cubic yards or tons; provide paving estimates in square feet or square yards; and provide principal dimensions of bridges, retaining walls or other structures as appropriate.
5. The Federal Inspector will attach his comments on each question of eligibility that arises. He should contact the Regional Director for guidance when necessary.
6. Cost estimates must be realistic; based on local conditions for the eligible scope of work without any contingency allowances. Cost breakdown should be sufficiently detailed for professional review including deductions such as salvage or insurance when appropriate. Under DSR Item 12 record the type of insurance coverage in force such as flood or casualty.
7. Under DSR Item 16, the "Federal Review" will be accomplished normally at the FEMA field office by a Federal engineer designated by the Regional Director. The FEMA review will be accomplished prior to distribution of the completed DSR's as indicated below. Based on these DSR reviews, a Federal Inspector may be required to correct errors in the DSR or to repeat field inspections when necessary.
8. Three copies of the DSR will be completed and signed at the time of the inspection. The applicant's representative will retain copy 3. The Federal Inspector will submit copy 1 to the Regional Director for review and copy 2 for automated data entry. The Regional Director will distribute two reproduced copies of the reviewed DSR to the Governor's Authorized Representative and two reproduced copies to the Federal agency which provided the inspector. The original (copy 1) will be retained for FEMA record file.
9. Force Account in Item 5 means work performed by Applicant's own forces.

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|--|-------------|---|-----------------------|
| FEDERAL EMERGENCY MANAGEMENT AGENCY DAMAGE SURVEY REPORT DISASTER RESPONSE AND RECOVERY <i>(See instructions on reverse)</i> | | 3. DECLARATION NO. FEMA | |
| | | 4. INSPECTION DATE | |
| 1. TO REGION _____ FEDERAL EMERGENCY MANAGEMENT AGENCY | | 5. WORK ACCOMPLISHED BY <input type="checkbox"/> CONTRACT <input type="checkbox"/> FORCE ACCOUNT | |
| 2. APPLICANT <i>(State Agency, County, City, etc.)</i> | | PA NO. | |
| 7. WORK CATEGORY ("X" Applicable Box) <input type="checkbox"/> EMERGENCY <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> PERMANENT <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I | | DSR NO. <div style="font-size: 1.5em; text-align: center;">32087</div> | |
| 8. DAMAGED FACILITIES <i>(Location, identification and description)</i> | | 6. PERCENTAGE OF WORK COMPLETED TO DATE <div style="text-align: center;">%</div> | |
| | | 8A. FACILITY IN OR AFFECTS FLOOD PLAIN OR WET LANDS <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| 9. DESCRIPTION OF DAMAGE | | | |
| 10. SCOPE OF PROPOSED WORK | | | |
| 11. ESTIMATED COST OF PROPOSED WORK | | | |
| QUANTITY (a) | UNIT (b) | MATERIAL AND/OR DESCRIPTION (c) | UNIT PRICE (d) |
| | | | COST (dollars) (e) |
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| 12. EXISTING INSURANCE <i>(Type)</i> | | AMOUNT \$ | TOTAL \$ |
| 13. RECOMMENDATION BY FEDERAL INSPECTOR <i>(Signature, Agency, date)</i> | | ELIGIBLE <input type="checkbox"/> YES <input type="checkbox"/> NO | ATTACHMENTS |
| 14. CONCURRENCE IN REPORT BY STATE INSPECTOR <i>(Signature, Agency, date)</i> | | CONCUR <input type="checkbox"/> YES <input type="checkbox"/> NO | ATTACHMENTS |
| 15. CONCURRENCE IN REPORT BY LOCAL REPRESENTATIVE <i>(Signature, Agency, date)</i> | | CONCUR <input type="checkbox"/> YES <input type="checkbox"/> NO | ATTACHMENTS |
| 16. FEDERAL REVIEW <i>(Signature, Agency, date)</i> | | FEMA REVIEW <i>(Initials and date)</i> | |

INSTRUCTIONS

1. The Damage Survey Report (DSR) is not a Federal approval of this proposed project and does not obligate Federal funds. DSR's are field recommendations which are attached as supporting justification to the applicant's project application, which must be approved by the Governor's Authorized Representative and the FEMA Regional Director. The applicant can be given no assurance of Federal reimbursement for any of the proposed work prior to approval of the project application by the Regional Director.
2. Use this form for the Federal Inspector's Damage Survey Report when required for emergency assistance, debris removal, temporary housing, or permanent repairs, replacement, or other restorative work. Separate DSR's will be prepared for emergency and for permanent work.
3. The Federal Inspector will attach properly captioned and cross referenced maps, sketches, or photos, as necessary to locate or describe the damages and the proposed scope of work. Additional sheets reporting comments by the DSR team members or any other pertinent information may be attached by the Federal Inspector to the original DSR.
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5. The Federal Inspector will attach his comments on each question of eligibility that arises. He should contact the Regional Director for guidance when necessary.
6. Cost estimates must be realistic; based on local conditions for the eligible scope of work without any contingency allowances. Cost breakdown should be sufficiently detailed for professional review including deductions such as salvage or insurance when appropriate. Under DSR Item 12 record the type of insurance coverage in force such as flood or casualty.
7. Under DSR Item 16, the "Federal Review" will be accomplished normally at the FEMA field office by a Federal engineer designated by the Regional Director. The FEMA review will be accomplished prior to distribution of the completed DSR's as indicated below. Based on these DSR reviews, a Federal Inspector may be required to correct errors in the DSR or to repeat field inspections when necessary.
8. Three copies of the DSR will be completed and signed at the time of the inspection. The applicant's representative will retain copy 3. The Federal Inspector will submit copy 1 to the Regional Director for review and copy 2 for automated data entry. The Regional Director will distribute two reproduced copies of the reviewed DSR to the Governor's Authorized Representative and two reproduced copies to the Federal agency which provided the inspector. The original (copy 1) will be retained for FEMA record file.
9. Force Account in Item 5 means work performed by Applicant's own forces.

PROJECT APPLICATION PROCESS

There will be a well-publicized applicant's briefing on all aspects of the public assistance program. All potential applicants in the declared disaster area should send a representative to the meeting. The individual attending the meeting should be qualified to speak officially for the local government/organization he/she is representing.

1. Notice Of Interest (NOI) is the initial step taken by an applicant indicating an intention of filing for federal assistance under a Presidential disaster declaration. This form allows the applicant to specify the areas of damage, by category, and establishes a point of contact, temporarily, for future use.
2. Designation of Applicant's Agent should be completed by the applicant as soon as possible after the NOI has been filed. The applicant's agent will be the central point of contact for all matters pertaining to the applicant's application for federal assistance and must arrange for a local representative to show the State/Federal inspection team the damaged areas.
3. After the DSR's have been written, reviewed and approved by FEMA, they are given to the State for completion and distribution.
4. The final Project Application (PA) will consist of Standard Forms 424 and 424D (4-88) with a cover letter, the Obligation Report, the Project Application Summary, the DSR's, and the Project Listing.
5. An appointment with the applicant's agent will be scheduled in order to sign for the (PA) and cover all pertinent program requirements (i.e. completion dates/extensions, record keeping, project completion and certification).

At this time, work categories are considered to be approved for payment or advances.

A copy of the Standard Form 424 is included as an attachment.

APPLICATION FOR FEDERAL ASSISTANCE

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|---|---|--|-----|--------------|-----------------------------|--------------|--|--------------|-----------------------|-------------|-----------------|---------------|---------------|-------------------|------------------------|---------------------|---------------------------|--|-----|-------------------|----|--|-----|----------|----|--|-----|--|--|--|--|
| 1. TYPE OF SUBMISSION: <i>Application</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction <i>Preapplication</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction | | 2. DATE SUBMITTED | | Applicant Identifier | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 3. DATE RECEIVED BY STATE | | State Application Identifier | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 4. DATE RECEIVED BY FEDERAL AGENCY | | Federal Identifier | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. APPLICANT INFORMATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Legal Name: | | | Organizational Unit: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address (give city, county, state, and zip code): | | | Name and telephone number of the person to be contacted on matters involving this application (give area code) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. EMPLOYER IDENTIFICATION NUMBER (EIN): <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div> | | | 7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. State</td> <td style="width: 50%;">H. Independent School Dist.</td> </tr> <tr> <td>B. County</td> <td>I. State Controlled Institution of Higher Learning</td> </tr> <tr> <td>C. Municipal</td> <td>J. Private University</td> </tr> <tr> <td>D. Township</td> <td>K. Indian Tribe</td> </tr> <tr> <td>E. Interstate</td> <td>L. Individual</td> </tr> <tr> <td>F. Intermunicipal</td> <td>M. Profit Organization</td> </tr> <tr> <td>G. Special District</td> <td>N. Other (Specify): _____</td> </tr> </table> | | | A. State | H. Independent School Dist. | B. County | I. State Controlled Institution of Higher Learning | C. Municipal | J. Private University | D. Township | K. Indian Tribe | E. Interstate | L. Individual | F. Intermunicipal | M. Profit Organization | G. Special District | N. Other (Specify): _____ | | | | | | | | | | | | | | |
| A. State | H. Independent School Dist. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B. County | I. State Controlled Institution of Higher Learning | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| C. Municipal | J. Private University | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D. Township | K. Indian Tribe | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E. Interstate | L. Individual | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| F. Intermunicipal | M. Profit Organization | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| G. Special District | N. Other (Specify): _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify): _____ | | | 9. NAME OF FEDERAL AGENCY: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div> TITLE: | | | 11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13. PROPOSED PROJECT: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Start Date</td> <td style="width: 50%; border-bottom: 1px solid black;">Ending Date</td> </tr> </table> | | Start Date | Ending Date | 14. CONGRESSIONAL DISTRICTS OF: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">a. Applicant</td> <td style="width: 50%; border-bottom: 1px solid black;">b. Project</td> </tr> </table> | | | | a. Applicant | b. Project | | | | | | | | | | | | | | | | | | | | | | | | |
| Start Date | Ending Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| a. Applicant | b. Project | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15. ESTIMATED FUNDING: <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">a. Federal</td> <td style="width: 10%;">\$</td> <td style="width: 10%;"></td> <td style="width: 10%;">.00</td> </tr> <tr> <td>b. Applicant</td> <td>\$</td> <td></td> <td>.00</td> </tr> <tr> <td>c. State</td> <td>\$</td> <td></td> <td>.00</td> </tr> <tr> <td>d. Local</td> <td>\$</td> <td></td> <td>.00</td> </tr> <tr> <td>e. Other</td> <td>\$</td> <td></td> <td>.00</td> </tr> <tr> <td>f. Program Income</td> <td>\$</td> <td></td> <td>.00</td> </tr> <tr> <td>g. TOTAL</td> <td>\$</td> <td></td> <td>.00</td> </tr> </table> | | a. Federal | \$ | | .00 | b. Applicant | \$ | | .00 | c. State | \$ | | .00 | d. Local | \$ | | .00 | e. Other | \$ | | .00 | f. Program Income | \$ | | .00 | g. TOTAL | \$ | | .00 | 16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____ b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW | | | |
| a. Federal | \$ | | .00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| b. Applicant | \$ | | .00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| c. State | \$ | | .00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| d. Local | \$ | | .00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| e. Other | \$ | | .00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| f. Program Income | \$ | | .00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| g. TOTAL | \$ | | .00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes," attach an explanation. <input type="checkbox"/> No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| a. Typed Name of Authorized Representative | | b. Title | | c. Telephone number | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| d. Signature of Authorized Representative | | | | e. Date Signed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Previous Editions Not Usable

Standard Form 424 (REV. 1-88)
Prescribed by OMB Circular A-102

Authorized for Local Reproduction

INSTRUCTIONS FOR THE SF 424

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

- | Item: | Entry: |
|---|---|
| <ol style="list-style-type: none"> 1. Self-explanatory. 2. Date application submitted to Federal agency (or State if applicable) & applicant's control number (if applicable). 3. State use only (if applicable). 4. If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank. 5. Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application. 6. Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service. 7. Enter the appropriate letter in the space provided. 8. Check appropriate box and enter appropriate letter(s) in the space(s) provided: <ul style="list-style-type: none"> — "New" means a new assistance award. — "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. — "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. 9. Name of Federal agency from which assistance is being requested with this application. 10. Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested. 11. Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project. | <ol style="list-style-type: none"> 12. List only the largest political entities affected (e.g., State, counties, cities). 13. Self-explanatory. 14. List the applicant's Congressional District and any District(s) affected by the program or project. 15. Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate <u>only</u> the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15. 16. Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. 17. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. 18. To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.) |

ASSURANCES — CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using the positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (209 U.S.C. §§ 1681-1683, and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibit discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 93-255), as amended, relating to non-discrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other non-discrimination provisions in the specific statute(s) under which application for Federal assistance is being made, and (j) the requirements on any other non-discrimination Statute(s) which may apply to the application.
11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), the Contract Work Hours and Safety Standards Act (40 U.S. §§ 327-333) regarding labor standards for federally assisted construction subagreements.
14. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-90) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
19. Will comply with all applicable requirements of all other Federal laws, Executing Orders, regulations and policies governing this program.

| | | |
|---|-------|----------------|
| SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL | TITLE | |
| APPLICANT ORGANIZATION | | DATE SUBMITTED |

ADVANCES & REIMBURSEMENTS

ADVANCES

Advances may be made after the Project Application (PA) is returned from the State Coordinating Officer (SCO) confirming that work as described in the Damage Survey Reports (DSR's) has been approved for the community or applicant making the request.

Details on how requests for advance funding will be handled will probably vary from time to time, but at the present time advances require a firm financial commitment to do the work, such as a firm contract signed with a contractor or an outlay of funds for work done according to the work proposal on one of the approved DSRs. Requests must be in writing to the SCO.

FINAL REIMBURSEMENT

The steps normally followed in obtaining a final reimbursement are as follows:

- Applicant submits Project Listing and certification (P-4 list) to the State upon completion of all projects and payment of all costs.
- Final inspections are made if necessary.
- State reviews the claim and submits it along with recommendations to FEMA for review and approval.
- FEMA review the claim.
- Final reimbursement is made to the applicant, or in some cases, a refund of overadvances is required.

Edward J. Laundry
State Coordinating Officer
Division of Emergency Management
P. O. Box 4087
Austin, Texas 78773-0001

Subject: FEMA 863 DR; Advance of Funds for Damage Survey Report(s)
(36,500.00 and over)

Dear Mr. Laundry:

This is to request an advance on the following approved DSR(s):

| DSR# | DSR AMOUNT | AMOUNT EXPENDED | (1) |
|-------------|------------|-----------------|-----|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| TOTAL _____ | | TOTAL \$ _____ | |

(1) Amount of expenditures for each (DSR) made to date or which will be needed to meet immediate anticipated costs.

The amount advanced cannot exceed 75% of the federal share for the project (75% of 75%).

I understand that any part of the advance that is not supported by cost documents and/or expended within the scope of the DSR will be refunded to the Division of Emergency Management within 30 days of receiving the deobligation notice.

Sincerely yours,

Signature of Applicant's Agent

Printed Name of Applicant's Agent

Name of Jurisdiction

Applicant's Agent's Phone Number

Mailing Address

City, State, Zip Code

[illegible]

Comptroller's Payee Identification Number

DEM USE ONLY:

Advance of funds in the amount of \$

Approved by _____/_____
Governor's Authorized Representative Date

DOCUMENTATION OF WORK

Proper documentation of disaster recovery expenditures is necessary in order to be eligible for Federal funds; and, properly kept records will help to avoid unnecessary difficulties in receiving those funds.

Generally, record keeping should include not only the specific documents to be identified herein but also photographs and sketches for additional clarity.

There are specific limitations in applying for Federal disaster grants and for completing eligible restoration work. These will be explained at the Applicant's Briefing. Proper recordkeeping will provide a means for identifying the need for time extensions and supplemental funds. Cost overruns and the need for time extensions must be brought to the attention of the State Coordinating Officer (SCO) in order to request consideration by the Federal Emergency Management Agency (FEMA).

Establish a file system for disaster recovery operations by Damage Survey Report (DSR). File each DSR in a separate folder and include all supporting documents.

It is essential to begin record keeping as soon as possible. If predisaster protective measures are taken, start keeping records then. If not, begin with the onset of a disaster. Some examples of documents which should be placed in the file folder for contract work are:

- Damage Survey Report
- Requests for Bid
- Bid Documents
- Contracts
- Invoices Submitted By The Contractor
- Authorization for Check Issuance
- Copies of Checks Issued in Payment.

For applicant's own forces (force account) the DSR file folder should contain:

- Damage Survey Report
- Daily Activity Reports
 - + Applicant's Extracts From Payrolls, With Any Cross-reference Needed to Locate Original Documents
 - + A Schedule of Equipment Used on the Job
- Summary of Daily Activity Reports (Such as Weekly or Biweekly)
- Invoices, Warrants, and Checks Issued and Paid for Materials and Supplies Used on the Job
- Inventory Withdrawal Forms for Items Taken from Stock

In addition, all DSR file folders should contain a summary or worksheet that lists, with brief description, the individual costs which make up the total claimed cost for the DSR.

The record keeping discussed here is offered as a suggestion and is presented to give an idea of the kinds of records that will be required during recovery from a presidentially-

declared disaster. If the applicant has a better record keeping system or prefers to use his own systems, then this is acceptable IF THE RECORDS ARE TIED TO SPECIFIC DSRs. In order to be eligible for reimbursement, records must apply to and be identifiable as within the scope of work of a particular DSR.

Establishing a record keeping system will provide an audit trail of expenditures and provide the documentation the reviewers and/or auditors will need to recommend prompt reimbursement of eligible disaster recovery costs.

As work is completed in the various categories, the SCO should be notified so that arrangements can be made for appropriate State or Federal inspectors to make the final inspection of the work in each category as needed.

The final inspection report is a necessary link in the chain of events leading to final payment of claims. The inspector will make a copy of the report for the applicant's records.

DSR projects that are under \$38,000.00 in Federal funds do not normally require a federal or State final inspection. Instead, the Applicant's designated agent may certify as to proper completion of the project by using the form entitled Project Listing and Certification (P-4 list). A sample of this form is included as an attachment to this chapter.

* This amount changes annually with the Consumer Price Index.

FILING

It may be some time after the disaster before Damage Survey Reports (DSRs) are reviewed and provided to the applicant. In the meantime, emergency work must be accomplished. The problem is how do you keep a separate record of expenditures for each DSR when you don't know what each DSR will cover? One way is to establish, immediately after the disaster, a separate folder for each emergency work project that must be accomplished prior to receipt of the approved project application which includes the reviewed DSR's. If you have washout damage on three streets that must be repaired right away, set up three separate folders (one for each street), not one folder for all streets. If it is building repairs (repairing roofs to prevent further rain damage), set up a folder for each building. In other words, set up a folder for each individual item of work to be accomplished. Eventually the reviewed Damage Survey Reports will be provided to each applicant along with the approved project application and a permanent folder can be established for each line of work (DSR). All expenditures of wages, supplies and equipment on each line item (DSR) must have supporting documentation in its respective folder.

Pictures

Invoices

Daily Activities Reports

Materials from Stock

Rental/Lease Agreements

Contract Documents

Insurance Information

"APPROVED DSR"

RECORD KEEPING FORMS

Daily Activity Report

This report is designed to organize expenses and relate those expenses to a particular Damage Survey Report (DSR) effort on a particular day. It is recommended that the working foreman use this report to record information on personnel, materials, and equipment on a daily basis. Two examples of the Daily Activity Report are offered here for your consideration and use.

Make sure that entries are thorough enough so that supporting information can be quickly located. In general, labor hours of operators should match equipment use hours.

Summary of Daily Activity Reports

This form is designed to provide a running total of DSR projects. It can be filled out daily, weekly, or biweekly or at some other appropriate interval to show running totals for comparison of actual costs to the approved DSR dollar amount.

Project Summary for Projects Less Than \$35,000.00 (Small Projects)

This form is designed for use in low-cost DSR projects. The form can contain one or more DSR Projects and since those projects normally do not need Federal or State Inspection, the applicants agent may sign the certification statement on the bottom of the form upon completion of all projects.

Project Listing

This form shows the summary totals for each line item (DSR) from the PA for which the applicant is requesting reimbursement. This Project Listing by DSR has columns for DSR#, project description and location, approved PA amount, and actual cost. This Project Listing, the Project Summary for Projects Less than \$25,000.00 In Federal Funds, and the request for advance or reimbursement are forwarded to the Governor's Authorized Representative for review and submittal to FEMA. This procedure applies to all public assistance grants except the Small Project Grant (Sec. 419) for which only the Small Project Summary (FEMA computer printout) and FEMA FORM 90-27 are required.

Final Inspection Report

Final inspections are made following completion of all work on all large projects, in federal funds and projects which have overruns in order to assure that work was accomplished within the scope of the DSR. The final inspection is conducted by a representative of the Federal Emergency Management Agency (FEMA), and is normally accompanied by State and local representatives. The inspector will leave a copy of the Final Inspection Report with the applicant.

DAILY ACTIVITY REPORT

DSR No. 000 Date 10-2-86 Jurisdiction AnytownNature of Work Road Repairs Work Site 5400 Spicewood Springs

| PERSONNEL | | | | MATERIALS | | |
|--------------------|-------|------|---------|-----------|------------|---------|
| Name & Title | Hours | Rate | Cost | Item | Quantity | Cost |
| A. B. Work-Laborer | 8 | 6.00 | \$48.00 | Asphalt | 10 Barrels | \$40.00 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | 8 | 6.00 | \$48.00 | | 10 Barrels | \$40.00 |

| EQUIPMENT | | | | RECAPITULATION | |
|----------------|----------------|---------|----------|----------------|-----------|
| Unit | Hours or Miles | Rate | Cost | | Cost |
| Asphalt Heater | 8 hours | \$25/HR | \$200.00 | Personnel | \$ 48.00 |
| | | | | Materials | 40.00 |
| | | | | Equipment | 200.00 |
| | | | | Miscellaneous | |
| | | | | TOTAL | \$ 288.00 |
| | 8 hours | \$25.00 | \$200.00 | | |

I certify that the above named employees were on the payroll of City of Anytown on the date shown and that these employees and the above listed equipment and materials were used on this project.

A. W. Springs
Project Officer

DAILY ACTIVITY REPORT

DSR No. _____ Date _____ Jurisdiction _____

Nature of Work _____ Work Site _____

[illegible]

| EQUIPMENT | | | | RECAPITULATION | |
|-----------|----------------|------|------|----------------|------|
| Unit | Hours or Miles | Rate | Cost | | Cost |
| | | | | Personnel | |
| | | | | Materials | |
| | | | | Equipment | |
| | | | | Miscellaneous | |
| | | | | | |
| | | | | TOTAL | |
| | | | | | |

I certify that the above named employees were on the payroll of _____ on the date shown and that these employees and the above listed equipment and materials were used on this project.

Project Officer

DAILY ACTIVITY REPORT

Date Oct. 31, 1986

| | | | |
|------------------------|-------------------------------|------------------------|---|
| CATEGORY <u>C</u> | | PROJECT APPLIC. NUMBER | APPLICANT <u>City of Austtown</u> |
| DSR NUMBER <u>9436</u> | DECLARATION NUMBER <u>000</u> | <u>102-07-713</u> | WORK LOCATION <u>5400 Spicewood Springs</u> |

| HOURS | | RATE | | LABOR | | |
|-------|----|------|----|-----------|-----------|-------------------|
| Reg | OT | Reg | OT | JOB TITLE | NAME | EXTENSION |
| 8 | 0 | 10 | 0 | EQ. Oper | A.R. Joke | 80. ⁰⁰ |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

, 80.00

EQUIPMENT

| HOURS | RATE | APPLICANT-OWNED OR NAME OF LESSOR | DESCRIPTION | EXTENSION |
|-------|-------|-----------------------------------|--------------|--------------------|
| 8 | 19.00 | Applicant | 10 yd. Truck | 152. ⁰⁰ |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

, 152.00

MATERIALS

| QUAN. | UNIT | DESCRIPTION | DOCUMENT OR INVOICE REF. | UNIT PRICE | EXTENSION |
|-------|------|-------------|--------------------------|-----------------|--------------------|
| 65 | yd. | Gravel | Inv. 25 | 2 ⁵⁰ | 162. ⁰⁰ |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

, 162.00

PREPARER

A. W. Springs

DAILY ACTIVITY REPORT

Date _____

| | | | |
|------------------------|--------------------------------|---------------------------------------|------------------------|
| CATEGORY _____ | | PROJECT APPLIC. NUMBER _____ | APPLICANT _____ |
| DSR NUMBER _____ | DECLARATION NUMBER _____ | | WORK LOCATION _____ |

| HOURS | | RATE | | LABOR | | |
|-------|----|------|----|-----------|------|-----------|
| Reg | OT | Reg | OT | JOB TITLE | NAME | EXTENSION |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

\$ _____

EQUIPMENT

| HOURS | RATE | APPLICANT-OWNED OR NAME OF LESSOR | DESCRIPTION | EXTENSION |
|-------|------|--------------------------------------|-------------|-----------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

\$ _____

MATERIALS

| QUAN. | UNIT | DESCRIPTION | DOCUMENTOR INVOICE REF. | UNIT PRICE | EXTENSION |
|-------|------|-------------|----------------------------|---------------|-----------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

\$ _____

PREPARER

DSR NO.

9436

BOOKKEEPER

A. W. Springs

| REPORT DATE | LABOR | | MATERIALS | | EQUIPMENT | |
|-------------|-------|---|-----------|---|-----------|---|
| 10/31/86 | \$ 80 | - | \$ 162 | - | \$ 152 | - |
| TOTAL COST | \$ 80 | - | \$ 162 | - | \$ 152 | - |

Total

394. —

APPLICANT _____
CATEGORY _____
DSR NO. _____

| REPORT DATE | LABOR | | MATERIALS | | EQUIPMENT | |
|-------------|-------|--|-----------|--|-----------|--|
| | \$ | | \$ | | \$ | |
| TOTAL COST | \$ | | \$ | | \$ | |

PROJECT SUMMARY FOR PROJECTS LESS THAN \$25,000 (FEDERAL FUNDS)

FEMA

APPLICANT _____

[illegible]

CERTIFICATION: I hereby certify that all work was completed and all funds were expended in accordance with this listing required by Public Law 93-288, as implemented by 44 CFR 205, and Executive Orders 11988 and 11990 Floodplain management and protection of wetlands.

Applicants Authorized Representative

Date _____

FEMA

000 DSR

APPLICANT

City of Anystown

72

A.W. Springs
Applicants Authorized Representative

10/31/86

Date

DATE: 07/05/90

TIME: 04:15PM

PAGE:

FEDERAL EMERGENCY MANAGEMENT AGENCY

P 4 PROJECT LISTING

DISASTER #: 0863

P.A. ID: 077-57044 APPLICANT: PETROLIA, CITY OF
STATE: TEXAS

| DSR # | SUPP CAT | ELIG | ACCMP BY | COMPL DT | DSR AMOUNT | % COMPL AT INSP | ACTUAL DT COMPLETED | AMT. CLAIMED BY APPLICANT | COMMENTS |
|-------|----------|------|----------|---------------------|------------|-----------------|---------------------|---------------------------|----------|
| 95189 | 0 | D | Y | FORCE ACCT 09/04/90 | \$414.00 | 90 | ___/___/___ | \$_____ | |

PROJECT TITLE: DAM WASHOUT AT SEWER PONDS
 DAMAGE FACILITY: SEWER POND RETAINING DAM
 DAMAGE LOCATION: APPROXIMATELY 1.5 MILES SO. OF PETROLIA, TX. SITE #1
 PROJ DESCRIPTION: 12'X155X1' AVE. DAM WASHOUT AT SEWER EVAPORATION POND AT SEWER TREATMENT PLANT. REPLACE EARTHEN DAM 12'X155'X1' AVE/27=69CY.

| | | | | | | | | | |
|-------|---|---|---|-------------------|----------|-----|-------------|---------|--|
| 95188 | 0 | F | Y | CONTRACT 06/21/90 | \$510.00 | 100 | ___/___/___ | \$_____ | |
|-------|---|---|---|-------------------|----------|-----|-------------|---------|--|

PROJECT TITLE: WATER WELL MOTOR DAMAGE
 DAMAGE FACILITY: WATER WELL FACILITY
 DAMAGE LOCATION: 3 MI WEST OF PETROLIA ON FM 810 AT GROVES WATER WELL FIELD, SITE #3
 PROJ DESCRIPTION: HIGH WATER FROM CREEK INVADDED WELL PUMP HOUSE AND BURNT UP MOTOR.
 COST ESTIMATE BY APPLICANT'S INVOICES.

| | | | | | | | | | |
|-------|---|---|---|-------------------|------------|-----|-------------|---------|--|
| 95190 | 0 | F | Y | CONTRACT 06/21/90 | \$1,056.00 | 100 | ___/___/___ | \$_____ | |
|-------|---|---|---|-------------------|------------|-----|-------------|---------|--|

PROJECT TITLE: SEWER LIFT PUMP FAILURE
 DAMAGE FACILITY: SEWER LIFT STATION
 DAMAGE LOCATION: LOCUS STREET STATION IN PETROLIA, SITE #5
 PROJ DESCRIPTION: SEWER LIFT STATION WAS FLOODED AND FLOOD DESTROYED LIFT PUMP AND MOTOR. COST ESTIMATE BY APPLICANT'S INVOICES.

| | | | |
|---|-------------------|------------|---------|
| 3 | TOTAL DSR(S): | \$1,980.00 | \$_____ |
| | GRANTEE ADMIN: | \$15.00 | |
| | SUBGRANTEE ADMIN: | \$59.00 | |
| | GRAND TOTAL | \$2,054.00 | |

FEDERAL EMERGENCY MANAGEMENT AGENCY

PAGE: 2

P.4 - PROJECT LISTING
DISASTER #: 0863

P.H. ID: 077-57044 APPLICANT: PETROLIA, CITY OF
STATE: TEXAS

INSTRUCTIONS

FOLLOWING COMPLETION OF ALL WORK, COMPLETE THE LAST THREE COLUMNS, THE CERTIFICATION,
AND RETURN THIS SHEET TO:

ED LAUNDY
STATE OF TEXAS
PO BOX 4087
AUSTIN,
TX 78773--000

COMPLETE RECORDS AND COST DOCUMENTS FOR ALL APPROVED WORK MUST BE MAINTAINED
FOR AT LEAST 3 YEARS FROM THE DATE THE LAST PROJECT WAS COMPLETED OR UPON
THE RECEIPT OF FINAL PAYMENT, WHICHEVER IS LATER. ALL APPROVED DSR'S WITHIN
A PROJECT APPLICATION ARE SUBJECT TO RANDOM AUDITS. FOR PROJECTS WHICH ARE
EQUAL TO OR EXCEED \$36,500, A "SUMMARY OF DOCUMENTATION" FORM (DEM 100) WILL
NEED TO BE SUBMITTED ONCE THOSE INDIVIDUAL PROJECTS ARE COMPLETED.
QUARTERLY REVIEWS ARE CONDUCTED ON ALL APPROVED DSR'S WHICH EQUAL OR EXCEED
\$36,500 AND HAVE NOT RECEIVED FINAL PAYMENT. ANY JURISDICTION RECEIVING
\$25,000 OR MORE IN TOTAL FEDERAL FINANCIAL ASSISTANCE IN A FISCAL YEAR MUST
SUBMIT A COPY OF ITS SINGLE AUDIT (AS REQUIRED BY THE SINGLE AUDIT ACT OF
1984) TO THE STATE.

CERTIFICATION

I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF
ALL WORK AND COSTS CLAIMED ARE ELIGIBLE IN ACCORDANCE WITH THE
GRANT CONDITIONS, ALL WORK CLAIMED HAS BEEN COMPLETED, AND ALL
COSTS CLAIMED HAVE BEEN PAID IN FULL.

I CERTIFY THAT ALL FUNDS WERE EXPENDED IN ACCORDANCE
WITH THE PROVISIONS OF THE FEMA-STATE AGREEMENT AND
I RECOMMEND AN APPROVED AMOUNT OF \$ _____

SIGNED: _____
APPLICANT'S AUTHORIZED REPRESENTATIVE

DATE: _____

GOVERNOR'S AUTHORIZED REPRESENTATIVE

DATE: _____

FEDERAL EMERGENCY MANAGEMENT AGENCY
SMALL PROJECT SUMMARY

GRAND TOTALS

\$ 3,420.00

\$ _____

6 DSRS

1 CATEGORIES

FOLLOWING COMPLETION OF ALL WORK, COMPLETE THE LAST TWO COLUMNS,
DO CERTIFICATION, AND RETURN THIS SHEET TO:

Mr. _____
Governor's Authorized Representative
State of Texas
P. O. Box 4087, North Austin Station
Austin, TX 78773

IF YOU ELECTED TO DO WORK OTHER THAN ON THE APPROVED DAMAGE
SURVEY REPORT, PLEASE COMPLETE THE SHEET ENTITLED 'ALTERNATE
WORK' AND RETURN IT ON THIS SHEET.

CERTIFICATION: I HEREBY CERTIFY THAT ALL WORK WAS COMPLETED AND
ALL FUNDS WERE EXPENDED IN ACCORDANCE WITH THE
PURPOSES OF SECTION 419 OF PUBLIC LAW 93-288.

SIGNED: _____ DATE: _____
APPLICANT'S AUTHORIZED REPRESENTATIVE

PROJECT LISTING (CATEGORICAL GRANT)

page 1 of 1

City of Anytown / FEMA 000 / 103 05950
 Applicant Disaster No. P.A. (FIPS) Number

| Line Item No. | Project Description & Location | Approved P.A. Amount | Actual Cost |
|---------------|---|-------------------------|----------------|
| DSR# 9440 | Cat. C Repair Spicewood Springs Road - low water crossing | \$9,436.50 | \$9,430.50 |

PROJECT LISTING (CATEGORICAL GRANT)

page _____ of _____

Applicant

Disaster No.

P.A. (FIPS) Number

| Line Item No. | Project Description & Location | Approved P.A. Amount | Actual Cost |
|---------------|--------------------------------|-------------------------|----------------|
| | | | |

INSTRUCTIONS

The successful completion of Federal funding by FEMA on project applications depends largely upon (1) properly executed Damage Survey Reports (DSR), which clearly define eligible scope of work and costs and (2) properly executed Final Inspection Reports (FIR). The FIR's are the responsibility of the Federal Inspectors to document the eligible work performed and any deviations from approved scope of work or approved cost estimates. Each FIR of completed work should be accurate and detailed enough so that the Governor's Authorized Representative, the Regional Director, and auditors can work with the applicant with minimum of delays in processing final payments.

1. Use this form for the Federal Inspector's report of final inspection when required for completed work approved by a Regional Director under Public Law 91-606, as amended, or Public Law 93-288 when necessary.
2. Complete the original, the applicant's copy and the Federal Inspector's copy in the field, and give the applicant his copy. *(Federal Inspector keeps his copy, reproduces copies of the original in the field office, and provides for distribution of original and one copy to the FEMA Regional Director, and two copies to Governor's Authorized Representative.)*
3. Attach comments and recommendations on continuation sheets as necessary to complete the reports, cross-referenced by category, item number, or to paragraph numbers of the report. Use the category and line item number on the DSR accompanying project application (PA) and on listings of flexible funding projects when appropriate.
4. Under paragraph 3 of this report enter the amount of insurance settlement if known, or, if still pending attach comments and available information on current status.
5. Under paragraph 3 of this report enter an asterisk (*) in the column "Scope of Work," to report each significant change. Explain briefly on continuation sheet or attachments any significant decrease. Complete and attach a DSR for any significant increase.
6. All deviations from FEMA approved eligible work on the PA are to be reported and explained in each FIR on attached continuation sheets. If you are informed of cost overruns, explain reasons fully and provide your recommendation. Also explain fully any deviations from scheduled work on flexible funding projects.

REVIEW AND AUDIT

All approved DSR's within a project application are subject to random audits. For projects which are equal to or exceed \$38,000, a "Summary of Documentation" form (DEM-100) will need to be submitted once those individual projects are completed. Audits and quarterly reviews are conducted on all approved DSR's which equal or exceed \$38,000 and have not received final payment. Any jurisdiction receiving \$25,000 or more in total federal financial assistance from all sources in a fiscal year must submit a copy of its single audit (as required by the Single Audit Act of 1984) to the state.

PUBLIC ASSISTANCE APPEAL PROCEDURE

If there is a disagreement between local and State or Federal government about funding eligibility, time limits, or any other determination made about disaster assistance, an appeal process is available for higher review and reconsideration of the situation.

The appeal procedure requires the applicant to make a written request directly to the Governor's Authorized Representative explaining the problem and giving any appropriate justification for the appeal, and asking for reconsideration under the Appeal Procedure. This request must be made within 60 days of the Federal Coordinating Officer's (FCO)/State Coordinating Officer's (SCO) action in question.

If needed information is not available at the time, the applicant shall (within the 60 day period), notify the state in writing of his intention to appeal and then follow-up with the required documentation. The appeal must identify the specific line item(s) or the specific matter concerned, and include copies of reference material not otherwise available to the Regional Director of the Federal Emergency Management Agency (FEMA).

- The Governor's Authorized Representative shall, after due consideration, forward such appeals to the FEMA Regional Director within 30 days of receipt of the appeal together with the State's comments, recommendations, and any additional information the State may have.

The FEMA Regional Director, upon receipt of the appeal, shall review the material submitted and make such additional investigation as he deems appropriate. Following the review and investigation, the Regional Director will notify the state in writing of his decision to grant or deny the appeal. If the decision is to grant the appeal, the Regional Director will take such additional action as is necessary to implement his decision.

Second appeal

The Second Appeal may be made if the Regional Director denies the first appeal. The applicant may request the State to submit a second appeal in writing to the Associate FEMA Director not later than 60 days after the date of the Regional Director's denial of the first appeal. Action by the Associate Director will be final.

Time limits for appeals may be extended for any of the time periods prescribed by the regulations based upon the determination of the Associate Director or the Regional Director.

Subsequent Appeals

Subsequent appeals may be made if the Associate Director denies the second appeal. This appeal must be made through the State within 60 days of the date of the denial of the second appeal.

PART III

PUBLIC INFORMATION

The role of public information during recovery is to ensure that persons affected by the disaster know the types of assistance programs available to them and how they can apply for the aid programs. To ensure that this information is disseminated to the appropriate areas, the state and federal emergency management offices establish a Joint Information Center (JIC). The JIC staff is responsible for verifying and releasing such information through appropriate media outlets. Local governments are encouraged to have a Public Information Officer (PIO) at the JIC.

At the JIC, which is usually located at the Disaster Field Office, the State DEM PIO coordinates information about state agency assistance; the FEMA PIO staff coordinates information about federal agencies. The local PIO is responsible for coordinating recovery information between city or county departments and coordinating that information with the state DEM PIO.

Coordinating information should not be confused with "approving" or "censoring" information. Coordination will ensure that each government entity knows what the others are doing and saying and will allow misinformation and misunderstandings to be cleared up before disaster victims are confused or misled by wrong or contradictory information. Frequently, information from federal, state and local governments can be combined in a joint press release; this method helps to keep the media from being overwhelmed by press releases from government assistance agencies.

The local PIO can provide valuable information about the media in a disaster area. While DEM and FEMA have access to lists of media -- newspaper and broadcast -- often there will be media outlets about which we are unaware. A local PIO can also provide insights into the needs of the community that state and federal personnel, being less familiar with the area, might overlook.

Another public information program that may be implemented during disaster recovery is Outreach. If there are affected areas that might have some difficulty in finding out about aid programs through conventional media, fliers will be developed and delivered to that area. The fliers will give basic information about the assistance programs and explain how to apply for the assistance. Depending on the need, the fliers can be translated into different languages for the non-English speaking/reading population. Although state and federal Reservists are provided to deliver the fliers, local governments are requested to supply an escort so that these Reservists can be taken directly to the affected areas. Fliers may be distributed to businesses, government offices and even door-to-door. As a community service, local governments may wish to print and distribute fliers to assist their communities; DEM will be glad to supply program information in order to ensure a coordinated effort.

HAZARD MITIGATION

During post-disaster recovery operations, mitigation can be an important issue in reducing or preventing future losses. This is an opportune time to stress this phase of the Emergency Management cycle because the recent danger and damages are still fresh on people's minds. Major damage has occurred and rebuilding or massive repairs may possibly be taking place, making the situation ideal for such mitigation activities as elevation, removal, replacement and/or strengthening of structures which were damaged by the force of the disaster. In flood situations, upgrading and enforcing codes and ordinances to restrict building in floodways and floodplains can be implemented as effective and inexpensive mitigation measures.

To be effective, mitigation must be planned. This means, plan for a disaster before it occurs. Use your Annex P (Hazard Mitigation) to prepare for situations which might happen in your jurisdiction. By planning ahead, you place yourself in an excellent position to make maximum use of Hazard Mitigation opportunities which may become available because of damages suffered during the disaster. For example, if your county qualifies under Public Assistance, you can submit a mitigation project for possible selection and funding under auspices of the Hazard Mitigation Grant Program. It is a 50/50 cost share program for which you can prepare procedures before a disaster, so you'll be ready when an event does occur. You probably have some ideas already.

Hazard mitigation is a function which requires the coordination of a variety of multi-disciplined on-going activities. The Emergency Management Director is responsible for the overall emergency management program. He or she should designate a Hazard Mitigation Coordinator (HMC), who serves as the single manager/coordinator for this function. The HMC should then organize a Hazard Mitigation Team (HMT).

The HMT consists of primarily representatives of local government but may also include representatives from industry and the private sector. The HMT provides a pool of local people with a wide variety of skills which may be needed to achieve effective mitigation objectives. Team members should be selected by the HMC, who also serves as team leader and functional manager. The HMT organization provides the flexibility to involve all team members in the problem solving process, or to involve only those team members which possess specific skills needed to work on a hazard specific problem.

The sample Annex P provides guidance necessary to develop your local Hazard Mitigation Team. By determining personnel and material resources in advance, coordination during post-disaster recovery can function more smoothly. Also, by deciding team members and responsibilities before a disaster, strategies for different elements of your mitigation planning can be determined before a disaster even happens. For instance, if your community floods every year, why not put the team to work figuring out ways to reduce or eliminate the problem? Who can help? How do you pay for the measures? Is there Federal/State/Local/industry money available? Properly used, the Local Hazard Mitigation Team can be of great benefit during the decision-making process, both pre-disaster and especially post-disaster periods. Proper planning, coupled with commitment, is the key element to success.

Mitigation is an issue which has a great deal of potential to save lives and a lot of money. How well it works is up to the community and how much people really care about saving lives and, in the long-term, reduction of property damage.

PART IV

B. CHECKLISTS FOR DISASTER RECOVERY

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APPLICANT'S AGENT CHECKLIST

This checklist was prepared to make the process of applying for and receiving disaster assistance as easy as possible. YOU play a VITAL role in this process. Use this checklist as your guide but refer to DEM Handbook for more detailed information. If you have any questions, please call DEM at (512) 465-2138.

ADMINISTRATION

- ☐ Ensure designation of APPLICANT'S AGENT by county or city.
- ☐ Attend applicant's briefing.
- ☐ Give the supervisors a copy of each DSR.
- ☐ Follow proper bid and contract procedures.
- ☐ Document repair costs at each work site as they occur.
- ☐ Make timely request for audit.
- ☐ Request funding and provide supporting DOCUMENTATION.

SURVEYS

- ☐ Provide local inspectors for survey teams.
- ☐ List all damaged facilities.
- ☐ Mark location of each damage site on local map.
- ☐ Have photographs of damages available.
- ☐ Know if repairs will be made by force account or contract.
- ☐ Have local codes or standards available.
- ☐ Make sure all damages are inspected.
- ☐ Request resurveys if needed within 60 days of the initial FEMA/State inspection.

WORK MONITORING

- ☐ Review each DSR to become familiar with APPROVED work.
- ☐ Make APPROVED repairs ONLY.
- ☐ Be granted approval by DEM and FEMA before you change approved work.
- ☐ Notify DEM of cost overruns.
- ☐ Check on Insurance Coverage, determine settlement.
- ☐ Complete work within limits.
- ☐ Request a time extension by DSR if needed.

DOCUMENTATION

- ☐ Maintain a SEPARATE folder for each DSR.
- ☐ Prepare Daily Activity Reports from supervisor's daily logs.
- ☐ Keep these documents for each DSR done by FORCE ACCOUNT:
 - Daily Activity Report for Labor, Equipment and Materials
 - Delivery Ticket
 - Invoices
 - Payroll Journals
 - Canceled Checks
 - Daily Logs from Supervisors
- ☐ Keep these documents for each DSR done by CONTRACT:
 - Bid advertisement and list of bidders
 - Contract Awarded
 - Invoices
 - Canceled checks
 - Record of work inspections
- ☐ Prepare a Summary of Documentation form for each DSR over \$38,000.

NOTE: Documentation is required for advances and final payment.

DAMAGE ASSESSMENT CHECKLIST

- Finish Lifesaving Tasks
- Activate Damage Assessment Team
- Fill Out Disaster Summary Outline
- Budget Information
- Refer to Part I, "Damage Assessment and Requesting Assistance," page 1

Public Property Damage Checklist (To Prepare for State and/or Federal Inspectors)

Before the arrival of the inspectors, applicants should take the following steps which will expedite the damage survey process and help produce more accurate estimates.

Prepare a list of work performed and facilities damaged as a direct result of the disaster. This list should segregate work/damages into those categories identified on the notice of interest form. Applicants should be sure to include both work that has been completed and that which has not.

Mark the location of each damage site or area where disaster related costs were incurred on a map and develop a route of travel to each site. All damage sites should be identified by the applicant before the inspectors arrive.

Have photographs of each damage site available for the inspectors.

Ensure that the person designated to accompany the survey team has a knowledge of repairs already done and those that need to be done, as well as a knowledge of the location of all damage sites.

Be prepared to give the survey team a detailed cost breakdown of personnel, equipment and materials for all completed work. While a variety of forms can be used to summarize these items, the format chosen must document the type and location of work performed.

Be prepared to describe to the inspectors which sites will be repaired or reconstructed by contract and those which will be repaired by local forces. If a contractor's estimate has been received, have it available for the inspectors.

If damaged facilities are to be rebuilt to conform with new codes, specifications or standards, be prepared to provide inspectors with copies of the specifications, local resolutions, ordinances, etc., which require upgrading of the facilities.

Have information on insurance coverage available for the inspectors such as copies of insurance policies and the amount of any insurance settlement received.

REQUESTING ASSISTANCE CHECKLIST

- Contact the Appropriate Division of Emergency Management (DEM) Regional Liaison Officer.
- Contact the DEM District Committee.
- Contact DEM Austin

NOTE: Any Department of Public Safety Highway Patrol Officer can assist with communications in requesting disaster assistance.

- Do not contact your local National Guard people for assistance. The quickest and most efficient way to obtain National Guard Assistance is through the contact points above.
- Refer to Part I, "Damage Assessment and Requesting Assistance", page 1.

RECORD KEEPING CHECKLIST

- Document all disaster work so that proper claims can be made for appropriate reimbursement.
- Keep sketches and photographs of damage.
- Keep damaged equipment and parts for review and inspection by survey teams.
- Stay within the time limits in applying for assistance and for completing projects.
- Establish a file for each Damage Survey Report (DSR) and place original documents there or establish a cross reference identifying where the original is being kept and keep the cross reference document in the DSR file. Include a summary or worksheet itemizing total costs.
- Contact the Governor's Authorized Representative to answer questions or for assistance.
- Refer to Part II, C. 2. "Documentation of Work," page 59.
- Complete records and cost documents for all approved work must be maintained for at least 3 years from the date the last project was completed or upon the receipt of final payment, whichever is later.

PUBLIC INFORMATION CHECKLIST

- Develop a Public Information Officer (PIO) position in the Emergency Management Plan.
- Locate a qualified individual to perform the PIO function before the disaster occurs.
- Establish a media center for reporters with electricity, telephones and access to the damaged area.

The PIO should:

1. Get to know local media and methods of operations.
2. Coordinate with the Mayor/County Judge, as appropriate, and other agency heads to assure that proper information is released to the media and to the public.
3. Work with news media to assure proper content of outgoing information.
4. Perform as rumor control, tracking down sources and making corrections.

Media available are:

Television, Radio (AM and FM), Newspaper, Poster(s), Speeches, Announcements at gatherings such as churches, schools, clubs, etc.

The PIO should become familiar with local emergency management concerns:

- Flood Insurance
- Floodplain determinations
- Hazard Mitigation
- Building and Repair permitting requirements
- Disaster Application Centers (DACs)
- General status of recovery efforts
- Any other disaster-related topic that should be addressed at the local level

Refer to Part III A for more public information data

DAMAGE SURVEY REPORTS & PROJECT APPLICATION CHECKLIST

- If your area was included in Presidential disaster declaration which included public assistance
- attend the applicants' briefing.
- Appoint an "Authorized Agent" to act on behalf of the local government for Damage Survey reporting and other disaster actions.
- One Damage Survey Report (DSR) will be prepared by the damage survey team for each work project for Public Property.
- Ensure that a local inspector will be available to assist with DSR preparation.
- Project Application (PA) will be completed by the State Coordinating Officer when all DSRs are reviewed. The Authorized Agent will be contacted to review all DSRs and sign the Project Application.
- Refer to page 48 for DSR form and page 53 for PA form.
- Refer to Part II, C. 2. for PA and DSR processes, page 46.

PART V

A. GLOSSARY

THE ACT

The Federal Disaster Relief Act of 1974, Public Law 93-288 as amended.

AGRICULTURAL STABILIZATON and CONSERVATION SERVICE (ASCS)

An agency of the federal government under the Department of Agriculture which concerns itself with soil conservation measures and certain types of agricultural assistance in some counties.

BASE FLOOD ELEVATION (BFE)

The highest elevation of the water level in a 100 year flood event.

DAMAGE SURVEY REPORT (DSR)

This report is prepared by a combined state, federal, and local damage survey team which acts in response to applications for federal assistance to repair disaster damage to public property. Separate reports are prepared for each work project within the EMERGENCY or PERMANENT work category.

DESIGNATED AGENT

An individual designated (by local government resolution) to execute, for and in behalf of the local jurisdictions, all necessary claims, assurances, and agreements to support its disaster project application for federal financial assistance.

DIRECTOR OF THE DIVISION OF EMERGENCY MANAGEMENT

The Director of the Department of Public Safety is also appointed by the governor as Director of the Division of Emergency Management. As Director of the Division of Emergency Management, he serves as the governor's designated agent in the administration and supervision of the provisions of the Texas Disaster Act of 1975 and may exercise the powers granted to the governor therein.

DISASTER

The occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made cause, including fire, flood, earthquake, wind, storm, wave action, oil spill, or other water contamination, volcanic activity, epidemic, air contamination, blight, drought, infestation, explosion, riot, hostile military or paramilitary action, or other public calamity requiring emergency action.

DISASTER APPLICATION CENTER (DAC)

A temporary facility established in the disaster area with representatives from all federal, state, and local agencies which can give assistance to individuals and businesses that have been affected by disaster damage. Also, sometimes referred to as Disaster Assistance Center.

DISASTER DISTRICTS

(See State organization)

DISTRICT DISASTER COMMITTEE

(See State organization)

DISASTER/EMERGENCY

This is declared by executive order or proclamation of the governor if he finds a disaster has occurred or that the occurrence or the threat of disaster is imminent. This declaration activates the disaster response and recovery aspects of the state, local, and interjurisdictional disaster emergency plans applicable to the political subdivision or area in question. It is also authority for the deployment and use of any personnel to which the plan or plans apply and for use or distribution of any supplies, equipment, and materials and facilities assembled, stockpiled, or arranged to be made available.

DISASTER FIELD OFFICE (DFO)

A temporary facility established in the disaster area to serve as the field headquarters for emergency managers and as a focal point for disaster operation, direction, coordination, and information. It houses the FCO and the SCO as well as their respective staffs.

DISASTER PREPAREDNESS IMPROVEMENT (DPI)

An ongoing effort under Title II, PL 93-288 to improve, maintain, and update disaster assistance plans. The budget is on a 50/50 state/federal matching basis.

DISASTER SUMMARY OUTLINE (DSO)

A form (DEM-93) to be used as a guide in assessing damage to a community caused by a natural disaster. The form is filled out by local government officials in assessing the severity of a disaster occurrence and for requesting assistance from state and federal governments.

DISASTER UNEMPLOYMENT ASSISTANCE (DUA)

A program under the Department of Labor to provide financial assistance to persons unemployed as a result of a major disaster.

EMERGENCY

The occurrence of any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mud slide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the state which requires state and/or federal emergency assistance to supplement local efforts to save lives and protect property, public health, and safety or to avert or lessen the threat of a disaster.

EMERGENCY MANAGEMENT ASSISTANCE (EMA)

A program which provides federal matching funds to state and local governments for emergency management support in management, planning, and operations.

EMERGENCY MANAGEMENT COORDINATOR (EMC)

An assistant to the Emergency Management director to whom the director has given authority to act in the director's behalf in carrying out Emergency Management responsibilities throughout the director's political jurisdiction.

EMERGENCY MANAGEMENT COUNCIL

The Council is comprised of chief executive officers of approximately 27 state agencies and the American Red Cross which have been designated by the governor as having emergency management functions to perform. The Council meets and operates from the State ex-Emergency Operations Center in the Department of Public Safety complex in Austin. The number of Council members operating in the EOC will be determined by the magnitude and type of each disaster.

EMERGENCY MANAGEMENT DIRECTOR

The mayor of each municipal corporation and the county judge of each county who have been charged by the governor through executive order with the responsibility for Emergency Management in their respective political jurisdiction.

EMERGENCY OPERATIONS CENTERS (EOCs)

State Emergency Operations Center (State EOC)

The central point of contact for statewide disaster communications and related operations. The state EOC is located underground at the Department of Public Safety Headquarters in Austin and is the location from which the Emergency Management Council functions in response to disaster situations throughout the state.

District Emergency Operations Center (District EOC)

The central point of contact for disaster communications and related operations within the disaster district. The district EOC is located in the Department of Public Safety District or Sub-District Headquarters serving the disaster area and is the location from which the Disaster District Committee functions in directing its disaster operations.

Local Government Emergency Operations Center (Local EOC)

The central point of contact for disaster communications and related operations within the local government's jurisdiction. The local EOC is located within the city or county as an individual jurisdiction's EOC or as a combined city/county EOC. It is the location from which local government officials function in directing disaster operations.

EMERGENCY FLOOD INSURANCE PROGRAM

(Emergency Program). The first level of participation by a flood prone community in the National Flood Insurance Program. During this phase the community operates its Floodplain Management Program using a Flood Hazard Boundary Map (FHBM). Policy rates are standard regardless of where the property is located in the participating jurisdiction but policies have upper financial restrictions.

EMERGENCY WORK

That work done immediately during or after a disaster to save lives and to protect and preserve property, public health, and safety; and, to provide temporary facilities to restore essential public services. Category A - **Debris Removal** and Category B - **Emergency Protective Measures** on the Damage Survey Report are for Emergency Work.

ENVIRONMENTAL PROTECTION AGENCY (EPA)

An agency of the federal government which has the mission of reviewing ongoing and planned activities which could foul the environment.

FARMERS HOME ADMINISTRATION (FMHA)

An agency of the federal government under the Department of Agriculture which concerns itself with recovery and rehabilitation, following agriculturally related disasters, by providing long-term loans to farmers, ranchers, and agriculture operators.

FEDERAL COORDINATING OFFICER (FCO)

A Federal official appointed as such by the President for each major disaster. He is responsible for making an initial appraisal of the types of assistance most urgently needed and by rendering federal disaster assistance as expeditiously as possible. This is done by bringing together all federal agencies having assigned disaster assistance programs and responsibilities and coordinating their activities, establishing a field office at the disaster

scene with the required representation by federal agency personnel, and taking any other appropriate action in cooperation with the State Coordinating Officer in the fulfillment of his responsibilities.

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

An agency of the federal government which is dedicated to coordinating the response of federal agencies in a concerted application of federal disaster assistance to states and local governments in need.

FEMA - STATE DISASTER ASSISTANCE AGREEMENT

A letter originated in the Federal Emergency Management Agency regional office and jointly signed by the Regional Director and the State Governor. This letter outlines the provisions and stipulations of the disaster assistance that will be administered to the presidentially-declared disaster area.

FLOOD INSURANCE CLAIMS OFFICE (FICO)

This office is set up in a disaster area to handle the claims and appraisals when more than approximately 500 flood insurance claims are expected.

FLOODPLAIN

The geographical area that would be covered by the computed 100 year flood event.

FLOODPLAIN ADMINISTRATOR (FPA)

The person designated by the appropriate Mayor or County Judge in a flood-prone community who is responsible for making floodplain determinations for construction sites, issuing building permits for floodplain construction and other floodplain management activities.

FORCE ACCOUNT

A community's own labor forces consisting of its regular and extra employees.

GENERAL SERVICE ADMINISTRATION (GSA)

A federal agency which provides building and utility support for disaster field offices and disaster application centers.

GOVERNOR'S AUTHORIZED REPRESENTATIVE

The person(s) named by the governor in the FEMA-State Assistance Agreement to execute on behalf of the State all necessary documents for disaster assistance and to evaluate and transmit local government, eligible private nonprofit facility, and state agency requests for assistance to the FEMA Regional Director following a major disaster or emergency declaration.

HAZARD MITIGATION

An action taken, beyond the usual objectives of Emergency Management, which will reduce suffering and dollar damage expected to be caused by a potential hazard.

HAZARD MITIGATION ANNEX

Annex P to state and local Emergency Management plans.

HAZARD MITIGATION COORDINATOR

The local government official appointed by the appropriate Mayor or County Judge to act in

their behalf in the coordination of all Hazard Mitigation activities in their respective jurisdiction.

HAZARD MITIGATION PLAN

A plan prepared within 180 days following a presidentially declared disaster. Preparation of this plan is a function of the State Hazard Mitigation Officer in accordance with section 406 of Public Law 93-288.

HAZARD MITIGATION TEAM

A team of people designated by the appropriate Mayor or County Judge for the purpose of providing Technical Hazard Mitigation Assistance as required by community officials in their pursuit of damage mitigative construction and reconstruction practices. The team will be comprised mainly of local government members but may also include representatives from industry and the private sector.

INDIVIDUAL AND FAMILY GRANTS (IFG)

Individual and Family Grants are grants made to meet disaster related necessary expenses or serious needs of individuals or families adversely affected by a major disaster in those cases where such individuals or families are unable to meet such expenses or needs from other means. This assistance is a matching fund program financed on a 25 percent/75 percent basis by the state and federal government and administered by the Texas Department of Human Services.

INDIVIDUAL ASSISTANCE

Individual Assistance means assistance provided to individual disaster victims according to the needs of the individual and his family. Individual assistance includes emergency actions, such as search and rescue, medical care, operation of emergency shelters, and feeding. In addition, it includes relief and rehabilitation actions, such as temporary housing, disaster loans, federal income tax assistance in claiming casualty losses, legal services, consumer aid, disaster unemployment benefits, crisis counseling and individual and family grants.

LOCAL DISASTER/EMERGENCY

A local disaster emergency may be declared only by the governing body of a political subdivision. The effect of this declaration is to activate the response and recovery aspects of any and all applicable local and inter-jurisdictional disaster emergency plans and to authorize the furnishing of aid and assistance under the declaration.

LOWEST FLOOR

The lowest floor including basement of the lowest enclosed area of a structure.

MAJOR DISASTER

A major disaster means any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mud slide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States or its territories which, in the determination of the president, causes damage of sufficient severity and magnitude to warrant major disaster assistance under Public Law 93-288, and above and beyond emergency services by the federal government, to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

NATIONAL FLOOD INSURANCE PROGRAM (NFIP)

A program run by the federal government to improve floodplain management, to reduce disaster costs, and to provide low cost flood insurance for residents of flood-prone communities.

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION (NOAA)

A federal agency under the U.S. Department of Commerce which concerns itself with weather observations and reporting. NOAA is the parent organization of the National Weather Service.

NOTICE OF INTEREST

A form submitted by each applicant which provides a basis for scheduling the damage surveys.

ONE HUNDRED YEAR FLOOD

The flooding condition which has a one percent chance of occurring each year. The 100 year flood level is used as the base planning factor for floodplain management in the National Flood Insurance Program.

PA

Terminology used to refer to the approved project application package.

PERMANENT WORK

This type of Public Assistance includes all nonemergency work and may require more time for decision-making, preparation of detailed design, construction plans, cost estimates, and schedules as a basis for formal accomplishment. Permanent work may be done on road systems, water control facilities, public buildings and related equipment, public utilities, facilities under construction, private nonprofit facilities, and other appropriate areas.

PUBLIC INFORMATION OFFICER

A person in a community who has been designated to collect and disseminate coordinated disaster related information to the media and the general public.

PUBLIC ASSISTANCE

Public assistance is that part of the emergency or major disaster relief program in which the federal government supplements the efforts and available resources of state and local governments to restore certain public facilities or services. Public Assistance includes emergency assistance, debris removal, community disaster loans, and the permanent repair, restoration or replacement of public and designated private nonprofit facilities damaged or destroyed by a major disaster.

REGIONAL LIAISON OFFICER (RLO)

Members of the Division of Emergency Management who are located in each of the six Department of Public Safety, Highway Patrol Regions (Region 2 has two, one in Houston and one in Beaumont). RLOs serve local governments and the Division's emergency management interest in their respective region of the state. In disaster recovery operations they may serve in other regions to help in the recovery.

REGULAR FLOOD INSURANCE PROGRAM

(Regular Program) The second and upper level of participation by a flood-prone community in the National Flood Insurance Program. The community operates its Floodplain Management Program using a Flood Insurance Rate Map and Policy rates vary according to location of structures in relation to the floodplain and construction procedures used to build them.

STATE COORDINATING OFFICER (SCO)

The person designated by the Governor to serve as on-scene representative for the Division of Emergency Management and to work in concert with the Federal Coordinating Officer in administering State and Federal assistance to disaster victims.

STATE ORGANIZATION

The State Emergency Operations Center (State EOC) operates on a 24 hour basis from the office of the Division of Emergency Management. The state is divided into 19 operational areas known as disaster districts which correspond to the boundaries of the Texas Highway Patrol districts and sub-districts. Each disaster district has a District Disaster Committee composed of representatives of each state agency, board, or commission having membership on the Emergency Management Council at state level. The highway patrol commanding officer of each highway patrol district or sub-district serves as chairman of the District Disaster Committee, and reports to the Director, or the State Coordinator upon direction of the Director, on matters relating to disasters and emergencies. A representative of the Division of Emergency Management provides guidance, counsel and administrative support, as may be required, to the District Disaster Committee Chairman. Each disaster district houses an Emergency Operations Center from which the District Disaster Committee functions for disaster operations.

TEMPORARY HOUSING PROGRAM (THP)

This is a federal program which provides emergency or temporary accommodations to individuals or families made homeless by an emergency or a major disaster.

B. REFERENCES

Texas Disaster Act of 1975, 64th Legislature, Article 6889-7, Government Code, as amended.

Executive order of the Governor establishing the Emergency Management Council.

Federal Disaster Relief Act of 1974, as amended (Public Law 93-288).